

***OVERVIEW AND SCRUTINY PERFORMANCE AND VALUE FOR MONEY SELECT COMMITTEE***

***Overview & Scrutiny Committee  
Agenda***

Date Thursday 27 August 2020

Time 6.00 pm

Venue Virtual Meeting

[https://www.oldham.gov.uk/info/200608/meetings/1940/live\\_council\\_meetings\\_online](https://www.oldham.gov.uk/info/200608/meetings/1940/live_council_meetings_online)

Notes 1. DECLARATIONS OF INTEREST- If a Member requires 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 Constitutional Services at least 24 hours in advance of the meeting.

2. CONTACT OFFICER for this agenda is Constitutional Services email [Constitutional.Services@oldham.gov.uk](mailto:Constitutional.Services@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 Monday, 24 August 2020. The question will be read out by the Chair and a response provided at the meeting.

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 the Council's 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.

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**MEMBERSHIP OF THE OVERVIEW AND SCRUTINY PERFORMANCE AND VALUE FOR MONEY SELECT COMMITTEE**

Councillors Ahmad (Chair), Phythian (Vice-Chair), Stretton, Salamat, Byrne, Haque, Harkness and Shuttleworth

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 - 8)

The Minutes of the PVFM Select Committee held on 25<sup>th</sup> June 2020 are attached for approval.

6       Minutes of the GMCA Corporate Issues and Reform Overview and Scrutiny Committee (Pages 9 - 12)

The minutes of the GMCA Corporate Issues and Reform Overview and Scrutiny Committee held on 16<sup>th</sup> June 2020 are attached for noting.

7       Minutes of the GMCA Economy, Business Growth and Skills Overview and Scrutiny Committee (Pages 13 - 20)

The minutes of the GMCA Economy, Business Growth and Skills Overview and Scrutiny Committee held on 12<sup>th</sup> June 2020 are attached for noting.

8       Minutes of the GMCA Housing, Planning and Environment Overview and Scrutiny Committee (Pages 21 - 32)

The minutes of the GMCA Housing, Planning and Environment Overview and Scrutiny Committee meetings held on 11<sup>th</sup> June 2020 and 9<sup>th</sup> July 2020 are attached for noting.

9       Delivery of Additional School Places and Admissions (Pages 33 - 158)

10      Update on the Special Education Needs and Disability (SEND) Inspection Revisit (Pages 159 - 164)

11      Unity Partnership Limited Annual Report 2019/20 (Pages 165 - 196)

12      Finance Update - Budget 2020/21 and 2021/22 and Revenue Monitor and Capital Investment Programme 2020/21 (Quarter 1 - June 2020) (Pages 197 - 270)

13      PVFM Work Programme (Pages 271 - 280)

14      Key Decision Document (Pages 281 - 302)

15      Date and Time of Next Meeting

The date and time of the next Performance and Value for Money Select Committee will be held on 1<sup>st</sup> October 2020 at 6.00 p.m.

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## OVERVIEW AND SCRUTINY PERFORMANCE AND VALUE FOR MONEY

### SELECT COMMITTEE

25/06/2020 at 6.00 pm



**Present:** Councillor Ahmad (Chair)  
Councillors Phythian, Stretton, Byrne, Haque, Harkness and Shuttleworth

Also in Attendance:

|                     |   |
|---------------------|---|
| Councillor Fielding | Leader of the Council and Portfolio Holder for Economy and Skills       |
| Councillor Jabbar   | Deputy Leader of the Council and Portfolio Holder for Finance and Green |
| Anne Ryans          | Director of Finance   |
| Emma Barton         | Director of Economy   |
| Naaira Zaman        | Performance Improvement Team  |
| Mark Stenson        | Head of Corporate Governance  |
| Lori Hughes         | Constitutional Services   |
| Mark Hardman        | Constitutional Services   |

#### 1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### 2 **URGENT BUSINESS**

There were no items of urgent business received.

#### 3 **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

#### 4 **APPOINTMENT OF VICE CHAIR**

It was noted that the Select Committee was required to appoint a Vice Chair for the 2020/21 Municipal Year.

**RESOLVED** that Councillor Phythian be appointed Vice Chair of the Overview and Scrutiny Performance and Value for Money Select Committee for the 2020/21 Municipal Year.

#### 5 **MINUTES OF PREVIOUS MEETING**

**RESOLVED** that the minutes of the Performance and Value for Money Select Committee held on 12<sup>th</sup> March 2020 be approved as a correct record.

#### 6 **PUBLIC QUESTION TIME**

There were no public questions received.

7 **MINUTES OF THE OVERVIEW AND SCRUTINY BOARD**

**RESOLVED** that the minutes of the Overview and Scrutiny Board held on 3<sup>rd</sup> March 2020 be noted.

8 **MINUTES OF THE GMCA CORPORATE ISSUES AND REFORM OVERVIEW AND SCRUTINY COMMITTEE**

**RESOLVED** that the minutes of the GMCA Corporate Issues and Reform Overview and Scrutiny Committee held on 11<sup>th</sup> February 2020 be noted.

9 **MINUTES OF THE GMCA ECONOMY, BUSINESS GROWTH AND SKILLS OVERVIEW AND SCRUTINY COMMITTEE**

**RESOLVED** that the minutes of the GMCA Economy, Business Growth and Skills Overview and Scrutiny Committee held on 8<sup>th</sup> November 2019 be noted.

10 **COUNCIL PERFORMANCE REPORT MARCH 2020**

The Committee received a report presenting a review of Council performance as at March 2020.

The presentation of performance commenced with the provision of an 'Oldham Profile in Numbers' comprising basic data in respect of population, housing, education, crime, income and benefits, household information, health, and community in the Borough. Performance against each of the three corporate objectives of an inclusive economy, thriving communities and co-operative services was then reported, it being noted that 24 measures had achieved their target, ten were within tolerance, and 16 were currently outside tolerance.

The performance measures and the associated risks were considered in more detail within Appendices 1, 2 and 4 to the submitted report. As anticipated, performance at Quarter 4 had been affected by the impact of Covid-19 and a number of actions had fallen behind schedule, issues relating to library usage, food safety inspections and recycling rates being noted as examples. A review of the achieve-ability of measures was being undertaken given the ongoing impact of Covid-19. Where measures were showing a 'Red' rating, further information as to follow-up actions and assurance was presented within Appendix 3 to the report.

The reported performance on sickness absence was noted and this would be considered further when the issue received its scheduled consideration as listed in the work programme. Following queries concerning the reported number of resignations which related to the reasons for resignations, the length of service before resignation, and the costs of training and development of such staff, the Deputy Leader of the Council suggested that such detail might be considered alongside the submission of the programme report on sickness absence.

Following expressed disappointment as to the Council being shown bottom of Greater Manchester authorities in terms of performance regarding household recycling rates, it was noted that the Council's performance had increased from 40.35% to 44.74% over the year and that the comparative data represented different time periods due to there being a time lag in collecting data from other authorities. It could be anticipated that when fourth quarter data for other authorities was available, these would reflect some impact from the early stages of the Covid-19 pandemic.

A concern was expressed that, despite assurances received from Officers, the report showing only 56.9% of Education, Health and Care Plans were completed within statutory timescales showed there was still much work to do in this area.

The Head of Corporate Governance undertook to seek further information as to progress on action ref DE191 relating to car parking charges and to report to the Chair accordingly.

It was noted that there were no current requests to make changes to performance measures and actions within the Corporate Performance Report.

**RESOLVED** that the report be noted.

11

## **FINANCIAL OUTTURN FOR 2019/20**

The Select Committee received details of the Council's financial outturn position for the financial year 2019/20 as included in the draft Statement of Accounts, the Council being required to prepare a Statement of Accounts for each financial year in accordance with statutory timelines and accounting practices set out by the Chartered Institute of Public Finance and Accountancy (CIPFA). While the government had agreed revised timescales for the preparation and audit of the accounts due to the Covid-19 pandemic, Oldham was still on course to have the accounts audited in line with the original statutory position. The Statement of Accounts were submitted for audit on 31<sup>st</sup> May 2020 and published on the Council's website on 1<sup>st</sup> June 2020.

A submitted report summarised the Council's financial outturn position for 2019/20 and the following matters were highlighted to the Select Committee –

- the overall revenue outturn position for 2019/20 was a surplus of £0.270m, an increase on the favourable variance of £0.065m projected at month 9 that was reported to Cabinet on 23<sup>rd</sup> March 2020. It was noted that the months 6 and 8 projections reported to the Select Committee in January and February 2020 had both shown projected overspends which had been caveated with anticipated movements on the budget;
- the year-end variances that are attributable to each Portfolio, with commentary being given as to the principle

adverse variances in the People and Place, Community Health and Adult Care, and Children's Services Directorates;

- Schools balances at 31<sup>st</sup> March 2020 were £5.487m but were offset by the deficit on the Dedicated Schools Grant (DSG) of £4.916m leaving a net balance of £0.571m held within Other Earmarked Reserves;
- the final Housing Revenue Account (HRA) balance was £21.796m;
- the balance on the Collection Fund was a surplus of £3.295m;
- the small reduction in revenue account Earmarked Reserves of £1.263m to a level of £79.360m, a decrease in other Earmarked Reserves of £4.431m to a level of £8.504m, and an increase in the General Fund balance of £0.270m to £15.110m which was reflective of the revenue outturn position;
- expenditure on the Council's Capital Programme for 2019/20 was £54.383m which was an increase on the month 9 forecast expenditure of £52.497m. The increase in expenditure required funding allocated to future years to be re-profiled to fully finance the Capital Programme in 2019/20;
- Capital Receipts in year totalled £9.914m, all of which were used to finance the Capital Programme in year;
- the significant items in each of the primary financial statements, the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet and the Cash Flow Statement;
- the preparation of Group Accounts incorporating the Council's two wholly owned companies – the Unity Partnership Ltd. and MioCare Community Interest Company; and
- the performance of the Finance Team in closing the accounts.

The budgetary implications of Covid-19 were considered and it was noted that the government had made some resources available to the Council. However, if further funding was not forthcoming and in light of reports of other Councils highlighting potential bankruptcy, the implications for Oldham were queried. The Director of Finance noted the level of reserves held and advised that additional revenue support from government could be anticipated, along with a further package of support to enable Councils to address the funding challenge in different ways. Notwithstanding, the Council needed to keep its position under control and a clearer view could be taken following further central government announcements. While it was too early for talk of Section 114 Notices, it was acknowledged that there would be implications if the government did not provide further resources. The Deputy Leader of the Council stressed that unless additional resources were provided to address the loss of income and additional expenditure incurred as a result of Covid-19, there was a serious possibility of Section 114 Notices. While

the Council may have healthy reserves, these would disappear very quickly if additional resource was not provided.

The Chair and Committee Members expressed thanks to the Director of Finance and staff for their work in production of the outturn data for 2019/20 budget. In noting the financial position of the Council going forward, the Chair suggested that the Committee needed more regular updating on the Council's budgetary position. The Director of Finance undertook to report further to the Committee and to review the availability of budget updates against the Committee's work programme and meeting dates.

**RESOLVED** that the Council's financial outturn position for the financial year 2019/20 be noted.

12

## **CREATING A BETTER PLACE - PROGRAMME REVIEW PRINCIPLES**

The Select Committee was reminded that the 'Creating a Better Place' strategic framework had been approved by Cabinet at a meeting held on 23<sup>rd</sup> January 2020 and the report considered by the Cabinet at that time which set out the purpose of and approach to the strategic framework, developed in response to the expectation on the Council to deliver economic growth and major regeneration while coping with financial challenges, was presented for information.

The Leader of the Council noted Creating a Better Place was a positive step forward, identifying possible levers to bring in additional investment into the Borough and presenting exciting plans for Oldham Town Centre and to invest in all parts of the Borough. Creating a Better Place focused on building more homes for our residents, creating new jobs through town centre regeneration, and ensuring Oldham is a great place to visit with lots of family friendly and accessible places to go.

However, it was noted that, in light of the Covid-19 pandemic, the Council has had to respond with significant funding support to ensure the safety and welfare of Oldham's local communities resulting in a serious impact on the Council's financial plans. The views of the Select Committee were being sought on proposed review principles to consider whether the programme was able to respond to support the post-Covid recovery plans; whether the use of public capital funds was still justified; and whether the original savings proposals were at risk or could be accelerated or enhanced in any way to reduce the demands and pressures on service baseline budget allocations.

The Director of Economy introduced the proposed principles for reviewing projects within the Creating a Better Place programme, these considering -

- whether a project contributed positively to the objectives of the Creating a Better Place strategic framework;

- whether a project contributed positively towards the performance targets contained within Creating a Better Place;
- whether a project would contribute positively towards revenue savings;
- whether a project had a business case that guaranteed ability to cover prudential borrowing costs;
- whether a project provided future cost avoidance, such as backlog maintenance or reduced whole life costs; and
- whether a project supported the post-Covid economic recovery.

The capacity of the organisation to deliver the Creating a Better Place programme was queried, the Committee being advised that the position had been reviewed and that Teams were in place to deliver along with provision for technical experts to be brought in as and when necessary. Timescales for the programme had been mapped out, though opportunities existed to bring items forward, for example if external funding opportunities arose. Further to a specific query, it was advised that Northern Roots formed part of Creating a Better Place and was programmed accordingly.

A Member, noting the objective for tourism and the recent experiences around Dovestones, commented that the necessary infrastructure needed to be in place to back-up this objective. Responding to a further comment that attention needed to be paid to the Town Centre market hall and that opportunities were presented by the objective linked to town centre living, the Leader of the Council acknowledged that the market hall was valued and advised that the Council was committed to independent traders. However, such facilities needed to adapt in order to attract new customers and, at a time when all town centres looked similar and had the same large stores, there was need to identify a unique offer to get people to come.

**RESOLVED** that the proposed review of Creating a Better Place and the review principles be noted.

13

## **OVERVIEW AND SCRUTINY ANNUAL REPORT FOR 2019/20**

The Select Committee gave consideration to the Overview and Scrutiny Annual Report for 2019/20.

The Annual Report outlined the purpose of overview and scrutiny, the roles and responsibilities of the three scrutiny Committees, and a summary of the work undertaken by the overview and scrutiny function in 2019/20. This included the overview and scrutiny of key plans and strategies, internal and external consultations, monitoring of services, motions referred to scrutiny by Full Council and the work of task and finish groups.

**RESOLVED** that the Overview and Scrutiny Annual Report for 2019/20 be commended to Full Council.

14

**WORK PROGRAMME**

The Select Committee gave consideration to the proposed Performance and Value for Money Select Committee Work Programme for 2020/21, outlining those issues which would be considered by the Select Committee during the municipal year. The Chair asked Members to note that the Work Programme might require re-working through the year as business related to Covid-19 might be expected to be brought forward.

The Head of Corporate Governance noted that a number of matters had been discussed during the meeting that would need inclusion in the work programme. These would be discussed with the Chair and Constitutional Services prior to the submission of an updated Work Programme to the next meeting of the Select Committee.

**RESOLVED** that the Performance and Value for Money Select Committee Work Programme 2020/21, as presented, be noted.

15

**KEY DECISION DOCUMENT**

**RESOLVED** – that the Key Decision Document published on 1<sup>st</sup> June 2020 be noted.

The meeting started at 6.00 pm and ended at 7.15 pm

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**MINUTES OF THE MEETING OF THE GREATER MANCHESTER COMBINED AUTHORITY  
CORPORATE ISSUES AND REFORM OVERVIEW & SCRUTINY COMMITTEE  
ANNUAL GENERAL MEETING  
HELD TUESDAY 16 JUNE 2020 VIRTUAL MEETING VIA MICROSOFT TEAMS**

**PRESENT:**

|                          |                         |
|--------------------------|-------------------------|
| Councillor Tom Pickstone | Bury (Chair)            |
| Councillor Greg Stanton  | Manchester (Substitute) |
| Councillor Hazel Gloster | Oldham (Substitute)     |
| Councillor Sam Hamdani   | Oldham (Substitute)     |
| Councillor Colin McLaren | Oldham                  |
| Councillor Kallum Nolan  | Rochdale                |
| Councillor Ray Dutton    | Rochdale (Substitute)   |
| Councillor Tanya Burch   | Salford                 |
| Councillor David Jolley  | Salford                 |
| Councillor Sean Anstee   | Trafford (Substitute)   |

**OFFICERS IN ATTENDANCE:**

|                  |  |
|------------------|--|
| Andrew Lightfoot | Deputy Chief Executive, GMCA             |
| Joanne Heron     | Statutory Scrutiny Officer, GMCA         |
| Jenny Hollamby   | Senior Governor & Scrutiny Officer, GMCA |
| Jim Wallace      | Chief Fire Officer, GMFRS                |
| Dawn Docx        | Deputy Chief Fire Officer, GMFRS         |
| Tony Hunter      | Assistant Chief Fire Officer, GMFRS      |

The Statutory Scrutiny Officer opened the meeting and welcomed everyone to the first virtual meeting of the Greater Manchester Corporate Issues & Reform Overview & Scrutiny Committee. The meeting was being livestreamed to members of the public in line with the latest legislation enabling meetings to take place virtually during the Coronavirus pandemic.

**CI&R/1/20 APOLOGIES**

Apologies for absence were received from Councillors Anne Duffield (Bolton), Chris Goodwin (Oldham), John McGahan (Stockport), Dave Morgan (Trafford), Dena Ryness (Stockport), Teresa Smith (Tameside) and Pat Sullivan (Rochdale).

**CI&R/2/20 APPOINTMENT OF CHAIR 2020/21**

The Statutory Scrutiny Officer invited nominations for the role of Chair for the 2020/21 Municipal Year. This was subject to meeting the requirement that the Chair and Vice-Chair were not Members of the same political party of which, the Mayor was a Member.

The Committee agreed the appointment of Councillor Tim Pickstone (Bury) as Chair for the 2020/21 Municipal Year.

BOLTON  
BURY

MANCHESTER  
OLDHAM

ROCHDALE  
SALFORD

STOCKPORT  
TAMESIDE

TRAFFORD  
WIGAN

**RESOLVED/-**

That Councillor Tim Pickstone (Bury) be appointed as Chair for the 2020/21 Municipal Year.

**CI&R/3/20 APPOINTMENT OF VICE-CHAIR 2020/21**

The Chair asked for nominations for the role of Vice-Chair for the 2020/21 Municipal Year. This was subject to meeting the requirement that the Chair and Vice-Chair were not Members of the same political party of which, the Mayor was a Member.

The Committee agreed the appointment of Councillor John McGahan (Stockport) as Vice-Chair for the 2020/21 Municipal Year.

**RESOLVED/-**

That Councillor John McGahan (Stockport) be appointed as Vice-Chair for the 2020/21 Municipal Year.

**CI&R/4/20 MEMBERSHIP OF THE GREATER MANCHESTER CORPORATE ISSUES & REFORM OVERVIEW & SCRUTINY COMMITTEE**

The Committee noted its Membership for the 2020/21 Municipal Year.

The Chair advised that there were still two vacancies (Bury and Manchester) and it was hoped that Districts would make their appointments as soon as possible.

**RESOLVED/-**

That the Committee Membership be noted.

**CI&R/5/20 MEMBERS CODE OF CONDUCT AND ANNUAL DECLARATION FORM**

Consideration was given to a reported that reminded Members that the GMCA's Member Code of Conduct set out high expectations with regard to Members' conduct. As Members of the GMCA's Overview & Scrutiny Committees were co-opted on to a GMCA Committee, the GMCA Code applied to them when they were acting in this capacity. Members were also asked to complete the Annual Register of Interest Form, which would be sent electronically to them following the meeting.

**RESOLVED/-**

1. That Members note the GMCA's Member Code of Conduct (Appendix A of the report).
2. That Members complete the Annual Register of Interest Form and return it to the GMCA.

#### **CI&R/6/20    TERMS OF REFERENCE**

The Committee noted its Terms of Reference for the 2020/21 Municipal Year.

#### **RESOLVED/-**

That the Terms of Reference be noted.

#### **CI&R/7/20    DECLARATIONS OF INTEREST**

There were no declarations received in relation to any item on the agenda.

#### **CI&R/8/20    MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2020**

#### **RESOLVED/-**

That the minutes of the meeting held on 11 February 2020 be approved as a correct record.

#### **CI&R/9/20    GREATER MANCHESTER VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE (VCSE) ACCORD**

This item was deferred to the next meeting on 14 July 2020.

#### **RESOLVED/-**

That the item be deferred to the next meeting.

#### **CI&R/10/20    WORK PROGRAMME**

Members considered a report that set out the Committee's Work Programme for Members to develop, review and agree. As there were only five Members of the Committee present at the meeting, the Chair proposed and Members agreed that an informal workshop (including Substitute Members) would take place to develop items for Work Programme prior to the next meeting on 14 July 2020.

The agenda items agreed for the next meeting on 14 July 2020, were noted as:

1. Greater Manchester Voluntary, Community and Social Enterprise (VCSE) Accord
2. High Rise Resident's Survey
3. GMCA Budgets
4. COVID19 Recovery

**RESOLVED/-**

1. That a Work Programme informal session be organised.
2. That the above agenda items be considered at the next meeting on 14 July 2020.

**CI&R/11/20 MEMBERS ARE ASKED TO AGREE DATES AND TIMES OF FUTURE MEETINGS**

The dates of future meetings were agreed as:

- 14 July 2020
- 8 September 2020
- 6 October 2020
- 10 November 2020
- 15 December 2020
- 19 January 2021
- 9 February 2021
- 16 March 2021

Regarding times of meetings, it was agreed that an email proposing three different times would be sent to Members to find out what worked best for them. Members needed to find a time to enable the Committee to be quorate.

A Member suggested that more onus should be placed on Committee Members to help find substitutes should they not be able to attend meetings.

**RESOLVED/-**

1. That the dates of meetings be agreed.
2. That Members be consulted about the times of future meetings.

**MEETING OF THE GREATER MANCHESTER COMBINED AUTHORITY (GMCA)  
ECONOMY, BUSINESS GROWTH AND  
SKILLS OVERVIEW AND SCRUTINY COMMITTEE  
FRIDAY 12 JUNE AT 10.15 AM VIA WEBCAST**

Present: Councillor Michael Holly (in the Chair)

Bolton: Councillor Samantha Connor  
Councillor Susan Haworth  
Bury: Councillor Mary Whitby  
Manchester: Councillor Greg Stanton  
Oldham: Councillor George Hulme  
Salford: Councillor Jim King  
Stockport: Councillor Becky Senior  
Trafford: Councillor Barry Brotherton  
Wigan: Councillor Charles Rigby  
Councillor Michael Winstanley

**In attendance**

Oldham Cllr Sean Fielding, GMCA Portfolio Lead for Employment, Skills & Digital  
GMCA Joanne Heron, Statutory Scrutiny Officer  
GMCA Gemma Marsh, Director of Skills (Policy, Strategy & Delivery)  
GMCA Simon Nokes, Executive Director of Policy and Research  
GMCA Lee Teasdale, Governance & Scrutiny Officer

**E01/20 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Stephen Homer (Tameside) and Cllr Daniel Meredith (Rochdale).

**E02/20 NOMINATIONS FOR CHAIR AND VICE-CHAIR**

Nominations were invited for the position of Chair of the GMCA Economy, Business Growth and Skills Overview and Scrutiny Committee for the 2020/21 municipal year. Councillor Susan Haworth proposed Councillor Michael Holly and Councillor Barry Brotherton seconded the proposal. The Committee agreed that Councillor Michael Holly be appointed.

The Chair invited nominations for the position of Vice Chair of the GMCA Economy, Business Growth and Skills Overview and Scrutiny Committee for the 2020/21 municipal year. Councillor Michael Holly proposed Councillor Michael Winstanley and Councillor Charles Rigby seconded the proposal. The Committee agreed that Councillor Michael Winstanley be appointed.

**RESOLVED:**

1. That Councillor Michael Holly be appointed as Chair of the GMCA Economy, Business Growth and Skills Overview and Scrutiny Committee for the 2020/21 municipal year.
2. That Councillor Michael Winstanley be appointed as Vice-Chair of the GMCA Economy, Business Growth and Skills Overview and Scrutiny Committee for the 2020/21 municipal year.

### **E03/20 MEMBERSHIP FOR 2020/21**

The Committee was asked to note its Membership for the 2020/21 Municipal Year:

| <b>Members</b>                              |
|---|
| Councillor Samantha Connor, Bolton, CON     |
| Councillor Susan Haworth, Bolton, LAB       |
| Councillor Mary Whitby, Bury, LAB           |
| Councillor Basat Sheikh, Manchester, LAB*   |
| Councillor Greg Stanton, Manchester, LAB*   |
| Councillor George Hulme, Oldham, LAB        |
| Councillor Daniel Meredith, Rochdale, LAB   |
| Councillor Michael Holly, Rochdale, CON     |
| Councillor Jim King, Salford, LAB           |
| Councillor Kerry Waters, Stockport, LAB     |
| Councillor Becky Senior, Stockport, LIB DEM |
| Councillor Stephen Homer, Tameside, LAB     |
| Councillor Barry Brotherton, Trafford, LAB  |
| Councillor Charles Rigby, Wigan, LAB        |
| Councillor Michael Winstanley, Wigan, CON   |

The Councillors marked with an asterisk are to be formally appointed at the June meeting of the GMCA

#### **RESOLVED:**

1. That the membership of the GMCA Economy, Business Growth and Skills Overview and Scrutiny Committee for the 2020/21 municipal year be noted.

### **E04/20 MEMBERS CODE OF CONDUCT AND ANNUAL DECLARATION OF INTEREST**

Consideration was given to a report that reminded Members that the GMCA's Member Code of Conduct (Appendix 1 of the report) set out high expectations with regard to Members' conduct. As Members of the GMCA's overview and scrutiny committees are co-opted onto a GMCA Committee the GMCA's code applied to them when they were acting in this capacity. Members were also reminded that they were required to complete an annual declaration of interest form, which would be published on the GMCA's website.

#### **RESOLVED:**

1. That Members noted the report and the GMCA's Code of Conduct and agreed to complete an annual register of interest form.

#### **E05/20            TERMS OF REFERENCE**

Members were provided with the Economy, Business Growth and Skills Overview and Scrutiny Committee's terms of reference.

#### **RESOLVED:**

1. That the Committee's Terms of Reference be noted.

#### **E06/20            DECLARATIONS OF INTEREST**

There were no declarations of interest received.

#### **E07/20            MINUTES OF THE MEETING HELD ON 8<sup>TH</sup> NOVEMBER 2019**

The minutes of the meeting held on 8<sup>th</sup> November 2019 were submitted for approval.

#### **RESOLVED:**

1. That the minutes of the last meeting held on 8<sup>th</sup> November 2019 be approved as a correct record.

*It was requested that agenda item 8 (Stockport MBC Business Plan) be moved to the end of the agenda to allow for consideration of confidential elements. The Committee agreed to move to Item 9 on the agenda.*

#### **E08/20            EUROPEAN SOCIAL FUND COMMISSIONING ACTIVITIES**

Gemma Marsh, Director of Skills (Policy, Strategy & Delivery), introduced a report providing members with an update on Greater Manchester's European Social Fund (ESF) allocation within the ESIF 2014–2020 programme and how delivery activity, where possible, was being shaped to respond to challenges presented by COVID-19.

Key areas highlighted included:

- GM was approaching full commitment of its £162.8m ESF allocation. The ESF Managing Authority (DWP) required all of its ESF contracts to be in place by December 2020. Contracted activity was able to continue until December 2023 under the HM Treasury Guarantee.
- As a result of COVID-19, The ESF Managing Authority was seeking agreement with the EC on structural flexibilities, in particular, match funding requirements, to support the

ESF programme. Some practical steps had already been applied to ensure ESF delivery could continue during lockdown, e.g. use of e-signatures.

- GMCA had received a Memorandum of Understanding for its £42m ESF GM Skills for Growth Programme. Market engagement and initial procurement activity was underway taking account of likely COVID-19 recovery requirements. The programme would look to support over 25,000 GM residents and 2,750 businesses and be complementary to the devolved Adult Education Budget and other ESF programmes.
- Prior to COVID-19 delivery and performance on live GM ESF contracts had been relatively strong, however with some underperformance on Education & Skills Funding Agency (ESFA) contracts which may be impacted further by the Department's response to COVID-19.

Councillor Sean Fielding, GMCA Portfolio Lead for Employment, Skills & Digital, expressed his support for the programme.

### **Comments and Questions**

Members noted that GM continued to have a higher proportion of NEETs compared to national and regional averages – asking for more detail on the reasoning behind this.

It was advised that a significant of work had been undertaken with NEETS across GM pre-Covid19 and that figures had begun to fall more in line with averages. The region had a number of demographics with a high proportion of NEETS and targeted regional work had been taking place to address this. The issue faced now was that the near future was unpredictable – Gemma Marsh would seek to procure a more up to date figure on NEETS to circulate to the Committee, together with comparison figures.

Members referenced the allocations of the finance that fell under the control of GM. It was asked whether the current level of split was considered appropriate within the current context.

It was advised that when the splits had been initially agreed they were fundamentally right – and there was an element of merging between each area. Within the new context – parts such as the Skills for Growth programme could be used to support those coming back into the jobs market, after they may have been furloughed for a period.

Members asked about the support being provided to those who were still feeling the impacts of previous recessions. Such as the over 50's population that had previously suffered from recessions in the early 1990s and late 2000s.

It was stated that a lot of the extant programmes within the system were centred on the over 50's – close work also took place with the Aging Hub. The Skills for Growth programme would pick up on elements such as technology skills for older employees. The system had been developed to ensure that it did not put too much focus on one cohort to the detriment of others. There was funding available within the current ESF programme and the figures on these would be provided.

Members enquired about how sub-regional variances were being approached. It was advised that the ESF programme allowed an absolute ability to work on a sub-regional basis, allowing for targeted and varying work where needed.

Members asked about 'Our Pass' being used to record cultural activities. Usually schools were asked to help authorities with tracking such information that could not be done in the same way at present – with that in mind, could Our Pass be used for such tracking of where young people were engaging in cultural activities.

Gemma Marsh and Cllr Sean Fielding were now members of the Our Pass Board – and it was recognised that the Pass provided a critical source of intelligence in regard to understanding the activities being accessed. This will in turn help in informing the development of the Young Persons Guarantee. It was clear that 'Our Pass' was now more important than ever before in helping young people to access the opportunities they will need to help recover as quickly as possible from the crisis.

**RESOLVED:**

1. That progress in committing Greater Manchester's ESF allocation and attempts to repurpose and apply flexibilities in response to challenges presented by COVID-19 be noted.
2. That the intention to proceed to procurement with the GM Skills for Growth ESF programme be noted.
3. That the status of the final CFO application for Youth Opportunity Programme – at appraisal stage with the ESF MA at present - and delegate authority to the GMCA Chief Executive and Treasurer of GMCA for design sign off following development in conjunction with areas/partners be noted.
4. That up-to-date figures on the number of NEETs in GM, together with relevant comparison data – be circulated to the Committee.

**E09/20            ECONOMIC RECOVERY**

Simon Nokes, Executive Director of Policy and Research, was invited to provide the Committee with an update on the initial steps being taken towards economic recovery from the Covid-19 crisis.

The situation was rapidly evolving, and further updates would be brought to the committee as it developed – this would likely include the development of a Greater Manchester Strategy (GMS) One Year Plan designed to complement the existing GMS. The full economic implications of the crisis would be extensive, however, a huge number of preparations were underway to seek to mitigate the worst outcomes on the labour market. Some businesses were growing within the current market still, and a lot of movement would be seen within the labour market.

The pandemic had created an unusual scenario whereby the crisis response phase still had to be led in conjunction with the recovery phase – rather than two clearly defined periods.

The recovery period had been broken down into three phases:

- Leaving lockdown phase (0-2 months)
- Living with Covid-19 phase (0-12 months)
- Building Back Better phase (2-3 years)

These phases were all underway already so that immediate response could sit alongside longer term thinking about how to take advantage of climate improvement possibilities and chances to reduce inequalities.

### **Comments and Questions**

Members referenced fiscal interventions from government – could there be mini-budgets taking place that would present GM with an opportunity to make formal submissions on the specific needs of the region?

It was only known at present that a form of ‘fiscal event’ was due to take place in July, however, government had indicated at present that this would not take the form of a mini-budget – it was felt that labour market interventions may well be the focus of the event. A formal letter had been received from the Secretary of State for Housing, Communities and Local Government that had asked for information on ‘shovel ready’ projects that could be started and completed within an 18-month window.

Members asked about such projects – was it being ensured that the projects being chosen would bring benefits to the whole of the GM economy. In addition, was long-term thinking taking place around the recovery of the aviation market – particularly in relation to the importance of Manchester Airport to the GM economy?

It was advised that the request had only just been received from the Secretary of State and it had included some specific criteria that needed to be assessed against the projects planned for the region. It was also key to note that this was a small initial fiscal event, and there would be far greater ones later in the year that would require significant input. Longer-term thinking had begun to take place, and the CA was working closely with the GM Local Enterprise Partnership on this. A regular dialogue was in place with colleagues at the airport to address the issues going forward.

Members enquired about the key sectors within GM that had particular concerns for recovery in the near term.

It was stated that different effects would likely have impacts on sectors over time. There was significant concerns about the hospitality, retail and tourism sectors in particular. It was difficult to see how some businesses were able to be profitable with social distancing measures in place. There would also be significant impacts in relation to office space, as demand for this was likely to fall given new ways of working being implemented on a potentially permanent basis.

A question was raised about how green growth could still be ensured in the wake of Covid-19. It was advised that substantial falls had been seen in carbon emissions during lockdown – and as

part of Building Back Better the opportunity had be taken towards looking at how to build back a more sustainable long-term environmental situation.

**RESOLVED:**

1. That the update on economic recovery be received.
2. That regular updates on economic recovery be brought to the Committee.

**E10/20 WORK PROGRAMME**

The Chair advised that Committee Members feedback to the Chair/Vice-Chair and supporting officers on any particular areas of concern that they would like to see form part of the year's work programme. The Chair, in conjunction with the Vice-Chair and supporting officers would then consider the submissions and draft a work programme for the Committee's consideration and approval.

The Chair noted a submission already received from Cllr Whitby, requesting that Women's Employability be re-added to the work programme.

**RESOLVED:**

1. That, following Committee submissions, permission be delegated to the Chair and Vice-Chair to prepare a draft Work Programme for 2020/21.

**E11/20 NEXT MEETING OF THE COMMITTEE**

The Chair suggested that 10:30am start times be adopted going forward – it was asked that any comments suggesting alternatives be emailed to the Chair, Vice-Chair and supporting officers.

**E12/20 STOCKPORT MDC BUSINESS PLAN**

Simon Nokes, Executive Director of Policy and Research, provided the Committee with an update and briefing on the Stockport MDC Business Plan. It was noted for transparency that Simon Nokes sits on the Stockport MDC Board.

In September 2018, the GMCA had agreed to support in principle, the creation of a Mayoral Development Corporation in Stockport to help in securing the regeneration of the Town Centre West area of Stockport. January 2019 had seen the agreement of a draft set of principles for the Corporation. The Stockport Corporation was then established in September 2019 as the first in GM area. An Interim Strategic Business Plan was agreed by the GMCA in September 2019 and Stockport Council in November 2019.

Since then, the MDC had established itself as an effective regeneration delivery vehicle and was now in a position to set out a more comprehensive long-term plan for bringing about the regeneration of Stockport Town Centre West over the period 2020 to 2025. The new draft

Strategic Business Plan was approved by the MDC Board at its meeting on May 7<sup>th</sup> 2020 and would be submitted to GMCA for approval at its meeting on 26th June 2020.

### **Comments and Questions**

Members asked about the economic risks to the CA and how this would be scrutinised. It was advised that the CA was not investing any money in the MDC body itself, which would be entirely funded by Stockport Council. If the CA was to be involved in specific MDC projects, these would come through the normal CA investment channels, including scrutiny by the Corporate Scrutiny Committee.

Members asked if the MDC would be looking at developments to support the economy in the widest sense – including the night-time economy.

It was advised that a Strategic Regeneration Framework had been developed for the MDC and this would guide all economic regeneration decisions. There had been a lot of discussion about how best to create a sustainable community within Stockport Town Centre West, within its role of the wider Stockport Town Centre, and attempts to bring a night-time economy back into this as a whole piece.

Members asked for further detail on the thinking around the local energy market. It was advised that this would form part of the green agenda pursued by the MDC. If over 3.5k houses were being developed – how could these be heated in an environmentally sustainable way going forward? This was part of the overall plan around environmentally sustainable developments.

*The public section of the meeting then concluded to allow for questions related to Appendix B of the item which was restricted by virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).*

### **RESOLVED:**

1. That the contents of the Stockport Town Centre West Mayoral Development Corporation's Strategic Business Plan May 2020 – March 2025 be noted.
2. That the contents of the Stockport Town Centre West Mayoral Development Corporation's Action Plan May 2020 – March 2021 be noted.
3. That comments made by the Committee be noted ahead of the Report being submitted for approval at the CA.

**GREATER MANCHESTER HOUSING PLANNING AND ENVIRONMENT OVERVIEW & SCRUTINY HELD  
ON 11<sup>TH</sup> JUNE 2020, AT 10:00 VIA MICROSOFT TEAMS**

**PRESENT:**

|                               |           |
|-------------------------------|-----------|
| Councillor John Walsh (Chair) | Bolton    |
| Councillor Barbara Brownridge | Oldham    |
| Councillor Charles Gibson     | Stockport |
| Councillor Mike Glover        | Tameside  |
| Councillor Sharmina August    | Salford   |
| Councillor Liam Billington    | Tameside  |
| Councillor Kevin Procter      | Trafford  |
| Councillor Amy Whyte          | Trafford  |
| Councillor Fred Walker        | Wigan     |

**SUBSTITUTE MEMBERS**

|                          |          |
|--------------------------|----------|
| Councillor Ray Dutton    | Rochdale |
| Councillor Karen Garrido | Salford  |
| Councillor Adam Marsh    | Wigan    |

**OFFICERS IN ATTENDANCE:**

|               |      |
|---------------|------|
| Kate Brown    | TfGM |
| Emma Flinn    | TfGM |
| Liz Treacy    | GMCA |
| Julie Connor  | GMCA |
| Matt Berry    | GMCA |
| Joanne Heron  | GMCA |
| Luke Smith    | GMCA |
| Megan Rogers  | GMCA |
| Carl Askew    | GMCA |
| Ben Lancaster | GMCA |

**HPE 190/20 APOLOGIES**

Apologies for absence were received from Councillor Dorothy Gunther (Bury), Councillor Linda Robinson (Rochdale).

Councillor Janet Mobbs (Stockport), Councillor Martin Hayes (Bury) and Councillor Mandie Shilton Godwin (Manchester) experienced IT difficulties and were unable to join the Live Microsoft Teams call.

|               |                   |                 |                  |                 |
|---------------|-------------------|-----------------|------------------|-----------------|
| <b>BOLTON</b> | <b>MANCHESTER</b> | <b>ROCHDALE</b> | <b>STOCKPORT</b> | <b>TRAFFORD</b> |
| <b>BURY</b>   | <b>OLDHAM</b>     | <b>SALFORD</b>  | <b>TAMESIDE</b>  | <b>WIGAN</b>    |

## **HPE 191/20 CHAIRS ANNOUNCEMENTS AND URGENT BUSINESS**

Joanne Heron opened the meeting and welcomed Members to the first virtual meeting of the Greater Manchester Housing Planning and Environment Overview & Scrutiny Committee. Members were notified that the meeting would be livestreamed to members of the public in line with the latest legislation enabling meetings to take place virtually during the Coronavirus pandemic.

### **RESOLVED/-**

That the item be noted.

## **HPE 192/20 DECLARATIONS OF INTEREST**

Councillor Adam Marsh declared an Interest in ITEM HPE 200/20: GM Bus Consultation, as he had responsibility for lobbying the GMCA and TfGM on this issue on behalf of his employer.

### **RESOLVED/-**

That Member Declarations of Interest be noted

## **HPE 193/20 MINUTES OF THE LAST MEETING HELD 14 NOVEMBER 2019**

\*To add that Councillor Kevin Procter sent apologies for this meeting

### **RESOLVED/-**

That with the above amendment, the minutes of the meeting held 13 February 2020 be agreed as an accurate record.

## **HPE 194/20 APPOINTMENT OF CHAIR 2020/21**

### **RESOLVED/-**

Councillor John Walsh was appointed as Chair of this Committee.

## **HPE 195/20 APPOINTMENT OF VICE CHAIR 2020/21**

### **RESOLVED/-**

Councillor Charles Gibson was appointed as Vice Chair of this Committee.

## **HPE 196/20 MEMBERSHIP FOR 2020/21**

The appointments of Members to this Committee at the GMCA meeting in May were noted, and Members wished to pass on their sincere thanks to Councillor Steve Gribbon, Councillor Barbara Brownridge, Councillor Jon-Connor Lyons, and Councillor Dorothy Gunther, who had subsequently indicated that they wish to step down from this Committee. It was noted that replacements would be arrangements through the GMCA.

### **RESOLVED/-**

That the Membership of this Committee be noted.

## **HPE 197/20 MEMBERS CODE OF CONDUCT**

Members were reminded of their obligations under the GMCA Members Code of Conduct.

### **RESOLVED/-**

That Members of this Committee note the Code of Conduct .

## **M198/HPE ANNUAL DECLARATION OF INTEREST FORM**

It was stated that a Microsoft Word version of the Annual Declaration of Interest form would be issued to Members after this meeting. Members were reminded that the Annual Declaration of Interest form would be collectively published on the GMCA website.

### **RESOLVED/-**

That the item be noted.

## **M199/HPE TERMS OF REFERENCE**

To note the Committee's Terms of Reference.

### **RESOLVED/-**

That the Terms of Reference be noted.

## **HPE 200/20 GM BUS CONSULTATION**

Liz Treacy, Monitoring Officer GMCA, introduced the report, which detailed the feedback from the major public consultation launched on 14 October 2019 on a proposed bus franchising scheme for Greater Manchester. It was highlighted that the purpose of the consultation had been to allow stakeholders, including statutory consultees, and the public to provide their views on whether the

Proposed Franchising Scheme should be made, with or without modification, in accordance with section 123E of the Bus Services Act 2017.

Members heard that this report follows a previous paper taken to this Committee on the 23 September 2019, which outlined a recommended approach to consultation on a Proposed Franchising Scheme for GM. This report provided an update on the approach, methodology and outputs of the first consultation following its close on 8 January 2020.

Kate Brown, Head of Corporate Affairs TfGM, and Emma Flinn, Head of Consultations & Engagement TfGM, took Members through the methodology and delivery models of the consultation detailed in the report. This included the engagement strategy undertaken to consult statutory consultees, community groups and the wider public and stakeholders. Members heard that targeted engagement activity and a range of activity had been undertaken to encourage responses from hard to reach groups and those with protected characteristics.

It was highlighted that the GMCA had requested TfGM conduct the consultation on its behalf, with Ipsos MORI, an independent opinion research agency appointed to receive, manage, process and analyse the consultation responses and to produce a report for the GMCA on these findings.

It was stated that consultation questions had been developed with external legal advisors to meet statutory guidance and consultation requirements, and to assist responder understanding. It was noted that the consultation questions were embedded throughout the consultation document and in two questionnaires, a short version containing nine questions and a long version containing 48 questions.

Members heard that as well as engagement being undertaken via digital means, hard copies of all documents including the full and abbreviated questionnaires were made available across Greater Manchester. Large print versions of the consultation document and leaflet were also highlighted as being produced. It was also stated that a dedicated phonenumber had been established for the consultation period to answer queries which also offered a 'LanguageLine' service to support non-English speakers.

It was highlighted that a total of 8,516 responses were received during the consultation period with the report breaking down analysis of these responses by GM districts.

Members heard that the reports on the outcome of the consultation process would be considered by the Greater Manchester Combined Authority at its meeting on 26 June 2020, and comments or recommendations made by this Committee regarding the consultation process could be reported to that meeting.

Following Member questions in relation to what outreach engagement work had been conducted with residents in southern / high peak neighbouring areas such as with Cheshire East, it was clarified that information was provided and engagement work undertaken with elected representatives and authorities with all neighbouring areas to GM. It was also stated that drop-in sessions were advertised more widely than within GM borders.

Members commented that whilst the consultation had been conducted in an extensive comprehensive, inclusive manner which met objectives, that the outcome results would likely be different if conducted now, post impacts of managing the COVID-19 pandemic. Members

commented that transport utilisation including passenger numbers and transport modes were currently operating in a drastically altered fashion, which could potentially impact how residents responded to the consultation.

Members requested that TfGM colleagues convey this point made by the Scrutiny Committee to the Combined Authority later this month when the consultation report would be considered.

Following Member questions in relation to the availability of demographic figures on participation levels, it was clarified that this level of detail would be available in the subsequent Ipsos MORI report which would be taken to this Committee when available at a later date. Members also heard that information leaflets had been distributed at transport interchanges rather than on bus routes themselves.

Following comments by Members expressing concern by a lack of utilisation of the Language-line facility which may indicate missing engagement with a large portion of residents, it was reassured that some consultation with this group had been conducted through engagement with representative groups, and would also be highlighted in the upcoming Ipsos MORI report.

Members heard that in terms of reaching those that are un-sighted, that the surveys and website including all materials on there were accessible with screen readers and a guide had been produced alongside the consultation materials. It was also highlighted that the overview animation had an audio support to provide key information. It was also noted that engagement had been conducted through representative groups.

In terms of the cost of the consultation cost, Members heard that the projected budget for the consultation had been £660,000 and it had been delivered under this amount.

#### **RESOLVED/-**

That Members receive the report and request that their comments summarised above be submitted to the GMCA when it considers the report.

#### **HPE 201/20    WORK PROGRAMME**

Members agreed that a separate informal session to be arranged for Members and Substitute Members in the next 2 weeks to pull together areas of work that Members expressed an interest to focus on, including for the next meeting and for the coming year. It was noted that some items on the agreed schedule would need to take account of the availability of the GM Mayor as portfolio lead for Transport and Homelessness.

In terms of initial items of interest, Members indicated that they wished to see an update on the progress of the GMSF, an update of COVID-19 impacts in relation to homelessness and housing in GM, and the full Ipsos MORI report on GM Bus Consultation.

Following Member queries in relation to face masks being available for use on public transport as mandated by Government, an update on this would be provided to Members in the coming week.

## **RESOLVED/-**

That a separate informal session of the Committee be arranged as soon as possible to develop the work programme.

## **HPE 202/20 DATES OF FUTURE MEETINGS**

Members agreed that meetings would take place at 18:00 on the dates circulated:

- Thursday 9th July 2020
- Thursday 10th September 2020
- Thursday 8th October 2020
- Thursday 12th November 2020
- Thursday 10th December 2020
- Thursday 14th January 2021
- Thursday 4th February 2021
- Thursday 11th March 2021

Members requested that times and dates of future meetings be set and published in January before the reconstitution of this Committee in the following May. This would then inform which Members would be largely available and be appointed to this Committee.

## **DATE AND TIME OF NEXT MEETING**

Thursday 9th July 2020, 18:00 via Microsoft Teams

**1.**

**GREATER MANCHESTER HOUSING PLANNING AND ENVIRONMENT OVERVIEW & SCRUTINY HELD  
ON 9<sup>TH</sup> JULY 2020, AT 18:00 VIA MICROSOFT TEAMS**

**PRESENT:**

|                               |            |
|-------------------------------|------------|
| Councillor John Walsh (Chair) | Bolton     |
| Councillor Martin Hayes       | Bury       |
| Councillor Paul Cropper       | Bury       |
| Councillor Jill Lovecy        | Manchester |
| Councillor Linda Robinson     | Rochdale   |
| Councillor Mike Glover        | Tameside   |
| Councillor Sharmina August    | Salford    |
| Councillor Liam Billington    | Tameside   |
| Councillor Kevin Procter      | Trafford   |
| Councillor Amy Whyte          | Trafford   |
| Councillor Fred Walker        | Wigan      |

**OFFICERS IN ATTENDANCE:**

|              |      |
|--------------|------|
| Julie Connor | GMCA |
| Simon Nokes  | GMCA |
| Molly Bishop | GMCA |
| Matt Berry   | GMCA |
| Joanne Heron | GMCA |
| Megan Rogers | GMCA |

**HPE 203/20 APOLOGIES**

Apologies for absence were received from Councillor Janet Mobbs (Stockport), Councillor Charles Gibson (Stockport) and Councillor Mandie Shilton Godwin (Manchester).

**HPE 204/20 CHAIRS ANNOUNCEMENTS AND URGENT BUSINESS**

The Chair wished to extend a formal welcome to the new Councillors that were appointed to this Scrutiny Committee at the GMCA meeting in June, Councillor Jill Lovecy from Manchester, and Councillor Paul Cropper from Bury.

**RESOLVED/-**

That the item be noted.

## **HPE 205/20 DECLARATIONS OF INTEREST**

Councillor Sharmina August declared an Interest in Item HPE 208/20, as she was employed by Manchester City Council where she had a role within the Homelessness team.

### **RESOLVED/-**

That Member Declarations of Interest be noted

## **HPE 206/20 MINUTES OF THE LAST MEETING HELD 11 JUNE 2020**

### **RESOLVED/-**

That the minutes of the meeting held 11 June 2020 be agreed as an accurate record.

## **HPE 207/20 COVID-19 VERBAL UPDATE**

Simon Nokes, Executive Director of Strategy and Policy GMCA gave Members a verbal update on development of the initial one year 'Living with Covid' recovery plan in Greater Manchester which was noted as being aimed to be rolled out early September. It was highlighted that the Plan was focused on learning key lessons from Covid response and recovery, as well as identifying key aspects to enable GM to achieve more, reduce risks, increase resilience and ultimately build back better. It was confirmed that this document would bridge the gap between the current GM strategy and the new strategy due to be introduced in the middle of 2021.

It was stated that three phases of recovery from Covid had been identified although there may be an overlap between timescales and phases, those were noted as: 1. Release of lockdown, 2. Living with Covid and 3. Building back better. In terms of areas for inclusion in the Initial One Year Plan, it was stated that a number of stresses/issues had been identified. Members heard that the deliverables identified would help to build the resilience of Greater Manchester and support the ongoing progress towards the achievement of Greater Manchester Strategy ambitions. The areas identified were noted as: Community support and infrastructure, Labour market and Jobs, Redressing inequalities, Climate change and Securing funding and investment.

Following Member questions surrounding long-term issues resulting from Covid-19 and prolonged lock down such as highlighting the demand on mental health services, it was clarified that this issue had been recognised and would be addressed in the initial One Year Plan.

Following questions around the use of language and including specifics, Members were reassured that the final one year 'Living with Covid' recovery plan would be comprehensive with the inclusion of more specific detail and that delivery models would be inclusive of all GM boroughs with both local and central delivery models.

## **RESOLVED/-**

That Members receive an update on the development of the initial one year 'Living with Covid' GM Recovery Plan, which was noted as being a living document with further updates brought back to this Scrutiny Committee at future meetings.

## **HPE 208/20 EVERYBODY IN / A BED EVERY NIGHT- COVID-19 UPDATE**

Molly Bishop, Strategic Lead Homelessness, GMCA provided Members with an update on the Greater Manchester response to COVID-19 for people experiencing homelessness or rough sleeping. Members were updated on the progress to move people on from Covid emergency accommodation or secure it for longer, as well as opportunities to increase supply for long term, settled accommodation for this cohort.

Members heard that GM had been well positioned to adhere to the Government's Everyone In policy due to the supportive processes to enable Bed Every Night programme already in place prior to Covid-19. It was highlighted that a decant process was still required to adhere to social distancing which had been challenging with a vast array of accommodation being stood up. It was stated that this process had required collaborative work with Public Health England and the GM Health and Social Care Partnership to ensure correct processes were being followed and messaging by teams on the ground were consistent throughout this period. It was noted that to date, the response had moved on considerably from the onset of the pandemic in terms of emergency response to Covid accommodation as some lock down arrangements had been gradually lifted.

Members heard that as government funding had been due to close, other arrangements had been put in place to pick up this support. It was stated that the arrangements during lockdown and its gradual release had not resulted in a major increase in a shift to the streets. It was highlighted that there were currently around 600 individuals across the city region accessing support. Members heard that local authorities had been given a huge amount of support across all sectors, and that infection control mobilisation and fatalities had been low in the homeless population which had been in contrast to other places around the world most likely because of that approach.

It was stated that trying to estimate the true scale of the homelessness issue had been a major challenge. Members heard that when the crisis initially hit, it had been estimated that 1000 places for emergency accommodation would be needed, however throughout the crisis, 1900 places had been provided. It was acknowledged that only a portion of rough sleepers were likely to be visible at one time, and that some individuals move through the system quickly, and fall out of support arrangements. The example of female sex workers becoming increasingly visible during Covid-19 lockdown was given, due to the specific impact that had on this cohort.

Members wished to acknowledge that there had been some very positive outcomes from this work, and that GM's pre-existing work with rough sleepers had given a head-start in being able to adapt and respond to the needs of Covid lockdown.

Following Member questions on provisions for individuals at high risk, it was clarified that due to the requirement of speed to get individuals isolated, it had not always been possible to provide individuals with support and provisions such as individual bathroom arrangements with the

resources that were available, although it was stated that this did not apply to those that were rated as medically at high risk. It was noted that mental health commissioners and provider's had sped up processes to access resources which had been put into effect quickly. It was acknowledged that the pandemic had presented major challenges in terms of staff capacity and working conditions which meant that there were limitations to offering mental health support.

Following questions regarding evictions and abandonment of individuals, it was stated that homelessness teams had been working hard to maintain safe working environment for all, which had resulted in that outcome on some occasions. Members were informed that Manchester City Council had put in place a system of re-entry identifying reasons for eviction on a rolling basis which was highlighted as having had some success of individuals re accessing accommodation.

It was noted that should there be a second wave of Covid-19 Members second wave, GM would be in a more advantageous position to respond as there would not be a move from shared accommodation as per when the pandemic started, which was noted as taking up a large portion of spaces. It was highlighted that if similar circumstances were required again, and with access to some additional resources, it would be hoped that more specialist accommodation for those with complex needs could be set up. Members heard that planning work was being undertaken in the event that resources are required to be stood up again, such as for a second wave of the infection.

Members commented that the homelessness issue was linked to a need in GM for more social housing, and that the strategy will likely be less easy to achieve without addressing both problems. It was also noted that the lack of social housing would likely come under strain moving forwards with a potential recession following Covid-19. Members heard that although there had not been a funding offer for social housing offered by Government, there had been an offer of revenue support for rough sleeping settled / permanent accommodation which GM will lobby to get access to.

Members welcomed the investment into the Everybody In scheme by Government during Covid-19. Following the suggestion that the GM Pensions Fund (GMPF) could be an investor in social housing as a stable investment to achieve a degree of self-funding, it was clarified that the GMPF was already a significant investor and loan function for the Housing Infrastructure Fund which was contributing to the 50,000 affordable homes target for 2030.

Members noted that there had been a dispersal of individuals begging from the city centre to other district town centres and asked what the response was to this. It was clarified that in terms of the city centre, there had been a street engagement collaborative service run by voluntary sector organisations working with GMP and funded by Manchester City Council tackling this issue by providing a supportive means to provide people with other options. In terms of rolling out this approach to other GM districts, it was suggested that a partnership collaborative model in other boroughs of this model could be considered. It was stated that there had been a push in public messaging to get people to help this cause via donating to the Big Change. Members heard that there were complications in making assumptions around the linkage between begging and rough sleeping/homelessness, and other related issues.

**RESOLVED/-**

That Members receive an update on the response to COVID-19 for people experiencing homelessness or rough sleeping, and it be understood that an update on this area will be provided to Members at a future meeting of this Committee.

**HPE/180/19 REGISTER OF KEY DECISIONS**

Available online at the GMCA Site:

<https://democracy.greatermanchester-ca.gov.uk/ieListDocuments.aspx?CId=386&MId=4064&Ver=4>

**RESOLVED/-**

That the register be noted.

**DATE AND TIME OF NEXT MEETING**

Thursday 10th September 2020, 18:00. Microsoft Teams Live

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## **Report to OVERVIEW AND SCRUTINY PERFORMANCE AND VALUE FOR MONEY SELECT COMMITTEE**

### **Delivery of Additional School Places and Admissions**

**Portfolio Holder:** Cllr Shaid Mushtaq (Member for Education and Skills)

**Officer Contact:** Tony Shepherd (Interim Director of Education, Skills and Early Years)

**Report Author:** Andy Collinge (Head of School Support Services)  
**Ext. 4239**

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27<sup>th</sup> August 2020

#### **Purpose of the Report**

To provide a briefing and update to the Overview and Scrutiny Performance and Value for Money Select Committee (PVFM) on delivery of additional school places and admissions.

To provide an update on the delivery of additional school places and the work of the Admissions Team including: -

- Pupil Numbers
- Allocation of school places by preference
- The percentage of residents who are offered a school place of choice (1<sup>st</sup> and 2<sup>nd</sup> 3<sup>rd</sup> preferences)
- The number of parents missing the school places application deadline
- An overview of schemes and initiatives designed to assist parents when applying for a school place.
- Overview of the current school place plans
- Future plans to increase parental choice.

#### **Recommendations**

It is recommended that the committee note the contents of the report and feedback any comments and suggestions to the Interim Director of Education and Early Years and the Head of School Support Services.

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## **Additional School Places and Admissions**

### **1 Background**

#### **1.1 School Places and Pupil Numbers: -**

The demand for school places in Oldham has increased significantly in recent years, in 2019 there were around 42,000 school age children by 2024 this will have increased to 45,000 and by 2028 to almost 47,000 pupils.

The Council has a statutory role to ensure that every child in the borough has a school place. In addition to this it is the clear aim of the Council is to go beyond statutory requirements and ensure that these places are in good or outstanding schools and that as many people as possible are offered a place in a school of their choice.

The Council has an Education Provision Strategy for 2020 to 2024 which outlines our approach to school places for that period a copy of which is attached to this report. (Appendix One)

#### **1.2 School Allocation Data (Secondary)**

Appendix Two shows the detail 1<sup>st</sup> to 3<sup>rd</sup> preferences in Oldham. In 2015 81% of parents were allocated a place in their preferred first choice of secondary school, this dropped to 79 % in 2016, 73 % in 2017 and 2018, 74% in 2019 and 75% in 2020. There has been significant pressure on places in the secondary sector in recent years due to an increasing population and the rapid expansion of a number of primary schools and the closure of two secondary schools (Collective Spirit and the UTC). This additional pressure should reduce as new provision fully opens in the form of Oasis Leesbrook (2021) and Bluecoat 2 (2022 or 2023). For reference the national average is around 82%

#### **1.3 School Allocation Data (Primary).**

Appendix Two shows the detail of the number of places in Oldham Primary Schools. The primary sector has been significantly expanded in the years 2011 to date in order to address demand as a result of a rising population. In 2015 90 % of parents were allocated a place in their preferred first choice of primary school, this has stayed relatively static in the years 2015- 2019 rising to 92.5 % in 2016 and 91% in 2019 and 2020.

### **2 Current Position (Secondary and Primary School Places)**

#### **2.1** In recent years we have increased the number of places available for pupils at good and outstanding secondary schools. Further work is currently being undertaken to provide additional places in Oldham. As these places become available the number of residents gaining a place at a school of their choice will increase. Increased provision of good and outstanding places will also help to reduce the number of school appeals in future years.

There have been recent increases and further proposed increases in secondary school places at the following schools/academies:

Crompton House Academy – 112 additional places from 2019  
North Chadderton Academy – 30 additional places from 2018  
Oldham Academy North - 30 additional places from 2019  
Oasis Leesbrook -150 additional places from 2021

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Bluecoat 2 – 240 additional places from 2022 or 2023

There are a number of recent increases and future planned increases in primary school places in the following schools/areas: -

Mayfield Primary School– 1 FE expansion in 2020

Clarksfield Primary School – 1 FE expansion in 2019

Free School Wave 13. There is a bid currently in place to open a new 1 FE Primary School in the Chadderton Area. 2 Local Trusts are currently being considered by the Dfe.

These expansions and new builds will have a positive effect on the number of parents gaining a place for their children at a school of their choice. This in turn should also have a significant impact on the number of appeals for school places.

Appendix Three shows the number of appeals although this year's figures are not fully available it looks very likely that there will be a downward trend.

## **2.2 Update on Late Applications**

Late applications run until the end of August, so this year's final total is not yet known. However, comparison with the secondary late applications with last year's figures is very encouraging. Last year the LA recorded 229 late applications, this year that figure stands at 135. This is unlikely to move up by many before the end of August and shows a significant decrease. The primary comparison is also encouraging with 391 recorded for 2019 and 270 so far for 2020.

A lot of work has been done by the admissions team to chase up partly completed applications. Increased marketing also takes place including posters and signs within the One Stop Shop entrance. The team also reintroduced their attendance at open evenings. It is believed this supported both the decrease in late applications and also reduced the number of redirected pupils in the secondary sector, 9% 2020 compared to 11% in 2019. Constant communications took place between the team and primary schools to increase the focus on families who are yet to apply and make sure they are fully supported.

### **How Oldham school admissions inform and support parents**

As outlined in my update in 2019 The School Admissions website contains comprehensive information and advises parents of the 'help' sessions that are available every Thursday in the Civic Centre (Access Oldham) from 10.00 am to 12 noon. Members of the public can also complete applications throughout the week at the Civic Centre (Access Oldham) supported by the 'Do it on line Team'.

Unfortunately this support was halted once national lockdown measures were introduced, therefore the drop in sessions are currently on hold. The admissions team call parents back who need to speak to the team whilst the working from home arrangements are in place. This seems to be running well and there have been no complaints around this amended and hopefully temporary change to the service.

## **3 Key Issues for Overview and Scrutiny to Discuss**

- 3.1 The key challenges for the borough and the school admissions service are to maximize the number of good and outstanding school places available to parents. This will result in more parents gaining a place in the school of their choice. We will continue to expand only good or outstanding provision in order to meet the preferences of parents.

## **4 Key Questions for Overview and Scrutiny to Consider**

- 
- 4.1 I would be happy to provide a further update to the board at this time next year when some of the expansions in the secondary and primary sectors will have taken full effect. I anticipate that the number of first, second and third preference allocations in the secondary sector will further increase at that point. In addition, I would also like to opportunity to update members on what I anticipate will be a further reduction in the number of appeals.

5. **Links to Corporate Outcomes**

- 5.1 A key link is the ambition to develop a co-operative service with the LA Admissions taking ownership to drive change and continue to work with a resident focus.

6 **Additional Supporting Information**

- 6.1 Please see attached appendices detailing place allocation, appeals data and the current provision strategy.

7 **Consultation**

- 7.1 N/a

8 **Appendices**

- 8.1 Appendix One – Education Provision Strategy 2020-2024
- 8.2 Appendix Two – Place Preferences Data
- 8.3 Appendix Three – Appeals Data

## **Appendix One**

# **Opportunity for All: Oldham's Strategy for the Provision of Mainstream and Send School Places 2020-2024**

**Andy Collinge**

Head of School Support Service

**October 2019**

# Contents

|  |           |
|--|-----------|
| <b>Foreword by Cllr Shaid Mushtaq .....</b>              | <b>3</b>  |
| <b>Introduction .....</b>                                | <b>4</b>  |
| <b>Principles and local context .....</b>                | <b>5</b>  |
| <b>Needs analysis .....</b>                              | <b>8</b>  |
| <b>Funding streams for capital works .....</b>           | <b>9</b>  |
| <b>Revenue Funding Implications .....</b>                | <b>10</b> |
| <b>Decision making and governance .....</b>              | <b>11</b> |
| <b>Variables over the lifetime of the Strategy .....</b> | <b>12</b> |
| <b>Strategic Principles.....</b>                         | <b>12</b> |
| <b>Glossary of terms .....</b>                           | <b>13</b> |
| Appendix A: Schools in Oldham                            |           |
| Appendix B: Academy Conversion and Free School Policies  |           |
| Appendix C: SEND Data and Predictions                    |           |
| Appendix D: Admissions and Appeal Performance            |           |
| Appendix E: SCAP Data and Commentary                     |           |
| Appendix F: Pupil Projection Methodology                 |           |
| Appendix G: Decision Support Matrix                      |           |
| Appendix H: Basic Needs Grant Allocation                 |           |
| Appendix I: EPG Terms of Reference                       |           |
| Appendix J: Maintained Schools Delivery Route            |           |
| Appendix K: Academies Delivery Route                     |           |
| Appendix L: Priority Schemes for 2019/20                 |           |

# 1. Foreword

## **Councillor Shaid Mushtaq**

### **Cabinet Member for Education, Early Years and Skills**

The demand for school places in Oldham has increased significantly in recent years, in 2019 there were around 42,000 school age children by 2024 this will have increased to 45,000 and by 2028 to almost 47,000 pupils.

The Council has a statutory role to ensure that every child in the borough has a school place. In addition to this it is the clear aim of the Council is to go beyond statutory requirements and ensure that these places are in good or outstanding schools and that as many people as possible are offered a place in a school of their choice.

Good schools with high attainment rates are crucial if the town is going to develop and thrive in the 21<sup>st</sup> Century. There has been unprecedented reform in the education system in recent years, with many schools becoming academies, forming trusts and federations or becoming MATS (Multi-Academy Trusts) in their own right. This has necessitated a change in the way the Council has to operate and open and honest relationships with all providers will be a cornerstone of the Council's approach to improving and developing outstanding provision in the borough.

The Council is committed to working closely with all education providers on an equal footing. This strategy acknowledges that continuous improvement of the education offer in Oldham cannot be achieved without equal, honest and open relationships with every provider in the borough. Strong partnership arrangements are in place, which include the Council, the Oldham Education Partnership (OEP) and the Opportunity Area (OA). This involves working with all Schools, Academies, Multi Academy Trusts (MATs), Dioceses and Teaching Schools to improve opportunities and outcomes for all. There is a shared strategic vision to improve life chances for all children and young people in Oldham through a combined approach that is owned by all partners. Oldham knows its schools well and is very well placed to continue recent improvements across the educational system.

This strategic document provides the context and policy for the provision of statutory education places in Oldham for children and young people, including those with SEND.

As with mainstream provision analysis of SEND place requirements also shows a significant increase in demand.

Oldham has some of the best SEND provision in the country and we will continue to work with local trusts to develop additional places and pathways for young people with additional needs so that they can contribute fully to the economic and cultural growth of the borough.

We are acutely aware that not every parent and child are offered the school place of their choice. We will strive though the creation of additional places and through working with trusts and schools to achieve a significant increase in the number of children attending good and outstanding schools, particularly in the secondary sector. Choice of place in the primary sector already exceeds national averages and by 2022 we hope to mirror this in the secondary sector.

## 2. Introduction

- 2.1. Councils have a statutory duty to ensure there are enough school places available for local children and young people. No other local or national body shares with them the duty to secure sufficient primary and secondary and special school places. This cannot be achieved without working in partnership with schools, trusts and a range of other partners.
- 2.2. This strategic document provides the context and policy for the provision of education places for children and young people aged including those with SEND. This information may prove useful for schools and education providers in the context of their own development planning and for those organisations who are considering offering education provision in the town or submitting applications to open provision via the annual Free School Wave.
- 2.3. Oldham Council, along with many other local authorities nationally, is facing the significant challenge presented by the increase in demand for school places. Expansions of the primary sector having continued consistently since the early 2000's and the number of children in the primary sector has increased from around 21,000 in 2005 to nearly 25,000 in 2019.

There has been significant increases in primary age children in the borough particularly since 2011 onwards and this has in turn required a subsequent increase in secondary school places. The current pressure on the secondary sector is set to continue until at least the mid 2020's. Additional secondary provision will be provided to cope with this demand.

- 2.4. Future demand for school places is predicted using an agreed formula that takes account birth rates, inward migration and proposed new housing. Current projects in the secondary sector have provided an extra 222 places for 2019. Additional capacity will also be provided by 2 brand new Secondary Academies in 2020 and 2022 which will eventually (when full) provide an additional 2,700 places.
- 2.5. In order to deliver its statutory responsibilities in the provision of school places, Oldham Council will seek to provide standardised design solutions based on the Education and Skills Funding Agency's (ESFA) baseline template wherever possible, in order to minimise costs and timescales. Oldham Council will always fully consult with all stakeholders prior to reaching into reaching decisions.
- 2.6. The Regional Schools Commissioner (RSC) for Lancashire and West Yorkshire works with school leaders to promote and monitor academies and free schools and is responsible for decisions regarding new academy and free school sponsors, approving new academies in the area and intervening in underperforming academies and free schools.
- 2.7. The population growth forecast across the Greater Manchester authorities will continue to create increased demand and consequent pressure on school places. Consideration is being given to the development of a GM pupil forecasting model as part of the proposed GM Education, Employability and Early Years Devolution Programme. The aim would be to consolidate fragmented pupil place planning processes and school estate capital. The Council will fully engage with any GM wide strategy on the development of school's places.

### 3. Principles and Local Context

- 3.1. The Council's Corporate Plan encompasses themes of driving change, delivering high performance and encouraging investment and regeneration. None of this can be achieved without a first-class education offer that promotes opportunities and enables young people to make the most of their talent and ambitions.

In order to attract the best employers and deliver skilled jobs and drive economic prosperity it is crucial that our education system produces literate, motivated and confident young people. We want people to succeed and remain in the borough offering their skills and talents to local employers.

- 3.2. When seeking to manage the demand and supply of school places in Oldham, Oldham Council will take into account the diverse range of provision and educational organisation arrangements that are working well and those that are not working as well. When new or changed provision is considered the Council will seek to influence any proposals to secure high quality educational provision for its citizens.

The Council works with all education institutions, the RSC and academy and free school sponsors to secure high standards ensuring parents have a real choice in selecting appropriate provision for their children. The current school and college estate is shown at Appendix A.

- 3.3. Oldham Council policies for Academies and Free Schools set out the Council's policy when schools convert to academy status or when Free Schools are established or proposed in the borough. Academies become independent of local authorities and conversion leads to changes in responsibilities, finance and working relations between local authorities and academies.

The policies and guidance outline the approach that will be taken by the Local Authority and offers practical advice and guidance on how governing bodies should approach the issue of conversion and how the local authority (LA) will engage with the conversion and free school process. The applicable policies can be found at Appendix B.

- 3.4. There has been a rise in the number of special school places from 780 places in 2015 to 923 in 2018. Between 2015-19 we have seen a significant increase in the number of special school places across all primary need categories for SEND.

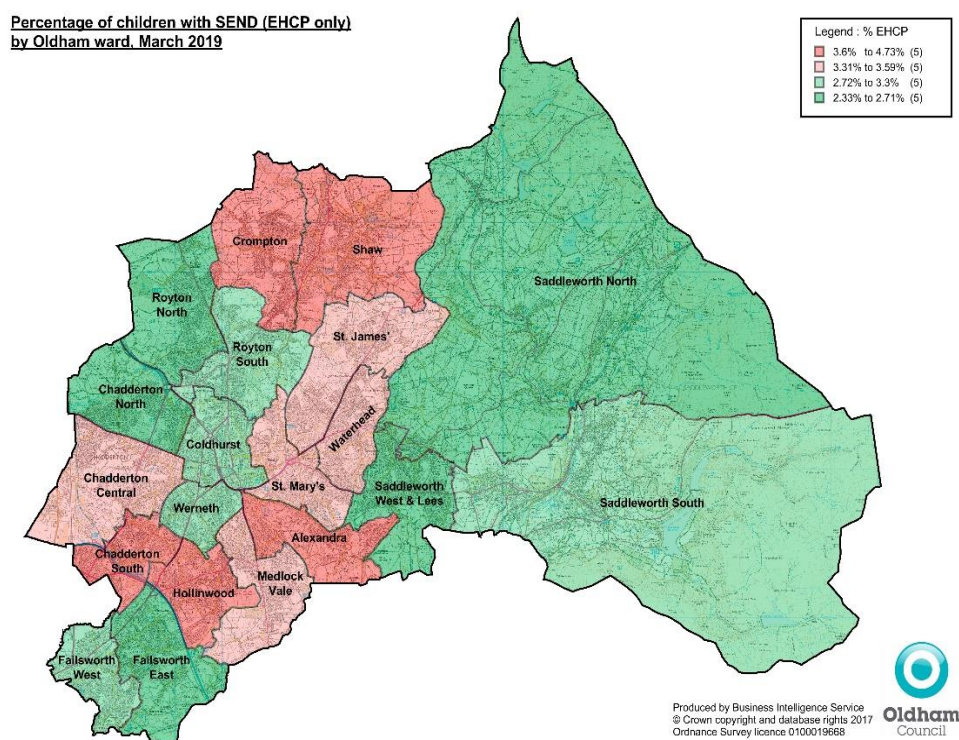
The number of pupils with Autistic Spectrum Disorder (ASD) attending a special school in Oldham has seen a 152% increase from 2015 to 2019 with 71 pupils attending a special school in 2015, compared to 179 pupils in 2019.

The significant increase in places can be attributed to the increase in Education, Health and Care Plans that we have seen from 2015-19 and the sheer demand for children and young people to attend a special school in Oldham.

In addition, Oldham's population has also seen an increase and according to the Office for National Statistics (ONS), Oldham's population is projected to reach 255,200 by 2041 – a 9.2% increase from the 2017 population. Oldham also has a high proportion (22.5%) of residents aged under 16 and proportionally fewer (15.7%) aged 65 and over.

Taking these factors into consideration, the assumption is that Oldham will see a continuous rate of growth for special school places from 2019 to 2025.

The prevalence of EHC Plans across the borough is illustrated below:-



The number of EHC Plans issued by the LA has significantly increased from 2014-15 to 2018-19, illustrated in Table A. The increase in demand of EHC Plans is closely linked to the rise in demand for special school places. If the current rate of growth continues and no plans are rescinded, we can expect a total of 4220 EHC Plans by 2023-24.

**Table A: EHC Plans issued by year in Oldham**

| Year    | Total number of EHC Plans issued |
|---------|----------------------------------|
| 2014-15 | 1160                             |
| 2015-16 | 1261                             |
| 2016-17 | 1498                             |
| 2017-18 | 1718                             |
| 2018-19 | 2056                             |

Source: SEN2 report

Social Finance (a finance specialist third sector organisation) were commissioned by Oldham Council to carry out an extensive review between January to June 2019 on the High Needs Block to better understand the local context and funding for SEND in Oldham. Qualitative evidence from interviews carried out during this review suggested that there are two main reasons behind the increasing number of children going to special schools during the period of 2013-2018.

The first is the higher demand for EHC Plans in mainstream schools, particularly for Speech, Language and Communication Needs (SLCN) and Social, Emotional and Mental Health (SEMH) needs, which may be leading to more referrals into special school. The second reason is a greater emphasis on parental preference since the introduction of the 2014 reforms, as many parents prefer their child to be in a special school.

Furthermore, the total number of pupils who attend an independent school or who are educated out of borough has also increased from 78 pupils in 2015 to 109 pupils in 2017-18.

Consequently, Social Finance noted that spending on out of borough or independent sector placements more than doubled from £1.8m in 2014/15 to £3.7m in 2018/19. That rise can be explained by a combination of a rising number of placements, and a rise in the median cost of each placement. For 2018-19 the median cost of placement was £39,813.21.

The reasons for a rising number of out of borough placements are likely to again be a combination of parental preference and capacity issues due to rising numbers of children with SEND in mainstream and special schools, leading to more out of borough referrals. 32% of pupils with SEMH identified as their primary need in an EHC Plan are educated out of borough, highlighting that demand is currently not met in-borough for this cohort of pupils.

However, Oldham Council has prioritised reducing out of borough placements over the last 18 months, introducing stronger decision-making processes and ensuring that local provision can meet the needs of children and families.

Consequently, there were 89 out of borough placements in 2018-19 which was an 18% reduction from 2017-18. This number is likely to continue to reduce which will inevitably have an impact on the provision available in borough.

Appendix C highlights the historical and predictive data in relation to SEND place demand and also lists the broad areas of need in the borough.

### **In-Borough Special School Provision**

| <b>School</b>             | <b>Official PAN</b> | <b>Revised Sept 2019 PAN</b> | <b>On Roll for Sept 2019</b> | <b>Surplus in September 2019</b> | <b>Commissioned Places for April 2020</b> |
|---------------------------|---------------------|------------------------------|------------------------------|----------------------------------|---|
| Kingfisher                | 175                 | 185                          |                              | 185                              | 175                                       |
| New Bridge                | 360                 | 394                          |                              | 394                              | 360                                       |
| Hollinwood Academy        | 140                 | 215                          |                              | 215                              | 215                                       |
| Spring Brook              | 78                  | 78                           |                              | 78                               | 78  |
| Spring Board              | 30                  | 30                           |                              | 30                               | 30  |
| North Chadderton Resource | 12                  | 12                           |                              | 12                               | 12  |
| Hathershaw Resource       | 12                  | 12                           |                              | 12                               | 12  |
| <b>TOTALS</b>             | <b>807</b>          | <b>926</b>                   | <b>0</b>                     | <b>926</b>                       | <b>882</b>                                |

- 3.5. Pupil place planning will be closely aligned to the Council's performance in relation to school admissions and appeals. Currently there are not enough good and outstanding places available to families in the secondary sector. This inevitably results in a number of parents not receiving an offer of a place in the school of their choice.

Future provision will attempt to address this by ensuring the Council only supports new and expanded provision where there is clear evidence that the providers can achieve and maintain a favourable Ofsted rating and demonstrate clear progress and enhanced achievement for pupils.

The Council will seek to ensure that as we progress with developing additional provision there is a corresponding increase in the number of pupils gaining a place at their first choice school. We would also expect to see a significant decrease in the number of school place appeals over the course of the next 3 to 4 years as parents are increasing able to gain a place at their first preference school.

The current performance of the LA in relation to admissions and appeals can be seen at Appendix D.

## 4. Needs Analysis

- 4.1. The school capacity survey (SCAP) is a statutory data collection that all local authorities must complete every year. The 2019 SCAP return and commentary is at Appendix E.

SCAP is based on data collected in the January Schools Census about:

- school capacity (i.e. the number of places and pupils in a school)
- pupil forecasts (i.e. an estimation of how many pupils there will be in future)
- capital spend (i.e. the money schools and local authorities spend on their buildings and facilities)

- 4.2. The Department for Education (DfE) and the EFA use the data to identify areas where there may not be enough school places and also use projections of pupil numbers to calculate the basic needs funding local authorities receive to provide enough school places to meet future demand.
- 4.3. Oldham Council has developed an agreed forecasting methodology, set out at Appendix F. The forecast is refreshed on a termly basis to reflect the latest trends and maintain accurate data.
- 4.4. The Decision Support Matrix (DSM) is an evidence-based methodology to support the LA's decision-making process for school expansion projects. The DSM, set out at Appendix G, will ensure that the process is open, fair and transparent and that decisions are made consistently based on evidenced criteria thresholds. At the pre-decision consultative stage, schools within the locality will be approached to gain their views on any proposals.

## 5. Funding Streams for Capital Works

- 5.1 Capital expenditure can be funded from a number of different sources, the most common of which are expanded on in further detail below.

### 5.2 Basic Needs Funding

On an annual basis the DfE awards Basic Needs funding to individual Local Authority areas. This is a sum based upon the perceived need for additional school places calculated from the SCAP data. Although non-ring fenced this annual grant is intended to be used by local authorities to provide additional school places. Basic needs funding, whilst being an annual award, is notified 3 years in advance to help local authorities to plan and prioritise their capital investment programmes. The current position regarding basic funding spend and remaining allocation is contained at Appendix H.

### 5.3 Free Schools

Free schools are schools set up by Trusts, funded by the government but not controlled by the local authority.

Under a government initiated programme to provide additional school places and to provide an alternative model to local authority controlled schools the ESFA run a programme to create new free schools on an annual basis.

When considering the need for additional school places in the borough it may be possible, subject to elected members' agreement, to work with the ESFA to promote the creation of one or more free schools to create additional places. The capital funding and construction of free schools is centrally run by the ESFA and any funding spent by the ESFA under this route is likely to be reflected in basic need funding awarded to the local authority.

### 5.4 Prudential borrowing / Council resources

Should the Council consider the provision of additional school places or physical improvements in existing buildings to be a priority, and for which there is not sufficient external funding, Members may decide to approve use of council resources.

Sources of council funding include:

- Capital receipts – generated from the sale of council owned land or property;
- Prudential Borrowing – which would be paid for in future years over the life of the asset and create a charge annually to the revenue budget.
- Revenue funding – it is possible to allocate revenue funding to directly finance capital expenditure.

### 5.5 Devolved Formula Capital (DFC)

DFC is capital funding devolved direct to schools by the DfE with the aim of enabling individual schools to target capital funding in line with their own asset management priorities. The asset management priorities are listed in each schools asset management plan which is agreed with the school and its governors and property officers.

### 5.6 Government Grants (Time Limited)

On an occasional basis central government organise programmes or discretionary grant processes which are directed towards the funding of projects related to school building.

Current grants schemes include:-

- School Nurseries Capital Fund
- SEND Capital Fund

The Council has historically been relatively successful in applying to these programmes they are not a predictable source of funding and as such cannot be relied upon as part of a sustainable strategy. Officers will however through their best endeavours ensure that if and when should they arise in the future, the funding programmes will be reviewed and discussed with Members. This will include a review of potential projects to determine whether any applications should be made and, if so, for which schemes.

- 5.7 If a school under local authority control elects to convert to Academy status there will under certain circumstances be a need for the carrying out of capital works. The need for and the extent of these works will be evaluated in line with the policy position outlined in the Academies Policy.

## 6. Revenue Funding Implications

- 6.1 Where a free school is a Special School the top up funding (i.e. the amount above the per-place rate of £10,000) is funded from the commissioning Local Authority's DSG. The current Oldham top up rate ranges from £2,707 per place to £34,236 dependent upon the severity and complexity of the young person's special educational needs.

The place funding for Special Free schools was previously funded directly to the school for 2 years by the ESFA before the funding was transferred to the Local Authority. For all free schools opened before the 2019/20 academic year, place funding is now included in the local authorities high needs allocations in 2019/20. Funding for these places will be deducted from local authorities' high needs allocations by ESFA, and paid directly to schools, as for special academies.

For Special Free schools opening in the 2019/20 academic year, the EFSA will fund the place funding directly to the school for 12 months before transferring the funding into local authorities' high needs blocks in 2020/21. If the Special School is still growing the local authority funds the additional places from its DSG even though funding for these places will never be received in the DSG. There is currently no growth in the high needs block of the DSG so the LA will be required to fund the £10,000 per place for any growing Special School whether it is an academy or not.

- 6.2 If the Council builds a new school, it will open as an Academy. In this case the Council will have to fund start-up costs for the new school from the DSG. The start-up costs will consist of:
- resources needed for the new school to open and function from its first day
  - Pre-opening costs for staffing, recruitment etc
- 6.3 Where there is a significant growth in pupil numbers as a result of the local authority's duty under section 13(1) of the 1996 Act to secure sufficient primary and secondary education places are available to meet the needs of the population of their area, the Local Authority can retain a growth fund from the DSG.

Oldham's criteria for growth reflect actual pupil number increases above capacity of the school and schools are funded on pupil numbers above capacity multiplied by the Basic Amount per Pupil and also those occasions where there has been a significant number of new arrivals in school.

The LA will not receive any additional funding in the DSG for the estimated increase of pupils in year as the DSG settlement will be based on the October census from the previous year and will not be re-determined. The cost of the increase in PAN will therefore have to be met from the LA's Growth fund and will be replicated for the next 4 or 6 years.

The cost each year for 10 new pupils for September – March would be £16,251 for 10 new primary aged pupils and £22,845 for 10 new secondary pupils. Growth funding is within local authorities' schools block allocations. For 2019 to 2020, growth funding has been allocated to local authorities using a new formulaic method based on lagged growth data.

## 7. Decision Making and Governance

- 7.1 Education provision in Oldham is kept under review by the Education Provision Group. Terms of Reference for the EPG are set out at Appendix I. The main function of the group is to make recommendations on the annual schedule of proposed capital investments consequent to completion of the needs analysis using the agreed forecasting methodology and by application of the matrix to determine demand and supply priorities.
- 7.2 Officers will establish and update an annual schedule of priority for Capital schemes based on:
- Availability of suitable land and buildings
  - Matrix of school demand vs. places provided
  - Priority maintenance schedule
  - Pupil locations and anticipated locations (normally illustrated on dot maps but additional methods of presentation are considered)
  - Pupil number predictions
  - Availability of readily developed schemes.
- 7.3 A prioritised schedule of education capital investment projects will be prepared and updated by officers on an annual basis looking at predicted spend over the immediate programme, the three future years that basic need funding is visible and into the medium term (3-7 years).
- 7.4 Proposed capital investments will be initially be discussed and proposed by, the EPG before being presented to the Capital Investment Programme Board for discussion, and where appropriate, incorporation into the Council Capital Strategy and Programme subject to member or cabinet approval. Appendices J and K outlines the agreed decision making processes for both maintained schools and academies/free schools.
- 7.5 To enable officers to maximize opportunities available to create and fund new projects to satisfy demand a number of enabling factors will be required to be agreed:
- Establish an annual revenue budget to support development of scheme proposals ahead of allocation to capital programme
  - Development of specific school building condition reporting
  - Development of specific schools standards and admissions data reporting tools.
- 7.6 Need and the local national context can change relatively quickly. Others are currently waiting on a number of strategies to provide school places and improve local provision. Project currently agreed as priority one listed at Appendix L.

## 8. Variables over the lifetime of the Strategy

- 8.1. Oldham Council has developed a robust method for forecasting future pupil population. Our current priorities for use of Basic Need allocations and Targeted Basic Need projects are based on the local forecast. Any future GM forecast could potentially impact on the programme subject to a review of priorities across GM. Priorities must therefore remain under review initially under the auspices of the Education Provision Group.
- 8.2. Inward migration has increased for a considerable period of time, it is not known what the impact of the UK leaving the European Union will have. Any changes will be reflected in the annual pupil place forecast completed in July each year. As the Education Funding Agency allocates basic need funding based on this data it is vital that we keep abreast of local and regional changes and adjust our forecasts accordingly.
- 8.3. Indications are that there will be an increase in the number of large family houses as part of new developments, attracting families with multiple siblings requiring several places in different year groups in the same school. In order to meet this type of demand it is necessary to carry a reasonable level of surplus capacity in order to avoid siblings being split. Every effort will be made to plan provision so that it reflects local need and that a reasonable surplus of places remains in the system. The strategy will be updated in line with developments in the Greater Manchester Spatial Framework (GMSF).

## 9. Strategic Principles

- 9.1 Oldham Council will only support the establishment of Free Schools where there is clear demonstrable evidence of need in the local area.
- 9.2 Council support for new academy sponsors or potential free school providers will only be offered to Multi Academy Trusts who can demonstrate a long standing record of continuous school improvement and who have a track record of working closely with local authorities in the areas of pupil place planning, school to school support and school improvement.
- 9.3 Free school providers and academy trusts wishing to open new provision in the borough must be able to demonstrate that their admissions policies will be fair and equitable and closely aligned to local need.
- 9.4 Analysis of SEND predictions indicates a substantial increase of SEND places/provision will be needed. The Council will actively work to ensure that any new mainstream provision in the borough will offer in house provision for SEND pupils in order to reduce the number of places required in the Special School sector and ensure that as many pupils as possible remain in the mainstream sector.

# Glossary

## **Academy**

Academy schools are state-funded schools in England which are directly funded by the Department for Education and independent of local authority control.

## **Basic needs funding**

On an annual basis the DfE / EFA notify local authorities of the monies they will receive for the next 3 years to provide for anticipated increases in pupil place requirements. This funding whilst being awarded in relation to pupil place provision this funding is not specifically ring fenced to the provision of places.

## **Capital funding**

The cost of providing buildings and major elements of expenditure e.g. fixed play equipment, replacement boilers, and major repairs to buildings.

## **Department for education**

The Department for Education is responsible for education and children's services in England. It works to achieve a highly educated society in which opportunity is equal for children and young people, no matter what their background or family circumstances.

## **Early Years education**

The full range of provision, activities and experiences aimed at children prior to their entry into primary school, encompassing education and wider child development, as well as childcare.

## **Education and Skills Funding Agency**

The ESFA is an Executive Agency of the Department for Education (DfE), responsible for the operation of the education capital and revenue funding system and the delivery of capital programmes.

## **Free school**

A Free School in England is a type of Academy, a non-profit-making, independent, State-funded school which is free to attend but which is not controlled by a Local Authority. Under current legislation any new provision built must be a Free School.

## **Primary phase**

Statutory education provision for children aged 4 to 11 years

## **Regional Schools Commissioner**

RSCs are responsible for approving new academies and intervening in underperforming academies and free schools in their area. They act on behalf of the Secretary of State for Education.

The RSCs are accountable to the Schools Commissioner and are supported by a board of 6 to 8 experienced academy headteachers and other sector leaders.

**Revenue funding**

The cost of running schools in day to day expenses.

**School Capacity survey**

Annual data return to the Department for Education setting out LA pupil forecasts, capital projects and proposed capital allocations

**School census**

The school census is a statutory census that takes place during the autumn, spring, and summer terms. Council maintained schools and academies must complete statutory censuses by law unless there's a good reason not to.

**Secondary phase**

Statutory education provision for children aged 11 to 16 years

**Published admission number**

The number of pupils that a school plans to admit in each relevant age group.

## Appendix A: Schools in Oldham

### Primary, Secondary and Special School on maps

| School Name                           | DFE No.  | Ofsted URN | Type of School | Faith Designation | VA / VC | Phase     | Category                          |
|---------------------------------------|----------|------------|----------------|-------------------|---------|-----------|-----------------------------------|
| Alexandra Park Junior                 | 353/2000 | 105626     | LA Maintained  |                   |         | Primary   | Community Junior Primary          |
| Alt Primary (Harmony Trust Academy)   | 353/2013 | 141333     | Academy        |                   |         | Primary   | Primary Academy                   |
| Bare Trees Primary                    | 353/3506 | 135258     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| Beal Vale Primary                     | 353/2091 | 105672     | Academy        |                   |         | Primary   | Primary Academy                   |
| Beever Primary                        | 353/2002 | 105627     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| Blackshaw Lane Primary                | 353/2058 | 105652     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| Blessed John Henry Newman RC College  | 353/4608 | 136432     | LA Maintained  | RC                | VA      | Secondary | Secondary                         |
| Blue Coat (Cranmer Education Trust)   | 353/4600 | 137133     | Academy        |                   |         | Secondary | Secondary Academy                 |
| Broadfield Primary                    | 353/2095 | 105676     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| Buckstones Primary                    | 353/2085 | 105671     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| Burnley Brow Primary                  | 353/2099 | 105680     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| Christ Church CE Primary (Chadderton) | 353/3341 | 105707     | LA Maintained  | CE                | VA      | Primary   | Voluntary Aided Primary           |
| Christ Church CE Primary (Denshaw)    | 353/3011 | 105693     | LA Maintained  | CE                | VC      | Primary   | Voluntary Controlled Primary      |
| Co-op Academy Failsworth              | 353/4006 | 144627     | Academy        |                   |         | Secondary | Secondary Academy                 |

| School Name   | DFE No.  | Ofsted URN | Type of School | Faith Designation | VA / VC | Phase     | Category                          |
|---|----------|------------|----------------|-------------------|---------|-----------|-----------------------------------|
| <b>Coppice Primary (Focus Academy Trust)</b>                              | 353/2009 | 139704     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Corpus Christi RC Primary</b>  | 353/3358 | 105718     | LA Maintained  | RC                | VA      | Primary   | Voluntary Aided RC                |
| <b>Crompton House CE</b>  | 353/4605 | 137294     | Academy        | CE                |         | Secondary | Secondary Academy                 |
| <b>Crompton Primary School</b>  | 353/2110 | 133286     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Delph Primary School</b>   | 353/2079 | 105669     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Diggle School</b>  | 353/2075 | 105665     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>East Crompton St George's CE Primary (Cranmer Trust)</b>               | 353/3355 | 142271     | Academy        | CE                |         | Primary   | Primary Academy                   |
| <b>East Crompton St. James' CE Primary School (Dove Shell Federation)</b> | 353/3345 | 105710     | LA Maintained  | CE                | VA      | Primary   | Voluntary Aided Primary           |
| <b>Fir Bank Primary</b>   | 353/2069 | 146813     | Academy        |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Freehold Community Primary Academy (Focus Trust)</b>                   | 353/2008 | 142425     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Friezland Primary</b>  | 353/2076 | 105666     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Glodwick Infant &amp; Nursery School</b>                               | 353/2047 | 105645     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Greenacres Primary Academy</b>   | 353/2010 | 145537     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Greenfield Primary School &amp; Nursery</b>                            | 353/2077 | 105667     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Greenfield St. Mary's CE Primary</b>                                   | 353/3366 | 105723     | LA Maintained  | CE                | VA      | Primary   | Voluntary Aided Primary           |

| School Name  | DfE No.  | Ofsted URN | Type of School | Faith Designation | VA / VC | Phase     | Category                          |
|--|----------|------------|----------------|-------------------|---------|-----------|-----------------------------------|
| <b>Greenhill Academy (The Harmony Trust)</b>               | 353/2097 | 140579     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Hathershaw College of Technology and Sport</b>          | 353/4011 | 137039     | Academy        |                   |         | Secondary | Secondary Academy                 |
| <b>Hey with Zion Primary School</b>                        | 353/3012 | 105694     | LA Maintained  |                   | VC      | Primary   | Voluntary Controlled Primary      |
| <b>Higher Failsworth Primary School</b>                    | 353/3504 | 134784     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Hodge Clough Primary School</b>                         | 353/3509 | 136223     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Hollinwood Academy (New Bridge Multi Academy Trust)</b> | 353/1101 | 140388     | Academy        |                   |         |           | Special School                    |
| <b>Holy Cross CE Primary School</b>                        | 353/3393 | 135720     | LA Maintained  | CE                | VA      | Primary   | Voluntary Aided Primary           |
| <b>Holy Family RC Primary School</b>                       | 353/3400 | 105724     | LA Maintained  | RC                | VA      | Primary   | Voluntary Aided RC                |
| <b>Holy Rosary RC Primary School</b>                       | 353/3328 | 105701     | LA Maintained  | RC                | VA      | Primary   | Voluntary Aided RC                |
| <b>Holy Trinity CE Dobcross Primary School</b>             | 353/3009 | 105691     | LA Maintained  | CE                | VC      | Primary   | Voluntary Controlled Primary      |
| <b>Horton Mill Primary School</b>                          | 353/2098 | 105679     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Kingfisher Special School</b>                           | 353/7013 | 143304     | Academy        |                   |         | Primary   | Special Schools Academy           |
| <b>Knowsley Junior School</b>                              | 353/2080 | 105670     | LA Maintained  |                   |         | Junior    | Community Junior Primary          |
| <b>Limehurst Primary School</b>                            | 353/2033 | 105638     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Littlemoor Primary School</b>                           | 353/2044 | 105642     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Lyndhurst Primary School (Focus Trust)</b>              | 353/2018 | 142471     | Academy        |                   |         | Primary   | Primary Academy                   |

| School Name  | DFE No.  | Ofsted URN | Type of School | Faith Designation | VA / VC | Phase     | Category                            |
|--|----------|------------|----------------|-------------------|---------|-----------|-------------------------------------|
| <b>Mather Street Primary School</b>                                | 353/2054 | 105649     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary   |
| <b>Mayfield Primary School (Cranmer Trust)</b>                     | 353/2034 | 142550     | Academy        |                   |         | Primary   | Primary Academy                     |
| <b>Medlock Valley</b>  | 353/2111 | 133710     | Academy        |                   |         | Primary   | Primary Academy                     |
| <b>Mills Hill Primary School</b>                                   | 353/2052 | 105648     | LA Maintained  |                   |         | Primary   | Community Infant and Junior Primary |
| <b>New Bridge Learning Centre (New Bridge Multi Academy Trust)</b> | 353/7014 | 138697     | Academy        |                   |         | Post 16   | Special School                      |
| <b>New Bridge School (New Bridge Multi Academy Trust)</b>          | 353/7014 | 138697     | Academy        |                   |         | Secondary | Special School                      |
| <b>North Chadderton School</b>                                     | 353/4027 | 141248     | Academy        |                   |         | Secondary | Secondary Academy                   |
| <b>Northmoor Academy (Harmony Trust)</b>                           | 353/2016 | 142412     | Academy        |                   |         | Primary   | Primary Academy                     |
| <b>OASIS Academy</b>   | 353/6905 | 136027     | Academy        |                   |         | Secondary | Secondary Academy                   |
| <b>Oasis Academy Clarksfield</b>                                   | 353/2025 | 146767     | Academy        |                   |         | Primary   | Primary Academy                     |
| <b>Oasis Academy Limeside</b>                                      | 353/2017 | 137479     | Academy        |                   |         | Primary   | Primary Academy                     |
| <b>Oasis Leesbrook</b>   | 353/4008 | 145723     | Free School    |                   |         | Secondary | Secondary Academy                   |
| <b>Oldham Academy North EACT</b>                                   | 353/6906 | 136115     | Academy        |                   |         | Secondary | Secondary Academy                   |
| <b>Propps Hall Primary (The Ivory Federation)</b>                  | 353/2071 | 105663     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary   |
| <b>Richmond Primary Academy (Harmony Trust)</b>                    | 353/2007 | 139651     | Academy        |                   |         | Primary   | Primary Academy                     |

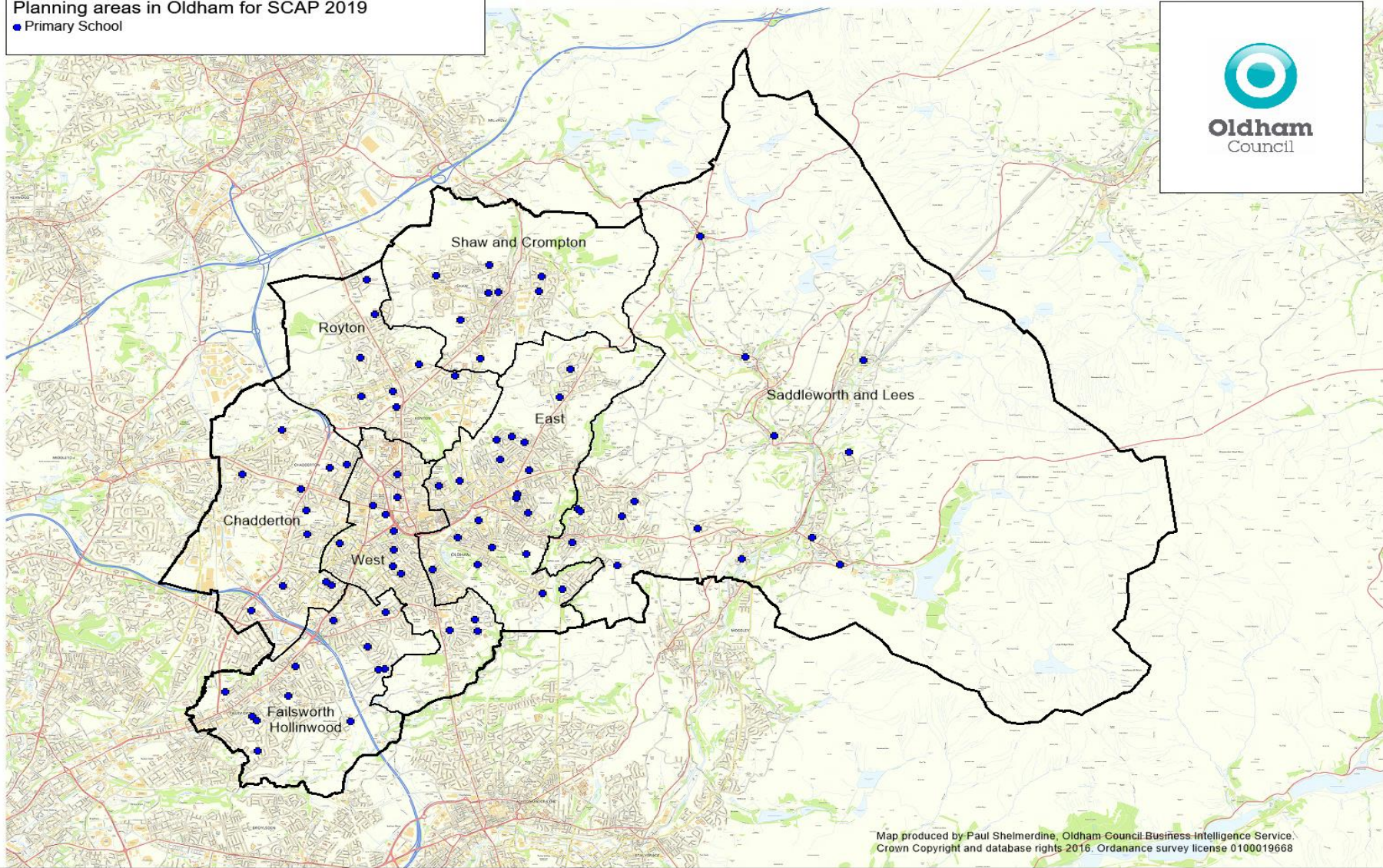
| School Name  | DfE No.  | Ofsted URN | Type of School | Faith Designation | VA / VC | Phase     | Category                          |
|--|----------|------------|----------------|-------------------|---------|-----------|-----------------------------------|
| <b>Roundthorn Primary (Focus Academy Trust)</b>                      | 353/2022 | 140100     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Royton &amp; Crompton (E-ACT)</b>                                 | 353/4022 | 105734     | Academy        |                   |         | Secondary | Secondary Academy                 |
| <b>Royton Hall Primary School</b>                                    | 353/3507 | 135341     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Rushcroft Primary School</b>                                      | 353/2065 | 105659     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Saddleworth School</b>  | 353/4026 | 105736     | LA Maintained  |                   |         | Secondary | Secondary                         |
| <b>South Failsworth Primary School</b>                               | 353/2062 | 105656     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Spring Brook Lower (New Bridge Multi Academy Trust)</b>           | 353/7012 | 143472     | Academy        |                   |         |           | Special School                    |
| <b>Spring Brook Upper (New Bridge Multi Academy Trust)</b>           | 353/7012 | 143472     | Academy        |                   |         |           | Special School                    |
| <b>Springhead Infant &amp; Nursery School (The Ivory Federation)</b> | 353/2078 | 105668     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>SS Aidan &amp; Oswald RC Primary</b>                              | 353/3363 | 105721     | LA Maintained  | RC                | VA      | Primary   | Voluntary Aided RC                |
| <b>St Agnes CE Primary School</b>                                    | 353/3326 | 105700     | LA Maintained  | CE                | VA      | Primary   | Voluntary Aided Primary           |
| <b>St Anne's CE Lydgate Primary (Sola Fide Trust)</b>                | 353/3007 | 144000     | Academy        | CE                |         | Primary   | Primary Academy                   |
| <b>St Anne's CE Royton Primary</b>                                   | 353/3353 | 105715     | LA Maintained  | CE                | VA      | Primary   | Voluntary Aided Primary           |
| <b>St Anne's RC Primary</b>  | 353/3401 | 105725     | LA Maintained  | RC                | VA      | Primary   | Voluntary Aided RC                |
| <b>St Chad's CE Primary School (Sola Fide)</b>                       | 353/3008 | 140589     | Academy        | CE                |         | Primary   | Primary Academy                   |

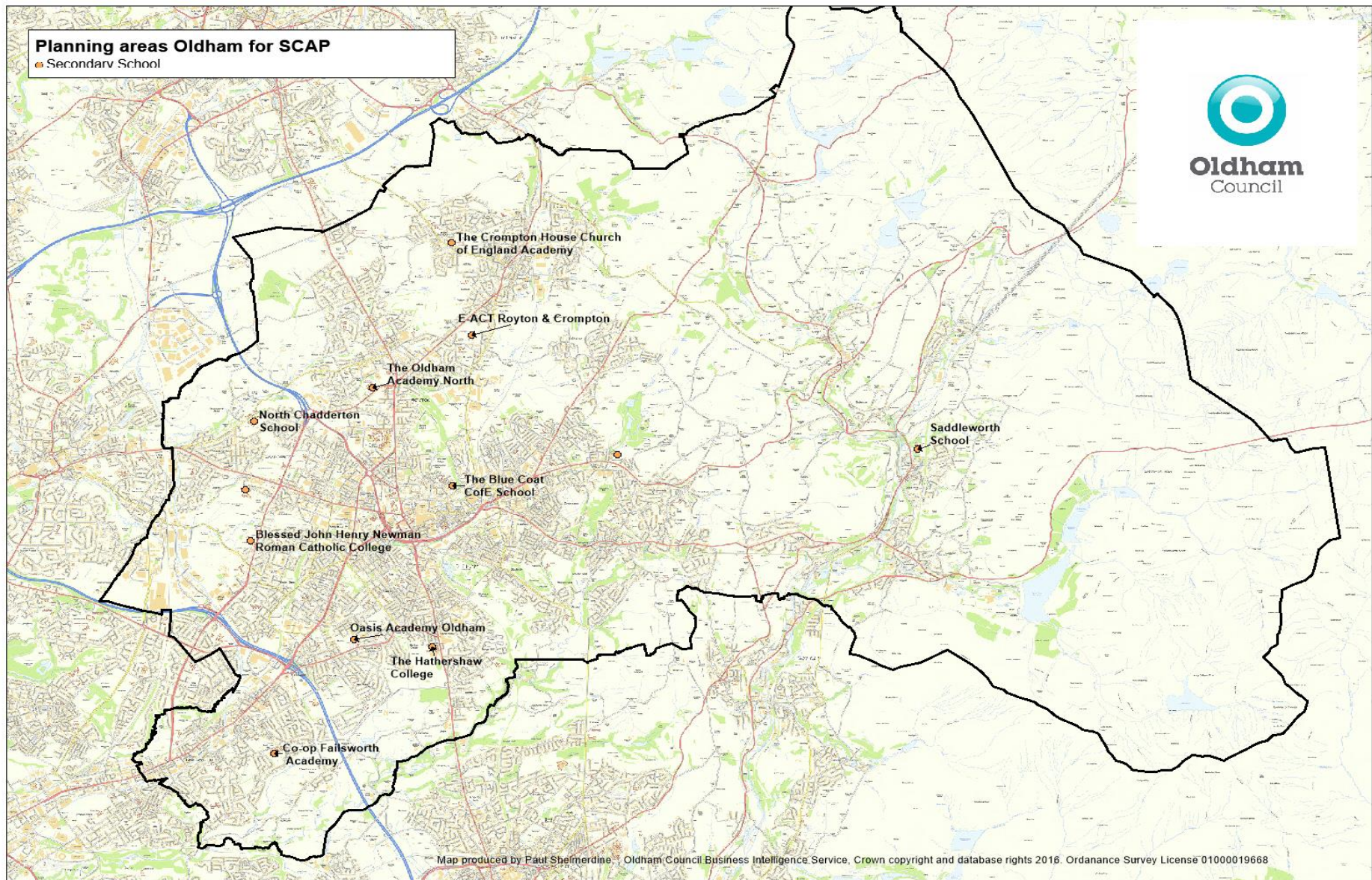
| School Name                                      | DFE No.  | Ofsted URN | Type of School | Faith Designation | VA / VC | Phase   | Category                |
|--|----------|------------|----------------|-------------------|---------|---------|-------------------------|
| <b>St Edwards RC Primary School</b>              | 353/3362 | 105720     | LA Maintained  | RC                | VA      | Primary | Voluntary Aided RC      |
| <b>St Herbert's RC Primary School</b>            | 353/3364 | 105722     | LA Maintained  | RC                | VA      | Primary | Voluntary Aided RC      |
| <b>St Hilda's CE Primary School</b>              | 353/3329 | 105702     | LA Maintained  | CE                | VA      | Primary | Voluntary Aided Primary |
| <b>St Hugh's CE Primary School</b>               | 353/3325 | 105699     | LA Maintained  | CE                | VA      | Primary | Voluntary Aided Primary |
| <b>St John's CE Primary School (Sola Fide)</b>   | 353/2024 | 146670     | Academy        | CE                |         | Primary | Primary Academy         |
| <b>St Joseph's RC Primary School</b>             | 353/3359 | 105719     | LA Maintained  | RC                | VA      | Primary | Voluntary Aided RC      |
| <b>St Luke's CE Primary School</b>               | 353/3342 | 105708     | LA Maintained  | CE                | VA      | Primary | Voluntary Aided Primary |
| <b>St Margaret's CE Primary School</b>           | 353/3333 | 105705     | LA Maintained  | CE                | VA      | Primary | Voluntary Aided Primary |
| <b>St Martin's CE Primary School</b>             | 353/3330 | 105703     | LA Maintained  | CE                | VA      | Primary | Voluntary Aided Primary |
| <b>St Mary's CE High Crompton Primary School</b> | 353/3346 | 105711     | LA Maintained  | CE                | VA      | Primary | Voluntary Aided Primary |
| <b>St Mary's RC Primary School</b>               | 353/3403 | 105727     | LA Maintained  | RC                | VA      | Primary | Voluntary Aided RC      |
| <b>St Matthews CE Primary School</b>             | 353/3344 | 105709     | LA Maintained  | CE                | VA      | Primary | Voluntary Aided Primary |
| <b>St Patrick's RC Primary School</b>            | 353/3402 | 105726     | LA Maintained  | RC                | VA      | Primary | Voluntary Aided RC      |
| <b>St Paul's CE Primary School</b>               | 353/3503 | 131848     | LA Maintained  | CE                | VA      | Primary | Voluntary Aided Primary |
| <b>St Theresa's Primary School</b>               | 353/2003 | 136825     | LA Maintained  | RC                | VA      | Primary | Voluntary Aided RC      |
| <b>St Thomas CE Leesfield Primary</b>            | 353/3351 | 105714     | LA Maintained  | CE                | VA      | Primary | Voluntary Aided Primary |

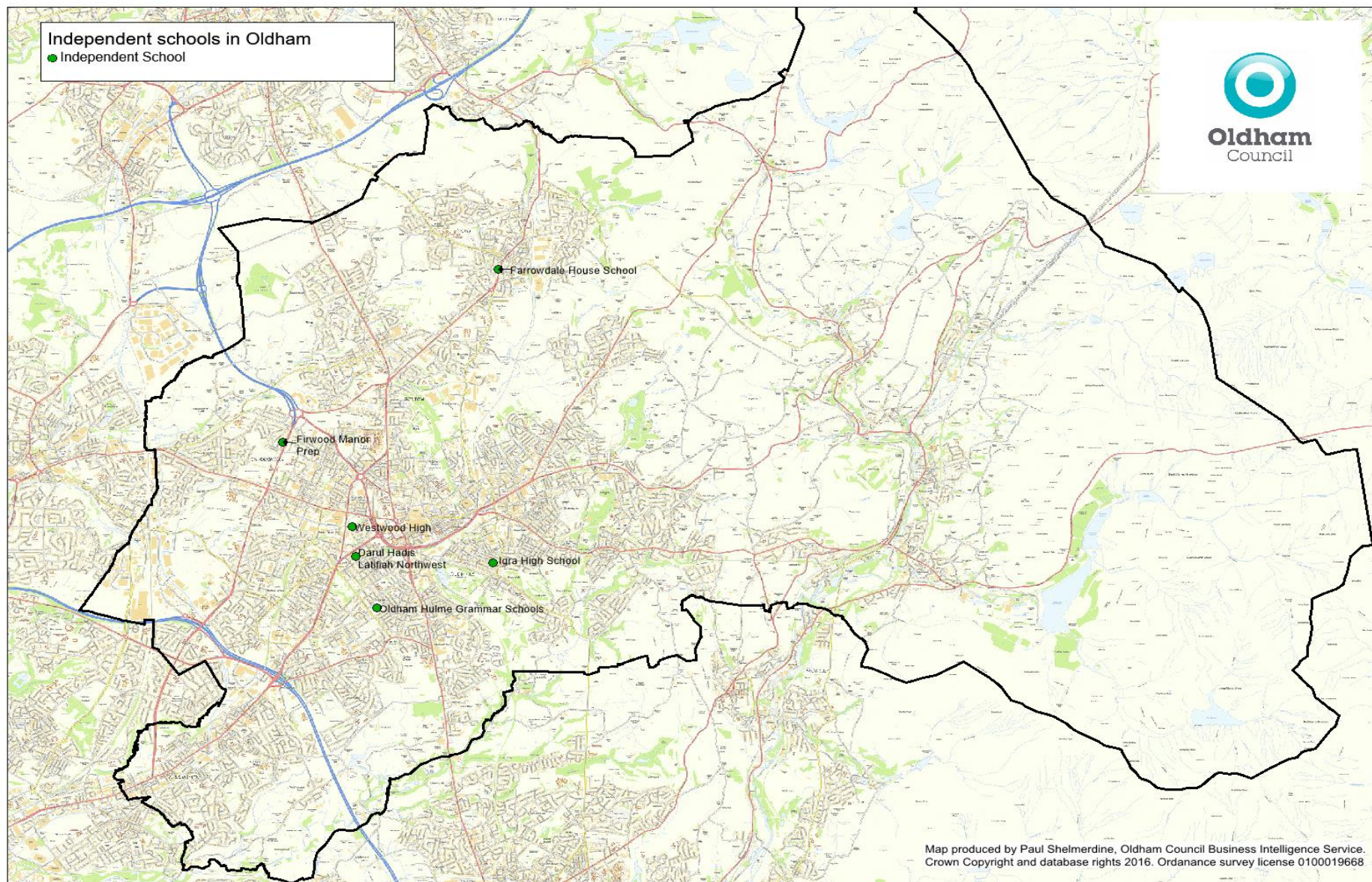
| School Name  | DFE No.  | Ofsted URN | Type of School | Faith Designation | VA / VC | Phase     | Category                          |
|--|----------|------------|----------------|-------------------|---------|-----------|-----------------------------------|
| <b>St Thomas CE Primary Moorside (Dove Shell Federation)</b>           | 353/3303 | 105695     | LA Maintained  | CE                | VA      | Primary   | Voluntary Aided Primary           |
| <b>St. Thomas CE Werneth Primary</b>                                   | 353/3315 | 105698     | LA Maintained  | CE                | VA      | Primary   | Voluntary Aided Primary           |
| <b>Stanley Road Community Primary School</b>                           | 353/2109 | 105686     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>The Kingsland</b>   | 353/1100 | 134759     | LA Maintained  |                   |         | PRU       | Pupil Referral Unit               |
| <b>The Radclyffe Specialist Technology College</b>                     | 353/4028 | 105738     | LA Maintained  |                   |         | Secondary | Secondary                         |
| <b>Thornham St. James' CE Primary School</b>                           | 353/3010 | 105692     | LA Maintained  | CE                | VC      | Primary   | Voluntary Controlled Primary      |
| <b>Thorp Primary School (Oak Trust)</b>                                | 353/2093 | 146811     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Waterhead Academy (South Pennine Multi Academy Trust)</b>           | 353/4004 | 144508     | Academy        |                   |         | Secondary | Secondary Academy                 |
| <b>Werneth Primary Academy (Pinnacle)</b>                              | 353/3508 | 140597     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Westwood Primary Academy (Harmony Trust)</b>                        | 353/2014 | 141401     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Whitegate End Primary School</b>                                    | 353/2064 | 105658     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |
| <b>Willow Park Primary Academy (South Pennine Multi Academy Trust)</b> | 353/2023 | 144507     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Woodhouses Voluntary Primary School</b>                             | 353/3005 | 105688     | LA Maintained  |                   | VC      | Primary   | Voluntary Controlled Primary      |
| <b>Woodlands Academy (South Pennine Multi Academy Trust)</b>           | 353/2020 | 144025     | Academy        |                   |         | Primary   | Primary Academy                   |
| <b>Yew Tree Community School</b>                                       | 353/2113 | 133712     | LA Maintained  |                   |         | Primary   | Community Infant & Junior Primary |

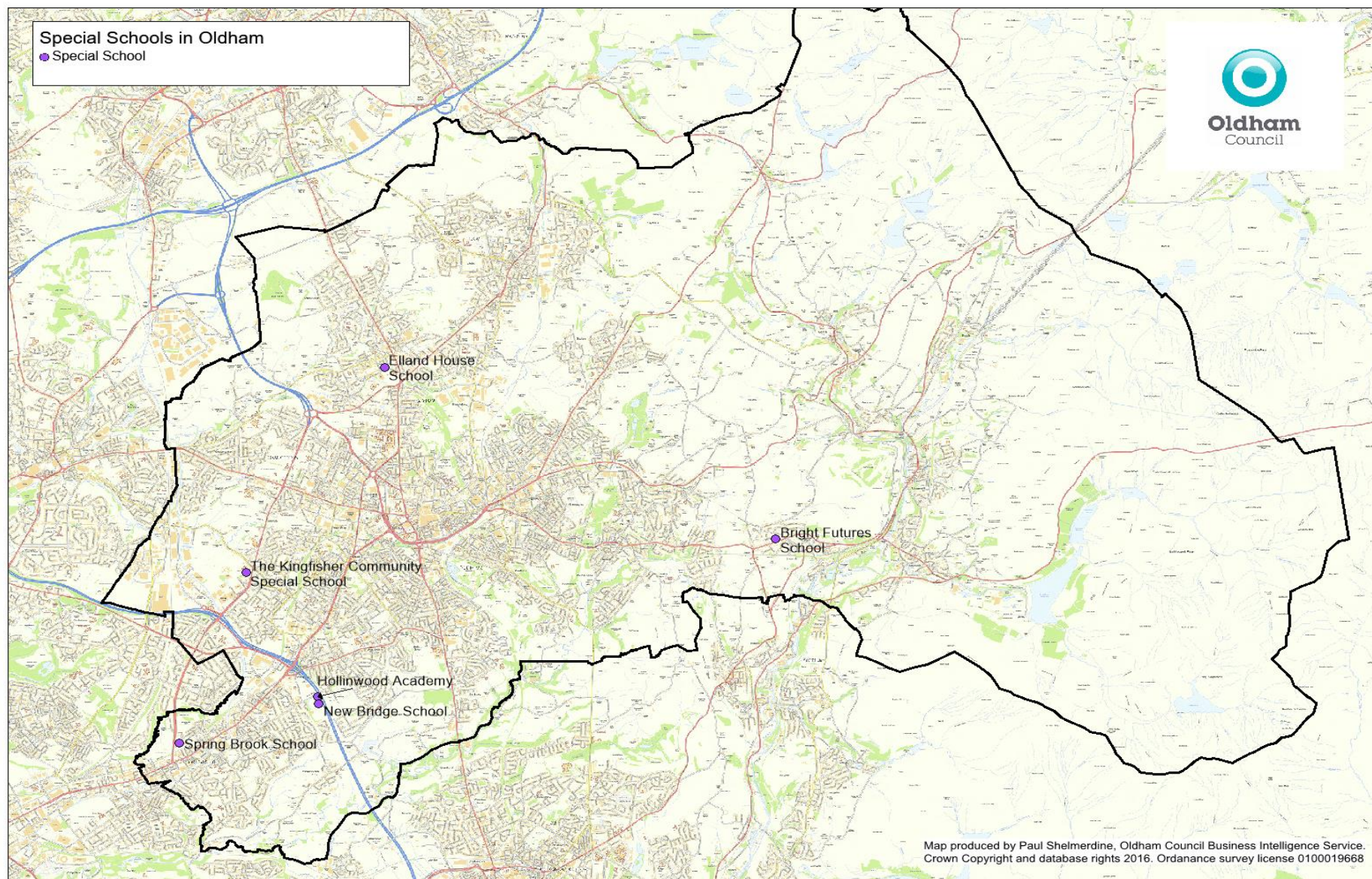
Planning areas in Oldham for SCAP 2019

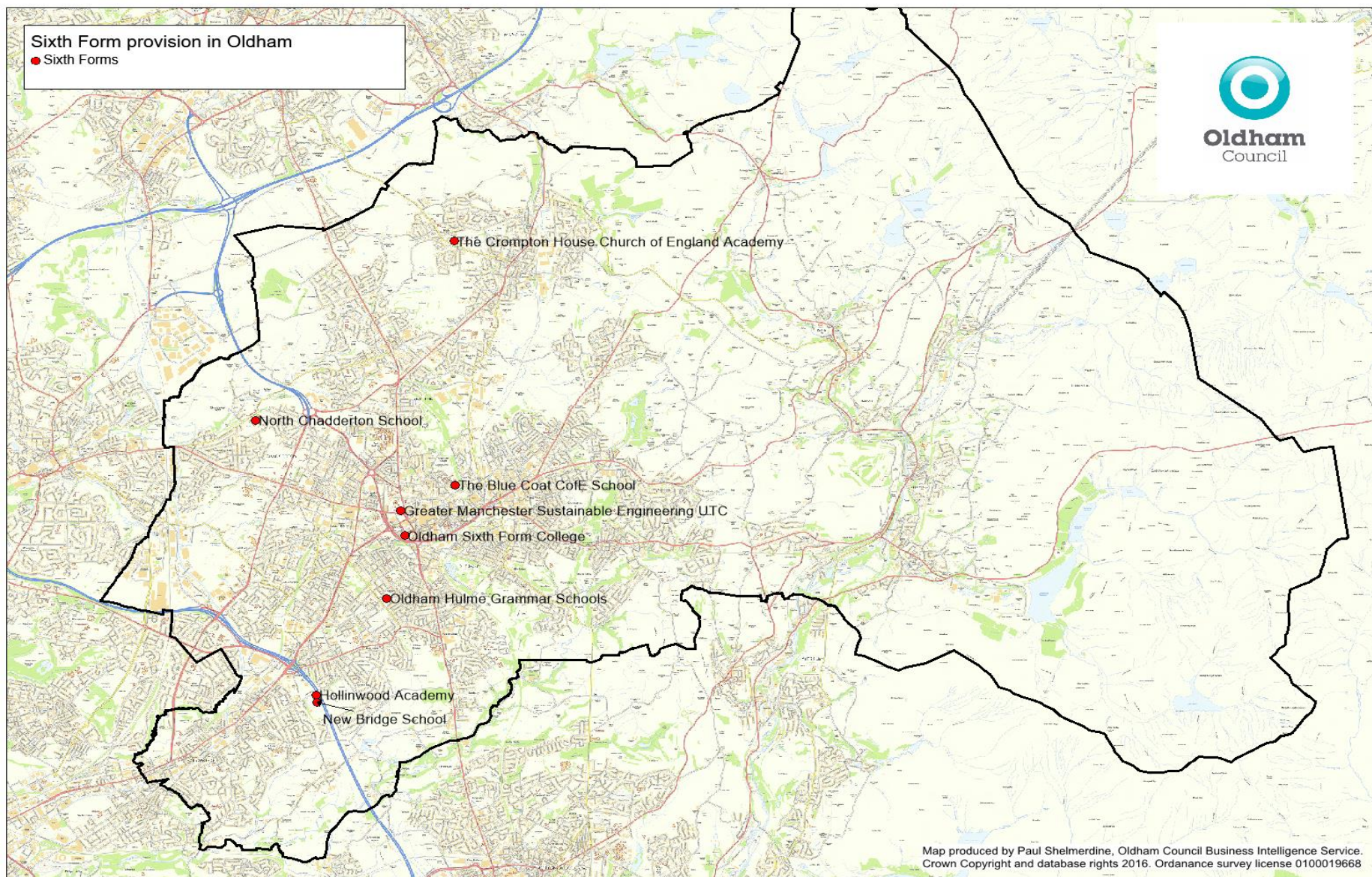
- Primary School

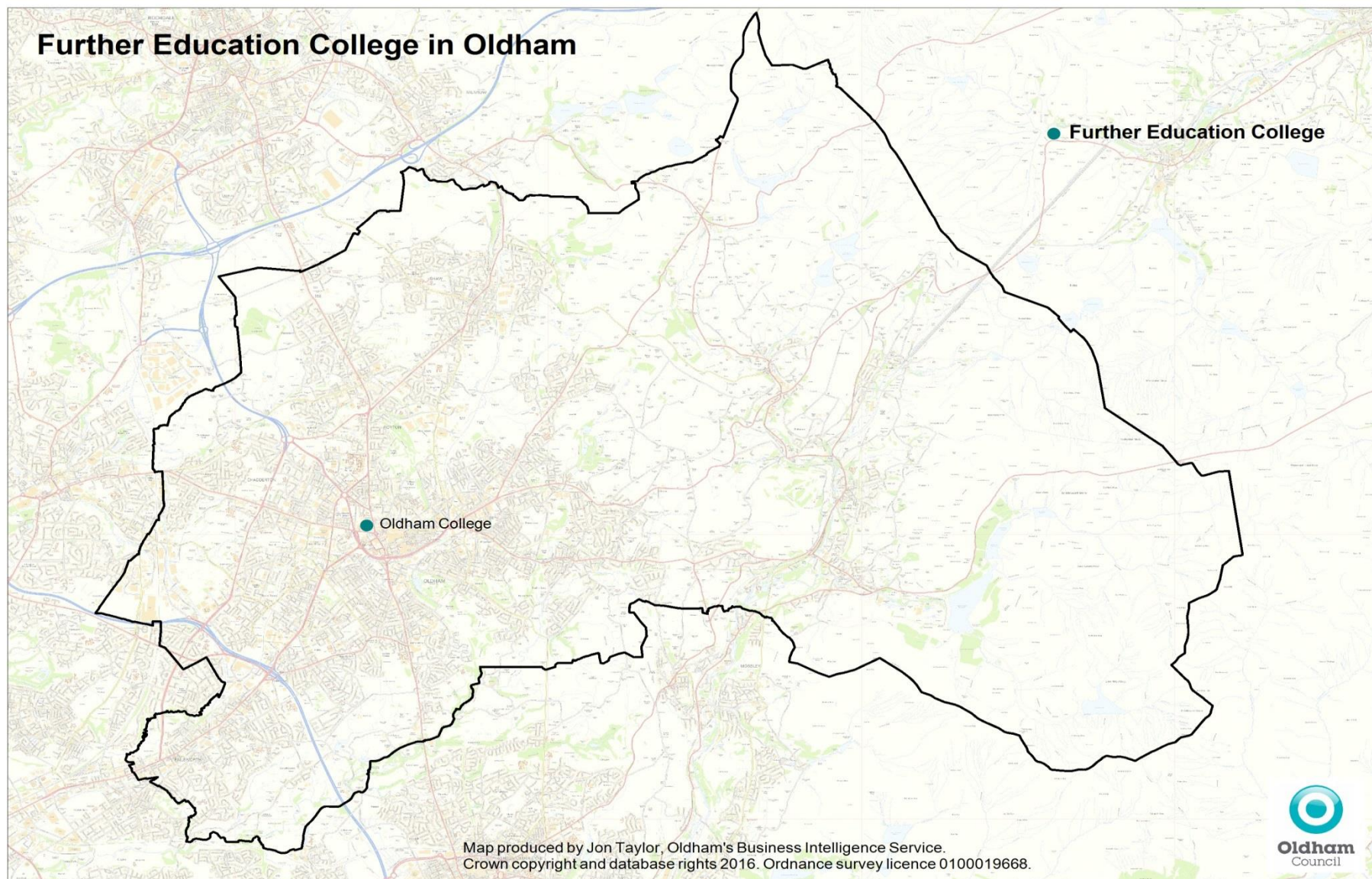














## **Appendix B**

# **Oldham Local Authority Policy and Guidance on Academy Conversions (2016)**

## Section One: Policy

|           |   |                |
|-----------|---|----------------|
| <b>1.</b> | <b>Introduction</b>                       | <b>Page 2</b>  |
| <b>2.</b> | <b>Definitions and Abbreviations</b>      | <b>Page 3</b>  |
| <b>3.</b> | <b>Conversion Costs</b>                   | <b>Page 3</b>  |
| <b>4.</b> | <b>Data and Records</b>                   | <b>Page 4</b>  |
| <b>5.</b> | <b>Council's preferred sponsors</b>       | <b>Page 4</b>  |
| <b>6.</b> | <b>Capital Works</b>                      | <b>Page 6</b>  |
| <b>7.</b> | <b>Finances</b>                           | <b>Page 7</b>  |
| <b>8</b>  | <b>TUPE</b>                               | <b>Page 8</b>  |
| <b>9</b>  | <b>Pensions</b>                           | <b>Page 9</b>  |
| <b>10</b> | <b>PFI Schools</b>                        | <b>Page 9</b>  |
| <b>11</b> | <b>Leases</b>                             | <b>Page 10</b> |
| <b>12</b> | <b>Sources of Information and Support</b> | <b>Page 11</b> |
| <b>13</b> | <b>Interpreting the Policy</b>            | <b>Page 12</b> |

# Academy Conversion Policy

## 1. Introduction

- 1.1 The policy and associated guidance outlines the Local Authority's position with regard to schools who either wish to convert to academy status or those who are required by legislation to convert to academy status. The policy and guidance cannot override the requirements of primary legislation specifically the Academies Act 2010 and the Education and Adoption Bill 2015.
- 1.2 The introduction of the Education and Adoption Bill 2015 requires the Local Authority to set out how it will work with schools who wish to convert to academy status including those schools who as a result of underperformance before eligible for intervention by the Secretary of State. This policy provides a framework for determining Local Authority decisions
- 1.3 Academies become independent of local authorities and conversion leads to changes in responsibilities, finance and working relations between local authorities and academies. This policy and guidance outlines the approach that will be taken by the Local Authority and offers practical advice and guidance on how the Local Authority will manage conversion and how governing bodies should approach the issue of conversion.
- 1.4 The educational vision of the Local Authority includes the whole family of schools in Oldham regardless of whether they are academies or maintained schools. This vision envisages all schools, stakeholders and the Local Authority working together in partnership to provide the best possible outcomes for all children and young people.
- 1.5 Secondary Head Teachers and Primary Head Teachers continue to discuss matters and work together in their representative groups (OASHP) and Executive Primary Heads Group regardless of their school status. The Local Authority's policy will be to continue to include all Oldham Schools in its communications, consultations and discussions for the benefit of all Oldham children and young people.
- 1.6 The Local Authority recognises that as a result of the academy conversion agenda that its overall revenue funding received from the Education Services Grant (ESG) will reduce as academies receive the Education Services Grant as part of their revenue funding. The current amount for 2015-16 of £87 per pupil would have been used by the Local Authority for statutory duties relating to services relevant to the Education Services Grant. The LA undertakes that it will work to mitigate any financial or job losses by promoting the services and those of its strategic partners with academies in order to ensure the highest level of buy back possible. The LA will ensure that where appropriate contracts are novated as part of the CTA (Commercial Transfer Agreement).
- 1.7 The LA is the employer for staff in Community Schools and Voluntary Controlled schools and the monitoring and maintaining authority for all non-academy

schools. There is an expectation that all schools will inform the LA if they are considering voluntary conversion to academy status.

## 2. Definitions and Abbreviations

- 2.1 DfE means The Department of Education
- 2.2 PFI means Private Finance Initiative
- 2.3 TUPE means Transfer of Undertakings Protection of Employment Regulations
- 2.4 CTA means Commercial Transfer Agreement
- 2.5 CIPB means Capital Investment Programme Board
- 2.6 CIF means Condition Improvement Fund
- 2.7 ETO means Economic, Technical and Organisational
- 2.8 NJC means National Joint Council
- 2.9 STPCD means the School Teachers Pay and Conditions Document
- 2.10 ICO means Information Commissioners Office
- 2.11 LA means Local Authority

## 3. Conversion costs

- 3.1 Converting schools are entitled to a DfE grant of £25,000 to prepare for conversion (£37,000 for PFI schools). The local authority receives no additional funding in order to deal with the financial impact and increased workloads created by and associated with the conversion work. Schools will be charged for work over and above that normally undertaken by the LA.
- 3.2 As the ceding employer, and in order for each academy conversion to happen, the Local Authority is obliged to carry out a number of functions on behalf of the school, these functions include:
  - Providing initial information to the DfE
  - Leading or supporting the formal TUPE process
  - Carrying out the financial reconciliation and closure of accounts
  - Preparing documents for the transfer of land and assets
  - Liaising with the schools appointed solicitors on the CTA (Commercial Transfer Agreement)
  - Preparation of documents for the transfer of pensions
- 3.3 These activities involve a number of different departments with the LA and require a considerable amount of officer time. There is therefore a not inconsiderable cost to the Local Authority whenever a school becomes an Academy. Therefore the Local Authority will make the following charges for Academy Conversions to cover these costs:

- Converter Academies £4.5 K
- Sponsored £6.5 K
- PFI Conversion costs will be agreed on a case by case basis.
- The LA will not fund additional legal costs connected with the conversion of PFI schools to academy status.

**3.4** In addition to the above, schools should note that Unity Partnership will invoice schools for any fees associated with property transactions.

## **4. Data and Records**

**4.1** The LA is responsible for the accurate recording and safety of all pupil data and records prior to the schools conversion to academy status.

**4.2** As part of the CTA (Commercial Transfer Agreement), the LA will require all converting schools to deliver to the LA all ex-pupil records boxed, logged and stored by destruction date and alphabetically. A list of contents of each box must be attached to each box.

**4.3** The LA will expect all converting schools to comply with the Education (Pupil Information, England) Regulation 2005 and any associated guidance produced by the ICO.

**4.4** The LA will expect that Academies will share with them all data and records relevant to pupil wellbeing and performance.

**4.5** A data sharing agreement will be drafted and agreed with each new academy to enable the sharing of financial and pupil related data. This will form an appendix to the CTA for each conversion.

## **5. Council's Preferred Sponsor**

**5.1** The LA will work closely with schools and the RSC (Regional Schools Commissioner) to ensure that academy sponsors share the LA's vision for high performing schools which are responsive to local needs and offer a valuable contribution to the borough education offer to parents.

**5.2** Oldham Local Authority is an ambitious authority and good and outstanding schools are a key part of the authority's vision for a thriving forward looking and prosperous borough.

**5.3** The Local Authority recognises that the educational landscape is changing at a fast pace and will work in partnership and co-operation with a range of autonomous providers of education and related services.

**5.4** The Local Authority recognises the value of a wide range of provision and great strides have been made in the primary sector with 95% of provision for primary pupils either 'good' or 'outstanding'. It is the Local Authority's vision that this success be quickly replicated in the secondary sector and to that end the Local Authority is committed to working in partnership with a range of providers. As part of the educational offer to Oldham parents the Local Authority expects academy sponsors to demonstrate the following:-

The ability to:

- Secure effective leadership which will demonstrate an ambitious vision for the school and high expectations for what every pupil and teacher can achieve and set high standards for quality and performance including management of learning and teaching.
- Offer sharp challenge and the impetus to act where improvement is needed based on clearly identifying strengths and weaknesses.
- Promote rigour in school self –evaluation enhancing a school's capacity to drive its own improvement
- Secure rapid improvement in attainment for all pupils
- Offer targeted professional development to secure good or better teaching throughout the school
- Develop a curriculum which meets children's needs, engages them and prepares them for a variety of career paths.
- Gain the confidence of the community in the school and position the school in order that it plays a significant part in supporting families to meet high aspirations for the all pupils
- Build on existing partnerships with parents and carers and the community and ensure that all stakeholders are valued partners in the life of the school
- Ensure that residents and service users actively inform decision making and co-produce services with communities in line with co-operative values and principles
- Ensure the environs of the school are fit for learning and accessible to the community
- Work in partnership with the Local Authority to enable the LA to fulfil its statutory responsibilities with regard to safeguarding, SEN, school performance outcomes and school admissions. This includes an agreed process for sharing key information with the LA.

In addition the Local Authority would expect sponsors to demonstrate:-

- A willingness to adhere to local terms and conditions of employment (including signing up to the Fair Employment Charter and the Living Wage)
- A willingness to engage local professional associations and a commitment to developing that engagement.
- That they understand and can pay heed to the values and aspirations of the local community and can contribute to the wider community served by the school.
- That they will engage in meaningful consultation with all stakeholders regardless of whether the school is eligible for intervention or converting on a voluntary basis.
- That they will actively engage with the work of the OESC (Oldham Education and Skills Commission)

## 6. Capital Works

**6.1** The allocation of funds to undertake capital maintenance work on schools are proposed by the Local Authority CIPB (Capital Investment Program Board). This body is not a decision making body but its role includes recommending funding allocations and priorities for capital works that are required across the school estate. Any works identified need to be approved either by the Cabinet Member for Education or for works of a value in excess of £0.400m full Cabinet. As such, schools converting to or considering converting to academy status should not assume that because works may feature in the CIPB Plan that they are agreed by the Council. Only works agreed by the Cabinet Member or by Cabinet if the value is over £0.400m can be deemed to be agreed by the Local Authority.

**6.2** Academies and schools with a signed academy order are able to gain funding for capital projects through the Condition Improvement Fund (CIF). The LA strongly encourages schools in the process of conversion to bid for funding from this source as a matter of course prior to making any approaches to the LA for funding. The LA position on funding for Capital Maintenance works will take into account the following factors prior to any project being fully or partly funded:-

- Prioritisation according to need and in relation to the needs of other schools utilising condition survey information, currently this means that only Priority 1 projects will be considered.
- The availability of capital maintenance funding.
- The availability of the schools own funding, including any devolved capital funding
- The degree of certainty and likely timescale for transfer to academy status.

- Whether the school is intending to become part of a local or national Academy Trust or is converting in its own right
- School performance issues
- The extent to which the school supports other schools
- The local regeneration and place shaping context.
- The ability of the converting Academy to access future funding via the Condition Improvement Fund (CIF)
- Any significant health and safety or safeguarding initiatives or concerns.

The LA will not fund any works once a school has attained academy status.

## 7. Financial Considerations

- 7.1** The Governing Bodies of schools converting to academies will be responsible for the school budget and financial management arrangements in the period leading to conversion.
- 7.2** School should not enter into any new leasing agreements or contracts in the name of the old school that extend beyond the conversion date. Advice should be sought regarding any existing leasing arrangements to ensure these are dealt with (which may mean termination and re-establishment) in the correct way.
- 7.3** The school will need to have an up to date copy of the school inventory.
- 7.4** Schools converting to academies need to ensure the only transactions that appear in their old school budget relate to the period before the school converts to an academy. Transactions relating to the academy should not be charged to the old school budget.
- 7.5** Schools looking to convert to an academy need to ensure they buy into any service level agreements up to the proposed conversion date and set up new service level agreements with services for the academy after conversion.
- 7.6** When the conversion of the school is approved a budget plan should be calculated up to the date of conversion.
- 7.7** If a school has surplus balance when it converts to academy status, the 2013 Regulations provide that:
- The LA must determine and notify the amount of that surplus within four months of the date of conversion.*
- 7.8** If a school is a converter academy and is in deficit the EFA will recover the deficit through the General Annual Grant

- 7.9** The Local Authority will work closely with schools to manage any potential deficit at conversion.
- 7.10** Schools converting to academy status that have chosen to operate their own bank account with either the Local Authority bankers or an approved financial institution of their choice need to ensure all direct debits/credits are cancelled, the bank account is closed and any stationary (unused cheque books etc) are returned to the LA. Monthly cheque book returns will still need to be completed and balanced by the school until the bank account is closed. Schools converting to academy status that have an imprest account need to ensure the bank account is closed and any stationery is returned to the LA. Schools will also need to ensure that the initial imprest advance is returned to the LA.

## **8. TUPE and Service Recognition**

- 8.1** Staff in schools that are re-designated as academies have their employment transferred from one establishment to the other, following the Transfer of Undertakings (Protection of Employment) TUPE Regulations. The LA directly and via its HR Service provider (Unity Partnership) will support converting schools to ensure that correct processes are followed. This will include the following:-
- Due diligence work on HR records and personal data.
  - Completion (where possible) of all outstanding HR issues
  - Support and attendance for all consultation meetings with staff and associated paperwork.
- 8.2** The Local Authority will not fund any staffing changes or school restructures that occur for ETO reasons as a result of measures taken by the Academy Trust in connection with the conversion.
- 8.3** Staff transfers from an LA school or voluntary aided school to an academy have ALL employment rights protected upon transfer, however if a member of staff accepts a new academy contract or subsequently moves of their own volition back to the Local Authority the contractual rights that transfer are different for support and teaching staff.
- 8.4 Support staff**
- NJC terms are protected because of TUPE and continuous service is protected by the Modification Order. Academies are members of the Modification Order and as such should an employee return back to the Local Authority from an Academy their continuous service will be recognised for calculation of the following:-

- Redundancy pay entitlement
- Occupational maternity pay
- Occupational sick pay
- Annual leave entitlement

## 8.5 Teachers

STPCD (School Teachers Pay and Conditions) and Burgundy Book are primarily concerned with LA employment only. Continuous service for the purposes of calculating Redundancy pay entitlement is recognised under the Modification Order, however the following elements would not be recognised by the LA for teachers who return from an Academy to an LA School.

- Teacher's maternity pay starts from zero as teachers maternity rights are linked contractually to LA service and continuity is broken once a teacher leaves LA employment.
- Teacher's occupational sick pay is also linked to LA service and so continuity is broken as soon as they leave the LA. Employment with the Academy will not count. However sickness entitlement is based on aggregated LA service therefore prior LA service will be recognised but not the intervening period of employment with the Academy.

In the event of any member of staff returns to the LA as a result of a TUPE transfer from the Academy then all employment rights and continuous service are again protected (in reverse) and in accordance with TUPE legislation.

## 9. Pensions

**9.1** With regard to the treatment of existing pension the liabilities the following will apply in respect of schools that have converted to academy status and free schools within the borough:-

**9.2** The Local Authority will give consideration to pension pooling arrangements for converting Academies and Free Schools within the borough of Oldham in respect of non-teaching employee pensions. This will be subject to an assessment of the following criteria:-

- A commitment to adhere to the criteria listed in section 5 of this policy.
- The Local Authority is satisfied that such schools are financially secure and can demonstrate that they can meet their obligations as a scheme employer.
- The extent to which Academy or Free School Sponsors will assist with the mitigation of any residual local authority risks that are associated with Pension Fund transfers, pooling and Admitted Body arrangements.
- That the establishment of such schools is aligned to the Council's overall strategy for pupil place planning.

## 10. PFI Schools

- 10.1** The Local Authority has a number of PFI (Private Finance Initiative) schools within the borough. Three secondary schools in Oldham have either been built or refurbished using PFI funds.

The conversion process is more complex as these schools operate under PFI contracts. To allow these conversions to take place the LA, Governing Body, Academy Trust, DfE and PFI Contractor must enter into a suite of contracts to reflect the schools change in status and transfer the assets required for the Academy Trust to operate the school.

- 10.2** To enable PFI schools to convert to academy status the LA will require that the Academy Trust enter into the following agreements.

- 1) Commercial Transfer Agreement (CTA). This covers the transfer of staff, assets and contracts held by the Governing Body and the LA in respect of the converting school to the Academy Trust.
- 2) Lease Agreements to grant a 125 year leasehold to the Academy Trust.
- 3) A 'School Agreement' to flow down the relevant rights, obligations and liabilities enjoyed by the LA pursuant to the Project Agreement to the Academy Trust
- 4) Deeds of Variation to the Project Agreement to vary the Project Agreement in recognition of the schools change in status. The LA will also provide a LGCA Certificate in respect of this agreement.
- 5) Principal Agreements to provide a guarantee from the DfE in respect of some of payment liabilities of the Academy Trust in the event of non-payment.

- 10.3** The LA can contribute towards the annual repayments (a contribution towards the building running costs/facilities management charge) and to capital repayments (affordability gap). In the event of any of these schools either being subject of an Academy Order or opting to convert to academy status then neither the Academy nor the local authority (LA) should be better or worse off financially than if the Academy had remained an LA maintained school.

LAs and schools will honour the payment commitments that were agreed at the time that the PFI contract was signed. The contract remains between the LA and the contractor, regardless of the number of schools within that contract converting to academy status.

## 11. Leases

- 11.1** As part of the conversion process a schools land and buildings will transfer to the academy on a 125 year lease. The terms of such leases will be as required by the DfE and the following will be key features of all leases to academies;
- The property can only be used for educational purposes set out in the Academy Trusts 'Article of Association'.
  - The lease cannot be assigned to another body without the permission of the Secretary of State.
  - The lease will allow the Local Authority to forfeit the lease and re-enter the Property if the Academy Trust fails:-
    - To use the property for purpose originally agreed
    - Becomes dissolved, struck off or removed from the Register of Companies or otherwise ceases to exist.
  - The lease will automatically end if the Academy funding agreement is terminated and there is no replacement funding agreement for educational purposes.
  - In the event of the lease being forfeited or ending due to some other reason the site would revert back to the Council as the freehold owner
- 11.2** Where the LA considers that a school has land surplus to its needs the LA will seek to retain any surplus land this land forms part of a strategic need related to the delivery of educational or children's services.
- 11.3** The LA will, as part of any lease negotiations seek to protect the interests of third parties such as community groups or before and after school clubs who share facilities with schools seeking academy status.
- 11.4** The LA reserves the right to include or exclude land beyond the school's physical boundary if that land formed part of the original school footprint.

## 12. Sources of Information and Support

- 12.1** Department of Education website - [www.education.gov.uk](http://www.education.gov.uk)
- 12.2** Finance (Liz Caygill - [liz.caygill@oldham.gov.uk](mailto:liz.caygill@oldham.gov.uk))
- 12.3** HR & General Information (Andy Collinge – [andy.collinge@oldham.gov.uk](mailto:andy.collinge@oldham.gov.uk))
- 12.4** Legal (Doug Chisholm – [doug.chisholm@oldham.gov.uk](mailto:doug.chisholm@oldham.gov.uk))
- 12.5** Pensions (John Hoskins – [john.hoskins@oldham.gov.uk](mailto:john.hoskins@oldham.gov.uk))
- 12.6** Pupil Records (Tim Hanstock – [tim.hanstock@oldham.gov.uk](mailto:tim.hanstock@oldham.gov.uk))
- 12.7** Capital Works (Peter Wood – [peter.wood@oldham.gov.uk](mailto:peter.wood@oldham.gov.uk))

## 13. Interpreting the Policy

In the event of a dispute regarding the interpretation of this policy, advice must be sought from the LA Legal Department. The LA may seek further advice before issuing any guidance.

Any advice regarding interpretation will automatically become incorporated into this policy.

## Section Two: Guidance

### Guidance for Schools on Academy Conversion.

|  |         |
|--|---------|
| <b>Introduction and Content</b>  | Page 14 |
| <b>The Academy Decision Making Process and Consultation</b>                | Page 15 |
| <b>Working Party Considerations (Pre-Consultation)</b>                     | Page 17 |
| <b>Academy Conversion: Considering Differences, Implications and Costs</b> | Page 19 |
| <b>Academy Conversion: The Application Process</b>                         | Page 31 |
| Appendix A – The Decision Making Process Flowchart                         | Page 34 |
| Appendix B – Pro-forma Consultation Document                               | Page 35 |
| Appendix C – Unit Costs  | Page 39 |
| Appendix D – The process from Resolution to Conversion                     | Page 40 |
| Appendix E – Data Sharing Agreement  |         |

## Introduction and Content

This guidance has been designed to support Governing Bodies in giving full consideration to all implications of conversion to academy status, and whether it is an appropriate step for the school.

Conversion to academy status is probably one of the most important decisions any Governing Body can make and has significant and far reaching implications for the school.

There are a number of different forms academy conversion can take and this guidance is specifically focused at those schools who are considering becoming 'converter academies', however schools who are eligible for intervention should also follow this guidance in order to ensure that the conversion process is well managed and full consideration is given to all the implications of conversion and the necessary practical steps that need to be taken.

There are several requirements in order for a school to be able to convert to academy status and these can be summarised as follows:-

- The Academies Act 2010 allows maintained schools judged as Outstanding or Good by Ofsted to convert to Academy status.
- Conversion follows governor led local consultation, and governor application to the Secretary of State for approval to convert.
- Converter academies are not new schools and retain their original DfE number.
- Schools that are not judged to be Outstanding or Good by Ofsted can apply to become an academy, however they would need an approved sponsor in order for this to become a possibility.
- The process typically takes around 3 to 4 months to complete.

This guidance is non statutory but represents good practice and assists Governing Bodies in giving full consideration to the key aspects of conversion which include:-

- The decision making process.
- Consultation
- Cost and practical implications
- The application process

# Academy Conversion Guidance

## The Academy Decision Making Process and Consultation

### Initial Considerations

#### Step One

The GB should consider the following:

- 1 The views of Governors
- 2 The view of the Head Teacher and views expressed by staff governors about the likely feelings of staff.
- 3 In the case of VC/VA schools, obtain the view of the diocese.
- 4 Invite the Local Authority to discuss the process with the full Governing Body.

If the view is that the GB wish to explore academy conversion, they should move to step two.

#### Step Two

The Governing Body (GB) sets up a working party of 2-3 governors to obtain and consider more details and make recommendations to the GB.

The recommendation may be that:

- On balance there are clear advantages and the GB has the capacity to take on academy status now (If this is the recommendation, the working party should draft a consultation document for GB to approve).
- On balance the advantages outweigh the disadvantages but the GB and school is not yet ready to take on extra responsibility and will need to be strengthened in a number of areas.
- On balance there are insufficient advantages – and significant disadvantages – to justify continued interest.

#### Step Three

Working party reports back to GB with recommendations.

#### Step Four

GB considers working party recommendations and decides:

1. to proceed to consultation OR
2. to ready itself to consider academy status later OR
3. not to proceed with the proposal.

## **Step Five**

In the case of (1) the working party should proceed as follows:-

- a. Consult stakeholders.
- b. The GB should consider stakeholder responses
- c. If following consultation exercise, the GB wish to pursue academy status the GB should record their decision and communicate this to stakeholders.

## **Step Six**

In the case of (2) the working party should proceed as follows:

1. Identify training needs
2. Arrange for governors (and senior staff) to attend relevant training
3. Identify organisational (and staffing) requirements
4. Decide and implement strategy to strengthen the organisation and staffing
5. Meanwhile, keep abreast of developments which may change the advantages vs. disadvantages assessment.
6. When governors feel the time is right, the GB will need to check that:
  - a. The balance of advantages points to academy conversion.
  - b. The GB and school now have the capacity to convert to academy status.

There is a decision making process flow chart at **Appendix A**

There is a suggested pro-forma for initial consultation at **Appendix B**.

## Working Party Considerations (Pre-Consultation)

| Issue                               | Suggestions  | Notes  |
|-------------------------------------|--|--|
| Who to notify/consult?              | Foundation/Trust<br>Parents<br>Pupils<br>Staff<br>LA: Staff unions/associations<br>Diocese<br>Other local schools  | Do we have contacts for all these groups before proceeding to consultation?<br>Staff don't have to be consulted except for TUPE later in the process<br>Consulting the full list would be considered good practice |
| When?                               | Before the GB makes its final decision   | Avoids the perception of the decision already having been taken  |
| How to inform?                      | Hard copy letter<br>On-line website<br>Newsletter<br>Meetings – School Council, Parent Forums, staff meetings<br>Community or parish magazines   | Who decides on the way in which groups are informed?<br>GB/Working Party/school<br>Questions raised in Meetings of e.g. School Council, Parent Forums. The GB should publish the answers any formal questions.     |
| What information should be provided | We suggest you consult parents, students, staff and local partners. In order for the consultation to be meaningful, full information on the implications would need to be provided. Information could include: <ul style="list-style-type: none"> <li>• main advantages identified by the GB – including what you would do differently with constraints removed</li> <li>• the disadvantages that the GB considered</li> <li>• details of the proposed academy arrangements;</li> <li>• details of the proposed governance arrangements including details of the trustees of the charity which will enter into the Academy arrangements and details of the composition of the GB;</li> </ul> | The conclusions you reach as you consider each of the 'differences and implications' should have been noted so that they can be included in your consultation document.  |

| Issue   | Suggestions  | Notes   |
|---|--|---|
|   | <ul style="list-style-type: none"> <li>any proposed changes in the arrangements for the curriculum, for special educational needs, for pupil discipline, exclusion and for complaints, and confirmation that there will be no change in the admissions arrangements;</li> <li>details of any additional obligations and costs which fall on the school if it became an academy; and details of the support that is proposed to be given to other schools and any other possible effect on other schools</li> </ul> |   |
| Timescale                                       | Deadline for responses   | Allowing reasonable time for stakeholders to respond while maintaining momentum |
| How to collect and collate views?               | <p>Do we know what we want to get out of the pre consultation process?<br/> What kind of information would be useful?<br/> Methods of collection – questionnaire/statement inviting comments/interviews/meetings? Sample size?<br/> Responses to go to....</p>   | Once you have the data, will it be easy to analyse?                             |
| Reporting the results of consultation to the GB | <p>Agree working party members who will collate responses.<br/> Schedule working party meeting to agree report for GB</p>  |   |

## Academy Conversion - Considering Differences, Implications & Costs

Before focusing on the differences, governors should be reminded of the things that remain the same:

- Academies are still part of the community. They serve children and families in a particular area and they retain the same responsibilities as any maintained school as part of the learning community. Governors are advised to consider how they ensure their institution is seen as part of the community, whatever the decision they make.
- The Headteacher still needs to work in partnership with governing body on strategic matters.
- Academies are still subject to the law on employment, equality, admissions and special educational needs.
- Academies are required to follow the same rules over pupil exclusion as maintained schools.
- Academies need to operate a complaints policy in the same way as any maintained school.
- Academies are still subject to Ofsted inspection.
- Academies are still subject to Freedom of Information legislation.

In considering the differences described below, governors are advised to refer to the Governing Body's vision and values. In considering each of the differences, it is suggested that governors ask themselves the questions listed in the second column. Some of the differences may mean additional income and/or additional costs/ Additional staff time may be required for the associated tasks. The fourth column allows governors to set out more clearly the possible or probable financial implications for their own school. Governors should not be expected to make a decision to proceed without the best estimate of financial implications.

### School Performance

| Differences   | Questions  | Notes  | Indicative costs |
|---|--|--|------------------|
| Freedom from National Curriculum – although still required to be 'broad and balanced' | Do we currently feel constrained?<br>What would we do differently?<br>How would our children benefit?<br>On balance what do we gain? | Schools already have more freedom from the national curriculum than people realise. Academies must include English, Maths and Science in the curriculum for all students up to the age of 16.<br>It is important to take account of the 'The National Curriculum 2014' when considering options. |                  |

| Differences         | Questions   | Notes   | Indicative costs |
|---------------------|---|---|------------------|
| Freedom from the LA | <p>Do we currently feel constrained?</p> <p>What would we do differently?</p> <p>How would our children benefit?</p> <p>On balance what do we gain?</p> | <p>Schools already have considerable autonomy with issues such as finance and staffing.</p> <p>A major part of the school's budget is generated through pupil formula funding.</p> <p>Spending decisions are then delegated to schools.</p> <p>An academy will need to, for example:</p> <ul style="list-style-type: none"> <li>• Ensure that leadership is secure when key leaders are out of action.</li> <li>• Have robust emergency business continuity plan.</li> <li>• Replace external audits with robust internal systems e.g. H&amp;S</li> <li>• Apply for a number of registrations e.g. data controller</li> <li>• Purchase legal advice on for example complex freedom of information requests and conflict resolution situations</li> <li>• Ensure it maintains a working relationship with the LA School Performance Team.</li> </ul> |                  |

| <b>Differences</b>                              | <b>Questions</b>  | <b>Notes</b>   | <b>Indicative costs</b> |
|---|---|--|-------------------------|
| Academies are expected to support other schools | Do we already work in partnership?<br>Might we prefer to federate/collaborate?<br>What more can we offer and to which school?<br>What effect would becoming an academy have on our local and partner schools? | Formal contractual arrangement with SoS<br>DfE contact person helps broker the support for other schools |                         |

### **Governance**

| <b>Differences</b>   | <b>Question</b>  | <b>Notes</b>  | <b>Indicative costs</b> |
|--|--|---|-------------------------|
| GB no longer subject to existing statutory governance regulations but following them is deemed to be good practice | Do we feel constrained?<br>What would we do differently?<br>How would our children benefit?<br>On balance what do we gain? | GB has to agree articles of association, with the SoS, which contain operating rules.   |                         |
| Composition of GB may be different as outlined in the Articles of Association                                      | Do we feel constrained?<br>What would we do differently?<br>How would our children benefit?<br>On balance what do we gain? | GB/Trust can retain its current members if it so wishes but would need to agree it in a new article of association agreed with DfE.<br><br>There should be at least two parent governors.<br>Up to a third of an academy's GB may be made up of staff governors (including the Principal).<br><br>Schools who join a MAT (Multi Academy Trust) should not that Trusts are under no legal obligation to have a GB in each school within the trust. |                         |

| <b>Differences</b>   | <b>Question</b>                | <b>Notes</b>  | <b>Indicative costs</b> |
|--|--------------------------------|---|-------------------------|
| Principal (Headteacher) is governor ex-officio (no opportunity to opt out) | Will this make any difference? | Will only affect headteachers who have previously decided not to be governors |                         |

## HR

| <b>Differences</b>                         | <b>Question</b>   | <b>Notes</b>  | <b>Indicative costs</b> |
|--|---|---|-------------------------|
| The Academy Trust is the employer of staff | Have we considered the implications?<br>Do we currently feel constrained?<br>What would we do differently?<br>How would our children benefit?<br>Will we need to spend more than we do currently on HR advice?<br>On balance what do we gain? | Only different for community and VC because in VA and Foundation schools the GB is already the employer.<br><br>Any redundancy costs must be met from academy budget. The Trust/ governing body is the legal respondent in Employment Tribunal Cases and other legal challenges.  |                         |
| Ability to set own pay and conditions      | Have we considered the implications?<br>Do we currently feel constrained?<br>Do we use current flexibilities?<br>What would we do differently?<br>How would our children benefit?<br>On balance what do we gain?                              | STPCD is set in law, so maintained schools must work within it – Academies do not have to comply. However, TUPE transfer applies for existing staff so some pay and conditions are likely to apply initially. but may change subsequently following consultation with staff and unions.<br><br>In practice very few academies have deviated |                         |

| Differences | Question | Notes  | Indicative costs |
|-------------|----------|--|------------------|
|             |          | from national or local terms and conditions. |                  |

## Finance

| Differences  | Question | Notes   | Indicative costs |
|--|----------|---|------------------|
| Academies will receive funding from the LA to pay for 'EHC' plans for mainstream and early years pupils. Funding is also paid by LA's for 3 and 4 year old children accessing free entitlement to early education. |          | In addition to the individually assigned resources (IAR) i.e. Notional SEN, for pupils requiring more support above 9.5 hours, academies will receive funding for SEN pupils from the High Needs Block. Academies must comply with 'SEN obligations imposed on governing bodies of maintained schools'.   |                  |
|  |          | <p>Note: Funding of Academies is for the academic year – not financial year.</p> <p>Academies will still need to purchase services. They may be able to purchase services from LA.</p> <p>Do we need to have extra staff and governor time to deal with additional decisions. The DfE is recommends that a qualified accountant is employed.</p> <p>Responsibility for certain services and functions such as school improvement, audit and asset management that local authorities perform on behalf of maintained</p> |                  |

| Differences   | Question   | Notes   | Indicative costs |
|---|--|---|------------------|
|   |  | schools transfer to the Academy. Academies receive money for these services for the pupils who are their responsibility through the Education Services Grant.   |                  |
| Surplus or deficits – On becoming an academy, schools may be able to carry forward any surplus. Circumstances when budgets can be carried forward are included in the ‘Scheme for Financing Schools’. Schools with deficits must have a repayment plan in place | What is our current financial situation?                             | If the school is in deficit, the repayment plan needs to be agreed by the Education Funding Agency (EFA) not the local authority.   |                  |
| Academies must pay VAT  | Will we need to employ qualified accountant to complete VAT returns? | Academies will receive additional funding to take account of needing to pay VAT.<br>Governors should note that VAT needs to be paid on goods and services (not staff salaries) in their cost/benefit calculations.<br><br>Some elements of VAT are reclaimable. |                  |
| Governors need to arrange for annual audits of  | Will we need to employ more/different staff?                         | Staff training possibly required.<br>Academies need to ensure arrangements are made to  |                  |

| Differences   | Question | Notes   | Indicative costs |
|---|----------|---|------------------|
| accounts and submit accounts to Secretary of State and principal regulator by the deadline. |          | produce financial accounts and may choose to employ a qualified accountant to do this<br>Academies will need to employ an auditor to audit the financial accounts |                  |

## Legal

| Differences  | Question   | Notes   | Indicative costs |
|--|--|---|------------------|
| GB subject to Trust which will:<br>1) Register land<br>2) Appoint governors<br>3) Have a broad strategic oversight | How helpful will this be?<br>On balance what do we gain?                                       | Governors (also known as directors or trustees) will be appointed to the GB by the academy trust (made up of members)   |                  |
| Academy Trust is a charitable trust subject to charity law   | Have we considered the implications?<br>What will we do differently?<br>On balance do we gain? | Members of the converting school's GB will decide, in discussion with the Secretary of State, who will be a member of the academy trust and who will be a governor (it is possible to be both a member and a governor).<br><br>Academies are charitable trusts that are publicly funded independent schools. If the academy was to become bankrupt the members of the Trust body could be held liable to the amount set out in the Articles of Association. The most common level of liability is set out as £10 per trustee. |                  |

## Premises

| Differences                          | Question   | Notes  | Indicative costs |
|--------------------------------------|--|--|------------------|
| GB has total premises responsibility | <p>Have we considered the implications?</p> <p>Do we currently feel constrained?</p> <p>What will we do differently?</p> <p>How would our children benefit?</p> <p>On balance do we gain?</p> <p>What condition is our school building in?</p> | <p>VA and foundation schools already are responsible for their premises. This will only be different for community and VC schools.</p> <p>Refer to your LA's current schedule of centrally funded repairs and maintenance which would no longer be available to Academies.</p> |                  |

## Behaviour & Attendance

| Differences   | Question                          | Notes   | Indicative costs |
|---|-----------------------------------|---|------------------|
| <p>GB does not have to consult LA when considering an exclusion</p> <p>Attendance service free for maintained schools but academies must pay for services except for prosecutions and statutory work.</p> | Do we currently feel constrained? | <p>GB is not expected to seek the advice of a local authority officer when considering exclusion but parents can request LA Officer attendance and/or an SEN expert attendance.</p> <p>Academy will need to organise (or buy in) Independent Review Panel for Permanent Exclusions.</p> <p>Academies must comply with all other requirements in national guidance on exclusion.</p> |                  |
|   |                                   | <p>In addition to the individually assigned resources (IAR) for pupils requiring more support, academies will receive funding for SEN pupils. Academies must comply with 'SEN obligations imposed on governing</p>  |                  |

| Differences | Question | Notes                          | Indicative costs |
|-------------|----------|--------------------------------|------------------|
|             |          | bodies of maintained schools'. |                  |

## Admissions

| Differences  | Question   | Notes  | Indicative costs |
|--|--|--|------------------|
| Ability to determine own admission arrangements; however academies can be subject to direction from the SoS. | Do we currently feel constrained?<br>What would we do differently?<br>How would our children benefit?<br>On balance what do we gain? | VA and Foundation schools already set their own admissions. This will only be different for community and VC schools. All schools must comply with the National Admissions Code of Practice and participate in Coordinated Admissions organised by the LA.<br><br>Academies are not allowed to introduce selection but may continue existing selection arrangements.<br><br>Academy will be responsible for independent Appeal Panel arrangements for school admissions. |                  |
| Ability to change length of terms and school days  | Do we currently feel constrained?<br>What would we do differently?<br>How would our children benefit?<br>On balance what do we gain? | Schools already have the power to change the length of the school day, providing they follow the appropriate Regulations. Some schools (specifically foundation and voluntary aided schools) have the ability to change the school term.<br><br>Need to consider implications for families and school transport.   |                  |

## Insurance

| Differences   | Question              | Notes   | Indicative costs |
|---|-----------------------|---|------------------|
| Academy Trust needs to purchase own indemnity insurance | What are the options? | <p>A governor as trustees/director has a limited liability £10. Governors need liability insurance because anyone acting as a trustee/director of an Academy Trust has unlimited liability for his/her own defaults.</p> <p>A trustee/director is not liable for any debts or liabilities providing s/he acts properly and within the powers and authority delegated to her/him. If s/he acts outside those parameters a trustee/director can be liable, without limit, for the loss caused to the Academy Trust. Liabilities to external parties would ordinarily be those of the academy trust (not the governors).</p> <p>Governors of academies need to have indemnity insurance, taken out by the trust, and are subject to charity law. Whereas GB's of maintained schools have their own legal identity and corporate responsibility and local authorities normally provide indemnity insurance.</p> |                  |

#### Health & Safety

| Differences                 | Question                             | Notes   | Indicative costs |
|-----------------------------|--------------------------------------|---|------------------|
| GB has total responsibility | Have we considered the implications? | VA and foundation schools already are responsible for their premises, staff and |                  |

| <b>Differences</b>   | <b>Question</b>   | <b>Notes</b>   | <b>Indicative costs</b> |
|--|---|--|-------------------------|
| <p>for Health and Safety</p> <p>No 'employer' role or responsibilities exist for the LA.</p> <p>Academy must obtain H&amp;S advice / support from a 'competent person'</p> | <p>What will we do differently?</p> <p>As we will have no health and safety support from the LA, will we need to spend more than we do currently on H&amp;S advice and support?</p> <p>On balance do we gain?</p> | <p>visitors. This will only be different for community and VC schools.</p> <p>Academies will need to purchase specialist advice from a 'competent health and safety person' and implement sufficient H&amp;S management systems. These systems will need to be regularly reviewed and audited to ensure compliance with all H&amp;S related legislation.</p> |                         |

#### **Other Considerations**

| <b>Differences</b>                         | <b>Question</b>  | <b>Notes</b>   | <b>Indicative costs</b> |
|--|--|--|-------------------------|
| Academies accountable to SoS               | <p>How do we feel about this?</p> <p>What would we do differently?</p> <p>How would our children benefit?</p> <p>On balance what do we gain?</p>   | <p>SIPs employed by DfE will support and challenge academy. SIPs will not support Performance Management of the Headteacher.</p> <p>This is deemed to be the responsibility of the Academy governing body. Academy can purchase external adviser time to support governors in headteacher Performance Management</p> |                         |
| Sustainability – of senior leadership team | <p>Does our current headteacher and senior leadership team have the skills and attitudes to lead a successful academy?</p> <p>When the time comes, how likely are we to be able to appoint a</p> | Academies are tied into a seven year funding agreement. The decision to become an academy cannot be reversed.  |                         |

| Differences                                     | Question   | Notes   | Indicative costs |
|---|--|---|------------------|
|   | <p>headteacher with the skills to continue academy development?</p> <p>How can we ensure that the leadership is secure when key leaders are out of action?</p> <p>Who will facilitate finding acting headteachers for us to consider?</p>  |   |                  |
| Sustainability of governors and trustees        | <p>Do governors have the capacity to be effective trustees as well as governors?</p> <p>How likely is it that the level of skills and commitment can be maintained as governors and trustees retire?</p>   | A Governance Handbook is available for trustees of academies, and multi academy trusts and governors of maintained schools. |                  |
| Changing role of clerk and administrative staff | <p>How keen are staff who would have to take on new responsibilities, for example secretary to the governing body and those dealing with finance?</p> <p>Do they have the appropriate skills?</p> <p>Will they require additional training and more time to complete additional tasks?</p> |   |                  |

## Academy Conversion – The Application Process

When you have considered the differences and implications above, you are advised to consider the additional work and costs involved in making an application. The process is outlined below so that you can take this into account in your recommendation.

Note: Schools seeking academy status will receive a one-off grant of £25K. Governing bodies will need to consider whether the school and governing body have the capacity to complete the application and how might the one-off grant be spent to increase capacity? It will be essential to agree who or what group will be involved in each aspect of the application process.

In addition the Local Authority will also charge schools for work undertaken by LA Officers for the purpose of conversion.

| Prior to application                                   | By whom?       | With whom?               | Notes including estimated time required | Indicative costs |
|--|----------------|--------------------------|---|------------------|
| Consultation   | Governing Body | Stakeholders – see above |   |                  |
| Report on responses leading to governing body decision | Governing Body | All governors            |   |                  |

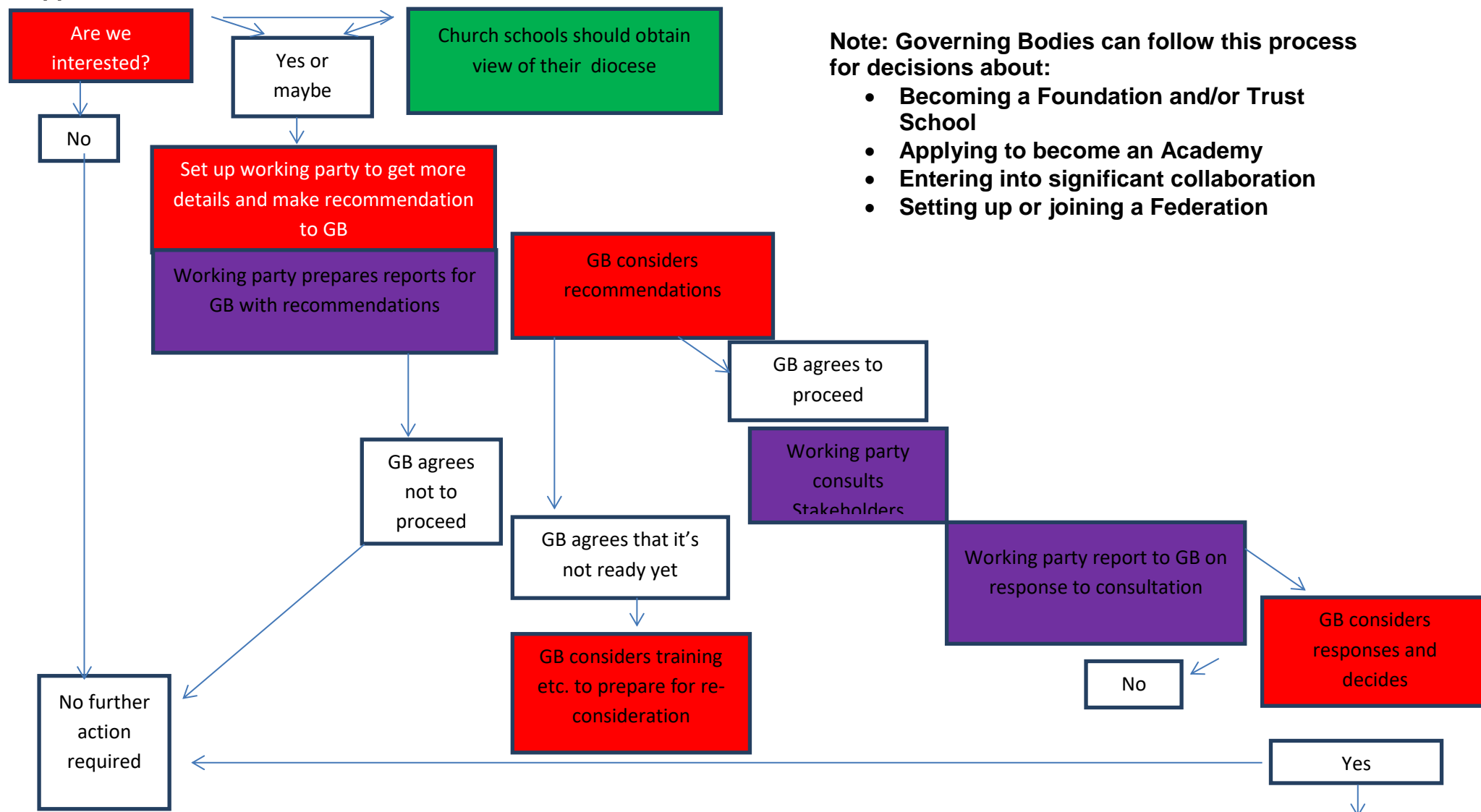
| Application task  | By whom?       | With whom?   | Notes including estimated time required   | Indicative costs |
|---|----------------|--|---|------------------|
| Seek formal agreement from Trustees/Foundation and the body responsible for appointing foundation governors for example the diocese | Governing Body | Trustees/Foundation and the body responsible for appointing foundation governors | Only required if school if Foundation, Voluntary Aided or Voluntary Controlled      |                  |
| Submit on-line application to convert (to academy) form   | Governing Body | DfE  | DfE will assign a Civil Servant to advise and assist the governing body through the |                  |

| <b>Application task</b>   | <b>By whom?</b>    | <b>With whom?</b>    | <b>Notes including estimated time required</b>                      | <b>Indicative costs</b> |
|---|--------------------|----------------------|---|-------------------------|
|   |                    |                      | conversion process  |                         |
| Start TUPE (Transfer of Undertakings Protection of Employment) consultation and negotiation | Governing Body     | Unions, LA and staff |   |                         |
| Seek Secretary of State approval and Academy Conversion Order.                              | Secretary of State | Governing Body       |   |                         |
| Completion of registration form to register the Academy as an independent school            | Governing Body     | DfE                  |   |                         |
| Establish Academy Trust – Memorandum and Articles of Association                            | Governing Body     |                      | These documents will need to then be posted on the school's website |                         |
| Register the Academy Trust with the Charity Commission                                      | Governing Body     | Charity Commission   |   |                         |
| Set up a bank account for the newly-formed Academy Trust                                    | Governing Body     | Bank                 |   |                         |
| Agree land and building leasing arrangements with the Foundation/Trust/LA                   | Governing Body     | Foundation/Trust/LA  |   |                         |

| <b>Application task</b>                              | <b>By whom?</b> | <b>With whom?</b>    | <b>Notes including estimated time required</b>  | <b>Indicative costs</b> |
|--|-----------------|----------------------|---|-------------------------|
|  |                 |                      |   |                         |
| Agree asset and property transfer arrangements       | Governing Body  | Foundation/Trust/LA  |   |                         |
| Ensure all required consultation has been undertaken | Governing Body  | LA                   | All consideration and decisions must be recorded in the governing body minutes  |                         |
| Complete TUPE process                                | Governing Body  | Unions, staff and LA |   |                         |
| Sign Funding Agreement – legally binding for 7 years | Academy Trust   | Secretary of State   | Funding Agreement will state when the Academy will open and the date of conversion. This is the date when the LA will cease to maintain the converting school |                         |

## Appendix A

## THE DECISION-MAKING PROCESS



**Appendix B****XXXXXXXXXXXXXXXXX School Consultation on the  
proposal to apply for Academy status**

|   |  |
|---|--|
| <p>As you will know, the government is encouraging schools such as ours to apply for academy status. The Governing Body set up a working party to consider the differences and implications.</p> <p>It has recommended that we consult on a proposal to move to academy status. When we are considering significant changes, we always take into account the views of our stakeholders and this is what we are now doing.</p> <p>The Governing Body has not made the decision on whether to apply for academy status. We are interested to hear and consider the views of stakeholders before we make a final decision.</p> |  |
| <p>The working party consider the following factors to be significant advantages which will lead to benefits for pupils at the school.</p>  |  |
| <p>The main things that the school would do differently if it were to become an academy are:</p> <p>(Include here any proposed changes in the arrangements for the curriculum, for special educational needs, for pupil discipline, exclusion and for complaints....)</p>   |  |
| <p>There are a number of things which will remain unchanged. These are:</p>   |  |

|  |                                  |
|--|----------------------------------|
| (....and confirmation that there will be no change in the admissions arrangements)   |                                  |
| The working party identified the following possible disadvantages:   |                                  |
| We believe that we can avoid or overcome them in the following ways:   |                                  |
| <p>The school could expect to receive additional funding because it will receive its share of the Education Services Grant currently held by the local authority to provide specified services.</p> <p>We have calculated the extra amount we would receive as £XXXXXX per year. This represents X% of the school budget.</p> <p>The services that were previously provided through the Education Services Grant and that we would need to purchase are shown below, together with the anticipated cost of purchasing.</p> |                                  |
| <b>Services that the school would need to purchase</b><br><br><b>Examples may include:</b>   | <b>Anticipated cost per year</b> |
| Legal Services   |                                  |
| Insurance  |                                  |
| Licences   |                                  |
| Property Services  |                                  |
|  |                                  |
|  |                                  |
|  |                                  |

There are additional costs associated with the following features of academies

| See examples below                   | Anticipated cost per year |
|--------------------------------------|---------------------------|
| Academies are subject to charity law |                           |
| Academies are liable for VAT         |                           |

There are additional costs associated with increased freedoms and responsibilities.

| Freedom                  | Responsibility                       | Estimated additional costs per year |
|--------------------------|--------------------------------------|-------------------------------------|
| Control of own premises  | Pay for professional premises advice |                                     |
| Direct employer of staff | Pay for all HR services and pay roll |                                     |
| Control own admissions   | Pay for all admissions appeals       |                                     |
|                          |                                      |                                     |
|                          |                                      |                                     |
|                          |                                      |                                     |
|                          |                                      |                                     |

The working party considered whether the school has the capacity to complete all the processes which would be required if the Governing Body were to agree to make an application for academy status.

There will be a grant of £25K to help with this but the costs we have estimated are:

| A few examples are shown below        | Estimated cost |
|---------------------------------------|----------------|
| Land transfer                         |                |
| Legal advice                          |                |
| Administration of application process |                |
| Cost of rebranding, signage etc.      |                |
| LA charges                            |                |
|                                       |                |
|                                       |                |
|                                       |                |
| Total cost                            |                |
| Net cost (subtract £25K grant)        |                |

If the school were to become an academy it would support at least one other local school.

|  |  |
|--|--|
| Our current thoughts on this are:  |  |
| The school recognises that it has a responsibility, shared with all other schools in its locality, for the young people and families in the area. We would seek to work with other schools and agencies in the following ways: |  |
| The trustees who propose to enter into the academy arrangements will be:   |  |
| The Governing Body of the proposed academy will be made up of:<br>Headteacher ex-officio....plus   |  |

**The consultation process will run from.....date to.....date.**

**If you have any comments on these proposals please provide them in writing and send them to:**

**The Governing Body plans to consider the outcomes of this consultation at its meeting on.....date.**

**Signed.....**  
**Chair of Governors**

## Appendix C

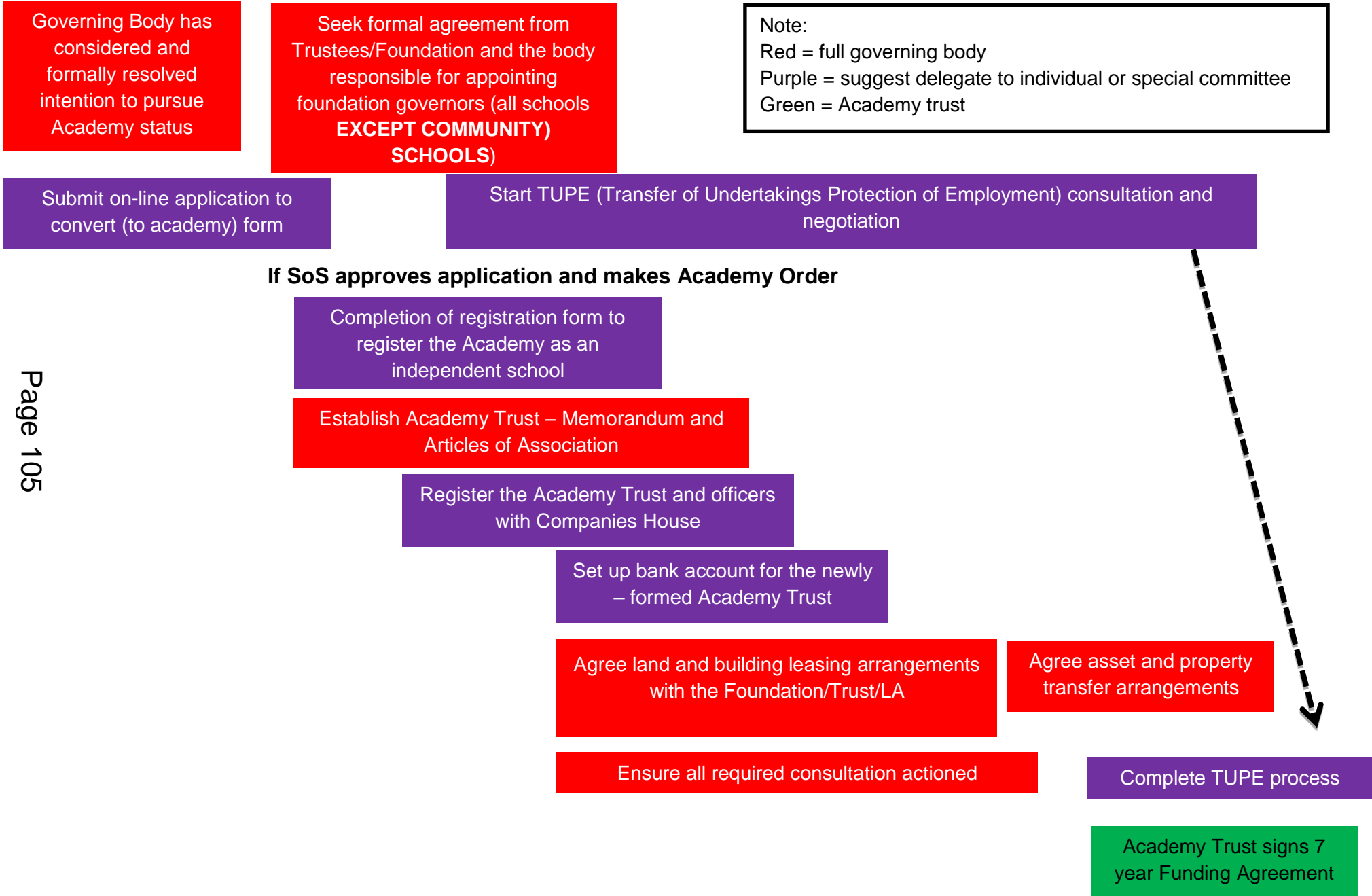
## Unit Costs

**Note:** The list below is an example of potential costs associated with academy conversion. Schools are strongly advised to contact specific service area leads to establish which costs may be incurred on conversion to academy status.

### EXAMPLE ONLY

| <b>Services and costs funded from the local authority's Schools Budget</b>   | <b>Estimated cost of purchasing</b> |
|--|-------------------------------------|
| • Special educational needs (SEN) support services (see next section)        |                                     |
| • Behaviour support services   |                                     |
| • 14-16 practical learning options   |                                     |
| • Schools meals and milk   |                                     |
| • Assessment of free school meals eligibility                                |                                     |
| • Repair and maintenance of kitchens   |                                     |
| • Museum and library services  |                                     |
| • Licences and subscriptions   |                                     |
| • Central staff costs (maternity, long term sickness and trade union duties) |                                     |
| • Costs of certain employment terminations                                   |                                     |
|  |                                     |
| <b>Services and costs funded from other local authority sources</b>          |                                     |
| • Costs of a local authority's statutory/regulatory duties                   |                                     |
| • Asset management costs   |                                     |
| • School improvement services  |                                     |
| • Monitoring national curriculum assessment                                  |                                     |
| • Education welfare service  |                                     |
| • Pupils support (e.g. clothing grants)                                      |                                     |
| • Music services   |                                     |
| • Visual and performing arts services  |                                     |
| • Outdoor education services   |                                     |
| • Certain redundancy and early retirement costs                              |                                     |
| • Admissions appeals   |                                     |
| • Independent exclusion appeals  |                                     |
| • Accountants and Auditors   |                                     |

THE PROCESS FROM RESOLUTION TO CONVERSION



| POLICY ADOPTION AND REVISION DETAILS |               |                 |             |
|--------------------------------------|---------------|-----------------|-------------|
| LEAD ADVISER                         | Andy Collinge | NEXT REVIEW DUE |             |
| SIGNED OFF<br>BY L.A. DATE           | May 2016      | L.A             | Summer 2016 |

# **Oldham Local Authority Policy and Process on Free Schools (2016)**

## Section One: Policy

|    |  |         |
|----|--|---------|
| 1. | Introduction                                   | Page 3  |
| 2. | Definitions and Abbreviations                  | Page 4  |
| 3. | Council Support and Guidance                   | Page 4  |
| 4. | Data and Records                               | Page 5  |
| 5. | Council's preferred sponsors                   | Page 5  |
| 6. | Land and Buildings                             | Page 7  |
| 7. | Financial Considerations                       | Page 7  |
| 8  | Pensions                                       | Page 8  |
| 9  | Leases   | Page 8  |
| 10 | Sources of Information and Support             | Page 9  |
| 11 | Interpreting the Policy                        | Page 9  |
|    | Section Two: Free School Application Flowchart | Page 10 |

# Free Schools Policy

## 1. Introduction

- 1.1 The policy and associated guidance outlines the Local Authority's position with regard to free schools in Oldham
- 1.2 The Education Act 2011 changed the arrangements for establishing new schools and introduced section 6A (Free School Presumption) to the Education and Inspections Act 2006. Where the Local Authority identifies a need for a new school in its area it must seek proposals to establish a Free School. This policy and the Department of Education Guidance Documents provide a framework for determining Local Authority decisions with regard to Free Schools established through the Free School Presumption Process and for those who seek to establish Free Schools through direct applications to the Department of Education.
- 1.3 Free schools are independent of local authorities. This policy and guidance outlines the approach that will be taken by the Local Authority with regard to the establishment of free schools and offers practical advice and guidance on how the Local Authority will support and assist free schools and how proposers should approach free school applications.
- 1.4 The educational vision of the Local Authority includes the whole family of schools in Oldham regardless of whether they are free schools, academies or maintained schools. This vision envisages all schools, stakeholders and the Local Authority working together in partnership to provide the best possible outcomes for all children and young people.
- 1.5 Secondary Head Teachers and Primary Head Teachers continue to discuss matters and work together in their representative groups (OASHP) and OSA the Executive of Primary Heads Group regardless of their school status. The Local Authority's policy will be to continue to include all maintained, academy and free schools in its communications, consultations and discussions for the benefit of all Oldham children and young people.
- 1.6 The LA undertakes that it will promote its services and those of its strategic partners with free schools in order to ensure the highest level of buy back possible. The LA will seek to establish its services with the free school community in order to ensure the full benefits of collaborative working.
- 1.7 The LA is the employer for staff in Community Schools and Voluntary Controlled schools and the monitoring and maintaining authority for all non-academy schools. There is an expectation that all Oldham schools, regardless of governance arrangements and status will discuss proposals with the LA if they are considering initiating or supporting a free school bid for proposers outside of Oldham the Council expects that the key principles in this policy are followed.
- 1.8 The LA will base its support and endorsement of Free School applications on the proposers' ability to demonstrate their capability to fulfil the expectations of this policy and on no other criteria.

## 2. Definitions and Abbreviations

- 2.1 DfE means The Department of Education
- 2.2 NJC means National Joint Council
- 2.3 STPCD means the School Teachers Pay and Conditions Document
- 2.4 ICO means Information Commissioners Office
- 2.5 LA means Local Authority

## 3. Council Support & Guidance

- 3.1 Where there is local demand and demonstrable need for school places the LA will engage constructively with those proposing to set up free schools.
- 3.2 The LA will operate the following guiding principles with regard to free school applications:
  - OMBC will have as its central aim to facilitate a process through which parents can be consulted and engaged to have their say in achieving the best possible educational provision in their area.
  - Impartial advice and information will be provided on an equal basis to any group wishing to make a submission.
  - OMBC does not make the final decision on whether to accept a free school submission that decision is taken by the DfE. However the DfE usually consults with local authorities before making its decision. In responding to any consultation OMBC will provide impartial feedback reflecting the criteria set out below and the criteria listed in section 5 of this policy.
- 3.3 The LA will only consider support for free school proposals which: -
  - Enhance parental choice.
  - Provide sufficient time for meaningful consultation with the local community.
  - Help address the need for additional school places.
  - Adhere to the admissions and SEND codes.
  - Demonstrate an intention to work with the OESC (Oldham Education and Skills Commission), the LA and other local schools to ensure inclusive provision for all children including those at risk of exclusion.
  - Can evidence the capacity to provide provision which would be judged as good or outstanding by Ofsted.
  - Adhere to the requirements set out in section 5 of this policy.
- 3.4 For those proposals that are supported the LA will provide access to: -
  - Guidance on meaningful consultation.
  - Relevant impartial data.
  - Guidance on admissions and SEND arrangements.
  - Information held about available buildings or sites.

- Signposting to other relevant agencies and support.
- Provision of information about LA and other services that may be available to free schools.

**3.5** For the avoidance of doubt the LA will not undertake: -

- Project management.
- Bespoke research.
- Broker contracts.
- Provide inspections and or surveys of potential sites.
- Undertake conveyance work (unless a site is to be transferred or leased from the LA).
- Print, record or distribute publicity material.

## **4. Data and Records**

- 4.1** The Free School is responsible for compliance with the Data Protection Act to ensure the accurate recording and safety of all pupil data and records.
- 4.2** The LA will expect all free schools to comply with the Education (Pupil Information, England) Regulation 2005 and any associated guidance produced by the ICO.
- 4.3** The LA will expect that free schools will share with them all data and records relevant to pupil wellbeing and performance.
- 4.4** A data sharing agreement will be drafted and agreed with each new free school to enable the sharing of pupil wellbeing and performance data.

## **5. Council's Preferred Provider**

- 5.1** The LA will work closely with schools and the RSC (Regional Schools Commissioner) to ensure that free school sponsors and trusts share the LA's vision for high performing schools which are responsive to local needs and offer a valuable contribution to the borough education offer to parents.
- 5.2** Oldham Local Authority is an ambitious authority and good and outstanding schools are a key part of the authority's vision for a thriving forward looking and prosperous borough.
- 5.3** The Local Authority recognises that the educational landscape is changing at a fast pace and will work in partnership and co-operation with a range of autonomous providers of education and related services.
- 5.4** The Local Authority recognises the value of a wide range of provision and to that end the Local Authority is committed to working in partnership with a range of providers. As part of the educational offer to Oldham parents the Local Authority free school providers to demonstrate the following:-

The ability to:

- Secure effective leadership which will demonstrate an ambitious vision for the school and high expectations for what every pupil and teacher can achieve and set high standards for quality and performance including management of learning and teaching.
- Offer sharp challenge and the impetus to act where improvement is needed based on clearly identifying strengths and weaknesses.
- Promote rigour in school self –evaluation enhancing a school's capacity to drive its own improvement
- Secure high standards in attainment and progress for all pupils
- Offer targeted professional development to secure good or better teaching throughout the school
- Develop a curriculum which meets children's needs, engages them and prepares them for a variety of career paths.
- Gain the confidence of the community in the school and position the school in order that it plays a significant part in supporting families to meet high aspirations for the all pupils
- Build on existing partnerships with parents and carers and the community and ensure that all stakeholders are valued partners in the life of the school
- Ensure that residents and service users actively inform decision making and co-produce services with communities in line with co-operative values and principles
- Ensure the environs of the school are fit for learning and accessible to the wider community
- Work in partnership with the Local Authority to enable the LA to fulfil its statutory responsibilities with regard to safeguarding, LAC, SEND, school performance outcomes and school admissions. This includes an agreed process for sharing key information with the LA.

In addition, the Local Authority would expect sponsors to demonstrate:-

- A willingness to adhere to local terms and conditions of employment (including signing up to the Fair Employment Charter and the Living Wage Foundation)
- A proven track record of running a successful school.
- A willingness to engage local professional associations and a commitment to developing that engagement.

- That they understand and can pay heed to the values and aspirations of the local community and can contribute to the wider community served by the school.
- That they will engage in meaningful consultation with all stakeholders.
- That they will actively engage with the work of the OESC (Oldham Education and Skills Commission)

## 6. Land / Buildings

- 6.1** When free school proposers submit an application to establish a new school the EFA will work with them to secure suitable premises for the Free School.
- 6.2** Where a free school proposal is supported by the LA the LA will seek to assist in securing premises which may be suitable for use as a school.
- 6.3** The LA will seek to resist and make representations to appropriate authorities regarding the transfer of any land or buildings for use by Free School proposers who do not adhere to the criteria outlined section 5 of this policy.
- 6.4** The LA will not make any financial contributions to the refurbishment of sites or properties for use as Free Schools.

## 7. Financial Considerations

- 7.1** Where a free school is a Special School or Alternative Provision School the top up funding (i.e. the amount above the per-place rate of £10,000) will be funded from the Local Authority's DSG.
- 7.2** The current Oldham top up rate will range from £2,800 per place to £35,000 dependent upon the severity and complexity of the young person's special educational needs and may be subject to change in subsequent years
- 7.3** The place funding for Special Free schools is funded by the EFA and may vary over time as changes are made to schools and high- needs funding systems.
- 7.3** If the Special School is still growing after the place funding has been transferred to the DSG the Local Authority will fund the additional places from the existing Dedicated Schools Grant Resources.
- 7.4** The Local Authority will not fund any additional places beyond those for which it has a clear statutory responsibility.

## 8. Pensions

- 8.1** Where Free Schools are seeking Admitted Body status to the Greater Manchester Pension Fund for non-teaching staff backed by a Council indemnity or guarantee, the Council adopts a default position of operating non-pooled arrangements on closed scheme basis. However, if for statutory, policy, service or value for money reasons, it is appropriate to seek terms that are different to the default position then the rationale for agreeing alternative terms should be disclosed as part of the business case for entering into the arrangement.
- 8.2** Decisions to approve specific pension funds transfer and/or pooling arrangements will be made by the Cabinet Member for Finance and HR and the Cabinet Member for Education in consultation with the Director of Finance and the Director of Education and Early Years.

## 9. Leases

- 9.1** As part of the free school the LA may transfer land and buildings on a 125 year lease. The terms of such leases will be as required by the DfE and the following will be key features of all leases to free schools;
- The property can only be used for educational purposes set out in the Academy Trusts 'Article of Association'.
  - The lease cannot be assigned to another body without the permission of the Secretary of State.
  - The lease will allow the Local Authority to forfeit the lease and re-enter the Property if the Free School Trust fails:-
    - To use the property for purpose originally agreed
    - Becomes dissolved, struck off or removed from the Register of Companies or otherwise ceases to exist.
  - The lease will automatically end if the free school funding agreement is terminated and there is no replacement funding agreement for educational purposes.
  - In the event of the lease being forfeited or ending due to some other reason the site would revert back to the Council as the freehold owner
- 9.2** Where the LA considers that a school has land surplus to its needs the LA will seek to retain any surplus land this land forms part of a strategic need related to the delivery of educational or children's services.
- 9.3** The LA will, as part of any lease negotiations seek to ensure that the interests of third parties such as community groups or before and after school clubs who will have access and use of buildings should this be applicable.

- 9.4** The LA reserves the right to include or exclude land beyond the schools physical boundary.

## **10. Sources of Information and Support**

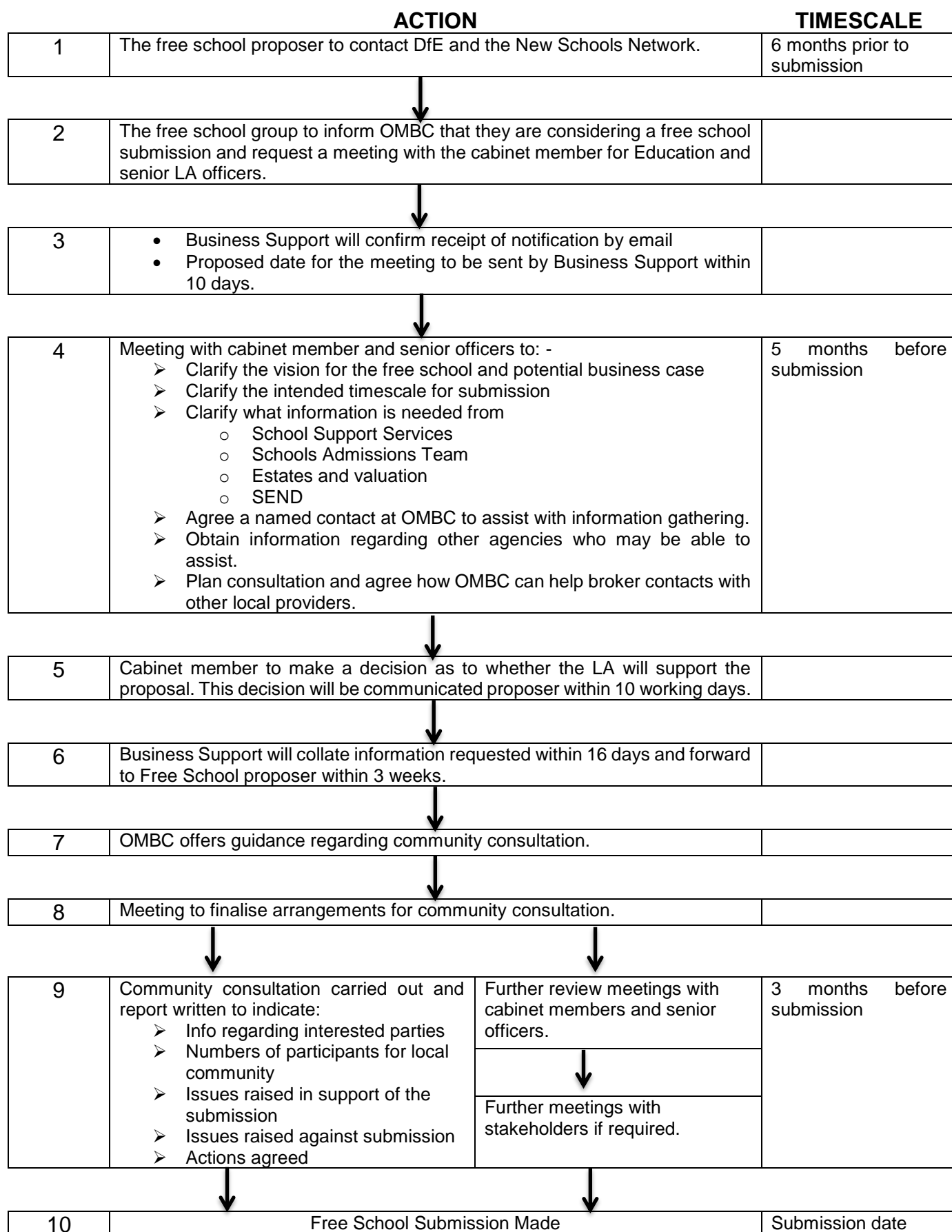
- 10.1** Department of Education website - [www.education.gov.uk](http://www.education.gov.uk)
- 10.2** Finance (Liz Caygill - [liz.caygill@oldham.gov.uk](mailto:liz.caygill@oldham.gov.uk))
- 10.3** HR & General Information (Andy Collinge – [andy.collinge@oldham.gov.uk](mailto:andy.collinge@oldham.gov.uk))
- 10.4** Legal (Doug Chisholm – [doug.chisholm@oldham.gov.uk](mailto:doug.chisholm@oldham.gov.uk))
- 10.5** Pensions (John Hoskins – [john.hoskins@oldham.gov.uk](mailto:john.hoskins@oldham.gov.uk))
- 10.6** Pupil Records (Tim Hanstock – [tim.hanstock@oldham.gov.uk](mailto:tim.hanstock@oldham.gov.uk))
- 10.7** Pupil Place Planning (Andy Wood – [andrew.wood@oldham.gov.uk](mailto:andrew.wood@oldham.gov.uk))
- 10.9** SEND (Dr Shirley Woods-Gallagher – [S.Woods-Gallagher@oldham.gov.uk](mailto:S.Woods-Gallagher@oldham.gov.uk))
- 10.10** Estates (Andrew Hall – [andrew.hall@oldham.gov.uk](mailto:andrew.hall@oldham.gov.uk))
- 10.11** The New Schools Network – [www.newschoolsnetwork.org](http://www.newschoolsnetwork.org)

## **11. Interpreting the Policy**

In the event of a dispute regarding the interpretation of this policy, advice must be sought from the LA Legal Department. The LA may seek further advice before issuing any guidance.

Any advice regarding interpretation will automatically become incorporated into this policy.

## Section Two: Free School Application Flowchart



|    |   |  |
|----|---|--|
|    |   |  |
| 11 | <ul style="list-style-type: none"> <li>➤ DfE consult informally with LA</li> <li>➤ Response made on basis of available data and consultation outcomes.</li> </ul> |  |
| 12 | DfE Decision  |  |
| 13 | OMBC to review process with Free School Group and any other interested parties if required.   |  |

| POLICY ADOPTION AND REVISION DETAILS |               |                 |             |
|--------------------------------------|---------------|-----------------|-------------|
| LEAD ADVISER                         | Andy Collinge | NEXT REVIEW DUE |             |
| SIGNED OFF BY L.A. DATE              | December 2016 | L.A             | Summer 2017 |

# Appendix C

## Historical Data

Page 118

| Primary Need | 2015        |                 |       | 2016        |                 |       | 2017        |                 |        | 2018        |                 |       | 2019        |                 |       |
|--------------|-------------|-----------------|-------|-------------|-----------------|-------|-------------|-----------------|--------|-------------|-----------------|-------|-------------|-----------------|-------|
|              | No of EHCPs | No of SS Places | SS %  | No of EHCPs | No of SS Places | SS %  | No of EHCPs | No of SS Places | SS %   | No of EHCPs | No of SS Places | SS %  | No of EHCPs | No of SS Places | SS %  |
| ASD          | 201         | 71              | 35.3% | 235         | 129             | 54.9% | 287         | 151             | 52.6%  | 341         | 173             | 50.7% | 384         | 179             | 46.6% |
| HI           | 24          | 1               | 4.2%  | 22          | 1               | 4.5%  | 22          | 1               | 4.5%   | 24          | 1               | 4.2%  | 29          | 1               | 3.4%  |
| MLD          | 49          | 0               | 0.0%  | 49          | 1               | 2.0%  | 49          | 2               | 4.1%   | 59          | 1               | 1.7%  | 67          | 3               | 4.5%  |
| MSI          | 1           | 0               | 0.0%  | 3           | 0               | 0.0%  | 2           | 0               | 0.0%   | 2           | 0               | 0.0%  | 3           | 0               | 0.0%  |
| OTH          | 8           | 0               | 0.0%  | 9           | 0               | 0.0%  | 11          | 0               | 0.0%   | 13          | 0               | 0.0%  | 15          | 0               | 0.0%  |
| PD           | 46          | 8               | 17.4% | 43          | 9               | 20.9% | 44          | 10              | 22.7%  | 38          | 12              | 31.6% | 45          | 13              | 28.9% |
| PMLD         | 40          | 35              | 87.5% | 39          | 32              | 82.1% | 35          | 35              | 100.0% | 44          | 32              | 72.7% | 41          | 36              | 87.8% |
| SEMH         | 58          | 29              | 50.0% | 47          | 33              | 70.2% | 68          | 32              | 47.1%  | 77          | 34              | 44.2% | 93          | 34              | 36.6% |
| SLCN         | 83          | 11              | 13.3% | 83          | 10              | 12.0% | 91          | 10              | 11.0%  | 107         | 13              | 12.1% | 128         | 17              | 13.3% |
| SLD          | 33          | 19              | 57.6% | 33          | 26              | 78.8% | 39          | 31              | 79.5%  | 34          | 32              | 94.1% | 40          | 31              | 77.5% |
| SPLD         | 18          | 0               | 0.0%  | 22          | 0               | 0.0%  | 29          | 0               | 0.0%   | 38          | 0               | 0.0%  | 44          | 1               | 2.3%  |
| VI           | 13          | 2               | 15.4% | 13          | 2               | 15.4% | 10          | 3               | 30.0%  | 16          | 3               | 18.8% | 13          | 3               | 23.1% |

Projections Data

| Primary Need | 2020  |           | 2021  |           | 2022  |           | 2023  |           | 2024  |           |
|--------------|-------|-----------|-------|-----------|-------|-----------|-------|-----------|-------|-----------|
|              | EHCPs | SS Places | EHCPs | SS Places | EHCPs | SS Places | EHCPs | SS Places | EHCPs | SS Places |
| ASD          | 451.6 | 231.3     | 531.2 | 272.1     | 624.8 | 320.0     | 734.9 | 376.4     | 864.3 | 442.7     |
| HI           | 30.6  | 1.3       | 32.2  | 1.3       | 34.0  | 1.4       | 35.8  | 1.5       | 37.7  | 1.6       |
| MLD          | 72.7  | 2.2       | 78.9  | 2.4       | 85.6  | 2.6       | 92.8  | 2.9       | 100.7 | 3.1       |
| MSI          | 4.6   | 0.0       | 7.1   | 0.0       | 11.0  | 0.0       | 16.9  | 0.0       | 26.1  | 0.0       |
| Page 19      | 17.6  | 0.0       | 20.6  | 0.0       | 24.1  | 0.0       | 28.2  | 0.0       | 33.0  | 0.0       |
| 199          | 45.1  | 11.7      | 45.1  | 11.7      | 45.2  | 11.8      | 45.3  | 11.8      | 45.3  | 11.8      |
| PMLD         | 41.6  | 35.7      | 42.3  | 36.2      | 42.9  | 36.8      | 43.6  | 37.3      | 44.2  | 37.9      |
| SEMH         | 106.9 | 52.9      | 122.8 | 60.8      | 141.2 | 69.9      | 162.3 | 80.3      | 186.5 | 92.3      |
| SLCN         | 143.0 | 17.3      | 159.7 | 19.4      | 178.4 | 21.6      | 199.3 | 24.2      | 222.7 | 27.0      |
| SLD          | 42.3  | 34.9      | 44.7  | 36.9      | 47.3  | 39.0      | 50.0  | 41.3      | 52.9  | 43.6      |
| SPLD         | 55.1  | 0.3       | 69.0  | 0.4       | 86.4  | 0.5       | 108.2 | 0.6       | 135.4 | 0.8       |
| VI           | 13.6  | 3.0       | 14.2  | 3.1       | 14.9  | 3.2       | 15.5  | 3.4       | 16.2  | 3.5       |

| Cognition and Learning (C&L)  |   |   |   |
|---|---|---|---|
| PMLD  | SLD   | MLD   | SpLD  |
| Profound and multiple learning difficulties   | Severe Learning Difficulties  | Moderate Learning Difficulties  | Specific Learning Difficulties  |
| Functioning between P1 and P3. Cognition and language development at 18 month level or below. Require high level of support in all areas. | Functioning between P2 and P5 at primary age and up to P7/8 at high school. | Functioning within the P3 to Level 1c range primary age and P4- Level 2 range at high school. | e.g. dyslexia (words), dyscalculia (numbers), dyspraxia (physical coordination) |

| Communication & Interaction (C&I)   |   |
|---|---|
| SLCN  | ASD   |
| Speech, language and communication needs  | Autistic spectrum disorder  |
| Delayed or disordered speech and language. Difficulties with receptive and expressive language and/ or social communication and interactions with others. | Medical diagnosis of ASD (including Asperger's Syndrome and Autism). Difficulties with social interaction and/ or with language, communication and imagination. |

| Physical and Sensory (P&S)   |   |  |   |
|--|---|--|---|
| HI   | VI  | MSI  | PD  |
| Hearing impairment   | Visual impairment   | Multi-sensory impairment   | Physical disability   |
| A severe to profound impairment in hearing. Require adaptations to the learning environment. | A severe to profound impairment in vision. Require adaptations to the learning environment. | Deaf blind children and young people. Require significant adaptations to the learning environment. | Significant physical disability. Require adaptations to the learning environment. |

| Social, Emotional and Mental Health (SEMH)   |
|--|
| A wide range of social and emotional difficulties. May include becoming withdrawn or isolated, challenging, disruptive or disturbing behaviour. May reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms. May include attention deficit disorder, attention deficit hyperactive disorder or attachment disorder. |

# Appendix D

## Admissions and Appeals Performance

### Primary:

| Primary allocation preferences | 2017 | 2018 | 2019 |
|--------------------------------|------|------|------|
| Oldham 1st preference          | 91%  | 92%  | 93%  |
| National 1st preference        | 90%  | 91%  | 91%  |
| Oldham 1-3 preference          | 97%  | 97%  | 98%  |
| National 1-3 preference        | 97%  | 98%  | 98%  |

- Oldham remains above the national average for parents receiving their first choice of primary school. This is due to the wide range of good / outstanding schools and the expansions work done by the LA in recent years.

### Secondary:

| Secondary allocation preferences | 2017 | 2018 | 2019 |
|----------------------------------|------|------|------|
| Oldham 1st preference            | 75%  | 73%  | 75%  |
| National 1st preference          | 84%  | 82%  | 81%  |
| Oldham 1-3 preference            | 90%  | 88%  | 89%  |
| National 1-3 preference          | 95%  | 94%  | 93%  |

- Oldham remains below the national figures for both 1<sup>st</sup> and top 3 preferences being offered.

The below table shows the difficulty faced in Oldham.

- The most popular schools are very popular and attract a lot of the LA's 1<sup>st</sup> and top 3 preferences.
- Blue Coat for example were a 1<sup>st</sup> preference for 618 applications but have a PAN of 245. 8 out of the 13 Secondary Schools in Oldham received more 1<sup>st</sup> preference applications than they had places available.

| School Name                                   | % of PAN compared to number of 1 <sup>st</sup> preferences |
|---|--|
| Blue Coat C.E. Secondary School               | 252%   |
| Crompton House Church of England School       | 123%   |
| Co-op Academy Failsworth                      | 102%   |
| North Chadderton School and Sixth Form Centre | 128%   |
| Oasis Academy Oldham                          | 70%  |
| Oasis Academy Leesbrook                       | 20%  |
| Royton & Crompton Secondary School            | 52%  |
| Saddleworth Secondary School                  | 115%   |
| The Blessed John Henry Newman RC College      | 175%   |
| The Hathershaw College Academy Trust          | 107%   |
| The Oldham Academy North (EACT)               | 60%  |
| The Radclyffe Secondary School                | 134%   |
| Waterhead Academy                             | 63%  |

## Appeal Figures (September 2004 – Present)

| Academic Year      | Admission Appeals | Exclusion Appeals/Reviews |
|--------------------|-------------------|---------------------------|
| 2004/05            | 69                | 2                         |
| 2005/06            | 140               | 1                         |
| 2006/07            | 212               | 1                         |
| 2007/08            | 362               | 10                        |
| 2008/09            | 439               | 5                         |
| 2009/10            | 424               | 3                         |
| 2010/11            | 361               | 3                         |
| 2011/12            | 476               | 5                         |
| 2012/13            | 473               | 2                         |
| 2013/14            | 642               | 2                         |
| 2014/15            | 763               | 2                         |
| 2015/16            | 670               | 1                         |
| 2016/17            | 926               | 2                         |
| 2017/18 (23.03.18) | 267               | 2                         |

No. admissions upheld to 23.03.18 – 63 (2017/18)

No. exclusion reviews upheld to 27.11.17 – 1 (2017/18)

No. admissions upheld to 14.07.17 – 187 (2016/17)

No. exclusion reviews upheld to 07.06.17 – 0 (2016/17)

No. admissions upheld to 08.07.16 – 180 (2015/16)

No. exclusion reviews upheld to 07.01.16 – 0 (2015/16)

No. admissions upheld to 16.07.15 – 218 (2014/15)

No. exclusion reviews upheld to 05.06.15 – 0 (2014/15)

No. admissions upheld to 17.07.14 – 129 (2013/14)

No. exclusion reviews upheld to 13.01.14 – 0 (2013/14)

No. admissions upheld to 17.07.13 – 114 (2012/13)

No. exclusion reviews upheld to 15.05.13 – 0 (2012/13)

No. admissions upheld to 17.07.12 – 99 (2011/12)

No. exclusion appeals upheld to 20.07.12 – 0 (2011/12)

No. admissions upheld to 20.07.11 – 82 (2010/11)

No. exclusion appeals upheld to 22.07.11 – 2 (2010/11)

# Appendix E

## SCAP Data and Commentary

### Schools Capacity Survey 2019

#### Local Authority Commentary

|                               |               |
|-------------------------------|---------------|
| <b>Local Authority Name</b>   | Oldham LA     |
| <b>Local Authority Number</b> | 353           |
| <b>Contact Names</b>          | Andy Wood     |
| <b>Tel.</b>                   | 0161 770 3722 |

You are asked to provide a commentary to assist the Department in its analysis of current and projected pupil place pressures and available capacity. PLEASE SUBMIT YOUR COMMENTARY ON THIS TEMPLATE ONLY. It provides an opportunity to qualify the impression that might be obtained from capacity data, pupil forecasts and capital spend data.

The commentary should provide a brief explanation where school capacity is an issue. This may be where there is a surplus or a shortfall of capacity. Where schools/planning areas currently have or are projected to have a shortfall of places, please record the steps being taken to address these. Please use the commentary to explain where there is planned action to secure additional capacity, for at least the next two academic years.

You should also use the commentary to provide an explanation of any other significant changes to capacity and the effect this would have on school places available. Where issues and/or solutions cross planning area boundaries, please indicate this in the relevant section below.

The commentary is distinguishable from the separate Methodology Statement in which you will indicate how these issues have been factored into your pupil forecasts. You should refer to the separate guidance for detail of requirements.

#### **1. General LA overview indicating LA wide trends (including both primary and secondary age)**

The general population in the borough has increased in the last five years. For schools it means the number of children needing a school place at the start of the academic year is also increasing. In year transfers have also increased since 2013. This is largely due to additional housing and the number of children and young people moving into the borough from abroad. In the main the above families are moving into council owned and private rented housing in two of the six planning areas; East Oldham and West Oldham.

Total primary aged mainstream pupils at January Census 2018 was 24257. This figure had risen to 24340 in January 2019 Census, an increase of 0.3% in 12 months. There are currently 476 empty places in the primary sector. The majority of these places are in KS1 due to a primary expansion programme over recent years. There are minimal places in year 3- year 6 throughout the borough.

Total secondary aged mainstream pupils Yr 7 – Yr11 at January Census 2018 was 15,388. This figure had risen to 15,735 in January 2019 Census. An increase of 2.3% over the 12-month period. There are currently 154 empty places.

3239 pupils have been offered Oldham schools for Reception 2019. There are currently 272 reception vacancies for September 2019. These vacancies are across all of the six planning areas. The surplus places are as a result of a significant programme of primary school expansion over the last 5 years.

3548 pupils have been offered Oldham schools for Secondary Allocation 2019. There are currently 40 spaces with schools being willing to voluntarily go over PAN. We have also secured 20 extra places at Blue Coat School. Blue Coat have current bulge classes in year 8 and year 9. Oldham was affected by the sudden closure of Collective Spirit which has seen schools in Oldham take the pupils at short notice. Those Collective Spirit pupils are still within the current secondary cohort.

**2. Factors affecting overall LA pupil numbers e.g. migration, housing development, live births. If you experience cross local authority boundary movement, please identify the other local authorities involved and the scale of places affected.**

**Cross border movement;**

Oldham LA is a net importer of pupils and this trend continues. Secondary allocation offer day 2019; 115 Oldham residents were offered out of borough schools and 286 out of borough pupils were offered Oldham schools - +171. Primary allocation offer day 2019; 48 Oldham residents were offered out of borough schools and 111 out of borough pupils were offered Oldham schools - +63.

**Fair Access and In year Transfers:**

| <b>Primary;</b> | <b>Number of FA allocations;</b> | <b>Secondary;</b> | <b>Number of FA allocations;</b> |
|-----------------|----------------------------------|-------------------|----------------------------------|
| 2016/17         | 609                              | 2016/17           | 257                              |
| 2017/18         | 563                              | 2017/18           | 356                              |
| 2018/19         | 499                              | 2018/19           | 234                              |

The largest volumes of Fair Access pupils include primary aged new arrivals with no command of the English language and those that have been out of education for more than two months in the secondary sector.

Below shows primary and secondary transfers processed from 2016/17 (where the pupil has gone on to the roll of an Oldham school mid-year). These are additional to the Fair Access Admissions above.

| <b>Primary;</b> | <b>Number of transfers;</b> | <b>Secondary;</b> | <b>Number of transfers;</b> |
|-----------------|-----------------------------|-------------------|-----------------------------|
| 2016/17         | 1452                        | 2016/17           | 714                         |
| 2017/18         | 1442                        | 2017/18           | 626                         |
| 2018/19         | 1326                        | 2018/19           | 505                         |

## Housing Development

The council's Housing Strategy

([https://www.oldham.gov.uk/downloads/file/5561/housing\\_strategy\\_2019](https://www.oldham.gov.uk/downloads/file/5561/housing_strategy_2019)) and underpinning delivery plan sets out how we will seek to deliver an Oldham Housing Offer that is attractive and meets the needs of different sections of the population at different stages of their lives.

Oldham's local housing need, based on the central government's standard methodology is 692 dwellings a year. This is a significant increase on the housing requirement set out in the current Local Plan (adopted November 2011) which requires delivery of at least 289 new homes a year.

Furthermore, the 2019 draft Greater Manchester Strategic Framework: GM Plan for Homes, Jobs and the Environment proposes a target of around 201,000 additional homes (net) to be delivered over the period 2018-2037 to accommodate its growing population. It is proposed to phase the provision of these new homes: in Oldham it proposes the provision of 450 new homes per year between 2018-2023, increasing up to 860 new homes per year between 2024 and 2037. This equates to 752 a year over the plan period (2018-2037).

In addition to the baseline housing land supply position, details of which have been used to inform this submission, the 2019 draft GMSF proposed a number of strategic allocations across the borough with the potential to deliver around 4,000 new homes over the plan period (2018 to 2037). Given their scale it will be important to ensure that these sites are developed in a comprehensive manner that delivers a mix of housing to meet our local housing needs, high quality places and neighbourhoods and the supporting infrastructure required, thereby contributing to mixed and balanced sustainable communities.

The GMSF proposal has not been included into our forecasts, the forecasts are based on the natural development of the population. This is because we have no confirmed plans or dates for the delivery of the proposal.

### **3. Summary of primary places in individual planning areas: include information about planning areas that are experiencing pressure on places (either current or projected) and where action is required to address this, or where PAs are experiencing sustained surpluses in capacity and where action is required to address this.**

You should include the local factors affecting each area identified and the impact of those factors, relating them, where appropriate, to the Local Authority wide factors described in section 2 above in addition to area specific issues.

Schools experiencing particular shortfall of places, current or projected, should be identified here. Where possible, please identify schools by their establishment number as well as name to help us match this up to your data submission.

If you plan at Local Authority level only and do not use planning areas, you should complete this section to illustrate regional variations where these create pressures on places that require actions to address impacts. Where there are no regional variations, you should provide all the information in section 3a only. Where issues and/or solutions cross planning area boundaries, please indicate this in the relevant section.

Please copy and paste additional rows as needed.

|   |  |
|---|--|
| <b>Total number of planning areas across the Local Authority.</b> |  |
|---|--|

| Planning area name / ID  |   |
|--|---|
| <b>a.</b><br><br><b>NAME: Chadderton</b><br><br><b>ID: 0001</b>                | <b>Overview</b>   |
|  | 40 spaces out of 278 in the Primary Allocation 2019 are in this planning area with 6 schools with spaces.   |
|  | 30+ spaces current Reception and year 2. Pressure on places in year 1 and KS2. No spaces in current year 1, year 3 and year 5.  |
|  | <b>Actions (current and planned) to address shortage/excess of places. Include the number of places to be added or removed in each school and by what date.</b>   |
|  | Looking at further expansion. Bid submitted for a free school that was unsuccessful. A shortfall in places is expected in this planning area and the LA are already investigating suitable schools to expand. |
|  | <b>Please indicate relationship with issues and solutions in other planning areas (including identification of the planning area)</b>   |
| <b>b.</b><br><br><b>NAME: East Oldham</b><br><br><b>ID: 0002</b>               | <b>Overview</b>   |
|  | 29 out of 278 spaces in the Primary Allocation 2019 are in this planning area with 4 schools with spaces.   |
|  | Spaces in all year groups but year 5.   |
|  | <b>Actions (current and planned) to address shortage/excess of places. Include the number of places to be added or removed in each school and by what date.</b>   |
|  | Clarksfield and Mayfield will be adding an additional 60 places for allocation 2020. Additional pressure to be supported by neighbouring planning areas.  |
|  | <b>Please indicate relationship with issues and solutions in other planning areas (including identification of the planning area)</b>   |
| <b>c.</b><br><br><b>NAME: Failsworth and Hollinwood</b><br><br><b>ID: 0003</b> | <b>Overview</b>   |
|  | 33 out of 278 spaces in the Primary Allocation 2019 are in this planning area with 8 schools with spaces.   |
|  | 10 or more spaces in all year groups bar Year 5 which has 4 vacant spaces.  |
|  | <b>Actions (current and planned) to address shortage/excess of places. Include the number of places to be added or removed in each school and by what date.</b>   |
|  | There is no action needed.  |
|  | <b>Please indicate relationship with issues and solutions in other planning areas (including identification of the planning area)</b>   |
|  | There is no action needed.  |

|   |   |
|---|---|
| <b>d.</b><br><br><b>NAME: Saddleworth and Lees</b><br><br><b>ID: 0004</b> | <b>Overview</b><br>66 out of 278 spaces in the Primary Allocation 2019 are in this planning area with 9 schools with spaces.<br><br>Spaces through year groups, pressure in year 3 and year 5.      |
|   | <b>Actions (current and planned) to address shortage/excess of places. Include the number of places to be added or removed in each school and by what date.</b>                                     |
|   | Greenfield School have had a 1FE expansion which has been included in the Primary 2019 allocation.  |
|   | <b>Please indicate relationship with issues and solutions in other planning areas (including identification of the planning area)</b>   |
|   | West Oldham, East Oldham and parts of Saddleworth & Lees all support each other in terms of cross planning area placements.   |
| <b>e.</b><br><br><b>NAME: Royton and Shaw</b><br><br><b>ID: 0005</b>      | <b>Overview</b><br>54 out of 278 spaces in the Primary Allocation 2019 are in this planning area with 7 schools with spaces.<br><br>Currently spaces throughout year groups. Some pressures in KS2. |
|   | <b>Actions (current and planned) to address shortage/excess of places. Include the number of places to be added or removed in each school and by what date.</b>                                     |
|   | There is no action needed.  |
|   | <b>Please indicate relationship with issues and solutions in other planning areas (including identification of the planning area)</b>   |
|   | There is no action needed.  |
| <b>f.</b><br><br><b>NAME: West Oldham</b><br><br><b>ID: 0006</b>          | <b>Overview</b><br>56 out of 278 spaces in the Primary Allocation 2019 are in this planning area with 9 schools with spaces.<br><br>Currently spaces in all year groups, some pressure in KS2.      |
|   | <b>Actions (current and planned) to address shortage/excess of places. Include the number of places to be added or removed in each school and by what date.</b>                                     |
|   |   |
|   | <b>Please indicate relationship with issues and solutions in other planning areas (including identification of the planning area)</b>   |
|   | West Oldham, East Oldham and parts of Saddleworth & Lees all support each other in terms of cross planning area placements.   |

**4. Summary of secondary places in individual planning areas: include information about planning areas that are experiencing pressure on places (either current or projected) and where action is required to address this, or where PAs are experiencing sustained surpluses in capacity and where action is required to address this.**

You should include the local factors affecting each area identified and the impact of those factors, relating them, where appropriate, to the Local Authority wide factors described in section 2 above in addition to area specific issues.

Schools experiencing particular shortfall of places, current or projected, should be identified here. Where possible, please identify schools by their establishment number as well as name to help us match this up to your data submission.

If you plan at Local Authority level only and do not use planning areas, you should complete this section to illustrate regional variations where these create pressures on places that require actions to address impacts. Where there are no regional variations, you should provide all the information in section 4a only. Where issues and/or solutions cross planning area boundaries, please indicate this in the relevant section.

Please copy and paste additional rows as needed.

|   |  |  |
|---|--|--|
| <b>Total number of secondary planning areas across the Local Authority.</b> |  |  |
| <b>Planning area name / ID</b>  |  |  |
| <b>a.</b>   | <b>Overview</b>  |  |
| <b>NAME: Secondary</b>  | For September 2019 allocation we have 5 schools with spaces totalling 41 spaces.   |  |
|   | Blue Coat School have taken an extra 20 spaces as a bulge class.   |  |
|   | All pupils that have requested a year 7 place have been allocated / offered a place.   |  |
| <b>ID: 0007</b>   | <b>Actions (current and planned) to address shortage/excess of places. Include the number of places to be added or removed in each school and by what date.</b>  |  |
|   | Oasis Leesbrook to move to a new site and move to 300 PAN in September 2020. Oasis Leesbrook are currently only able to operate at 150 PAN due to their current temporary building, the former GMUTC site. |  |
|   | Exapnsion work at Crompton House, PAN increase from 224 to 336 completed and included in the 2019 allocation.  |  |
|   | Expansion work at The Oldham Academy North, 2FE, completed and included in the 2019 allocation.  |  |
|   | This is the total additional places of 171 for September 2019 from 2018.   |  |
|   | Agreement on a 8FE Secondary Free School announced run by the Cramner Trust. Aiming to be complete September 2022, the announcement was made June 2019.  |  |
|   | Saddleworth School's new build still not started but will add an additional 20 places.   |  |

|  |   |
|--|---|
|  | North Chadderton have expanded to 270 for allocation since September 2017.  |
|  | <b>Please indicate relationship with issues and solutions in other planning areas (including identification of the planning area)</b> |
|  | N/A as only one secondary planning area.  |

|  |
|--|
| <b>5. Any further information</b>  |
| <p>Both Secondary and Primary Fair Access Protocols in Oldham allow the LA to place pupils over number in schools should a place not be available to offer. In Secondary that means all schools are full in the year group. In primary that means no places within the prescribed walking distances, 2 miles under 8 years old, 3 miles from 8 onwards. Capacity within the primary sector will move through from the KS1 as the expansion work previously undertaken moves through the year groups.</p> |

# SCAP 2019 – LA Pupil Forecasting – Oldham & Districts – 10 Years from 2019/20

**PROVISIONAL 4<sup>th</sup> Draft**

## SCAP 2019 – OLDHAM (ALL)

| Oldham LA Pupil Forecasting - 10 year forecast from 2019-20 |                        |   |   |   |       |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |
|---|------------------------|---|---|---|-------|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|-----------|---------|
| Oldham  |                        |   |   |   |       |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |
|   | Residence-based totals |   |   |   |       | School-location-based totals |        |        |        |        |        |        |        |        |        |         |         |         | Total   |         | Total     | Total   |
| Age 31st August   | 0 (Births)             | 1 | 2 | 3 | 4     | 5                            | 6      | 7      | 8      | 9      | 10     | 11     | 12     | 13     | 14     | 15      | 16      | 17      | 18      |         |           |         |
| School Year Group   |                        |   |   |   | N2    | R                            | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 | Primary | Secondary | Pri/Sec |
| 2004-05   | 3,203                  | 0 | 0 | 0 | 0     | 2,927                        | 2,992  | 2,979  | 3,057  | 2,967  | 2,946  | 2,969  | 3,100  | 3,195  | 3,245  | 3,221   | 3,160   | 445     | 380     | 20,837  | 16,746    | 37,583  |
| 2005-06   | 3,293                  | 0 | 0 | 0 | 0     | 2,939                        | 2,928  | 2,993  | 2,965  | 3,057  | 2,945  | 2,927  | 3,002  | 3,088  | 3,196  | 3,231   | 3,174   | 464     | 392     | 20,754  | 16,547    | 37,301  |
| 2006-07   | 3,361                  | 0 | 0 | 0 | 0     | 2,965                        | 2,942  | 2,917  | 2,981  | 2,945  | 3,043  | 2,953  | 2,982  | 2,996  | 3,058  | 3,195   | 3,215   | 457     | 404     | 20,746  | 16,307    | 37,053  |
| 2007-08   | 3,201                  | 0 | 0 | 0 | 0     | 2,994                        | 2,980  | 2,932  | 2,907  | 2,982  | 2,940  | 3,024  | 3,035  | 2,981  | 2,998  | 3,035   | 3,179   | 518     | 390     | 20,759  | 16,136    | 36,895  |
| 2008-09   | 3,344                  | 0 | 0 | 0 | 0     | 3,080                        | 3,027  | 2,954  | 2,931  | 2,910  | 2,948  | 2,927  | 3,106  | 3,026  | 2,971  | 2,993   | 3,009   | 542     | 479     | 20,777  | 16,126    | 36,903  |
| 2009-10   | 3,339                  | 0 | 0 | 0 | 0     | 3,124                        | 3,093  | 3,019  | 2,931  | 2,927  | 2,903  | 2,937  | 2,969  | 3,100  | 3,018  | 2,955   | 2,987   | 530     | 485     | 20,934  | 16,044    | 36,978  |
| 2010-11   | 3,328                  | 0 | 0 | 0 | 0     | 3,211                        | 3,172  | 3,108  | 3,033  | 2,958  | 2,929  | 2,915  | 2,901  | 2,978  | 3,099  | 3,005   | 2,946   | 451     | 477     | 21,326  | 15,857    | 37,183  |
| 2011-12   | 3,274                  | 0 | 0 | 0 | 0     | 3,229                        | 3,223  | 3,204  | 3,101  | 3,052  | 2,953  | 2,949  | 2,858  | 2,896  | 2,956  | 3,088   | 3,003   | 467     | 434     | 21,711  | 15,702    | 37,413  |
| 2012-13   | 3,334                  | 0 | 0 | 0 | 3,159 | 3,324                        | 3,246  | 3,230  | 3,213  | 3,085  | 3,053  | 2,971  | 2,905  | 2,836  | 2,907  | 2,949   | 3,085   | 458     | 470     | 22,122  | 15,610    | 37,732  |
| 2013-14   | 3,311                  | 0 | 0 | 0 | 3,152 | 3,376                        | 3,373  | 3,276  | 3,276  | 3,228  | 3,111  | 3,065  | 2,892  | 2,900  | 2,868  | 2,932   | 2,948   | 451     | 454     | 22,705  | 15,445    | 38,150  |
| 2014-15   | 3,280                  | 0 | 0 | 0 | 3,185 | 3,386                        | 3,431  | 3,409  | 3,279  | 3,298  | 3,244  | 3,133  | 2,960  | 2,918  | 2,920  | 2,890   | 2,905   | 456     | 462     | 23,180  | 15,511    | 38,691  |
| 2015-16   | 3,413                  | 0 | 0 | 0 | 3,095 | 3,469                        | 3,503  | 3,501  | 3,473  | 3,357  | 3,385  | 3,305  | 3,123  | 3,004  | 2,990  | 2,966   | 2,918   | 461     | 406     | 23,993  | 15,868    | 39,861  |
| 2016-17   | 3,310                  | 0 | 0 | 0 | 3,270 | 3,352                        | 3,538  | 3,538  | 3,560  | 3,542  | 3,428  | 3,401  | 3,245  | 3,179  | 3,090  | 3,064   | 3,008   | 516     | 442     | 24,359  | 16,544    | 40,903  |
| 2017-18   | 3,314                  | 0 | 0 | 0 | 3,172 | 3,451                        | 3,444  | 3,580  | 3,574  | 3,578  | 3,520  | 3,437  | 3,319  | 3,228  | 3,160  | 3,068   | 3,028   | 418     | 379     | 24,584  | 16,600    | 41,184  |
| Actual 2018-19  | 3,307                  | 0 | 0 | 0 | 3,260 | 3,361                        | 3,538  | 3,429  | 3,593  | 3,585  | 3,600  | 3,537  | 3,377  | 3,319  | 3,247  | 3,121   | 3,027   | 518     | 471     | 24,643  | 17,080    | 41,723  |
| Forecast 2019-20  | 3,325                  | 0 | 0 | 0 | 3,382 | 3,347                        | 3,462  | 3,581  | 3,481  | 3,645  | 3,632  | 3,638  | 3,596  | 3,408  | 3,367  | 3,268   | 3,124   | 501     | 508     | 24,786  | 17,773    | 42,559  |
| Forecast 2020-21  | 3,334                  | 0 | 0 | 0 | 3,273 | 3,530                        | 3,348  | 3,502  | 3,634  | 3,533  | 3,693  | 3,670  | 3,585  | 3,628  | 3,457  | 3,389   | 3,271   | 516     | 492     | 24,911  | 18,337    | 43,248  |
| Forecast 2021-22  | 3,318                  | 0 | 0 | 0 | 3,266 | 3,674                        | 3,635  | 3,389  | 3,554  | 3,688  | 3,581  | 3,732  | 3,617  | 3,617  | 3,679  | 3,479   | 3,391   | 540     | 506     | 25,253  | 18,827    | 44,081  |
| Forecast 2022-23  | 3,319                  | 0 | 0 | 0 | 3,307 | 3,557                        | 3,781  | 3,678  | 3,440  | 3,606  | 3,738  | 3,620  | 3,677  | 3,649  | 3,668  | 3,701   | 3,480   | 559     | 528     | 25,420  | 19,262    | 44,682  |
| Forecast 2023-24  | 3,321                  | 0 | 0 | 0 | 3,282 | 3,588                        | 3,661  | 3,825  | 3,732  | 3,491  | 3,654  | 3,778  | 3,567  | 3,709  | 3,700  | 3,690   | 3,702   | 573     | 547     | 25,728  | 19,488    | 45,216  |
| Forecast 2024-25  | 3,323                  | 0 | 0 | 0 | 3,285 | 3,607                        | 3,693  | 3,702  | 3,879  | 3,786  | 3,539  | 3,692  | 3,722  | 3,599  | 3,761  | 3,722   | 3,691   | 609     | 560     | 25,897  | 19,664    | 45,562  |
| Forecast 2025-26  | 3,323                  | 0 | 0 | 0 | 3,291 | 3,583                        | 3,713  | 3,736  | 3,754  | 3,933  | 3,835  | 3,577  | 3,638  | 3,755  | 3,650  | 3,784   | 3,723   | 607     | 594     | 26,131  | 19,750    | 45,881  |
| Forecast 2026-27  | 3,321                  | 0 | 0 | 0 | 3,286 | 3,593                        | 3,688  | 3,755  | 3,789  | 3,806  | 3,983  | 3,876  | 3,525  | 3,670  | 3,807  | 3,672   | 3,784   | 612     | 592     | 26,489  | 19,663    | 46,152  |
| Forecast 2027-28  | 3,321                  | 0 | 0 | 0 | 3,287 | 3,577                        | 3,698  | 3,730  | 3,808  | 3,843  | 3,854  | 4,024  | 3,818  | 3,557  | 3,722  | 3,829   | 3,673   | 622     | 597     | 26,534  | 19,818    | 46,351  |
| Forecast 2028-29  | 3,322                  | 0 | 0 | 0 | 3,287 | 3,577                        | 3,682  | 3,741  | 3,783  | 3,861  | 3,892  | 3,894  | 3,963  | 3,851  | 3,607  | 3,744   | 3,830   | 604     | 607     | 26,429  | 20,206    | 46,635  |

- Provisional accuracy rate of last year's projection of Oldham's Primary & Secondary Total for 2018/19 is **98.54%**
- Provisional accuracy rate of last year's projection of Oldham's Primary Total for 2018/19 is **98.13%**
- Provisional accuracy rate of last year's projection of Oldham's Secondary Total for 2018/19 is **99.14%**

**Please note** – Year 13 total includes 65 students from Year 14

**Source:** School Survey (Jan-19) ~ ~ ~ Compiled by Roy Egginton (BIS, OMBC) 23<sup>rd</sup> July 2019

# SCAP 2019 – LA Pupil Forecasting – Oldham & Districts – 10 Years from 2019/20

**PROVISIONAL 4<sup>th</sup> Draft**

## SCAP 2019 – CHADDERTON

| Oldham LA Pupil Forecasting - 10 year forecast from 2019-20 |                        |   |   |   |     |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |       |
|---|------------------------|---|---|---|-----|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|-----------|---------|-------|
| Chadderton (3530001)  |                        |   |   |   |     |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |       |
|   | Residence-based totals |   |   |   |     | School-location-based totals |        |        |        |        |        |        |        |        |        |         |         |         |         |         | Total     | Total   | Total |
| Age 31st August   | 0 (Births)             | 1 | 2 | 3 | 4   | 5                            | 6      | 7      | 8      | 9      | 10     | 11     | 12     | 13     | 14     | 15      | 16      | 17      | 18      |         |           |         |       |
| School Year Group   |                        |   |   |   | N2  | R                            | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 | Primary | Secondary | Pri/Sec |       |
| 2004-05   | 354                    |   |   |   |     | 468                          | 464    | 494    | 508    | 490    | 494    | 499    |        |        |        |         |         |         |         | 3,417   |           | 3,417   |       |
| 2005-06   | 386                    |   |   |   |     | 488                          | 473    | 483    | 501    | 514    | 491    | 496    |        |        |        |         |         |         |         | 3,446   |           | 3,446   |       |
| 2006-07   | 394                    |   |   |   |     | 515                          | 503    | 480    | 486    | 500    | 513    | 486    |        |        |        |         |         |         |         | 3,483   |           | 3,483   |       |
| 2007-08   | 371                    |   |   |   |     | 523                          | 522    | 503    | 485    | 497    | 501    | 508    |        |        |        |         |         |         |         | 3,539   |           | 3,539   |       |
| 2008-09   | 449                    |   |   |   |     | 536                          | 528    | 522    | 513    | 485    | 493    | 500    |        |        |        |         |         |         |         | 3,577   |           | 3,577   |       |
| 2009-10   | 417                    |   |   |   |     | 529                          | 543    | 528    | 524    | 509    | 487    | 498    |        |        |        |         |         |         |         | 3,618   |           | 3,618   |       |
| 2010-11   | 437                    |   |   |   |     | 546                          | 534    | 548    | 525    | 523    | 512    | 484    |        |        |        |         |         |         |         | 3,672   |           | 3,672   |       |
| 2011-12   | 423                    |   |   |   |     | 539                          | 547    | 535    | 552    | 530    | 512    | 514    |        |        |        |         |         |         |         | 3,729   |           | 3,729   |       |
| 2012-13   | 452                    |   |   |   | 414 | 553                          | 541    | 560    | 540    | 545    | 534    | 515    |        |        |        |         |         |         |         | 3,788   |           | 3,788   |       |
| 2013-14   | 413                    |   |   |   | 371 | 595                          | 557    | 543    | 565    | 535    | 550    | 541    |        |        |        |         |         |         |         | 3,886   |           | 3,886   |       |
| 2014-15   | 452                    |   |   |   | 428 | 591                          | 602    | 564    | 544    | 556    | 539    | 549    |        |        |        |         |         |         |         | 3,945   |           | 3,945   |       |
| 2015-16   | 405                    |   |   |   | 370 | 641                          | 637    | 627    | 600    | 567    | 587    | 558    |        |        |        |         |         |         |         | 4,217   |           | 4,217   |       |
| 2016-17   | 403                    |   |   |   | 425 | 596                          | 649    | 650    | 637    | 626    | 582    | 581    |        |        |        |         |         |         |         | 4,321   |           | 4,321   |       |
| 2017-18   | 410                    |   |   |   | 402 | 648                          | 611    | 660    | 658    | 637    | 631    | 589    |        |        |        |         |         |         |         | 4,434   |           | 4,434   |       |
| Actual 2018-19  | 456                    |   |   |   | 386 | 600                          | 664    | 619    | 670    | 661    | 635    | 634    |        |        |        |         |         |         |         | 4,483   |           | 4,483   |       |
| Forecast 2019-20  | 425                    |   |   |   | 376 | 576                          | 618    | 678    | 633    | 681    | 672    | 641    |        |        |        |         |         |         |         | 4,498   |           | 4,498   |       |
| Forecast 2020-21  | 420                    |   |   |   | 387 | 692                          | 593    | 631    | 693    | 643    | 692    | 678    |        |        |        |         |         |         |         | 4,622   |           | 4,622   |       |
| Forecast 2021-22  | 423                    |   |   |   | 429 | 654                          | 713    | 606    | 645    | 704    | 653    | 698    |        |        |        |         |         |         |         | 4,674   |           | 4,674   |       |
| Forecast 2022-23  | 427                    |   |   |   | 397 | 637                          | 674    | 728    | 619    | 655    | 715    | 660    |        |        |        |         |         |         |         | 4,688   |           | 4,688   |       |
| Forecast 2023-24  | 430                    |   |   |   | 404 | 661                          | 656    | 688    | 743    | 629    | 666    | 722    |        |        |        |         |         |         |         | 4,766   |           | 4,766   |       |
| Forecast 2024-25  | 425                    |   |   |   | 410 | 651                          | 681    | 670    | 703    | 755    | 640    | 672    |        |        |        |         |         |         |         | 4,773   |           | 4,773   |       |
| Forecast 2025-26  | 425                    |   |   |   | 404 | 649                          | 671    | 696    | 684    | 714    | 767    | 646    |        |        |        |         |         |         |         | 4,828   |           | 4,828   |       |
| Forecast 2026-27  | 426                    |   |   |   | 406 | 654                          | 669    | 685    | 711    | 695    | 726    | 774    |        |        |        |         |         |         |         | 4,914   |           | 4,914   |       |
| Forecast 2027-28  | 427                    |   |   |   | 407 | 654                          | 674    | 683    | 700    | 722    | 706    | 733    |        |        |        |         |         |         |         | 4,871   |           | 4,871   |       |
| Forecast 2028-29  | 426                    |   |   |   | 407 | 654                          | 674    | 688    | 698    | 711    | 734    | 713    |        |        |        |         |         |         |         | 4,871   |           | 4,871   |       |

- Provisional accuracy rate of last year's projection of Chadderton's Primary Total for 2018/19 is **97.92%**

**Please note** – Year 13 total includes 65 students from Year 14

**Source:** School Survey (Jan-19) ~ ~ ~ Compiled by Roy Egginton (BIS, OMBC) 23<sup>rd</sup> July 2019

# SCAP 2019 – LA Pupil Forecasting – Oldham & Districts – 10 Years from 2019/20

**PROVISIONAL 4<sup>th</sup> Draft**

## SCAP 2019 – EAST OLDHAM

| Oldham LA Pupil Forecasting - 10 year forecast from 2019-20 |                        |   |   |   |     |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |       |
|---|------------------------|---|---|---|-----|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|-----------|---------|-------|
| East Oldham (3530002)                                       |                        |   |   |   |     |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |       |
|   | Residence-based totals |   |   |   |     | School-location-based totals |        |        |        |        |        |        |        |        |        |         |         |         |         |         | Total     | Total   | Total |
| Age 31st August   | 0 (Births)             | 1 | 2 | 3 | 4   | 5                            | 6      | 7      | 8      | 9      | 10     | 11     | 12     | 13     | 14     | 15      | 16      | 17      | 18      |         |           |         |       |
| School Year Group   |                        |   |   |   | N2  | R                            | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 | Primary | Secondary | Pri/Sec |       |
| 2004-05   | 720                    |   |   |   |     | 618                          | 642    | 582    | 518    | 529    | 517    | 512    |        |        |        |         |         |         |         | 3,918   |           | 3,918   |       |
| 2005-06   | 712                    |   |   |   |     | 631                          | 611    | 630    | 503    | 513    | 507    | 507    |        |        |        |         |         |         |         | 3,902   |           | 3,902   |       |
| 2006-07   | 711                    |   |   |   |     | 584                          | 616    | 597    | 544    | 483    | 498    | 509    |        |        |        |         |         |         |         | 3,831   |           | 3,831   |       |
| 2007-08   | 697                    |   |   |   |     | 606                          | 584    | 608    | 503    | 535    | 476    | 494    |        |        |        |         |         |         |         | 3,806   |           | 3,806   |       |
| 2008-09   | 727                    |   |   |   |     | 592                          | 601    | 572    | 512    | 517    | 531    | 476    |        |        |        |         |         |         |         | 3,801   |           | 3,801   |       |
| 2009-10   | 721                    |   |   |   |     | 635                          | 591    | 585    | 483    | 503    | 506    | 526    |        |        |        |         |         |         |         | 3,829   |           | 3,829   |       |
| 2010-11   | 724                    |   |   |   |     | 617                          | 616    | 565    | 583    | 530    | 571    | 565    |        |        |        |         |         |         |         | 4,047   |           | 4,047   |       |
| 2011-12   | 667                    |   |   |   |     | 619                          | 620    | 621    | 552    | 593    | 532    | 572    |        |        |        |         |         |         |         | 4,109   |           | 4,109   |       |
| 2012-13   | 745                    |   |   |   | 701 | 643                          | 626    | 610    | 625    | 553    | 595    | 530    |        |        |        |         |         |         |         | 4,182   |           | 4,182   |       |
| 2013-14   | 705                    |   |   |   | 689 | 675                          | 655    | 640    | 638    | 639    | 552    | 595    |        |        |        |         |         |         |         | 4,394   |           | 4,394   |       |
| 2014-15   | 710                    |   |   |   | 675 | 683                          | 683    | 670    | 648    | 634    | 642    | 554    |        |        |        |         |         |         |         | 4,514   |           | 4,514   |       |
| 2015-16   | 748                    |   |   |   | 676 | 695                          | 692    | 700    | 683    | 671    | 659    | 659    |        |        |        |         |         |         |         | 4,759   |           | 4,759   |       |
| 2016-17   | 729                    |   |   |   | 733 | 655                          | 697    | 692    | 680    | 677    | 655    | 664    |        |        |        |         |         |         |         | 4,720   |           | 4,720   |       |
| 2017-18   | 748                    |   |   |   | 695 | 685                          | 655    | 690    | 690    | 680    | 659    | 662    |        |        |        |         |         |         |         | 4,721   |           | 4,721   |       |
| Actual 2018-19  | 682                    |   |   |   | 705 | 658                          | 689    | 652    | 680    | 669    | 683    | 668    |        |        |        |         |         |         |         | 4,699   |           | 4,699   |       |
| Forecast 2019-20  | 723                    |   |   |   | 761 | 666                          | 665    | 693    | 651    | 679    | 669    | 695    |        |        |        |         |         |         |         | 4,719   |           | 4,719   |       |
| Forecast 2020-21  | 726                    |   |   |   | 753 | 735                          | 673    | 669    | 693    | 651    | 679    | 681    |        |        |        |         |         |         |         | 4,781   |           | 4,781   |       |
| Forecast 2021-22  | 722                    |   |   |   | 685 | 784                          | 743    | 678    | 669    | 691    | 651    | 691    |        |        |        |         |         |         |         | 4,907   |           | 4,907   |       |
| Forecast 2022-23  | 720                    |   |   |   | 733 | 762                          | 792    | 747    | 677    | 668    | 692    | 662    |        |        |        |         |         |         |         | 5,000   |           | 5,000   |       |
| Forecast 2023-24  | 715                    |   |   |   | 724 | 761                          | 770    | 796    | 746    | 676    | 668    | 704    |        |        |        |         |         |         |         | 5,121   |           | 5,121   |       |
| Forecast 2024-25  | 721                    |   |   |   | 714 | 769                          | 768    | 774    | 795    | 745    | 676    | 680    |        |        |        |         |         |         |         | 5,207   |           | 5,207   |       |
| Forecast 2025-26  | 721                    |   |   |   | 724 | 763                          | 777    | 773    | 773    | 793    | 745    | 688    |        |        |        |         |         |         |         | 5,311   |           | 5,311   |       |
| Forecast 2026-27  | 720                    |   |   |   | 720 | 764                          | 771    | 781    | 771    | 771    | 793    | 757    |        |        |        |         |         |         |         | 5,409   |           | 5,409   |       |
| Forecast 2027-28  | 719                    |   |   |   | 719 | 760                          | 772    | 775    | 780    | 770    | 771    | 806    |        |        |        |         |         |         |         | 5,434   |           | 5,434   |       |
| Forecast 2028-29  | 719                    |   |   |   | 719 | 760                          | 768    | 776    | 774    | 778    | 770    | 784    |        |        |        |         |         |         |         | 5,410   |           | 5,410   |       |

- Provisional accuracy rate of last year's projection of East Oldham's Primary Total for 2018/19 is 97.71%

**Please note** – Year 13 total includes 65 students from Year 14

**Source:** School Survey (Jan-19) ~ ~ ~ Compiled by Roy Egginton (BIS, OMBC) 23<sup>rd</sup> July 2019

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| Residence-based totals |            |   |   |    |     | School-location-based totals |        |        |        |        |        |        |        |        |         |         |         |         |         |           | Total   | Total | Total |
|------------------------|------------|---|---|----|-----|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|-----------|---------|-------|-------|
| Age 31st August        | 0 (Births) | 1 | 2 | 3  | 4   | 5                            | 6      | 7      | 8      | 9      | 10     | 11     | 12     | 13     | 14      | 15      | 16      | 17      | 18      |           |         |       |       |
| School Year Group      |            |   |   | N2 | R   | Year 1                       | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 | Primary | Secondary | Pri/Sec |       |       |
| 2004-05                | 385        |   |   |    |     | 444                          | 435    | 444    | 490    | 473    | 430    | 475    |        |        |         |         |         |         |         | 3,191     |         | 3,191 |       |
| 2005-06                | 404        |   |   |    |     | 422                          | 442    | 439    | 426    | 484    | 468    | 428    |        |        |         |         |         |         |         | 3,109     |         | 3,109 |       |
| 2006-07                | 423        |   |   |    |     | 435                          | 422    | 441    | 432    | 422    | 471    | 466    |        |        |         |         |         |         |         | 3,089     |         | 3,089 |       |
| 2007-08                | 404        |   |   |    |     | 408                          | 444    | 422    | 438    | 432    | 421    | 460    |        |        |         |         |         |         |         | 3,025     |         | 3,025 |       |
| 2008-09                | 371        |   |   |    |     | 470                          | 422    | 434    | 426    | 437    | 432    | 415    |        |        |         |         |         |         |         | 3,036     |         | 3,036 |       |
| 2009-10                | 396        |   |   |    |     | 469                          | 475    | 422    | 433    | 425    | 435    | 442    |        |        |         |         |         |         |         | 3,101     |         | 3,101 |       |
| 2010-11                | 414        |   |   |    |     | 477                          | 472    | 479    | 416    | 439    | 423    | 437    |        |        |         |         |         |         |         | 3,143     |         | 3,143 |       |
| 2011-12                | 434        |   |   |    |     | 464                          | 476    | 477    | 474    | 414    | 431    | 428    |        |        |         |         |         |         |         | 3,164     |         | 3,164 |       |
| 2012-13                | 430        |   |   |    | 364 | 508                          | 465    | 480    | 477    | 468    | 413    | 438    |        |        |         |         |         |         |         | 3,249     |         | 3,249 |       |
| 2013-14                | 430        |   |   |    | 396 | 467                          | 512    | 465    | 482    | 486    | 481    | 413    |        |        |         |         |         |         |         | 3,306     |         | 3,306 |       |
| 2014-15                | 382        |   |   |    | 414 | 473                          | 487    | 507    | 465    | 502    | 488    | 491    |        |        |         |         |         |         |         | 3,413     |         | 3,413 |       |
| 2015-16                | 417        |   |   |    | 403 | 510                          | 493    | 505    | 509    | 487    | 511    | 493    |        |        |         |         |         |         |         | 3,508     |         | 3,508 |       |
| 2016-17                | 410        |   |   |    | 413 | 515                          | 532    | 497    | 524    | 517    | 500    | 518    |        |        |         |         |         |         |         | 3,603     |         | 3,603 |       |
| 2017-18                | 413        |   |   |    | 398 | 522                          | 522    | 538    | 493    | 521    | 520    | 513    |        |        |         |         |         |         |         | 3,629     |         | 3,629 |       |
| Actual 2018-19         | 421        |   |   |    | 411 | 504                          | 530    | 520    | 541    | 507    | 525    | 518    |        |        |         |         |         |         |         | 3,645     |         | 3,645 |       |
| Forecast 2019-20       | 409        |   |   |    | 401 | 476                          | 521    | 539    | 529    | 556    | 518    | 535    |        |        |         |         |         |         |         | 3,674     |         | 3,674 |       |
| Forecast 2020-21       | 414        |   |   |    | 396 | 466                          | 493    | 530    | 547    | 544    | 568    | 528    |        |        |         |         |         |         |         | 3,676     |         | 3,676 |       |
| Forecast 2021-22       | 413        |   |   |    | 404 | 508                          | 483    | 501    | 538    | 563    | 555    | 579    |        |        |         |         |         |         |         | 3,727     |         | 3,727 |       |
| Forecast 2022-23       | 414        |   |   |    | 401 | 489                          | 525    | 491    | 509    | 554    | 575    | 566    |        |        |         |         |         |         |         | 3,709     |         | 3,709 |       |
| Forecast 2023-24       | 414        |   |   |    | 400 | 488                          | 506    | 534    | 499    | 524    | 566    | 585    |        |        |         |         |         |         |         | 3,702     |         | 3,702 |       |
| Forecast 2024-25       | 413        |   |   |    | 402 | 494                          | 505    | 514    | 542    | 514    | 535    | 576    |        |        |         |         |         |         |         | 3,681     |         | 3,681 |       |
| Forecast 2025-26       | 414        |   |   |    | 401 | 490                          | 511    | 513    | 523    | 558    | 525    | 546    |        |        |         |         |         |         |         | 3,666     |         | 3,666 |       |
| Forecast 2026-27       | 414        |   |   |    | 401 | 491                          | 507    | 520    | 521    | 538    | 570    | 535    |        |        |         |         |         |         |         | 3,682     |         | 3,682 |       |
| Forecast 2027-28       | 414        |   |   |    | 401 | 488                          | 508    | 516    | 528    | 537    | 549    | 580    |        |        |         |         |         |         |         | 3,706     |         | 3,706 |       |

- Provisional accuracy rate of last year's projection of Failsworth & Hollinwood's Primary Total for 2018/19 is 97.75%

**Please note** – Year 13 total includes 65 students from Year 14

**Source:** School Survey (Jan-19) ~ ~ ~ Compiled by Roy Egginton (BIS, OMBC) 23<sup>rd</sup> July 2019

# SCAP 2019 – LA Pupil Forecasting – Oldham & Districts – 10 Years from 2019/20

**PROVISIONAL 4<sup>th</sup> Draft**

## SCAP 2019 – ROYTON, SHAW & CROMPTON

| Oldham LA Pupil Forecasting - 10 year forecast from 2019-20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | </ |
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- Provisional accuracy rate of last year's projection of Royton, Shaw & Crompton's Primary Total for 2018/19 is 99.51%

**Please note** – Year 13 total includes 65 students from Year 14

**Source:** School Survey (Jan-19) ~ ~ ~ Compiled by Roy Egginton (BIS, OMBC) 23<sup>rd</sup> July 2019

# SCAP 2019 – LA Pupil Forecasting – Oldham & Districts – 10 Years from 2019/20

**PROVISIONAL 4<sup>th</sup> Draft**

## SCAP 2019 – SADDLEWORTH & LEES

| Oldham LA Pupil Forecasting - 10 year forecast from 2019-20 |                        |   |   |   |     |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |       |
|---|------------------------|---|---|---|-----|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|-----------|---------|-------|
| Saddleworth & Lees (3530004)                                |                        |   |   |   |     |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |       |
|   | Residence-based totals |   |   |   |     | School-location-based totals |        |        |        |        |        |        |        |        |        |         |         |         |         |         | Total     | Total   | Total |
| Age 31st August   | 0 (Births)             | 1 | 2 | 3 | 4   | 5                            | 6      | 7      | 8      | 9      | 10     | 11     | 12     | 13     | 14     | 15      | 16      | 17      | 18      |         |           |         |       |
| School Year Group   |                        |   |   |   | N2  | R                            | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 | Primary | Secondary | Pri/Sec |       |
| 2004-05   | 274                    |   |   |   |     | 365                          | 384    | 381    | 390    | 390    | 394    | 367    |        |        |        |         |         |         |         | 2,671   |           | 2,671   |       |
| 2005-06   | 278                    |   |   |   |     | 363                          | 372    | 391    | 382    | 402    | 403    | 396    |        |        |        |         |         |         |         | 2,709   |           | 2,709   |       |
| 2006-07   | 280                    |   |   |   |     | 380                          | 369    | 376    | 392    | 390    | 402    | 406    |        |        |        |         |         |         |         | 2,715   |           | 2,715   |       |
| 2007-08   | 253                    |   |   |   |     | 417                          | 372    | 377    | 373    | 393    | 391    | 399    |        |        |        |         |         |         |         | 2,722   |           | 2,722   |       |
| 2008-09   | 267                    |   |   |   |     | 397                          | 418    | 383    | 375    | 376    | 393    | 396    |        |        |        |         |         |         |         | 2,738   |           | 2,738   |       |
| 2009-10   | 256                    |   |   |   |     | 414                          | 399    | 427    | 388    | 381    | 376    | 380    |        |        |        |         |         |         |         | 2,765   |           | 2,765   |       |
| 2010-11   | 316                    |   |   |   |     | 423                          | 421    | 397    | 427    | 389    | 382    | 383    |        |        |        |         |         |         |         | 2,822   |           | 2,822   |       |
| 2011-12   | 253                    |   |   |   |     | 435                          | 420    | 424    | 406    | 424    | 394    | 380    |        |        |        |         |         |         |         | 2,883   |           | 2,883   |       |
| 2012-13   | 270                    |   |   |   | 272 | 437                          | 441    | 415    | 423    | 407    | 428    | 404    |        |        |        |         |         |         |         | 2,955   |           | 2,955   |       |
| 2013-14   | 276                    |   |   |   | 272 | 446                          | 448    | 446    | 420    | 423    | 411    | 425    |        |        |        |         |         |         |         | 3,019   |           | 3,019   |       |
| 2014-15   | 263                    |   |   |   | 312 | 434                          | 449    | 453    | 443    | 420    | 420    | 412    |        |        |        |         |         |         |         | 3,031   |           | 3,031   |       |
| 2015-16   | 281                    |   |   |   | 284 | 466                          | 443    | 454    | 455    | 445    | 424    | 421    |        |        |        |         |         |         |         | 3,108   |           | 3,108   |       |
| 2016-17   | 272                    |   |   |   | 299 | 417                          | 470    | 449    | 457    | 451    | 446    | 426    |        |        |        |         |         |         |         | 3,116   |           | 3,116   |       |
| 2017-18   | 252                    |   |   |   | 288 | 421                          | 451    | 471    | 446    | 457    | 448    | 451    |        |        |        |         |         |         |         | 3,145   |           | 3,145   |       |
| Actual 2018-19  | 245                    |   |   |   | 302 | 446                          | 448    | 415    | 464    | 445    | 448    | 445    |        |        |        |         |         |         |         | 3,111   |           | 3,111   |       |
| Forecast 2019-20  | 263                    |   |   |   | 313 | 409                          | 469    | 441    | 415    | 465    | 444    | 451    |        |        |        |         |         |         |         | 3,093   |           | 3,093   |       |
| Forecast 2020-21  | 263                    |   |   |   | 278 | 449                          | 430    | 461    | 440    | 416    | 464    | 446    |        |        |        |         |         |         |         | 3,106   |           | 3,106   |       |
| Forecast 2021-22  | 259                    |   |   |   | 272 | 477                          | 472    | 423    | 461    | 441    | 415    | 466    |        |        |        |         |         |         |         | 3,155   |           | 3,155   |       |
| Forecast 2022-23  | 256                    |   |   |   | 288 | 464                          | 501    | 464    | 423    | 462    | 440    | 417    |        |        |        |         |         |         |         | 3,171   |           | 3,171   |       |
| Forecast 2023-24  | 257                    |   |   |   | 279 | 463                          | 488    | 493    | 464    | 424    | 460    | 443    |        |        |        |         |         |         |         | 3,234   |           | 3,234   |       |
| Forecast 2024-25  | 259                    |   |   |   | 280 | 469                          | 487    | 480    | 492    | 465    | 423    | 463    |        |        |        |         |         |         |         | 3,278   |           | 3,278   |       |
| Forecast 2025-26  | 259                    |   |   |   | 282 | 466                          | 493    | 479    | 479    | 493    | 463    | 425    |        |        |        |         |         |         |         | 3,298   |           | 3,298   |       |
| Forecast 2026-27  | 258                    |   |   |   | 280 | 466                          | 489    | 485    | 478    | 480    | 491    | 466    |        |        |        |         |         |         |         | 3,355   |           | 3,355   |       |
| Forecast 2027-28  | 258                    |   |   |   | 281 | 463                          | 489    | 481    | 484    | 479    | 478    | 494    |        |        |        |         |         |         |         | 3,369   |           | 3,369   |       |
| Forecast 2028-29  | 258                    |   |   |   | 281 | 463                          | 487    | 481    | 481    | 485    | 478    | 481    |        |        |        |         |         |         |         | 3,356   |           | 3,356   |       |

- Provisional accuracy rate of last year's projection of Saddleworth & Lees's Primary Total for 2018/19 is 97.95%

**Please note** – Year 13 total includes 65 students from Year 14

**Source:** School Survey (Jan-19) ~ ~ ~ Compiled by Roy Egginton (BIS, OMBC) 23<sup>rd</sup> July 2019

PROVISIONAL 4<sup>th</sup> Draft

| Oldham LA Pupil Forecasting - 10 year forecast from 2019-20 |                        |   |   |   |       |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |
|---|------------------------|---|---|---|-------|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|-----------|---------|
| West Oldham (3530006)                                       |                        |   |   |   |       |                              |        |        |        |        |        |        |        |        |        |         |         |         |         |         |           |         |
|   | Residence-based totals |   |   |   |       | School-location-based totals |        |        |        |        |        |        |        |        |        |         |         |         |         | Total   | Total     | Total   |
| Age 31st August   | 0 (Births)             | 1 | 2 | 3 | 4     | 5                            | 6      | 7      | 8      | 9      | 10     | 11     | 12     | 13     | 14     | 15      | 16      | 17      | 18      |         |           |         |
| School Year Group   |                        |   |   |   | N2    | R                            | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 | Primary | Secondary | Pri/Sec |
| 2004-05   | 1,094                  |   |   |   |       | 527                          | 548    | 543    | 597    | 579    | 553    | 576    |        |        |        |         |         |         |         | 3,923   |           | 3,923   |
| 2005-06   | 1,128                  |   |   |   |       | 553                          | 520    | 533    | 616    | 593    | 584    | 552    |        |        |        |         |         |         |         | 3,951   |           | 3,951   |
| 2006-07   | 1,148                  |   |   |   |       | 556                          | 551    | 519    | 613    | 615    | 606    | 596    |        |        |        |         |         |         |         | 4,056   |           | 4,056   |
| 2007-08   | 1,061                  |   |   |   |       | 557                          | 559    | 548    | 604    | 609    | 618    | 605    |        |        |        |         |         |         |         | 4,100   |           | 4,100   |
| 2008-09   | 1,107                  |   |   |   |       | 591                          | 560    | 549    | 634    | 590    | 596    | 607    |        |        |        |         |         |         |         | 4,127   |           | 4,127   |
| 2009-10   | 1,082                  |   |   |   |       | 594                          | 583    | 549    | 609    | 629    | 581    | 591    |        |        |        |         |         |         |         | 4,136   |           | 4,136   |
| 2010-11   | 995                    |   |   |   |       | 652                          | 635    | 613    | 575    | 571    | 564    | 531    |        |        |        |         |         |         |         | 4,141   |           | 4,141   |
| 2011-12   | 1,069                  |   |   |   |       | 643                          | 656    | 647    | 609    | 580    | 574    | 573    |        |        |        |         |         |         |         | 4,282   |           | 4,282   |
| 2012-13   | 1,033                  |   |   |   | 988   | 646                          | 646    | 661    | 647    | 611    | 569    | 581    |        |        |        |         |         |         |         | 4,361   |           | 4,361   |
| 2013-14   | 1,042                  |   |   |   | 971   | 657                          | 665    | 654    | 659    | 648    | 618    | 574    |        |        |        |         |         |         |         | 4,475   |           | 4,475   |
| 2014-15   | 1,061                  |   |   |   | 945   | 655                          | 672    | 673    | 656    | 663    | 649    | 623    |        |        |        |         |         |         |         | 4,591   |           | 4,591   |
| 2015-16   | 1,112                  |   |   |   | 956   | 641                          | 678    | 678    | 688    | 664    | 681    | 665    |        |        |        |         |         |         |         | 4,695   |           | 4,695   |
| 2016-17   | 1,035                  |   |   |   | 998   | 659                          | 669    | 696    | 718    | 733    | 718    | 694    |        |        |        |         |         |         |         | 4,887   |           | 4,887   |
| 2017-18   | 1,069                  |   |   |   | 972   | 683                          | 694    | 701    | 721    | 740    | 723    | 701    |        |        |        |         |         |         |         | 4,963   |           | 4,963   |
| Actual 2018-19  | 1,099                  |   |   |   | 1,008 | 646                          | 715    | 714    | 714    | 738    | 765    | 733    |        |        |        |         |         |         |         | 5,025   |           | 5,025   |
| Forecast 2019-20  | 1,075                  |   |   |   | 1,075 | 655                          | 677    | 739    | 738    | 738    | 761    | 772    |        |        |        |         |         |         |         | 5,080   |           | 5,080   |
| Forecast 2020-21  | 1,078                  |   |   |   | 1,033 | 689                          | 687    | 700    | 763    | 763    | 761    | 768    |        |        |        |         |         |         |         | 5,130   |           | 5,130   |
| Forecast 2021-22  | 1,071                  |   |   |   | 1,072 | 710                          | 722    | 709    | 723    | 789    | 786    | 768    |        |        |        |         |         |         |         | 5,208   |           | 5,208   |
| Forecast 2022-23  | 1,078                  |   |   |   | 1,060 | 661                          | 744    | 746    | 733    | 748    | 813    | 794    |        |        |        |         |         |         |         | 5,239   |           | 5,239   |
| Forecast 2023-24  | 1,080                  |   |   |   | 1,055 | 687                          | 693    | 769    | 771    | 758    | 771    | 821    |        |        |        |         |         |         |         | 5,269   |           | 5,269   |
| Forecast 2024-25  | 1,077                  |   |   |   | 1,063 | 686                          | 720    | 716    | 794    | 797    | 781    | 778    |        |        |        |         |         |         |         | 5,272   |           | 5,272   |
| Forecast 2025-26  | 1,077                  |   |   |   | 1,059 | 678                          | 719    | 744    | 740    | 821    | 821    | 789    |        |        |        |         |         |         |         | 5,311   |           | 5,311   |
| Forecast 2026-27  | 1,077                  |   |   |   | 1,059 | 683                          | 711    | 742    | 769    | 765    | 846    | 829    |        |        |        |         |         |         |         |         |           |         |

- Provisional accuracy rate of last year's projection of West Oldham's Primary Total for 2018/19 is 98.09%

**Please note** – Year 13 total includes 65 students from Year 14

**Source:** School Survey (Jan-19) ~ ~ ~ Compiled by Roy Egginton (BIS, OMBC) 23<sup>rd</sup> July 2019

## Appendix F

# Pupil Projection Methodology 2019

## Business Intelligence Service (OMBC) - July 2019

### 1. Introduction

- The purpose of forecasting pupil numbers is to satisfy statutory obligations to meet Basic Need (demand for additional school places) and to assess the extent to which a surplus or deficit of places is likely to occur in the future.
- The DfE requires 5 year forecasts for primary and 7 year forecast for secondary.
- The DfE only provides guidance on the creation of a pupil forecasting model. As a result the forecasting methodologies, data inputs, choice of base geography, and assumptions, vary between local authorities. Although there are differences Oldham's approach is similar to other local authorities.
- The Oldham pupil forecasting model is based on a cohort survival principle, i.e. the percentage of each year group that "survives" to the next year. This uses a weighted average of cohort survival going back through time, with most recent figures having a higher weighting.
- The model captures demographic change and retention, cross boundary movement, and inward migration.
- The 2019 update, like last year's, has re-applied the model adopted in 2016 which utilises a more complicated methodology for reception-age forecasts than previous years. This change is based on analysis of 2015 data (see section 3)
- Compared to pre-2016, when various models were built and then one selected, the current model allows for some flexibility around the inclusion of extra migration and housing yield.
- Apart from these changes, forecasts have a consistent basis with previous overall methodology.

### 2. Context

- School rolls continue to rise across Oldham, and this is putting pressure on the provision of school places across the borough.
- This pressure is now being felt and demand for primary school places has grown considerably, by 8.5% between 2014 and 2019.

### 3. Accuracy of Previous Projections

- The DfE recommends that the first piece of work each year should be analysis of the previous year's accuracy. Their guidelines suggest that the percentage accuracy (actual minus forecast, divided by actual) should be within 2%.
- For Oldham overall the accuracy is fairly good, although, accuracy varies by year group and by collaborative (district).

|                          | Year Group |       |       |       |       |       |       |       |       |       |       |       |      |       |         |           |         |
|--------------------------|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|-------|---------|-----------|---------|
| Collaborative            | R          | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12   | 13    | Primary | Secondary | Pri/Sec |
| Oldham:                  |            |       |       |       |       |       |       |       |       |       |       |       |      |       |         |           |         |
| Forecast for 2018/19     | 3,579      | 3,553 | 3,506 | 3,643 | 3,637 | 3,632 | 3,563 | 3,417 | 3,359 | 3,284 | 3,205 | 3,087 | 488  | 388   | 25,113  | 17,228    | 42,341  |
| Actual 2018/19           | 3,361      | 3,538 | 3,429 | 3,593 | 3,585 | 3,600 | 3,537 | 3,377 | 3,319 | 3,247 | 3,121 | 3,027 | 518  | 471   | 24,643  | 17,080    | 41,723  |
| Accuracy %               | 6.1        | 0.4   | 2.2   | 1.4   | 1.4   | 0.9   | 0.7   | 1.2   | 1.2   | 1.1   | 2.6   | 1.9   | -6.1 | -21.4 | 1.87    | 0.86      | 1.46    |
| Chadderton:              |            |       |       |       |       |       |       |       |       |       |       |       |      |       |         |           |         |
| Forecast for 2018/19     | 647        | 668   | 626   | 676   | 670   | 653   | 638   |       |       |       |       |       |      |       | 4,578   |           |         |
| Actual 2018/19           | 600        | 664   | 619   | 670   | 661   | 635   | 634   |       |       |       |       |       |      |       | 4,483   |           |         |
| Accuracy %               | 7.3        | 0.6   | 1.1   | 0.9   | 1.3   | 2.8   | 0.6   |       |       |       |       |       |      |       | 2.08    |           |         |
| East Oldham:             |            |       |       |       |       |       |       |       |       |       |       |       |      |       |         |           |         |
| Forecast for 2018/19     | 708        | 694   | 663   | 695   | 698   | 680   | 671   |       |       |       |       |       |      |       | 4,809   |           |         |
| Actual 2018/19           | 658        | 689   | 652   | 680   | 669   | 683   | 668   |       |       |       |       |       |      |       | 4,699   |           |         |
| Accuracy %               | 7.1        | 0.7   | 1.7   | 2.2   | 4.2   | -0.4  | 0.4   |       |       |       |       |       |      |       | 2.29    |           |         |
| Failsforth & Hollinwood: |            |       |       |       |       |       |       |       |       |       |       |       |      |       |         |           |         |
| Forecast for 2018/19     | 533        | 542   | 533   | 547   | 507   | 533   | 534   |       |       |       |       |       |      |       | 3,729   |           |         |
| Actual 2018/19           | 504        | 530   | 520   | 541   | 507   | 525   | 518   |       |       |       |       |       |      |       | 3,645   |           |         |
| Accuracy %               | 5.4        | 2.2   | 2.4   | 1.1   | 0.0   | 1.5   | 3.0   |       |       |       |       |       |      |       | 2.25    |           |         |
| Royton, Shaw & Crompton: |            |       |       |       |       |       |       |       |       |       |       |       |      |       |         |           |         |
| Forecast for 2018/19     | 505        | 498   | 512   | 527   | 569   | 548   | 539   |       |       |       |       |       |      |       | 3,698   |           |         |
| Actual 2018/19           | 507        | 492   | 509   | 524   | 565   | 544   | 539   |       |       |       |       |       |      |       | 3,680   |           |         |
| Accuracy %               | -0.4       | 1.2   | 0.6   | 0.6   | 0.7   | 0.7   | 0.0   |       |       |       |       |       |      |       | 0.49    |           |         |
| Saddleworth & Lees:      |            |       |       |       |       |       |       |       |       |       |       |       |      |       |         |           |         |
| Forecast for 2018/19     | 448        | 438   | 457   | 473   | 448   | 459   | 453   |       |       |       |       |       |      |       | 3,176   |           |         |
| Actual 2018/19           | 446        | 448   | 415   | 464   | 445   | 448   | 445   |       |       |       |       |       |      |       | 3,111   |           |         |
| Accuracy %               | 0.4        | -2.3  | 9.2   | 1.9   | 0.7   | 2.4   | 1.8   |       |       |       |       |       |      |       | 2.05    |           |         |
| West Oldham:             |            |       |       |       |       |       |       |       |       |       |       |       |      |       |         |           |         |
| Forecast for 2018/19     | 738        | 713   | 715   | 725   | 745   | 759   | 728   |       |       |       |       |       |      |       | 5,123   |           |         |
| Actual 2018/19           | 646        | 715   | 714   | 714   | 738   | 765   | 733   |       |       |       |       |       |      |       | 5,025   |           |         |
| Accuracy %               | 12.5       | -0.3  | 0.1   | 1.5   | 0.9   | -0.8  | -0.7  |       |       |       |       |       |      |       | 1.91    |           |         |

## Analysis

- Figures for reception classes are least accurate. Reception class sizes are most difficult to estimate, as in all other cases there are younger cohorts to base the estimate on.
- Estimates for reception are based on births in each ward (and aggregated at the district level) but children cross ward boundaries to go to school. Thus we need to use information that captures flow to school.

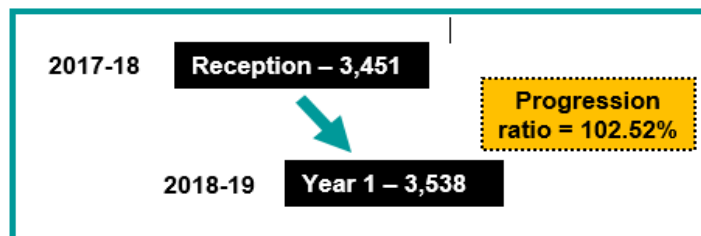
## 4. Amendments to Methodology for 2019

| Issue | Detail | Change for 2019 |
|-------|--------|-----------------|
| None  |        |                 |

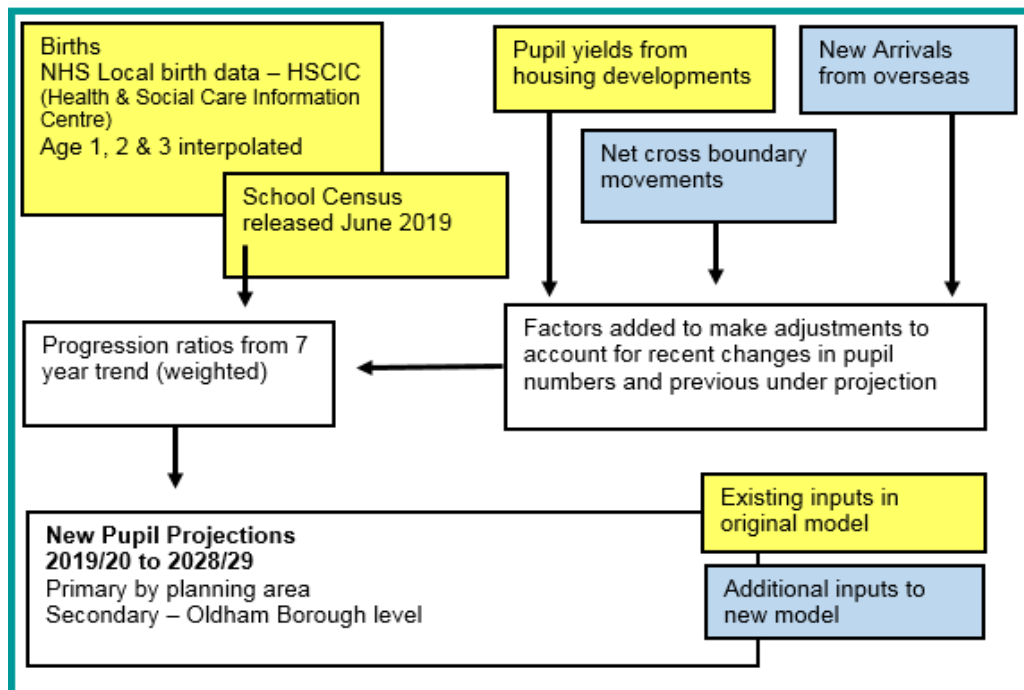
## 5. Forecasting Methodology

- The model used has been based on progression ratios; this is a measure, as a percentage, whether the cohort has increased or decreased in number as it has progressed to the next year. A ratio greater than 100% indicates an increase in number and less than 100% a decrease.
- The numbers for each school year are from the school census released in early January 2019. School census data is available at an aggregated level from the CorVu School Census dashboard

### The Cohort 'Survival' Principle Illustrated



## Model Overview and Inputs



## 6. Forecasting Reception Age Pupils

- The biggest change to the model has been the process for projecting reception-age children.
- In previous years, ward level birth totals were used as a starting point. However, there is much movement between birth and starting school, and there are also many primary-school journeys that cross ward boundaries.
- The process can be summarised as follows:

### A. For each ward:

1. Count the number of residents of reception age in Spring 2019
2. Count the number of residents of N2 age in Spring 2019 (by combining state nursery and private nursery censuses)
3. Calculate a progression ratio (residence-based) for each ward from (1) and (2). This quantifies the degree to which not all 3 year-olds go to nursery, by ward.
4. Count the number of residents of N2 age in Spring 2019
5. Apply the progression ratio to (4) to get an estimate of the number of reception-age residents for academic year 2019-20 by ward

### B. For each primary school:

6. Count the number of reception-age pupils coming from each ward in Spring 2019

7. Turn that into a rate (e.g. 40% of pupils in school X reception come from Ward Y, and 60% come from Ward Z)
8. On the assumption this home to school flow pattern will continue, estimate the number of reception pupils for year 2018-19 for each school by applying the rates in (7) to the cohort-size estimates by ward in (5)

C. Sum the school totals to collaboratives.

## 7. Migration – New Arrivals

- Recent migration of school-aged children into and out of Oldham has been calculated by using the school census.
- Using consecutive years of the census, we can see individual children leaving or arriving, so we know their school and year group.
- The 2016 model was more flexible than previous models in how migration data was used. In 2016 a weighted average was calculated to facilitate an estimate of the levels of migration to be accounted for by progression ratios. This was replicated in 2017, 2018 and again for 2019.
- Recognising the significant increase in inward migration into Oldham from 2015, two alternative migration figures are calculated. One assumes that this increase will be sustained, taking the maximum figure from the last 3 years for each year group and collaborative (in most cases is the most recent year). The second takes an unweighted average over 5 years – giving a figure that is not so biased towards recent years.
- These two measures can be used to adjust the impact of migration of projections. Settings on the 'Info' sheet allow for either of these two models of migration to be chosen

## 8. Housing Development and Pupil Yield

- Housing estimates and guidance were taken directly from work undertaken by BIS in 2015.
- The model takes into account future housing growth. Future new housing developments have been identified from the housing land supply.
- The numbers of units, housing size and mix, location and completion timescale have all been taken into account.
- A development programme was calculated with delivery of houses in the next 5 years and 6 to ten years that have met the 'principles of development' or that can be justified that the development is very likely to proceed.
- Pupil yield factors were calculated based on the number of children per dwelling, as follows: primary pupil yield 0.24 per dwelling, secondary pupil yield 0.17 per dwelling.
- Pupil yields from new housing developments generated an increased numbers of pupils within the model - 1,373 pupils (804 primary pupils and 569 secondary pupils) in total over the next 10 years.
- Although great care has been taken to identify the likelihood and timing of sites coming forward it is subject to several factors:
- The current economic scenario, i.e. if there is a recession
- Developers are willing to develop sites if they are not economically viable (due to high development costs on land-locked sites, and low house prices where demand is low, both affecting profitability)
- The buoyancy of the local housing market. If house sales are slow house building will not occur at assumed rates and potential pupils from those sites will not be generated.

- Developers can change the rate and type of build at short notice which is difficult to predict/track; the new housing may not be completed and occupied according to the originally planned timescales.
- If new house building does not attract in-migration into the Borough
- The impact of ongoing housing developments causing 'internal' migration may be reflected in the historical uptake, factors which have been determined and used to produce projections at year group level through increases over time in cohort survival rate
- Housing developments may not actually increase the overall number of children attending schools in an area, but they may have an impact on where the children go to school in that area, particularly if there is a corresponding pattern of demolition. Therefore, increasing pupil numbers at a school due to new housing may result in decreasing numbers at another school.
- Occasionally the impact of a new housing development may take some time to materialise, i.e. there may be no initial effect, followed by a bulge effect after 2 or 3 years which then tails away.

## 9. Updating the forecasts for future years

This description assumes you will use the same methodology but update the data for the next academic year.

### **'N2 Counts Sheet'**

- To use the example of 2019 - The State Nursery 2019 figures have been calculated by summing the number of children in each ward.
- The Private nursery 2019 figure is similarly calculated.
- You will need to obtain the most recent censuses for both State and Private nurseries from Business Intelligence Service (BIS), Oldham Council at the individual level, and add a column where you derive the ward for each child from the postcode

### **'N2 and R by home' Sheet**

- The following ratio is calculated: the number of children in a ward in Reception year to the number in the same cohort who were in N2 the previous year. This is the equivalent of a progression ratio, but using home addresses
- An estimate of the numbers of children in the N2 nursery year from birth data is formulated. This data comes from the 'Birth to N2' sheet. These will need rolling on a year
- Then a final estimate of the number of reception age children living in each ward by multiplying the N2 estimates by the progression ratio. These will need rolling on a year

### **'Birth to N2' Sheet**

- Births by ward are available from BIS, OMBC through a public health system, so a recent set of actual figures can be added each year
- Numbers of children in N2 (the academic year prior to reception year), calculated from censuses in both public and private censuses. These columns use data from the sheet 'N2 and R by home'
- An estimate of how many children of N2 age will be in each ward in the future is also undertaken

## **‘R by School’ Sheet**

- The number of reception children living in each ward are counted who attend each primary school and is calculated from the most recent spring school census.
- The percentage of reception-age children who live in a particular ward go to a particular school is also calculated and further formulae are utilised to estimate reception-age children in each ward
- Another formula is then used to estimate the number of children going to reception year-group in each school, based on numbers projected to be living in each ward, and rates of flow from ward to schools

## **‘New Students’, ‘leavers’ and ‘Net Migration’ sheets**

- Data on these two sheets comes directly from corresponding information in the school census calculations.
- Consecutive school censuses are used to identify (using UPN codes), and the aggregate the numbers of children who are not present in consecutive censuses.
- Totals are aggregated for each year group and collaborative
- The Net Migration sheet calculates figures for each academic year and year group, and as well as calculations of the different types of averages

# Appendix G

## Example of Decision Support Matrix

### Stage 1

| School            | Planning Area | Ward               | CRITERIA / RANKING |                  |                 |               |             |
|-------------------|---------------|--------------------|--------------------|------------------|-----------------|---------------|-------------|
|                   |               |                    | Site suitability   | Condition Issues | Planning Issues | TOTAL Ranking | Pass / Fail |
| Northland Primary | North Oldham  | Chadderton North   | 3                  | 2                | 1               | 6             | FAIL        |
| Westland Primary  | West Oldham   | Failsworth West    | 3                  | 3                | 3               | 9             | PASS        |
| Eastland Primary  | East Oldham   | Chadderton Central | 4                  | 4                | 4               | 12            | PASS        |
| Southland Primary | South Oldham  | Chadderton South   | 1                  | 1                | 2               | 4             | FAIL        |
| Oldham Primary    | North Oldham  | Chadderton North   | 4                  | 3                | 4               | 11            | PASS        |

### Stage 2

| School           | Planning Area | Ward               | CRITERIA / RANKING |                              |                 |                                |      |                     |               |                |
|------------------|---------------|--------------------|--------------------|------------------------------|-----------------|--------------------------------|------|---------------------|---------------|----------------|
|                  |               |                    | Ofsted rating      | Weighted Ofsted rating (15%) | Parental Choice | Weighted Parental Choice (50%) | Cost | Weighted cost (35%) | TOTAL Ranking | Weighted Score |
| Westland Primary | West Oldham   | Failsworth West    | 4                  | 60%                          | 3               | 150%                           | 3    | 105%                | 10            | 315%           |
| Eastland Primary | East Oldham   | Chadderton Central | 3                  | 45%                          | 3               | 150%                           | 3    | 105%                | 9             | 300%           |
| Oldham Primary   | North Oldham  | Chadderton North   | 1                  | 15%                          | 1               | 50%                            | 1    | 35%                 | 3             | 100%           |

## Scoring / Ranking Criteria

| Ofsted Rating        | Score / Ranking |
|----------------------|-----------------|
| Special Measures     | 0               |
| Requires Improvement | 0               |
| Good                 | 3               |
| Outstanding          | 4               |

| Parental Choice - % of first choice preference versus PAN | Score / Ranking |
|---|-----------------|
| Less than 50%   | 0               |
| 50% - 75%   | 1               |
| 75% - 100%  | 2               |
| 100% - 200%   | 3               |
| Above 200%  | 4               |

| Cost  | Score / Ranking |
|---|-----------------|
| Rank schemes on cost per place / pupil from 1 - 4 | 1 to 4          |

| Site Suitability - for education requirement            | Score / Ranking |
|---|-----------------|
| Unsuitable - Design options not available to meet brief | 1               |
| Partially meet rqmts or significant compromise          | 2               |
| Partially meet rqmts or slight compromise               | 3               |
| Design options meet requirements                        | 4               |

| Condition Issues of existing school                    | Score / Ranking |
|--|-----------------|
| Condition issues significantly affect scheme           | 1               |
| Condition issues can be overcome - major difficulties  | 2               |
| Condition issues can be overcome - minimal             | 3               |
| Solution solves or benefits from condition of building | 4               |

| Planning Issues   | Score / Ranking |
|---|-----------------|
| Major planning issues                                   | 1               |
| Highly unlikely to receive planning                     | 2               |
| Likely to receive challenge - but anticipate achievable | 3               |
| Planning is likely without significant challenge        | 4               |

# Appendix H

## Basic Needs Grant allocation

The Council has a total Basic Needs Grant allocation of £48.1m for the period 2017/21 (£15.4m 2017/18, £22.8m 18/19, £9.9m 19/20 and nil in 20/21).

Notification on Basic Needs Grant for 2021/22 will not be given until after the Comprehensive Spending review.

The allocation of £34.667m (including this proposal) and the remaining amount of £13.430m are shown in the table below.

| Capital Project  | Basic Needs Grant Allocation (£m) |
|--|-----------------------------------|
| Crompton House   | 10.829                            |
| Oldham Academy North                                     | 5.000                             |
| Feasibility Costs  | 0.100                             |
| Greenfield CP  | 1.862                             |
| Royton and Crompton                                      | 5.000                             |
| Holy Trinity   | 0.250                             |
| Oasis Academy – Dining Room                              | 0.575                             |
| Oasis Academy – UTC adaptations                          | 0.350                             |
| North Chadderton Expansion                               | 3.400                             |
| Kingfisher (Expansion)                                   | 0.750                             |
| Kingsland School (Laurel Bank)                           | 0.240                             |
| Clarksfield Primary (Oasis)                              | 2.904                             |
| Hollinwood Academy contribution                          | 0.390                             |
| St Herbert's   | 0.217                             |
| Mayfield Academy   | 2.500                             |
| Hollinwood Academy Additional Contribution (This report) | 0.300                             |
| <b>Total Allocated</b>                                   | <b>34.667</b>                     |
| Total Grant  | 48.097                            |
| <b>Amount Available for Allocation</b>                   | <b>13.430</b>                     |

## Appendix I

### Education Provision Group Terms of Reference

# Education Provision Group (EPG)

## Terms of Reference

September 2019

**Purpose:** A consultative group that will collectively act as decision maker to ensure Oldham LA meets its statutory duties around the planning of schools and settings places and to inform the need to undertake capital works to expand existing or build new schools.

# 1. Context and LA Duties

- 1.1 Oldham Council has a statutory duty to secure good educational outcomes for all its children and young people in state funded education, regardless of the status of the provider institutions.
- 1.2 The Council has a statutory duty to ensure that sufficient school places are available within its area for every child of school age whose parents wish them to have one; to promote diversity, parental choice and high educational standards; to ensure fair access to educational opportunity and to protect the interests of the most vulnerable.
- 1.3 The Council also has a duty to respond to any representations from parents and carers who are not satisfied with the provision of schools in the local area. This could be regarding size, type, location or quality of school provision.
- 1.4 Early Years statutory duties include; ensuring secure sufficient childcare is available for working parents and to:
  - monitor and manage the childcare market;
  - undertake a Childcare Sufficiency Assessment review (CSA) and respond to changes in the childcare market;
  - Ensure there are sufficient places available to meet a legal entitlement for eligible 2, 3 and 4 year olds to access fifteen hours per week free early education across childcare providers;
  - Ensure provision is in place to provide information, advice and assistance to parents and prospective parents for children 0-25; and to
  - Ensure provision is in place to provide information, advice and training to childcare providers.
- 1.8 Changes in the provision of maintained school places mean that new providers are able to establish state-funded Free Schools. There are also a growing number of academies, which are independent of Local Authority (LA) control. School places are no longer therefore solely provided by Oldham Council; the Council must work with other providers to ensure that the demand for high quality school places is met.
- 1.9 There has been no statutory requirement to publish an Education Provision Strategy since 2004. However, it is considered good practice to produce a plan related to school place planning to clearly set out the framework for, and approach towards, the strategic provision of high-quality places.
- 1.10 This strategic approach shows local communities, and those interested in their development, how we expect school provision to change over the next few years. It brings together information from a range of sources and sets out the issues the Council will face in meeting its statutory duties for providing school places in the period 2020 – 2024.
- 1.11 The information from which our strategy will be developed includes present and predicted future pupil numbers, together with information about birth rates, school capacity and new housing. The strategy will set out proposed changes in the number of school places available over the next 4 years and it suggests where other changes may be necessary in the future.

## 2. School Organisation Context

- 2.1 In October 2019, education provision in Oldham is as set out in Appendix A and this strategy.
- 2.2 The Council has recently expanded 2 existing secondary schools and here are plans to expand 2 more. In addition, 2 new free schools are due to open in the borough in 2020 (Oasis Leesbrook) and 2022 (Blue Coat 2)  
  
The Council has also recently funded a significant expansion at Hollinwood Academy (Special School).
- 2.3 In addition the Council has also recently funded the expansion of 2 primary schools in the borough (Clarksfield Primary and Mayfield Primary).

## 3. Current School organisation demands

- 3.1 The number of in year school transfers has increased year on year since 2010/11 and continues to rise. This is largely due to the number of children and young people moving into the borough from abroad. In the main the above families are moving into council owned housing in two of the six districts; Chadderton and Central Oldham.
- 3.2 Primary provision is currently stable, however there is a requirement to increase the number of places in the Chadderton Planning area.
- 3.3 Borough wide pupil projections show a continual increase in pupil numbers throughout the 2020s.
- 3.4 There is significant pressure in the secondary sector and this being dealt with by a number of expansions and new build provision.
- 3.5 The DFE estimates that approximately 400,000 – 500,000 additional pupil places will be required in both the primary and secondary sectors nationally between 2015 and 2024.

## 4. Early Years Settings

- 4.1 Childcare providers are privately run childcare businesses that operate under a small business model. The market can be unpredictable and subject to change at any time. Oldham Council has to manage and monitor the childcare market to ensure that there is sufficient childcare for working parents.
- 4.2 The childcare market is fluid and the number of settings can change throughout the year. Parents have a choice where they take up childcare and many of the providers are private childcare businesses. The current childcare provision in Oldham includes;
- 4.3 The government policy from September 2014 has been to expand two-year-old places and a capital programme has been put in place.

## 5. Policies and Legislation

5.1 All decisions and arrangements will be made using the following legislation and policies;

- School Admissions Code - February 2012
- The academy/free school presumption departmental advice - February 2014
- Establishing new maintained schools departmental advice - June 2013
- School Organisation Guidance - January 2014
- Early Education and Childcare – September 2014
- Children and Families Act – September 2014

## 6. Management arrangements and decision making

6.1 To inform its duties as decision maker for school organisation issues Oldham Council has Education provision Group comprising Officers from Education and Early years, Regeneration, Schools, Business Intelligence, Corporate Assets, Finance, Preventative Services and Housing Strategy.

6.2 The key activities of the group are to:

- Discuss and inform the overall strategy for school and early years organisation in order to meet LA statutory duties
- Discuss developing options in relation to school and childcare expansions and new builds
- Endorse recommendations to the Cabinet Member for Education and Skills and Early Years, the Capital Investment Programme Board, Council Leadership and Cabinet where appropriate.
- Comment on statutory information and any written comments and objections as part of the statutory process
- Discuss and consider proposals for Free Schools, University Technology Colleges and other academies
- Review the effectiveness of existing and proposed admissions arrangements in serving the interests of children and parents within the area of the LA
- Monitor demand for and access to places and admission patterns

6.3 Recommendations made by the EPG will be reported, when relevant, initially to (See process).

## 7. School and Early Years forecast methodology

7.1 October Census data will be circulated and discussed at the December EPG meeting.

7.2 January Census data will be circulated and discussed at the March EPG Meeting.

7.3 There will be an annual refresh of projection work and forecasts.

## **8. School and Early Years place planning data**

- 8.1 School Organisation spreadsheet will be brought to December EPG meeting.
- 8.2 School Organisation spreadsheet will be brought to March EPG meeting.
- 8.3 DFE return SCAP – draft commentary on school capacity and methodology will be discussed at May PSSPG meeting.

## **9. Review arrangements**

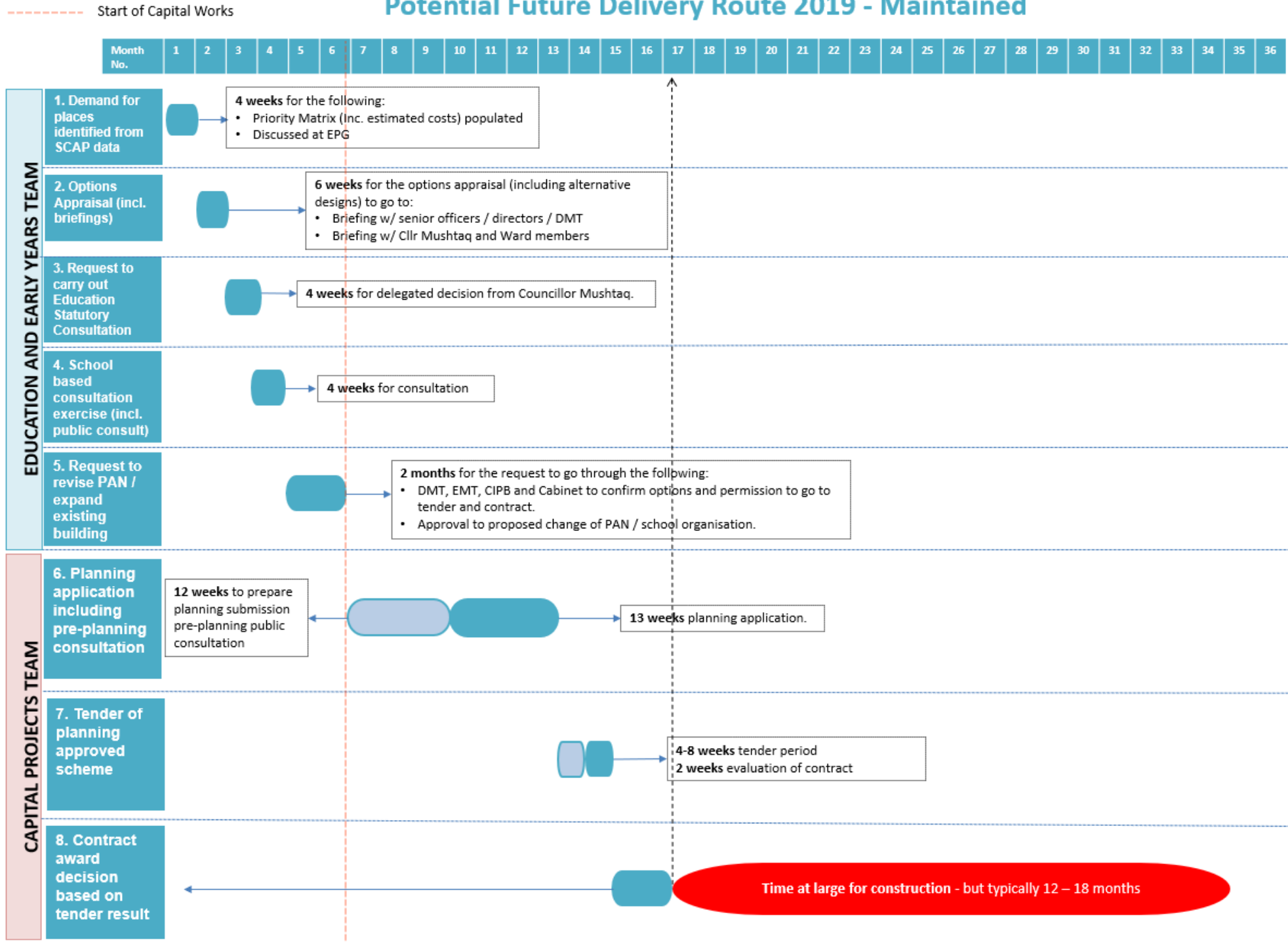
- 9.1 The Group to participate in consultations and take feedback to and from the sector they represent.
- 9.2 The Group will review the terms of reference annually.

## **10. Aligned arrangements**

- 10.1 Service level agreement with Local Authority
- 10.2 Partnership with all Schools, Academies, Free Schools and Early Years Settings
- 10.3 Directorate and corporate objectives
- 10.4 Cooperative agenda
- 10.5 Other arrangements as agreed by the EPG
- 10.6 Education Provision Strategy

# Appendix J

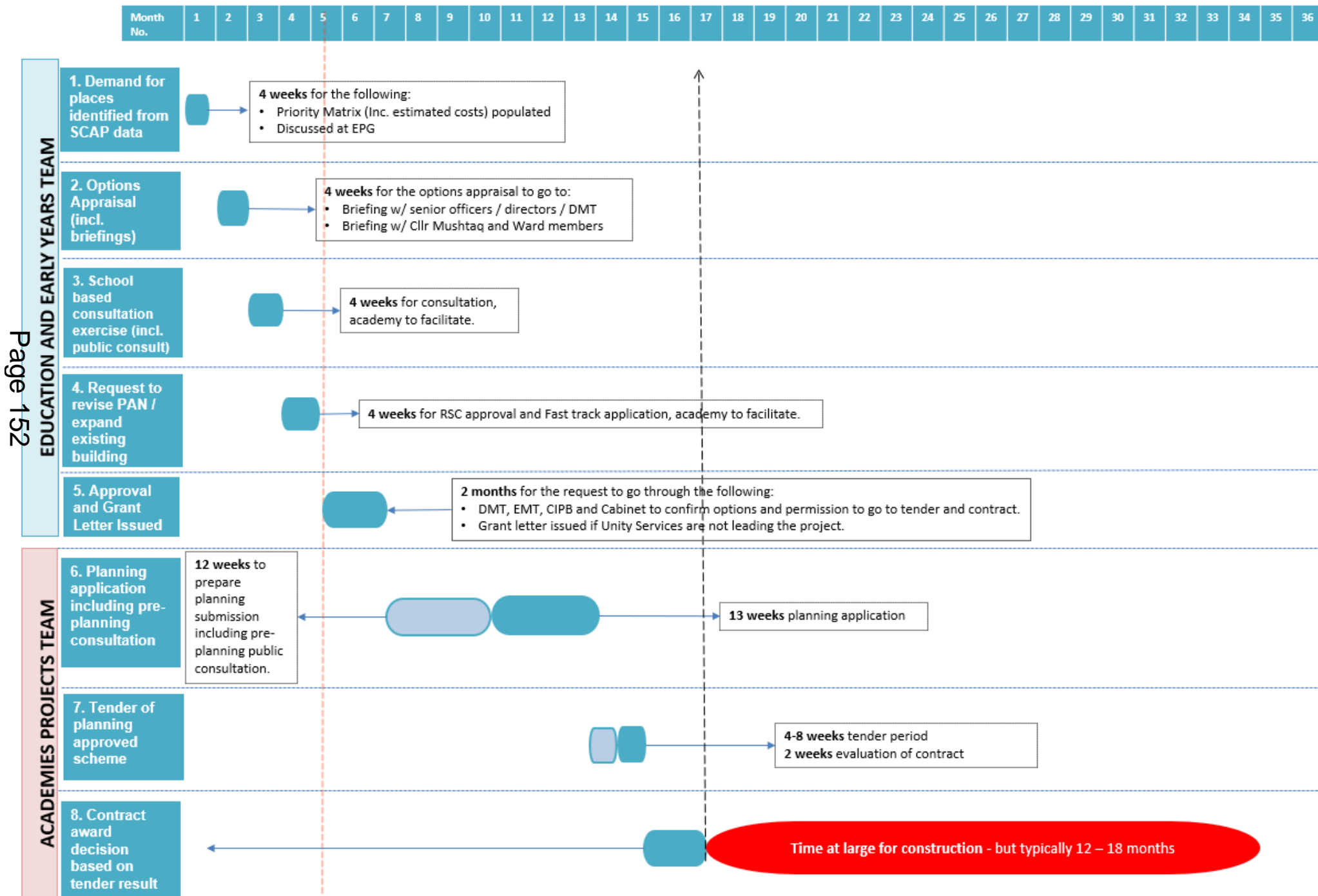
## Potential Future Delivery Route 2019 - Maintained



# Appendix K

Start of Capital Works

## Potential Future Delivery Route 2019 - Academies



## **Appendix L**

### **Schemes Considered as Priority – 2019/20**

#### **Primary :-**

- Providing an additional 1 FE in the Chadderton Planning Area.

#### **Secondary :-**

- Working with the Cranmer Trust and Oasis Academy Trust regarding establishment of 2 new secondary academies in the borough

#### **Special schools:-**

- Working with the Kingfisher Trust regarding the establishment of Halcyon Way Free Special School
- Working with local special school trusts and maintained schools to plan effectively for future demands on the provision of special school places and/or resource provision in maintained schools.

#### **Alternative Provision:-**

- Continue to expand the Pupil Referral Unit to ensure that it can provide adequate places to meet demand and offer a more holistic provision for the pupils under its care
- Continue to work with the Pupil Referral Unit to develop its offer to schools regarding programmes of work to prevent and reduce exclusions from mainstream schools
- Further explore plans and strategies to reduce the number and cost of 'out of borough' placements.

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## **Appendix Two – Place Preferences Data**

**2020 allocation data, 2019 data in brackets.**

### **Oldham Primary Schools**

1st Pref – 91% (91%)

2nd Pref – 4.5% (4%)

3rd Pref – 0.5% (1%)

1-3 pref – 96% (96%)

### **National averages**

1st pref – 90.2% (90.6%)

1-3 pref – 97.3% (97.5%)

### **Oldham Secondary Schools**

1st pref – 75% (74%)

2nd pref – 11% (11%)

3rd pref – 4% (3%)

1-3 pref – 90% (88%)

### **National Averages:**

1st pref – 82.2% (80.9%)

1-3 pref – 93.3% (93%)

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### **Appendix 3**

#### **Appeals Data**

| Year    | Appeals | Upheld |
|---------|---------|--------|
| 2015/16 | 670     | 180    |
| 2016/17 | 926     | 187    |
| 2017/18 | 836     | 127    |
| 2018/19 | 718     | 141    |
| 2019/20 | 438     | TBC    |

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## **Report to Performance and Value for Money Select Committee**

### **Update on the Special Educational Needs and Disability (SEND) Inspection Re-visit**

#### **Portfolio Holder:**

Cllr Shaïd Mushtaq, Cabinet Member for Education

**Officer Contact:** David Shaw, Assistant Director - SEND.

**Report Author:** David Shaw, Assistant Director - SEND.

**27 August 2020**

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### **Purpose of the Report**

To give the PVFM an update on progress to date addressing the two remaining recommendations from the Written Statement of Action (WSOA) that have formed the priorities identified in the Accelerated Progress Plan (APP) being monitored by the Department for Education (DfE).

### **Executive Summary**

Following the reinspection in September 2019 and identification of two remaining areas requiring improvement, the APP was developed to ensure significant improvement continued to be made in relation to area 3 (Education, Health & Care (EHC) process and quality of plans) and area 5 (Achievement of children and young people with SEND, including the high rates of fixed term exclusion and persistent absenteeism). The final draft of the APP was submitted to the DfE in March 20 including 6 and 12 month milestones due to the rapidly escalating Coronavirus situation.

Due to the closure of all schools in England on the 18<sup>th</sup> March, the cancellation of national performance tables and national examinations for all Key Stages it is not possible to review progress against the impact measures and milestones for area 5 this academic year. It was recommended to the DfE Advisor in June 2020, that the actions identified in area 5 should be amended and updated to reflect the changes and significant challenges presented by the Coronavirus situation ahead of schools returning in the Autumn term. This update was completed and shared with the DfE ahead of a meeting on the 31<sup>st</sup> July 2020. The meeting on the 31<sup>st</sup> July was positive demonstrating the progress made to address the two remaining areas. A follow up meeting is arranged with the DfE advisor to discuss and confirm the formal approval process for the APP and agree access to DfE funded training for members of the partnership.

Despite the challenges provided by the Coronavirus situation, actions related to area 3 have proceeded at pace through creative approaches, with the clear message of 'business as usual'. The fixed term additional team to deliver the annual review recovery plan have now been trained, inducted and are producing high quality EHC plans following annual reviews. The main education, health and care plan team continue to work effectively. Co-productive work continues to take place

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across the partnership to provide challenging but constructive feedback to improve working practices and the quality of information included in the EHC plans. The quality assurance visit from the DfE SEND advisory team on the 31<sup>st</sup> July confirmed this view.

An example of the transformation journey taking place is the national timeliness indicator. Essentially the number of EHC plans issued within 20 weeks based upon the DfE published data for the 2019 calendar year. This shows the following improvement.

- Excluding Exceptions – **43<sup>rd</sup> of 151** nationally, compared to **140<sup>th</sup> last year**. Higher than 8 of our statistical neighbours (Middlesbrough & Blackburn w/ Darwen).
- Including Exceptions – **47<sup>th</sup> of 151** nationally, compared to **139<sup>th</sup> last year**. Higher than 8 of our 10 statistical neighbours (Middlesbrough & Blackburn w/ Darwen).

It is anticipated that due to the disruption caused by the Coronavirus situation the SEND strategy will be updated in the Autumn term to reflect current evaluation of emerging trends and priorities in the Autumn term ready to become operational from January 2021 – March 2024.

### **Recommendations**

- The PVFM Select Committee commend the Local Partnership for the significant improvement in timeliness identified in the national data and the ongoing improvements to quality and consistency of EHC plans being delivered and quality assured through effective partnership work.
- The PVFM Select Committee request an update report in January 2021 on the revisions made to the APP and progress made to address the two areas of the original written statement of action not signed off in the re-visit letter.

**Update on progress delivering the APP following the SEND Inspection Re-visit****1 Background**

- 1.1 Ofsted and the Care Quality Commission (CQC) completed a SEND inspection re-visit in September 2019 to review the progress made against the WSOA. Whilst the inspection was positive in many areas, two remaining recommendations from the WSOA were identified as still requiring further improvement. These have formed the priorities identified in the APP being monitored by the DfE.

**2. Current Position – EHC Needs Assessments (Area 3)**

- 2.1 EHC needs assessments continue to be processed; there are approximately 100 CYP undergoing assessment. Timeliness for issuing plans in the month of July was 96% (23 plans issued). Advice givers continue to send timely advice using alternative methods of capturing information. Educational Psychologists and health professionals are completing telephone assessments where possible. Social care advice is being received in its usual form directly from social workers for children who are looked after, on a child protection plan or identified as a child in need.
- 2.2 Person Centered Planning meetings are taking place virtually and then provision and outcomes are being coordinated by the SEND Officers via virtual multi agency meetings. SEND Officers are using telephone conversations with families to ascertain aspirations and views of the parents and the child/young person. Interestingly, this way of working has seen a significant improvement in the information the LA receive for section A of an EHC plan related to the views, interests and aspirations of the child and their parents/or young person. We will continue this way of working as we move into the next phase of school opening in September. The EHC plan resource decision making panel is taking place weekly albeit virtually. This process has become more streamlined with further enhancements planned. Draft and final EHC plan are being sent out electronically to families where possible and posted if access to the internet is difficult.
- 2.3 Co-production continues to strengthen as officers become increasingly confident in seeking constructive feedback from partners and working together to find creative solutions to challenges.
- 2.4 Quality assurance of the education, health and care needs assessment process continues via internal quality audits and collaborative scrutiny via the partnership. Robust evaluation and challenge occur during the education, health and care plan workstream chaired by the CEO of Parents of Oldham In Touch (POINT). Governance arrangements are being reviewed however the Transformation Assurance Board (TAB) resumed meetings at the end of April on a three weekly basis to drive transformation and continue to hold partners to account.

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### **3 Current Position - Annual Reviews (Area 3)**

- 3.1 Annual reviews continue to be led by schools and settings and are taking place virtually with only a few issues reported by schools or families, which the SEND officers are working to overcome. A virtual annual review process has been drafted by the SEND team and has been circulated to all schools and settings, with positive feedback received on the process from a wide range of schools, academies and settings.
- 3.2 Where a virtual annual review is not possible, due to the Coronavirus situation, annual reviews will take place as soon as possible in discussion with the school or setting. The annual review recovery plan, which is identified in area 3 of the APP, continues to be delivered and is on track to achieve the 6-month milestone target of a 40% reduction by November, providing staffing in the annual review team remains consistent.

### **4 Current Position - Achievement of children and young people with SEND, including the high rates of fixed term exclusion and persistent absenteeism (Area 5)**

- 4.1 Following the Government instruction to close all schools in England from the 20<sup>th</sup> March due to the Coronavirus situation, the subsequent cancellation of national examinations for all Key Stages and therefore the inability to publish national performance tables, it is not possible to review progress against the impact measures and milestones for this area during this academic year.
- 4.2 It was recommended to the DfE Advisor in June 2020, that the actions identified in area 5 should be amended and updated to reflect the changes and significant challenges presented by the Coronavirus situation ahead of schools returning in the Autumn term. This update was completed and shared with the DfE ahead of a meeting on the 31<sup>st</sup> July 2020. Confirmation of the monitoring arrangements and timescales applicable to the APP will be agreed in a follow up meeting later in August.
- 4.3 However, work on several of the actions identified in this area have been progressed as part of the planning for schools to open in September. Deployment of the Educational Psychology team via traded work requests is high, covering almost all schools in Oldham. A new delivery model will support the team in meeting this demand over a two-term period from September. In addition to this specific targeted support will be provided by Council teams from September, to help schools manage the return of all children. An attendance campaign is also being developed in conjunction with Council partners, and the timing of this will be agreed with consideration of wider Public Health announcements about Coronavirus. The workstream to drive this area has been reviewed and reconstituted is now ready to become operational.

### **5 Key Issues for PVFM to Discuss**

- 5.1 Discuss how the SEND strategy 2019-22 is being linked to the final two recommendations still to be achieved and support children and young people receive the support they require during this unprecedented period.
- 5.2 Discuss how the SEND strategy should be updated to reflect the significant challenges faced by SEND support services, particularly in health, during the Coronavirus pandemic and the implications for service recovery priorities and timescales.

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## 6      **Key Questions for Overview and Scrutiny to Consider**

- 6.1      What challenges are anticipated with the return to schools and settings in September for children and young people with SEND, and how does the APP areas support us meet these challenges.
- 6.2      How the SEND strategy and development plan should be updated to reflect changes to SEND service priorities resulting from the impact of the Coronavirus pandemic. How the strategy will be used to drive future transformation and deliver sustainable improvement through efficient use of resources.
- 6.2      An update report will be issued in January 2020 updating on any revisions made to the APP and progress addressing the two outstanding recommendations. It will also include an update on the relaunch of the SEND strategy.

## 7.      **Links to Corporate Outcomes**

- 7.1      SEND links to all the corporate priorities impacting on children and young people. It also links to the health and wellbeing priorities of the council and partners and the SEND strategy 2019-22.

## 8      **Additional Supporting Information**

- 8.1      It is anticipated that due to the disruption caused by the Coronavirus situation the SEND strategy will be updated in the Autumn term to reflect current evaluation of emerging trends and priorities in the Autumn term ready to become operational from January 2021 – March 2024.

## 9      **Consultation**

- 9.1      N/A

## 10      **Appendices**

- 10.1      N/A

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# **Unity Partnership Limited Annual Report 2019/20**

## **Performance & Value for Money Committee 27 August 2020**

**Produced for:** Performance & Value for Money Overview & Scrutiny Committee

**Portfolio Holder:** Cllr Abdul Jabbar

**Officer Attending:** Chris Kelsall (Unity Partnership)

**Author:** Dominic Whelan (Chief Operating Officer)

### **Introduction**

Unity Partnership Limited (the Company) is a separate legal entity that is governed under the regulations laid down in the Companies Act and within the Articles of Association for the Company. There are regular updates on Service Delivery, Financial reporting and Performance provided to the Directors of the Company at the routine Board meetings and periodically to the Shareholder Committee which also considers matters and decisions that are reserved to Shareholders.

There is also a requirement to deliver a summary of Company key activity and performance to Shareholders following the end of year. This is separate to the formal Annual Return and Full Company Accounts for a Limited Company which is required to be sent to Companies House, as directed under Companies Act 2006.

A consolidated End of Year Annual report has now been produced for the full 2019/20 period which has been considered and approved by the Board of Directors and shared with the Shareholder Committee for information. The Shareholder Committee is a sub committee of cabinet and therefore reports that are presented to the Shareholder Committee are subject to normal rules of overview and scrutiny.

Overview & Scrutiny asked for a report on Unity annual performance to be considered by their Performance and Value for Money committee, an ongoing action from last year. Therefore, the Unity Annual report will be provided to the Performance and Value for Money Committee for information

### **Recommendations**

The PVfM O&S Committee is invited to note the Unity Partnership Ltd End of Year Report which includes a summary of performance.

# Unity Partnership Limited

## Annual Report 2019/2020



## CONTENTS

|  | <b>Page</b> |
|--|-------------|
| <b>1 CHAIRMAN'S STATEMENT</b>                        | <b>2</b>    |
| <b>2 CHIEF OPERATING OFFICER'S EXECUTIVE SUMMARY</b> | <b>3</b>    |
| <b>3 SERVICE HIGHLIGHTS</b>                          | <b>7</b>    |
| <b>4 COVID-19</b>                                    | <b>17</b>   |
| <b>5 FINANCIAL SUMMARY</b>                           | <b>20</b>   |

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|                   |           |
|-------------------|-----------|
| <b>APPENDICES</b> | <b>23</b> |
|-------------------|-----------|

- 1 Workforce Metrics – Key data**
- 2 Performance data – Customer focus**
- 3 FY2019/20 KPI results; with year on year comparison**

## 1 CHAIRMAN'S STATEMENT

I am very pleased to be able to provide this opening statement for this 2019/20 end of year report for Unity Partnership Limited. This has been a period of significant contrasts and challenges, with the year starting in relatively stable form following on from the successful acquisition in 2018 and ending with the disruption and turbulence caused by Covid-19.

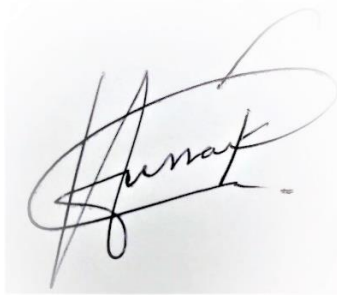
It has been a successful year with much to be proud of; most pleasing to me has been to see the way our staff have embraced the challenges of the year. The enormous dedication, positive and professional approach taken by everyone from senior managers right down to the 'front-line' operations teams has been exceptional.

The relationship between the Company and the Council continues to strengthen from the days under the joint venture arrangements. I commend the way in which the Council Deputy Chief Executive / Unity Managing Director (Helen Lockwood) and our Chief Operating Officer (Dominic Whelan) have been steering the progress on this on behalf of the Shareholders and our Board of Directors. We have set firm foundations which we will continue to focus on and strengthen further over the next year as there is still more to do.

The effect of Covid-19 has been keenly felt, impacting upon our ways of working, that in turn affects our staff in different ways or adds pressure to our service delivery, particularly in areas such as customer support, revenues and benefits, ICT and project delivery. But it has also provided a platform of opportunity that enabled us to move swiftly to a new digitally enabled way of working. It has resulted in greater collaboration across existing and new partners and groups, aligned to supporting our communities, residents and businesses across Oldham.

Our primary focus remains the delivery of services in line with our core purpose: *to provide services to the residents, communities, businesses across Oldham, on behalf of the Council and to provide various business support services to the Council*. However, it has been extremely pleasing to see we have delivered this successfully but also maintained and grown some important external work, that makes a positive contribution to our finances.

As I look ahead, there are also some interesting and innovative new initiatives in the pipeline for the next year. However, we recognise that the uncertainty relating to Covid-19 remains, that may impact further upon our operational delivery and our plans may require adjustment accordingly. Also, foremost in our mind is ensuring that we can continue to support Oldham Council to deliver upon its strategic objectives whilst playing our part in helping to deliver ways to meet the challenging financial constraints.



Cllr Fida Hussain  
Chairman  
Board of Directors  
Unity Partnership Limited

## 2 CHIEF OPERATING OFFICER'S – EXECUTIVE SUMMARY

### Introduction

This has been the first full year of operation under the new full Council ownership and it has been a very successful year. Across all Unity Services, from management, team leaders through to the lowest paid member of staff, everyone has pulled together in a superbly positive manner to help the kick start a new era for the Company.

The new Chief Operating Officer (COO) arrived in April 2019 and after a period of 'acclimatisation' has worked with the Deputy Chief Executive / Unity Managing Director to re-orientate and rebuild the relationship between the Council and the Company following the challenging years under Kier majority ownership. Whilst there is still more work to do, to strengthen the relationship further over the coming year(s), based upon verbal feedback<sup>1</sup> from Members and Officers, this has overall been a very successful achievement and has set a strong foundation for the new governance and operating arrangements to thrive.

The COO's 'intent' was to create the conditions so that, to colleagues across the Council, Unity Partnership had the 'look and feel' of another Directorate rather than an arms-length company with an appropriate level of responsiveness and a positive and proactive approach. However, the challenge has been to deliver upon this intent whilst also maintaining the agility, commercial nous and flexibility that a separate 'arms-length' Company can operate with. This has been a fine balancing act at times but it is felt that overall the outcome has been extremely successful with a reputation being steadily rebuilt across all areas of the Council, albeit with more work to do, whilst also continuing to deliver positive outcomes as a Limited Company via external income, capital to revenue generation for the Council, new third-party activity and commercial agility when required.

### Financial Headlines (full details in Section 6)

The 2019/20 financial year has had a successful outcome, *achieving a small operating profit that has enabled the Company to pay a £0.25m Dividend to the Council as Shareholder*. This has been achieved in a continuing pressurised financial environment that has seen us seek to deliver further savings to the Council via reductions in the core fee whilst continuing to pay the Council £1.1m of charges for provision of support and services.

The overall total income into the Company reduced from £21,670m in 2018/19 to £20,946m this year; of this £0.26m was a reduction in core fees which delivered savings to the Council and the balance was from reduced income in our variable project activity.

External income increased in the year and at £0.98m was ahead of budget predictions from the start position in Apr 2019. Similarly, income from Schools and Academies at £0.95m was also an increase against predicted budget.

The balance sheet has remained healthy with approximately £2.6m of net assets held.

### Operational Service Delivery (full details in section 3)

All Service areas have had a very busy and successful year; there have been challenges in areas but overall the outcomes and overall performance has been extremely good (see Appendices 2 and 3). Covid 19 had an impact at the end of the year, affecting Revenues collection in particular and also impacting some project delivery timelines. The latter included the delivery of the new HR & Payroll system (MyHR), some Highways and Property capital schemes and various ICT projects. The latter was particularly impacted as key technical resources and expertise were diverted to priority Covid-19 activity.

<sup>1</sup> The COO intends to commission a survey in the next period to gather views on the new wholly owned company arrangements, relationship and approach to delivery in order to feed into next year's report.

## Highways Engineering

Highways Service has been engaged in the largest capital programme to date, supporting a significant level of Highways planned preventative improvements; helping in the successful bid development that has been successful in gaining funding for Growth Deal 3 (urban highways and town centre improvements) and the Mayors Cycling and Walking Fund. The team have also been engaged in delivering improvement to a range of Council assets including drainage and flood mitigation works; bridgeworks and retaining walls.

The team have been working under considerable pressure this year, not least due to some exceptional demand in work requests, many as a result of flooding; increases in capital scheme activity (a positive thing) and general upward trend in traffic management activity. This resulted in a backlog of service requests at certain periods during the year that led to the overall average performance for '*percentage of service requests responded to within 7 days*' attaining 87.9% which is below the annual target.

External support continues to be provided to Rochdale Council and our Inspectors continue to be engaged in monitoring and checking of Utility contractors works on the highway (providing external fee income).

Lead Local Flood Authority. There were some significant flooding events across the borough this year which saw an increase in demand for advice and assistance. This complex area has seen a high level of queries and concerns from residents who need advice to clarify the differing responsibilities between Environment Agency, Land owners, Utility Companies and the Council. A number of flood alleviation schemes have been completed; the largest, a £650k scheme in Delph that will help protect over 100 homes.

Property Technical Support and Estates. The Unity property teams have continued to support their usual range of work in support of Council Corporate assets, Schools & Academies and Estates. In addition to this core activity and the provision of work and services to a range of external third-party contracts, a major focus this year has been to assist with the thought leadership and development of the new Property Strategy. This included a fresh look at governance and working arrangements of Council and Unity property service areas to create better alignment and cohesion, resulting in a co-location of Unity Property staff alongside their Council colleagues in the main Civic Centre.

## Customer Services, Revenues & Benefits and Exchequer Services.

Across Customer Services the teams have continued to seek ways to improve engagement with customers and developed effective working arrangements with the Housing front of house teams who moved into Access Oldham. Volumes of contact via email (27k emails) and phone (390k calls) remain high but have dropped slightly since last year which is positive, although the impact of Covid will change this picture for Q1 and Q2 of 2020.

Within Revenues & Benefits there has been a continued focus on improvement work to increase collection levels in Council Tax and Business rates. This remains a very challenging area for all Local Authorities, across the country and within GM, most Authorities are seeing a drop in their collection levels. The Unity revenues team were already finding it very challenging to maintain collection levels throughout the year and Covid 19 further impacted as proactive collection and enforcement was stopped. We were 0.55% below target in Council Tax and 0.76% below in Business Rates and this will remain a key focus for the year ahead as we seek to find ways to improve collection.

## HR Operations & Payroll

HR & Payroll have had to deal with a high level of business 'turbulence' this year. This included the need to manage a busy routine of work whilst also supporting the project to implement the new HR & Payroll MyHR system and latterly helping to manage relevant staffing and HR matters relating to Covid-19.

Alongside this, there has been an ongoing review of the HR operating model across the Council and Unity to determine the most suitable structure for the future. The new HR Operations Manager, who was appointed in year, arrived in time to help support the existing interim head of service from the Council who has been leading the Service. Between them, with strong support from all the staff, they have helped navigate through this busy period successfully.

Despite the ongoing challenges associated with the legacy Agresso A1 and Selima Payroll systems, the levels of payroll service performance continue to improve. This year, the Service has maintained a far more stable environment than previous years offering higher levels of payroll accuracy. However, once the new MyHR system is fully implemented we remain confident that the whole service will be more effective and efficient which should see a step change in customer experience both within the Council and across the education sector that we support.

## ICT

The ICT Service often remain quietly busy in the background delivering technical support and 'keeping the technology lights on'. However, this year has provided a platform for the ICT staff to come to the fore in many areas and really demonstrate their important capability. This has been particularly noticeable in the latter weeks of the year as Covid hit and the Service has been instrumental in helping re-orientate the workforce to remote working. The previous Council Technology Strategy has proved its worth, as this set out the road map for most people to be moved onto a laptop first policy with cloud hosted Office 365 software. This approach enabled the Council to swiftly react to Covid as staff moved out of the offices. The detail outlined in Section 3.5 provides a glimpse of the service and work that they have successfully delivered.

The Service commenced an important review of its own operating model, with the aim of ensuring it moves forward and adapts to the changing technology environment. This resulted in a structural change in the ICT operations area and an adjustment to capabilities and skills to align more with the digital and agile approach to future technology support.

## Digital

The COO assumed the role of Senior Responsible Officer (SRO) for Oldham Digital, to establish a new approach to Digital across the Team Oldham organisation, workforce and leadership and also across the Place. Following a series of workshops with key officers and engagement with Members, Partners and the Oldham Community, a new Strategy is being developed that will provide the overarching framework for a Digital Programme. Unity will play an active role in this programme.

Sitting within this Digital programme, under the Digital Place theme is the rollout of the Oldham Local Full Fibre Network (LFFN), which is part of a GM wide increase in high speed fibre that has been funded by a combination of Government funding and Council capital funding. As this LFFN programme is moving into delivery, the COO has also taken on the SRO lead officer role for this important borough wide initiative.

### Community Support, Employment & Apprenticeships

The year has seen even more apprentices employed within Unity, we successfully recruited or upskilled 19 new Apprenticeships and also provided 17 work experience places across the Company. We maintained close engagement with groups such as Get Oldham Working, Positive Steps and the Accelerate / Elevate mentoring programme with Oldham College. This work has been recognised with the Careers and Enterprise Company listing Unity as a Cornerstone Employer as well as shortlisting us for an award for increasing social mobility within Oldham.

The success Unity have had with apprenticeship recruitment & work experience numbers led to an award at the 2019 Oldham Business Awards in the category of 'supporting young people'.

### **Summary**

This year has seen a successful re-purposing of the Company from a Joint Venture vehicle to a wholly owned Company, with reputation enhanced and relationships improved. Whilst more remains to be done, it has set a really strong foundation that we will seek to strengthen further over the next year. Unity has achieved its financial aims for the year, building some new income streams, delivering savings to the core fee, achieving a small operating profit which enabled a Dividend payment to be made. Performance has been extremely good across the board with most KPIs achieved, with the exceptions in revenues collection and highways service request responsiveness. The response in the latter part of the year to the Covid situation has been exceptional and all our managers, teams and individual staff have been a real credit to the Company.

A handwritten signature in black ink, appearing to read "D. Whelan", with a horizontal line underneath.

**Dominic Whelan**  
**Chief Operating Officer**

### 3 SERVICE HIGHLIGHTS

#### 3.1 Highways Engineering

Highways has had a busy and successful year; the capital programme for 2019/20 has been significantly the largest in recent years. There has been a total of £10m in 19/20 assigned and delivered for improvement works across areas including:

- **Growth Deal 3** to carry out high quality urban highway / town centre redevelopment;
- **GM Mayor's Cycling & Walking Fund** which is investing significantly in GM to bring its cycling and walking facilities to the best in UK over a 10-year period;
- **Planned Highways Asset Management Programme** aims to deliver very targeted resurfacing schemes that will move Oldham Council's asset management of the main carriageways towards a position of advantageous preventative planned maintenance.

Of this progress was made against all these areas.

**Growth Deal 3 / Accessible Oldham** – this is a programme of public realm enhancing highways infrastructure packages designed to open up areas of Oldham to help promote its economic development. Some 12 proposed highways infrastructure schemes have been designed to a very complete detail totalling some £9m of works. This has been a significant and unprecedented piece of initial work just to get to this stage.

**Mayor's Cycling and Walking Fund** – we have been actively engaged with Oldham colleagues to produce the bids for this programme that aims to encourage / facilitate cycling and walking. Oldham gained 'programme entry' for all 7 of our bid entries, two of them being considered the two best in GM in this bidding round. This in effect could result in the Council gaining £15.7m of funding across projects totalling £19m with Council match funding, to be completed by end of March 2022. Oldham is expecting to receive the vast majority of its £15.7m bid, probably around £12.1m.

**Planned Highways Asset Management Programme** – this continuation of the planned preventative highways programme funded by direct Council investment achieved all the anticipated programmed £4m schemes for this year (a total of £12m over three years). Significant savings brought about by a re-procurement exercise of the frameworks and economies of scale across schemes resulted in significant savings which resulted in 12 additional schemes planned for future years being completed.

In addition to these major grant funded schemes Highways & Engineering have been commissioned by the Council's Corporate Landlord client to also deliver some £1.5m of capital maintenance and improvements to Council "Corporate assets". This includes drainage and flood mitigation works; bridgeworks and retaining walls and is the largest programme of this type Unity Highways & Engineering have agreed.

We have also increased our management level of inspecting the utilities contractors works on the highways network – this will further ensure that the Council's highways asset is maintained appropriately and reduce deterioration. We completed the second full Annual Engineering Inspection (AEI) that may replace the way the network condition is reported to DfT and certainly is much more useful in providing information to produce forward programmes of work. All footways have been included this year as well as carriageways.

The Construction, Highways Services and Works Framework (CHSWF) procurement process was completed by OMBC Procurement supported by Unity Property and Highways teams. This resulted in the establishment of new supplier frameworks that are now in use.

Oldham continues to make significant progress towards the **National Strategic Framework Targets** of a 40% Reduction in Road Safety KSI's between 2010 and 2020. In recent years, the application of our evidence based, data-led Casualty Reduction strategy, integrated with the Council's highway capital programme, has resulted in road safety injury collision rates being at the lowest levels ever recorded in the Borough. Our success in achieving these reductions is also evident when compared to the rest of GM where we often out-perform many other Districts.

- The overall downward trend in road traffic injury collisions continues with reductions in the proportion of accidents in the dark and or wet conditions.
- In 2019, the number of Injury Accidents of all manner involving Children reached an all-time low of 57, representing 18% of all accidents in Oldham. This all-time low follows a year on year fall in child casualties that was 166 (23%) in 2006.
- Encouragingly, in 2019 Child Pedestrian Injury Accidents remained at the same level as 2018 and still being equal to our all-time low of 31. This figure is almost two thirds less than that of 2006 (pre-Unity) when the annual figure was 88.
- The increase in cycle activity in recent years has not resulted in a pro-rata increase in injury collisions involving cyclists.

### **Department for Transport & Other future work**

There is a large forward workload on the horizon with 3 bids put together with Council colleagues for new funding. These include:

Challenge Fund Tranche 2b submissions. Very recently despite government delays the Council was awarded additional funding under this process, totalling £4.174m against projects totally £5.283m including the structural maintenance of two major bridges carrying Oldham Way. This can be carried out over the 2020 and 2021 financial years.

The Council also received an additional £1.8m award within the 2019 – 20 financial year for additional capital highways works as the government made the decision to simply divide out the overall funding pot among authorities who submitted an Expression of Interest as above. We have received a commission (circa £200k) from Oldham Regeneration team to design the existing and new highways enabling works to support the new Saddleworth (secondary) School in Diggle. These works including new curtilage works to the new school amount to around £2.5m of works involving highways, drainage, traffic and retaining wall works.

Unity are involved in a commission to act as a consultant for an external developer (Galliford Try) to design highways works for the new Oasis Academy. The possible additional external fee revenue will be £30 - £40k and involves design and site /contract supervision of the delivery of a new signalised junction and School Safety Zone

### **Flood Authority**

Unity Partnership provide the Lead Local Flood Authority for Oldham Council. This year, our overall service delivery was impacted by the major "flooding event" in August 2019 where some 174 reported property flooding events occurred. Each of these were investigated to determine if they were actual property flooding events according to the EA definitions and therefore maybe valid for possible EA funding contribution. This was the second highest overall number in a recent high rainfall event over the last 4 years, so it was significant.

There was another major flood event in late September which, together with other more minor but sustained instances in November, meant the autumn period followed on the very wet periods within the summer months and really stretched the service and associated other services across Team Oldham. In the early part of 2020, February proved to be the wettest on record – if not the intensity on any individual day, but the cumulative effect of ever more water-logged land with no respite has meant the service demand has been relentless and unprecedented. Whilst the recent warm and dry weather has helped, the impact of Covid on our resource levels has meant that we are slowly working through all the requests, correspondence and complaints both from the public and in many cases further stated by elected members and MPs.

Overall our ability to maintain our target of 95% query resolution within 7 days has been affected this year. Additional staff have been used from across the service and closer interaction with Highways Operations to deal with matters in a prioritised way as is possible.

A number of major flood alleviation schemes have been delivered or are in progress, this has included the delivery of a £650k scheme near Delph to help protect more than 100 homes and a £500k scheme at Broomes Park in Chadderton. A further detailed business case has been developed for Environment Agency / Defra funding (circa £0.5m) to support a future flood alleviation scheme at Grasmere.

### **3.2 Property Technical & Estates**

#### **Property Services Review**

The development of a new Oldham Medium Term Property Strategy has been a major and ongoing project for 2019/20 and Unity Property staff have been actively involved with Council colleagues to help with this work that has developed into the 'Creating a Better Place' strategy.

Included within this work was a review of the operating model for Property Services that has involved some realignment of teams and working arrangements to align with the revised Council property priorities for the 20/21 year. In 2020/21 there will be less emphasis on property disposals and Community Asset Transfers and more on Asset Management Plans to help shape a work programme for the coming years.

#### **Property Team collaboration – relocation to Civic Centre (Room 310)**

In support of the new Property Strategy it was deemed necessary and appropriate that all property teams with Unity and Oldham Council improve collaboration. Unity teams attended workshops to review structures and practices resulting in a co-location of all property staff within room 310 in the Civic Centre.

#### **Core Activity**

There has been a wide range of activity in support of the Council for provision of facilities management, mechanical and electrical engineering, estate management activity and capital projects. In addition to the work in support of Council infrastructure, the Unity Technical Delivery team have continued to provide services to schools/academies by direct appointment under Service Level Agreements.

Unity Estates, in partnership with the Council, has driven through the Council's acquisition of the freehold reversionary interest in Forge Industrial Estate, for £2.1 million. The Council already held a leasehold interest in the property and this acquisition will reduce the Council's rent liability by at least £103,000 per annum for the next 60 years and will enable us to manage the individual units on the site in a more commercial manner to drive up income and increase tenant satisfaction.

The Estates team also successfully completed the Councils Valuations programme ahead of the scheduled deadline for end of November 2019. This was despite a key member of staff being away due to long term illness, this was mitigated by appointing temporary surveyors to backfill and through seeking additional support from within the existing team.

### **External Work and Major Projects**

A 2019/20 target of £150K additional 'external' revenue was set for Property and this was successfully achieved.

The Estates team continued to provide leasehold enfranchisement, shop management and ad hoc valuations for First Choice Homes Oldham (FCHO). Our strong performance helped secure a new contract to deliver Right to Buy/Acquire valuation work for FCHO for the next 2 years that commenced in May 2019.

We secured a variety of small commissions for asset and insurance valuations for schools and colleges across the region. A Service Level Agreement was also agreed with EACT Academy for their Royton and Crompton site along with some high value project opportunities with Hollinwood Academy and Kingfisher Special School.

Members of the Property teams were heavily engaged in the creation of the new Construction, Highways Services and Works Framework (CHSWF) in 2019. The procurement process was completed by OMBC Procurement supported by Unity Property and Highways teams. 23 Lots with 82 suppliers were fully evaluated and the new framework was successfully mobilised in November 2019. Unity are providing the role and responsibility of Contract Administrators for the Council.

The projects team have been involved in a wide range of school capital projects, some of which have been extremely challenging due to issues with contractors and more latterly Covid 19. These include:

- Crompton House 4FE Expansion;
- SHALD (Holly Bank Apartments);
- Greenfield Primary School – new 2FE Primary School;
- Oldham Academy North – 2FE Secondary School expansion;
- Kingfisher School – New Hydrotherapy pool, extension and internal alterations – commission direct with Trust;
- Blessed St John Henry Newman RC College – technical advisory and monitoring support to the Council on this PFI scheme that has a number of issues;
- Civic Centre - Lift Replacement scheme;
- Yew Tree Community School – new build.

A large number of other projects are at different stages of development from design through to Tender.

### 3.3 Customer Services, Revenues & Benefits and Finance Exchequer

#### Contact Centre

The Contact Centre has performed well against target for 2019/20, handling circa 390,000 telephone calls and 27,000 emails. The overall level of contact has reduced slightly from last year where the equivalent volumes were 402,000 calls and 33,000 emails. The four largest services driving the telephone contact remain the same as last year with circa 10,000 calls routing to the switchboard, 8400 calls for Council Tax, 3500 calls for Payments and 3500 calls for Waste & Recycling. The next four services that were all around the 1300-2000 call volume were Benefits, School Admissions and Environmental Health.

The team have been involved with a range of activities over the year including:

- **Training** – the team received refresher training in effective customer engagement, how to get the best out of each interaction with a customer to improve outcomes and reduce repeat calling. The training was also provided across the Council to other customer facing teams.
- **Blue Badge calls** – the service provision of Blue Badges transferred across to Unity along with some new staff, from MioCare (who previously provided the service for Oldham) in Dec 2018. So, this past year has been the first full year of the service being provided by Unity during which time we have been able to provide an extended hours of service for customer enquiries, greater resilience and ability to flex resources to meet demand and improves options for payments.
- **Modernisation of software** – during the latter half of year, the Service commenced work to assess and recommend improvements to the current call management software which will enhance the offer of the service, for example, improved customer satisfaction surveys and quality management with call recording. This is anticipated to be implemented in 2020.

#### Access Oldham (Customer Support, Benefits, Council Tax, Blue Badge & Housing)

The Access Oldham team primary focus remains on provision of advice for Benefits, Council Tax and Blue Badges. The specific team who provide the latter service have settled in well following their transfer into Unity.

There has been an increase in footfall of citizens coming into Access Oldham, with over 73,000 visitors logging in for support or advice this year against 66,700 in 2018/19. This is primarily due to the influx of new customers visiting Housing Options, who moved into Access Oldham from First Choice Homes. The volume of contact for people logging in via Access Oldham reception for Housing queries was 9,321 and there will be an additional amount of visitors who bypassed reception and went straight through to Housing Options who would therefore not be included in these statistics. If the visitors for Housing Options (not included in the previous 2018/19 stats) are excluded from the visitor numbers and Blue Badges also removed, then it *shows the general trend for customer face to face contact has dropped from 66,750 in 2018/19 to circa 61,000 this year.*

The Unity team have worked closely with Housing Options to ensure a safe and efficient service for all our visitors and now also share the 'Do It Online' team resource. This latter team provide a digital assistance provision to enable customers to self-serve queries using our online terminals. It is pleasing to note that the volumes of digital assist self-serve have increased from 6,400 in 2018/19 to over 10,700 this year.

The team also adapted well to the new national policy changes that saw “invisible” disabilities criteria such as Dementia and Alzheimer’s being included in the criteria for Blue Badge entitlement in August. The team geared up for increased demand and assisted the Council to manage and mitigate any impacts across teams, including effective communications and updated website information.

### **Revenues & Benefits and Finance Transactional Services**

In 2019/20, collection of both council tax (CT) and business rates (NDR) remained an area that required concentrated effort to improve performance but was ultimately below expectations and is one of the few areas where we have not achieved our performance target. Although the cash collected £104.8m was higher than 2018/19 (£98.7m), the performance outturn of 94.05% CT and 96.18% NDR collected was slightly below the 2018/19 attainment (CT 94.46% and NDR 97.22%). Covid-19 hit prior to year-end which impacted the collection levels in the last month as staff were disrupted by a move out of office and also pursuit of debts paused.

A number of digital improvements and process reviews were implemented during the year, however, others were postponed due to Covid-19 pressures. There is work still to be done during 2020/21 on this, particularly to identify and deliver further automation and initiatives to support speed and accuracy.

Benefits processing was in a strong position for most of the year and thus provided a good service for claimants and ensured that billing for Council Tax was accurate and up to date, maximising the chance of compliance with payment. Covid-19 impacted at the end of year as officers had to cope with new demands to support Covid related activity.

The team have worked closely with Council client team throughout 2019/20, providing data and subject matter expertise in relation to some complex supported housing claims, in order to safeguard vulnerable tenants’ housing and the financial status of the Council’s subsidy claim.

## **3.4 HR Operations, Payroll & Advisory**

### **Payroll**

Despite the ongoing challenges associated with the legacy Agresso A1 and Selima Payroll systems, the levels of payroll service performance continue to improve. This year, the Service has maintained a far more stable environment than previous years offering higher levels of payroll accuracy. This is largely due to the quality assurance measures and manual processes that remain in place whilst system configuration is frozen pending the implementation of the new HR and Payroll System towards the end of 2020.

There is a lot of work still to be done to implement the new system, structures and processes and we expect that the significant cost pressure incurred due to the extra resources being used for manual processing and assurance of payroll, will reduce significantly following implementation.

A project was initiated in 2019 to review various salary over-payments; this has made good progress in addressing ageing debt and, working with Council colleagues, tightening up processes to improve compliance. This is the last outstanding item from the legacy programme inherited from the Kier ownership.

## **Pensions**

The three yearly pension re-enrolment exercise for the Council was successfully completed in May 2019, which included resolving historical issues for impacted customers.

The ongoing legacy issues associated with auto-enrolment had been resolved, with the exception of some teachers' pensions, who have not engaged with the process, so therefore remains open. The Council successfully agreed a settlement with Kier in 2019 that will help offset any risk associated with any future costs relating to this work.

## **HR Operations**

The service completed a restructure which has created distinct teams for Payroll, Pensions, HR Transactional and HRP Systems, each of which are headed by a team manager. Additionally, an Operations Manager post has been created to provide direct leadership and management to these operational teams and offer subject matter expertise where required. Alison Collins was appointed to this role in August 2019 and now heads up the service.

A review of Unity HR Operations & Payroll was undertaken during the year. This was a joint piece of work between the Chief Operating Officer and the Director of Workforce & Organisational Design and was a holistic redesign of HR / Organisational Development Services across the Council and Unity. This piece of work has resulted in HR Advisory transferring from Unity to the Council and two posts transferring to Unity from the Council. Work also commenced on the development of future operating model for the service post the new MyHR system implementation.

The Board of Directors approved a Recognition Agreement with the Trades Unions in early 2020 that has been in place from 01 April 2020.

The team are currently working from home and despite numerous challenges have adapted to this new working style with ease and productivity, team working and collaboration has improved.

## **HRP Systems**

The HRP Systems team have been seconded over to Unity BCS to support the work on implementing the new HRP solution, iTrent. This has been their primary focus for the last year, whilst continuing to provide support to the wider team for business as usual queries, software upgrades and year end support.

A significant amount of work has been undertaken to collaboratively design the new system processes and functionality to ensure best practice and automation is adopted across the service and the wider customer user base.

However, we expect that the significant cost pressure incurred due to the extra resource being used for manual processing and assurance of payroll, will reduce significantly following implementation.

### 3.5 ICT

ICT have had a very busy start to the year implementing the early phases of the IT Strategy. This has created the enablers for increased remote working for Council, MioCare and Unity staff. The initial investment of circa £2.5m included:

- Deployment of over 2500 personal computers and the implementation of Office365 functionality, including MS Teams, OneDrive and SharePoint;
- Deployment of 650 mobile telephones with secure access to emails and business files provided by Microsoft In-Tune software;
- Completion of the Wide Area Network (WAN) transformation which delivered an annual saving of £150k to the Council.

These initiatives were all enablers to support the digital workforce agenda and the associated accommodation strategy which initially intended to reduce desk ratios from 10 desks to 7 desks for every 10 employees c30% remote working. However, the Covid-19 crisis saw an accelerated implementation of remote working with approximately 80% of staff working remotely. This brought additional challenges, with IT having to fundamentally having to re-architect areas of the technology estate to cope with this increased demand, such initiatives include:

- Increasing the size of the network connections to the datacentre;
- Adding more servers and storage to the Council's Citrix estate;
- Working with third parties to find a solution for the remote delivery of anti-virus software and deployment of Microsoft patches;
- Re-architecting the Council's Direct Access estate, increasing its size and enabling split tunnelling for Office 365.

The introduction of this modern IT environment also meant Unity had the wrong mix of skills within IT to support the new remote working environment, with too many 'traditional' technicians and not enough software engineers. Therefore, following a skills and workforce analysis and consultation, the ICT operations team were restructured with:

- The creation of the Unity Digital Academy, to recruit and train up graduates to become IT professionals of the future;
- A reduction of the traditional support resources, with six colleagues leaving the team by voluntary redundancy;
- Recruitment of specific software skilled resources on fix term contracts to maintain the momentum of the migration to the new environment.

This increased workload for IT shows no sign of abating, as migration to the new cloud-based systems continues. To realise the full benefits of the Office365 environment, the legacy shared areas which are currently on-premise need migrating into SharePoint. Therefore, a proof of concept is due to be trialled within Unity in 2020, working closely with the Council's OD team to design the workstyles of the future to consider the needs of the workforce i.e. MS Licence types, desk phones or softphones, etc.

The Council's IT strategic investment plan of £8.9m has been re-profiled over the next 5 years and a new Strategic Investment Board has been established to govern all Investment in Technology. One such initiative on the strategic roadmap is a provision to invest in Digital Enablement and the potential development of a digital platform. This is seen as a key enabler for further digitalisation of the customer engagement process, which could lead to further business efficiency improvements via Robotic Process Automation (RPA).

An early manifestation of this was the creation of the community Covid response hubs, using Microsoft Dynamics software to register and record the distribution of food and medicine to the sheltered residents of Oldham. This was designed, deployed and operational within 3 weeks, which is a phenomenal achievement and demonstrates what can be achieved when Services and IT work together in an agile way.

### 3.6 Business Change Service

The Business Change Services team provide an internal consultancy and change capability at both a strategic and tactical level. The business unit serves 3 main purposes:

- **To help deliver Unity's own change** priorities and transformation needs;
- **To work across the Team Oldham estate** helping our partners ranging from Council (primary customer) through to CCG, Oldham Hospital, Action Together and MioCare;
- **To generate additional revenue through opportunities across GM** or where we can deliver support or services to team Oldham partners and add value.

The team have had another successful year delivering on a range of important programmes for both Unity Partnership, Oldham Council and working with partners across the Team Oldham estate including Oldham's Clinical Commissioning Group. This year, we successfully won a new piece of work to support Greater Manchester Health and Social Care Partnership (GMHSCP) to develop a new operating model.

#### Key Programmes and Projects to note

**Digital by Design Programme and Office 365** - Conclusion of phase 3 of the programme which implemented mobile working in environmental services, improved the customer experience for residents in relation to the waste collection service and designed a new operating model for the Revenues and Benefits service. A Council wide digital behaviour channel shift programme and website content ownership was also launched and a digital visioning session held with senior leaders to inform the future digital programme. This has evolved into the new Office 365 functionality to collaborate across team Oldham, improve access to information and help us all become more productive as we learn to work flexibly in new hybrid environments.

**Thriving Communities** - The Thriving Communities programme is viewed as a ground-breaking programme which integrates voluntary and community capacity into our health and care system. Through a data driven approach it has linked up primary care with the Voluntary and Community Sector to improve people's health. Changing commissioning priorities to redefect the importance of our community partners in providing good health and wellbeing, the programme aims to help 1000+ residents improve their lives each year.

The programme is currently nominated for the following awards; Local Government Chronicle Award; Government Opportunities Award; Innovation in Politics Awards and was also commended at both the iNetwork and Local Area Research and Insight awards. The team went onto to support the set-up customer Bronze, foodbanks and place-based working, etc.

**People Programme** – The team have been leading the implementation of a new market leading HR and Payroll software (iTrent). The new application which will be known as MyHR will be implemented for all Oldham Council staff, MioCare and all Schools and Academy customers who purchase HR transactional SLAs from the Unity Partnership. The HRP and ICT team in Unity and colleagues across Oldham Council have been integral to the implementation which will improve the efficiency and effectiveness of the service, thereby delivering both financial and non-financial benefits. Importantly it will help the HRP team position itself more competitively in the marketplace as this will enable us to provide a leading self-serve HR & pay solution to our customers.

**Greater Manchester Heath and Social Care Partnership (GMHSCP)** – a successfully won external contract to support the GMHSCP in developing a cross functional model which would help the team move manage a budget cut handed down nationally from Public Health England but would also help the team reorganises to better work in the Programme and Project way as well as better cross fertilisation of skills and knowledge across their team in advance of Covid-19.

**Start Well Children's Programme** – Setting up a project to deflect inappropriate hospital admissions for children from A&E which could be treated locally in primary care.

**Early Intervention and Prevention Redesign and Recommission** - leading the first aspect of transforming how Early Intervention and Prevention services are delivered across Oldham's Health and Social Care platform. Implementing the first phase of this programme by re-visiting the Early Help aspect of service delivery, through service re-design, market engagement and a full procurement process.

**GDPR** – implementing controls and overall management of Subject Access, Disclosure Requests and related processes like Information Security Breaches, utilising where possible the new digital capabilities across Oldham Council to automate workflows and integrate with current or new applications.

The team have invested time this year in being ready for new business development opportunities by registering on the appropriate procurement portals and documenting case studies. Subject to the needs of Oldham Council we expect to further build on the success this year by bidding for external contract opportunities which align to Unity's core competences and business plan.

### 3.7 Apprenticeships & Community Engagement

The year ended having successfully recruiting or upskilling 19 new Apprenticeships enabling us to support the young people in Oldham borough. In addition to this, Unity provided 17 work experience places across the Company and maintained close engagement with groups such as Get Oldham Working, Positive Steps and the Accelerate / Elevate mentoring programme with Oldham College. This work has been recognised with the Careers and Enterprise Company listing Unity as a Cornerstone Employer as well as shortlisting us for an award for increasing social mobility within Oldham. The success Unity have had with apprenticeship recruitment & work experience numbers led to an award at the 2019 Oldham Business Awards in the category of 'supporting young people'.

#### **Apprenticeship Advisory Service**

Having developed a significant level of experience in the recruitment, management and development of Apprentices, Unity launched the Apprenticeship Advisory Service to help other employers recruit apprentices and to generate an additional revenue stream. Unity secured the first contract to provide apprenticeship consultancy services to a Company in Manchester. The client has provided positive feedback and discussions are now taking place to carry out further work for this client.

#### **Community Support**

Unity colleagues have completed 513 hours of volunteer work to support the local community taking part in key activities this such as:

- Mock interviews at the North Chadderton School, Radcliffe School & Oldham college;
- Oldham College Elevate and alleviate mentoring programme;
- Reach out mentoring programme

- Oldham Events (e.g.: Christmas Lights, Fireworks, Remembrance, Band contest);
- Speed networking sessions with young people of the Oldham borough alongside Q&A sessions, including in local primary schools;
- EDT (Engineering Development Trust) mentoring program;
- Community activity to support young people on national apprenticeship week; national careers week and GM Digital awareness day;
- Oldham Waterhead park, veg in the park initiative;
- Primary Engineer mentoring to encourage the take up of STEM careers.

We were pleased to provide Reuben's Retreat with £3,498.10 as a result of our 2018 fund raising within the Company via various events, cake sales, etc. This year the staff have chosen Maggie's Oldham as the charity of choice to support.

### **Supporting Local Employment**

In addition to our apprenticeships and supporting young people with work experience placements in various sectors of the business, the Company has:

- supported an additional 6 residents on the get Oldham working register with work experience placements with 2 individuals securing an apprenticeship;
- committed to supporting the Get Oldham Working programme by taking on traineeship placements within the Access Oldham team;
- been pleased to see 4 Unity apprentices (Oldham residents) progress into fulltime positions after the successful completion of their apprenticeship.

## **4 COVID-19**

Like most organisations, the Company has been impacted by Covid 19 but primarily this has been in relation to the way people work rather than any major reduction in output. The first few weeks did impact productivity as personnel were sent home to work and in some service areas it took time to re-set the technical arrangements to enable staff to function remotely. Also, we were impacted by the external environment which meant that the construction and property sectors were initially struggling to work as normal as they sought clarification on working guidelines. After a few weeks and following some government clarification, most third-party contractors re-started their works and our Highways and Property projects and inspection regimes recommenced.

By mid-April, the Company was providing most services successfully with only a few areas temporarily suspended. The latter included revenues collection that was postponed as part of a national initiative to stop the pursuit of debts from residents and businesses and cessation of enforcement action. Also, Access Oldham was closed down, with all customers routed instead via the contact centre, new help line or online.

### **Staffing**

At the outset of lockdown, we identified 83 colleagues in the 'amber' category who were the first to be sent home, the majority of whom were able to work from home on laptops and Office 365. In addition, over the period, the Company has had 40 staff who have declared absence as a result of Covid-19, of which some have informed us this is due to being tested positive or suffering from symptoms and others self-isolating due to having family members who have experienced symptoms.

## **Finance**

Covid-19 is having an impact on Unity's Financial position as a number of the planned / expected projects due to commence in 2020/21 are currently on hold as a result of the current lockdown arrangements.

All Unity suppliers were placed on 7-day payment terms (the closest we could practically get to immediate payment terms) to help ensure maximum cash flow for our supplier base. In turn this placed additional cash pressure on the Company but due to a healthy bank balance and the Council also switching to monthly payments for our core fees, the Company maintained a positive cashflow throughout.

The Company has been providing significant and important support to the Council, communities and businesses as part of the community support provision to assist vulnerable, shielding and elderly citizens and also to enable businesses to access assistance (see below). All Covid related activity that has incurred new cost to the Company has been coded to a specific Covid cost code in order to capture all related costs. This information is provided to Council Finance each month to feed into the Council returns to MCHLG.

## **Supporting Vulnerable People**

Unity has played a key role in supporting the most vulnerable people in Oldham as part of the Team Oldham response to coronavirus. We have been actively engaged with the Community Bronze team to develop and deliver a range of key provision including:

### **Coronavirus Helpline**

The new community helpline was launched on 26 March and took 3½ days to set up from a standing start. The Helpline is delivered by staff who normally work in Access Oldham using our Contact Centre infrastructure supported by our IT service. These staff were made available as Access Oldham was closed as part of the initial response to the pandemic. The service receives incoming calls from residents requiring support and makes outbound calls to residents who have been identified as particularly vulnerable. A triage process helps establish needs with a focus on ensuring the most vulnerable (who have no friends or family to help them) that lead to referrals to the virtual place-based hubs to ensure they get the essential food, supplies and prescription medication they need.

### **Enabling a more co-ordinated response / Databases and CRM**

A key strand of supporting work to help enable a more co-ordinated and informed response has involved the development and delivery of a new database that draws in information from various sources. This is accessed via a new technology response system that has been rapidly developed with input from Unity ICT, BCS and council colleagues in a real collaborative 'agile' manner. This will enable the Helpline and Hub Teams to work effectively and efficiently by managing repeat contact and feeding in important sources of data. The initial operating capability based upon a minimal viable product was produced in less than 3 weeks from project brief to go live.

A similar piece of work to develop a database to support the processing of Business Grants has been developed with colleagues from ICT, Finance, Revenues & Benefits and Economy.

## **Digital and Remote Working**

Unity ICT have been incredibly busy during the pandemic, which necessitated a massive acceleration of the Council's remote working capability and the enablement of technology to support the new digital way of working as a result of the crisis. This has enabled a step change in the way of working and has been a key enabler to ensuring that the operations and ways of working associated with maintaining priority services has been achieved.

This included the issuing of more laptops and mobile phones and the rollout, with supporting knowledge transfer, of MS Teams. It has involved a rapid scaling of the Technology Platform implemented as part of the Council's ICT Strategy and supporting Investment Plan. In total, over 400 additional devices have been added to our Technology infrastructure and issued to staff since the lockdown started. The Council infrastructure which was designed to support a remote workforce has been scaled up to accommodate a remote capability of 80% plus of Team Oldham staff.

Unity ICT have:

- Deployed Office365 technology (including MS Teams and SharePoint) to support remote working;
- Created MS Teams & SharePoint sites to support the Gold, Silver & Bronze Teams;
- Worked with Constitutional Services to enable virtual Council meetings to ensure the democratic process can continue remotely;
- Implemented new remote contact centre technology to enable customer service teams to work from home;
- Assisted the set up the PPE hub in the QE Hall with technology to support the distribution of PPE;
- Made significant changes to the way we manage end user devices to reflect that devices are remote permanently;
- Supported Community Response activity in delivering new Help Line, MS Dynamics response platform and helped manage many remote working challenges.

## **Supporting Business and Residents**

The Revenues Team has been working seven days a week in order to help the Council issue the new business rates grants provided by the Government, handling the enquiries from worried business owners at this time and processing applications. The team receive the queries via either an online webform or via phone and then business owners provide a claim via a webform.

We have also re-profiled Council Tax payments over the year for residents who are struggling due to the current situation and are dealing with these requests within 24 hours.

The Benefits Team have seen a large increase in claims for help with Council Tax and they have been working hard to deal with these claims as swiftly as possible to reduce the worry and financial burden for residents during this difficult time.

Our Accounts Payable Team have also worked hard to get up to date with immediate payments for suppliers to ensure that businesses are supported effectively with cash flow.

## 5 Financial Summary

Unity generated a surplus (before tax and Council recharges) of £257,000 compared to a forecast of £247,000, meaning a favourable variance of £10,000. This is after paying the Council some £1.1m in respect of accommodation and charges for support services.

Following approval at the last Board meeting, a dividend of £250,000 was paid to the Council on 26 March. This is considered a very satisfactory financial outcome in what has been a challenging year.

Results for the year to 31 March are summarised in the table below.

| Unity Partnership Ltd Contribution before Overhead and Council Recharges to 31st March 2020 – overall view | TOTAL         | Full Year Budget | Variance    |
|--|---------------|------------------|-------------|
|  | £000          | £000             | £000        |
| Core Fee   | 12,138        | 12,129           | 9           |
| OMBC Variable Income   | 6,876         | 7,053            | (176)       |
| Schools & Academies  | 950           | 885              | 65          |
| External   | 982           | 861              | 120         |
| <b>Total income</b>  | <b>20,946</b> | <b>20,928</b>    | <b>18</b>   |
| Pay  | (12,079)      | (12,244)         | 165         |
| Agency   | (3,002)       | (3,092)          | 91          |
| Other direct cost of sales   | (3,905)       | (3,570)          | (334)       |
| <b>Gross Profit</b>  | <b>1,960</b>  | <b>2,021</b>     | <b>(60)</b> |
| Council Charges  | (1,103)       | (1,103)          | 0           |
| Other Expenditure  | (600)         | (671)            | 71          |
| <b>Net Profit for the Year before Taxation and dividends</b>   | <b>257</b>    | <b>247</b>       | <b>10</b>   |
| Taxation   | 0             | 0                | 0           |
| Dividends  | (250)         | (250)            | 0           |
| <b>Net Surplus for the Year</b>  | <b>7</b>      | <b>(3)</b>       | <b>10</b>   |

Specific financial challenges have included the following:

The Payroll service has faced considerable challenges in respect of dealing with the existing systems whilst implementation of the new system continues. Costs associated with the resource strain have either been covered through the HRP programme (e.g. backfill of posts) or absorbed by Unity where possible. The new system will now be implemented in the autumn which is later than initially planned due to Covid 19 impact. Therefore, the additional challenges, relating to increased staffing to cope with the myriad of manual processes required to support the existing systems continue longer than initially planned.

The Business Consultancy service has changed significantly during the year with a much-reduced income stream resulting in the establishment reducing from eleven staff to six. However, there is now a developing pipeline of work and the team is in a strong position to take advantage of new opportunities in 2021-22.

Covid-19 impacted during the latter part of March leading to reduced income in the Highways and ICT services. This will have a significant impact upon Unity's financial results in 2020-21 but fortunately had less of an impact in the current year.

### **Balance Sheet**

The balance sheet as at 31 March 2020 is summarised below and shows that net assets have remained at £2.6m since the start of the financial year.

|                   | 31-Mar-20      | 01-Apr-19      |
|-------------------|----------------|----------------|
|                   | £000           | £000           |
| Fixed assets      | 273.8          | 36.2           |
| Work in Progress  | 399.6          | 260.0          |
| Debtors           | 3422.2         | 2,727.0        |
| Cash              | 599.6          | 476.5          |
| Creditors         | (2,113.6)      | (925.9)        |
| <b>Net Assets</b> | <b>2,581.6</b> | <b>2,573.8</b> |

#### **Notes:**

Fixed assets have increased during the year as a result of an ICT refresh programme, upgrading all employees up to Office 365.

Work in Progress (WIP) represents project work for the previous month not yet invoiced.

Debtors has increased by £0.7m which is due to the increased invoicing at the end of March in order to comply with the council's final accounts timetable. Within debtors, £165,000 (previous period: £305,000) is now over 6 months old and a provision of £25,000 for doubtful debts is included within the accounts.

Creditors has increased by £1.2m because until 1<sup>st</sup> April 2019 Unity operated an interim finance system whereby suppliers were on 7-day payment terms.

## Financial Outlook for 2020/21

The Covid-19 outbreak impacted on the latter part of Quarter 4 in 2019-20 and continues to impact in 2020-21. Significant factors include:

- A reduction in certain variable income due to delays to capital projects;
- An increase in the costs of the new payroll system which has been delayed, due to the Covid-19 outbreak, from July to October;
- Increased expenditure on specific Covid-19 related activities particularly in relation to ICT support. The Company is providing returns to the Council Finance to feed into their own returns to MCHLG and has been provided some funding from the national funding allocation, but this will not cover all expenditure.

The above financial challenge is partly mitigated by cost saving measures the Company undertook last year. Alongside the additional income from the Council in respect of Covid-19 related activities means that, based upon the start position set out in April, the financial outlook did remain reasonably positive for 2020-21.

The level of capital programme activity that is ongoing or in the pipeline, particularly in relation to Highways Infrastructure and ICT technology change suggests a productive year ahead for these teams.

However, the uncertainty over Covid and potential impacts of any further lockdowns or second wave of the virus continues to be a key risk to the 2020/21 financial and commercial delivery. In addition, as our Shareholder Council is navigating the challenging financial environment, we expect there will be a requirement to develop further initiatives and efficiencies in order to mitigate the impact that Covid has had on Council finances. So, it is expected that 2020/21 will be a challenging year.

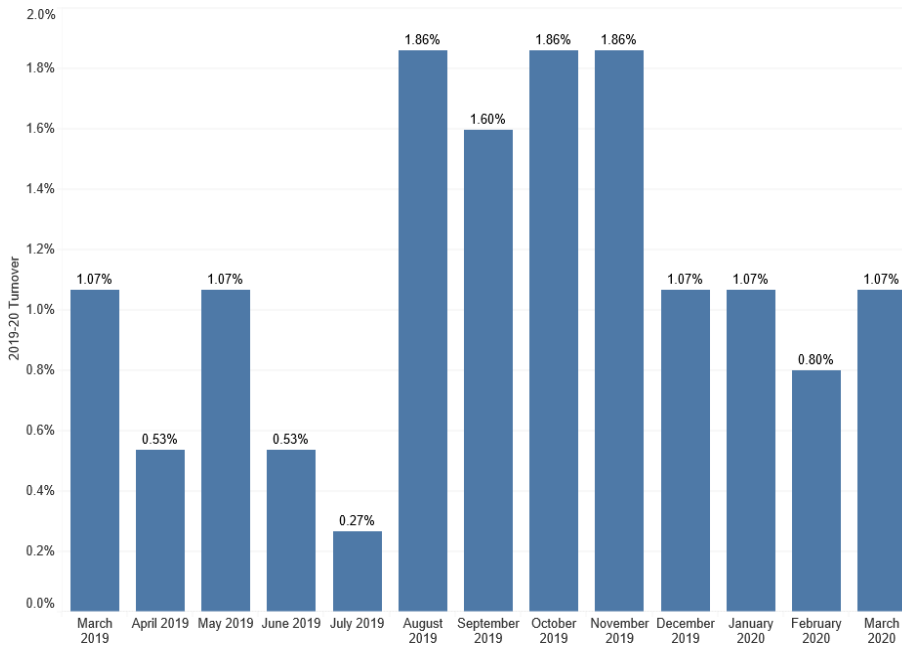
## **Appendices**

1. Workforce Metrics – Key data
2. Performance data – Customer focus
3. FY2019/20 KPI results; with year on year comparison

## APPENDIX 1

### WORKFORCE METRICS – KEY DATA

#### Staff Turnover



As at 31<sup>st</sup> March 2020 Unity employed 371 permanent staff, equating to 341 FTE.

NB: In addition to the FTE, the operating model means that the Company utilises a large amount of agency staff to support variable projects that are not core funded, circa 35-40 typically at any one time depending upon volume of work

**There were 44 leavers throughout FY20 meaning a c13% turnover rate.**

Among the most common reasons for leaving Unity were seeking better opportunities, improved salaries, retirement.

For information, average salary in Unity is £26,500 and average length of service is 12.8 years.

#### Sickness Absence

There was a total of 4,511 recorded sick days during 19/20 that results in a **sickness absence rate of 5.8%**

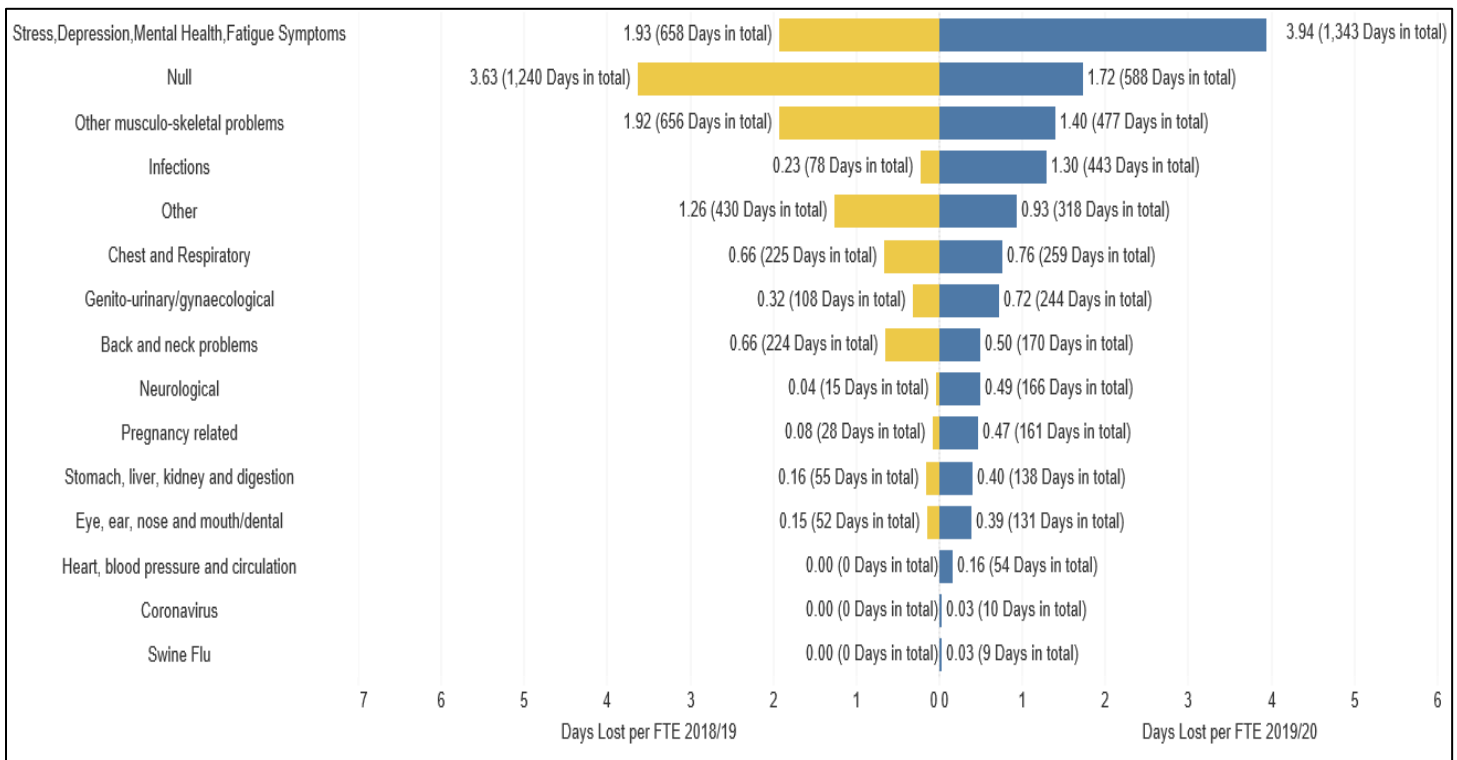
#### Reasons across departments

|   | Revenue & Benefits | Property | ICT  | HR & Payroll | Highways |
|---|--------------------|----------|------|--------------|----------|
| Stress, Depression, Mental Health, Fatigue Symptoms | 1.95               | 1.05     | 0.13 | 0.40         | 0.40     |
| Null  | 0.59               | 0.33     | 0.27 | 0.09         | 0.45     |
| Other musculo-skeletal problems                     | 0.08               | 0.18     | 0.97 | 0.18         | 0.00     |
| Infections  | 0.83               | 0.22     | 0.06 | 0.17         |          |
| Other   | 0.14               | 0.13     | 0.50 | 0.17         |          |

The adjacent heat map shows the average sick day reasons per employee across each department, e.g. stress, depression, etc was responsible for a total 1,343 days across Unity, equating to an average of 1.95 days per employee in Revenues and Benefits.

Sickness recording improved YoY, however 'no reason' still covered 588 sickness days compared to 1,240 days in FY19.

## Sickness Absence – 18/19 v 19/20 comparison (Days Lost per FTE)

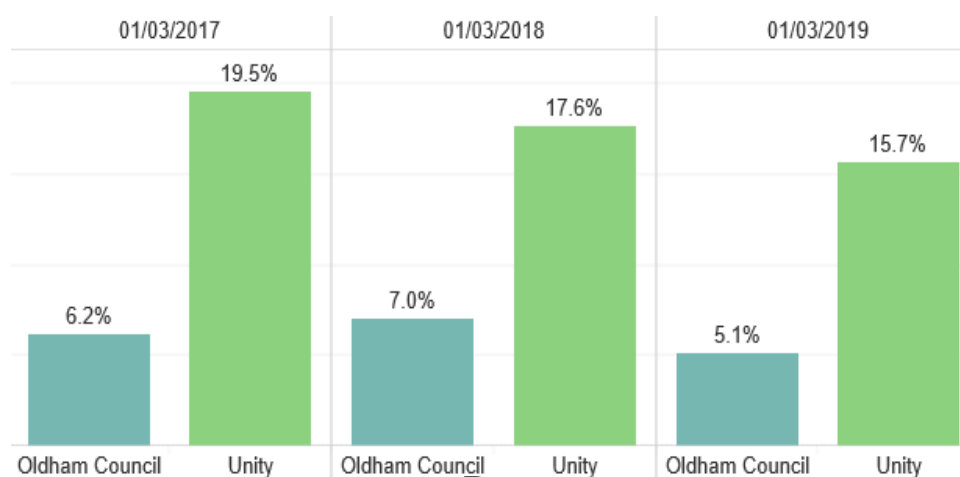


## Gender Pay Gap

As an employer of more than 250 people Unity Partnership must publish its gender pay gap annually by 30<sup>th</sup> March.

This measures the difference in average gender earnings across an organisation or labour market without taking account of the relative value of the work being delivered.

The pay gap within Unity is reducing year on year but remains high and an assessment is underway to ascertain what positive measures can be used to continue the gap reduction.



## APPENDIX 2

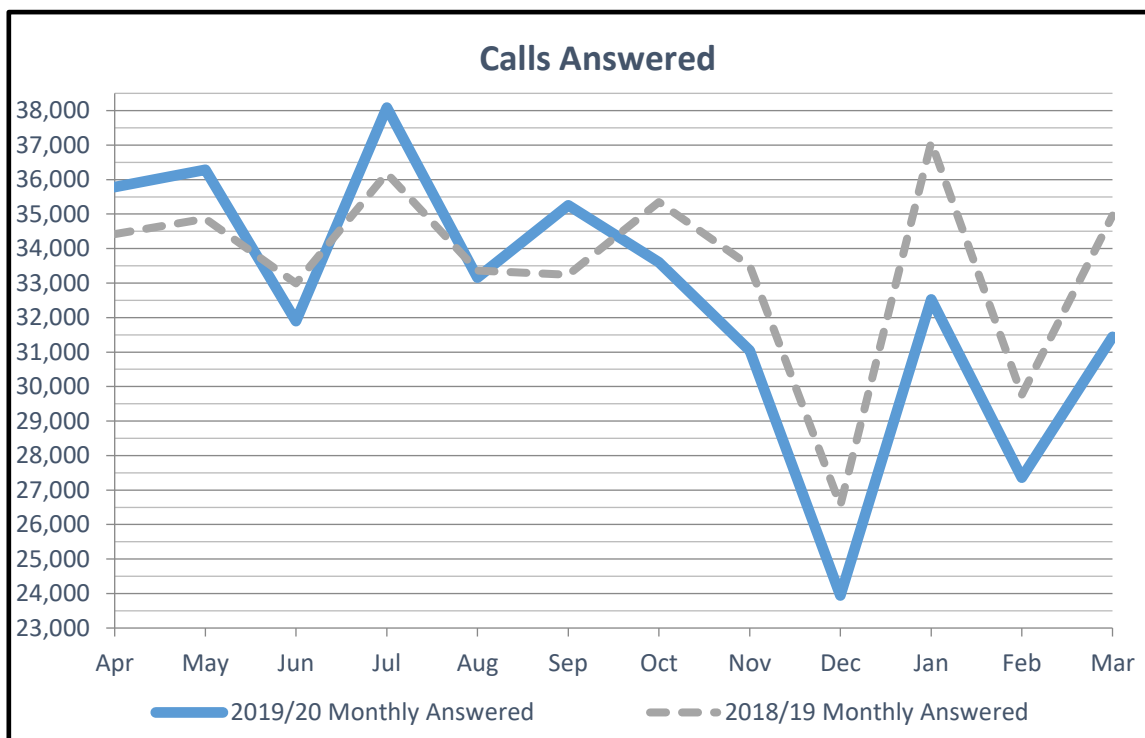
### Performance – Customer Focus

The following tables provide information on some key areas of customer performance, this includes external and internal customers. The first table provides a high-level overview of overall combined contact in both Access Oldham and the Contact Centre:

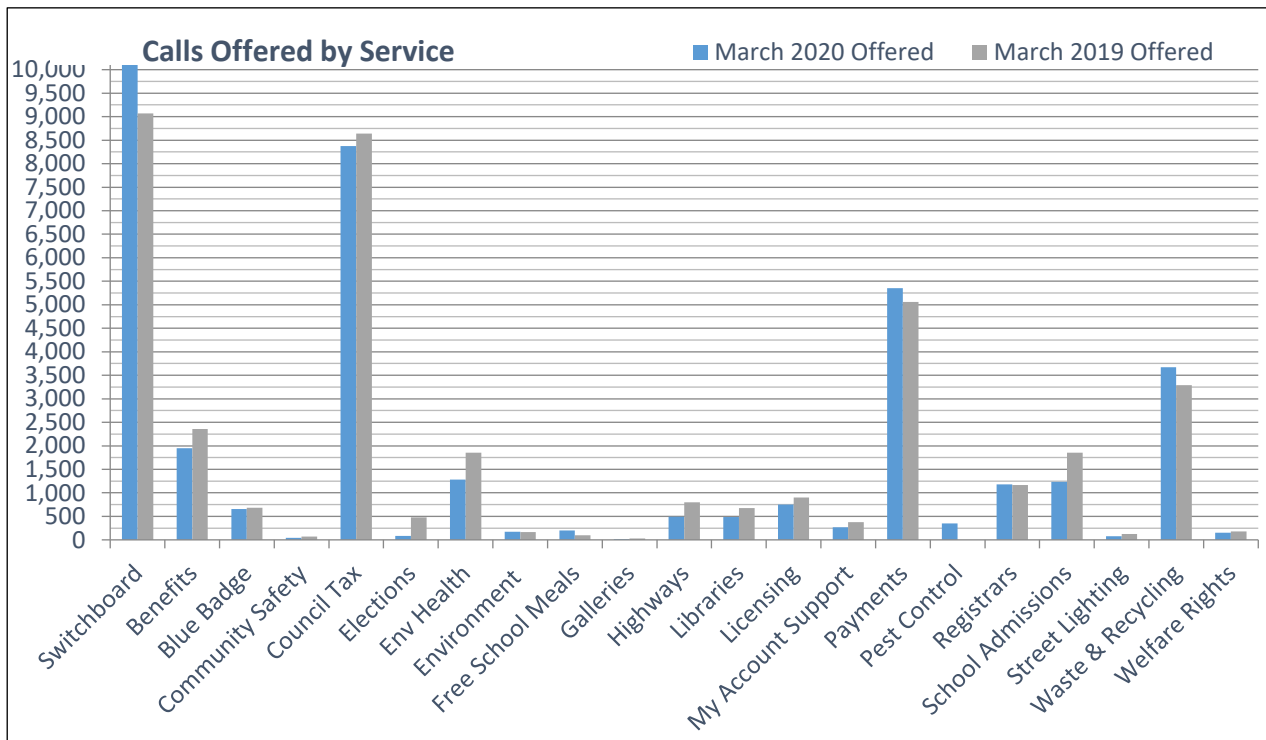
| Access Oldham (AO) and Contact Centre (CC)              | Vol     | Perf  |
|---|---------|-------|
| <i>(AO) Face to face interviews</i>                     | 34,800  | n/a   |
| <i>(AO) Face to face interviews held within 30 mins</i> | 34,000  | 97.9% |
| <i>(CC) Phone calls answered from total offered</i>     | 390,000 | 89.9% |
| <i>(CC) Emails answered in one working day</i>          | 25,000  | 100%  |

### Contact Centre Performance

This following table indicates the overall number of calls that have been answered in the contact centre, overall it shows a slight decline on the volumes for the previous year with similar trend patterns for month / season variation.

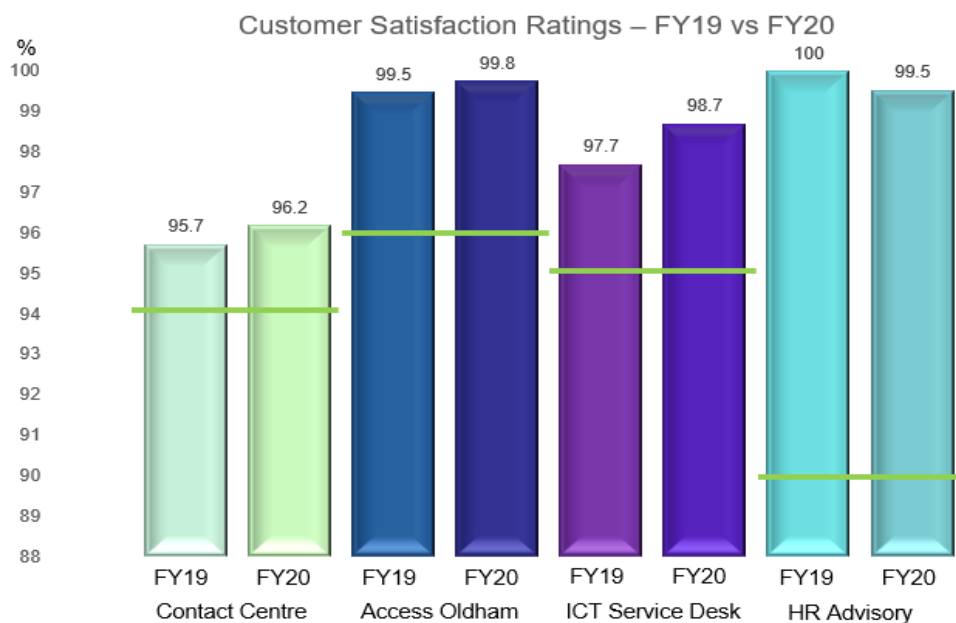


The following table provides a breakdown of calls by Service area. The high-volume Service area contact remains similar to last year with the Switchboard and Council Tax handling the most, followed by Payments and Waste / Recycling.



### Customer Satisfaction

Overall customer satisfaction, based on a survey conducted by Service areas (a total of 7,550 surveys were responded to), continues to demonstrate extremely high levels of achievement. However, the Company recognises that there can be small levels of discontent that may have a disproportionate impact on corporate reputation and on customer quality and outcomes at individual case level. We continue to seek improvements and take each case of dissatisfaction seriously, once reported to us.



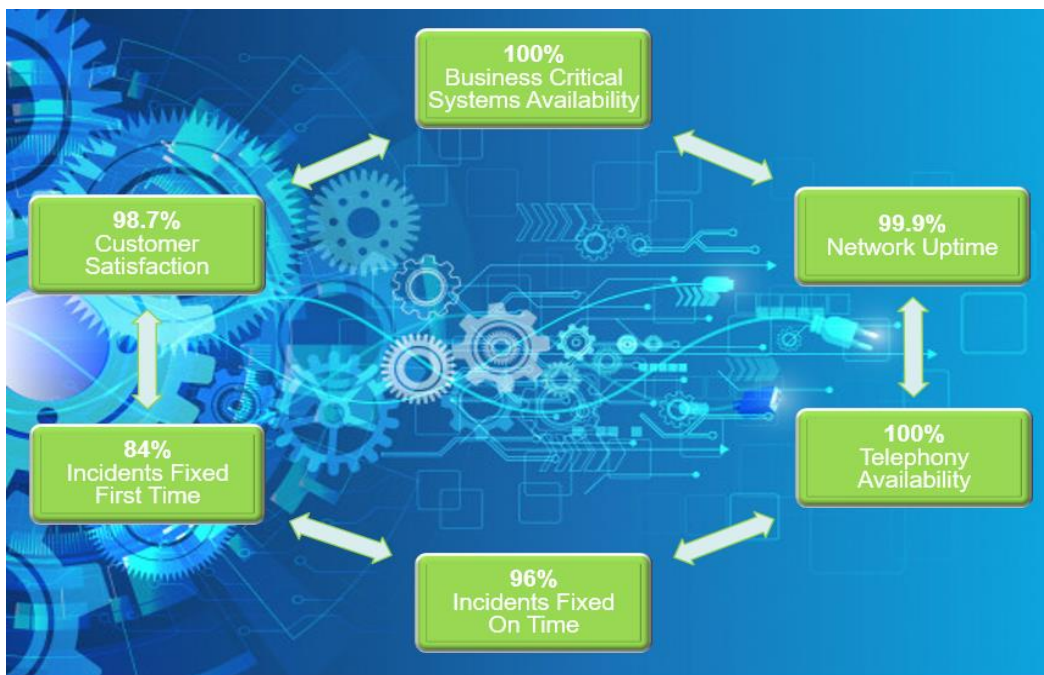
## Revenues & Benefits – Key Performance Information

Collection activity was impacted by Covid 19 at the end of the year, as an embargo was enforced on enforcement activity and proactive engagement with debtors was ceased. The collection rates were already under pressure during the year, although we remained hopeful of attaining a similar level of collection to 18/19 until Covid 19 impacted.

| Collections   | Val           | Perf         |
|---|---------------|--------------|
| <i>Council Tax – FY19/20</i>                        | <i>£105m</i>  | <i>94.1%</i> |
| <i>Business Rates – FY19/20</i>                     | <i>£56.3m</i> | <i>96.2%</i> |
| <i>External debtors</i>                             | <i>£61.0m</i> | <i>99.5%</i> |
| <i>Council Tax arrears (prior to April 2019)</i>    | <i>£3.2m</i>  | <i>9.7%</i>  |
| <i>Business Rates arrears (prior to April 2019)</i> | <i>£1.7m</i>  | <i>23.1%</i> |

## ICT Service Desk and Business Critical System Availability:

All ICT performance targets were achieved; some of the key areas are shown in the table below:



## APPENDIX 3

### FY20 KPI results; with year on year comparison

#### Unity Performance Indicators as at March 2020 - Council Service Provision

KPIs rated green if meeting contractual target; amber if contractual target not met; red if target is not met by a significant margin or is of significant importance.

| Service        | Ref. | Short Description   | Unit | Monitoring Period | Reporting Period | Target (Contractual) | Commentary  | Freq   | FY20               | FY19               |
|----------------|------|---|------|-------------------|------------------|----------------------|---|--------|--------------------|--------------------|
| Social Value   | SV1  | The Partner shall recruit at least 11 apprentices per annum. (Cumulative KPI)   | No.  | Monthly           | Annual           | 11                   | Recruited 19 apprentices during FY20, including 11 post half year.  | Annual | 173%               | 110%               |
|                |      |   |      |                   |                  |                      |   | Annual | 19                 | 22                 |
| Social Value   | SV2  | The Partner shall provide 500 hours of volunteering activities within Oldham Borough at no charge to the Council in each financial year. (Cumulative KPI) | No.  | Monthly           | Annual           | 500                  | Majority of volunteering hours were at 3 locations. Chadderton FC re leadership and awareness training with secondary school pupils, the Food Bank and OMBC bonfire.  | Annual | 100%               | 102%               |
|                |      |   |      |                   |                  |                      |   | Annual | 502                | 510                |
| Consultancy    | BC1  | The Partner shall provide 600 business transformation hours to the Council, at no charge, i.e. approx 50 per month. (Cumulative KPI)                      | No.  | Monthly           | Annual           | 600                  | Approx 100 transformation days remaining in FY20; agreed for balance to be utilised in FY21 for HR Payroll programme.   | Annual | 504                | 600                |
| ICT            | IT1  | Availability of Business Critical and Platinum Services   | %    | Monthly           | Monthly          | 97.00%               | All business critical and platinum services were available 100% of the time during FY20.  | Month  | 100%               | 100%               |
| ICT            | IT2  | Network availability (uptime)   | %    | Monthly           | Monthly          | 97.00%               |   | Month  | 99.89%             | 99.89%             |
| ICT            | IT3  | Telephony availability  | %    | Monthly           | Monthly          | 97.00%               |   | Month  | 100%               | 100%               |
| ICT            | IT4  | Service Desk - All incidents fixed (within agreed timescales)   | %    | Monthly           | Monthly          | 93.00%               | The team performed well to end March only 0.09% away from achieving the monthly target. However, the average for the year is significantly above expected level.  | Month  | 96.07%             | 95.79%             |
| ICT            | IT5  | Service Desk - Incidents First Time Fix (within agreed timescales)  | %    | Monthly           | Monthly          | 55.00%               | First time fix results during February and March has dipped the average for FY20 to just below 84%. The vast majority of customers are satisfied with the service they receive from ICT Helpdesk. Note - surveys are sent to all customers. | Month  | 83.97%             | 84.13%             |
| ICT            | IT6  | Service Desk - Customer satisfaction  | %    | Monthly           | Monthly          | 80.00%               |   | Month  | 98.69%             | 97.70%             |
| Contact Centre | CC1  | Customer satisfaction   | %    | Monthly           | Quarterly        | 89.00%               |   | Month  | 96.18%             | 95.72%             |
| Contact Centre | CC2  | Emails responded to within one business day   | %    | Monthly           | Quarterly        | 95.00%               | 100% performance maintained. Average monthly email volume for FY20 was 2,260. Majority of email contacts were about Waste & Recycling and Highways. Monthly performance report shared with OMBC details email categories.                   | Month  | 100%               | 100%               |
| Contact Centre | CC3  | Calls answered on the combined queues and the switchboard   | %    | Monthly           | Quarterly        | 89.00%               | 32,500 calls was the average amount of calls offered each month. Target for answering met with an understandable dip in performance during March.   | Month  | 89.59%             | 93.46%             |
| Access Oldham  | AQ1  | Customer satisfaction   | %    | Monthly           | Quarterly        | 94.00%               | 100% customer satisfaction maintained month on month since June. No results recorded for March-20 due to Covid-19.  | Month  | 99.75%             | 99.48%             |
| Access Oldham  | AQ2  | Face-to-face customers who commence a private interview within 30-minutes of arrival  | %    | Monthly           | Quarterly        | 90.00%               | Up to end of Feb - approx 38,000 face to face interviews conducted over the year with c98% commencing within 30 minutes. Average of 134 interviews held per day. No results recorded for March-20 due to Covid-19.                          | Month  | 97.81%             | 93.30%             |
| Benefits       | B1   | Right Time Indicator (NI181): Time taken to process housing/Council Tax benefit (new claims & change events)  | Days | Monthly           | Annual           | 13                   | Average of 9.5 days through FY20 to process new benefit claims and amendments.  | Annual | 9.5                | 10.5               |
| Benefits       | B2   | Accuracy of processing claims (includes financial errors only)  | %    | Monthly           | Quarterly        | 94.00%               |   | Month  | 95.52%             | 95.60%             |
| Benefits       | B3   | Information required to complete the year-end subsidy claim form and year-end accounts to be submitted within agreed timescales                           | Date | Annual            | Annual           | 25-Apr-19            | Note - FY20 submission was also on time during April 20.  | Annual | On time submission | On time submission |

|                     |      |   |        |           |         |             |   |           |                    |                    |
|---------------------|------|---|--------|-----------|---------|-------------|---|-----------|--------------------|--------------------|
| Benefits            | B3   | Information required to complete the year-end subsidy claim form and year-end accounts to be submitted within agreed timescales | Date   | Annual    | Annual  | 25-Apr-19   | Note - FY20 submission was also on time during April 20.  | Annual    | On time submission | On time submission |
| Council Tax         | CT1  | Achievement of in-year Council Tax collection (Cumulative KPI)  | %      | Monthly   | Annual  | 94.60%      | The collection figure of 94.05% is lower than anticipated due to the Covid 19 pandemic that affected March 20 collection rate.  | Annual    | 94.05%             | 94.46%             |
| Revenues            | ET1a | Achievement of in-year Council Tax collection (Cumulative KPI)  | £m     | Monthly   | Annual  | -           | In 19/20 the cash collection compared to FY19 increased by £6.1m  | -         | £104.8m            | £98.7m             |
| Revenues            | CT2  | Achievement in former year Council Tax (Cumulative KPI)   | £m     | Monthly   | Annual  | -           | Cash collection in FY20 is £307k lower than FY19  | -         | £3.2m              | £3.5m              |
| Business Rates      | BR1  | Achievement of in-year Business Rates collection (Cumulative KPI)   | %      | Monthly   | Annual  | 96.94%      | The collection figure of 96.18% is lower than anticipated due to the Covid 19 pandemic that affected March 20 collection rate.  | Annual    | 96.18%             | 97.22%             |
| Revenues            | ET1a | Achievement of in-year Business Rates collection (Cumulative KPI)   | £m     | Monthly   | Annual  | -           | Cash collection in FY20 is £1.7m lower than FY19 however the net debit in 19/20 was £1.2m lower than in 18/19, i.e. £58.5m FY20 and £59.7m FY19.  | -         | £56.3m             | £58.0m             |
| Revenues            | BR2  | Collection of former years' Business Rates (Cumulative KPI)   | £m     | Monthly   | Annual  | -           | Cash collection in FY20 increased by £252k compared to FY19   | -         | £1.65m             | £1.30m             |
| Accounts Payable    | AP1  | Invoices keyed to Agresso and paid to terms of 30 days  | %      | Monthly   | Annual  | 99.00%      | All KPIs achieved on annual basis, however did not achieve in March 2020 due to COVID-19 lockdown and time taken set up home working.   | Month     | 99.64%             | 100%               |
| Accounts Payable    | AP3a | Invoices paid by BACS   | %      | Monthly   | Monthly | 99.00%      |   | Month     | 99.61%             | 99.68%             |
| Accounts Payable    | AP3b | Invoices paid by cheque   | %      | Monthly   | Monthly | 1.00%       |   | Month     | 0.39%              | 0.32%              |
| Accounts Receivable | AR1  | Debt created in previous financial year collected by 31 March of the contract year. (Cumulative KPI)                            | %      | Monthly   | Annual  | 98.00%      | All KPIs achieved on an annual basis. All invoices on hold are removed at the end of March.   | Annual    | 99.46%             | 99.50%             |
| Accounts Receivable | AR2  | Debts collected in < 45 days (start of financial year) (Cumulative KPI)   | %      | Monthly   | Annual  | 65.00%      | All KPIs achieved on an annual basis. All invoices on hold are removed at the end of March.   | Annual    | 88.38%             | 81.78%             |
| Accounts Receivable | AR3  | Debts collected in < 75 days (start of financial year) (Cumulative KPI)   | %      | Monthly   | Annual  | 86.00%      | All KPIs achieved on an annual basis. All invoices on hold are removed at the end of March.   | Annual    | 95.03%             | 91.45%             |
| Highways            | HT7  | RFS Workstream: % of service requests responded to in 7 working days  | %      | Monthly   | Monthly | 95.00%      | Highways service requests are categorised as follows for FY20; Highways Maintenance 60%, Traffic 23%, Drainage 12%. Highways maintenance resolved 98% of queries within 7 days, whereas Traffic resolved 75% to target against a backdrop of a number of team member changes. Drainage resolved 67% of queries within 7 days. However, the team received 53% of annual queries in the 4 month period between Aug-Nov due to flooding incidents. Additional flooding in Feb also had an adverse impact on performance. | Month     | 87.91%             | 91.40%             |
| HR Advisory         | HA1  | Customer Satisfaction   | %      | Monthly   | Annual  | 85.00%      |   | Quarterly | 99.52%             | 100%               |
| HR Advisory         | HA2  | Instances of long term sickness with a case management in place.  | %      | Quarterly | Annual  | TBC         |   | Month     | 98.98%             | 76.00%             |
| HR Payroll          | HP1  | Accuracy of issued documents  | %      | Monthly   | Annual  | TBC         |   | Month     | 92.71%             | 86.33%             |
| HR Payroll          | HP2  | Documents issued on time  | %      | Monthly   | Annual  | TBC         |   | Month     | 66.57%             | 58.24%             |
| HR Payroll          | HP5  | Payroll Accuracy  | %      | Monthly   | Annual  | 99.20%      | The current payroll process is a manual one with multiple checks. However, the accuracy rate is high with an average of 7 errors per month, from a range of 3,800 - 4,200 council employees during FY20.  | Month     | 99.83%             | 98.35%             |
| HR Payroll          | HP6  | Internal Audit Rating   | Rating | Monthly   | Annual  | Adequate    | Improved year on year from weak to adequate - new Payroll system expected to rectify inadequacies.  | Annual    | Inadequate         | Weak               |
| HR Payroll          | HP7  | Statutory Return Completion   | %      | Monthly   | Annual  | 10 May 2019 | Unity statutory report was submitted two days later than expected in May 2019. However, reporting has moved to monthly electronic submissions via Bury Payroll. This annual KPI is no longer required for FY21.   | Annual    | Late submission    | On time submission |



## **Report to Overview and Scrutiny Performance and Value for Money Select Committee**

### **Finance Update – Budget 2020/21 and 2021/22 and Revenue Monitor and Capital Investment Programme 2020/21 (Quarter 1 – June 2020)**

**Portfolio Holder:** Councillor Abdul Jabbar MBE, Deputy Leader and Cabinet Member for Finance & Green

**Officer Contact:** Anne Ryans, Director of Finance

**Report Author:** Anne Ryans, Director of Finance  
**Ext.** 4902

**27 August 2020**

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#### **Reason for Decision**

The report provides the Overview and Scrutiny Performance and Value for Money Select Committee with an update on the deployment of additional revenue and capital grants received in 2020/21 and advises of the estimated financial challenge for the Council arising from the COVID-19 pandemic. The Select Committee is also provided with an update on the Council's 2020/21 forecast revenue budget position and the financial position of the capital programme as at 30 June 2020 (Quarter 1) together with the revised capital programme 2020/25. In this regard are reports included on the Cabinet agenda of 24 August 2020.

#### **Executive Summary**

The Overview and Scrutiny Performance and Value for Money Select Committee is presented with two reports, enabling it to review the financial position of the Council. Both reports are presented as part of the Cabinet meeting agenda on 24 August 2020.

The first report (Financial Update – Budget 2020/21 and 2021/22) is attached at Appendix A and provides detail of the additional grant funding that has been received since the Cabinet meeting on 23 April 2020, including the range of significant grants to provide support in relation to the COVID-19 pandemic. Detail is also provided on the financial information that the Council provides to the Ministry of Housing, Communities and Local Government (MHCLG) on a monthly basis and the on-going impact of COVID-19 on the financial position of the Council in 2020/21 and future years.

The second report (Revenue Monitor and Capital Investment Programme 2020/21 Quarter 1 – June 2020) is attached at Appendix B and presents the current forecast outturn position

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for 2020/21. Information on the Quarter 1 position of the Dedicated Schools Grant (DSG), Housing Revenue Account (HRA) and Collection Fund is also outlined in the report.

The report also outlines the most up to date capital spending position for 2020/25 for approved schemes.

### **Recommendation**

That the Overview and Scrutiny Performance and Value for Money Select Committee considers the financial position of the Council as presented in the reports.

## **1      Background**

1.1      The Overview and Scrutiny Performance and Value for Money Select Committee has requested the presentation of financial reports so that it may review the financial position of the Council. The most recent reports are those included on the Cabinet agenda of 24 August 2020 namely:

- Financial Update – Budget 2020/21 and 2021/22
- Revenue Monitor and Capital Investment Programme 2020/21 Quarter 1 – June 2020

1.2      These reports are appended to this summary and will enable the Select Committee to review how the Council is dealing with the financial challenge of the COVID-19 pandemic, how the various additional grants have been applied and how this translates to the forecast revenue budget position for 2020/21 and future years.

## **2      Current Position**

2.1      Members will recall that the Cabinet meeting of 23 April 2020 considered and approved a report which provided a financial update and outlined a range of grants that had been received from Central Government. The report attached at Appendix A updates the financial information and includes details of the most recent:

- COVID related unringfenced revenue grants received
- COVID related ringfenced revenue grants received
- Other ringfenced revenue grants
- Other unringfenced revenue grants
- Capital grants including those received since April

2.2      The report also advises of the impact of COVID-19 on the financial position of the Council for 2020/21 including the requirement to report to the Ministry of Housing Communities and Local Government (MHCLG) on a monthly basis and the COVID related financial position reported to the MHCLG from April to July. The July return highlighted an anticipated in year pressure of £17.112m in excess of funding currently available. Also outlined is the requirement to increase the budget reduction target for 2021/22 and the measures that are being taken in 2020/21 to control expenditure given the financial pressure in year presented by the response to the pandemic.

2.3      The report attached at Appendix B provides the Overview and Scrutiny Performance and Value for Money Select Committee with an update on the Council's 2020/21 forecast revenue budget position including that related to the COVID-19 pandemic and the financial position of the capital programme as at 30 June 2020 (Quarter 1) together with the revised capital programme 2020/25.

## **3      Options/Alternatives**

3.1      The Overview and Scrutiny, Performance and Value for Money Select Committee members can either choose to:

- a) note the content of both reports
- b) challenge the information and ask for further detail to be provided at the next meeting.

## **4      Preferred Option**

4.1      The preferred option is that the Select Committee notes the content of both reports appended to this summary.

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## **5 Consultation**

5.1 Consultation with the services within the Council and the Director of Finance.

## **6 Financial Implications**

6.1 Full financial implications are detailed in the two attached reports.

## **7 Legal Services Comments**

7.1 Legal comments are included within the two reports attached as appendices A and B.

## **8 Co-operative Agenda**

8.1 Improving the quality and timeliness of the financial information available to citizens of Oldham supports the co-operative ethos of the Council.

8.2 The revenue budget and capital strategy/ programme have been prepared so that they embrace the Council's co-operative agenda with resources being directed towards projects that enhance the aims, objectives and co-operative ethos of the Council. Ongoing budget monitoring is key to ensuring this objective is met.

## **9 Human Resources Comments**

9.1 There are no Human Resource implications.

## **10 Risk Assessments**

10.1 The risks are outlined in the two appended reports.

## **11 IT Implications**

11.1 There are no IT implications.

## **12 Property Implications**

12.1 There are no Property implications.

## **13 Procurement Implications**

13.1 There are no Procurement implications.

## **14 Environmental and Health & Safety Implications**

14.1 There are no Environmental and Health and Safety implications.

## **15 Equality, Community Cohesion and Crime Implications**

15.1 There are no Equality, Community Cohesion and Crime implications.

## **16 Equality Impact Assessment Completed**

16.1 Not Applicable.

## **17 Key Decision**

17.1 No.

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## **18 Key Decision Reference**

18.1 Not applicable.

## **19 Background Papers**

19.1 The following is a list of background papers on which this report is based in accordance with the requirements of Section 100(1) of the Local Government Act 1972. It does not include documents which would disclose exempt or confidential information as defined by the Act:

### Appendix A (Financial Update – Budget 2020/21 and 2021/22):

File Ref: Background papers are contained within Appendices 1 & 2  
Officer Name: Anne Ryans  
Contact No: 0161 770 4902

### Appendix B (Revenue Monitor and Capital Investment Programme 2020/21 Quarter 1 – June 2020):

File Ref: Revenue Background Papers are contained in Annex 1 including Appendices 1, 2 and 3  
Officer Name: Andy Cooper  
Contact No: 0161 770 4925

File Ref: Capital Background Papers are contained in Annex 2 including Appendices A to G  
Officer Name: Lee Walsh  
Contact No: 0161 770 6608

## **20 Appendices**

### **Appendix A Financial Update – Budget 2020/21 and 2021/22**

Appendix 1 COVID Funding Distribution – Letter to Local Authority Leaders from the Secretary of State for Housing, Communities and Local Government

Appendix 2 Support Package for Local Authorities – COVID-19 – Letter to Leaders and Chief Executives from the Minister for Regional Growth and Local Government

### **Appendix B Revenue Monitor and Capital Investment Programme 2020/21 Quarter 1 – June 2020**

#### **Annex 1 Revenue Budget Monitoring Report 2020/21 Quarter 1 - June 2020**

Appendix 1 Quarter 1- Planned Transfers to/ from Reserves  
Appendix 2 Financing of the 2020/21 Budget at Quarter 1  
Appendix 3 DSG Funding Blocks

#### **Annex 2 Capital Investment Programme Report 2020/21 Quarter 1 – June 2020**

Appendix A SUMMARY – Quarter 1 - Corporate Services  
Appendix B SUMMARY – Quarter 1 - Children's Services  
Appendix C SUMMARY – Quarter 1 - Communities and Reform  
Appendix D SUMMARY – Quarter 1 - Community Health & Adult Social Care  
Appendix E SUMMARY – Quarter 1 - Housing Revenue Account (HRA)  
Appendix F SUMMARY – Quarter 1 - People and Place  
Appendix G SUMMARY – Quarter 1 - Proposed Variations



# **Report to Cabinet**

## **Financial Update – Budget 2020/21 and 2021/22**

**Portfolio Holder:** Councillor Abdul Jabbar MBE – Deputy Leader and Cabinet Member for Finance and Green

**Officer Contact:** Anne Ryans – Director of Finance  
Ext. 4902

**Report Author:** Anne Ryans – Director of Finance

**24 August 2020**

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### **Reason for Decision**

The report is presented to provide an update on the deployment of additional capital and revenue grants received in 2020/21 since the report to Cabinet of 23 April 2020 and to advise of the estimated financial challenge for the Council arising from the COVID-19 pandemic.

### **Executive Summary**

The World Health Organisation has classed the outbreak of COVID-19 across the world as a pandemic. In the United Kingdom the COVID-19 outbreak continues to place further unprecedented pressure on services provided by both the Council and the NHS.

The Government has in response allocated a number of significant grants to provide support in relation to the COVID-19 pandemic. A report was considered by Cabinet on 23 April 2020 which presented a range of grant support received towards the end of 2019/20 and early 2020/21. This report outlines the additional grant funding that has been received since the Cabinet meeting.

In addition, the report advises of the financial information that the Council provides to the Ministry of Housing, Communities and Local Government (MHCLG) on a monthly basis which informs the Government of costs being incurred/income lost by the Council as a

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result of the pandemic. The information included in the returns highlights the financial challenge that the Council is facing in 2020/21 although additional Government grant funding is expected. Members are also advised of the on-going impact of COVID-19 on the financial position of the Council in future years, with the provisional budget reduction requirement for 2021/22 increasing to £30m.

The Financial Monitoring reports presented to Cabinet during 2020/21 (the report for month 3 is included elsewhere on this agenda) will provide information about the impact of COVID-19 on the financial position of the Council as it develops throughout the year. The reports will also advise of the use of the grants, both COVID and non-COVID related, detailed in this report.

### **Recommendations**

It is recommended Cabinet:

- a) Approves the adjustments to the budget of the Council to reflect the additional unringfenced and ringfenced revenue grant funding received since Cabinet considered its last financial update report at its 23 April 2020 meeting.
- b) Notes the additional capital grant funding that the Council has received.
- c) Notes the estimated extent of the financial challenge that the Council is facing in 2020/21 as a result of the COVID-19 pandemic.
- d) Confirms support for the measures that have been introduced to reduce the call on Council resources in year.
- e) Notes that financial planning for 2021/22 and future years is extremely challenging due to the uncertainty about the impact of the pandemic and the level of Government funding that will be received.
- f) Agrees that the provisional budget reduction requirement for 2021/22 has increased to £30m.

**1 Background**

- 1.1 Members will recall that the Cabinet meeting of 23 April 2020 considered and approved a report which provided a financial update and outlined a range of grants that had been received from Central Government as follows:
- Those grants received at the end of 2019/20 for use in that financial year which were not included within the 2019/20 Month 9 Financial Monitoring approved at Cabinet on 23 March 2020
  - An unringfenced grant of £7.641m received in 2019/20 to support the response to COVID-19 (included in 2019/20 year end reserves)
  - A grant of £11.233m relating to 2020/21 but received in 2019/20 to support cash flow (treated as a receipt in advance within the 2019/20 accounts)
  - Small business grant funding and retail, leisure and hospitality grant funding totalling £54.783m received on 3 April 2020 (although the funding total has not changed, the Government scheme has been subsequently been extended to cover a discretionary fund)
  - Hardship grant funding of £3.015m received on 3 April 2020 (this was the subject of a separate report also approved at the Cabinet meeting of 23 April 2020)
  - The receipt of additional Public Health Grant funding of £0.606m in 2020/21
- 1.2 Members were also advised that the Government had introduced extended Business Rates reliefs giving a 100% discount in respect of retail, leisure, hospitality and nursery properties and that the Council would be fully compensated for this by means of grant awarded under Section 31 of the Local Government Act 2003. It is currently anticipated that the grant received will total £23.446m. However, due to the accounting arrangements relating to Business Rates, the Section 31 grants will be accounted for in 2020/21 but will need to be transferred to the business rates reserve to meet the resultant collection fund deficit that would otherwise be included in the 2021/22 budget.
- 1.3 The report advised of the identification of £2.359m of reserves to be added to the £7.641m of Government resources to create a fund of £10m to support the Council's response to COVID-19. It was intended that this £2.359m of reserves could be used to finance increased expenditure pressures but also, for example, offset reductions in parking charges and general fees and charges and introduce other measures to support the Oldham economy including businesses not eligible to take advantage of Government assistance schemes.
- 1.4 Since that report in April, several new revenue and capital grants have been announced including a further package of support for Local Government. The key issues in relation to the grants are set out at Sections 2.2 to 2.7.
- 1.5 It is also important to advise Cabinet of the requirement to provide financial information in the form of a monthly return to the Ministry of Housing, Communities and Local Government (MHCLG). This return informs the Government of costs being incurred/income lost as a result of the pandemic and is to enable an assessment of the additional level of grant needed by Councils to support the continued provision of services. The information included in the returns highlights the financial challenge that the Council is facing in 2020/21 and provides an indication of the on-going impact of COVID-19 on the financial position of the Council in future years. The key issues in this regard are set out at Section 2.8.

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## **2 Current Position**

- 2.1 Since the Cabinet meeting of 23 April 2020, the Council has received a range of revenue grants, some specifically to support expenditure linked to COVID-19 and some grants to support business as usual activities. These grants are presented as follows and the report therefore seeks approval to revise the budget of the Council accordingly.

### **2.2 COVID-19 Related Unringfenced Grant**

#### Second Tranche of General Grant

- 2.2.1 On 18 April 2020, as part of its response to the coronavirus pandemic, the Government announced its second tranche of general grant funding totalling £1.6bn. On 28 April 2020, the grant allocations were notified with a different method of distribution than the first tranche resulting in grant for the Council of £6.531m. This was £1.110m lower than the £7.641m received in the first tranche of funding. This grant will increase the net revenue budget of the Council.

- 2.2.2 The second tranche was allocated on a per capita basis, using the latest ONS population projections and was intended to support all Authorities with the additional cost pressures from the extra work and the specific tasks required as a result of the pandemic but particularly social care – both adult and children’s, public health services, shielding the most vulnerable, homelessness and rough sleeping, supporting the NHS and managing excess deaths. It was also recognised that income losses were having an impact and that these were more likely to affect District Councils. As a result, the allocations were based on a 65:35 split in allocations between Counties and Districts in two-tier areas and designed to provide significantly more funding to District Councils than the first wave of funding. The letter advising of the funding allocation is included at Appendix 1.

#### Third Tranche of General Grant

- 2.2.3 On 2 July 2020 the Government announced a further funding package (the letter advising of this is included at Appendix 2). This was comprised of:
- A further £500m of unringfenced funding to cover Local Authority spending pressures
  - A co-payment mechanism for irrecoverable Sales, Fees and Charges income, with the Government covering 75% of losses beyond 5% of planned income
  - Phased repayment of Collection Fund deficits over the next 3 years
  - A commitment to determine the support needed to help Councils meet the pressures of irrecoverable tax income at the Spending Review
- 2.2.4 Allocations with regards to the £500m were announced on 16 July 2020. Of this £500m, £6m was allocated separately for Unaccompanied Asylum Seeking children, leaving £494m to be distributed using data drawn from the second and third rounds of financial monitoring of COVID-19 expenditure pressures. The methodology used is comparable to that proposed for the Relative Needs and Resources Formula included as part of the Fair Funding Review. Oldham’s allocation for this tranche is £2.466m and will increase the net revenue budget of the Council.
- 2.2.5 Taking the three tranches of funding together the Council has to date received £16.638m of unringfenced grant. Further detail is awaited with regard to the other funding elements announced on 2 July 2020 and until this is received it will be impossible to be confident about the level of Government financial support that the Council will receive as:

- The operating arrangement for the co-payment scheme for compensating for income losses has not been announced. Of particular concern is that this does not include compensation for commercial income losses and the payment of grant compensation may be based on actual losses which it may not be possible to calculate for some time.
- By deferring the Comprehensive Spending Review, the detail as to how Councils will be compensated for Business Rates and Council Tax losses has been delayed, and the uncertainty is heightened.
- The spreading of Collection Fund deficits (losses arising from the inability to collect Council Tax and Business Rates as planned) is welcomed but until there is clarification of the detail of the compensation referred to at the point above, the financial implications cannot be determined.

#### Unringfenced COVID Related New Burdens Funding

- 2.2.6 On 29 May 2020 the Council was notified of an allocation of £0.002m to support additional costs of implementing Local Housing Allowance changes. This grant will increase the net revenue budget of the Council and will be passported to the service administering Local Housing Allowance changes.
- 2.2.7 On 7 July 2020 the Council received £0.170m to support the costs of implementing the Government's initiatives to support business in the form of the small business grant, retail hospitality and leisure grant and discretionary grant schemes. This resource, which will increase the net revenue budget of the Council is being used to support the Council's costs incurred in the administration of the business support schemes. Should there be any excess funding once the grant schemes have closed, the resources will be used to support the overall financial position of the Council.

### 2.3 COVID Related Ringfenced Grant

- 2.3.1 The Council has been notified of two COVID related ringfenced grants as follows:

#### a) Infection Control Fund Grant

On 13 May 2020 the Government announced an allocation of £600m to support social care providers through a new adult social care infection control. The Council was notified on 15 May 2020 that its share of the national allocation was £2.317m.

The purpose of the grant is to provide support to adult social care providers to reduce the rate of COVID transmission in and between care homes and support wider workforce resilience. Guidance about the use of the grant was issued on 15 May and supplemented on 22 May 2020. This guidance was focused on how to prevent and control COVID-19 in all registered care homes.

The funding has been allocated according to the number of care home beds, with an adjustment to reflect the costs of operating in each area. It was paid in 2 equal instalments (tranche 1 was received on 29 May 2020 with tranche 2 being received on 29 July 2020). The Government required that 75% of the funding allocation be passed straight to care homes in 2 equal instalments for use on infection control measures, including to care homes with whom the Council does not have existing contracts. The second instalment of grant to the Council, and hence the second payment to care homes, was contingent on the first being used for infection control.

The Council has followed the Government guidance with regard to payments and has been able to demonstrate compliance with Government reporting requirements.

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With regard to the use of the remaining 25% of grant, this must also be used for infection control measures but can be allocated on the basis of need. The Council has put processes in place to fully deploy this resource.

The Council has complied with the Government guidance and anticipates (in line with Government expectations) that the grant will be fully spent within 2 months of the authority receiving the second instalment i.e. by end of September 2020.

**b) Local Authority Test and Trace Service Support Grant**

The Government announced that Local Authorities would be central to supporting the test, track and trace service across England, with a funding package of £300m. On 11 June the Council was notified of its allocation of Local Authority Test and Trace Service Support Grant at a value of £1.560m. The grant was received in full by the Council on 23 June 2020.

The Council is using this funding allocation in accordance with Government guidance, to prevent the occurrence and transmission of COVID by maximising access to testing to identify cases, trace contacts and take action to prevent onwards transmission. In this regard key areas of expenditure are being focussed on:

- Providing rapid access to testing to those who develop symptoms, prioritising the most vulnerable and key workers and ensuring the testing and contact tracing offer meets the needs of the local population and local system
- Having clear end to end pathways and data collection for testing and contact tracing
- Providing regular 'screening' for those most likely to come into contact with COVID through their work, and for the most vulnerable
- Establishing systems to identify contacts of those with symptoms of, or testing positive for, COVID, and provide advice on infection prevention and control, testing and isolation
- Maximising local capacity to deliver the test, track and trace function by making use of national offers and resources where these fit with our local system and meet the needs of our residents

The Chief Executive and Head of Corporate Governance (Chief Internal Auditor) are required to sign and return a declaration to the Department of Health and Social Care that confirms that the funding has been used in line with Government intentions. This should not present a challenge.

**c) Local Authority Emergency Assistance Grant for Food and Essential Supplies**

On 10 June 2020 the Government announced £63m of new funding for Local Authorities to help those struggling financially as a result of coronavirus. Allocations were notified on 10 July 2020 with Oldham being awarded £0.361m (received on 28 July 2020).

The Government has allocated this grant and expects that the funding is used from July onwards to meet the immediate need and help those who are struggling to afford food and essentials due to COVID-19. Although the grant is for use in 2020/21, it is expected that this grant will be spent within 12 weeks of receipt. The Council is currently finalising its approach to the most effective deployment of this resource in alignment with the Government's expectations.

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Government monitoring of this grant will include a short online survey to be completed at the end of October 2020. This survey will ask for information such as:

- The type of support provided
- The criteria used to assess claims
- The percentage of funds used to support administration of the scheme (it is anticipated that this is kept to a minimum)
- The level of demand for support compared to before the lockdown
- The processes used to maintain equality and reduce fraud

#### **d) Coronavirus (COVID-19) Rough Sleepers Contingency Fund**

This Fund was initially announced in March 2020 as a £3.2m national allocation, to assist Local Authorities to provide accommodation and support to people who were at high risk or who had been diagnosed with coronavirus. The Government has targeted this support at those who are rough sleepers or in accommodation where bedrooms are shared or there is a dormitory style provision and where, as a result guidance on self-isolation could not be followed. The Council was able to submit a claim in May for its share of the funding (£0.002m).

### **2.4 Other Unringfenced Grant Funding**

#### **School Improvement Monitoring and Brokerage Grant**

- 2.4.1 The school improvement monitoring and brokering grant of £50 million per academic year was announced on 30 November 2016. The grant has been allocated to Local Authorities since September 2017 to allow them to continue to monitor performance of maintained schools, broker school improvement provision, and intervene as appropriate. On 27 April 2020 the Council was notified of an allocation of £0.104m to cover the period April 2020 to August 2020. Although this grant is unringfenced, it will be passported to the service in line with Government intentions.

#### **Extended Rights to Home to School Travel**

- 2.4.2 On 20 May 2020 the Council was notified that its allocation of funding for the financial year 2020/21 in respect of extended rights to home to school travel and the general duty to promote sustainable travel, was £0.038m. The allocations have been calculated using estimates of the number of pupils eligible to extended rights using data collected in the January 2019 census. Although this grant is unringfenced, it will be passported to the service in line with Government intentions. This is a service area experiencing financial pressures during 2020/21.

#### **Verify Earnings and Pension Service**

- 2.4.3 The Verify Earnings and Pensions Alerts Service aims to provide Local Authorities with the capability to prevent Housing Benefit fraud and error through real time identification of changes in income. The Government provides resources to support this activity and the Verify Earnings and Pensions Alerts service grant payment was received on 22 May 2020. The Council's share was part of the £12.777m funding package made available to Local Authorities to manage the service in 2020/21. The allocation for Oldham is £0.030m. Whilst this grant is unringfenced, the Government sets out an expectation for its use. It will therefore be passported to the Revenues and Benefits service area that is responsible for administering the payment of Housing Benefit in line with the practice in previous years.

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## Transport Grant

- 2.4.4 On 8 July 2020, the Council received £0.009m Transport Grant for 2020/21. This unringfenced grant will be passported to the home to school transport service for use in 2020/21. This is a service area experiencing financial pressures during 2020/21.

## SEND Regional Coordinator Grant

- 2.4.5 The Council has now been notified of its allocation for the Special Educational Needs and Disability (SEND) Regional Coordinator grant in 2020/21. The total grant of £0.024m will be received in two instalments; one in August 2020 and the other in February 2021. Whilst the grant is unringfenced it is intended that this funding is used to support Local Authorities in their implementation of SEND Reforms from April 2020 and is it is therefore intended to passport this to the service. The aspiration of the Department for Education is that the funding should be used to:

- Improve the quality of services for children and young people with SEN and disabilities, whether in education, health or social care
- Ensure a strong spirit of co-production with parents and young people, and ensuring individual children, young people and their parents are at the heart of decisions made about the provision they receive
- Build relationships between local authorities and their health and social care partners
- Build relationships across educational institutions, including early years settings, mainstream and special schools, Further Education colleges and independent or non-maintained providers

Although an unringfenced grant, it will be passported to the service as this is a service area experiencing financial pressures during 2020/21.

## 2.5 Other Ringfenced Grant Funding

### Reopening High Streets Safely Fund Grant

- 2.5.1 The Government has allocated £50m of additional funding to support the safe reopening of high streets and other commercial areas. The Council has been allocated £0.210m. This money will allow additional measures to establish a safe trading environment for businesses and customers, particularly in high streets, through measures that extend to the end of March 2021.
- 2.5.2 Expenditure for reimbursement under this grant was eligible from 1 June 2020. The detail of the requirements of this European Regional Development Fund grant will be covered in a Funding Agreement which the Government hoped to have agreed with all Local Authorities by the end of June, however this has been delayed. The Council is currently working on this Agreement. Once this is in place then claims for reimbursement for expenditure incurred from when the agreement has been signed can begin to be made. The grant awards will be available to access up until the end of March 2021. The costs of administering this grant will also be eligible for reimbursement of up to 4% of the total grant value. This 4% would be taken from the grant itself.
- 2.5.3 The Fund will support 4 main strands of activity:
- The development of an action plan for how Councils can begin to safely reopen their local economies
  - Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely

- Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely
- Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely

#### Learning Disability and Autism Community Grant

- 2.5.4 The Council will receive on behalf of Greater Manchester, an allocation of the Learning Disability and Autism Community Grant, from the Department of Health Social Care amounting to £0.957m for 2020/21. Authorities in England will receive a total of £62m over three years (£20m in 2020/21) to speed up the discharge of individuals with learning disabilities or autism into the community from mental health inpatient care in England. Oldham has agreed to receive and administer the grant on behalf of all the Greater Manchester Authorities. Once a basis of allocation has been agreed the grant will be passported to those Authorities. The Council's share will be allocated to Community Health and Adult Social Care Services.

## 2.6 Summary of Grants Received Since the Cabinet meeting of 23 April 2020

- 2.6.1 The table below summarises the various grants received by the Council since the Cabinet meeting of 23 April 2020. The above mentioned funding allocations total £14.781m.

| Grant  | 2020/21<br>£000 |
|--|-----------------|
| <u>Covid-19 Related Unringfenced Grant</u>                             |                 |
| Second Tranche of General Grant  | 6,531           |
| Third Tranche of General Grant   | 2,466           |
| <u>Unringfenced Covid-19 Related New Burdens Funding</u>               |                 |
| Local Housing Allowance Changes  | 2               |
| Government Initiatives to Support Business                             | 170             |
| <u>Covid-19 Related Ringfenced Grants</u>                              |                 |
| Infection Control Fund Grant   | 2,317           |
| Local Authority Test and Trace Service Support Grant                   | 1,560           |
| Local Authority Emergency Assistance Grant - Food & Essential Supplies | 361             |
| Coronavirus (COVID-19) Rough Sleepers Contingency Fund                 | 2               |
| <u>Other Unringfenced Grant Funding</u>                                |                 |
| School Improvement Monitoring and Brokerage Grant                      | 104             |
| Extended Rights to Home to School Travel                               | 38              |
| Verify Earnings and Pension Service                                    | 30              |
| Transport Grant  | 9               |
| SEND Regional Coordinator Grant  | 24              |
| <u>Other Ringfenced Grant Funding</u>                                  |                 |
| Reopening High Streets Safely Fund Grant                               | 210             |
| Learning Disability and Autism Community Grant*                        | 957             |
| <b>Total</b>   | <b>14,781</b>   |

\*Full Greater Manchester allocation – basis of allocation to be agreed

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## 2.7 Capital Grants

2.7.1 Since the Capital Strategy/Programme was agreed on 26 February 2020, the Council has been notified of the following funding allocations from Central Government. Some of these grants had already been anticipated within the approved capital programme, albeit that some of the confirmed allocations are slightly different as follows:

a) Highways and Transport Funding

The Council has been notified of £19.046m of additional funding for Highways and Transport schemes. This includes £1.833m from the Pothole and Challenge Fund, £0.062m of additional highway maintenance funding, £11.836m from the Mayor's Cycling and Walking Challenge Fund (£9.794m will be received in 2021/22), £0.232m of Growth Deal 3 monies for bus stop enhancements, £0.411m of incentive funding and £4.172m from the Highway Maintenance Challenge Fund.

The Council has also received confirmation from the Greater Manchester Mayor's Cycling and Walking Safe Streets Fund of a grant of £0.500m to maintain higher levels of cycling and walking as lockdown restrictions are eased and businesses begin to re-open their premises.

b) Schools Funding

In mid-April 2020, the Department for Education confirmed School Condition allocations and funding for Devolved Formula Capital for 2020/21. Oldham's allocations are £1.291m for School Condition and £0.316m for Devolved Formula Capital.

In May 2020, Oldham's Basic Needs Allocation for 2021/22 was confirmed as being £6.833m.

The Council has received notification from the Department of Education of a School Nurseries Capital Fund Grant of £0.274m at Northmoor Academy School Nursery. The grant will create 24 new FTE two-year-old places, 30 wraparound places, and 30 holiday places through a new build on an underused part of the existing site.

c) Other Funding Allocations

In May 2020, MHCLG confirmed Local Authority allocations of Disabled Facilities Grant (DFG) for 2020/21. Oldham's allocation is £2.065m (£0.065m higher than anticipated) and will be spent in line with the guidance issued. In addition, there has been £0.015m in private contributions towards DFG works.

On 20 June 2020, the Government announced the bringing forward of £5bn of capital investment project funding to support and accelerate the economic recovery from the COVID-19 pandemic. On 1 July 2020, the MHCLG notified Oldham of an allocation of £1.000m of Towns Fund Grant to finance capital projects that can be delivered in this financial year. The Towns Fund forms a key aspect of Government plans to 'build back better' to support the economic recovery and is central to the Government's ambition to enable towns like Oldham to benefit from significant investment through the delivery of transformation projects. The Council has prepared a submission to enable it to access the resources available. This £1.000m is in addition to the £25m Towns Fund allocation Oldham has already received.

The Council has also received £0.010m from The Big Local for a Parks and Open spaces capital scheme.

The above-mentioned funding allocations totalling £30.850m are summarised in the table below.

| Grant  | 2020/21<br>£000 | 2021/22<br>£000 | Total<br>£000 |
|--|-----------------|-----------------|---------------|
| <u>Highways</u>  |                 |                 |               |
| Pothole & Challenge Fund   | 1,320           | 513             | 1,833         |
| Highways Maintenance (additional)                                | 62              |                 | 62            |
| Mayors Cycling & Walking Challenge Fund                          | 2,042           | 9,794           | 11,836        |
| Growth Deal 3  | 232             |                 | 232           |
| Incentive Fund   | 411             |                 | 411           |
| Highways Maintenance Challenge Fund                              | 4,172           |                 | 4,172         |
| Greater Manchester Mayor's Cycling and Walking Safe Streets Fund | 500             |                 | 500           |
| <u>Schools</u>   |                 |                 |               |
| School Condition Allowance*                                      | 1,291           |                 | 1,291         |
| Devolved Formula Capital*  | 316             |                 | 316           |
| Basic Need   |                 | 6,833           | 6,833         |
| Department of Education - School Nurseries Capital Fund Grant    | 274             |                 | 274           |
| <u>Other Allocations</u>   |                 |                 |               |
| Disabled Facilities Grant*                                       | 2,065           |                 | 2,065         |
| Disabled Facilities Grant – Private Contributions                | 15              |                 | 15            |
| Towns Fund   | 1,000           |                 | 1,000         |
| Big Local  | 10              |                 | 10            |
| <b>Total</b>   | <b>13,710</b>   | <b>17,140</b>   | <b>30,850</b> |

\*The external grants which had already been anticipated within the 5 year capital programme approved at Budget Council in February 2020.

d) Regional Funding Allocations

The following grants were announced on 30 June 2020 and awarded to Greater Manchester to take forward a regional programme of investment:

- £81m of Brownfield Fund allocation (from a national £360m) to support the development of housing on brownfield sites;
- £54.2m Getting Building Fund allocation (from a national £900m) to support the delivery of 'shovel-ready' projects intended to provide stimulus to local economies.

The methodology for allocating this funding to Districts within GM has yet to be determined.

Members are also advised that the Council is in the process of preparing bids to access a number of funding streams. Bids for significant resources are being

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developed to access funding from both the Towns Fund and Future High Streets Fund in accordance with earlier announcements.

## **2.8 Impact of COVID-19 on the Financial Position of the Council**

- 2.8.1 The 2020/21 Revenue Budget and Capital Strategy/Programme were both approved at the Council meeting on 26 February 2020. The revenue budget was prepared to support Council priorities. The Capital Programme was framed around the ambitions of Creating a Better Place strategy with the 2020/21 to 2024/25 revenue budget aligned accordingly. The level of reserves and balances was considered sufficient to support the 2020/21 budget and the Medium Term Financial Strategy.
- 2.8.2 At the time of the Council meeting, the rationale behind the assumptions supporting budget setting for 2020/21 seemed sound. Those expenditure and income pressures that were known had been addressed. Council Tax and Business Rates assumptions were prudent. Gains from the piloting of Business Rates Retention in Greater Manchester were anticipated as a one-off resource, a year in arrears. The implications of COVID-19 were not foreseen and in view of subsequent events, some of the key strands that underpinned the budget are no longer valid.
- 2.8.3 The finances of the Council have been significantly impacted by the COVID-19 pandemic. The financial pressures have been experienced since the middle of March but especially since the lockdown was announced on 23 March 2020. This has required the Council to incur additional expenditure to support the residents of Oldham during these extraordinary times. The Council has also lost income from sales, fees and charges including commercial income from its investments and trading activities.
- 2.8.4 The Council is of course reviewing and monitoring the impact of COVID-19 and has been required to submit information to the MHCLG to inform the Government of pressures being experienced by all Local Authorities. The returns outline to Government the costs being incurred/income lost as a result of the pandemic and enables an assessment of the additional level of grant needed by Councils to support the continued provision of services. The first return was completed on 15 April, with further returns in May and June. The most recent return was submitted on 31 July 2020. Each of the returns has been completed in response to revised guidance as, each time, the MHCLG has refined its information gathering processes. It is expected that monthly reporting to the MHCLG will continue for the immediate future.
- 2.8.5 The completion of the returns and forecasting of the likely impact of the pandemic on the Council's budget is based on both actual expenditure/income loss detail but also relies on a series of assumptions, particularly about how long the effects of the pandemic are likely to last, the phasing of the impact and what the new normal will look like. The base assumption is that all other spending remains the same and that the reporting relates to the extra burdens associated with COVID-19. The in-year position will, however, become clearer as more detailed financial monitoring takes place on non-COVID related activities. The month 3 financial monitoring report elsewhere on the agenda shows the overall projected financial position including financial pressures that do not relate specifically to COVID related activity. Ultimately, the financial impact will depend on the final level of Government support that is received and on measures the Council can take to control net expenditure.
- 2.8.6 The table below shows the financial projections included in each of the MHCLG returns and highlights that the position has moved each month. The July 2020 MHCLG return showed an overall full year impact of £55.2m with increased expenditure pressures of £32.2m and reduced income of £23.0m (including £7.1m in relation to lost Council Tax and Business Rates). As the budgetary impact of lost Council Tax and Business Rates will occur in 2021/22 (although there will be a cash impact in 2020/21), the adjusted

potential shortfall is £48.1m. After offsetting £7.3m of ringfenced grant for specific purposes (Hardship Fund Grant of £3.0m, Infection Control Grant of £2.3m and Test, Track and Trace Grant of £1.6m and the Emergency Assistance Grant for Food and Essential Supplies of £0.4m) together with funds that can be recharged to the NHS for Adult Social Care related costs and the £16.6m of unringfenced Government grant that has so far been notified, there is a potential in year shortfall of £17.1m as shown in the table below.

| Pressure   | April 2020<br>Estimated<br>Costs in a<br>full year<br>£m | May 2020<br>Estimated<br>Costs in a<br>full year<br>£m | June 2020<br>Estimated<br>Costs in a<br>full year<br>£m | July 2020<br>Estimated<br>Costs in a<br>full year<br>£m |
|--|--|--|---|---|
| Increased Expenditure  | 19.2   | 17.2   | 30.7  | 32.2  |
| Reduced Income   | 27.0   | 25.9   | 25.7  | 23.0  |
| <b>TOTAL ANTICIPATED IMPACT</b>  | <b>46.2</b>  | <b>43.1</b>  | <b>56.4</b>   | <b>55.2</b>   |
| Exclude Council Tax and Business Rates                                     | -8.0   | -9.6   | -9.3  | -7.1  |
| <b>Financing Available - Government Funding</b>                            |  |  |   |   |
| - Unringfenced Grant   | -14.2  | -14.2  | -14.2   | -16.6   |
| - Hardship Grant Funding   | 0  | 0  | -3.0  | -3.0  |
| - Infection Control Grant  | 0  | 0  | -2.3  | -2.3  |
| - Test Track and Trace Grant   | 0  | 0  | -1.6  | -1.6  |
| - Local Authority Emergency Assistance Grant for Food & Essential Supplies |  |  |   | -0.4  |
| Anticipated Recharge to NHS funding via Oldham CCG                         | 0  | 0  | -5.2  | -7.1  |
| <b>Potential Shortfall in Year</b>   | <b>24.0</b>  | <b>19.3</b>  | <b>20.8</b>   | <b>17.1</b>   |

2.8.7 There will be further grant compensation as outlined at 2.2.5 but the financial position will continue to change given the unpredictable impact of COVID-19. It is disappointing that Government is expecting Local Government to “share the burden” as clearly at this stage, there is no intention to provide funding for all income losses. Indeed, the overall level of support remains unclear.

2.8.8 It is evident that a major challenge still remains in relation to budget setting for 2021/22 and future years. It is inevitable that COVID-19 will have a significant impact on the financial position. Members will recall that there was an already challenging budget reduction target of £23.3m for 2021/22 as presented within the reports approved at Budget Council on 26 February 2020. The Council and the Local Government sector urgently needs the Government to announce its funding intentions for 2021/22 and future years, in addition to the clarity which is required on the additional funding announced for 2020/21.

2.8.9 Once there is more detailed information upon which to base estimates, the projected budget shortfall for 2020/21 will be recalculated and revised estimates will be prepared for 2021/22 and future years. In the meantime, the Council is planning for budget reductions of £30m which it aims to address via programmes of activity based around three themes:

- Property and Assets
- Workforce Redesign
- Transformation of Service Provision

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Budget proposals to achieve the target of £30m will be prepared over the coming weeks and months. This will include considering options for reducing the size of the workforce in line with the Workforce Redesign theme. The Council's reserves will be available to provide the necessary financial support whilst the proposals are finalised and then during the delivery period as there will inevitably be a lead-in time whilst changes are implemented.

2.8.10 As the development of detailed budget reductions is taking place, the Council is introducing a number of measures to support its in-year financial position. These include:

- A full review of the capital schemes within the Creating a Better Place programme to ensure that the schemes are focussed on maximising the benefit to the Borough whilst minimising the revenue impact (a report is elsewhere on this agenda)
- Implementing expenditure controls to stop the commissioning of goods and services not deemed essential to the operation of the Council at a time of emergency – both revenue and capital items
- Tightening recruitment controls and reviewing the use of agency/temporary staff. A Recruitment Panel is already in place to take forward this initiative
- Reviewing all revenue budgets to assess if there is an excess resource that can be reallocated to offset the financial challenge presented by COVID-19
- More rigorously enforcing budget holder accountability, especially on all overspending budgets via task and finish meetings with officers and the Cabinet Members with responsibility for the relevant budgets
- Stopping the introduction of new initiatives unless they are essential (such as a response to a Government initiative) which will enable resources (staffing and financial) to be focussed on existing priorities
- Introducing stringent controls on the use of any reserves in order to minimise the call down of reserves. The Reserves Policy covering the outturn position for 2019/20 and the reserves available in 2020/21 was presented to the Audit Committee on 22 July 2020
- Undertaking a complete review of all reserves with a view to decommissioning those deemed to be no longer supporting a priority initiative so they are available to underpin the financial position of the Council.

2.8.11 It is anticipated that such measures will reduce spending in this year to at least partly offset the impact of COVID-19 and the associated pressures not covered by Government grant and also support the 2021/22 budget setting process.

2.8.12 Members should note that if the above actions are unsuccessful in reducing the in-year pressure, then any gap remaining will have to be addressed by the use of reserves. Whilst the Council holds sufficient levels of reserves to cover such a gap, the utilisation of reserves will reduce the Council's financial resilience. A significant reduction in reserves will also limit the ability of the Council to support the implementation of programmes of service transformation and the setting of future years' budgets.

## **2.9 Summer Statement 2020**

2.9.1 On 8 July 2020, The Rt Hon Rishi Sunak MP, Chancellor of the Exchequer presented to Parliament, the Summer Statement – A Plan for Jobs 2020.

2.9.2 The Statement was centred on a plan to rejuvenate the economy through measures to support, protect and create jobs and encourage spending through a range of tax cuts / incentives.

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- 2.9.3 The Statement provided no specific or additional information regarding the outlook for Local Government Finances in the medium term but advised that this detail would emerge as part of the Budget and Spending Review in Autumn 2020.

## **2.10 Other Government Announcements**

### **Business Rates Revaluation**

- 2.10.1 In May 2020, the Government announced a postponement to the planned Business Rates revaluation to provide greater certainty for firms affected by the impacts of COVID-19. Under current legislation, this revaluation should have taken effect on 1 April 2022 based on pre-COVID19 property values as of 1 April 2019.
- 2.10.2 On 21 July 2020, the Government announced that the next revaluation of non-domestic property in England will instead take effect on 1 April 2023. To better reflect the impact of COVID19, it will be based on property values as of 1 April 2021. This change to the anticipated revaluation of Business Rates, creates further uncertainties and forecasting issues for the financial planning process especially as it crosses the period covered by the Comprehensive Spending Review as highlighted below.

### **Comprehensive Spending Review**

- 2.10.3 Also on 21 July 2020, the Government launched the 2020 Comprehensive Spending Review (CSR). The CSR, which will conclude in the Autumn, will set UK Government departments' resource budgets for the years 2021/22 to 2023/24 and capital budgets for the years 2021/22 until 2024/25. Due to unprecedented uncertainty, the Chancellor did not fix a set spending envelope, but confirmed that departmental spending (both capital and resource) will grow in real terms across the CSR period and that the Government will deliver on the commitments made at Budget to level up and invest in the priorities of the British people.
- 2.10.4 Given the impact COVID-19 has had on the economy, the Chancellor was clear there will need be tough choices in other areas of spending at the review. As part of their preparations for the CSR departments have been asked to identify opportunities to reprioritise and deliver savings.
- 2.10.5 Until the outcome of the CSR is announced, financial projections will continue to be made on the basis of best estimates and only concentrate on 2020/21 and 2021/22.

## **2.11 Summary**

- 2.11.1 In summary, the Council is facing an unprecedented financial challenge, both in-year and in future financial years. It is evident that the Government support will fall short of that required to address all COVID related pressures and that consequently the net spending of the Council will have to be reduced. However, in such a rapidly changing and unpredictable environment it is essential that the action being taken to control spending in year and prepare for a £30m budget reduction is prioritised.

## **3 Options/Alternatives**

- 3.1 There are two options presented for consideration:

Option 1 - Cabinet approves the adjustments to the budget of the Council to reflect the additional grant funding received during 2020/21 as outlined in this report, confirms its support for actions being taken to address the financial challenge and notes the updated financial forecasts.

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Option 2 - Cabinet does not approve the adjustments to the budget of the Council to reflect the additional grant funding received during 2020/21 as outlined in this report, suggests alternative action to address the financial challenge and does not agree to note the updated financial forecasts .

#### **4 Preferred Option**

- 4.1 The preferred option is Option 1, that Cabinet approves the adjustments to the budget of the Council to reflect the additional grant funding received during 2020/21, confirms its support for being actions taken to address the financial challenge and notes the updated financial forecasts.

#### **5 Consultation**

- 5.1 There has been consultation of Members and officers on the content of this report and detailed briefings for the Cabinet Member for Finance and Green.

#### **6 Financial Implications**

- 6.1 The exact financial implications for the Council on the COVID-19 pandemic are currently unclear however all relevant information in this regard is included in the body of the report.
- 6.2 The Financial Monitoring reports presented to Cabinet during 2020/21 will provide continued information about the impact of COVID-19 on the financial position of the Council and the use of the grants discussed in this report. (Anne Ryans)

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

- 7.1 Legal issues are addressed in the body of the report. The preferred option would regularise the adjustments to the Council's budget having regard to the funding received and immediate requirement to fund Covid-19 related expenditure. (Colin Brittain)

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

- 8.1 Addressing the emergency pandemic and providing the best support to all our residents is a key priority for the Council. The administration of Government funding in accordance with guidance and allocation of supplementary resources in this emergency is consistent with this principle.

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

- 9.1 There are no direct Human Resource implications arising from this report.

#### **10 Risk Assessments**

- 10.1 The allocation additional resources by Central Government supports the overall financial position of the Council. There remains a risk to the future financial resilience of the Council if the gap between resources available and anticipated spending is not reduced. (Mark Stenson)

#### **11 IT Implications**

- 11.1 There are no IT implications arising from this report.

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**12 Property Implications**

12.1 There are no property implications arising from this report.

**13 Procurement Implications**

13.1 There are no procurement implications arising from this report.

**14 Environmental and Health & Safety Implications**

14.1 There are no environmental and health and safety implications arising directly from this report.

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

15.1 None.

**16 Equality Impact Assessment Completed?**

16.1 No.

**17 Key Decision**

17.1 Yes

**18 Key Decision Reference**

18.1 FG-06-20

**19 Background Papers**

19.1 The following is a list of background papers on which this report is based in accordance with the requirements of Section 100(1) of the Local Government Act 1972. It does not include documents which would disclose exempt or confidential information as defined by the Act:

|               |   |
|---------------|---|
| File Ref:     | Background papers are contained within Appendices 1 & 2 |
| Officer Name: | Anne Ryans  |
| Contact No:   | 0161 770 4902   |

**20 Appendices**

20.1 Appendix 1 - COVID Funding Distribution – Letter to Local Authority Leaders from the Secretary of State for Housing, Communities and Local Government

Appendix 2 – Support Package for Local Authorities – COVID-19 – Letter to Leaders and Chief Executives from the Minister for Regional Growth and Local Government



**Rt Hon Robert Jenrick MP**

*Secretary of State for Housing, Communities  
and Local Government*

***Ministry of Housing, Communities and Local  
Government***

4th Floor, Fry Building  
2 Marsham Street  
London SW1P 4DF

Tel: 0303 444 3450

Email: [robert.jenrick@communities.gov.uk](mailto:robert.jenrick@communities.gov.uk)

To: All Council Leaders in England

[www.gov.uk/mhclg](http://www.gov.uk/mhclg)

30 April 2020

Local government is playing an essential role in the nation's response to covid-19. You have mobilised to help us protect the NHS, deliver social care, care for and shield the vulnerable, get rough sleepers off the street, and provide other vital public services for your communities.

On 18 April I announced a further £1.6 billion in funding to support local authorities during the covid-19 pandemic, and on 28 April I announced the allocations to individual local authorities for this funding. You can access the allocations online here:

<https://www.gov.uk/government/publications/covid-19-emergency-funding-for-local-government>.

In the past few weeks, I have spoken to many of you about the challenges your areas are facing. I want to thank everyone who has submitted financial monitoring returns to us in recent weeks – the data you have provided is crucial to building an accurate picture of what is happening on the front-line. I know you will keep engaging with us on this.

The allocations I announced on 28 April are based on our latest and best assessment of the distribution of additional covid-19 pressures. In the face of a national emergency, I have decided to allocate this funding across the country on a per capita basis, using the latest ONS population projections. This reflects our latest understanding of the distribution of additional covid-related pressures, which are likely to be distributed in a way that is different from pre-existing needs.

I have made a commitment to support all authorities with the additional cost pressures from the extra work and the specific tasks we have asked you to carry out as a result of the epidemic, in particular, in relation to social care – both adult and children's, public health services, shielding the most vulnerable, homelessness and rough sleeping, supporting the NHS and managing excess deaths. We expect you to prioritise spending in those areas, while also continuing to achieve value for money.

In particular, given the spread of the virus in care homes and the pressure which social care providers are currently under, and given councils' existing role in sustaining the local market for social care provision, it is vital that councils use funding where necessary to provide immediate support to providers who need help with covid-related costs. This could include funding for those providers with whom the council does not currently have contracts if their finances are under strain. I know that many councils have already worked speedily to take these actions, and I am grateful to them.

However, we are concerned that in some cases money is not flowing through to social care providers quickly enough and that some councils are taking too long to agree covid-related increases in funding for providers. This is putting significant pressure on providers. We need to ensure that funds are flowing through to providers freely. We would expect this to be done through: temporary additional funding of up to 10% where this is necessary, advance payments and support 'in kind', with the balance depending on the circumstances. It could also include streamlined administrative arrangements - for instance, taking immediate action to avoid the risk of a provider failing, with a more detailed reconciliation of costs to follow. In doing so, you will of course need to safeguard value for money, which the LGA/ADASS suggestion of an 'open book' approach between commissioners and providers would achieve. We expect local authorities to draw on the helpful guidance issued by the LGA and ADASS on how to support providers.

Care providers are already implementing measures on infection control, working closely with the CQC, NHS and PHE. The government is also working hard to ensure that social care staff have access to testing and PPE. As evidence is improving on how to prevent and address outbreaks in care homes, there will be further guidance.

We expect that every local authority should have a plan for the resilience of care homes, covering all of their local care market, and we will set out further detail on what plans should cover shortly. Local authorities also have a role in ensuring that - in particular - small providers are aware of the support and advice available to them and are acting on it.

Yesterday, the NHS wrote to every CCG setting out their continuing role in supporting care providers. This includes support from CCG infection control nurses on infection prevention and control training, and health professional returnees supporting care homes, as well as primary and community support.

At the same time, I am aware of the impact on some authorities' income, resulting from our communities doing the right thing at the moment and staying at home. I have provided cashflow support by delaying the payment of the central share of business rates and bringing forward grant social care payments, in part to mitigate the impact of temporary delays in tax payments. I also recognise there may be some longer-term impact on revenues. This may include a reduction in annual council tax and business rates receipts and includes a more immediate reduction in receipts of sales, fees and charges. These impacts are likely to particularly affect district councils. The 65:35 split in allocations between counties and districts in two-tier areas is designed to reflect this and provides significantly more funding to district councils than the first wave of funding. Across both waves of funding, almost 70% of district councils will receive £1 million or more in support.

We have now committed over £3.2 billion in covid-specific funding for local government, an unprecedented level of additional financial support. Across Government we have mobilised even further, from support to run bus services from the Department for Transport, to bringing forward grant payments to Fire authorities from the Home Office, to grants to help local businesses from BEIS. In total so far, we have committed to over £16 billion of support for local areas, as well as billions more in cashflow measures. If any local authority has serious concerns about its financial sustainability please do approach us.

This is both a local and a national challenge and it is vital that we work together to use available resources as wisely as possible. This might include redeploying staff or bringing in volunteers, or prudent use of financial reserves, recognising that there are many calls on these at this time. I recognise that all tiers of government have been working collaboratively to provide support where it is most needed and I encourage principal authorities to discuss this funding with parish councils where parishes are performing covid-related services.

Beyond the coming weeks, the covid-19 pandemic will have impacts on financial planning for this year and next. In response, yesterday the Government confirmed that the Review of Relative Needs and Resources and 75% business rates retention will no longer be implemented in 2021-22. Councils have told me they simply do not have the capacity to work on fundamental reforms of this nature at present. The Government will keep an open dialogue with the local authorities about the best approach to the next financial year, including how to treat accumulated business rates growth and the approach to the 2021-22 local government finance settlement. In the longer-term, the Government remains committed to reform and we want to take time to work with local authorities to make sure that our approach is right.

I hope you agree that this package of financial support demonstrates our strong commitment to local government. At the outset of the emergency I said I would give councils the resources they need to respond and I meant it. I am grateful for all your efforts thus far and look forward to working together in the days and weeks ahead.

A handwritten signature in black ink that reads "Robert Jenrick." The signature is written in a cursive style with a horizontal line underneath the name.

**RT HON ROBERT JENRICK MP**



Ministry of Housing,  
Communities &  
Local Government

To all Leaders and Chief Executives in England

**Simon Clarke MP**

*Minister for Regional Growth and Local Government*

**Ministry of Housing, Communities and Local  
Government**

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17 July 2020

Dear Colleague,

## **SUPPORT PACKAGE FOR LOCAL AUTHORITIES – COVID-19**

The Government has committed to helping councils face the continuing pressures of the pandemic. We therefore provided £3.8 billion of grant funding, including a £600m Infection Control Fund, and over £5 billion of cashflow support. On 2 July, the Secretary of State announced a new set of support measures, including:

- A new scheme to reimburse councils for lost income from sales, fees, and charges;
- Changes enabling local authorities to spread their tax deficits over three years rather than the usual one;
- A further £500m of un-ringfenced funding to respond to spending pressures.

We have now set out more detail about these measures and have confirmed the distribution for the £500 million of new funding, including individual local authority allocations. The Director of Local Government Finance, Alex Skinner, will also be writing to Finance Directors shortly with further technical details.

Recognising the impact the pandemic has had on income from sales, fees and charges, we have introduced a co-payment scheme to compensate councils for relevant unforeseen losses that are irrecoverable. Councils will absorb the first 5% of all relevant irrecoverable losses compared to their original plans, with the Government compensating councils for 75 pence in every pound of loss thereafter. By introducing a 5% deductible, the Government is accounting for an acceptable level of volatility, whilst shielding councils from significant losses.

We have also confirmed that we will extend the period over which councils must manage shortfalls in local tax income relating to 2020-21, from 1 to 3 years. This will ease immediate pressures on councils when budget setting for 2021-22, protecting their ability to deliver essential local services. The details of this will be set out in regulations which we expect to lay later this year.

The additional funding of £500 million for expenditure demonstrates Government's continued commitment to make sure councils have the resources they need. This award follows two previous rounds of grant allocations, the first primarily focused on getting emergency support into Adult Social Care and the second on addressing both expenditure pressures and income shortfalls. Our scheme to compensate for income losses means that the original £3.2bn grant funding, and this new £500m, can now predominantly be used to cover the majority of your expenditure pressures.

The department has been asking local authorities to complete another monthly financial monitoring exercise and we have received an excellent response from councils so far. We are extremely grateful for your collaboration and this has enabled us to understand pressures at a national and local level.

The first tranche of funding was primarily focussed on getting emergency support into Adult Social Care. The second round, distributed on a per capita basis, addressed both expenditure pressures and income shortfalls across all councils. Our income guarantee scheme will compensate councils for relevant irrecoverable losses over and above what they could have reasonably planned for, and so with the benefit of data from our monitoring returns, we have now created a new formula to distribute the additional funding to meet expenditure pressures. This formula reflects the factors which the data returns have told us correlate most closely with front-line expenditure - population, deprivation and the way that service costs vary across the country - and ensures funding is targeted to where it's most needed.

Individual allocations can now be found online. We have also published a technical note on the methodology for allocating the additional £500m, as well as further details on the income guarantee scheme and collection fund deficit repayments. These can be found at <https://www.gov.uk/government/publications/covid-19-emergency-funding-for-local-government>

In recognition of the acute cost pressures that a small number of local authorities are facing with regard to Unaccompanied Asylum Seeking Children, DfE will use £6 million of the £500 million to provide targeted support to a small number of councils. Further details will follow in due course.

These new allocations, combined with the income scheme and cashflow support, show how this Government will continue to stand shoulder to shoulder with councils and communities as we recover from this pandemic and renew our commitment to unite and level up the country.

I recognise this is a fast-evolving landscape and as we progress through the next phase of recovery I look forward to continuing to work with you to support our communities.

Yours ever,

A handwritten signature in blue ink, reading 'Simon Clarke', with a long horizontal stroke underneath.

**SIMON CLARKE MP**



## **Report to Cabinet**

# **Revenue Monitor and Capital Investment Programme 2020/21 Quarter 1 – June 2020**

**Portfolio Holder:** Councillor Abdul Jabbar MBE, Deputy Leader and Cabinet Member for Finance & Green

**Officer Contact:** Anne Ryans, Director of Finance

**Report Author:** Anne Ryans, Director of Finance  
**Ext.** 4902

**24 August 2020**

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### **Reason for Decision**

The report provides Cabinet with an update on the Council's 2020/21 forecast revenue budget position at Annex 1 and the financial position of the capital programme as at 30 June 2020 (Quarter 1) together with the revised capital programme 2020/25, as outlined in section two of the report at Annex 2.

### **Executive Summary**

#### **Revenue Position**

The current forecast outturn position for 2020/21 is a projected deficit variance of £21.299m after allowing for approved and pending transfers to and from reserves.

The position also includes additional costs and pressures that have been identified by the Authority in this financial year as a direct result of the Government's lockdown arrangements to mitigate the spread of COVID-19 commencing on 23 March 2020. The additional pressures include forecasts of both income shortfalls and additional expenditure that have impacted on the Authority's budgets as a result of the pandemic.

The pandemic has affected nearly all aspects of Council service delivery; however, the most significant areas of concern are the People and Place, Children's Services and Community Health & Adult Social Care Portfolios. Action is being taken and will continue for the remainder of the financial year to address variances and take mitigating action as detailed in the report.

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The overall corporate position is partly being offset by the application of the £16.638m unringfenced Government COVID related grant funding received to date. In Appendix 1 to the report, the full Government grant is presented as a single sum so that it highlights the level of variation across all Council budgets, given that there is insufficient resource to offset the adverse variance. However, this summary report presents the position after applying the Government grant across Portfolio areas. As further General Fund grant is expected in respect of lost income for sales, fees and charges, both the overall financial position and the application of Government grant will therefore change during the course of the financial year. An update on the major issues driving the projections are detailed within Annex 1, Section 2.

As this financial monitoring report reflects the financial position at Quarter 1, it can be regarded as an early warning of the potential year end position if no action is taken to reduce net expenditure where possible. However, management action has been initiated across all service areas to review and challenge planned expenditure and to maximise income. Although, the effect of this action has yet to take full effect, it is anticipated that by the year end, the outturn position deficit should be reduced and this should start to be demonstrated in the monthly update reports which will be presented to Cabinet.

Information on the Quarter 1 position of the Dedicated Schools Grant (DSG), Housing Revenue Account (HRA) and Collection Fund is also outlined in the report. There are currently no significant issues of concern in relation to the HRA, however the Collection Fund, is forecasting an in-year deficit of £5.315m directly as a result of COVID-19. This will have a budgetary impact in 2021/22. The DSG continues to be an area which is facing a financial challenge with a projected deficit increase in 2020/21. Action is being taken with the aim of reducing the cumulative deficit and bringing the DSG towards a balanced position.

## **Capital Position**

The report outlines the most up to date capital spending position for 2020/25 for approved schemes. The revised capital programme budget for 2020/21 is £143.711m at the close of Quarter 1, a net decrease of £3.921m from the original budget of £147.632m. Actual expenditure to 30 June 2020 was £18.214m (12.67% of the forecast outturn).

It is probable that the forecast position will continue to change before the year end with additional re-profiling into future years.

## **Recommendations**

That Cabinet approves the:

1. Forecast revenue outturn for 2020/21 at Quarter 1 being a £21.299m adverse variance having regard to the action being taken to manage expenditure
2. Forecast positions for both the HRA and Collection Fund
3. Use of reserves as detailed in Appendix 1 to Annex 1
4. Revised capital programme for 2020/2024 as at Quarter 1.

**Revenue Monitor and Capital Investment Programme 2020/21 Quarter 1 – June 2020****1 Background**

- 1.1 The Authority's 2020/21 revenue budget and capital programme was approved by Council on 26 February 2020. Under established budget procedures, all services are required to monitor and review their approved revenue and capital budgets during the financial year. Reporting to Cabinet in the past has been on a quarterly basis, however, as a result of the impact of COVID-19 and the significant change and challenge to the financial position of the Council, financial monitoring reports will be presented to Cabinet on a monthly basis. .
- 1.2 As part of the budget monitoring process, the forecast year-end position for revenue and capital has been prepared by all services as follows:
- a) The revenue forecast is based on a comparison of profiled budgets to the actual position as at the end of Quarter 1 together with known commitments, issues and planned management actions. Due to the requirement to report to the Ministry of Housing, Communities and Local Government (MHCLG) about the financial pressures relating to COVID-19, the opportunity has been taken to update forecasts for month 3 with the most up to date information (the most recent return to the MHCLG used forecasts prepared for July).
  - b) The capital programme forecast has been based notified revisions to the approved 2020/21 position including new grant announcements and anticipating the impact of the review of the Creating a Better Place programme as outlined in a report elsewhere on the agenda.
- 1.3 As the year progresses the outturn projections reflect the evolving position of management actions put in place to mitigate in-year pressures, new developments and changes in the profile of planned expenditure and of course any additional support that the Government may give with regard to additional funding to address the financial challenge created as a result of the pandemic.

**2. Current position**

- 2.1 The forecast revenue outturn for 2020/21 is an adverse variance of £21.299m. Further details of the current revenue budget position and a full description of this forecast can be found in Annex 1. The pressures relating to COVID-19 total £33.750m, this reduces to £17.112m with the application of the £16.638m unringfenced Government COVID related grant funding received to date. The non-COVID related pressures are £4.187m primarily in Community Health and Adult Social Services (£2.252m) and Children's Services (£1.999m).
- 2.2 The total Portfolio variances are £37.937m as detailed in Annex 1 at Tables 2 and 3 including COVID (£33.750m) and non COVID £4.187m pressures. This is comprised of People and Place reporting an adverse variance of £7.999m (£8.121m COVID related), Community Health and Adult Social Care reporting a pressure of £8.130m (£5.878m COVID related) and Children's Services reporting an adverse variance of £7.591m (£5.592m COVID related). The Services within Reform and Commissioning are similarly reporting adverse variances of £2.643m (£2.666m COVID related) and

£0.821m (£0.741m COVID related) respectively. There is a further small adverse variance of £0.325m within Chief Executive. Capital, Treasury and Corporate Accounting is reporting a pressure of £10.428m, all of which is fully COVID related. This highlights the impact of COVID related pressures across the Council.

- 2.3 However, taking an approach to allocating the grant so far received against the costs incurred and using the information in Tables 2 and 3 of Annex 1 shows the net impact across all Portfolio areas as presented below.

| Portfolio Area                             | Gross Costs - COVID-19 Response<br>£000 | Apportion Grant Funding<br>£000 | COVID costs Net of Funding<br>£000 | Business as Usual<br>£000 | Total Variance<br>£000 |
|--|---|---------------------------------|------------------------------------|---------------------------|------------------------|
| People and Place                           | 8,121                                   | (1,299)                         | 6,822                              | (122)                     | 6,700                  |
| Community Health and Adult Social Care     | 5,878                                   | (5,878)                         | 0                                  | 2,252                     | 2,252                  |
| Children's Services                        | 5,592                                   | (2,704)                         | 2,888                              | 1,999                     | 4,887                  |
| Communities and Reform                     | 2,666                                   | (1,117)                         | 1,549                              | (22)                      | 1,527                  |
| Commissioning                              | 741                                     | (369)                           | 372                                | 80                        | 452                    |
| Chief Executive                            | 325                                     | (83)                            | 242                                | 0                         | 242                    |
| Capital, Treasury and Corporate Accounting | 10,428                                  | (5,189)                         | 5,239                              | 0                         | 5,239                  |
| <b>Total</b>                               | <b>33,750</b>                           | <b>(16,638)</b>                 | <b>17,112</b>                      | <b>4,187</b>              | <b>21,299</b>          |

- 2.4 The projected adverse variance is of concern and as a result management action has been initiated across all service areas to review and challenge planned expenditure and to maximise income. Robust measures are required to further address and mitigate the impact of COVID-19 on all the Council services.
- 2.5 The current forecasts represent an initial 'worst case' position and in relation to COVID there is an element of estimation as there can be no certainty about the easing back of lockdown measures and the timeline for the course of the pandemic. Future reports will advise of the progress of mitigating factors and management actions to control and reduce the forecast deficit. The Government has already provided initial funding support of £16.638m which has been used to offset the overall pressure arising from the pandemic. In addition, a new scheme will reimburse Councils for lost income and allow Council Tax and Business Rates deficits to be repaid over 3 years instead of one. Details of this compensation arrangement are awaited.
- 2.6 As this financial monitoring report reflects the financial position at Quarter 1, it can be regarded as an early warning of the position if no corrective action is taken, particularly on those activities that are not related to the COVID response. It is evident that there is time for the financial position to improve and this should start to be demonstrated in the monthly reports which will be presented to Cabinet. It is also anticipated that the additional funding mentioned in para 2.5 will help to reduce the deficit on both the General Fund for main Council services and Collection Fund (Council Tax and Business Rates) once the relevant guidance and instructions have been received from Government.

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- 2.7 The original approved capital programme for 2020/21 totalled £147.632m. The revised capital programme as at Quarter 1 taking account of approved carry forwards, approved new funding, new schemes and variations and proposed variations/ re-phasing gives projected revised expenditure of £143.711m. Actual expenditure at Quarter 1 was £18.214m (12.67% of the forecast outturn). Further details of expenditure and schemes within the capital programme can be found in Annex 2.

### **3 Options/Alternatives**

- 3.1 The options that Cabinet might consider in relation to the contents of this report are;
- a) to approve the forecast revenue and capital positions presented in the report including proposed changes
  - b) to approve some of the forecasts and changes included in the report
  - c) not to approve any of the forecasts and changes included in the report

### **4 Preferred Option**

- 4.1 The preferred option is that Cabinet approves all forecasts and changes within this report; option (a) at 3.1.

### **5 Consultation**

- 5.1 Consultation with the services within the Council and the Director of Finance.

### **6 Financial Implications**

- 6.1 The full financial implications are detailed in the report.

### **7 Legal Services Comments**

- 7.1 There are no legal issues at this time.

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

- 8.1 Improving the quality and timeliness of the financial information available to citizens of Oldham supports the co-operative ethos of the Council.
- 8.2 The revenue budget and capital strategy/ programme have been prepared so that they embrace the Council's co-operative agenda with resources being directed towards projects that enhance the aims, objectives and co-operative ethos of the Council. Ongoing budget monitoring is key to ensuring this objective is met.

### **9 Human Resources Comments**

- 9.1 There are no Human Resource implications.

### **10 Risk Assessments**

- 10.1 The risk is that the proposed management actions are not achieved in full. Should this be the case then alternatives will be sought and implemented.

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## **11 IT Implications**

11.1 There are no IT implications.

## **12 Property Implications**

12.1 There are no Property implications.

## **13 Procurement Implications**

13.1 There are no Procurement implications.

## **14 Environmental and Health & Safety Implications**

14.1 There are no Environmental and Health and Safety implications.

## **15 Equality, Community Cohesion and Crime Implications**

15.1 There are no Equality, Community Cohesion and Crime implications.

## **16 Equality Impact Assessment Completed**

16.1 Not Applicable.

## **17 Key Decision**

17.1 Yes

## **18 Key Decision Reference**

18.1 FG - 15 - 20

## **19 Background Papers**

19.1 The following is a list of background papers on which this report is based in accordance with the requirements of Section 100(1) of the Local Government Act 1972. It does not include documents which would disclose exempt or confidential information as defined by the Act:

File Ref: Revenue Background Papers are contained in Annex 1 including Appendices 1,2 and 3

Officer Name: Andy Cooper

Contact No: 0161 770 4925

File Ref: Capital Background Papers are contained in Annex 2 including Appendix A

Officer Name: Lee Walsh

Contact No: 0161 770 6608

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## 20      **Appendices**

### **Annex 1                      Revenue Budget Monitoring Report 2020/21 Quarter 1 - June 2020**

|            |  |
|------------|--|
| Appendix 1 | Quarter 1- Planned Transfers to/ from Reserves |
| Appendix 2 | Financing of the 2020/21 Budget at Quarter 1   |
| Appendix 3 | DSG Funding Blocks                             |

### **Annex 2                      Capital Investment Programme Report 2020/21 Quarter 1 – June 2020**

|            |  |
|------------|--|
| Appendix A | SUMMARY – Quarter 1 - Corporate Services                   |
| Appendix B | SUMMARY – Quarter 1 - Children’s Services                  |
| Appendix C | SUMMARY – Quarter 1 - Communities and Reform               |
| Appendix D | SUMMARY – Quarter 1 - Community Health & Adult Social Care |
| Appendix E | SUMMARY – Quarter 1 - Housing Revenue Account (HRA)        |
| Appendix F | SUMMARY – Quarter 1 - People and Place                     |
| Appendix G | SUMMARY – Quarter 1 - Proposed Variations                  |

## **REVENUE BUDGET MONITORING REPORT 2020/21**

### **Quarter 1 - June 2020**

#### **1 Background**

1.1 The Authority's 2020/21 revenue budget was approved by Council on 26 February 2020 at a sum of £233.524m incorporating:

- £3.011m of budget reductions approved within the 2020/21 Budget (and £1.776m approved within the 2019/20 Budget)
- £10.008m use of corporate and specific reserves
- £5.150m of other one off financing measures.

1.2 Under established budget procedures all services are required to monitor and review their approved budgets during the financial year, as part of this process, a forecast of the year-end position has been prepared by all services. The forecast is based on a comparison of profiled budgets to the actual position as at the end of Quarter 1 together with known commitments, issues and planned management actions. Due to the requirement to report to the Ministry of Housing, Communities and Local Government (MHCLG) about the financial pressures relating to COVID-19, the opportunity has been taken to update forecasts for month 3 with the most up to date information (the most recent return to the MHCLG used forecasts prepared for July).

1.3 In considering the projections included in the MHCLG return and therefore included in this report, it is important to note that there is a degree of estimation about the impact of COVID-19. The completion of the returns and forecasting of the likely impact of the pandemic on the Council's budget is based on both actual expenditure/income loss detail but also relies on a series of assumptions, particularly about how long the effects of the pandemic are likely to last, the phasing of the impact and what the new normal will look like. The estimates are therefore expected to change throughout the financial year.

#### **2 Current Position**

2.1 The current net revenue budget of £243.509m represents a £9.985m increase from the originally approved budget as a range of additional unringfenced Government grants have been received since the Budget was approved as follows:

- The Local Government Finance Settlement provided indicative Public Health Grant allocations at 2019/20 levels pending confirmation of the final 2020/21 settlement. The Department of Health has now formally notified the Council of its allocation for 2020/21 which is £0.606m higher than the indicative amount. Under the Greater Manchester 100% Business Rates Retention Pilot Scheme this increases the Business Rates Top Up Grant by £0.606m which, for Oldham Council, is then passported in full to Public Health service budgets.
- A further £0.380m is as a result of receiving a small number of additional, relatively low value un-ringfenced grants as shown in the table below.

- The major increase to funding is the receipt of unringfenced Government grant to support the Councils response to COVID-19. This funding has been received in year in 2 tranches (£6.531m and £2.466m).

A full funding analysis of net revenue expenditure is shown at Appendix 2.

**Table 1 – Changes to Funding**

| <b>Additional Government Grants</b>             | <b>£000</b>  |
|---|--------------|
| Business Rates Top-up Grant                     | 606          |
| Verify earnings and Pensions service            | 30           |
| School Improvement Monitoring & Brokerage Grant | 105          |
| Extended Rights to Free Travel                  | 38           |
| Transport Grant                                 | 9            |
| SEND Regional Co-ordinator                      | 24           |
| Local Authority New Burdens Funding             | 172          |
| Capital Grants                                  | 3            |
| Unringfenced COVID-19 Grants                    | 8,997        |
| <b>Total Additional Government Grants</b>       | <b>9,985</b> |

- 2.2 The current position for 2020/21 at month 3 is an initial projected overspend £21.229m. A forecast of the year-end position has been prepared by all services, it is based on a comparison of profiled budgets to the actual position as at the end of month 3 together with known commitments, issues and planned management actions and enhanced by further projections to align to the MHCLG return. The table below shows the year-end forecast position against budget for each Portfolio including the additional costs anticipated as a result of the COVID-19 pandemic.

**Table 2 - Summary Forecast Revenue Outturn**

| <b>Portfolio</b>                           | <b>Budget<br/>£000</b> | <b>Forecast<br/>£000</b> | <b>In Year<br/>Net Use<br/>of<br/>Reserves<br/>£000</b> | <b>Variance<br/>Month 3<br/>£000</b> |
|--|------------------------|--------------------------|---|--------------------------------------|
| People and Place                           | 61,904                 | 69,819                   | 84  | 7,999                                |
| Community Health and Adult Social Care     | 62,810                 | 70,940                   | 0   | 8,130                                |
| Children's Services                        | 44,407                 | 51,998                   | 0   | 7,591                                |
| Communities and Reform                     | 33,026                 | 36,008                   | (338)   | 2,643                                |
| Commissioning                              | 8,916                  | 11,782                   | (2,047)   | 820                                  |
| Chief Executive                            | 7,606                  | 7,930                    | 0   | 325                                  |
| Capital, Treasury and Corporate Accounting | 15,844                 | 26,272                   | 0   | 10,428                               |
| COVID-19 Funding                           | 8,997                  |                          | (7,641)   | (16,638)                             |
| <b>NET EXPENDITURE</b>                     | <b>243,509</b>         | <b>274,750</b>           | <b>(9,942)</b>  | <b>21,299</b>                        |
| <b>FINANCED BY:</b>                        | <b>(243,509)</b>       | <b>(243,509)</b>         |   |                                      |
| <b>NET FORECAST VARIANCE</b>               | <b>0</b>               | <b>31,241</b>            | <b>(9,942)</b>  | <b>21,299</b>                        |

- 2.3 The forecast outturn to the end of the year, after a predicted and proposed (net) in-year use of reserves totalling £9.942m, is an adverse variance of £21.299m. A detailed list of the approved and planned use of reserves at Quarter 1 can be found at Appendix 1. The planned use of reserves of £9.942m includes £7.641m that is unringfenced COVID-19 funding received from Central Government at the end of 2019/20 which was transferred into an Earmarked Reserve at the year-end pending release to offset expenditure in 2020/21. This funding, together with the £8.997m received in year brings the total Government unringfenced COVID support to £16.638m.
- 2.4 There are significant variances contained within the projected net overspend. As previously mentioned, the position includes a forecast of all the additional pressures being incurred by the Authority as part of its on-going response to the COVID-19 pandemic, as a direct result of the governments lockdown arrangements to mitigate the spread of COVID-19 commencing on 23 March 2020. The additional in-year pressures, totalling £17.112m include forecasts of both income shortfalls and additional expenditure that have impacted on the Authority's budgets as a result of the pandemic and are as reported to MHCLG on the July COVID return submitted on 31 July 2020. Table 3 below analyses the variance between COVID-19 and 'business as usual' operational variances

**Table 3 - Analysis of Variances**

| Portfolio                                  | Variance<br>Month 3<br>£000 | COVID 19<br>Costs<br>included<br>in<br>forecasts<br>£000 | Business<br>as Usual<br>£000 |
|--|-----------------------------|--|------------------------------|
| People and Place                           | 7,999                       | 8,121  | (122)                        |
| Community Health and Adult Social Care     | 8,130                       | 5,878  | 2,252                        |
| Children's Services                        | 7,591                       | 5,592  | 1,999                        |
| Communities and Reform                     | 2,643                       | 2,666  | (22)                         |
| Commissioning                              | 820                         | 741  | 79                           |
| Chief Executive                            | 325                         | 325  | 0                            |
| Capital, Treasury and Corporate Accounting | 10,428                      | 10,428   | 0                            |
| COVID-19 Funding                           | (16,638)                    | (16,638)   | 0                            |
| <b>Total</b>                               | <b>21,299</b>               | <b>17,112</b>  | <b>4,187</b>                 |

- 2.5 The People and Place Portfolio has a reported a pressure of £7.999m, of which £8.121m relates to COVID-19, leaving a small residual underspend of £0.122m from other activities. The largest area of overspend is Economic Development which is currently forecasting a pressure of £5.987m, in the main consisting of costs relating to the pandemic (£5.327m). Enterprise and Skills (£0.750m), Environmental Services (£0.740m) and ICT (£0.552) are all predicting smaller adverse net outturns, all this overspending is as a result of pressures arising from COVID19.
- 2.6 Community Health and Adult Social Care (CHASC) is reporting an overspend of £8.130m, predominantly linked to the rising cost and demand for Community Care. The adverse variance includes £5.878m of COVID-19 related expenditure.

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- 2.7 Children's Services is forecasting an adverse variance of £7.591m, of which £5.592m is related to COVID-19. There are pressures within the two main service areas: Education, Skills and Early Years; at £1.848m and Children's Social Care; at £5.743m.
- 2.8 The Commissioning Portfolio is reporting an overall adverse variance of £0.820m, of which £0.741m is related to COVID-19. The total variance comprises a projected pressure of £0.477m in Commissioning and Procurement and an adverse variance of £0.343m in Finance.
- 2.9 Adverse variances, all relating to COVID-19 are also reported within Chief Executive (£0.325m) and Communities and Reform (£2.643m) and most significantly Capital, Treasury and Corporate Accounting which is showing an adverse position of £10.428m. Government funding received so far of £16.638m has helped reduce the overall deficit situation and further funding is expected which will reduce the in-year deficit further. A more detailed analysis of financial performance and the major variances can be found by Portfolio in the following sections.
- 2.10 It is important to note that as a result of COVID-19 the following 2020/21 approved budget reductions are currently forecast not to be achieved
- Treasury Management (Capital and Treasury) - £1.000m
  - The Direct Payment Review (CHASC) - £0.150m
  - Property Savings and Accommodation Review (People and Place) - £0.163m (part of an approved £0.261m)
  - Service efficiencies approved in 2019/20 of £1.776m including Children's Services at £1.660m

All of the above pressures are included within the forecasts.

- 2.11 Clearly, in view of the projected adverse variance at Quarter 1, management action is being initiated across all service areas to review and challenge planned expenditure and to maximise income. It is important to note that the recruitment of staff to vacant posts and significant items of expenditure is already monitored via a corporate process. Such service and corporate action will continue with the aim of bringing expenditure nearer to the resources available. In addition, further measures are being implemented to ensure non-essential expenditure is avoided unless there is an exceptional business case to support it.
- 2.12 The effectiveness of management action will be closely monitored by Directorate Management Teams with regular progress updates being provided to Portfolio holders. It is therefore anticipated that by the year end, the outturn position will reflect a lower overall adverse position. The Government on 2 July announced a further package of support to address spending pressures (£2.466m of unringfenced grant has already been received) and recognised the impact of lost income. The mechanism to reimburse Councils for lost income has not yet been finalised (this includes the determination of compensation for lost Council Tax and Business Rates in year as reflected in the Collection Fund). In addition to the management action, the further Government grant to compensate for income losses will further improve the financial position.
- 2.13 As this financial monitoring report reflects the financial position at Quarter 1, it can be regarded as an early warning of the position if no corrective action is taken. A report elsewhere on the agenda outlines the full range of measures that are being introduced

to control expenditure as the financial position and operating environment is unprecedented. It is evident that there is time for the financial position to improve and management action to be effective. This should be demonstrated in the coming months and regular updates will be presented to cabinet on a monthly basis.

## Portfolio Summaries

### People and Place

- 2.14 The following table shows the forecast position after the approved and planned use of transfer to reserves for the Portfolio.

**Table 4 – People and Place - Forecast Outturn**

| Directorates                      | Budget<br>£000 | Forecast<br>£000 | Use of<br>Reserves<br>£000 | Variance<br>£000 |
|-----------------------------------|----------------|------------------|----------------------------|------------------|
| Customer Services                 | 1,336          | 1,336            | 0                          | 0                |
| Economic Development              | 1,985          | 7,942            | 0                          | 5,957            |
| Education and Early Years         | 0              | 0                | 0                          | 0                |
| Enterprise and Skills             | 773            | 1,523            | 0                          | 750              |
| Environmental Services            | 53,691         | 54,348           | 84                         | 740              |
| ICT                               | 4,076          | 4,628            | 0                          | 552              |
| Strategic Relationship Management | 42             | 42               | 0                          | 0                |
| <b>Grand Total</b>                | <b>61,904</b>  | <b>69,819</b>    | <b>84</b>                  | <b>7,999</b>     |

### Summary

- 2.15 The forecast outturn at Quarter 1 for the People and Place portfolio, including all pressures associated with COVID-19, is an overspend of £7.999m.

### Economic Development

- 2.16 Economic Development is currently forecasting a pressure pressures of £5.957m; £2.288m relating to the Catering and Cleaning services the principal reason being loss of income in relation to school meals as a result of COVID-19. There is a £1.483m pressure in the Car Parking budget also relating to loss of income as a result of COVID-19. The Corporate Landlord/Investment Estate is projecting a £1.526m pressure of which £0.788m is estimated to relate to COVID-19 impacts with the remainder relating to pre-existing issues in the area. The Strategic Housing service is projecting a pressure of £0.605m relating to additional accommodation costs as a result of COVID-19. The Planning department is projecting a minor pressure of £0.053m relating to agency staffing costs.
- 2.17 There is also a requirement to progress work associated with the Greater Manchester Spatial Framework, the Local Plan and the Creating a Better Place Strategy. The 2020/21 Revenue Budget and Medium Term Financial Strategy was prepared on the basis this work would be financed from revenue reserves. The financial challenges created by COVID-19 mean it is now necessary to reduce the potential call on reserves

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wherever possible. The service will therefore seek to manage these costs within the existing service and directorate budget.

#### Enterprise and Skills

- 2.18 The Town Centre area, which includes the Market Service is currently forecasting an overall loss for the financial year of £0.750m which includes an anticipated loss of some rental income due to COVID-19.

#### Environmental Services

- 2.19 The Environmental Services area is forecasting a £0.740m overspend, mainly due to the financial impact of COVID-19 and addressing the issues of lockdown arrangements.

- Environmental Management - £0.235m (£0.203m relating to COVID-19)
- Waste Management - £0.012m, a net adverse variance due to £0.205m of costs relating to COVID-19.
- The Highways Operations - Council £0.107m (all relating to lost income as a result of COVID-19)
- Waste levy - £0.645m additional costs incurred in relation to COVID-19 due to both the cancellation of managed weekly collections at the start of the financial year and a general increase in the level of household waste during the lockdown although discussions are taking place with the Greater Manchester Combined Authority (GMCA) to mitigate this potential charge.
- Building Control (£0.130m) all as a result of COVID-19

- 2.20 These overspends are offset with 'business as usual' underspends in the Highways Operations - Unity Service area of £0.230m (S38/S278 inspection fees) and the Street Lighting service area of £0.277m.

#### ICT, Customer Services, and Strategic Relationship Management

- 2.21 ICT is forecasting an overspend of £0.552m, £0.674m of which is attributable to COVID. There is an emerging pressure relating to Microsoft licenses which is offset by a forecast staffing underspend arising from vacancies. Customer Services and Strategic Relationship Management areas are both reporting a forecast balanced position.

#### Achievement of Budget Reductions

- 2.22 There is a £0.261m Budget Reduction in place as part of the Creating a Better Place strategy; however, given the effects of the current COVID-19 pandemic it is anticipated that £0.163m of the saving will not be fully achieved in year. The impact of this is included in the figures above.

#### Community Health and Adult Social Care

- 2.23 The Portfolio provides social care support to adults and carers across Oldham with a key aim of integrating and aligning the work with health partners to achieve greater efficiency in service delivery and better outcomes for the resident or patient. This covers both the commissioning and the provision of services.

**Table 5 –Community Health and Adult Social Care- Forecast Outturn**

| Directorate                    | Budget<br>£000 | Forecast<br>£000 | Use of<br>Reserves<br>£000 | Variance<br>£000 |
|--------------------------------|----------------|------------------|----------------------------|------------------|
| Adult Social Care - COVID 19   | 0              | 5,878            |                            | 5,878            |
| Commissioning                  | 21,120         | 21,068           |                            | (52)             |
| Community Business Services    | 1,688          | 1,625            |                            | (64)             |
| Community Health & Social Care | 28,888         | 27,814           |                            | (1,074)          |
| Director Adult Social Care     | (8,733)        | (9,233)          |                            | (500)            |
| Learning Disability            | 11,599         | 14,782           |                            | 3,183            |
| Mental Health                  | 7,587          | 8,383            |                            | 796              |
| Safeguarding                   | 660            | 622              |                            | (38)             |
| <b>Grand Total</b>             | <b>62,810</b>  | <b>70,940</b>    | <b>0</b>                   | <b>8,130</b>     |

### Summary

- 2.24 The pandemic is having a significant impact on the Portfolio, with a projected budget pressure of £5.878m. This excludes costs to support hospital discharge which are being recharged to the NHS via the CCG (in accordance with NHS guidance). The costs remaining with the Council are predominantly measures to support the care provider market including a premium to the uplift in care fees, support for community enablement, and investment to maintain a sustainable level of bed based occupancy. Other charges include an unachievable budget reduction, the inability to undertake planned transformational change and loss of income from client contributions and other cost recoveries. The expenditure is net of the Infection Control Grant highlighted later in the report.

### Commissioning & Community Business Services

- 2.25 Commissioning is forecasting an underspend of £0.052m due to slippage from managed staff vacancies, likewise Community Business Services is forecasting a £0.064m underspend for the year also due to vacant posts.

### Community Health & Social Care

- 2.26 This area is forecasting an underspend of £1.074m. Whilst care costs for people with a physical disability, sensory and memory & cognitive need present financial challenges, there has been a favourable swing in the projected costs in the early part of the financial year. Notwithstanding COVID-19, this highlights the volatile nature of the care market and whilst client numbers have fallen moderately, the major factor is that several higher cost packages of care have become fully funded by Continuing Health Care NHS resources due to increased clinical needs.

### Director of Adult Social Care

- 2.27 Director Adult Social Care is forecasting a favourable variance of £0.500m due to the anticipated uplift in the Better Care Fund allocation, consistent with previous years agreements.

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- 2.28 The Council has received Learning Disability and Autism Community Grant, from the Department of Health Social Care amounting to £0.956m. The funding will be provided over the next three years to speed up the discharge of individuals with learning disabilities or autism into the community from mental health inpatient care in England. Oldham has agreed to receive and administer the grant on behalf of all the Greater Manchester Authorities. Once a basis of allocation has been agreed the grant will be passported to those Authorities, the Councils share will be allocated to this service.

#### Learning Disability

- 2.29 Learning Disability is forecasting an overspend of £3.183m related entirely to increases in care costs, both in terms of client numbers and to a greater extent the complexity of care. The Transforming Care Programme continues to present considerable financial challenge and in the absence of adequate patient funding, will continue to be a pressure for the Oldham Cares economy. The cost to provide care for people already discharged back into Oldham is almost £1.000m for 2020/21 and could potentially double if the prospective number of patients currently awaiting discharge materialises.
- 2.30 The Direct Payment and Supported Living care markets are key areas where costs continue to increase. Supported Living alone has seen costs triple over the last 5 years where client numbers have broadly remained unchanged. The service is working with finance and other partners to look at ways of optimising the care provision available to ensure needs, quality and value are considered in proportionate measure.
- 2.31 The COVID-19 pandemic has stalled progress on Holly Bank admissions and will therefore defer any potential reductions in high cost care packages until later in the year. Finance will carefully monitor the implications as the year unfolds.

#### Mental Health

- 2.32 Mental Health is forecasting an overspend of £0.796m. With the general population living longer and surviving other illnesses the number of people developing dementia is increasing and therefore attracting the dementia premium when placed in care homes with expenditure forecast to overspend by £0.367m. A working group has been created to optimise the purchasing of care packages, particularly the higher cost and/or out of borough placements.

#### Safeguarding

- 2.33 Safeguarding, after undergoing a restructure is in the final phase of appointing to newly created posts and as such do not yet reflect a fully committed establishment, subsequently projecting an underspend of £0.038m.

#### Achievement of Budget Reductions

- 2.34 There is one Budget Reduction for the Portfolio in 2020/21; £0.150m relating to a review of Direct Payments, as previously mentioned this is currently forecast to be unachievable as a result of COVID-19 and the impact of this is reflected in the information presented above.

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## Progress against Locality Plans

- 2.35 A key element of the Health and Social Care devolution agenda is the submission of a Locality Plan setting out the joint vision of Council and Oldham Clinical Commissioning Group (CCG) for the greatest and fastest possible improvement in the health and wellbeing of our residents by 2021. This improvement will be achieved by supporting people to be more in control of their lives by having a health and social care system that is geared towards wellbeing and the prevention of ill health; access to health services at home and in the community; and social care that works with health and voluntary services to support people to look after themselves and each other.
- 2.36 The financial performance against the latest version of the 2020/21 Locality Plan, as reported to the GM Health and Social Care Partnership, is shown in the table below:

**Table 6 – Locality Plan**

|  | Revised Budget<br>£000 | Forecast<br>£000 | Variance<br>£000 |
|--|------------------------|------------------|------------------|
| Community Health and Adult Social Care | 62,810                 | 70,939           | 8,130            |
| Public Health                          | 18,114                 | 18,114           | 0                |
| Children and Families                  | 38,290                 | 44,033           | 5,743            |
| <b>Total</b>                           | <b>119,214</b>         | <b>133,086</b>   | <b>13,872</b>    |

- 2.37 Although the headings in the Locality Plan do not completely align with the Council's Directorate reporting arrangements, the reasons for the variances against budget are consistent with those reported within Community Health and Adult Social Care, Public Health and Children's Social Care. This includes forecast overspends that are a result of additional activity due to COVID-19. At this stage this shows the gross cost before the allocation of a share of the Government grant that has been paid to compensate the Council for COVID-19.

## Children's Services

- 2.38 The following table shows the forecast position. There is currently no planned use of reserves for the Directorate.

**Table 7 – Children's Services**

| Directorate                     | Budget<br>£000 | Forecast<br>£000 | Use of Reserves<br>£000 | Variance<br>£000 |
|---------------------------------|----------------|------------------|-------------------------|------------------|
| Schools                         | (39)           | (39)             | 0                       | 0                |
| Education, Skills & Early Years | 6,156          | 8,004            | 0                       | 1,848            |
| Children's Social Care          | 35,940         | 41,683           | 0                       | 5,743            |
| Preventative Services           | 2,350          | 2,350            |                         | 0                |
| <b>Grand Total</b>              | <b>44,407</b>  | <b>51,998</b>    | <b>0</b>                | <b>7,591</b>     |

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## Summary

- 2.39 The Directorate has a projected overspend of £7.591m which includes additional costs that are related to the impact of COVID-19. The principal underlying reasons are detailed below.

### Education, Skills and Early Years

- 2.40 The Directorate is estimating a £1.848m overspend which includes £1.389m of costs associated with COVID-19; the main contributing factors in relation to which are as follows:

- £0.541m - Home to School Transport budget anticipated impact from September 2020 due to social distancing measures
- £0.093m - Out of Borough half term opening costs related to COVID-19
- £0.300m - SEND additional staffing required for Social, Emotional Mental Health Needs/ home schooling and Early Years sustainability
- £0.455m – Loss of Income; Service Level Agreement (SLA) Income to QEST service, Post16 parental fines and Get Oldham Working.

Further additional pressures in relation to 'business as usual' total £0.488m and include

- £0.166m as a result of underachievement of traded income within the QEST/ Educational Psychology service;
- £0.090m relating to additional expenditure in SEND Reform;
- £0.199m relating to staffing pressures across the directorate.

### Children's Social Care

- 2.41 This area is projecting a £5.743m overspend which includes an anticipated additional cost related to COVID-19 of approximately £2.543m in the main relating to the provision of in-house residential care, placements and staffing pressures, plus a further £1.660m of unachievable savings.
- 2.42 There are other additional overspends included within the forecasts, one off pressures in relation to restructuring costs and the anticipated loss of contractual income account for £0.466m of the adverse variance.
- 2.43 There is a further forecast operational deficit of £1.074m as a result of increased costs in relation to social care placements including Out of Borough (£0.799m), staffing (£0.245m) and interpreter services (£0.030m).

### Preventative Services

- 2.44 Preventative Services includes Early Help, Targeted Youth, Tackling Troubled Families and the Multi Agency Safeguarding Hub and is predicting an overall balanced position for the year.

### Achievement of Budget Reductions

- 2.45 The Budget Reductions for Children's Services are solely in relation to the Portfolio's target of achieving efficiencies, linked to previous allocated resources for a new

operating model; £1.660m in total all of which is currently forecast to be unachievable as a result of COVID-19 and is included as part of the overall pressure above.

## Communities and Reform

- 2.46 The following table shows the forecast position for the Communities and Reform Portfolio after the approved and planned use of reserves and includes additional costs for COVID-19.

**Table 8 – Communities and Reform – Forecast Outturn**

| Directorate                  | Budget<br>£000 | Forecast<br>£000 | Use of<br>Reserves<br>£000 | Variance<br>£000 |
|------------------------------|----------------|------------------|----------------------------|------------------|
| People                       | 2,453          | 2,333            | 0                          | (120)            |
| Public Health & HLA          | 23,523         | 24,176           | (338)                      | 315              |
| Youth, Leisure & Communities | 5,367          | 7,504            | 0                          | 2,137            |
| Transformation and Reform    | 0              | 273              | 0                          | 273              |
| Communications and Research  | 889            | 896              | 0                          | 6                |
| Policy                       | 40             | 72               | 0                          | 32               |
| Strategy and Performance     | 755            | 754              | 0                          | (0)              |
| <b>Grand Total</b>           | <b>33,026</b>  | <b>36,008</b>    | <b>(338)</b>               | <b>2,643</b>     |

- 2.47 The forecast outturn at Quarter 1 is an over spend of £2.643m of which £2.666m relates to COVID. This is after the proposed use of £0.338m reserves. Without COVID, the Portfolio would be showing a £0.022m underspend. The paragraphs below outline the main movements within the Portfolio.
- 2.48 Public Health and Heritage, Libraries and Arts (HLA) services are together showing overspends of £0.0315m as at month 3. There are income pressures for Libraries and the Music Service due to COVID-19 and reduced service provision (£0.452m), which is offset in part with underspends on staffing and non-pay costs.
- 2.49 Youth, Leisure and Communities is showing an overall overspend of £2.137m. There are income pressures within Sports Development and Outdoor Education due to COVID-19 and reduced service provision which is in part offset against vacancies within Community Safety and District Partnerships. The main pressure relates to the Leisure contract and the requirement for centre closures due to COVID-19.
- 2.50 Transformation and Reform is reporting an adverse variance of £0.273m being project expenditure which will be funded from wider Directorate underspends.
- 2.51 There are several low value variances, as follows:
- People Services is showing a favourable variance of £0.120m which relates to underspends on staffing costs. The service is currently undertaking a restructure which is in the implementation stages
  - Communications and Research is forecasting a minor adverse variance of £0.006m

- Policy is showing an overspend of £0.032m - there are pressures on income and supplies and services offset in part with vacant posts.
- Strategy and Performance is showing a balanced position at quarter 1

#### Achievement of Budget Reductions

2.52 There are no approved budget reductions in this area for 2020/21.

#### Commissioning

2.53 The table below shows the forecast position after the approved and planned use of reserves for the Portfolio.

**Table 9 - Commissioning - Forecast Outturn**

| Directorates                  | Budget<br>£000 | Forecast<br>£000 | Use of<br>Reserves<br>£000 | Variance<br>£000 |
|-------------------------------|----------------|------------------|----------------------------|------------------|
| Commissioning and Procurement | 283            | 760              | 0                          | 477              |
| Finance                       | 8,632          | 11,022           | (2,047)                    | 343              |
| <b>Grand Total</b>            | <b>8,916</b>   | <b>11,782</b>    | <b>(2,047)</b>             | <b>820</b>       |

#### Summary

2.54 The forecast outturn position at Quarter 1 is an overspend of £0.820m, after a £2.047m use of reserves. A sum of £0.741m of the adverse variance is attributable to the pandemic.

#### Commissioning and Procurement

2.55 Commissioning and Procurement is reporting an overspend of £0.477m. The service is continuing to experience difficulties in recruiting to permanent posts, resulting in a more expensive temporary staffing solution. The service is also reporting a pressure of £0.237m against the Early Payment scheme which is in part due to Government guidance in response to COVID19 in that suppliers move to immediate payment terms (£0.081m).

2.56 Finance is showing an overspend of £0.343m which is due to the temporary suspension of reclaiming benefits overpayments as instructed by the Government in relation to COVID-19 which is in part offset by vacancies in the service.

#### Achievement of Budget Reductions

2.57 The 2020/21 Budget Reductions for the Commissioning portfolio of £0.400m are forecast to be fully achieved.

#### Chief Executive

2.58 The table below shows the forecast position including additional cost associated with COVID-19.

**Table 10 – Chief Executive**

| Directorate                | Budget<br>£000 | Forecast<br>£000 | Use of<br>Reserves<br>£000 | Variance<br>£000 |
|----------------------------|----------------|------------------|----------------------------|------------------|
| Chief Executive            | 2,257          | 2,371            | 0                          | 113              |
| Chief Executive Management | 1,554          | 1,554            | 0                          | 0                |
| Legal Services             | 3,211          | 3,422            | 0                          | 211              |
| Executive Office           | 583            | 583              | 0                          | 0                |
| <b>Grand Total</b>         | <b>7,606</b>   | <b>7,930</b>     | <b>0</b>                   | <b>325</b>       |

### Summary

- 2.59 The Portfolio is showing an overspend of £0.325m all of which it is estimated is due to the impact of COVID-19.

### Chief Executive

- 2.60 Chief Executive is reporting an overspend of £0.113m at month 3. There are additional mortuary costs due to COVID-19 which is in part offset by a reduction to contributions for regionally provided services in 2020/21.

### Legal Services

- 2.61 The service is reporting an overspend of £0.211m at month 3. This is predominantly due to the impact of COVID-19 with an anticipated reduction in income in Registrars and Land Charges and the recovery of court costs. There are staffing pressures due to COVID-19 as external expertise is required regarding contractual issues and to deal with the backlog of schools' admission appeals. This is in part being offset by an anticipated underspend within the Elections budget due to the postponement of the local election in May 2020.

### Achievement of Budget Reductions

- 2.62 There are no Budget Reductions for the Chief Executive Portfolio in 2020/21.

## Capital, Treasury and Corporate Accounting

- 2.63 The following table shows the forecast position, without the use of any reserves.

**Table 11 – Capital, Treasury and Corporate Accounting – Forecast Outturn**

| Directorates                              | Budget<br>£000 | Forecast<br>£000 | Use of<br>Reserves<br>£000 | Variance<br>£000 |
|---|----------------|------------------|----------------------------|------------------|
| Capital Treasury and Technical Accounting | 15,844         | 26,272           | 0                          | 10,428           |
| <b>Grand Total</b>                        | <b>15,844</b>  | <b>26,272</b>    | <b>0</b>                   | <b>10,428</b>    |

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## Summary

### Capital, Treasury and Corporate Accounting

- 2.64 The Portfolio includes the budgets associated with the Council's Treasury Management activities including interest payable on loans and interest receivable on investments. It also includes the revenue budgets associated with technical accounting entries. As at Month 3, the projected adverse variance is £10.428m, all of which is as a result of COVID-19.
- 2.65 The adverse variance within the Capital and Treasury service area is £10.428m and is as a result of the anticipated loss of income from approved treasury management investment activities and rental income as a result of the global pandemic.

### Housing Benefits

- 2.66 The service is anticipating an overspend of £0.280m due to the temporary suspension of not recovering benefits overpayments as per Local Government Association (LGA) bulletin 6.4 as part of the Government's response to the COVID-19 outbreak.

### Achievement of Budget Reductions

- 2.67 The 2020/21 Budget Reductions for Capital, Treasury and Corporate Accounting total £2.200m. Within this is £1.000m for Treasury Management which will not be achieved due to global pandemic and is included within the £10.428m pressure noted above.

### Ringfenced Grants

- 2.67 In addition to the unringfenced grants highlighted in the report, including the COVID-19 funding of £16.638m that has already been received and increase the net revenue budget of the Council, the Government has provided a range of ringfenced grants to support the response to COVID-19. Whilst these are included in the budget, the increased expenditure is offset by grant within the relevant service area. These are set out as follows:

#### a) Hardship Fund Grant

Grant of £500m for English Authorities has been provided to support economically vulnerable people and households in their local area. On 3 April 2020 the Council received a share of this Hardship Fund Grant totalling £3.015m. At its meeting on 23 April 2020, Cabinet approved the approach to allocating this resource. The increased expenditure offset by grant is included in the budget of the Commissioning Portfolio.

#### b) Infection Control Fund Grant

On 13 May 2020 the Government announced an allocation of £600m adult social care Infection Control Grant. The Council's share of the national allocation was £2.317m. The increased expenditure offset by grant income is included within the budget of the Community Health and Adult Social Care Portfolio. The grant is to give support to adult social care providers to reduce the rate of COVID transmission in and between care homes and support wider workforce resilience.

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c) Local Authority Test and Trace Service Support Grant

The Government announced a funding package of £300m to Local Authorities to support the test, track and trace service across England. On 11 June the Council was notified of its allocation of Local Authority Test and Trace Service Support Grant at a value of £1.560m. The grant was received in full by the Council on 23 June 2020. This increased expenditure offset by the grant is included with the Public Health Service budget within the Communities and Reform Directorate.

d) Local Authority Emergency Assistance Grant for Food and Essential Supplies

On 10 June 2020 the Government announced £63m of new funding for Local Authorities to help individuals struggling financially as a result of coronavirus. Allocations were notified on 10 July 2020 with Oldham being awarded £0.361m (received on 28 July 2020). The Council is currently finalising its approach to the most effective deployment of this resource in alignment with the Government's expectations and in the meantime the resources are being held within Capital, Treasury and Corporate Accounting budgets.

e) Coronavirus (COVID-19) Rough Sleepers Contingency Fund

This Fund was initially announced in March 2020 as a £3.2m national allocation for Local Authorities targeted at support for rough sleepers or those in accommodation where bedrooms are shared or there is a dormitory style provision and where, as a result, guidance on self-isolation could not be followed. The Council was able to submit a claim in May for its share of the funding (£0.002m).

f) Other Grants

A further grant of £0.210m relating to the Reopening High Streets Safely Fund will be included in future monitoring report once the Council has finalised its Funding Agreement with Government.

Members will also recall that Cabinet of 23 April was advised that the Council had been awarded grant funding of £54.873m to provide support for small businesses and those in the retail, hospitality and leisure sectors in the form of two grant funding schemes, the Small Business Grant Fund (SBGF) and the Retail, Hospitality and Leisure Grant Fund (RLHGF). The Government subsequently announced that this funding allocation would also provide discretionary grant support for those businesses not qualifying for the other categories of grant.

The funding has been ringfenced but in accordance with accounting guidance, as the Council is acting as an agent in the administration of the SBGF and RLHGF grant regimes, these payments will be netted off the grant received and are not required to be shown gross in the budget. The Local Authority Discretionary Grants Fund is required to be included in the 2020/21 revenue budget as additional external funding matched by expenditure.

It is important to note that the grant schemes are of course being administered in accordance with Government guidance and following all appropriate protocols. The Government has recently announced that all schemes will close on 28 August and

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final payments must be made by 30 September 2020, at which time a reconciliation will be undertaken to facilitate final budget adjustments.

## **Schools**

2. 68 The Council's expenditure on schools is funded primarily by grant provided by the Department for Education, the Dedicated Schools Grant (DSG). DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools' Budget, as defined in the School Finance (England) Regulations 2020. The Schools' Budget includes elements for a range of educational services provided on an Authority wide basis and for the Individual Schools Budget which is divided into a budget share for each maintained school.
2. 69 Members will recall the DSG is made up of the following 4 blocks of funding of which further detail is presented at Appendix 3;
- Schools
  - High Needs
  - Early Years
  - Central Schools Services
- 2.70 Members will also recall that there is considerable pressure on the DSG, particularly the High Needs block. The pressure in the High Needs area is due to expenditure exceeding the High Needs budget available each year with key contributors being the:
- Increasing high needs population, such as special school places and resourced provision,
  - Increasing number of Education Health Care Plans requiring high needs top up funding within mainstream schools
  - Cost of providing local Pupil Referral Unit capacity to ensure that the Local Authority fulfils its statutory role.
  - High cost of external placements

As a consequence, the Schools Forum has historically agreed transfers between Schools Block and High Needs Blocks in 2018/19 (1%) and 2019/20 (0.84%). A further 0.5% has been agreed for the current financial year (£1.009m).

2. 71 With the continued support from the Schools Block, the High Needs Block has a slight in year deficit of £0.002m. This contributes to a cumulative deficit forecast of £14.879m as at 31 March 2021. The deficit is offset by cumulative virements and savings from the Schools and Early Years Blocks to leave a net deficit of £4.918m (as illustrated in the table below). This in turn is a significant element of the overall deficit on the DSG.

**Table 12 – DSG High Needs Block**

| DSG Key Issues  | £000            |
|---|-----------------|
| Original Budget Allocation including adjustment for imports/exports | 39,190          |
| Contribution from Schools Block (Schools Forum approval)            | 1,009           |
| <b>2020/21 Total Budget Available</b>                               | <b>40,199</b>   |
| Estimated Expenditure   | (40,201)        |
| <b>Projected in Year Deficit</b>                                    | <b>(2)</b>      |
| Deficit Brought Forward 01/04/2020                                  | (14,879)        |
| <b>Cumulative Deficit</b>   | <b>(14,881)</b> |
| Offset by;  |                 |
| - Virement from Schools Block- 2016/17 to 2019/20                   | 6,237           |
| - Savings in Schools and Early Years Block- 2015/16 to 2019/20      | 3,726           |
| <b>Projected Deficit 31/03/2021</b>                                 | <b>(4,918)</b>  |

**Overall DSG Position and Recovery Plan**

- 2.72 There is a requirement that the DSG is brought back into balance and a DSG Financial Recovery Plan was submitted to the Department for Education in 2019. As previously reported to Members the financial elements of the recovery plan have been continuously updated to take account of estimated additional cost pressures, formal notification of additional funding and the agreed funding methodology for 2020/21 (including the reduced 0.5% transfer of DSG funding between the Schools and the High Needs Funding Blocks for 2020/21) that was approved by Cabinet on 16 December 2019.
- 2.73 A report was presented to Schools Forum on 1 July 2020 showing the current projected deficit for 2020/21 as £5.635m. Further pressures and increased funding in 2021/22 show a forecast deficit at the end of 2021/22 of £2.464m. It should be noted that the recovery plan is predicated on a further 1% transfer in 2021/22, for which both Schools Forum and Secretary of State approval would be required under the current regulations. The revised Recovery Plan is summarised in the table below and shows a revised deficit if the 1% transfer is not sought:

**Table 13 - Overall DSG Position**

|  | 2020/21<br>£000 | 2021/22<br>£000 |
|--|-----------------|-----------------|
| <b>Balance/ Variance Brought Forward</b> | <b>(4,916)</b>  | <b>(5,635)</b>  |
| Movements Per Original Plan              | 1,048           | 5,081           |
| <b>Revised Forecast Variance</b>         | <b>(3,868)</b>  | <b>(554)</b>    |
| Estimated additional pressures           | (1,767)         | (5,510)         |
| Additional Funding                       |                 | 3,600           |
| <b>Revised Net Forecast Variance</b>     | <b>(5,635)</b>  | <b>(2,464)</b>  |
| If the 1% movement is not agreed         |                 | 1,894           |
| <b>Revised Net Forecast Variance</b>     | <b>(5,635)</b>  | <b>(4,358)</b>  |

2.74 The new 2020 Regulations mean that there will no longer be an automatic 1% trigger for the production of a DSG deficit recovery plan, instead the DfE will focus on those Authorities requiring help through a more measured and targeted approach. As the current recovery plan has been agreed with the Schools Forum, and it is appropriate to present information in this format at this time, it is proposed that the Authority will continue to use the recovery plan arrangements as an effective means of monitoring the DSG position and returning the deficit to a surplus and will continue to liaise with the Schools Forum accordingly with a further update scheduled for 16 September 2020. The projected deficit for 2021/22 will change as a result of the announcement on 20 July of funding allocations for 2021/22. The information is being examined and future projections will reflect the revising level of funding. However, there is clearly some work to do to manage the DSG deficit over a realistic timeframe.

### Housing Revenue Account (HRA)

2.75 Table 13 compares the initially approved HRA position to the current estimated outturn. The actual closing balance for 2019/20 at £21.795m was £0.045m more than the estimate of £21.750m. The original HRA forecast was for a planned in-year decrease in balances of £3.520m, mainly to support housing related expenditure in the Capital Programme. The revised forecast is for a decrease of £3.656m, a movement of £0.136m. The variance is mostly attributable to additional anticipated expenditure on dwellings for disabled and other essential adaptations.

**Table 14 - Housing Revenue Account Forecast Position**

| HRA Income & Expenditure Account    | Original Budget<br>£000 | Latest Forecast<br>£000 | Variance to Budget<br>£000 |
|-------------------------------------|-------------------------|-------------------------|----------------------------|
| HRA Balances Brought forward        | (21,750)                | (21,795)                | (45)                       |
| Deficit on HRA Services             | 3,520                   | 3,656                   | 136                        |
| <b>HRA Balances Carried Forward</b> | <b>(18,230)</b>         | <b>(18,139)</b>         | <b>91</b>                  |

### Collection Fund

2.76 The tables below show the forecast outturn position for the Collection Fund and the forecast position in relation to the share of balances.

**Table 15 - Collection Fund Forecast Position**

| Collection Fund Balance               | Council Tax<br>£000 | NDR<br>£000     | Total<br>£000   |
|---------------------------------------|---------------------|-----------------|-----------------|
| Balance Brought Forward               | (185)               | (3,110)         | (3,295)         |
| Surplus Released In Year              | 410                 | 1,060           | 1,470           |
| (Surplus)/ Deficit for the Year       | 4,140               | 26,446          | 30,586          |
| <b>Additional Section 31 Grant **</b> | <b>0</b>            | <b>(23,446)</b> | <b>(23,446)</b> |
| <b>Balance Carried Forward</b>        | <b>4,365</b>        | <b>950</b>      | <b>5,315</b>    |

\*\*Compensatory Section 31 Grant for the extension of 100% business rates reliefs to retail, hospitality and leisure businesses; paid to the Council in 2020/21 to offset the Collection Fund deficit created by the reliefs given to business. The grant will be paid in to the Council's General Fund in 2020/21 and will be held in reserves to be released to reimburse corresponding element of the Collection Fund deficit in 2021/22.

**Table 16 - Collection Fund – Share of Balances; Forecast Position**

| <b>Collection Fund Balance</b>  | <b>Council Tax<br/>£000</b> | <b>NDR<br/>£000</b> | <b>Total<br/>£000</b> |
|---|-----------------------------|---------------------|-----------------------|
| Share - Oldham Council  | 3,703                       | 940                 | <b>4,643</b>          |
| Share - Greater Manchester Combined Authority Mayoral Police and Crime Commissioner             | 460                         | -                   | <b>460</b>            |
| Share - Greater Manchester Combined Authority Mayoral General Precept (including Fire Services) | 202                         | 10                  | <b>212</b>            |
| <b>Total (Surplus)/Deficit</b>  | <b>4,365</b>                | <b>950</b>          | <b>5,315</b>          |

- 2.77 Council Tax and Business Rates remain a significant source of funding for Council services. However, these areas can be volatile, particularly for the 2020/21 financial year with the impact of COVID-19, as such the financial position of the Collection Fund is under constant review. The Greater Manchester 100% Business Rates Retention Pilot has continued into 2020/21. As with previous years the additional benefit from the pilot will be shared with GMCA who receive a maximum of 50% of the benefit in line with the original pilot agreement.
- 2.78 After discounting the Business Rates loss due to the extension of 100% reliefs to retail, hospitality and leisure businesses which will be fully compensated by Government grant, there is a forecast Collection Fund in-year deficit of £7.140m. This position is after excluding the in-year release of the prior year Council Tax surplus of £0.410m, and Business Rates release of £1.060m. This means that the projected year-end Collection Fund position (incorporating both Council Tax and Business Rates) is a deficit of £5.315m of which the share for the Council is £4.365m.
- 2.79 The Secretary for State for Housing, Communities and Local Government recently announced a new support package for local government, which includes the ability to spread collection fund deficits over three years rather than one.
- 2.80 The potential spreading over a period of time of the impact of elements of the rates retention scheme is something that has been used before, specifically with regard to the backdated appeals provision from 2013/14 when the scheme was first introduced. A similar approach is expected to be applied to both Council Tax and non-domestic rates and is expected to be incorporated into the regulatory process of estimating the collection fund deficits in January 2021. This will mean that 2020/21 collection fund deficits will still be recovered but over a longer time frame than the existing regulations require and reduce the impact on the 2021/21 budget setting process.

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### **3 Use of Reserves**

- 3.1 Members will recall that at the Council budget meeting of 26 February 2020, it was agreed that Earmarked Reserves of £10.008m be used to support the 2020/21 budget.
- 3.2 At the end of the 2019/20 financial year, funding was received from Central Government to support the Council in its response to COVID-19. This funding was at a value of £7.641m. Due to the timing of the receipt of these funds, it was deemed appropriate to hold these resources in a specific Earmarked Reserve to fund the additional expenditure to be incurred in 2020/21 in this regard. Hence this reserve is required to underpin the budget in 2020/21.
- 3.3 Within the Council's approved Reserves Policy for 2019/20 to 2020/21, it details the requirements for a specific Earmarked Reserve to hold any Business Rates gains that have been generated through the Business Rates Retention Pilot and that are required to be transferred to the GMCA. For 2020/21, the amount to be passported to GMCA is £2.047m. The Business Rates Retention Piloting agreement requires the Council to pay the GMCA the £2.047m in 2020/21
- 3.4 Included within the Month 3 monitor is an anticipated transfer to Earmarked Reserves of £0.084m to support the upgrading of crematorium equipment in line with approved plans and the use of £0.338m of the Growing Oldham Feeding Ambition Revenue Grant reserve used to take forward projects agreed with the grant provider, the University of Manchester (this grant will have to be returned to the provider if it is not used as intended).
- 3.5 Therefore, the total planned use of reserves as at Month 3 is £10.026m (excluding the £0.084m transfer to reserves). When this is added to the £10.008m which underpinned the 2020/21 budget, reserves of £20.034m which were brought forward into 2020/21 have been used already this financial year. The 2019/20 accounts were closed with £79.360m of earmarked reserves and £7.934m Revenue Grant reserves. Current levels are £59.664m and £7.596m although there are some commitments against the reserves.
- 3.6 In line with the Council's reserves policy, the recommended use of reserves to fund spend during the year have been initially approved by the appropriate officers prior to consideration by Cabinet. However, as there is a need to minimise the use of reserves in order to support the financial resilience of the Council. Only those reserves supporting essential business will be utilised this year.

### **4 Flexible Use of Capital Receipts**

- 4.1 Members will recall that at the Council meeting of 26 February 2020, it was approved that up to £3.750m of capital receipts would be used to underpin the revenue budget in line with the flexibilities agreed by Secretary of State for Housing, Communities and Local Government in March 2016.
- 4.2 A number of schemes in support of the transformation programme were identified which met the qualifying expenditure requirements as detailed within the statutory guidance issued by the MHCLG. It is currently estimated that due to the pandemic and the revision of service priorities, up to £1.9m of the anticipated transformational work cannot be

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delivered in year in accordance with the original timescales and is reflected in the financial monitoring position reported above. There is an on-going review of the programme and there is the potential for some work to be brought back on stream and alternative projects to be undertaken thus reducing the adverse impact. The position is being closely monitored and is expected to change in future reports.

## **5 Conclusion**

- 5.1 The current projected position, after adjustment for reserves and receipt of additional Government funding to support COVID pressures, is an overall significant corporate overspend; with the non-COVID related forecast over spending within Community Health and Adult Social Care and the Children's Services Portfolios a cause for concern. As outlined in Section 2, management action is being taken to control expenditure in all areas, particularly those that are not subject to demand changes, in order to offset expenditure over which the Council has little control – especially in attempting to mitigate the impact of COVID-19 on the day to day operations of the Council.
- 5.2 It is anticipated that the month on month financial monitoring reports will begin to reflect the outcome of such activities and show an improved financial forecast for 2020/21. The Director of Finance is putting in place appropriate measures to attempt to reduce the impact of the overspend which will include detailed reviews of all revenue and capital budgets.
- 5.3 In relation to demand led pressures; work, in the form of mitigations and alternative delivery solutions is on-going, there will, however, be an inevitable lead in time for these benefits to be realised. The implications arising from the 2020/21 in year position will be factored into financial planning estimates for 2021/22 and future years as appropriate.
- 5.4 Members should note that any unaddressed in-year pressure will have to be balanced by the use of reserves. Whilst, as outlined above, the Council holds sufficient levels of reserves to cover such a gap, the utilisation of reserves will reduce the Council's financial resilience. A significant reduction in reserves will also limit the ability of the Council to support the implementation of programmes of service transformation and the setting of future years' budgets

## Planned Use of Reserves 2020/21 - Quarter 1

| Reserve Name   | Balance as at 01 April 2020 £000 | Forecast use of reserves 2020/21 £000 | Anticipated Closing Balance 31 March 2021 | Reason for Use of Reserve   |
|--|----------------------------------|---------------------------------------|---|---|
| <b>Earmarked Reserves</b>  |                                  |                                       |   |   |
| <b>Directorate Reserves</b>  |                                  |                                       |   |   |
| Mercury Emissions  | 0                                | (84)                                  | (84)                                      | The transfer of a contribution made by via each cremation for the purchase of new Mercury abatement equipment   |
| <b>Fiscal Mitigation</b>   |                                  |                                       |   |   |
| COVID-19   | (10,000)                         | 7,641                                 | (2,359)                                   | This funding was provided by Government to support Local Authorities with additional costs incurred as part of the COVID-19 pandemic  |
| Business Rates   | (2,617)                          | 2,047                                 | (570)                                     | Detailed within the Reserves Policy for 2019/20 to 2020/21 is the requirement to transfer an element of the Business Rates gains across to the GMCA as part of the Business Rates Retention pilot agreement. The amount to be transferred across in 2020/21 which relates to 2019/20 is £2.047m |
| <b>Sub Total</b>   | <b>(12,617)</b>                  | <b>9,604</b>                          | <b>(3,013)</b>                            |   |
| <b>Balancing Budget Reserve</b>                                      |                                  |                                       |   |   |
| Corporate Reserve to balance budget                                  | (4,182)                          | 4,182                                 | 0   | As agreed by Council on 26 February 2020, £10.008m of Earmarked Reserves are required to support the 2020/21 budget   |
| Waste Levy Refund 2019/20  | (3,113)                          | 3,113                                 | 0   |   |
| 2019/20 Business Rates Pilot Scheme Gain                             | (1,413)                          | 1,413                                 | 0   |   |
| Business Rates Retention Returned Funding                            | (1,300)                          | 1,300                                 | 0   |   |
| <b>Sub Total Balancing Budget Reserve</b>                            | <b>(10,008)</b>                  | <b>10,008</b>                         | <b>0</b>                                  |   |
| <b>Total Planned use/creation of Earmarked Reserves 2020/21</b>      | <b>(22,625)</b>                  | <b>19,612</b>                         | <b>(3,013)</b>                            |   |
| <b>Revenue Grant Reserves</b>  |                                  |                                       |   |   |
| Growing Oldham Feeding Ambition                                      | (338)                            | 338                                   | 0   | To continue the Growing Oldham Feeding Ambition project in 2020/21  |
| <b>Total Planned use of Revenue Grant Reserves 2020/21</b>           | <b>(338)</b>                     | <b>338</b>                            | <b>0</b>                                  |   |
| <b>NET Use of Reserves Earmarked and Grant Reserves</b>              | <b>(22,963)</b>                  | <b>19,950</b>                         | <b>(3,013)</b>                            |   |
| Represented by:  |                                  |                                       |   |   |
| <b>Increase to Reserves</b>  | <b>0</b>                         | <b>(84)</b>                           | <b>(84)</b>                               |   |
| <b>Total Use of/ Change to Reserves Earmarked and Grant Reserves</b> | <b>(22,963)</b>                  | <b>20,034</b>                         | <b>(2,929)</b>                            |   |

| FINANCING OF THE 2020/21<br>BUDGET AT MONTH 3          | Original<br>Budget | Additions<br>to M2 | Additions<br>to M3 | Revised<br>Budget |
|--|--------------------|--------------------|--------------------|-------------------|
|  | £'000              | £'000              | £'000              | £'000             |
| <b>Net Expenditure Budget</b>                          | <b>(233,524)</b>   |                    |                    | <b>(233,524)</b>  |
| <b>Financed by:</b>                                    |                    |                    |                    |                   |
| Business Rates Top-up Grant                            | (41,048)           | (606)              |                    | (41,654)          |
| Grants in Lieu of Business Rates                       | (11,230)           |                    |                    | (11,230)          |
| Improved Better Care Fund Grant                        | (10,858)           |                    |                    | (10,858)          |
| Independent Living Fund Grant                          | (2,580)            |                    |                    | (2,580)           |
| Adult Social Care Support Grant                        | (6,954)            |                    |                    | (6,954)           |
| Housing Benefit & Council Tax<br>Administration Grant  | (1,138)            |                    |                    | (1,138)           |
| New Homes Bonus Grant                                  | (598)              |                    |                    | (598)             |
| Flexible Homelessness Support<br>Grant                 | (194)              |                    |                    | (194)             |
| Homeless Reduction Grant                               | (164)              |                    |                    | (164)             |
| Rough Sleeping Initiative Grant                        | (37)               |                    |                    | (37)              |
| Lead Local Flood authority grant                       | (12)               |                    |                    | (12)              |
| Department for Works and<br>Pensions (DWP) New Burdens | (122)              |                    |                    | (122)             |
| Verify earnings and Pensions<br>service                |                    | (30)               |                    | (30)              |
| School Improvement Monitoring &<br>Brokerage Grant     |                    | (104)              |                    | (104)             |
| Capital grants   |                    |                    | (3)                | (3)               |
| Extended rights to Free Travel                         |                    |                    | (38)               | (38)              |
| Transport Grant  |                    |                    | (9)                | (9)               |
| SEND Regional Co-ordinator                             |                    |                    | (24)               | (24)              |
| Local authority discretionary fund                     |                    |                    | (172)              | (172)             |
| COVID-19 Funding (Unringfenced)                        |                    |                    | (8,997)            | (8,997)           |
|  |                    |                    |                    | 0                 |
| <b>Total Government Grant Funding</b>                  | <b>(74,935)</b>    | <b>(741)</b>       | <b>(9,244)</b>     | <b>(84,920)</b>   |
| Council Tax Income - General                           | (88,078)           |                    |                    | (88,078)          |
| Council Tax Income - Adult Social<br>Care Precept      | (8,679)            |                    |                    | (8,679)           |
| Collection Fund Surplus                                | (1,400)            |                    |                    | (1,400)           |
| Retained Business Rates                                | (50,424)           |                    |                    | (50,424)          |
| <b>Total Locally Generated Income</b>                  | <b>(148,581)</b>   | <b>0</b>           | <b>0</b>           | <b>(148,581)</b>  |
| <b>Total Grant and Income</b>                          | <b>(223,516)</b>   | <b>(741)</b>       | <b>(9,244)</b>     | <b>(233,501)</b>  |
| Balance to be addressed by Use of<br>Reserves          | (10,008)           |                    |                    | (10,008)          |
| <b>Total Financing</b>                                 | <b>(233,524)</b>   | <b>(741)</b>       | <b>(9,244)</b>     | <b>(243,509)</b>  |

## **DSG Funding Blocks**

There are four DSG funding blocks as explained below:

- Schools
- High Needs
- Early Years
- Central Schools Services

The **Schools block** covers funding for:

- a) Individual mainstream schools and academies
- b) Growth Funding for planned growth by the LA in schools

The **High Needs block** covers funding for the education of pupils subject to Education, Health and Care Plans from age 0-25 in a range of provision including special schools, mainstream schools, alternative provision, independent specialist provision and Council centrally retained expenditure for High Needs.

The **Early Years block** covers:

- a) Two Year Old Funding
- b) Early Years Funding in Schools and Private, Voluntary and Independent provision (PVI's)
- c) Centrally retained expenditure for under 5's

The **Central Schools Services block** covers:

- a) Funding previously allocated through the retained duties element of the Education Services Grant (ESG) which has been discontinued from 2018/19
- b) Central school services which includes the expenditure related to Schools Forum, Premature Retirements, Admissions service and School Improvement
- c) School Licenses
- d) Statutory and Regulatory duties

## CAPITAL INVESTMENT PROGRAMME REPORT 2020/21

### Quarter 1 - June 2020

#### 1 Background

- 1.1 The original capital programme for 2020/21 reflects the priorities outlined in the capital strategy as approved at Cabinet on 10 February 2020 and confirmed at the Council meeting on the 26 February 2020.
- 1.2 The position as at 30 June 2020 is highlighted in this report but as the year progresses the outturn projections will reflect the evolving position.
- 1.3 For the remainder of the financial year, the programme will continue to be monitored and revised to take account of any new developments and changes in the profile of planned expenditure.

#### 2 Current Position

- 2.1 The approved capital programme summary position for the five financial years 2020/21 to 2024/25, approved by Council on 26 February 2020 is summarised in Table 1 and shows capital programme expenditure of £147.632m in 2020/21.

**Table 1 : Original Budget - Capital Programme 2020/21 to 2024/25**

| 2020/21<br>£000 | 2021/22<br>£000 | 2022/23<br>£000 | 2023/24<br>£000 | 2024/25<br>£000 | TOTAL<br>£000 |
|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|
| 147,632         | 131,467         | 102,510         | 40,999          | 56,973          | 479,581       |

- 2.2 The 2019/20 Month 9 report approved at Cabinet on 23 March 2020 projected an outturn position of £52.048m. However, the actual outturn was £54.383m, a variance of £2.335m, which required resources being accelerated from 2020/2021 and this is detailed in Table 2 and Appendices A-F.
- 2.3 Table 2 shows the original capital programme forecast spend for 2020/21 at £147.632m. Following the approval of the 2020-2025 Capital Strategy and Capital Programme at Council 26 February 2020, a virement of £11.897m (an increase to the 2020/21 budget) was approved. This revised the 2019/20 capital programme to £52.048m and the 2020/21 programme to £159.529m. The 2019/20 outturn position (variance of £2.335m) required a further realignment of the programme to revised planned spending in 2020/21 to £157.194m.
- 2.4 However, there was then further approved rephasing into future years (£3.668m) the receipt of the additional grants and contributions of £12.219m, and a further proposed variation (£0.073m) to give the projected revised expenditure of £165.672m.
- 2.5 Elsewhere on the agenda is a report summarising the impact of a strategic review of the Creating a Better Place programme. Anticipating approval of the strategic review and its impact on the allocations and profiling of individual schemes that fall

within the scope of Creating a Better Place, the capital programme revised budget and forecast spending have been reduced by in total by £90m of which of which £21.961m relates to 2020/21, revising the 2020/21 capital programme to £143.711m.

- 2.6 Actual expenditure to 30 June 2020 was £18.214m (12.67% of forecast outturn). This spending profile is in line with previous years. The position will be kept under review and budgets will be managed in accordance with forecasts.

**Table 2 – 2020/21 Capital Programme**

| Directorate                          | Original Budget 2020/21 £000 | Outturn Position Revision £000 | Further Budget changes £000 | Revised Budget 2020/21 £000 | Proposed Virement/ Rephase £000 | Revised Budget (M03) £000 | Forecast £000  | Variance £000 |
|--------------------------------------|------------------------------|--------------------------------|-----------------------------|-----------------------------|---------------------------------|---------------------------|----------------|---------------|
| Corporate Services                   | 9,450                        | 1                              | 16,560                      | 26,011                      | -                               | 26,011                    | 26,011         | 0             |
| Children's Services                  | 15,590                       | (1,624)                        | 8,004                       | 21,970                      | -                               | 21,970                    | 21,970         | 0             |
| Communities and Reform               | 346                          | 3                              | (89)                        | 260                         | -                               | 260                       | 260            | 0             |
| Community Health & Adult Social Care | 3,400                        | (365)                          | 95                          | 3,130                       | -                               | 3,130                     | 3,130          | 0             |
| Housing Revenue Account              | 5,537                        | (99)                           | 297                         | 5,735                       | -                               | 5,735                     | 5,735          | 0             |
| People and Place                     | 113,309                      | (251)                          | (26,380)                    | 86,678                      | (73)                            | 86,605                    | 86,605         | 0             |
| <b>Overall Total</b>                 | <b>147,632</b>               | <b>(2,335)</b>                 | <b>(1,513)</b>              | <b>143,784</b>              | <b>(73)</b>                     | <b>143,711</b>            | <b>143,711</b> | <b>0</b>      |

(subject to rounding – tolerance +/- £1k)

- 2.7 As advised above, the £2.335m rephasing is the net acceleration of 2020/21 approved budget to support the outturn for the 2019/20 capital programme. Along with the respective financing this initially reduced the 2020/21 capital programme.
- 2.8 The net budget change of £1.513m represents reprofiling of expenditure since the approval of the Capital Strategy and capital programme at Budget Council on 26 February 2020. It also includes £12.219m of new funding encompassing the Mayor's Challenge Fund grant and some smaller sums including, £0.062m of additional Highways Maintenance Grant, £0.065m of additional Disabled Facilities Grant, £0.014m from private contributions for Disabled Facilities Grant funded schemes and £0.010m from The Big Local Fund. The balance, a net of £8.229m represents the acceleration of funding from 2021/22 and future years to support projects realigned to 2020/21 together with the impact of the strategic review of the Creating a Better Place programme. As can be seen in the table above and at Appendix F, there is significant in year change in the People and Place programme, in relation to Strategic Acquisitions and Town Centre Developments in particular.
- 2.9 The proposed net changes of £0.073m reflect anticipated virements and further rephasing of spending as detailed in Appendix G.

- 2.10 Due to the COVID-19 pandemic, there remains an element of uncertainty about the forecast position and it is inevitable that this will change in the remaining months; that said the forecasts are based on the latest and most up to date information. A further breakdown of Table 2 on a service by service area basis is shown at Appendices A to F and the detailed breakdown of proposed virement/rephasing, both expenditure and financing, is shown in Appendix G.

### Re-profiling of the Capital Programme

- 2.11 The revised capital programme for 2020/21 to 2024/25, taking into account all the above amendments in arriving at the revised forecast position, is shown in Table 3 together with the projected financing profile.

**Table 3 – 2020/2025 Capital Programme**

| Directorate Budget                   | Revised Budget 2020/21 £000 | 2021/22 £000  | 2022/23 £000   | 2023/24 £000  | 2024/25 £000  | Total £000     |
|--------------------------------------|-----------------------------|---------------|----------------|---------------|---------------|----------------|
| Corporate Services                   | 26,011                      | 442           | 4,200          | 3,200         | 10,330        | 44,184         |
| Children's Services                  | 21,970                      | 15,989        | 5,000          | 0             | 0             | 42,959         |
| Communities and Reform               | 260                         | 1             | 0              | 0             | 0             | 260            |
| Community Health & Adult Social Care | 3,130                       | 703           | 400            | 400           | 400           | 5,033          |
| Housing Revenue Account              | 5,736                       | 3,922         | 3,800          | 2,835         | 0             | 16,293         |
| People and Place                     | 86,605                      | 51,602        | 92,386         | 48,938        | 24,573        | 304,103        |
| <b>Grand Total</b>                   | <b>143,711</b>              | <b>72,659</b> | <b>105,786</b> | <b>55,373</b> | <b>35,303</b> | <b>412,832</b> |

(subject to rounding – tolerance +/- £1k)

| Funding                     | 2020/21 £000     | 2021/22 £000    | 2022/23 £000     | 2023/24 £000    | 2024/25 £000    | Total £000       |
|-----------------------------|------------------|-----------------|------------------|-----------------|-----------------|------------------|
| Grant & Other Contributions | (30,911)         | (38,733)        | (4,452)          | (1,973)         | (1,973)         | (78,042)         |
| Prudential Borrowing        | (95,493)         | (26,218)        | (84,706)         | (41,716)        | (31,565)        | (279,698)        |
| Revenue                     | (5,741)          | (3,922)         | (6,200)          | (7,735)         | -               | (23,598)         |
| Capital Receipts            | (11,566)         | (3,786)         | (10,428)         | (3,949)         | (1,765)         | (31,494)         |
| <b>Grand Total</b>          | <b>(143,711)</b> | <b>(72,659)</b> | <b>(105,786)</b> | <b>(55,373)</b> | <b>(35,303)</b> | <b>(412,832)</b> |

(subject to rounding – tolerance +/- £1k)

- 2.12 The revised Provision for Emerging Priorities for 2020/21 to 2024/25, taking into account all the above amendments is contained within the Corporate Services budget and is as follows:

**Table 4 - Provision for Emerging Priorities**

|                                   | 2020/21 £000 | 2021/22 £000 | 2022/23 £000 | 2023/24 £000 | 2024/25 £000 | Total £000 |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|------------|
| Provision for Emerging Priorities | 1,301        | 442          | 4,200        | 3,200        | 10,330       | 19,473     |

## Capital Receipts

2.13 The revised capital programme requires the availability of £11.566m of capital receipts in 2020/21 for financing purposes. The total net usable capital receipts currently received in year is £0.304m.

2.14 The capital receipts position as at 30 June 2020 is as follows:

**Table 5 – Capital Receipts 2020/21**

|  | £000  | £000          |
|--|-------|---------------|
| Capital Receipts Financing Requirement       |       | 11,566        |
| Usable Capital Receipt b/fwd.                | 0     |               |
| Actual received to date                      | (304) |               |
| <b>Further Required/(Surplus) in 2020/21</b> |       | <b>11,262</b> |

(subject to rounding – tolerance +/- £1k)

2.15 Given the significant amount of receipts needed to finance the capital programme in this and future years it is imperative that the capital receipts/disposal schedule is adhered to. This is monitored at the monthly Capital Receipts meeting and will be subject to on-going review throughout the year. It is of course recognised that the pandemic has had an impact of business/economic activities making capital disposals more challenging.

2.16 The Capital Strategy and Capital Programme 2020/25 introduced an expectation of the level of receipts that is anticipated in each of the respective years and therefore an estimate as to the resultant level of over or under programming in order to present a balanced budget. The position as at 30 June 2020 is illustrated in the table below:

**Table 6 – Capital Receipts 2020/25**

| Capital Receipts                       | 2020/21<br>£000 | 2021/22<br>£000 | 2022/23<br>£000 | 2023/24<br>£000 | 2024/25<br>£000 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Capital Receipts Carried Forward       | -               | 6,960           | (98)            | 8,623           | 12,322          |
| Estimated Capital Receipts             | (4,302)         | (10,844)        | (1,707)         | (250)           | (1,074)         |
| Received in year                       | (304)           |                 |                 |                 |                 |
| <b>Total Receipts</b>                  | <b>(4,606)</b>  | <b>(3,884)</b>  | <b>(1,805)</b>  | <b>8,373</b>    | <b>11,248</b>   |
| Capital Receipts Financing Requirement | 11,566          | 3,786           | 10,428          | 3,949           | 1,765           |
| <b>Over/(Under) programming</b>        | <b>6,960</b>    | <b>(98)</b>     | <b>8,623</b>    | <b>12,322</b>   | <b>13,013</b>   |

(subject to rounding – tolerance +/- £1k)

2.17 As shown above, the most recent projection indicates a potential shortfall in later years of the programme. However, until a thorough review of the asset disposal programme has taken place, it is prudent to retain the current programme and review during the course of the current year.

## Annual Review of the Capital Programme

2.18 In accordance with previous practice, there will once again be a review of the capital programme over the summer months (the Summer Review). This will examine any further opportunities to reallocate, decommission or reprofile

resources. It will also include an in-depth analysis of capital receipts which may lead to opportunities to increase resource levels to support new projects or provide an alternative to prudential borrowing.

### **New Funding**

- 2.19 Since 30 June 2020 the Council has been notified of additional grant funding which has not yet been incorporated within financial tables presented above, including £4.172m from the Highway Maintenance Challenge Fund.
- 2.20 In addition, the Council has received notification from the Department of Education of a School Nurseries Capital Fund Grant of £0.274m at Northmoor Academy School Nursery. The grant will create 24 new FTE two-year-old places, 30 wraparound places, and 30 holiday places through a new build on an underused part of the existing site.
- 2.21 The MHCLG notified Oldham of an allocation of £1.000m of Towns Fund Grant to finance capital projects that can be delivered in this financial year. The Towns Fund forms a key aspect of Government plans to 'build back better' to support the economic recovery and central to the government's ambition to enable towns like Oldham to benefit from significant investment through the delivery of transformation projects. The Council has prepared a grant submission so it can access the resources available. This £1.000m is in addition to the £25m Towns fund allocation Oldham has already received.

### **Regional Funding Allocations**

- 2.22 The following grants were announced on 30 June 2020 and awarded to Greater Manchester to take forward a regional programme of investment
- £81m of Brownfield Fund allocation (from a national £360m) to support the development of housing on brownfield sites;
  - £54.2m Getting Building Fund allocation (from a national £900m) to support the delivery of 'shovel-ready' projects intended to provide stimulus to local economies.
- 2.23 Once the Council's share of these grant funding streams has been determined they will be included within the capital programme.

## **3 Conclusion**

- 3.1 Whilst the current projected position is showing the outturn to match the budget, a detailed review of the capital programme (the Annual Review) is being undertaken to establish if there are any surplus resources that can be realigned or any further re-profiling required. Whilst the Creating a Better Place review has recently concluded, it is likely that there will be some further rephrasing across all years to reflect the current developments of individual projects/schemes.
- 3.2 The capital programme is being continually monitored and is reported to Members on a regular basis.

## 4 **Appendices**

- 4.1 Appendix A - SUMMARY – Quarter 1 - Corporate Services
- Appendix B - SUMMARY – Quarter 1 - Children's Services
- Appendix C - SUMMARY – Quarter 1 - Communities and Reform
- Appendix D - SUMMARY – Quarter 1 - Community Services & Adult Social Care
- Appendix E - SUMMARY – Quarter 1 - Housing Revenue Account (HRA)
- Appendix F - SUMMARY – Quarter 1 - People and Place
- Appendix G - SUMMARY – Quarter 1 - Proposed Variations

**SUMMARY – Quarter 1 – Corporate Services**

| <b>Service area</b> | <b>Original Budget<br/>£000</b> | <b>2019/20<br/>Rephasing/<br/>Acceleration<br/>£000</b> | <b>Approved Changes<br/>/Virements<br/>£000</b> | <b>Revised Budget<br/>2020/21<br/>£000</b> | <b>Proposed Virement<br/>£000</b> | <b>Revised Budget<br/>M03<br/>£000</b> | <b>Forecast<br/>£000</b> | <b>Year End<br/>Variance<br/>£000</b> |
|---------------------|---------------------------------|---|---|--|-----------------------------------|--|--------------------------|---------------------------------------|
| Corporate           | 9,450                           | 1   | 16,165  | 25,616                                     | -                                 | 25,616                                 | 25,616                   | -                                     |
| General Services    | -                               | -   | 396   | 396  | -                                 | 396                                    | 396                      | -                                     |
|                     | <b>9,450</b>                    | <b>1</b>  | <b>16,560</b>                                   | <b>26,011</b>                              | <b>-</b>                          | <b>26,011</b>                          | <b>26,011</b>            | <b>-</b>                              |

(subject to rounding – tolerance +/- £1k)

**Major Variances Commentary**

No additional variances to report

**SUMMARY – Quarter 1 - Children's Services**

| Service area                      | Original Budget<br>£000 | 2019/20 Rephasing/<br>Acceleration<br>£000 | Approved Changes/<br>Virements<br>£000 | Revised Budget<br>2020/21<br>£000 | Proposed Virement<br>£000 | Revised Budget<br>£000 | Forecast<br>£000 | Year End<br>Variance<br>£000 |
|-----------------------------------|-------------------------|--|--|-----------------------------------|---------------------------|------------------------|------------------|------------------------------|
| Children, Young People & Families | 50                      | 102  | 27                                     | 179                               | -                         | 179                    | 179              | -                            |
| Schools – General Provision       | 507                     | (51)                                       | 256                                    | 712                               | -                         | 712                    | 712              | -                            |
| Schools – Primary                 | 4,368                   | (587)                                      | 1,997                                  | 5,778                             | -                         | 5,778                  | 5,778            | -                            |
| Schools – Secondary               | 8,582                   | (686)                                      | (3,483)                                | 4,413                             | -                         | 4,413                  | 4,413            | -                            |
| Schools – Special                 | 680                     | (322)                                      | 299                                    | 657                               | -                         | 657                    | 657              | -                            |
| Schools – New Build               | 1,403                   | (80)                                       | 8,908                                  | 10,231                            | -                         | 10,231                 | 10,231           | -                            |
|                                   | <b>15,590</b>           | <b>(1,624)</b>                             | <b>8,004</b>                           | <b>21,970</b>                     | <b>-</b>                  | <b>21,970</b>          | <b>21,970</b>    | <b>-</b>                     |

(subject to rounding – tolerance +/- £1k)

**Major Variances Commentary**

No additional variances to report

**SUMMARY – Quarter 1 - Communities and Reform**

| <b>Service area</b>      | <b>Original Budget<br/>£000</b> | <b>2019/20<br/>Rephasing/<br/>Acceleration<br/>£000</b> | <b>Approved<br/>Changes/<br/>Virements<br/>£000</b> | <b>Revised<br/>Budget<br/>2020/21<br/>£000</b> | <b>Proposed<br/>Virement<br/>£000</b> | <b>Revised<br/>Budget<br/>£000</b> | <b>Forecast<br/>£000</b> | <b>Year End<br/>Variance<br/>£000</b> |
|--------------------------|---------------------------------|---|---|--|---------------------------------------|------------------------------------|--------------------------|---------------------------------------|
| District Investment Fund | 346                             | 3   | (89)  | 260  | -                                     | 260                                | 260                      | -                                     |
|                          | <b>346</b>                      | <b>3</b>  | <b>(89)</b>   | <b>260</b>                                     | <b>-</b>                              | <b>260</b>                         | <b>260</b>               | <b>-</b>                              |

(subject to rounding – tolerance +/- £1k)

**Major Variances Commentary**

No additional variances to report

**SUMMARY – Quarter 1 - Community Services & Adult Social Care**

| <b>Service area</b> | <b>Original Budget<br/>£000</b> | <b>2019/20<br/>Rephasing/<br/>Acceleration<br/>£000</b> | <b>Approved<br/>Changes<br/>/Virements<br/>£000</b> | <b>Revised<br/>Budget<br/>2020/21<br/>£000</b> | <b>Proposed<br/>Virement<br/>£000</b> | <b>Revised<br/>Budget<br/>£000</b> | <b>Forecast<br/>£000</b> | <b>Year End<br/>Variance<br/>£000</b> |
|---------------------|---------------------------------|---|---|--|---------------------------------------|------------------------------------|--------------------------|---------------------------------------|
| Adult Services      | 3,400                           | (365)   | 95  | 3,130  | -                                     | 3,130                              | 3,130                    | -                                     |
|                     | <b>3,400</b>                    | <b>(365)</b>  | <b>95</b>   | <b>3,130</b>                                   | <b>-</b>                              | <b>3,130</b>                       | <b>3,130</b>             | <b>-</b>                              |

(subject to rounding – tolerance +/- £1k)

**Major Variances Commentary**

No additional variances to report

**SUMMARY – Quarter 1 - Housing Revenue Account (HRA)**

| <b>Service area</b>     | <b>Original Budget<br/>£000</b> | <b>2019/20<br/>Rephasing/<br/>Acceleration<br/>£000</b> | <b>Approved<br/>Changes/<br/>Virements<br/>£000</b> | <b>Revised<br/>Budget<br/>2020/21<br/>£000</b> | <b>Proposed<br/>Virement<br/>£000</b> | <b>Revised<br/>Budget<br/>£000</b> | <b>Forecast<br/>£000</b> | <b>Year End<br/>Variance<br/>£000</b> |
|-------------------------|---------------------------------|---|---|--|---------------------------------------|------------------------------------|--------------------------|---------------------------------------|
| Housing Revenue Account | 5,537                           | (99)  | 297   | 5,735  | -                                     | 5,735                              | 5,735                    | -                                     |
| <b>Reform Total</b>     | <b>5,537</b>                    | <b>(99)</b>   | <b>297</b>  | <b>5,735</b>                                   | <b>-</b>                              | <b>5,735</b>                       | <b>5,735</b>             | <b>-</b>                              |

(subject to rounding – tolerance +/- £1k)

**Major Variances Commentary**

No additional variances to report

**SUMMARY – Quarter 1 - People and Place**

| Service area  | Original Budget<br>£000 | 2019/20<br>Rephasing/<br>Acceleration<br>£000 | Approved<br>Changes/<br>Virements<br>£000 | Revised<br>Budget<br>2020/21<br>£000 | Proposed<br>Virement<br>£000 | Revised<br>Budget<br>£000 | Forecast<br>£000 | Year End<br>Variance<br>£000 |
|---|-------------------------|---|---|--------------------------------------|------------------------------|---------------------------|------------------|------------------------------|
| Asset Management                                    | 1,240                   | (167)   | 2,247                                     | 3,320                                |                              | 3,320                     | 3,320            | -                            |
| Asset Mgt - Education Premises                      | 2,877                   | 14  | 1,359                                     | 4,250                                |                              | 4,250                     | 4,250            | -                            |
| Boroughwide Developments                            | 18,450                  | (7)   | (1,905)                                   | 16,538                               |                              | 16,538                    | 16,538           | -                            |
| Development   |                         | (26)  | 294                                       | 268                                  |                              | 268                       | 268              | -                            |
| District Partnership –<br>Boroughwide               | 178                     | (14)  | 93  | 257                                  |                              | 257                       | 257              | -                            |
| Environment – Countryside                           | 100                     | (169)   | 71  | 2                                    |                              | 2                         | 2                | -                            |
| Environment – Parks                                 | -                       | (36)  | 292                                       | 256                                  |                              | 256                       | 256              | -                            |
| Env - Playing Fields & Facilities                   | -                       | (33)  | 45  | 12                                   |                              | 12                        | 12               | -                            |
| ICT   | 4,439                   | 29  | 623                                       | 5,091                                |                              | 5,091                     | 5,091            | -                            |
| Parks & Playing Fields                              | -                       | -   | 23  | 23                                   |                              | 23                        | 23               | -                            |
| Private Housing – HMRF                              | 265                     | 4   | 91  | 360                                  | (110)                        | 250                       | 250              | -                            |
| Private Housing                                     | 800                     | -   | -   | 800                                  |                              | 800                       | 800              | -                            |
| Public Realm  | -                       | 49  | 128                                       | 177                                  |                              | 177                       | 177              | -                            |
| Schools – Special                                   | -                       |   | 3   | 3                                    |                              | 3                         | 3                | -                            |
| Schools – New Build                                 | -                       |   | 9,500                                     | 9,500                                |                              | 9,500                     | 9,500            | -                            |
| Strategic Acquisitions                              | 7,795                   | -   | (7,795)                                   | -                                    |                              | -                         | -                | -                            |
| Town Centre Developments                            | 63,947                  | (131)   | (35,066)                                  | 28,750                               |                              | 28,750                    | 28,750           | -                            |
| Transport - Accident Reduction                      | 120                     | 137   | 417                                       | 674                                  |                              | 674                       | 674              | -                            |
| Transport - Bridges & Structures                    | 1,522                   | 28  | 2,016                                     | 3,566                                |                              | 3,566                     | 3,566            | -                            |
| Transport - Fleet Management                        | 1,000                   | (30)  | 31  | 1,001                                |                              | 1,001                     | 1,001            | -                            |
| Transport - Highway Major<br>Works/Drainage schemes | 9,988                   | 91  | 261                                       | 10,340                               | (463)                        | 9,877                     | 9,877            | -                            |
| Transport – Metrolink                               | -                       | (6)   | 6   | -                                    |                              | -                         | -                | -                            |
| Transport - Minor Works                             | 497                     | 2   | 441                                       | 940                                  | 500                          | 1,440                     | 1,440            | -                            |
| Transport – Miscellaneous                           | 90                      | 14  | 420                                       | 524                                  |                              | 524                       | 524              | -                            |

## APPENDIX F

| Service area                | Original Budget<br>£000 | 2019/20<br>Rephasing/<br>Acceleration<br>£000 | Approved<br>Changes/<br>Virements<br>£000 | Revised<br>Budget<br>2020/21<br>£000 | Proposed<br>Virement<br>£000 | Revised<br>Budget<br>£000 | Forecast<br>£000 | Year End<br>Variance<br>£000 |
|-----------------------------|-------------------------|---|---|--------------------------------------|------------------------------|---------------------------|------------------|------------------------------|
| Transport - Street Lighting | -                       | -   | 26  | 26                                   |                              | 26                        | 26               | -                            |
|                             | <b>113,309</b>          | <b>(251)</b>                                  | <b>(26,380)</b>                           | <b>86,678</b>                        | <b>(73)</b>                  | <b>86,605</b>             | <b>86,605</b>    | <b>-</b>                     |

(subject to rounding – tolerance +/- £1k)

### SUMMARY – Quarter 1 - People and Place Cont'd

#### Major Variances Commentary

No additional variances to report

**SUMMARY – Quarter 1 - Proposed Variations**

| <b>EXPENDITURE BUDGETS TO BE REPROFILED AS AT<br/>30 JUNE 2020</b> | <b>2020/21</b> | <b>2021/22</b> | <b>Comments</b>                   |
|--|----------------|----------------|-----------------------------------|
| <b>Directorate / Scheme</b>  | <b>£000</b>    | <b>£000</b>    |                                   |
| <b>People and Place</b>  |                |                |                                   |
| Equity Homes Loans   | (110)          | 110            | Rephase to Future Years           |
| Transport Investment   | (125)          | 463            | Realign & Rephase to Future Years |
| A640 Huddersfield Road (Phase 1)                                   | (22)           |                | Realign & Rephase to Future Years |
| A635 Manchester Road   | (49)           |                | Realign & Rephase to Future Years |
| Incentive Fund 2017/18   | (175)          |                | Realign & Rephase to Future Years |
| 2019/20 HIP Schemes - Amber  | (684)          |                | Realign within Service            |
| 2019/20 HIP Schemes - Red  | (11)           |                | Realign within Service            |
| C19454 Stannybrook Road (Daisy Nook Farm to Boundary)              | (6)            |                | Realign & Rephase to Future Years |
| A672 Ripponden Road (Dumfries Avenue to Boundary)                  | (87)           |                | Realign & Rephase to Future Years |
| 2020/21 HIP Schemes - Red  | 695            |                | Realign within Service            |
| Safe streets response measures: Cycling and walking                | 501            |                | New Grant                         |
| <b>People and Place TOTAL</b>                                      | <b>(73)</b>    | <b>573</b>     |                                   |
| <b>TOTAL</b>   | <b>(73)</b>    | <b>573</b>     |                                   |

| <b>FINANCING BUDGETS TO BE REPROFILED AS AT<br/>30 JUNE 2019</b> | <b>2020/21</b> | <b>2021/22</b> |  |
|--|----------------|----------------|--|
| <b>Fund Source</b>   | <b>£000</b>    | <b>£000</b>    |  |
| Grants and Contributions   | 4,098          | (4,598)        |  |
| Prudential Borrowing   | (4,025)        | 4,025          |  |
| Revenue Contribution   | -              | -              |  |
| Capital Receipts   | -              | -              |  |
| <b>TOTAL</b>   | <b>73</b>      | <b>(573)</b>   |  |

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## **Report to PERFORMANCE AND VALUE FOR MONEY SELECT COMMITTEE**

### **Performance and Value for Money Select Committee Work Programme**

#### **Portfolio Holder:**

Councillor Riaz Ahmad, Chair of the Performance and Value for Money Select Committee

**Report Author:** Lori Hughes, Constitutional Services Officer  
**Ext.** 4716

**27<sup>th</sup> August 2020**

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#### **Purpose of the Report**

For the Performance and Value for Money Select Committee to review the Select Committee's Work Programme.

#### **Executive Summary**

The Work Programme is designed to outline the areas the Select Committee will be provided an overview during the 2020/21 Municipal Year as well as issues to be scrutinised. The work programme covers the issues to be discussed at each meeting, issues and actions arising from the meeting and outstanding issues.

Due to the Covid-19 pandemic, several reports that were on the work programme for early in the municipal year have had to be delayed. These will be monitored by the Head of Corporate Governance and Constitutional Services and be placed on the work programme following discussion with the Chair as they become available.

#### **Recommendations**

The Performance and Value for Money Select Committee is asked to note and comment on the Select Committee's Work Programme.



**PVFM SELECT COMMITTEE WORK PROGRAMME 2020-2021 AND PERFORMANCE MONITORING PLAN**

**PART A – MEETING PROGRAMME**

| MEETING DATE & VENUE  | AGENDA ITEM   | SUMMARY OF ISSUE                         | CABINET PORTFOLIO (link to Corporate Outcome) | RESOLUTION / RECOMMENDATION   | Comments |
|---|---|--|---|---|----------|
| <b>Thursday, 25 June 2020</b><br><b>6.00 p.m.</b><br><br><b>Deadline for reports: 15 June 2020</b>  | Financial Outturn for 2019/20                       | Financial Monitoring                     | Finance and Green (Thriving Communities)      | <b>RESOLVED</b> that the Council's financial position for the financial year 2019/20 be noted.          |          |
| Page 273  | Quarter 4 Performance Report                        | Performance Update                       | Economy & Skills (Co-operative Services)      | <b>RESOLVED</b> that the report be noted.   |          |
|   | Overview and Scrutiny Annual Report for 2019/20     | Review of Work Undertaken                | All   | <b>RESOLVED</b> that the Overview and Scrutiny Annual Report for 2019/20 be commended to Full Council.  |          |
|   | Creating a Better Place                             | Review Principles                        | Economy & Skills (Thriving Communities)       | <b>RESOLVED</b> that the proposed review of Creating a Better Place and the review principles be noted. |          |
| <b>Thursday, 27 August 2020</b><br><b>6.00 p.m.</b><br><br><b>Deadline for reports: 17 Aug 2020</b> | Delivery of Additional School Places and Admissions | To include medium and long-term planning | Education                                     |   |          |

|  |  |   |   |  |  |
|--|--|---|---|--|--|
|  | Financial Resilience of Local Authorities                        | Financial Monitoring  | Finance & Green                                   |  |  |
|  | Unity Partnership  | Performance Report  | Finance and Green                                 |  |  |
|  | SEND   | Performance Plan and progress against the Written Statement of Action (WSOA)  | Children and Young People (Co-operative Services) |  |  |
|  | Revenue Monitor and Capital Investment Programme 2020/21 Month 3 | Budget Monitoring   | Finance and Green                                 |  |  |
|  |  |   |   |  |  |
| <b>Thursday, 1 October 2020, 6.00 p.m.</b><br><b>Deadline for reports: 21 September 2020</b> | Ofsted – Children's Services                                     | Update on Financial Performance and update on Improvement Plan  | Children and Young People (Thriving Communities)  |  | Update requested by the Select Committee in October 2019 |
|  | Improving Attendance and Health and Wellbeing                    | Progress Report on Sickness Absence and Fit for Oldham Programme (and to include previous year's figures)<br>The Sickness absence report to include reported number of resignations which related to the reasons for resignation, the length of service before resignation and the costs of training and development of such staff be considered alongside the submission of the programmed report on sickness absence as | HR and Corporate Reform (Thriving Communities)    |  |  |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
|   |  | discussed on 25 June 2020.               |  |  |  |
|   | Quarter 1 Performance Report                                     | Performance                              | Economy & Skills (Cooperative Services)  |  |  |
|   | Free Early Education Entitlements for 2, 3 and 4 Year Olds       | Overview of Key Trends and Developments  | Children and Young People                |  |  |
|   | Peer Review  | Action Plan                              | Economy & Skills                         |  |  |
|   | Revenue Monitor and Capital Investment Programme 2020/21 Month 4 | Budget Monitoring                        | Finance and Green                        |  |  |
|   | Council Tax and NNDR Collection Rates                            | Performance Impact of Covid and recovery | Finance & Green                          |  |  |
|   |  |  |  |  |  |
| Page 10 of 15<br>Thursday, 12 November 2020 6.00 p.m.<br>Deadline for Reports: 2 Nov 2020 | Administration Budget Proposals                                  |  | Finance and Green (Cooperative Services) |  |  |
|   | Local Government Ombudsman                                       | Annual Review of Performance             | Finance & Green                          |  |  |
|   | Highways Capital Programme                                       |  | Neighbourhoods & Culture                 |  |  |
|   | Creating a Better Place  | Delivery                                 | Economy & Skills                         |  |  |
|   | Revenue Monitor and Capital Investment Programme 2020/21 Month 5 | Budget Monitoring                        | Finance and Green                        |  |  |

|   |  |  |   |  |                                |
|---|--|--|---|--|--------------------------------|
|   | Repeat Referrals in Children's Social Care | Performance Issue  | Children and Young People                 |  |                                |
|   | Regional Adoption Agency                   | Review of Performance and Finance  | Children and Young People                 |  |                                |
|   |  |  |   |  |                                |
| <b>Tuesday, 24 November 2020 6.00 p.m.</b><br><br><b>Deadline for Reports: 13 November 2020</b> | Opposition Budget Proposals                |  | Finance and Green (Cooperative Services)  |  |                                |
|   |  |  |   |  |                                |
|   |  |  |   |  |                                |
|   |  |  |   |  |                                |
| <b>Thursday, 17 December 2020 6.00 p.m.</b><br><br><b>Deadline for Reports: 7 December 2020</b> | Housing Strategy                           | Update report on delivery of the strategy and Brownfield Sites <ul style="list-style-type: none"> <li>• Provision against demand</li> <li>• Affordable Housing</li> <li>• Land retention</li> <li>• Performance of External Providers</li> </ul> | Housing (Thriving Communities)            |  | Requested by PVFM January 2020 |
|   | Medium Term Property Strategy              | Update on the strategy including actions and approach to meet objectives   | Economy and Skills (Cooperative Services) |  | Requested by PVFM January 2020 |
|   | Planning                                   | <ul style="list-style-type: none"> <li>• Major applications response times</li> <li>• Minor application response rates</li> </ul>  | Housing                                   |  |                                |

|   |  |  |   |  |  |
|---|--|--|---|--|--|
|   | Revenue Monitor and Capital Investment Programme 2020/21 Month 6 | Budget Monitoring                      | Finance and Green                             |  |  |
|   |  |  |   |  |  |
| <b>Tuesday, 19 January 2021 6.00 p.m.</b><br><br><b>Deadline for Reports: 8 January 2021</b>  | Administration Budget Proposals                                  |  | Finance and Green (Cooperative Services)      |  |  |
|   | Revenue Monitor and Capital Investment Programme 2020/21 Month 7 | Budget Monitoring                      | Finance and Green                             |  |  |
|   |  |  |   |  |  |
|   |  |  |   |  |  |
| <b>Tuesday, 2 February 2021 6.00 p.m.</b><br><br><b>Deadline for Reports: 25 January 2021</b> | Opposition Budget Proposals                                      |  | Finance and Green (Cooperative Services)      |  |  |
|   | Quarter 2 Performance Report                                     |  | Economy & Skills (Co-operative Services)      |  |  |
|   | MioCare  | Annual Update on Financial Performance | Health and Social Care (Cooperative Services) |  |  |
|   | Oldham Community Leisure   | Annual Performance                     | Health and Social Care (Thriving Communities) |  |  |

|          |  |  |   |  |  |  |
|----------|--|--|---|--|--|--|
| Page 278 | <b>Tuesday, 11 March 2021 6.00 p.m.</b><br><br><b>Deadline for Reports: 2 March 2021</b> | Quarter 3 Performance Report                                     |   | Economy & Skills (Co-operative Services) |  |  |
|          |  | Secondary School Performance                                     | Oversight of performance and to include Sixth Form College results and also to include Academy sponsors | Education                                |  |  |
|          |  | Revenue Monitor and Capital Investment Programme 2020/21 Month 8 | Budget Monitoring   | Finance and Green                        |  |  |
|          |  | Not in Education, Employment or Training Position (NEET/EET)     | Performance and Progress Report   | Education                                |  |  |

## PART B – ONE OFF MEETINGS AND WORKSHOPS

| Date | Title | Summary of issue | Directorate | Timescales | Notes | Outcome |
|------|-------|------------------|-------------|------------|-------|---------|
|      |       |                  |             |            |       |         |
|      |       |                  |             |            |       |         |
|      |       |                  |             |            |       |         |
|      |       |                  |             |            |       |         |

## PART C – OUTSTANDING ISSUES – DATES TO BE DETERMINED

| When Discussed | Title                             | Summary of issue  | Directorate         | Timescales | Notes                  | Outcome |
|----------------|-----------------------------------|---|---------------------|------------|------------------------|---------|
|                | 20 Years Since Community Tensions | Lessons Learnt  | People & Place      |            |                        |         |
|                | Academisation and Free Schools    |   | Children's Services |            | (After September 2019) |         |
|                | Work and Skills Strategy 2016-20  | Progress report on the three core components of the Work and Skills Strategy 2016-20 (i.e. Skills for Employment, Get Oldham Working Phase 2 and Careers Advancement Service) | People & Place      |            |                        |         |
|                | Heritage Centre (OHAC)            |   | People and Place    |            |                        |         |
|                | Primary School Performance        | Oversight of Performance  | Education           |            |                        |         |
|                |                                   |   |                     |            |                        |         |
|                |                                   |   |                     |            |                        |         |
|                |                                   |   |                     |            |                        |         |

#### PART D – ACTIONS FROM PREVIOUS MEETINGS

| Date of Meeting | Title of Report    | Directorate/Officer  | Action(s)  | Date Completed and Outcome |
|-----------------|--------------------|----------------------|--|----------------------------|
| 25 June 2020    | Performance Report | Communities & Reform | The Sickness absence report to include reported number of resignations which related to the reasons for resignation, the length of service before resignation and the costs of training and development of such staff be considered alongside the submission of the programmed report on sickness absence. |                            |
|                 |                    |                      |  |                            |





## **Report to PERFORMANCE AND VALUE FOR MONEY SELECT COMMITTEE**

### **Key Decision Document**

**Portfolio Holder: Various**

**Report Author:** Lori Hughes, Constitutional Services Officer  
**Ext.** 4716

**27<sup>th</sup> August 2020**

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#### **Purpose of the Report**

For the Performance and Value For Money Select Committee to review and note the latest published Key Decision Document.

#### **Executive Summary**

Overview and Scrutiny bodies have access to the Key Decision Document and timetable for decisions and intentions for consultation. Where the overview and scrutiny function has not scrutinised an item on the Key Decision Document, but that item has implications for policy/service development, then the overview and scrutiny body will have full opportunity to be able to submit any comments to the relevant Cabinet Member/Chief Officer during the course of the consultation process in relation to any key decision.

#### **Recommendations**

The Performance and Value for Money Select Committee is asked to note the Key Decision Document and to provide any comments.

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## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference | Subject Area For Decision | Led By | Decision Date | Decision Taker |
|------------------------|---------------------------|--------|---------------|----------------|
|------------------------|---------------------------|--------|---------------|----------------|

### Economy and Skills Cabinet Portfolio

|   |  |                     |                |   |
|---|--|---------------------|----------------|---|
| RCR-10-14   | Western Gateway Town Centre Land and Property Acquisitions | Director of Economy | September 2020 | Cabinet   |
| Description: To acquire strategic land and properties across the Western Gateway of the Town Centre<br>Document(s) to be considered in public or private: Private for financial and commercial reasons  |  |                     |                |   |
| ECEN-12-07  | Oldham Heritage and Arts Centre Enabling Works             | Director of Economy | August 2020    | Cabinet Member - Economy & Skills (Leader - Councillor Sean Fielding) |
| Description: The implementation of enabling works in relation to the development of a new heritage and arts centre and a new theatre.<br>Document(s) to be considered in public or private: Part A Cabinet report (Oldham Cultural Quarter), 24th April 2017. |  |                     |                |   |
| ECEN-02-19  | Tommyfield Market Options                                  | Director of Economy | August 2020    | Cabinet   |
| Description: To approve recommendations relating to the future of Tommyfield Market.<br>Document(s) to be considered in public or private: Report is to be considered in private due to commercial sensitivity and detail of financial/business affairs.      |  |                     |                |   |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference   | Subject Area For Decision   | Led By                                  | Decision Date | Decision Taker  |
|--|---|---|---------------|---|
| ECEN-23-19   | Alexandra Park Depot  | Deputy Chief Executive – Helen Lockwood | August 2020   | Cabinet Member - Economy & Skills (Leader - Councillor Sean Fielding) |
| Description: Consultant fees<br>Document(s) to be considered in public or private: Cabinet Paper 28th January 2018 Public  |   |   |               |   |
| ECEN-20-19   | Land to the North of the Lancaster Club, Broadway, Failsworth (1935 land) [Failsworth West] | Deputy Chief Executive – Helen Lockwood | August 2020   | Cabinet Member - Economy & Skills (Leader - Councillor Sean Fielding) |
| Description:<br>Document(s) to be considered in public or private:   |   |   |               |   |
| ECEN-02-20   | Hollinwood Junction and Housing Delivery Options  | Deputy Chief Executive – Helen Lockwood | October 2020  | Cabinet   |
| Description: Hollinwood Junction and Housing Delivery Options<br>Document(s) to be considered in public or private: Report to be considered in private due to commercial confidentiality |   |   |               |   |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision      | Led By   | Decision Date | Decision Taker  |
|---|--------------------------------|--|---------------|---|
| ECEN-04-20  | Award of the main OMA contract | Director of Economy  | August 2020   | Cabinet Member - Economy & Skills (Leader - Councillor Sean Fielding) |
| Description: Award of main contract to refurbish the former library on Union St (now known as OMA) into a new heritage and arts centre. Work to include landscape works to land adjacent to the former library, and refurbishment of parts of Gallery Oldham<br>Document(s) to be considered in public or private: Delegated report |                                |  |               |   |
| ECEN-05-20  | Alexandra Park Depot           | Director of Economy  | August 2020   | Cabinet Member - Economy & Skills (Leader - Councillor Sean Fielding) |
| Description: Construction of new depot and eco centre<br>Document(s) to be considered in public or private: Delegated report (private)<br>Report will contain financially sensitive information   |                                |  |               |   |
| ES-09-20  | Creating a Better Place Update | Deputy Chief Executive – Helen Lockwood, Director of Economy | August 2020   | Cabinet   |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision                             | Led By                                  | Decision Date | Decision Taker |
|---|---|---|---------------|----------------|
| Description: Review and update of the Creating a Better Place Cabinet paper 27 January 2020 due to the impact of the coronavirus<br>Document(s) to be considered in public or private: Part B - NOT FOR PUBLICATION by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and it is not in the public interest to disclose the information because it relates to the business and financial affairs of the Council |   |   |               |                |
| ES-10-20  | Town Centre Vision Phase 3                            | Deputy Chief Executive – Helen Lockwood | August 2020   | Cabinet        |
| Description: Town Centre Vision<br>Document(s) to be considered in public or private: Part B - NOT FOR PUBLICATION by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and it is not in the public interest to disclose the information because it relates to the business and financial affairs of the Council.   |   |   |               |                |
| ES-11-20  | Oldham Museum and Archive (OMA): Construction Options | Deputy Chief Executive – Helen Lockwood | August 2020   | Cabinet        |
| Description: Town Centre Vision<br>Document(s) to be considered in public or private: Part B - NOT FOR PUBLICATION by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and it is not in the public interest to disclose the information because it relates to the business and financial affairs of the Council.   |   |   |               |                |

## Education Cabinet Portfolio

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision  | Led By  | Decision Date  | Decision Taker  |
|---|--|---|----------------|---|
| EDS-08-19   | Secondary Education Provision - Expansion of North Chadderton School | Managing Director, Children and Young People - Gerard Jones | September 2020 | Cabinet Member - Education (Councillor Shaid Mushtaq) |
| Description: The report is seeking approval to award a contract for the expansion of North Chadderton School, following the completion of a tender procurement exercise.<br>Document(s) to be considered in public or private: Private  |  |   |                |   |
| ED-01-20  | Kingfisher School expansion of PAN & Hydro Pool Replacement          | Director of Economy   | August 2020    | Cabinet   |
| Description: To seek additional funding support for classroom expansion and the replacement of the Hydro Pool<br>Document(s) to be considered in public or private: Private -by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and it is not in the public interest to disclose the information because of information relating to the financial or business affairs of any particular person including the Council. |  |   |                |   |
| ED-03-20  | Expansion of Kingsland School  | Managing Director, Children and Young People - Gerard Jones | September 2020 | Cabinet   |
| Description: Report on the proposed expansion of Kingsland School including physical expansion of the building and changing the PAN of the school.<br>Document(s) to be considered in public or private: Public Report  |  |   |                |   |

## Children and Young People Cabinet Portfolio - None

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference | Subject Area For Decision | Led By | Decision Date | Decision Taker |
|------------------------|---------------------------|--------|---------------|----------------|
|------------------------|---------------------------|--------|---------------|----------------|

### Health and Social Care Cabinet Portfolio

|           |                                     |   |             |         |
|-----------|-------------------------------------|---|-------------|---------|
| HSC-04-20 | Oldham Community Leisure - Contract | Strategic Director Communities and Reform – Rebekah Sutcliffe | August 2020 | Cabinet |
|-----------|-------------------------------------|---|-------------|---------|

Description: Update on OCL contract position

Document(s) to be considered in public or private: Private - NOT FOR PUBLICATION by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and it is not in the public interest to disclose the information because it contains Information relating to the financial or business affairs of any particular person including the Council.

|           |  |  |             |         |
|-----------|--|--|-------------|---------|
| HSC-05-20 | Short-term supported housing provision (young people, women, generic/complex adults): commission | Managing Director Community Health & Social Care Services (DASS) – Mark Warren | August 2020 | Cabinet |
|-----------|--|--|-------------|---------|

Description: This report describes current arrangements for provision of short-term supported housing funded by the council and seeks approval to re-tender the provision. Cabinet is asked to consider and approve the commissioning intentions outlined and the associated budget, and delegation of a subsequent future contract award to the Managing Director Community Health and Social Care Services in consultation with the Cabinet Member for Health and Social Care.

Document(s) to be considered in public or private: Cabinet report, Private, by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and it is not in the public interest to disclose the information because it relates to the financial and business affairs of the council.

### Housing Cabinet Portfolio

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision                            | Led By                                  | Decision Date  | Decision Taker                                       |
|---|--|---|----------------|--|
| HSG-03-20   | Statement of Community Involvement                   | Deputy Chief Executive – Helen Lockwood | August 2020    | Cabinet  |
| <p>Description: Public consultation on the Statement of Community Involvement (SCI) will not take place. There is no legal requirement to consult on the SCI. Previously the council has chosen to consult. However, due to coronavirus implications the government is urging Local Planning Authorities to update their SCIs as soon as possible to remove the requirement for documents to be made available in libraries and other public places whilst they closed due to coronavirus. This is to allow local plan consultations to proceed under the current circumstances.</p> <p>In order to update the SCI as soon as possible so that work can proceed on the Greater Manchester Spatial Framework and the Local Plan review the revised SCI will not be consulted on as previously intended.</p> <p>Document(s) to be considered in public or private: Statement of Community Involvement</p> |  |   |                |  |
| HSG-04-20   | Chadderton Neighbourhood Area and Forum Designations | Deputy Chief Executive – Helen Lockwood | September 2020 | Cabinet Member - Housing (Councillor Hannah Roberts) |
| <p>Description: To designate The Chadderton Partnership as a Neighbourhood Forum and designate Chadderton as a Neighbourhood Area in line with the requirements set out in the Neighbourhood Planning (General) Regulations (2012).</p> <p>Document(s) to be considered in public or private:</p>   |  |   |                |  |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference   | Subject Area For Decision                          | Led By                                  | Decision Date  | Decision Taker                                       |
|--|--|---|----------------|--|
| HSG-05-20  | Report on Update of Sites of Biological Importance | Deputy Chief Executive – Helen Lockwood | August 2020    | Cabinet Member - Housing (Councillor Hannah Roberts) |
| <p>Description: To adopt changes, which have occurred to designated Sites of Biological Importance (SBIs) within the borough.</p> <p>Document(s) to be considered in public or private: Sites of Biological Importance report</p>  |  |   |                |  |
| HSG-06-20<br><b>New!</b>   | Local Development Scheme (LDS) September 2020.     | Deputy Chief Executive – Helen Lockwood | September 2020 | Cabinet Member - Housing (Councillor Hannah Roberts) |
| <p>Description: The council has to prepare a Local Plan to ensure that we have an up-to-date and comprehensive planning framework to support the borough's economic, environmental and social objectives. The Local Development Scheme (LDS) is the project plan for the Local Plan. It sets out details and timetables about the planning documents we will prepare, including:</p> <p>Oldham's Local Plan (incorporating site allocations; and Greater Manchester's Plan for Homes, Jobs and the Environment.</p> <p>Document(s) to be considered in public or private: Local Development Scheme (LDS) September 2020.</p> |  |   |                |  |

## Neighbourhoods and Culture Cabinet Portfolio

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision   | Led By                                  | Decision Date  | Decision Taker  |
|---|---|---|----------------|---|
| NEI-09-19   | GM Clean Air Plan - Approval to commence statutory consultation on key measures | Deputy Chief Executive – Helen Lockwood | August 2020    | Cabinet   |
| Description: Approval to commence statutory consultation on key measures<br>Document(s) to be considered in public or private: Public report  |   |   |                |   |
| NEI-01-20   | Award of Contract for Highways work - New Saddleworth School                    | Deputy Chief Executive – Helen Lockwood | September 2020 | Cabinet   |
| Description: Approval to award the contract for the highways works associated with the new Saddleworth School in Diggle<br>Document(s) to be considered in public or private: Private -<br>NOT FOR PUBLICATION by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and it is not in the public interest to disclose the information because it relates to the financial or business affairs of the Council.   |   |   |                |   |
| NEI-03-20   | Highways Improvement Programme 2019/20 - 2021/22                                | Deputy Chief Executive – Helen Lockwood | March 2021     | Cabinet Member - Neighbourhoods & Culture (Councillor Barbara Brownridge) |
| Description: Cabinet approved the £12m Highways Improvement Programme for delivery over the financial years 2019/20 to 2021/22 in March 2019.<br><br>As part of the Programme there will be several schemes/groups of schemes with values exceeding £250,000 hence the need for an item on the key decision document. This item relates to any decisions made on tenders exceeding £250,000 in the 2020/21 financial year to ensure prompt delivery of the programme.<br>Document(s) to be considered in public or private: N/A |   |   |                |   |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision          | Led By                                  | Decision Date | Decision Taker |
|---|------------------------------------|---|---------------|----------------|
| NC-05-20  | Supply of Plastic Waste Containers | Deputy Chief Executive – Helen Lockwood | August 2020   | Cabinet        |
| <p>Description: The waste management service requires authorization to award a 4-year contract for the ongoing supply of plastic waste containers.</p> <p>Document(s) to be considered in public or private: In private due to commercial confidentiality</p> |                                    |   |               |                |

### HR and Corporate Reform Cabinet Portfolio - None

### Finance and Green Cabinet Portfolio

|  |  |   |             |         |
|--|--|---|-------------|---------|
| FCS-05-20  | Wrigley Head Solar Farm                                      | Strategic Director Communities and Reform – Rebekah Sutcliffe | August 2020 | Cabinet |
| <p>Description: Request for capital funding to develop a solar farm at Wrigley Head, Failsworth. Subject to receipt of ERDF funding via the 'Unlocking Clean Energy in Greater Manchester' Consortium</p> <p>Document(s) to be considered in public or private: Public</p> |  |   |             |         |
| FG-06-20   | Report of the Director of Finance – Finance Update – 2020/21 | Director of Finance – Anne Ryans                              | August 2020 | Cabinet |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision  | Led By                           | Decision Date | Decision Taker |
|---|--|----------------------------------|---------------|----------------|
| <p>Description: To provide an update on the financial position of the Council including new and revised grants received (including those specifically issued to offset Covid-19 pressures) since the budget was set on 26 February 2020.</p> <p>Document(s) to be considered in public or private: Proposed Report Title: Report of the Director of Finance – Finance Update – 2020/21</p> <p>Background documents: Various Appendices</p> <p>Report to be considered in Public</p> |  |                                  |               |                |
| FG-07-20  | Report of the Director of Finance – Treasury Management Review 2019/20                   | Director of Finance – Anne Ryans | August 2020   | Cabinet        |
| <p>Description: The Annual review of the financial year describing the Treasury Management activity during the year compared to the Treasury Management Strategy 2019/20.</p> <p>Document(s) to be considered in public or private: Proposed Report Title: Report of the Director of Finance – Treasury Management Review 2019/20</p> <p>Background Documents: Appendices</p> <p>Report to be considered in Public</p>  |  |                                  |               |                |
| FG-08-20  | Report of the Director of Finance – Treasury Management Strategy Mid-Year Review 2020/21 | Director of Finance – Anne Ryans | November 2020 | Cabinet        |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference   | Subject Area For Decision  | Led By                           | Decision Date | Decision Taker |
|--|--|----------------------------------|---------------|----------------|
| <p>Description: Review of the performance for the first half of the financial year in relation to the Treasury Management Strategy for 2020/21.</p> <p>Document(s) to be considered in public or private: Proposed Report Title:<br/>Report of the Director of Finance – Treasury Management Strategy Mid-Year Review 2020/21.</p> <p>Background Documents: Various Appendices</p> <p>–Report to be considered in Public</p>   |  |                                  |               |                |
| G-09-20  | Report of the Director of Finance - Budget 2021/22 – Determination of the Tax Bases for Council Tax Setting and for Business Rates Income Purposes | Director of Finance – Anne Ryans | December 2020 | Cabinet        |
| <p>Description: The Determination of the Tax Bases for Council Tax Setting and for Business Rates Income for use in 2021/22 budget deliberations.</p> <p>Document(s) to be considered in public or private: Proposed Report Title:<br/>Report of the Director of Finance<br/>Budget 2021/22 – Determination of the Tax Bases for Council Tax Setting and for Business Rates Income Purposes</p> <p>Background Documents: Appendices - Various</p> <p>Report to be considered in Public</p> |  |                                  |               |                |
| FG-10-20   | Report of the Director of Finance – Treasury Management Strategy Statement 2021/22   | Director of Finance – Anne Ryans | February 2021 | Cabinet        |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference | Subject Area For Decision   | Led By   | Decision Date   | Decision Taker |         |
|------------------------|---|--|---|----------------|---------|
| Page 23                | Description: To consider the Council’s Treasury Management Strategy for 2021/22 - including Minimum Revenue Provision Policy Statement, Annual Investment Strategy and Prudential Indicators<br>Document(s) to be considered in public or private: Proposed Report Title:<br>Report of the Director of Finance – Treasury Management Strategy Statement 2021/22<br><br>Background Documents: Various Appendices<br><br>Report to be considered in Public  |  |   |                |         |
|                        | FG-11-20  | Report of the Director of Finance – Revenue Budget 2021/22 and Medium Term Financial Strategy 2021/22 to 2025/26   | Director of Finance – Anne Ryans  | February 2021  | Cabinet |
|                        | Description: To consider the Administration’s detailed revenue budget reduction proposals and the presentation of the Medium Term Financial Strategy for the Council (2021/22 to 2025/26) incorporating the current policy landscape and Local Government Finance Settlement.<br>Document(s) to be considered in public or private: Proposed Report Title:<br>Report of the Director of Finance – Revenue Budget 2021/22 and Medium Term Financial Strategy 2021/22 to 2025/26<br><br>Background Documents: Various Appendices<br><br>Report to be considered in Public |  |   |                |         |
|                        | FG-12-20  | Joint Report of the Deputy Chief Executive People and Place and Director of Finance – Housing Revenue Account Estimates for 2021/22 to 2025/26 and Proposed Outturn for 2020/21. | Deputy Chief Executive – Helen Lockwood, Director of Finance – Anne Ryans | February 2021  | Cabinet |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference | Subject Area For Decision  | Led By                                  | Decision Date        | Decision Taker |
|------------------------|--|---|----------------------|----------------|
| Page 296               | <p>Description: The Housing Revenue Account (HRA) Outturn Estimates for 2020/21, the detailed budget for 2021/22 and the Strategic HRA Estimates for the four years 2022/23 to 2025/26.</p> <p>Document(s) to be considered in public or private: Proposed Report Title: Housing Revenue Account Estimates for 2021/22 to 2025/26 and Proposed Outturn for 2020/21</p> <p>Background Documents: Various Appendices</p> <p>Report to be considered in Public</p>                                      |   |                      |                |
|                        | <p>G-13-20</p> <p>Statement of the Chief Financial Officer on Reserves, Robustness of Estimates and Affordability and Prudence of Capital Investments in the 2021/22 budget setting process</p>  | <p>Director of Finance – Anne Ryans</p> | <p>February 2021</p> | <p>Cabinet</p> |
|                        | <p>Description: To consider the statement of the robustness of estimates and adequacy of the reserves in the 2021/22 budget setting process</p> <p>Document(s) to be considered in public or private: Proposed Report Title: Statement of the Chief Financial Officer on Reserves, Robustness of Estimates and Affordability and Prudence of Capital Investments in the 2021/22 budget setting process</p> <p>Background documents - Various appendices</p> <p>Report to be considered in Public</p> |   |                      |                |
| FG-14-20               | <p>Report of the Director of Finance – Capital Programme &amp; Capital Strategy for 2021/22 to 2025/26</p>   | <p>Director of Finance – Anne Ryans</p> | <p>February 2021</p> | <p>Cabinet</p> |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision  | Led By                           | Decision Date  | Decision Taker |
|---|--|----------------------------------|----------------|----------------|
| <p>Description: To consider the Council's Capital programme and capital strategy<br/> Document(s) to be considered in public or private: Proposed Report Title:<br/> Report of the Director of Finance – Capital Programme &amp; Capital Strategy for 2021/22 to 2025/26</p> <p>Background Documents: Various Appendices</p> <p>Report to be considered in Public</p> |  |                                  |                |                |
| FG-15-20  | Revenue Monitor and Capital Investment Programme 2020/2021 Month 3 | Director of Finance – Anne Ryans | August 2020    | Cabinet        |
| <p>Description: The report provides an update on the Council's 2020/2021 forecast revenue budget position and the financial position of the capital programme as at Month 3.<br/> Document(s) to be considered in public or private: Public Report</p>  |  |                                  |                |                |
| FG-16-20  | Revenue Monitor and Capital Investment Programme 2020/2021 Month 4 | Director of Finance – Anne Ryans | September 2020 | Cabinet        |
| <p>Description: The report provides an update on the Council's 2020/2021 forecast revenue budget and the financial position of the capital programme as at Month 4.<br/> Document(s) to be considered in public or private: Report to be considered in public.</p>  |  |                                  |                |                |
| FG-17-20  | Revenue Monitor and Capital Investment Programme 2020/2021 Month 5 | Director of Finance – Anne Ryans | October 2020   | Cabinet        |
| <p>Description: The report provides an update on the Council's 2020/2021 forecast revenue budget position and the financial position of the capital programme as at Month 5.<br/> Document(s) to be considered in public or private: Report to be considered in public.</p>   |  |                                  |                |                |
| FG-18-20  | Revenue Monitor and Capital Investment Programme 2020/2021 Month 6 | Director of Finance – Anne Ryans | November 2020  | Cabinet        |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision  | Led By                                  | Decision Date | Decision Taker   |
|---|--|---|---------------|--|
| Description: The report provides an update on the Council's 2020/2021 forecast revenue budget position and the financial position of the capital programme as at Month 6<br>Document(s) to be considered in public or private: The report will be considered in public.   |  |   |               |  |
| FG-19-20  | Revenue Monitor and Capital Investment Programme 2020/2021 Month 7 | Director of Finance – Anne Ryans        | December 2020 | Cabinet  |
| Description: The report provides an update on the Council's 2020/2021 forecast revenue budget position and the financial position of the capital programme as at Month 7<br>Document(s) to be considered in public or private: The report will be considered in public.   |  |   |               |  |
| FG-20-20  | Revenue Monitor and Capital Investment Programme 2020/2021 Month 8 | Director of Finance – Anne Ryans        | February 2021 | Cabinet  |
| Description: The report provides an update on the Council's 2020/2021 forecast revenue budget position and the financial position of the capital programme as at Month 8.<br>Document(s) to be considered in public or private: The report is to be considered in public. |  |   |               |  |
| FG-21-20  | Revenue Monitor and Capital Investment Programme 2020/2021 Month 9 | Director of Finance – Anne Ryans        | March 2021    | Cabinet  |
| Description: The report provides an update on the Council's 2020/2021 forecast revenue budget position and the financial position of the capital programme as at Month 9.<br>Document(s) to be considered in public or private: The report is to be considered in public. |  |   |               |  |
| FG-22-20  | New HR and Payroll System - My HR                                  | Deputy Chief Executive – Helen Lockwood | August 2020   | Cabinet Member - Finance and Green (Deputy Leader - Councillor Abdul Jabbar) |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference  | Subject Area For Decision                | Led By                                  | Decision Date  | Decision Taker   |
|---|--|---|----------------|--|
| Description: Funding for the Payroll System<br>Document(s) to be considered in public or private: The report will be considered in private as it relates to the financial and business affairs of the Council and commercial negotiations.  |  |   |                |  |
| FG-23-20  | Extension of Unity Partnership Agreement | Deputy Chief Executive – Helen Lockwood | August 2020    | Cabinet  |
| Description: Report to approve the extension of the current Unity Partnership Agreement with the Council<br>Document(s) to be considered in public or private: Private report as this discloses financial affairs of the business.  |  |   |                |  |
| FG-24-20<br>New!<br>Page 299  | Enforcement Service Provision            | Director of Finance – Anne Ryans        | September 2020 | Cabinet Member - Finance and Green (Deputy Leader - Councillor Abdul Jabbar) |
| Description: Procurement of enforcement services to support the collection of Council Tax and Business Rates<br>Document(s) to be considered in public or private: Delegate Cabinet Member Decision 18.9.2020 Enforcement Services Provision<br><br>Private - contains information relating to the financial or business affairs of any particular person including the Council |  |   |                |  |

**COVID 19 Response Portfolio - None**

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference | Subject Area For Decision | Led By | Decision Date | Decision Taker |
|------------------------|---------------------------|--------|---------------|----------------|
|------------------------|---------------------------|--------|---------------|----------------|

### Commissioning Partnership Board

|   |   |   |                |                                 |
|---|---|---|----------------|---------------------------------|
| CPB-08-20   | Proposed Use of the Transformation Fund 2020 2021 | Chief Executive/Accountable Officer NHS Oldham CCG                          | September 2020 | Commissioning Partnership Board |
| Description: The use of the Greater Manchester and Social Care Partnerships Transformation Fund 2020/2021.<br>Document(s) to be considered in public or private: Report to be in private as it relates to the financial and business affairs of the Council and its partners  |   |   |                |                                 |
| CPB-07-20   | Mental Health Investment Plan                     | Strategic Director of Commissioning / Chief Operating Officer - Mike Barker | September 2020 | Commissioning Partnership Board |
| Description: The outline Mental Health Investment Plan for 2020/2021 and delivery of NHS long term plan requirements.<br>Document(s) to be considered in public or private: Report will be considered in private as it relates to the financial and business interests of the Council and its partners.                               |   |   |                |                                 |
| CPB-06-20   | Section 75 Agreement                              | Chief Executive/Accountable Officer NHS Oldham CCG                          | September 2020 | Commissioning Partnership Board |
| Description: To provide notification of decisions to be taken by the Commissioning Partnership Board<br>Document(s) to be considered in public or private: Reports to be considered in private due to commercial sensitivity and details related to financial and business affairs of the Council, its partners and service providers |   |   |                |                                 |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference   | Subject Area For Decision                             | Led By   | Decision Date  | Decision Taker                  |
|--|---|--|----------------|---------------------------------|
| CPB-11-20  | S.75 Budget Monitoring Report Month 6                 | Director of Finance – Anne Ryans   | November 2020  | Commissioning Partnership Board |
| Description: The report will provide an update on the financial position.<br>Document(s) to be considered in public or private: The documents will be considered in public.  |   |  |                |                                 |
| CPB-12-20  | S.75 Budget Monitoring Report Month 8                 | Director of Finance – Anne Ryans   | February 2021  | Commissioning Partnership Board |
| Description: The report will provided an update on the financial position.<br>Document(s) to be considered in public or private: The documents will be considered in public.   |   |  |                |                                 |
| CPB-13-20  | S.75 Budget Monitoring Report Month 9                 | Director of Finance – Anne Ryans   | March 2021     | Commissioning Partnership Board |
| Description: The report will provide an update on the financial position.<br>Document(s) to be considered in public or private: The documents will be considered in public.  |   |  |                |                                 |
| CPB-14-20<br><b>New!</b>   | Integrated Health and Social Care Brokerage Framework | Managing Director Community Health & Social Care Services (DASS) – Mark Warren | September 2020 | Cabinet                         |
| Description: To request to implement an integrated brokerage framework; seek permission to go out to tender for the framework.<br>Document(s) to be considered in public or private: Private as it relates to the content being of a commercial/sensitive nature |   |  |                |                                 |

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 20 AUGUST 2020

| Key Decision Reference | Subject Area For Decision | Led By | Decision Date | Decision Taker |
|------------------------|---------------------------|--------|---------------|----------------|
|------------------------|---------------------------|--------|---------------|----------------|

### Key:

**New!** - indicates an item that has been added this month

### Notes:

1. The procedure for requesting details of documents listed to be submitted to decision takers for consideration is to contact the Contact Officer contained within the Key Decision Sheet for that item. The contact address for documents is Oldham Council, Civic Centre, West Street, Oldham, OL1 1UH. Other documents relevant to those matters may be submitted to the decision maker.
2. Where on a Key Decision Sheet the Decision Taker is Cabinet, the list of its Members are as follows: Councillors Sean Fielding, Arooj Shah, Abdul Jabbar MBE, Amanda Chadderton, Shaid Mushtaq, Zahid Chauhan, Barbara Brownridge, Eddie Moores and Hannah Roberts.
3. Full Key Decision details (including documents to be submitted to the decision maker for consideration, specific contact officer details and notification on if a report is likely to be considered in private) can be found via the online published plan at:  
<http://committees.oldham.gov.uk/mgListPlans.aspx?RPId=144&RD=0>