



## AGENDA

## CABINET

**Monday, 30th March, 2009, at 10.00 am**      Ask for:      **Karen Mannering /  
Geoff Mills**  
**Darent Room, Sessions House, County Hall, Maidstone**      Telephone      **(01622)      694367/  
694289**

*Tea/Coffee will be available 15 minutes before the meeting.*

### **UNRESTRICTED ITEMS**

*(During these items the meeting is likely to be open to the public)*

1. Declaration of Interests by Member in Items on the Agenda for this meeting
2. Minutes of the Meeting held on 2 February 2009 (Pages 1 - 4)
3. Revenue and Capital Budgets, Key Activity and Risk Monitoring (Pages 5 - 112)
4. Annual Business Plans 2009-10 (Pages 113 - 116)
5. Community Infrastructure Provision: Review of Current and Future Service Strategies in Kent (Pages 117 - 120)
6. Kent International Gateway Planning Inquiry (Pages 121 - 126)
7. Local Authority Proposed Co-ordinated Scheme for Primary and Secondary Schools in Kent and Admission Arrangements for Primary and Secondary School Community and Voluntary Controlled Schools 2010/11 (Pages 127 - 162)
8. Review of Specialist Unit and Designated Provision in Mainstream Schools - Lead School Implementation (Pages 163 - 186)
9. Kent's Policy Framework for Later Life (Pages 187 - 232)
10. The Transfer of People with Learning Disabilities from the NHS to Social Care (Pages 233 - 238)
11. Select Committee: Autistic Spectrum Disorder (ASD) (Pages 239 - 252)
12. Select Committee: Provision of Activities for Young People - Somewhere to go, someone to be (Pages 253 - 264)
13. National Year of Reading (NYR): A Legacy Beyond 2008 (Pages 265 - 272)
14. Decisions from Cabinet Scrutiny Committee - 10 February 2009 (Pages 273 - 274)
15. Other items which the Chairman decides are relevant or urgent

## **EXEMPT ITEMS**

*(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)*

**Peter Gilroy**  
**Chief Executive**  
**Friday, 20 March 2009**

*Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.*

**KENT COUNTY COUNCIL**

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**CABINET**

MINUTES of a meeting of the Cabinet held in the Darent Room, Sessions House, County Hall, Maidstone on Monday, 2 February 2009.

PRESENT: Mr P B Carter (Chairman), Mr N J D Chard, Mr M C Dance, Mr K A Ferrin, MBE, Mr G K Gibbens, Mr P M Hill, OBE, Mr A J King, MBE, Mr K G Lynes, Mr R A Marsh and Mr L B Ridings

ALSO PRESENT: Mr P Gilroy, Chief Executive, Mr M Austerberry, Executive Director of Environment, Highways & Waste, Dr I Craig, Interim Managing Director, Children, Families and Education, Ms L McMullan, Director of Finance, Mr O Mills, Managing Director, Kent Adult Social Services and Mr D Shipton representing Ms A Honey, Managing Director, Communities.

**UNRESTRICTED ITEMS****9. Minutes of the Meeting held on 12 January 2009**

*(Item 2)*

The Minutes of the meeting held on 12 January 2009 were agreed and signed as a true record.

**10. Revenue & Capital Budget Monitoring Exception Report**

*(Item 3 – Report by Mr Nick Chard, Cabinet Member for Finance and Ms Lynda McMullan, Director of Finance)*

(1) This exception report highlighted the main movements since the report to Cabinet on 12 January 2009. There had been an encouraging reduction in the pressures on the Revenue Budget, but that had been offset mainly due to increased pressure on asylum. Mr Carter said that the County Council was looking to the Home Office to keep the promises it had made regarding reimbursement of the County Council's expenditure on Asylum and discussions with Government Ministers and Senior Civil Servants were ongoing.

(2) Cabinet noted this report and agreed the actions recommended by the Cabinet Portfolio Holder.

**11. Medium Term Plan 2009-12 (Incorporating the Budget and Council Tax Setting for 2009-10) - Update**

*(Item 4 – Report by Mr Paul Carter, Leader of the Council, Mr Nick Chard, Cabinet Member for Finance, Mr Peter Gilroy, Chief Executive and Ms Lynda McMullan, Director of Finance)*

(1) The Chairman declared consideration of this item to be urgent as the report had not been available at the time the agenda for this meeting was despatched. The reason for that was because the report needed to include the most up to date information and analysis of the final Local Government Settlement figures, the final

Tax Bases agreed by the Kent District Councils and the surplus or deficits announced by the District Council's Collections Funds.

(2) This report summarised changes which had been made since the Draft Medium Term Plan was published on 7 January 2009. Mr Carter said that the policy proposals were unchanged from those published on 7 January 2009 when the KCC element of the Council Tax increase for 2009/10 was calculated at 2.85%. However, the changes identified in this report has said Mr Carter, reduced the County Council's funding requirements through Council Tax by a net £2.187m. This saving would be passed onto Kent residents by way of a reduction in the proposed Council Tax which meant that this could now be reduced down to 2.44%. Mr Carter said that he was pleased that this reduction could be made when viewed against a backdrop of a volatile global and national economy and demonstrated once again, KCC's track record of delivering a budget to agreed cash limits. Mr Carter also said that the County Council would be aiming to deliver an ambitious Capital Programme and that he wanted to see its expenditure on that shared across the Kent economy.

(3) Mr Chard said that the budget had been developed following a wide ranging consultation which had helped the Council to identify service priorities and targets. The Policy Overview Committees had considered the budget proposals and they had also been reported to the Cabinet Scrutiny Committee. There had also been a meeting with business leaders and the outcome from all these meetings were set out in Appendices (b) and (c) to the Cabinet report.

(4) Cabinet RESOLVED that the following proposals be submitted to County Council at its meeting on 19 February 2009:-

- (a) the Revenue Budget proposals for 2009-10. Cabinet noted the proposed change to the capital financing and local priorities budgets, noted the changes to the council tax base and endorsed the resulting change to the council tax;
- (b) the budget requirement of £886.5m before deducting Area Based Grant;
- (c) a total requirement from Council Tax of £554.3m to be raised through precept to meet the 2009-10 budget requirement;
- (d) a Council Tax as set out below, for the listed property bands;

Council Tax Band	A	B	C	D	E	F	G	H
£	684.1 8	798.2 1	912.2 4	1,026.2 7	1,254.3 3	1,482.3 9	1,710.4 5	2,052.5 4

being a 2.44% increase over 2008-09;

- (e) the Capital Investment proposals, together with the necessary use of borrowing, revenue, grants, capital receipts, renewals and other earmarked capital funds and external subject to approval to spend arrangements;

- (f) the Prudential Indicators as set out in Appendix D of the Medium Term Plan 2009-12.
- (g) Cabinet endorsed the revenue and capital proposals for each of the ten portfolios of the County Council, as set out in the draft Budget Book and Medium Term Plan, as adjusted for the above changes, and recommend them to the County Council. A revised Budget Book and Medium Term Plan reflecting the changes in the Cabinet report would be produced for the County Council meeting on 19 February 2009.
- (h) Cabinet agreed that the final recommendations in relation to the School Budgets and the Dedicated Schools Grant be delegated to the Cabinet Member for Operations, Resources and Skills (CFE).

## **12. Annual Minimum Revenue Provision (MRP) Statement 2007/08 and 2008/09**

*(Item 5 – Report by Mr Nick Chard, Cabinet Member for Finance and Lynda McMullan, Director of Finance)*

- (1) This report asked Members to approve the changes in the policy for calculating the Annual Minimum Revenue Provision for 2007/08 and 2008/09.
- (2) RESOLVED the changes in the policy to calculate Minimum Revenue Provision be approved in the light of the changes made to the regulations as detailed in the Cabinet report.

## **13. School Admissions Appeals**

*(Item 6 – Report by Mr Mark Dance, Cabinet Member for Operations, Resources and Skills and Dr Ian Craig, Interim Managing Director, Children, Families and Education)*

- (1) This report advised Members of Cabinet of changes to the School Admissions Appeals Code that affect Member attendance at Panels.
- (2) Having taken advice on the proposed changes to the Appeals Code from KCC Legal Services and from officials at the Department for Children, Schools and Families, the view was that as the County Council is the Admissions Authority for Kent Community and Voluntary Controlled Schools, its Members are representatives of the Admissions Authority for these schools. As a result of that, any representation by KCC Members on behalf of parents for these schools would be unlawful.
- (3) Kent County Council Members may now appear at Admissions Appeals for Voluntary Aided, Foundation, Trust and Academy schools provided that they are not Governors at the particular school involved, or in any other way have a conflict of interest.
- (4) As a result of this, there are implications for County Council Members and the need for them to be very clear on the status of every school they are likely to be involved in before agreeing to support a parent at an appeal. There is also a conflict of interest for KCC employees who may be asked to speak on behalf of a parent, and this will need to be addressed by officers.

(5) During the course of discussion, Members of Cabinet all spoke against these proposals which is something which would effect all 84 Members of the County Council. By excluding County Council Members from being able to represent parents at appeals for Community and Voluntary Controlled Schools, the Appeals Code was not in the interests of parents, many of whom looked to the knowledge, expertise and experience which County Councillors have and which they can use to support parents at what can be a very difficult time.

(6) Following detailed discussion, Mr Carter said that taking account of the views which have been expressed by Members of the Cabinet, a letter should be drafted, to be signed if possible on a cross-party basis expressing the County Council's strong views against the changes to the School Admission Appeals Code. He also said that he believed this matter was of sufficient importance for there to be a discussion on the changes to the Appeals Code at a future meeting of the County Council. This was agreed.

**REPORT TO: CABINET – 30 MARCH 2009**

**SUBJECT: REVENUE AND CAPITAL BUDGETS, KEY ACTIVITY AND RISK MONITORING**

**BY: NICK CHARD – CABINET MEMBER FOR FINANCE  
LYNDA McMULLAN – DIRECTOR OF FINANCE  
MANAGING DIRECTORS**

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**SUMMARY:****Members are asked to:**

- note the latest monitoring position on the revenue and capital budget,
  - note the additional revenue grant income as identified in appendix 2 to this report,
  - note the changes to the capital programme
  - approve the transfer of the £0.753m additional allocation of LABGI funding to the Regeneration Fund to support the delivery of the Regeneration Framework.
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**1. INTRODUCTION**

- 1.1 This is the third full monitoring report to Cabinet for 2008-09.
- 1.2 The format of this report is:
- This summary report highlights only the most significant issues
  - There are 6 reports, each one an annex to this summary, one for each directorate and one for Financing Items. Each of these reports is in a standard format for consistency, and each one is a stand-alone report for the relevant directorate.

**2. OVERALL MONITORING POSITION****2.1 Revenue**

- 2.1.1 The net projected variance against the combined portfolio revenue budgets is an underspend of £4.930m after management action (excl. Asylum). Section 3 of this report provides the detail, which is summarised in Table 1a in section 2.1.4 below.

**2.1.2 Asylum Update:**

The Asylum Service is forecasting to have a funding shortfall of £5,222k for the 2008-09 financial year, £4,722k of direct costs and £500k of indirect costs. The number of referrals in Kent is continuing to run at over 50 cases per month. It is now clear from recent discussions with the Home Office that, with a static position nationally, Kent is receiving a greater proportion of the national Unaccompanied Asylum Seeking Children (UASC) intake than previously.

As reported in the last exception report the Home Office has published its guidance on what can be included in the special circumstances bid. Initial calculations imply that it will leave the authority with a sizeable pressure, possibly in the region of £3.1m of the £5.2m current pressure that will not be covered by grant income. This is mainly because there is no provision in the grant rules for any costs relating to the 18+ care leavers to be included in the special circumstances bid. Discussions are ongoing with the Home Office minister to ensure the best resolution for the taxpayers of Kent.

We have received final settlement from the Home Office in respect of 2006-07 and 2007-08. Also, the DCSF have paid the full £2.6m of our special circumstances claim from the 2007-08 financial year, with a small retention subject to a satisfactory audit. By the end of 2007-08 we had £10m of costs we had incurred but not had reimbursed by the HO and DCSF. Of this, we have been successful in receiving £6.4m after also offsetting shortfalls in Asylum general grant following reductions as a result of the data matching exercise. This income, which we had previously covered from the Asylum reserve and bad debt provision, will need to be repaid into the Asylum reserve in order to cover anticipated shortfalls for the current and future years. In addition, £0.4m relating to the general grant shortfall for 2005-06 had already been funded from a provision for repayment of grant set up in 2006-07, therefore in total there is £6.8m available to repay into the reserve.

### 2.1.3 Investments in Icelandic Banks update:

As reported, the Council has currently some £50m trapped in Icelandic banks. Of this some £16m relates to cash held on behalf of the Pension Fund, where a decision had been taken to reduce its holding in equities, thereby saving some £40-50m this financial year. As demonstrated elsewhere in this report any interest at risk during this year has been fully accounted for in line with the Government's recent regulations and managed within existing budgets. Legislation has been passed that confirms that there will be no impact on the 2008-09 accounts from our principal sum invested in Icelandic Banks.

Of the total amount trapped, some £18m is held within the UK domiciled Heritable bank. Recovery is being managed within UK process (with officer involvement) and proceeding well. The Council anticipates a substantial recovery with the first repayments made in July this year. The balance is held in two Icelandic based banks and officers have also been attending these creditor meetings. The country will shortly be holding its general election and it is envisaged that this will cause a short delay to process. In the most recent Landsbanki meetings the UK Treasury have been represented as they are also preferred creditors and their support to Local Government was welcomed. Given the election, timing is somewhat less clear, but advice from both British and Icelandic lawyers continues to be positive, with expectations of substantial recovery.

### 2.1.4 **Table 1a** – Portfolio position – net revenue position **after** proposed management action

Portfolio	Budget	Gross Variance	Proposed Management Action	Net Position after management action		Movement
				This Month	Last Month	
	£k	£k	£k	£k	£k	£k
O,R&S (CFE)	-811,898	+2,731	-1,406	+1,325	+639	+686
CF&EA	+130,780	-1,325	0	-1,325	-413	-912
Kent Adult Social Services	+324,953	+33	-33	0	0	0
E,H&W	+144,229	-2,929	0	-2,929	-2,010	-919
Regen & SI	+9,641	-661	0	-661	-375	-286
Communities	+51,951	+338	-338	0	0	0
Public Health	+949	-138	0	-138	-116	-22
Corporate Support	+32,327	-492	0	-492	-711	+219
Policy & Performance	+1,582	+7	0	+7	0	+7
Finance	+106,109	-717	0	-717	-2,882	+2,165
<b>TOTAL (excl Schools)</b>	<b>-9,377</b>	<b>-3,153</b>	<b>-1,777</b>	<b>-4,930</b>	<b>-5,868</b>	<b>+938</b>
Asylum	0	+5,222	0	+5,222	+5,222	0
<b>TOTAL (excl Schools)</b>	<b>-9,377</b>	<b>+2,069</b>	<b>-1,777</b>	<b>+292</b>	<b>-646</b>	<b>+938</b>
Schools	+874,819	+8,000	0	+8,000	+8,000	0
<b>TOTAL</b>	<b>+865,442</b>	<b>+10,069</b>	<b>-1,777</b>	<b>+8,292</b>	<b>+7,354</b>	<b>+938</b>

The movement of +£0.938m this month, shown in table 1a, is after we have made our transfers to reserves to support the 2009-10 budget, as agreed at County Council on 19 February, and the proposed transfer of the additional allocation of LABGI funding to the Regeneration Fund to support the delivery of the Regeneration Framework.

## 2.2 **Capital**

2.2.1 In line with previous practice, the capital cash limits have been adjusted in this report to reflect the re-phasing of capital projects which has been built into the 2009-12 MTP. County Council approved the 2009-12 MTP on 19 February 2009 which included the revised capital programme for 2008-09. This report reflects the current monitoring position against this revised programme, where a pressure of £3.341m and re-phasing of £9.712m of expenditure into future years is forecast, giving a total variance in 2008-09 of -£6.371m. Further details are provided in section 4 of this report.



### 3. REVENUE

#### 3.1 Virements/changes to budgets

Directorate cash limits have been adjusted to include:

- A virement of £0.751m from the underspending on treasury management to Corporate Property group, both within the Finance portfolio, to offset the reduction in income resulting in the change in accounting treatment of some salary costs which were previously recharged to capital but upon latest guidance, must be charged to revenue.
- The inclusion of a number of 100% grants (ie grants which fully fund the additional costs) awarded since the budget was set or adjustments to the level of grant allocation assumed in the budget following confirmation from the awarding bodies. These are detailed in Appendix 2.

All other changes to cash limits reported this quarter are considered “technical adjustments” ie where there is no change in policy, including allocation of grants and previously unallocated budgets where further information regarding allocations and spending plans has become available since the budget setting process.

#### 3.2.1 Table 1b – Portfolio/Directorate position – gross revenue position **before** management action

Portfolio	Budget £k	Variance £k	Directorate						
			CFE £k	KASS £k	E&R £k	CMY £k	CED £k	FI £k	
O,R&S (CFE)	-811,898	+2,731	+2,731						
CF&EA	+130,780	-1,325	-1,325						
Kent Adult Social Services	+324,953	+33		+33					
E,H&W	+144,229	-2,929			-2,929				
Regen & SI	+9,641	-661			-661				
Communities	+51,951	+338				+338			
Public Health	+949	-138					-138		
Corporate Support	+32,327	-492					-492	0	
Policy & Performance	+1,582	+7					+7		
Finance	+106,109	-717					-2	-715	
<b>SUB TOTAL (excl Schools)</b>	<b>-9,377</b>	<b>-3,153</b>	+1,406	+33	-3,590	+338	-625	-715	
Asylum	0	+5,222	+5,222						
<b>TOTAL (excl Schools)</b>	<b>-9,377</b>	<b>+2,069</b>	+6,628	+33	-3,590	+338	-625	-715	
Schools	+874,819	+8,000	+8,000						
<b>TOTAL</b>	<b>+865,442</b>	<b>+10,069</b>	+14,628	+33	-3,590	+338	-625	-715	

#### 3.2.3 Table 1c – Gross, Income, Net (GIN) position – revenue (**before** management action)

Portfolio	CASH LIMIT			VARIANCE		
	Gross £k	Income £k	Net £k	Gross £k	Income £k	Net £k
O,R&S (CFE)	+144,177	-956,075	<b>-811,898</b>	+1,519	+1,212	<b>+2,731</b>
CF&EA	+222,429	-91,649	<b>+130,780</b>	+1,885	-3,210	<b>-1,325</b>
Kent Adult Social Services	+447,541	-122,588	<b>+324,953</b>	+3,851	-3,818	<b>+33</b>
E,H&W	+158,933	-14,704	<b>+144,229</b>	-2,160	-769	<b>-2,929</b>
Regen & SI	+11,953	-2,312	<b>+9,641</b>	-683	+22	<b>-661</b>
Communities	+103,468	-51,517	<b>+51,951</b>	+1,815	-1,477	<b>+338</b>
Public Health	+949	0	<b>+949</b>	-86	-52	<b>-138</b>
Corporate Support	+55,340	-23,013	<b>+32,327</b>	+6,635	-7,127	<b>-492</b>
Policy & Performance	+2,828	-1,246	<b>+1,582</b>	+60	-53	<b>+7</b>
Finance	+170,582	-64,473	<b>+106,109</b>	-4,087	+3,370	<b>-717</b>
<b>SUB TOTAL (excl Schools)</b>	<b>+1,318,200</b>	<b>-1,327,577</b>	<b>-9,377</b>	+8,749	-11,902	<b>-3,153</b>
Asylum	+14,129	-14,129	<b>0</b>	0	+5,222	<b>+5,222</b>
<b>TOTAL (excl Schools)</b>	<b>+1,332,329</b>	<b>-1,341,706</b>	<b>-9,377</b>	+8,749	-6,680	<b>+2,069</b>
Schools	+955,336	-80,517	<b>+874,819</b>	+8,000	0	<b>+8,000</b>
<b>TOTAL</b>	<b>+2,287,665</b>	<b>-1,422,223</b>	<b>+865,442</b>	+16,749	-6,680	<b>+10,069</b>

A reconciliation of the above gross and income cash limits to the approved budget book is detailed in **Appendix 2**.

3.3 Table 2 below details all projected revenue variances over £100k, in size order (shading denotes that a pressure/saving has an offsetting entry which is directly related). Supporting detail to each of these projected variances is provided in individual Directorate reports as follows:

**Annex 1 Children, Families & Education**

*incl. Operations, Resources & Skills (CFE) and Children, Families & Educational Achievement portfolios*

**Annex 2 Kent Adult Social Services**

**Annex 3 Environment & Regeneration**

*incl. Environment, Highways & Waste & Regeneration & Supporting Independence portfolios*

**Annex 4 Communities**

**Annex 5 Chief Executives**

*incl. Public Health, Corporate Support & External Affairs, Policy & Performance and Finance portfolios*

**Annex 6 Financing Items**

*incl. elements of the Corporate Support & External Affairs and Finance portfolios*

**Table 2 - All Revenue Budget Variances over £100k in size order**

Pressures (+)			Underspends (-)		
portfolio			portfolio		
ORS	Schools delegated budgets - expected draw down in reserve	+8,000	FIN	Treasury Management	-6,292
CFEA	Asylum - Shortfall in income	+5,222	CS	Information Systems income from additional services/projects	-4,033
FIN	transfer to reserves to support 2009-10 budget	+4,069	EHW	Diversion to landfill while Allington waste to energy plant off-line	-2,200
CS	Information Systems costs of additional services/projects	+3,887	EHW	Reduced waste tonnage	-2,000
KASS	LD Residential gross - activity in excess of affordable level in independent sector placements (excl new S256 clients)	+2,643	CFEA	Family Support - Planned management action (gross)	-1,612
CFEA	Independent Sector Residential Care - increase in demand and high cost placements (gross)	+1,781	EHW	Public transport including Freedom pass	-1,500
CFEA	Fostering Service - Independent fostering allowances (gross)	+1,745	KASS	LD Supported Accommodation gross - activity below affordable level	-1,456
KASS	PD Residential gross - activity in excess of affordable level in independent sector placements	+1,453	FIN	Insurance Recovery for cost of higher value claims	-1,404
FIN	Higher value claims recoverable from insurance	+1,404	CS	Legal income resulting from additional work (partially offset by increased costs)	-1,204
EHW	Invest to Save projects	+1,400	KASS	Older People Domiciliary gross - reduction in hours in independent care	-1,183
KASS	Older People Nursing gross - activity in excess of affordable level in independent sector placements	+1,334	CFEA	Independent Sector Residential Care - placement funding from Joint Residential Assessment Panel (income)	-1,174
ORS	ICT - Broadband connectivity project reduced income from schools	+1,118	ORS	ICT - Broadband connectivity project reduced spend due to reduced buy back from schools (gross)	-1,126
CFEA	Assessment and Related - Frontline staffing overspend (gross)	+1,090	KASS	LD Residential income - additional income resulting from additional activity (excl new S256 clients)	-925
ORS	SEN Transport - price increases and increase in single occupancy taxis (gross)	+1,048	CFEA	Fostering Service - Non Independent Fostering Allowance lines (gross)	-837
CFEA	Other Services Support - Legal costs (gross)	+949	ORS	Mainstream Home to School Transport - reduction in numbers travelling (gross)	-831

Pressures (+)			Underspends (-)		
portfolio			portfolio		
ORS	SEN Transport - increase in numbers travelling (gross)	+918	KASS	Older People Nursing income resulting from additional activity	-794
EHW	Vegetation control	+900	CFEA	ASK Early Years - rebadge of Sure start expenditure (gross)	-760
KASS	LD Direct Payments gross - activity in excess of affordable level	+842	KASS	Older People Domiciliary gross - reduction in in-house hours	-736
ORS	Capital Strategy - closed schools revenue maintenance (gross)	+783	KASS	Older People Residential gross - release of Deferred Payments Loan from DoH	-628
KASS	Older People Domiciliary income - under-recovery of income due to lower activity	+758	KASS	Older People Nursing gross - release of Deferred Payments Loan from DoH	-628
FIN	transfer to Regeneration Fund to support delivery of the Regeneration Framework	+753	CS	Legal services costs of disbursements recovered from clients	-620
ORS	Capital Strategy - abortive costs for school projects recharged from capital (gross)	+633	KASS	MH Assessment & Related gross - vacancy management	-597
CS	Legal services cost of additional disbursements	+620	CFEA	Other Services Support - Family Law (gross)	-560
EHW	Winter maintenance	+600	KASS	PPQA gross - vacancy management	-548
FIN	Reduction in LABGI income	+596	KASS	PD Residential - additional income through additional activity	-527
CS	Legal services cost of additional work (offset by increased income)	+572	KASS	LD Residential income - new S256 clients	-510
EHW	One-off costs of implementing the permit scheme from the Traffic Management Act	+550	CMY	Youth external contributions for Connexions	-475
KASS	LD Domiciliary gross - pressure against Independent Living Scheme	+537	KASS	PD Domiciliary gross - activity below affordable level	-454
KASS	LD Residential gross - new S256 clients	+510	KASS	LD Supported Accommodation income - new S256 clients	-446
KASS	OP Other Services gross - additional OT/ICES costs	+505	EHW	MIDAS financial and management information system replacement project phasing	-430
KASS	PD Other Services gross - additional OT/ICES costs	+490	EHW	Recycling income	-427
CMY	Youth expenditure on connexions covered by increased income	+475	CS	P&D Income from Schools above anticipated levels for Schools Personnel Service	-419
KASS	LD Residential gross - Preserved rights increased activity due to lower attrition (excl new S256 clients)	+467	KASS	Older People Other Services gross - release of the balance of the Managing Director's contingency	-415
KASS	LD Supported Accommodation gross - new S256 clients	+446	CFEA	Assessment and Related - additional income from Best project, training and Health	-410
KASS	PD Direct Payments gross- activity in excess of affordable level	+428	CFEA	Family Support - increase in income	-402
EHW	Concessionary fares	+423	KASS	OP Other Services income - additional OT/ICES funding from health	-400
CS	P&D Increased staff costs to cover increased demand for Schools Personnel Service.	+419	KASS	PD Other Services income - additional OT/ICES funding from health	-396
KASS	Older People Residential gross - pressure relating to change in unit cost in independent sector placements	+417	CMY	Transfer of expenditure for Education Business System within AE to capital programme	-373
KASS	MH Residential gross - tfr of clients to supported accommodation not yet happened	+384	CMY	Youth - contribution from CFE for Positive Activities for Young People	-352
CMY	AE rolled forward deficit from 2007-08 due to lower than expected enrolments and restructure costs	+373	CMY	Additional funding for youth centres from Youth Opportunities Fund	-350

Pressures (+)			Underspends (-)		
portfolio			portfolio		
CMY	Youth expenditure on Positive Activities for Youth People covered by contribution from CFE	+352	EHW	Kent Waste Partnership	-330
EHW	Increased Network Operation Management Unit (NOMU) activity	+350	CFEA	ASK Primary - Additional school support (income)	-324
FIN	Commercial Services - Shortfall in income from sponsorship of roundabouts	+350	KASS	LD Supported Accommodation gross - difference in unit cost	-324
CMY	Youth centre projects funded from Youth Opportunities Fund	+350	KASS	Resources income - additional contributions	-323
ORS	Personnel and Development - pensions (gross)	+339	KASS	PD Supported Accommodation gross - activity below affordable level	-304
CFEA	ASK Primary - Additional school support (gross)	+324	KASS	Resources gross - release of Supporting People reserve to fund PFI legal costs	-300
KASS	PD Residential gross - pressure relating to change in unit cost of independent sector placements	+315	CMY	KDAAT income from PCT for young peoples prevention and other services	-291
CS	ISG Unmet savings target for reduced Directorate activity	+314	CFEA	Independent Day Care - lower take up of places (gross)	-285
KASS	Older People Residential gross - in house provision staffing costs	+302	EHW	Increase in income from KHS rechargeable works	-285
CS	ISG Unmet savings target re: provision of new printer contract	+300	KASS	Older People Nursing gross - RNCC activity below affordable level	-271
ORS	Capital Strategy - moving and hiring of mobile classrooms (gross)	+294	CFEA	Early Years and Childcare - vacancies (gross)	-269
CMY	KDAAT prevention and other young peoples services (funded by PCTs)	+291	KASS	LD Other Services gross - release of the balance of the Managing Director's contingency	-264
CMY	Central Budgets - Unrealistic income assumptions to meet the full cost of the Policy & Resources unit.	+290	KASS	Resources gross - release of client billing provision	-262
EHW	Increased costs relating to KHS rechargeable works	+285	EHW	Reduction on anticipated IT transformation spend	-260
CFEA	Section 17 - increased support to clients (gross)	+280	CS	P&D - Income from Schools for Health & Safety training plus Leadership training (non Schools)	-250
KASS	LD Domiciliary gross - activity in excess of affordable level	+273	KASS	All Adults Assessment & Related one-off income from Health	-242
KASS	Older People Nursing income - under recovery of income due to lower RNCC activity	+271	RSI	Shaw Grange remedial works phasing	-240
CFEA	Other Services Support - Out of Hours Service staffing (gross)	+264	CMY	Trading Standards staff underspends	-235
KASS	All Adults Assessment & Related Gross - staffing pressures	+263	CFEA	Other Services Support - Out of Hours Service increased income	-232
CS	P&D - Consultancy costs for Health & Safety training for Schools plus Leadership training	+250	KASS	Older People Residential income - difference in unit cost	-217
KASS	Resources income - write back of PFI debtor	+225	CMY	KDAAT income from PCT s for alcohol services	-206
KASS	LD Residential gross - pressure relating to change in unit cost of independent sector placements	+214	RSI	Major planning enquiries	-205
CMY	KDAAT Tier 2 alcohol services for adults (funded by PCTs)	+206	KASS	LD Residential income - Preserved rights increased activity due to lower attrition (excl new S256 clients)	-202
KASS	PD Domiciliary income - under-recovery of income due to lower activity	+202	CS	ISG reduction in non essential supplies and services expenditure	-200

Pressures (+)			Underspends (-)		
portfolio			portfolio		
CMY	Loss of tuition fee income due to lower than anticipated Adult Education enrolments on fee paying courses	+198	CMY	Reduced expenditure within AE on sessional staff and other budget headings in response to lower than anticipated enrolments	-198
CMY	Central Budgets: Unrealistic budgets set for directorate wide activities & projects	+189	KASS	Older People Direct Payments gross - lower unit cost & activity	-193
CS	Contact Centre extra staff costs to do Kent Healthwatch & CFE Duty screening funded by addt income.	+183	FIN	savings on annual Audit Fee and subscriptions	-187
KASS	LD Residential gross - Preserved Rights new S256 clients	+182	CFEA	Other Services Support - Additional BPMU income	-186
KASS	Older People Residential gross - Intergated Care Centres increased unitary charges and running costs	+175	CS	Income from Kent Healthwatch & CFE Duty screening to fund addt staff.	-183
CFEA	ASK Primary - School Improvement Partners project staffing (gross)	+165	CS	SDU - Confirmed profile of Kent TV revenue spend to Aug09 (roll forward proposal)	-182
KASS	LD Residential gross - in house provision staffing	+165	KASS	LD Residential income - Preserved Rights new S256 clients	-182
EHW	Country parks	+160	CFEA	Education Psychology - staffing vacancies and associated costs (gross)	-173
CMY	KDAAT reduction in income for other agencies for young peoples services	+142	CFEA	Leaving Care/16 plus - Care Matters grant funding (via Area Based Grant) (gross)	-170
CMY	Registration shortfall in income	+137	ORS	Personnel and Development - reduction in school staff redundancy costs (gross)	-170
KASS	MH Domiciliary gross - activity in excess of affordable level	+131	KASS	LD Domiciliary income resulting from additional activity	-165
CFEA	Adoption - interagency fees and adoption allowances (gross)	+129	EHW	Additional income from "Operation Cubit" (partnership project to tackle abandoned vehicles)	-160
CMY	Coroners long inquests payments	+129	CFEA	Strategic Planning and Review - Survey saving (gross)	-150
CMY	Libraries shortfall in trading income from AV material, merchandising products and other income	+129	CMY	Library rate rebates	-149
FIN	Property Grp - Reduced fee income following downturn in project work	+120	CFEA	Policy and Performance - staffing vacancies (gross)	-142
CFEA	ASK Professional Development - reduction in grant income	+118	CMY	KDAAT reduced spend on young peoples services in line with reduced contributions	-142
CMY	YOS additional spending to back-fill posts funded by Probation & Prison	+117	CFEA	Fostering Service - additional income for training, placements etc	-139
CMY	Libraries merchandising purchases	+117	CFEA	Other Services Support - additional training income	-137
KASS	LD Supported Accommodation income - under-recovery of income due to lower activity	+111	ORS	Home to College Transport - reduction in numbers travelling (gross)	-135
CFEA	Residential Care non LAC - New and extended placements (gross)	+103	KASS	PD Residential gross - Preserved Rights increased attrition	-132
CFEA	ASK Primary - Staffing overspends (gross)	+100	CMY	Registration sessional staffing	-128
CS	Legal - transfer to reserves to support 2009-10 budget	+100	CMY	Libraries capitalisation of Envision project management	-125
			FIN	Unfilled Property vacancies following downturn in project work	-120
			CFEA	ASK Professional Development - reduction in spend on grant funded activities (gross)	-118

Pressures (+)			Underspends (-)		
portfolio			portfolio		
			CMY	YOS additional income from Probation & Prison Service	-117
			KASS	Learning Domiciliary gross - change in unit cost in independent sector	-108
			CFEA	ASK Professional Development - underspend on training costs (gross)	-100
			ORS	Extended Services - Healthy schools (gross)	-100
		<b>+61,546</b>			<b>-50,946</b>

### 3.4 Key issues and risks

3.4.1 In the Children, Families & Education directorate, the key issues by portfolio are:

3.4.1.1 **Operations, Resources & Skills portfolio:** Forecast excl Schools **+£2.731m**

This pressure is mainly due to increased demand and costs of SEN Home to School transport; increased pension costs resulting from early retirements due to school closures and amalgamations in previous years, the costs of boarding up closed schools and repairs required as a result of vandalism and the recharge from capital of development costs for aborted school projects. This is partially offset by a saving on Mainstream Home to School transport.

3.4.1.2 **Children, Families & Educational Achievement portfolio:** Forecast excl Asylum **-£1.325m**

This pressure is mainly a continuation of the pressures experienced in 2007-08 on independent sector residential care, independent fostering allowances and legal fees within Children's Social Services, and an overspend on frontline staffing within Children's Social Services. These pressures are largely offset by savings elsewhere within the Children's Social Services budgets and the re-badging of eligible Sure Start expenditure to fully utilise the grant provided for Children's Centres. The increase during 2008-09 in the number of independent sector foster care client weeks is a concern. The number of new placements in this sector is reducing as we continue with our policy to use KCC foster care, wherever possible, which provides better value for money. We therefore expect the pressure to reduce in 2009-10.

3.4.1.3 **Children, Families & Educational Achievement portfolio - Asylum:** Forecast **+£5.222m**

The forecast pressure of £5.222m is split £4,722k of direct costs and £500k of indirect costs and is now based on the new grant rules for 2008-09. These suggest that:

- For the under 18's: 100% of direct costs will be reimbursed, subject to these being in line with neighbouring authorities. The grant rules define these costs as costs which "can be attributed to the care of an individual and can be validated and audited as such. Direct costs will vary directly with volume, e.g. weekly foster care." For "Indirect and Other Costs", defined as "all other costs and will generally be of a fixed or semi-variable nature, e.g. premises and social work teams", the Home Office have agreed to pay costs linked to the 2005-06 levels, increased for inflation with a volume change adjustment moderated over two years. The impact of this has been assessed at a shortfall of £2.087m. However, the Home Officer has also published its guidance on what costs can be included in the special circumstances bid, and we expect to be able to claim for all of this.
- For the over 18's: there are no assurances regarding these costs other than the £100 per week per client, which remains the same as the previous financial year. The impact of this has been assessed at a shortfall of £3.135m. There is no provision in the grant rules for any costs relating to the 18+ care leavers to be included in the special circumstances bid, therefore this is likely to be a pressure for the authority to fund. Discussions are ongoing with the Home Office minister to ensure the best resolution for the taxpayers of Kent.

In respect of previous years' grant, of the £10m outstanding at the beginning of the year from the special circumstances bids, we have been successful in receiving £6.4m after also offsetting shortfalls in Asylum general grant following reductions as a result of the data matching exercise. However £0.4m relating to the general grant shortfall for 2005-06 had already been funded from a provision for repayment of grant set up in 2006-07, therefore there is £6.8m available which will need to be repaid into the Asylum reserve in order to cover the anticipated current and future year shortfalls.

3.4.1.4 **Schools Delegated:** Forecast **+£8m**

We are predicting a drawdown of school reserves of around £8m. The monitoring returns from schools indicate a much higher figure but from past experience this is likely to be overstated.

All of these pressures are detailed in Annex 1.

#### 3.4.2 **Kent Adult Social Services portfolio:** Forecast **+£0.033m**

This is effectively a balanced budget position for KASS, although within this are a number of issues that will continue into the medium term, primarily demographic pressures within services for people with learning and physical disabilities. The impact of young adults transferring from Children's Services, many of whom have very complex needs and require a much higher level of support, continues to be felt. Alongside these so-called "transitional" placements are the increasing number of older learning disabled clients who are cared for at home by ageing parents who will begin to require more support. These pressures are largely offset by underspends on services for older people and central services. Within services for older people client numbers are reducing due to higher attrition and more clients opting for direct payments, however unit costs are increasing reflecting the increasing number of clients with dementia and higher needs requiring more intensive packages of care.

Further details are provided in Annex 2.

#### 3.4.3 In the Environment & Regeneration directorate, the key issues are:

##### 3.4.3.1 **Environment, Highways & Waste portfolio:** Forecast **-£2.929m**

There is an underspend on waste due to lower waste tonnage than assumed in the budget, increased recycling income and savings resulting from diverting more waste to landfill whilst the Waste to Energy plant in Allington was not working, which is currently a cheaper means of disposal in the short term. There is also an underspend on the public transport budget resulting from the Unit working in partnership with the bus companies to keep the costs of supporting socially necessary but uneconomic bus services and the Freedom Pass below the original estimates. These savings are partially offset by increased spend within Kent Highway Services on vegetation control; winter maintenance, including the costs of responding to the snowfall at the beginning of February; implementation costs of the permit scheme within the Traffic Management Act and invest to save schemes to produce future savings to assist with meeting the 2009-12 MTP pressures.

##### 3.4.3.2 **Regeneration & Supporting Independence portfolio:** Forecast **-£0.661m**

This underspend mainly relates to the re-phasing of projects including the Shaw Grange remedial works; the minerals and waste framework; and the costs of major planning enquiries and planning applications, both of which are subject to peaks and troughs. Roll forward will be requested for all of these.

Further details are provided in Annex 3.

#### 3.4.4 **Communities portfolio:** Forecast **+£0.338m**

There is pressure on the Coroners service due to increased costs as a result of an increasing number of long inquests and increased pathology and mortuary costs. There is also pressure on the Central Budgets, specifically directorate wide activities and projects and income. The directorate has made savings by holding posts vacant throughout the directorate wherever possible in order to offset these pressures. In order to balance the residual pressure the directorate will also reduce spending on non essential non staffing budgets for the remainder of the financial year.

Further details are provided in Annex 4.

#### 3.4.5 In the Chief Executives directorate, the key issues by portfolio are:

##### 3.4.5.1 **Corporate Support & External Affairs portfolio:** Forecast **-£0.492m**

A pressure on the IS budget relating to unmet savings targets, is more than offset by an underspend within Legal Services as a result of additional internal and external work. There is also a re-phasing of Kent TV expenditure through to August 2009.

##### 3.4.5.2 **Public Health portfolio:** Forecast **-£0.138m**

This underspend is largely due to re-phasing into 2009-10 of the HealthWatch programme and a public health poster campaign targeted at young people for the Towards 2010 'Target 50'.

Further details are provided in Annex 5.

#### 3.4.6 On the Financing Items budgets, the key issues are:

##### **Finance portfolio:** Forecast **-£0.715m**

Treasury management savings arising from the lower cost of borrowing and a reduced borrowing requirement as a result of re-phasing of the capital programme and high cash balances, are largely offset by a transfer to reserves to support the 2009-10 budget, as agreed at County Council on 19 February, together with a reduction in LABGI income and a shortfall in income from

the sponsorship of roundabouts. In addition there is a transfer to the Regeneration Fund to support the delivery of the Regeneration Framework which Cabinet is asked to approve. Further details are provided in Annex 6

- 3.4.7 Directorates have implemented management action plans which are still expected to reduce the position further from a pressure of +£2.069m to +£0.292m (including the pressure on Asylum of +£5.222m), with a residual pressure currently anticipated within the Operations, Resources & Skills portfolio which is to be offset by an underspend in the Children, Families & Educational Achievement portfolio. Most of the management action proposed earlier in the year has now been implemented and the effects are reported in the current forecast position.

### 3.5 Implications for future years/MTP

- 3.5.1 The key issues and risks identified above have been addressed in directorate medium term plans (MTP) for 2009-12. Although these are forecast to be largely offset by management action this year, a lot of the management action is one-off or not sustainable for the longer term. Consequently the MTP has put all services into a fully funded base budget position for the start of 2009-10 and reflects predicted changes in activity levels and service delivery. These and other pressures and savings are detailed in the Annex reports.

## 4. CAPITAL

### 4.1 Changes to budgets

- 4.1.1 The capital monitoring focuses on projects which are re-phasing by £1m or more and it distinguishes between real variances/re-phasing on projects which are:

- part of our year on year rolling programme or projects which already have approval to spend and are underway , and
- projects which are still only at the preliminary stage or are only at the approval to plan stage and their timing remains uncertain.

We separately identify projects which have yet to get underway, but despite the uncertainty surrounding their timing they were included in the budget because there is a firm commitment to the project. By identifying these projects separately, we can focus on the real re-phasing in the programme on projects which are up and running.

- 4.1.2 The 2008-09 capital programme was revised as part of the 2009-12 MTP process, to reflect the revised anticipated phasing of projects. This was approved by County Council on 19 February 2009 and forms the basis for this monitoring report. Since the approval of this programme, the following adjustments have been made to the 2008-09 capital budget:

	£000's
1. As amended in the 2009-12 MTP, approved by County Council on 19 February 2009 (excl. PFI)	312,144
2. Additional Interreg grant for Forthill de-dualling project (R&SI portfolio)	119
3. Capitalisation of ISG staff in respect of the renewal of Libraries ICT project, to be funded by additional prudential borrowing (Communities portfolio). <i>(The Leader had already agreed in principal that these costs could be included in the cost of the capital project, subject to confirmation that these costs could be capitalised. When the 2009-12 draft Budget Book went to print we were still awaiting final details and therefore the costs were not included at that stage. We have now confirmed that these costs can be capitalised and therefore the budget needs to be increased)</i>	100
	<hr/>
	<b>312,363</b>
4. PFI	73,420
	<hr/>
	<b>385,783</b>



4.2 Table 3 – Portfolio/Directorate position – capital

Portfolio	Budget	Variance	Directorate				
			CFE	KASS	E&R	CMY	CED
	£k	£k	£k	£k	£k	£k	£k
O,R&S (CFE)	+148,119	-526	-526				
CF&EA	+2,040	-3	-3				
KASS	+6,421	-732		-732			
E,H&W	+73,117	-1,552			-1,552		
Regen & SI	+11,806	-404			-404		
Communities	+11,275	-2,475				-2,475	
Corporate Support	+9,598	-107					-107
Policy & Performance	+526	0					0
Finance	+4,843	-572					-572
<b>TOTAL (excl Schools)</b>	<b>+267,745</b>	<b>-6,371</b>	-529	-732	-1,956	-2,475	-679
Schools	+44,618	0	0				
<b>TOTAL</b>	<b>+312,363</b>	<b>-6,371</b>	-529	-732	-1,956	-2,475	-679

Real Variance		+3,341	+2,060		+1,111	+129	+41
Re-phasing (detailed below)		-9,712	-2,589	-732	-3,067	-2,604	-720
		<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Future yrs</b>		<b>Total</b>
Re-phasing		-9,712	+6,828	+2,858	+26		0

4.2.1 Table 3 shows that there is an overspend of £3.341m on the capital programme for 2008-09 and £9.712m of re-phasing of expenditure into later years. Of the current -£9.712m forecast re-phasing, -£6.266m relates to projects with variances of £1m or more which are identified in table 6 and section 4.6 below and reported in detail in the annex reports; -£1.347m relates to projects with variances between £0.25m and £1m which are also identified in table 6 and the balance of -£2.099m is made up of projects with variances of under £0.25m which do not get reported in detail in this report.

4.3 Table 4 below, splits the forecast variance on the capital budget for 2008-09 as shown in table 3, between projects which are:

- part of our year on year rolling programmes e.g. maintenance and modernisation;
- projects which have received approval to spend and are underway;
- projects which are only at the approval to plan stage and the timing remains uncertain, and
- projects at the preliminary stage.

**Table 4** – Analysis of forecast capital variance by project status (excl. Devolved Capital to Schools & PFI)

Project Status	budget	Variance			
		real variance	re-phasing	total	
	£'000s	£'000s	£'000s	£'000s	
Rolling Programme	96,089	2,577	-876	1,701	
Approval to Spend	136,827	730	-7,636	-6,906	
Approval to Plan	34,829	27	-1,200	-1,173	
Preliminary Stage	-	7	-	7	
Total	267,745	3,341	-9,712	-6,371	
	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>future years</b>	<b>total</b>
	£'000s	£'000s	£'000s	£'000s	£'000s
<b>Re-phasing:</b>					
Rolling Programme	-876	1,085	-209	-	-
Approval to Spend	-7,636	4,617	2,993	26	-
Approval to Plan	-1,200	1,126	74	-	-
Preliminary Stage	-	-	-	-	-
Total	-9,712	6,828	2,858	26	-

- 4.3.1 Table 4 shows that of the -£6.371m forecast capital variance (excluding devolved capital to schools) -£1.166m is due to projects which are still only at the approval to plan or preliminary stages and their timing remains uncertain. This leaves a variance of -£5.205m which relates to projects that are either underway or are part of our year on year rolling programme.
- 4.3.2 Table 5 below shows the effect of the capital variance on the different funding sources. The variance against borrowing (supported, prudential and PEF2 borrowing) is -£10.048m and this is a contributory factor in the treasury management underspend reported within the Finance portfolio.

**Table 5:** 2008-09 Capital Variance analysed by funding source (incl Devolved Capital to Schools)

	<b>Capital Variance</b> £m
Supported Borrowing	-0.329
Prudential	-7.597
Prudential/Revenue (directorate funded)	-1.975
PEF2	-0.147
Grant	+3.210
External Funding - Other	+0.032
External Funding - Developer contributions	+1.162
Revenue & Renewals	+1.200
Capital Receipts	-1.927
General Capital Receipts (generated by Property Enterprise Fund)	0.000
<b>TOTAL</b>	<b>-6.371</b>

- 4.4 Table 6 below details all projected capital variances over £250k, in size order. These variances are also identified as being either a real variance i.e. real under or overspending which has resourcing implications; or a phasing issue i.e. simply down to a difference in timing compared to the budget assumption.

Each of the variances in excess of £1m, which is due to phasing of the project, excluding those projects identified as only being at the preliminary stage, is explained further in section 1.2.4 of the individual Directorate annex reports, and all real variances are explained in section 1.2.5 of the individual Directorate annex reports, together with the resourcing implications.

**Table 6 - All Capital Budget Variances over £250k in size order**

portfolio	Project	real/ phasing	Project Status			
			Rolling Programme £'000s	Approval to Spend £'000s	Approval to Plan £'000s	Preliminary Stage £'000s
<b>Overspends/Projects ahead of schedule</b>						
EHW	Highway Maintenance	Real	+4,517			
ORS	Building Maintenance	Real	+2,096			
ORS	BSF Development Costs	Phasing	+774			
CMY	Ramsgate Library - insurance betterment	Real		+235		
CMY	Ramsgate Library - insurance betterment	Phasing		+200		
KASS	Broadmeadow	Real		+417		
ORS	Development Opportunities - Dartford Campus	Real		+338		
CMY	Modernisation of assets	Phasing	+216			
CMY	Modernisation of assets	Real	+80			
			<b>+7,683</b>	<b>+1,190</b>	<b>+0</b>	<b>+0</b>
		<i>Real</i>	+6,693	+990	0	0
		<i>Phasing</i>	+990	+200	0	0
<b>Underspends/Projects behind schedule</b>						
EHW	Integrated Transport	Real	-3,617			
EHW	Reshaping Kent Highways Accommodation	Phasing		-2,017		
ORS	Primary Pathfinder - The Manor School	Phasing		-1,630		
CMY	Turner Contemporary	Phasing		-1,619		
CMY	Contribution to The Marlowe Theatre	Phasing			-1,000	
CFEA	Primary Pathfinder - Oakfield Primary School	Phasing		-507		
ORS	Non delegated Devolved Capital - PRU's	Phasing	-461			
KASS	Modernisation of Assets	Real	-417			
KASS	Flexible & Mobile Engagement	Phasing		-389		
ORS	Corporate Property Project Management	Real	-376			
RSI	East Kent Empty Property Initiative	Phasing		-336		
FIN	Modernisation of assets	Phasing	-335			
EHW	Traffic Signal Head Replacement	Phasing		-255		
EHW	Country Park Access & Development	Phasing	-254			
			<b>-5,460</b>	<b>-6,753</b>	<b>-1,000</b>	<b>0</b>
		<i>Real</i>	-4,410	0	0	0
		<i>Phasing</i>	-1,050	-6,753	-1,000	0
			<b>2,223</b>	<b>-5,563</b>	<b>-1,000</b>	<b>0</b>
		<i>Real</i>	2,283	990	0	0
		<i>Phasing</i>	-60	-6,553	-1,000	0

#### 4.5 Reasons for Real Variance and how it is being dealt with

4.5.1 The real variance identifies the actual over and underspends on capital schemes and not re-phasing of projects. Table 3 shows that there is currently a £3.3m real variance forecast. The main areas of under and overspending in 2008-09 are listed below together with their resourcing implications:-

- -£3.617m on Integrated Transport (IT) – this underspend is as a result of difficulties with planning permissions etc. As it is permissible for IT funding to be spent on highway maintenance and vice versa, to utilise the LTP funding available in 2008-09, this will be used to offset:

- +£4.517m planned overspend on Highway maintenance. This is made up of +£3.617m to contribute towards service pressures in this area funded from the Integrated Transport underspend and +£0.9m as result of investment in street lighting and the need to replace old mercury lantern heads with new energy saving lanterns, which will be funded by a contribution from revenue (from the £1.4m approved for invest to save schemes from the waste underspend).
- +£2.096m Schools Building Maintenance – this is mainly in three areas: Emergency Programme (+£1.116m) as a result of reactive works necessary to prevent school closures and address Health & Safety issues; Replacement of Catering Equipment (+£0.470m) required to prevent the closure of school kitchens and Planned Maintenance Agreements (+£0.430m) due to changes in statutory requirements.
- +£0.417m Broadmeadow refurbishment of registered care centre project - this reflects the full outcome of the mediation process with the architects and the contractors.
- -£0.417m on Modernisation of assets within the KASS portfolio - this is a planned underspend in order to offset the overspend on Broadmeadow.

Further details of smaller real variances are provided in the annex reports.

The highways element of the overspending will be funded by a revenue contribution from the waste underspend and some additional external funding. The CFE element will be funded from unapplied capital resources and revenue contributions. This is reflected in the funding shown in table 5.

#### 4.6 Main projects re-phasing and why.

4.6.1 The projects that are re-phasing by £1m or more are identified below: -

- -£2.017m Reshaping Kent Highways Accommodation – this has been delayed in its progress because of difficulties in finding a suitable alternative site to the original option of Wrotham, which failed to get appropriate planning permission.
- -£1.630m The Manor School Primary Pathfinder project – this has been delayed in starting by about five months because of some very onerous conditions attached to the planning permission, which involved high levels of archaeology and environmental surveying. This delay has enabled a lot of work to be carried out on valuation engineering to ensure that the cost can be contained within the budget.
- -£1.619m Turner Contemporary - the previous forecast was based on the estimated schedule of payments for the main building contract produced by the architect's quantity surveyors. This assumed that work would commence on site at the end of October/early November. In the end the contract was not concluded until the end of November and work commenced on site in December. Despite this re-phasing the project is still on schedule to be completed in 2010 with an official opening in spring 2011
- -£1.000m Contribution to the Marlowe Theatre – This is purely a timing issue regarding when our contribution is required to support the Canterbury City Council project to redevelop the theatre.

#### 4.7 Key issues and risks

4.7.1 The impact on the quality of service delivery to clients as a consequence of re-phasing a capital project is always carefully considered, with adverse impact avoided wherever possible. The impact on service delivery of projects which are re-phasing by £1m or more, as identified in table 6 above, is highlighted in section 1.2.4 of the annex reports.

4.7.2 Kent County Council has made a commitment to Kent businesses, including maintaining our capital programme. None of the reported variances in this report affects that commitment.

#### 4.8 Implications for future years/MTP

4.8.1 Directorates are continuously addressing issues around their capital programmes, in particular, careful consideration is given to the funding of these projects to ensure that as far as possible capital receipts and external funding, or agreement to utilising PEF2 is in place before the project is contractually committed.

## 4.9 Impact on Treasury Management

4.9.1 The re-phasing of the capital programme from 2007-08, resulting in a lower level of borrowing required in the 2007-08 financial year; the impact in the current year of the re-phasing of the capital programme built into the 2009-12 MTP as approved by County Council on 19 February and the re-phasing projected in this report are factors in the £6.292m treasury management underspend reported within the Financing Items revenue budget. Further details are provided in Annex 6. This re-phasing will impact upon the phasing of the debt charges within the revenue budget and this has been reflected in the 2009-12 MTP.

## 4.10 Resourcing issues

4.10.1 There will always be an element of risk relating to funding streams which support the capital programme until all of that funding is "in the bank". The current economic situation will only intensify this risk, with property prices falling, the number of new housing developments reducing and developers pulling out of new developments, all of which have a significant impact on our Section 106 contributions. This has largely been addressed in the capital programme approved at County Council on 19 February 2009 and the creation of PEF2, but there remains an element of risk for the reduced level of funding still assumed from these sources. It is not always possible to have receipts 'in the bank' before starting any replacement project, due to the obvious need to have the re-provision in place before the existing provision is closed. Management of the delivery of capital receipts and external funding is therefore rigorous and intensive. At this stage, there are no other significant risks to report.

## 4.11 Prudential Indicators

4.11.1 The latest monitoring of Prudential Indicators is detailed in **appendix 3**.

## 5. RISK MANAGEMENT

5.1 Directorates have refreshed their risk registers as part of the annual business planning process. All refreshed registers have subsequently been approved by the respective management teams and presented to Policy Overview Committees in January.

5.2 In light of the serious deterioration in the global economy and the credit crunch the Director of Finance asked directorates to urgently review their risk registers to ensure that all key financial and economic risks were identified and recorded. The Director of Finance presented a detailed report setting out the risks facing the Council to the Governance & Audit Committee on 2 December 2008. The Corporate Finance unit and directorate risk registers were appended to the report. Following discussion, further risks were identified which have since been communicated to directorates.

## 6. BALANCE SHEET AND CONSOLIDATED REVENUE ACCOUNT

### 6.1 Impact on reserves

6.1.1 A copy of our balance sheet as at 31 March 2008 is provided at **appendix 1**. Highlighted are those items in the balance sheet that we provide a year-end forecast for as part of these quarterly budget monitoring reports, based upon the current forecast spend and activity for the year. The forecast for the three items highlighted are as follows:

Account	Projected balance at 31/3/09 £m	Balance at 31/3/08 £m
Earmarked Reserves	83.2	86.0
General Fund balance	25.8	25.8
Schools Reserves *	71.4	79.4

\* Both the table above and section 2.3 of annex 1 include delegated schools reserves and unallocated schools budget.

- 6.1.2 The reduction of £2.8m in earmarked reserves is mainly due to the anticipated movements in the rolling budget, DSG and Asylum reserves as reflected in the annex reports and the planned movements in reserves such as PRG, IT Asset Maintenance, Kingshill Smoothing, and insurance reserve.
- 6.1.3 The detailed nine month monitoring returns from schools have been received. The returns indicate a large drawdown of reserves, however past experience indicates that this figure is normally overstated. The reduction of £8m in schools reserves is therefore our assessment of the impact of the 'balance control mechanism', which is a means of clawing back schools reserves over and above a specified level. However, it is very difficult to predict this with accuracy, particularly this year when factoring in the review and subsequent tightening of the 'balance control mechanism' which schools are being encouraged to work towards before they formally apply at the end of 2009/10 financial year, therefore this position could change significantly. The forecast £8m drawdown includes the recovery of £1.5m from 15 schools earlier this year after challenging those schools with the highest reserves. This recovered money has been used to contribute to all schools' increased fuel costs and support more training in strategic financial planning.

## **7. RECOMMENDATIONS**

### **Cabinet is asked to:**

- 7.1 Note the latest monitoring position on the revenue and capital budget.
- 7.2 Note the additional revenue grant income as identified in appendix 2 to this report.
- 7.3 Note the changes to the capital programme.
- 7.4 Approve the transfer of the £0.753m additional allocation of LABGI funding to the Regeneration Fund to support the delivery of the Regeneration Framework (further details are provided in paragraph 1.1.3.6 in annex 6).

## Balance Sheet

The County Fund Balance Sheet shows the financial position of Kent County Council as a whole at the end of the year. Balances on all accounts are brought together and items that reflect internal transactions are eliminated.

	31 March 2008		31 March 2007	
	£'000	£'000	Restated £'000	£'000
<b>Fixed assets</b>				
<b>Intangible fixed assets</b>		3,629		4,732
<b>Tangible fixed assets</b>				
<b>Operational assets</b>				
Land and buildings	1,443,378		1,414,844	
Vehicles, plant and equipment	21,576		15,863	
Roads and other highways infrastructure	568,640		514,320	
Community assets	8,047		7,775	
<b>Non-operational assets</b>				
Investment property	6,588		6,584	
Assets under construction	256,871		237,813	
Surplus and non-operational property	81,737		95,423	
<b>Total tangible assets</b>		<u>2,386,837</u>		<u>2,292,622</u>
<b>Total fixed assets</b>		<u>2,390,466</u>		<u>2,297,354</u>
Long-term investments		134,547		115,000
Long-term debtors		56,533		59,736
Deferred premiums		0		20,990
PFI debtor		3,933		441
<b>Total long-term assets</b>		<u>2,585,479</u>		<u>2,493,521</u>
<b>Current assets</b>				
Stocks and work in progress	5,390		5,905	
Debtors	177,518		175,613	
Investments	264,121		153,059	
<b>Total current assets</b>		447,029		334,577
<b>Current liabilities</b>				
Temporary borrowing	-35		-38	
Creditors	-266,688		-260,119	
Cash balances overdrawn	-108,383		-27,957	
		<u>-375,106</u>		<u>-288,114</u>
<b>Total assets less current liabilities (Net assets employed)</b>		<u>2,657,402</u>		<u>2,539,984</u>
<b>Long-term liabilities</b>				
Long-term borrowing	-1,017,200		-952,365	
Deferred liabilities	-535		-957	
Deferred credit - Medway Council	-53,385		-55,609	
Provisions	-14,636		-13,786	
Government grant deferred account	-196,381		-174,435	
Liability related to defined benefit pensions schemes	- KCC - DSO -564,100 -2,447		-637,700 -2,487	
		<u>-1,848,684</u>		<u>-1,837,339</u>
<b>Total assets less liabilities</b>		<u>808,718</u>		<u>702,645</u>

## Balance Sheet

Revaluation reserve	-72,530	0
Capital adjustment account	-1,071,609	-1,126,217
Financial instruments adjustment account	20,803	0
Earmarked capital reserve	-52,436	-26,698
Usable capital receipt reserve	-7,825	-7,942
Pensions reserve	- KCC 564,100	637,700
	- DSO 2,447	2,487
Earmarked reserves	-86,015	-80,929
General fund balance	-25,835	-25,835
Schools reserves	-79,360	-74,376
Surplus on trading accounts	-458	-835
<b>Total net worth</b>	<b>-808,718</b>	<b>-702,645</b>



**Reconciliation of Gross and Income Cash Limits in Table 1c to the Approved Budget Book**

	<b>Gross</b>	<b>Income</b>	<b>Net</b>	
	£k	£k	£k	
<b>Reconciliation:</b>				
<b>Cash Limits Per Dec report</b>	+2,279,172	-1,413,906	<b>+865,266</b>	
<b>Subsequent changes:</b>				
CMY	+176	+0	+176	additional ABG for Young People Substance Misuse
				<b>Changes to grant/income allocations:</b>
OR&S	+61	-61	0	Standards Fund Primary Strategy
OR&S	+152	-152	0	Standards Fund Aim Higher
OR&S	+2,162	-2,162	0	Standards Fund National Challenge
OR&S	+378	-378	0	Standards Fund 1 to 1 tuition
OR&S	+611	-611	0	14-24 Unit grants
OR&S	+27	-27	0	Diploma Grant
OR&S	-24	+24	0	School Development Grant final adj
OR&S	-16	+16	0	Correction to Extended Schools pilot
OR&S	+35	-35	0	Sensory Impairment Grant from DCSF
CF&EA	+1,403	-1,403	0	Sure Start Grant Aiming High
CF&EA	+250	-250	0	Sure Start Grant Nursery education
CF&EA	+63	-63	0	Standards Fund 1 to 1 tuition
CF&EA	+5	-5	0	Standards Fund Travel Plans
EH&W	+709	-709	0	Section 38 & 278 payments (increase in commuted sums to support highways maintenance)
EH&W	+1,400	-1,400	0	Education and cross boundary recharges for supported buses
R&SI	-168	+168	0	Reduced Interreg grant
R&SI	-143	+143	0	Reduced SEEDA grant
CMY	-176	+176	0	Reduction in DCSF grant for Young People Substance misuse as now paid through ABG
CMY	+125	-125	0	ToGoGo Website funding from DCSF
CMY	-112	+112	0	reduction in Contactpoint grant from DCSF due to slippage in project
CMY	+122	-122	0	DCSF Unaccompanied minors funding
CMY	+56	-56	0	funding for Boys into Books and Book Ahead Projects from DCMS
CMY	+171	-171	0	Regional Sports Board funding - PE School Sport & Club Links/Coaching Task Force
CMY	+55	-55	0	Museums and Libraries Authority grant for museums project
P&P	+166	-166	0	additional LSC income for Kent Partnerships for payment to 3rd parties
				<b>Technical Adjustments:</b>
OR&S	+76	-76	0	AEN&R realignment of gross & income budgets (Partnership with Parents funding)
OR&S	+486	-486	0	Client Services realignment of gross & income budgets (cleaning and refuse contracts)
OR&S	-282	+282	0	Personnel realignment of gross & income budgets (Supply insurance payment for schools)

	<b>Gross</b>	<b>Income</b>	<b>Net</b>	
	£k	£k	£k	
OR&S	+13	-13	0	Local Childrens Service Partnerships realignment of gross & income budgets (Whiteoak Nursery to reflect historic income levels omitted from budget)
CF&EA	+738	-738	0	Attendance & Behaviour realignment of gross & income budgets (Funded Alternative Curriculum Places)
CF&EA	-284	+284	0	Family Support realignment of gross & income budget (Correction to budget)
CF&EA	+72	-72	0	Commissioning General realignment of gross & income budgets (Primary Intervention Project & Youth Inclusion Project)
CMY	+791	-791	0	Adjustment to Centrally managed budgets to correct income previously shown as negative expenditure
CMY	+21	-21	0	Correction to Kent Superior Pictures transfer to Astor college reported in qtr 1
CMY	+125	-125	0	Re-alignment of KPSN recharge to Adult Education
FIN	-751	+751	0	re-charge from debt charges to Corporate Property to offset the shortfall in recharge income as a result of the change in accounting treatment for some staffing costs previously charged to capital
<b>Revised Budget per table 1c</b>	<b>+2,287,665</b>	<b>-1,422,223</b>	<b>+865,442</b>	

## 2008-09 JANUARY Monitoring of Prudential Indicators

### 1. Estimate of capital expenditure (excluding PFI)

Actual 2007-08	£247.999m	
Original estimate 2008-09	£349.665m	
Revised estimate 2008-09	£305.992m	(this includes the rolled forward re-phasing from 2007-08 and the re-phasing from 2008-09 into later years reflected in the 2009-12 MTP)

### 2. Estimate of capital financing requirement (underlying need to borrow for a capital purpose)

	<b>2007-08 Actual</b>	<b>2008-09 Original Estimate</b>	<b>2008-09 Revised Estimate in 2009-12 MTP</b>	<b>2008-09 Forecast as at 31-01-09</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Capital Financing Requirement	1,071.090	1,144.895	1,179.196	1,173.876
Annual increase in underlying need to borrow	60.963	49.195	108.106	102.786

In the light of current commitments and planned expenditure, forecast net borrowing by the Council will not exceed the Capital Financing Requirement.

### 3. Estimate of ratio of financing costs to net revenue stream

Actual 2007-08	11.13%
Original estimate 2008-09	10.27%
Revised estimate 2008-09	10.77%

### 4. Operational Boundary for External Debt

The operational boundary for debt is determined having regard to actual levels of debt, borrowing anticipated in the capital plan, the requirements of treasury strategy and prudent requirements in relation to day to day cash flow management.

The operational boundary for debt will not be exceeded in 2008-09.

#### (a) Operational boundary for debt relating to KCC assets and activities

	<b>Prudential Indicator 2008-09 £m</b>	<b>Position as at 31.01.09 £m</b>
Borrowing	1,060.0	990.9
Other Long Term Liabilities	0.0	0.3
	1,060.0	991.2

#### (b) Operational boundary for total debt managed by KCC including that relating to Medway Council etc (pre Local Government Reorganisation)

	<b>Prudential Indicator 2008-09 £m</b>	<b>Position as at 31.01.09 £m</b>
Borrowing	1,113.0	1,042.4
Other Long Term Liabilities	0.0	0.3
	1,113.0	1,042.7

## 5. **Authorised Limit for external debt**

The authorised limit includes additional allowance, over and above the operational boundary to provide for unusual cash movements. It is a statutory limit set and revised by the County Council. The revised limits for 2008-09 are:

### (a) Authorised limit for debt relating to KCC assets and activities

	£m
Borrowing	1,098
Other long term liabilities	0
	<hr/>
	1,098
	<hr/>

### (b) Authorised limit for total debt managed by KCC including that relating to Medway Council etc

	£m
Borrowing	1,153
Other long term liabilities	0
	<hr/>
	1,153
	<hr/>

The additional allowance over and above the operational boundary has not needed to be utilised and external debt, has and will be maintained well within the authorised limit.

## 6. **Compliance with CIPFA Code of Practice for Treasury Management in the Public Services**

The Council has adopted the Code of Practice on Treasury Management and has adopted a Treasury Management Policy Statement. Compliance has been tested and validated by our independent professional treasury advisers.

## 7. **Upper limits of fixed interest rate and variable rate exposures**

The Council has determined the following upper limits for 2008-09

### (a) Borrowing

Fixed interest rate exposure	100%
Variable rate exposure	30%

### (b) Investments

Fixed interest rate exposure	100%
Variable rate exposure	20%

These limits have been complied with in 2008-09. Total external debt is currently held at fixed interest rates.

## 8. Upper limits for maturity structure of borrowings

	Upper limit	Lower limit	As at 31.01.09
	%	%	%
Under 12 months	25	0	5.8
12 months and within 24 months	40	0	4.3
24 months and within 5 years	60	0	12.5
5 years and within 10 years	80	0	12.6
10 years and above	100	40	64.8

## 9. Upper limit for principal sums invested for periods longer than 364 days

	Indicator	Actual
1 year to 2 years	£45m	£25m
2 years to 3 years	£45m	£25m
3 years to 4 years	£40m	£21m
4 years to 5 years	£40m	£35m
5 years to 6 years	<u>£20m</u>	<u>£0m</u>
	<b>£190m</b>	<b>£106m</b>

## CHILDREN, FAMILIES & EDUCATION DIRECTORATE SUMMARY JANUARY 2008-09 FULL MONITORING REPORT

### 1. FINANCE

#### 1.1 REVENUE

1.1.1 All changes to cash limits are in accordance with the virement rules contained within the constitution, with the exception of those cash limit adjustments which are considered "technical adjustments" ie where there is no change in policy, including:

- Allocation of grants and previously unallocated budgets where further information regarding allocations and spending plans has become available since the budget setting process.
- The inclusion of new 100% grants (ie grants which fully fund the additional costs) awarded since the last full monitoring report. These are detailed in Appendix 2 to the executive summary.
- Cash limits have also been adjusted since the last full monitoring report to reflect a number of technical adjustments to budgets, including the consolidation of the Kent Public Services Network budget from directorates to Corporate IS in the Corporate Support & External Affairs portfolio.

1.1.2 **Table 1** below details the revenue position by Service Unit:

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>OPERATIONS, RESOURCES AND SKILLS potfolio</b>							
Delegated Budget:							
- Delegated Schools Budget	851,074	-80,517	770,557	8,000	0	8,000	
- Devolved Standards Fund	104,262	0	104,262	0	0	0	
- Targeted Standards Fund	0	0	0	0	0	0	
- Direct Financing for schools	0	0	0	0	0	0	
<b>TOTAL DELEGATED</b>	<b>955,336</b>	<b>-80,517</b>	<b>874,819</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	
Non Delegated Budget:							
- Finance	3,869	-1,071	2,798	-26	26	0	
- Awards	5,120	-889	4,231	-138	122	-16	Underspend on Home to College transport £135k. Gross underspend and income reduction on post 16 access £42k. Reduction in HTCT income £67k.
- Grant income & contingency	2,295	-936,160	-933,865	0	0	0	
- Personnel & Development	16,068	-3,323	12,745	199	13	212	Redundancy costs for school staff underspend £170k, pensions overspend £339k.
- Capital Strategy Unit	2,808	-242	2,566	1,690	-39	1,651	Revenue maintenance due to school closures and vandalism £783k, 3 new projects for mobile moves £294k, overspend on school feasibility studies £633k
- BSF/ PFI and academies unit	450	0	450	82	0	82	
- Client Services	6,492	-3,957	2,535	0	6	6	
- Business Management	2,295	-143	2,152	17	-49	-32	

Budget Book Heading	Cash Limit			Variance			Comment
	G £'000s	I £'000s	N £'000s	G £'000s	I £'000s	N £'000s	
- ICT	7,643	-1,893	5,750	-1,190	1,118	-72	Gross and income variance on broadband connectivity for schools (£1,126k gross and £1,118k income.) Underspend on digital curriculum £64k
- Health & Safety	437	-8	429	-8	0	-8	
- Strategic Management	1,822	0	1,822	-86	0	-86	
- Extended Services	6,597	-394	6,203	-100	66	-34	Underspend on Healthy Schools
- Kent Music	858	0	858	0	0	0	
-14-24 unit	2,945	-813	2,132	10	0	10	
- School Organisation	3,051	-66	2,985	-51	-65	-116	
- Mainstream HTST	16,555	-484	16,071	-831	14	-817	Large reduction in the numbers travelling
- Local Childrens Services Partnerships	22,478	-392	22,086	-64	0	-64	
- AEN & Resources	16,083	-5,698	10,385	49	0	49	
- SEN Transport to Schools	15,483	0	15,483	1,966	0	1,966	Higher than affordable numbers travelling, some very expensive travel arrangements
- Independent Sector Provision	10,828	-542	10,286	0	0	0	
<b>TOTAL NON DELEGATED</b>	<b>144,177</b>	<b>-956,075</b>	<b>-811,898</b>	<b>1,519</b>	<b>1,212</b>	<b>2,731</b>	
<b>Total ORS</b>	<b>1,099,513</b>	<b>-1,036,592</b>	<b>62,921</b>	<b>9,519</b>	<b>1,212</b>	<b>10,731</b>	
<b>OR&amp;S Assumed Mgmt Action</b>				<b>-1,406</b>		<b>-1,406</b>	
<b>OR&amp;S non delegated Forecast after Mgmt Action</b>	<b>144,177</b>	<b>-956,075</b>	<b>-811,898</b>	<b>113</b>	<b>1,212</b>	<b>1,325</b>	
<b>Total OR&amp;S incl schools delegated</b>	<b>1,099,513</b>	<b>-1,036,592</b>	<b>62,921</b>	<b>8,113</b>	<b>1,212</b>	<b>9,325</b>	
<b>CHILDREN, FAMILIES AND EDUCATIONAL ACHIEVEMENT portfolio</b>							
- Strategic Planning & Review	1,313	0	1,313	-169	0	-169	Underspend on survey £150k
- P & P (Vulnerable Children)	4,371	-395	3,976	-188	143	-45	Vacancies £142k, KSCB gross underspend £97k, KSCB income reduction £97k
- MDO & Democratic Services	2,048	0	2,048	-41	-62	-103	
- Project Management (SPR)	117	0	117	0	0	0	
- Advisory Service Kent (ASK) Secondary Team	3,386	-160	3,226	-20	6	-14	
- ASK Primary Team	6,039	-360	5,679	592	-345	247	SIP £165k, staffing overspend £100k, additional school support £324k (see income). Increased income for additional schools support £324k

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
- ASK Early Years Team	7,211	-12	7,199	-760	0	-760	Rebadging of eligible Sure Start expenditure to fully utilise the grant
- ASK Improvement Partnerships	2,393	0	2,393	90	-90	0	
- ASK Professional Development	5,080	-2,262	2,818	-217	104	-113	Reduction in spend on grant funded projects £118k, underspend on training costs £100k. Reduction in grant income £118k
- Early Years & Childcare	22,907	-339	22,568	-269	3	-266	Vacancies
- Management Information	30,943	-35	30,908	14	-5	9	
- International Development	195	-100	95	39	0	39	
- Educational Psychology Service	3,678	0	3,678	-173	-23	-196	vacancies £147k
- Attendance & Behaviour Service	19,232	-6,839	12,393	0	0	0	
- Minority Community Achievement	1,720	-96	1,624	0	0	0	
- Specialist Teaching Service	3,152	-590	2,562	0	0	0	
- Joint Commissioning	1,415	0	1,415	0	0	0	
- Commissioning General	12,767	-687	12,080	0	0	0	
- Residential Care provided by KCC	2,279	-25	2,254	65	-91	-26	
- Independent Sector res. care	5,135	-403	4,732	1,883	-1,174	709	Overspend due to increased demand and high cost placements made up of non disability £289k, disability £1,231k, secure accommodation £261k and internal trading costs £95k Increased income from joint funding arrangements as agreed by JRAP
- Residential care - not looked after children	664	-7	657	103	-39	64	New placements and extension to existing placements
- KCC Family support	10,903	-675	10,228	-1,612	-402	-2,014	Planned underspend to cover the pressures on Assessment and Related, fostering and independent sector residential care. Additional income for Kent Childrens Fund projects and ARC projects.
- Family group conferencing	1,143	-241	902	9	-9	0	



Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
- Fostering service	23,671	-97	23,574	908	-139	769	Increase in independent fostering allowances £1,745k, underspend on other fostering lines £835k. Additional income from placements, training and OLAs.
- Adoption service	5,988	-22	5,966	129	-33	96	Increase in interagency fees
- Independent Sector day care	954	0	954	-285	0	-285	Lower than anticipated number of clients
- Section 17	908	-5	903	280	3	283	Higher than anticipated number of clients, more expensive support
- Link placements	236	0	236	-26	0	-26	
- Grants to voluntary organisations	5,972	-266	5,706	-19	-80	-99	
- Direct payments	1,312	0	1,312	-74	-13	-87	
- Teenage pregnancy	706	0	706	6	-6	0	
- Leaving care/16+	3,583	0	3,583	-218	0	-218	Lower than anticipated take up of places, increase in funding from Care Matters grant
- Other services support	6,574	-824	5,750	748	-548	200	Legal overspend £949k, Family Law underspend £560k, Out of Hours gross overspend £264k, training overspend £78k. Out of hours income underspend £232k, additional income from facilities and BPMU £185k, training income £137k
- Assessment and related	20,021	-16	20,005	1,090	-410	680	Staffing overspend covered by planned underspend on Family Support
- Grant income & contingency	4,413	-77,193	-72,780	0	0	0	
<b>Total C,F&amp;EA</b>	<b>222,429</b>	<b>-91,649</b>	<b>130,780</b>	<b>1,885</b>	<b>-3,210</b>	<b>-1,325</b>	
<b>CF&amp;EA Assumed Mgmt Action</b>						<b>0</b>	
<b>CF&amp;EA Forecast after Mgmt Action</b>	<b>222,429</b>	<b>-91,649</b>	<b>130,780</b>	<b>1,885</b>	<b>-3,210</b>	<b>-1,325</b>	
- Asylum Seekers	14,129	-14,129	0	0	5,222	5,222	
<b>Total C,F&amp;EA incl. Asylum</b>	<b>236,558</b>	<b>-105,778</b>	<b>130,780</b>	<b>1,885</b>	<b>2,012</b>	<b>3,897</b>	
<b>Total Delegated</b>	<b>955,336</b>	<b>-80,517</b>	<b>874,819</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
Total Non Delegated (excl. Asylum)	366,606	-1,047,724	-681,118	3,404	-1,998	1,406	
Total Directorate Controllable (excl. Asylum)	1,321,942	-1,128,241	193,701	11,404	-1,998	9,406	
Directorate Assumed mgmt action				-1,406		-1,406	
Total Directorate Controllable (excl. Asylum) after mgmt action	1,321,942	-1,128,241	193,701	9,998	-1,998	8,000	
Directorate Net Total (incl. Asylum) before mgmt action	1,336,071	-1,142,370	193,701	11,404	3,224	14,628	
Directorate Net Total (incl. Asylum) after mgmt action	1,336,071	-1,142,370	193,701	9,998	3,224	13,222	

### 1.1.3 Major Reasons for Variance:

Table 2, at the end of this section, details all forecast revenue variances over £100k. Each of these variances is explained further below:

#### **OR&S portfolio:**

There is a net pressure of £2,731k on this portfolio before the implementation of management action. The main variances are:

#### 1.1.3.1 Awards (Gross and Income)

The Awards Unit is forecasting a gross underspend of £138k mainly on the Home to College transport budget of £135k due to the reduction in numbers travelling compared to budgeted levels. A reduction in spend on the Post 16+ Access Fund of £42k is matched by a reduction in income. The balance of the £122k income variance is due mainly to a reduction in income from Home to College transport of £67k.

#### 1.1.3.2 Personnel and Development (Gross)

The Personnel and Development Unit is forecasting a gross overspend of £199k. The pensions budget has a pressure of £339k, the majority of this is due to previous years early retirements resulting from school closures and amalgamations. This is partly offset by an underspend of £170k on the budget for redundancies of school staff which is due to a reduction in the number of school closures and amalgamations during the 2008-09 financial year.

#### 1.1.3.3 Capital Strategy Unit (Gross)

The Capital Strategy Unit is projecting a £1,690k gross pressure. The budget for revenue maintenance of non operational sites is forecast to overspend by £783k due to the boarding up of closed schools and repairs caused by vandalism. The feasibility budget is forecast to overspend by £633k due to the recharge from capital of development costs of abortive school projects. The balance of the pressure is attributed to the costs of moving and hiring mobile classrooms in excess of the amount funded through the MTP 2008-11 (including 3 large projects) of £294k. This is consistent with spend in previous years.

#### 1.1.3.4 ICT (Gross and Income)

A gross underspend of £1,126k and the income variance of +£1,118k on this budget line is due to the broadband connectivity for schools project. The budgets were set at previous years levels of expenditure and income but as the project nears completion and schools only have to pay for upgraded service connection the levels of spend and income are reduced. There is also an underspend on Digital Curriculum of £64k.

#### 1.1.3.5 Extended Services (Gross)

The Extended Services unit is forecasting a gross underspend of £100k on the Healthy Schools budget due to staff vacancies and associated savings on resources.

#### 1.1.3.6 Mainstream Home to School Transport (Gross)

This budget is forecasting an underspend of £831k due to a large a reduction in the numbers travelling compared to budgeted levels. Details of the number of children receiving assisted mainstream transport to school are included in section 2.1.

#### 1.1.3.7 SEN Transport to Schools (Gross)

There is a forecast overspend of £1,966k due to higher than affordable numbers travelling and the very expensive nature of the arrangements in place for some pupils. Details of the number of children receiving assisted SEN transport to school are included in section 2.1. This activity data shows that the monthly number of children in receipt of travel is increasing and there are on average almost 200 more children per month in receipt of SEN transport to schools compared to the same time last year and the estimated cost of the increase in numbers is £918k. We are seeing an increase in SEN pupils; however the pressure on this budget is exacerbated by the increase in single occupancy taxi journeys. We are undertaking a piece of work jointly with Kent Commercial Services to review each single occupancy journey to see whether a more cost effective option is available. This includes in some case the re-tendering of contracts. There is also an existing base problem noted in the last full monitoring report which includes the increased cost of fuel.

#### **CF&EA portfolio:**

There is a net underspend of £1,325k forecast on this portfolio (excluding Asylum), before the implementation of management action. The main variances are:

#### 1.1.3.8 Strategic Planning and Review (Gross)

The forecast is a gross underspend of £169k. This is largely due to savings of £150k on a planned Children and Young people survey that has been postponed to 2009-10 due to delays in the procurement process.

#### 1.1.3.9 Policy and Performance (Vulnerable Children) (Gross and Income)

This unit is forecasting a gross underspend of £188k and income overspend of £143k. The gross underspend is due to staff vacancies of £142k and an underspend on Kent Safeguarding Childrens Board of £97k which is matched by a corresponding reduction in contributions of £97k.

#### 1.1.3.10 Advisory Service Kent – Primary (Gross and Income)

There is a gross pressure on this service of £592k. There is forecast overspend on the School Improvement Partners (SIP) project of £165k which relates to additional staffing costs to support school improvement. There is a staff overspend of £100k and additional school support of £324k. The additional school support costs are covered by income of £324k from schools.

#### 1.1.3.11 Advisory Service Kent – Early Years (Gross)

There is a forecast underspend on this service of £760k. There is an underlying pressure of £240k within ASK Early Years due to additional targets set by the DCSF for 2008-09 but, as part of the declared management action, £1m of eligible Sure Start expenditure within ASK will be rebadged against the underspend caused by delays in opening Childrens Centres, resulting in an underspend of £760k.

#### 1.1.3.12 Advisory Service Kent – Professional Development (Gross and Income)

The forecast gross underspend on this budget of £217k is due partly to a reduction in the costs of providing training for schools of £100k. There is also a reduction in expenditure on grant funded projects of £118k matched by a corresponding reduction in income. The variance on grant funded projects is caused by a timing issue as the grants run for an academic year where the income may be spent up until August 2009.

#### 1.1.3.13 Early Years and Childcare (Gross)

There is a gross underspend on this budget of £269k due to the slippage in appointing to vacant posts.

#### 1.1.3.14 Educational Psychology (Gross)

A forecast gross underspend of £173k is due to staff vacancies and the associated savings on resources and travel.

#### 1.1.3.15 Independent Sector Residential Care (Gross and Income)

A gross pressure of £1,883k is forecast on this budget. This is mainly due to an increase in demand and high cost placements. The key pressure can be analysed between disability placements £1,231k, non disability placements £289k, and secure accommodation £261k. This is partly offset by additional income of £1,174k for placements following agreement from the Joint Residential Assessment Panel (JRAP) for this financial year.

#### 1.1.3.16 Residential Care – not Looked After Children (Gross)

New placements and extensions to existing placements account for this gross variance of +£103k

#### 1.1.3.17 KCC Family Support (Gross and Income)

The Family Support Unit is forecasting a gross underspend of £1,612k and income underspend of £402k. The underspend is due to planned management action to balance the forecast overspend declared on Assessment and Related (see section 1.1.3.24) and general pressures on the Fostering and Independent Residential Care budgets. The management action has been achieved due to a delay in the recruitment to vacant posts until the CSS restructure plans have been completed. In the 2009/10 budget this service line has been merged with Assessment and Related. The underspend on income of £402k is due to additional income being received to cover projects now funded from the Kent Childrens Fund grant and income from Adolescent Resource Centre projects. This is for ongoing projects charged to Family Support since the start of the year and the income received has reduced the overall net variance of this service.

#### 1.1.3.18 Fostering Service (Gross and Income)

There is a gross pressure on this budget of £908k. The independent fostering allowance budget is forecasting overspends of £1,745k. Based on the average weekly cost of £1,010 the 2008-09 budget of £1,502k can afford 1,487 weeks of independent foster care. The activity details in section 2.5.2 show actual client weeks as 2,457.73 to the end of quarter 3, with a forecast of 3,214.9 weeks for the full financial year, which equates to a forecast spend of £3,247k.

This overspend is partly offset by under-spends of £837k on other fostering lines such as KCC fostering and the County Fostering Team. This underspend has increased slightly since the last full monitoring report as a number of placements have finished early whilst other planned places were not required.

There is an income variance of -£139k due to income received for training, placements and from OLAs for non Kent children being placed with KCC foster carers.

#### 1.1.3.19 Adoption Services (Gross)

There is a pressure on this service of £129k due to interagency fees and adoption allowances.

#### 1.1.3.20 Independent Sector Day Care (Gross)

This is a preventative service managed in conjunction with Section 17 payments and the variances are inter-related. The forecast underspend of £285k is due to lower than anticipated number of clients receiving support under this line.

#### 1.1.3.21 Section 17 (Gross)

This is a preventative service managed in conjunction with Independent Sector Day Care and the variances are inter-related. The forecast overspend of £280k is due to higher than anticipated number of clients receiving more expensive support under this line.

#### 1.1.3.22 Leaving Care/16+ (Gross)

There is a forecast underspend on this service of £218k. This is a client based service and current usage is below the anticipated level leading to an under-spend of £48k. Funding of £170k from the Care Matters Grant, paid through the Area Based Grant, has also contributed to the under-spend. It should be noted that there are pressures on the other 16+ services which are overspent and are reported within the Independent residential lines and Fostering Service Lines.

#### 1.1.3.23 Other Services Support (Gross and Income)

The pressure on this budget continues and the gross overspend of £748k is mainly attributed to Legal Services which is forecast to overspend by £949k. The Family Law strand of the Area Based grant is forecast to underspend by £560k as the introduction of the new system has led to a time delay in the process of cases. This underspend will continue into 2009-10 although at a

reduced level. The pressure on the legal budget has continued from 2007-08 and the Directorate has reviewed this budget and has funded this pressure through the 2009-12 MTP.

There is a gross pressure on the Out of Hours budget of £264k which is partly covered by an increase in income of £232k. The net pressure on the Out of Hours service is due to additional staff being required while the transition of the service to the Call Centre takes place. There is also a forecast gross overspend on training of £78k which is funded by an increase in income of £137k.

There is also an increase in income received by the Facilities and the Business Planning Management Unit (BPMU) of £186k mainly in respect of a disputed invoice from a previous financial year. The total income variance is £548k.

#### 1.1.3.24 Assessment and Related (Gross and Income)

Assessment and Related is forecasting a gross overspend of £1,090k and an increase in income of £410k. The overspend is due to the filling of frontline posts and this is being offset by a planned underspend on the Family Support line (see 1.1.3.17).

The variance on income is due to income for the Best project £165k and Ready for Practice income and training money £147k with the balance being attributed to ad hoc money secured from Health and other sources.

#### 1.1.3.25 Asylum

The Asylum Service is forecasting to have a funding shortfall of £5,222k for the 2008-09 financial year, £4,722k of direct costs and £500k of indirect costs. The number of referrals in Kent is continuing to run at over 50 cases per month. It is now clear from recent discussions with the Home Office that, with a static position nationally, Kent is receiving a greater proportion of the national Unaccompanied Asylum Seeking Children (UASC) intake than previously.

As reported in the last exception report the Home Office has published its guidance on what can be included in the special circumstances bid. Initial calculations imply that it will leave the authority with a sizeable pressure, possibly in the region of £3.1m of the £5.2m current pressure that will not be covered by grant income. This is mainly because there is no provision in the grant rules for any costs relating to the 18+ care leavers to be included in the special circumstances bid. Discussions are ongoing with the Home Office minister to ensure the best resolution for the taxpayers of Kent.

We have received final settlement from the Home Office in respect of 2006-07 and 2007-08. Also, the DCSF have paid the full £2.6m of our special circumstances claim from the 2007-08 financial year, with a small retention subject to a satisfactory audit. By the end of 2007-08 we had £10m of costs we had incurred but not had reimbursed by the HO and DCSF. Of this, we have been successful in receiving £6.4m after also offsetting shortfalls in Asylum general grant following reductions as a result of the data matching exercise. This income, which we had previously covered from the Asylum reserve and bad debt provision, will need to be repaid into the Asylum reserve in order to cover anticipated shortfalls for the current and future years. In addition, £0.4m relating to the general grant shortfall for 2005-06 had already been funded from a provision for repayment of grant set up in 2006-07, therefore in total there is £6.8m available to repay into the reserve.

### Other Issues

#### 1.1.3.26 Payments to PVI providers for the free entitlement for 3 and 4 year olds (DSG)

The latest forecast suggests an underspend of around £1,200k on payments to PVI providers for 3 and 4 year olds. This budget is funded entirely from DSG and therefore any surplus or deficit at the end of the year must be carried forward to the next financial year in accordance with the regulations, and cannot be used to offset over or underspends elsewhere in the directorate budget. Therefore, as any unspent Early Years funding has to be returned to schools, at year end any underspend will be transferred to the schools unallocated reserve for DSG and hence is not included in the overall directorate forecast in this report.

## Delegated Schools Budgets

### 1.1.3.27 Nine Month Monitoring

The detailed nine month monitoring returns from schools have been received by the LA. The returns indicate a large drawdown of reserves however past experience indicates that this figure is normally overstated. We are therefore predicting a drawdown of reserves in the region of £8m. However it is very difficult to predict this with accuracy, particularly this year when factoring in the recovery of £1.5m from 15 schools earlier this year and the review and subsequent tightening of the 'balance control mechanism' which schools are being encouraged to work towards before they formally apply at the end of 2009/10 financial year.

**Table 2: REVENUE VARIANCES OVER £100K IN SIZE ORDER**  
(shading denotes that a pressure/saving has an offsetting entry which is directly related)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
ORS	Schools delegated budgets - expected draw down in reserve	+8,000	CFEA	Family Support - Planned management action (gross)	-1,612
CFEA	Asylum - Shortfall in income (income)	+5,222	ORS	ICT - Broadband connectivity project reduced spend due to reduced buy back from schools (gross)	-1,126
CFEA	Independent Sector Residential Care - increase in demand and high cost placements (gross)	+1,781	CFEA	Independent Sector Residential Care - placement funding from Joint Residential Assessment Panel (income)	-1,174
CFEA	Fostering Service - Independent fostering allowances (gross)	+1,745	CFEA	Fostering Service - Non Independent Fostering Allowance lines (gross)	-837
ORS	ICT - Broadband connectivity project reduced income from schools (income)	+1,118	ORS	Mainstream Home to School Transport - reduction in numbers travelling (gross)	-831
CFEA	Assessment and Related - Frontline staffing overspend (gross)	+1,090	CFEA	ASK Early Years - rebadge of Sure start expenditure (gross)	-760
ORS	SEN Transport - price increases and increase in single occupancy taxis (gross)	+1,048	CFEA	Other Services Support - Family Law (gross)	-560
CFEA	Other Services Support - Legal costs (gross)	+949	CFEA	Assessment and Related - additional income from Best project, training and Health (income)	-410
ORS	SEN Transport - increase in numbers travelling (gross)	+918	CFEA	Family Support - increase in income (income)	-402
ORS	Capital Strategy - closed schools revenue maintenance (gross)	+783	CFEA	ASK Primary - Additional school support (income)	-324
ORS	Capital Strategy - abortive costs for school projects recharged from capital (gross)	+633	CFEA	Independent Day Care - lower take up of places (gross)	-285
ORS	Personnel and Development - pensions (gross)	+339	CFEA	Early Years and Childcare - vacancies (gross)	-269
CFEA	ASK Primary - Additional school support (gross)	+324	CFEA	Other Services Support - Out of Hours Service increased income	-232
ORS	Capital Strategy - moving and hiring of mobile classrooms (gross)	+294	CFEA	Other Services Support - Additional BPMU income (income)	-186
CFEA	Section 17 - increased support to clients (gross)	+280	CFEA	Education Psychology - staffing vacancies and associated costs (gross)	-173
CFEA	Other Services Support - Out of Hours Service staffing (gross)	+264	CFEA	Leaving Care/16 plus - Care Matters grant funding (via Area Based Grant) (gross)	-170

**Table 2: REVENUE VARIANCES OVER £100K IN SIZE ORDER**

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
CFEA	ASK Primary - School Improvement Partners project staffing (gross)	+165	ORS	Personnel and Development - reduction in school staff redundancy costs (gross)	-170
CFEA	Adoption - interagency fees and adoption allowances (gross)	+129	CFEA	Strategic Planning and Review - postponed Children & Young People Survey (gross)	-150
CFEA	ASK Professional Development - reduction in grant income (income)	+118	CFEA	Policy and Performance - staffing vacancies (gross)	-142
CFEA	Residential Care non LAC - New and extended placements (gross)	+103	CFEA	Fostering Service - additional income for training, placements etc (income)	-139
CFEA	ASK Primary - Staffing overspends (gross)	+100	CFEA	Other Services Support - additional training income (income)	-137
			ORS	Home to College Transport - reduction in numbers travelling	-135
			CFEA	ASK Professional Development - reduction in spend on grant funded activities (gross)	-118
			CFEA	ASK Professional Development - underspend on training costs (gross)	-100
			ORS	Extended Services - Healthy schools vacancy saving (gross)	-100
		+25,403			-10,542

**1.1.4 Actions required to achieve this position:**

The residual £1.4m pressure before management action shown in Table 1 is the position after the directorate has rebadged £1m of Sure Start grant caused by delays in opening Childrens Centres.

**1.1.5 Implications for MTP:**

The anticipated continuing base pressures shown above for independent sector residential care, SEN transport and legal services have been funded through the 2009-12 MTP.

**1.1.6 Details of re-phasing of revenue projects:**

The Childrens and Young people survey planned to take place in 2008-09 has been deferred to 2009-10 (para 1.1.3.8) due to delays in the procurement process. This is a survey of all school children addressing the five Every Child Matters outcomes and will be used to inform a wide range of planning activities. The survey costs can be covered from the 2009-10 base budget and therefore roll forward of the £150k underspend will not be required, enabling it to be used to offset other pressures within the directorate.

**1.1.7 Details of proposals for residual variance: [eg roll forward proposals; mgmt action outstanding]**

The Directorate intends to offset the current pressures using the proposals listed below:

In the OR&S portfolio:

- The directorate underspent its LAA grant in 2007-08 by £0.277m. LAA funding which is one off in nature will be used to offset part of the pressure. We will rebadge this against the most appropriate service line once the final outturn position is known.
- We will continue to look in detail at expenditure items in the Directorate that we may be able to charge to the LA element of the DSG or to the Sure Start Grant where we have some capacity. We have set a target of £1.129m.

## 1.2 CAPITAL

1.2.1 All changes to cash limits are in accordance with the virement rules contained within the constitution and have received the appropriate approval via the Leader, or relevant delegated authority.

The capital cash limits have been adjusted to reflect the position reflected in the 2009-12 MTP as agreed by County Council on 19 February 2009. However, these differ from the cash limits shown in 2009-10 Budget Book, as the cash limits reflected in this report only include those projects starting in the current or previous years, whereas the cash limits in the 2009-10 Budget Book also include projects due to start in future years of the 2009-12 MTP.

1.2.2 **Table 3** below provides a portfolio overview of the latest capital monitoring position.

	Prev Yrs Exp £000s	2008-09 £000s	2009-10 £000s	2010-11 £000s	Future Yrs £000s	TOTAL £000s
<b>Operations, Resources &amp; Skills Portfolio</b>						
Budget approved at Cty Council	137,313	148,119	200,717	170,247	130,133	786,529
Adjustments:						
-						0
Revised Budget	137,313	148,119	200,717	170,247	130,133	786,529
Variance		-526	+3,026	+29	0	+2,529
<b>split:</b>						
- real variance		+1,999	+530	0	0	+2,529
- re-phasing		-2,525	+2,496	+29	0	0
<b>Children, Families &amp; Educational Achievement Portfolio</b>						
Budget approved at Cty Council	8,520	2,040	2,567	250	750	14,127
Adjustments:						
-						0
Revised Budget	8,520	2,040	2,567	250	750	14,127
Variance		-3	+64	0	0	+61
<b>split:</b>						
- real variance		+61	0	0	0	+61
- re-phasing		-64	+64	0	0	0
<b>Directorate Total</b>						
Revised Budget	145,833	150,159	203,284	170,497	130,883	800,656
Variance	0	-529	3,090	29	0	2,590
<b>Operations, Resources &amp; Skills Portfolio</b>						
<b>Devolved Capital to Schools</b>						
Budget approved at Cty Council		44,618	27,252	26,690	78,267	176,827
Variance		0	0	0	0	0
<b>split:</b>						
- real variance		0	0	0	0	0
- re-phasing		0	0	0	0	0
<b>Real Variance</b>						
		<b>+2,060</b>	<b>+530</b>	<b>0</b>	<b>0</b>	<b>+2,590</b>
<b>Re-phasing</b>						
		<b>-2,589</b>	<b>+2,560</b>	<b>+29</b>	<b>0</b>	<b>0</b>



### 1.2.3 Main Reasons for Variance

Table 4 below, details all forecast capital variances over £250k in 2008-09 and identifies these between projects which are:

- part of our year on year rolling programmes e.g. maintenance and modernisation;
- projects which have received approval to spend and are underway;
- projects which are only at the approval to plan stage and
- projects at preliminary stage.

The variances are also identified as being either a real variance i.e. real under or overspending which has resourcing implications, or a phasing issue i.e. simply down to a difference in timing compared to the budget assumption.

Each of the variances in excess of £1m which is due to phasing of the project, excluding those projects identified as only being at the preliminary stage, is explained further in section 1.2.4 below.

All real variances are explained in section 1.2.5, together with the resourcing implications.

**Table 4: CAPITAL VARIANCES OVER £250K IN SIZE ORDER**

portfolio	Project	real/ phasing	Project Status			
			Rolling Programme	Approval to Spend	Approval to Plan	Preliminary Stage
			£'000s	£'000s	£'000s	£'000s
<b>Overspends/Projects ahead of schedule</b>						
ORS	Building Maintenance	real	+2,096			
ORS	BSF Development Costs	phasing	+774			
ORS	Development Opportunities - Dartford Campus	real		+338		
			<b>+2,870</b>	<b>+338</b>	<b>0</b>	<b>0</b>
<b>Underspends/Projects behind schedule</b>						
ORS	Primary Pathfinder - The Manor School	phasing		-1,630		
CFEA	Primary Pathfinder - Oakfield Primary School	phasing		-507		
ORS	Non delegated Devolved Capital PRU's	phasing	-461			
ORS	Corporate Property Project Management	real	-376			
			<b>-837</b>	<b>-2,137</b>	<b>0</b>	<b>0</b>
			<b>+2,033</b>	<b>-1,799</b>	<b>0</b>	<b>0</b>

## 1.2.4 Projects re-phasing by over £1m:

### 1.2.4.1 The Manor Primary School, Swanscombe – slippage £1.630 million

This scheme is designed to deliver a rebuilt primary school for 420 pupils, together with some refurbishments to an existing block. This will create a single building for a school which is currently accommodated in separate infant and junior buildings.

The project has slipped by £1.630m which represents 25% of the total value of the scheme. It has been delayed in starting by about five months because of some very onerous conditions attached to the planning permission, which involved high levels of archaeology & environmental surveying. The planning conditions are expected to be discharged during March 2009 with the project starting on site in April and a completion date in May 2010.

There are some service implications in that part of the school will remain in temporary accommodation for this additional time. As they will not be able to move into their new premises, the difficulties of working out of separate buildings will continue until the work is completed. However the school will continue to function normally.

There are no financial implications; in fact the delay has enabled a lot of work to be carried out on valuation engineering to ensure that the cost can be contained within the budget.

	Prior Years	2008-09	2009-10	2010-11	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget	73	2,569	3,765	95	0	6,502
Forecast	73	939	5,460	30	0	6,502
Variance	0	-1,630	1,695	-65	0	0
<b>FUNDING</b>						
<b>Budget:</b>						
grant	73	2,569	3,765	95	0	6,502
TOTAL	73	2,569	3,765	95	0	6,502
<b>Forecast:</b>						
grant	73	939	5,460	30		6,502
TOTAL	73	939	5,460	30	0	6,502
<b>Variance</b>	<b>0</b>	<b>-1,630</b>	<b>1,695</b>	<b>-65</b>	<b>0</b>	<b>0</b>

## 1.2.5 Projects with real variances, including resourcing implications:

The real variance over the lifetime of the revised Medium Term Plan indicates an overspend of £2.590m, £2.529m within the OR&S portfolio & £0.061m in the CF&EA portfolio. The £2.590m across the years of the MTP is split +£2.060m in 2008/09 and +£0.530m in 2009/10.

The +£2.590 million overspend relates to:

- **Building Maintenance +£2.096m (all in 2008/09)** – The overspend is in 3 main areas of the Building Maintenance budget.
  - (a) Emergency Programme (+£1.116m) - reactive works such as roof replacement & repairs, electrical upgrades, fire escape repairs & replacement boilers, all of which were not planned & have been necessary to prevent school closures or to address Health & Safety issues.
  - (b) Replacement of Catering Equipment (+£0.470m) – additional works required to address serious Health & Safety risk issues which otherwise would have resulted in the closure of school kitchens.
  - (c) Planned Maintenance Agreements (PMA) (+£0.430m) – this overspend is as a direct result of changes in statutory requirements, an example being the need for improved ventilation in boiler houses where the PMA budget is now being charged with the additional testing requirements & any additional works resulting from this testing. The 2009/10 budget for building maintenance has been reviewed and restructured with the intention of both bringing

spend in line with the resources available and also to identify pressure points at an earlier stage in the monitoring process.

- **Dartford Campus School +£0.835m (+£0.338m in 2008/09 & +£0.497m in 2009/10)** – the main areas of increased spend are Dartford Technology College (+£0.611m), Enabling Works +£0.111m) & the Access Road & Car Park (+£0.097m). The increases on Dartford Technology College are due to previously unforeseen mechanical engineering works & additional works required to complete this element of the project. The increase on the enabling works element of the project is due to the need to extend the hire of temporary accommodation due to the delay in the handover to the Rainbow Day Nursery and the Adult Education Centre. The increased costs on the Access Road & Car Park relate to additional road safety works that have been required to meet KCC highway requirements in Heath Lane and Princess Road e.g. speed humps, additional signs and illumination of signs.
- **Modernisation Programme 2006/7/8 starts +£0.274m (+£0.185m in 2008/09 & +£0.089m in 2009/10)** - the most significant increase relates to additional costs at Wilmington Enterprise College (+£0.105m) where the new build needed to be repositioned due to services being incorrectly shown on the plans. The repositioned new build was both more expensive to build & the delay caused by this disruption resulted in contractor extension of time payments.
- **Self Funded Projects +£0.121m (all in 2008/09)** - all of this overspend relates to the Quarryfields project and will be funded by planned revenue contributions.
- **Corporate Property Recharge -£0.376m (all in 2008/09)** - this saving has resulted from our inability to capitalise the indirect staffing costs of Corporate Property Unit resulting in the costs being recharged to revenue. Although the annual cash limit for future years is the same as 2008/09 there are known additional costs that we believe will eliminate this saving from re-occurring.
- **Modernisation Programme 2004/5/6 starts -£0.356m (-£0.287m in 2008/09 & -£0.069m in 2009/10)** - virtually all of this saving relates to abortive developments costs on projects that have either been deleted, or significantly re-phased in the revised MTP. As these costs cannot be capitalised they have been recharged to revenue. (eg. Kennington -£0.224m)
- **Modernisation Programme 2007/8 starts -£0.127m (all in 2008/09)** - virtually all of this saving relates to abortive developments costs on the Park Farm Primary School, Folkestone project (-£0.135m) which have been recharged to revenue. The revised plan is to make a lump sum contribution, pending formal approval by the DCSF, to Folkestone Academy to incorporate the primary school within its complex.

Overall this leaves a residual balance of +£0.123m on a number of more minor projects (+£0.110m in 2008/09 & +£0.013m in 2009/10).

All of this £2.590m overspend is covered by additional funding from a mixture of developer contributions, grant & revenue funding.

#### 1.2.6 General Overview of capital programme:

##### (a) Risks

The creation of the PEF2 fund has reduced what was previously seen as the major risk i.e. the realisation of capital receipts. It does however reduce the value of receipts and hence the size of associated schemes.

##### (b) Details of action being taken to alleviate risks

We continue to stress to colleagues elsewhere within the authority the fixed nature of our budget and anything extra that they insist upon means another scheme loses. The programme is also monitored internally on a regular basis and any potential challenges noted.

## 1.2.7 PFI projects

- Building Schools for the Future (wave 3)

£69.6m of investment in the BSF Wave 3 programme represents investment by a third party. No payment is made by KCC for the new/refurbished assets until the asset are ready for use and this is by way of an annual unitary charge to the revenue budget.

	Previous years	2008-09	2009-10	2010-11	TOTAL
	£000s	£000s	£000s	£000s	£000s
<b>Budget</b>	-	21,602	43,204	4,801	69,607
<b>Actual / Forecast</b>	-	21,602	43,204	4,801	69,607
<b>Variance</b>	-	0	0	0	0

(a) **Progress and details of whether costings are still as planned (for the 3<sup>rd</sup> party)**

The contracts for the Building Schools for the Future programme and the establishment of Local Education Partnership 1 (LEP1) were signed on 24<sup>th</sup> October 2008. These include the PFI Agreement for the construction of the three PFI schools. Preliminary works on the three PFI sites began slightly before financial close (at the Contractor's risk) in order to maintain the construction programme. The construction of the new assets is therefore currently running to schedule and in accordance with the costings above.

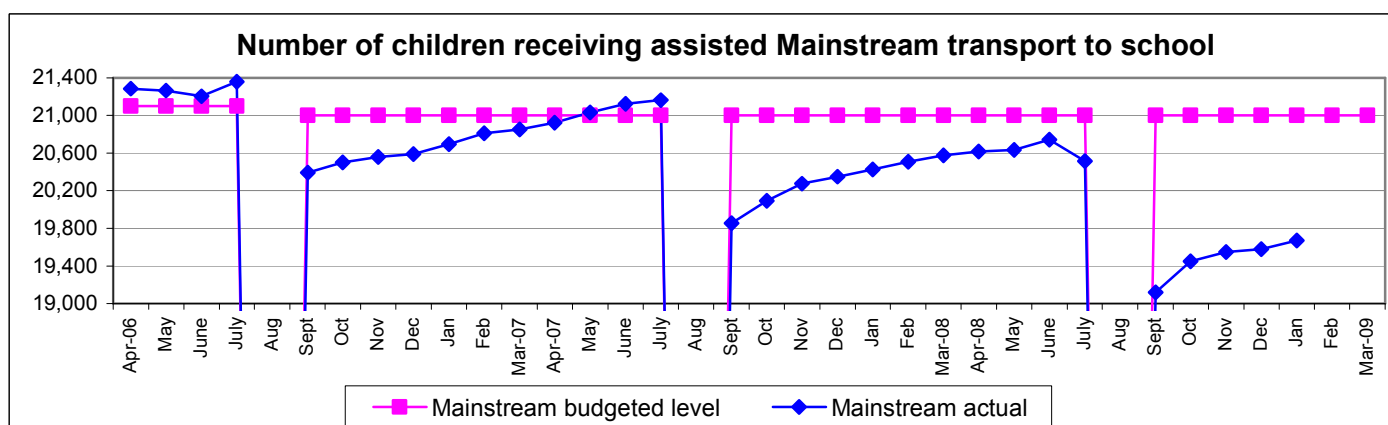
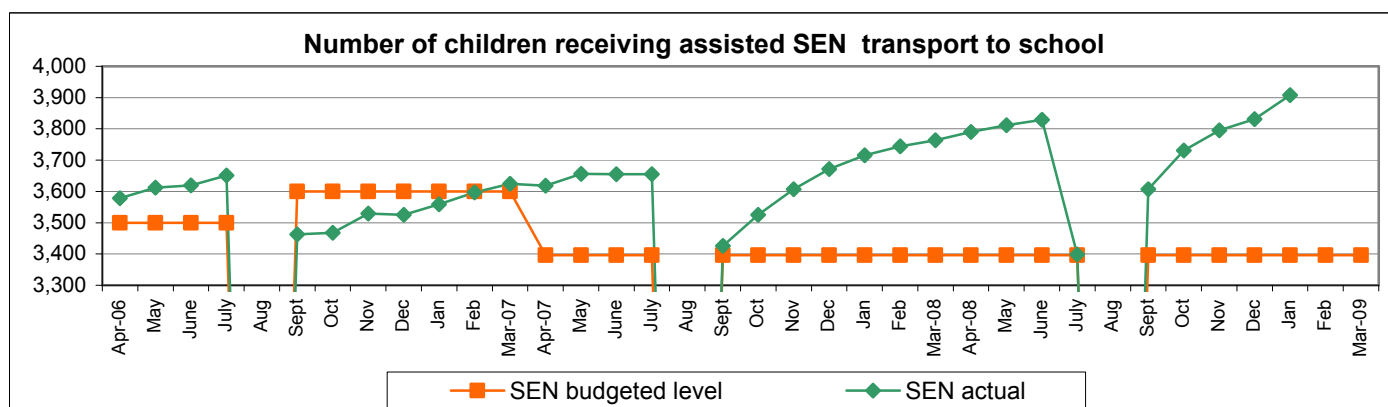
(b) **Implications for KCC of details reported in (a) ie could an increase in the cost result in a change to the unitary charge ?**

The PFI Contractor bears the risk of any delays to the construction programme (with the exception of any agreed compensation events). Consequently, any delays that may arise in the construction programme will not impact on the unitary charge.

## 2. KEY ACTIVITY INDICATORS AND BUDGET RISK ASSESSMENT MONITORING

### 2.1 Numbers of children receiving assisted SEN and Mainstream transport to school:

	2006-07				2007-08				2008-09			
	SEN		Mainstream		SEN		Mainstream		SEN		Mainstream	
	Budgeted level	actual	Budgeted level	actual	Budgeted level	actual	Budgeted level	actual	Budgeted level	actual	Budgeted level	actual
April	3,500	3,578	21,100	21,285	3,396	3,618	21,000	20,923	3,396	3,790	21,000	20,618
May	3,500	3,612	21,100	21,264	3,396	3,656	21,000	21,032	3,396	3,812	21,000	20,635
June	3,500	3,619	21,100	21,202	3,396	3,655	21,000	21,121	3,396	3,829	21,000	20,741
July	3,500	3,651	21,100	21,358	3,396	3,655	21,000	21,164	3,396	3,398	21,000	20,516
Aug	0	0	0	0	0	0	0	0	0	0	0	0
Sept	3,600	3,463	21,000	20,392	3,396	3,426	21,000	19,855	3,396	3,607	21,000	19,118
Oct	3,600	3,468	21,000	20,501	3,396	3,525	21,000	20,093	3,396	3,731	21,000	19,450
Nov	3,600	3,529	21,000	20,561	3,396	3,607	21,000	20,276	3,396	3,795	21,000	19,548
Dec	3,600	3,525	21,000	20,591	3,396	3,671	21,000	20,349	3,396	3,831	21,000	19,579
Jan	3,600	3,559	21,000	20,694	3,396	3,716	21,000	20,426	3,396	3,908	21,000	19,670
Feb	3,600	3,597	21,000	20,810	3,396	3,744	21,000	20,509	3,396		21,000	
March	3,600	3,624	21,000	20,852	3,396	3,764	21,000	20,575	3,396		21,000	



#### Comments:

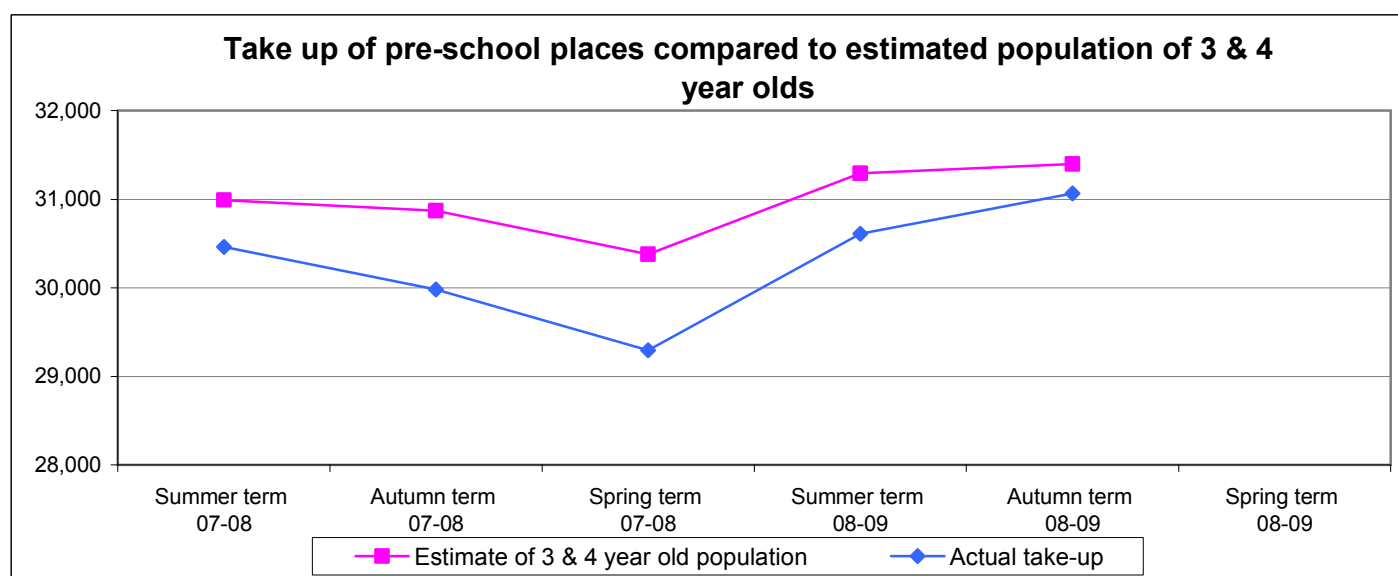
- SEN HTST** – In 2007-08 there was a significant gap between the actual and budgeted level of assisted SEN transport to schools which related to the savings targets which significantly reduced the budgeted level and the fact that the service was unable to achieve these. The actual numbers travelling continues to exceed budgeted levels and following some detailed work undertaken by Passenger Transport Unit a forecast overspend has now been reported in section 1.1.3.7.

The actual number of pupils travelling appears low in July as the 'day of count' was after some special schools had closed for the summer. (The count is only taken on one day in the month). The data in September gives a better view of the levels of pupils receiving assisted transport.

- Mainstream HTST** - The budgeted level has been calculated by dividing the 2008/09 budget by the current average cost per child. Actual numbers travelling continue to be less than budgeted levels and an underspend has now been reported in section 1.1.3.6.

### 2.2.1 Take up of pre-school places against the number of places available, split between Private Voluntary and Independent Sector (PVI) places and School places:

	2007-08					2008-09				
	<i>PVI places taken up</i>	<i>School places taken up</i>	Total places taken up	Estimate of 3 & 4 year old population	% take up	<i>PVI places taken up</i>	<i>School places taken up</i>	Total places taken up	Estimate of 3 & 4 year old population	% take up
Summer term	20,675	9,485	30,460	30,992	98%	20,766	9,842	30,608	31,294	98%
Autumn term	14,691	15,290	29,981	30,867	97%	14,461	16,604	31,065	31,399	99%
Spring term	17,274	12,020	29,294	30,378	97%					

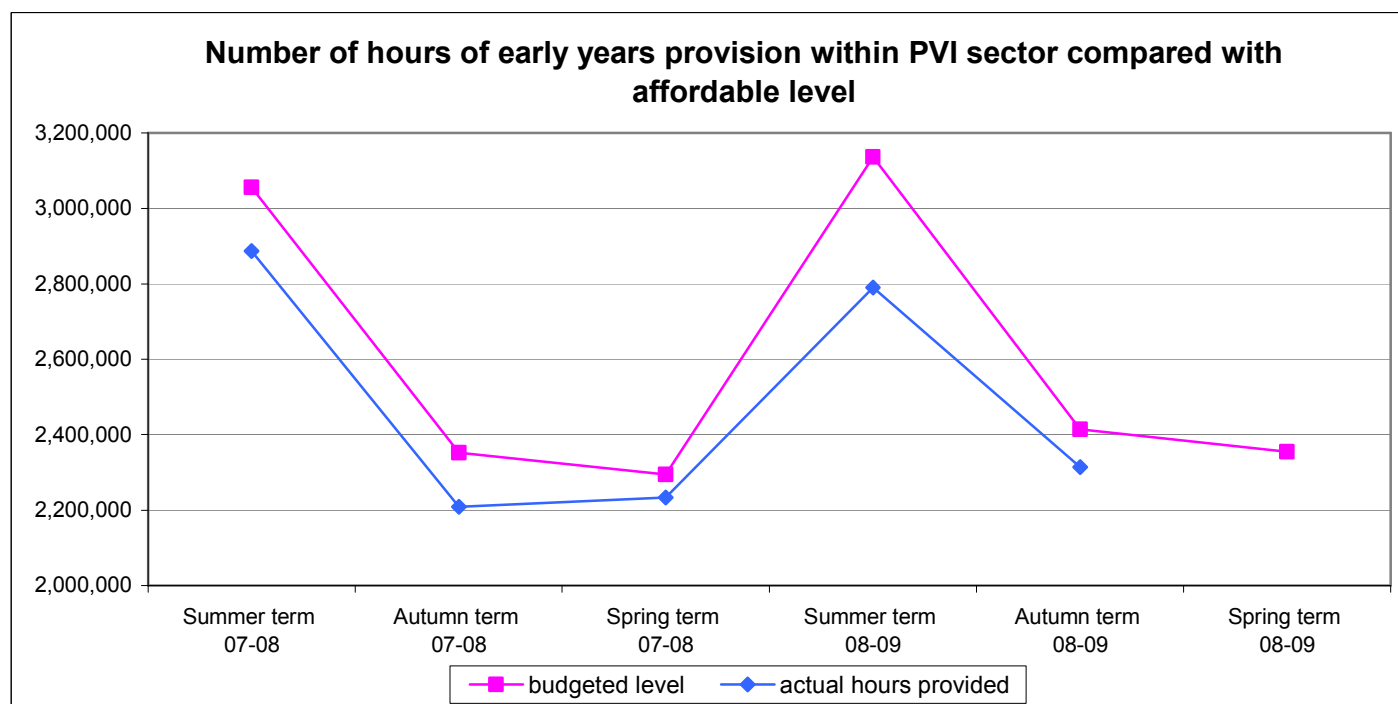


#### Comments:

- This graph shows that currently 99% of the estimated population of 3 and 4 year olds are receiving some level of early years provision, whether this be one session per week for 33 weeks or the maximum of five sessions per week for the full 38 weeks. This activity indicator is based on headcount and provides a snapshot position at a point in time, whereas the activity data in 2.2.2 below provides details of the number of hours provided in the Private, Voluntary & Independent sector, and will correlate with the variance on the Early Years budget within the Management Information Unit. However as this budget is funded entirely from DSG, any surplus or deficit at the end of the year must be carried forward to the next financial year in accordance with the regulations, and cannot be used to offset over or underspends elsewhere in the directorate budget. Therefore, as any unspent Early Years funding has to be returned to schools, at year end any underspend will be transferred to the schools unallocated reserve for DSG and hence is not included in the overall directorate forecast shown in table 1, but is reported in the narrative in section 1.1.3.26 of this annex.

## 2.2.2 Number of hours of early years provision provided to 3 & 4 year olds within the Private, Voluntary & Independent Sector compared with the affordable level:

	2007-08		2008-09	
	Budgeted number of hours	Actual hours provided	Budgeted number of hours	Actual hours provided
Summer term	3,056,554	2,887,134	3,136,344	2,790,446
Autumn term	2,352,089	2,209,303	2,413,489	2,313,819
Spring term	2,294,845	2,233,934	2,354,750	
	<b>7,703,488</b>	<b>7,330,371</b>	<b>7,904,583</b>	<b>5,104,265</b>



### Comments:

- The budgeted number of hours per term is based on an assumed level of take-up and the assumed number of weeks the providers are open. The variation between the terms is due to two reasons: firstly, the movement of 4 year olds at the start of the Autumn term into reception year in mainstream schools; and secondly, the terms do not have the same number of weeks.
- The current activity suggests an underspend on this budget which has been mentioned in section 1.1.3.26 of this annex.
- It should be noted that not all parents currently take up their full entitlement and this can change during the year.

### 2.3 Number of schools with deficit budgets compared with the total number of schools:

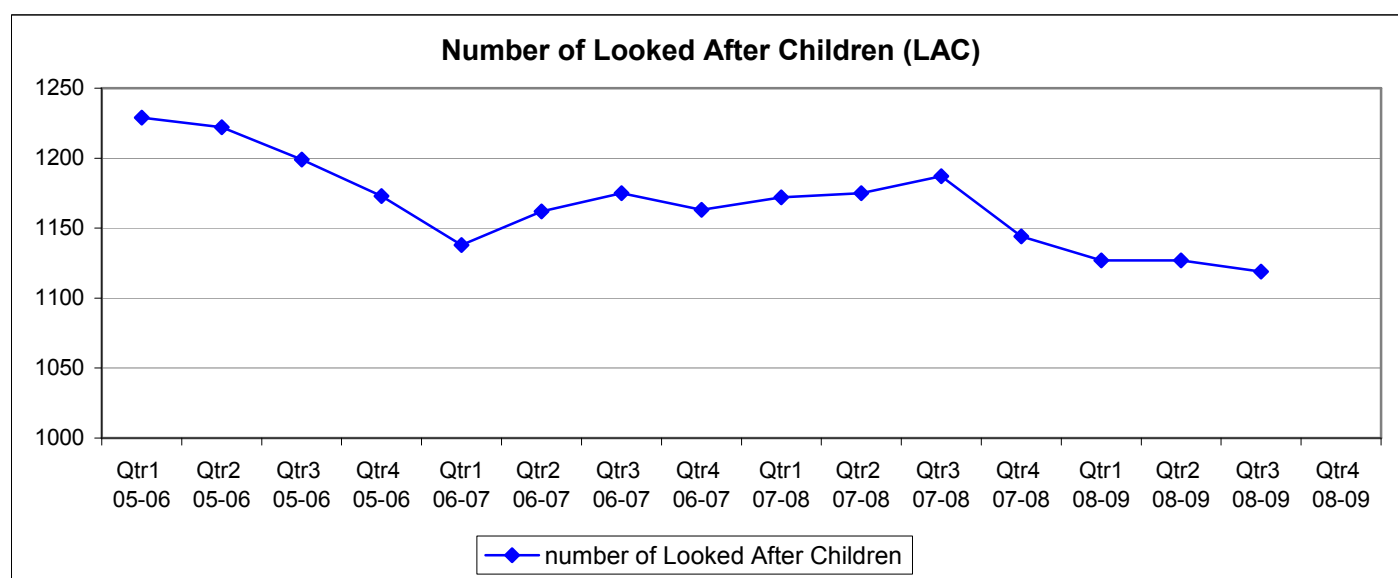
	2005-06	2006-07	2007-08	2008-09
	as at 31-3-06	as at 31-3-07	as at 31-3-08	Projection
Total number of schools	600	596	575	570
Total value of school reserves	£70,657k	£74,376k	£79,360k	£71,360k
Number of deficit schools	9	15	15	21
Total value of deficits	£947k	£1,426k	£1,068k	£1,265k

#### Comments:

- The information on deficit schools for 2008/09 has been obtained from the schools budget submissions. The LA receives updates from schools through budget monitoring returns from all schools after 6 months, and 9 months as well as an outturn report at year end. The projected draw down of reserves of £8m includes £1.5m recovered from schools following work undertaken on school balances earlier in the financial year.
- KCC has a “no deficit” policy for schools, which means that schools cannot plan for a deficit budget at the start of the year. Unplanned deficits will need to be addressed in the following year’s budget plan, and schools that incur unplanned deficits in successive years will be subject to intervention by the LA.
- The CFE Statutory team are working with all schools currently reporting a deficit with the aim of returning the schools to a balanced budget position as soon as possible. This involves agreeing a management action plan with each school.

### 2.4 Numbers of Looked After Children (LAC):

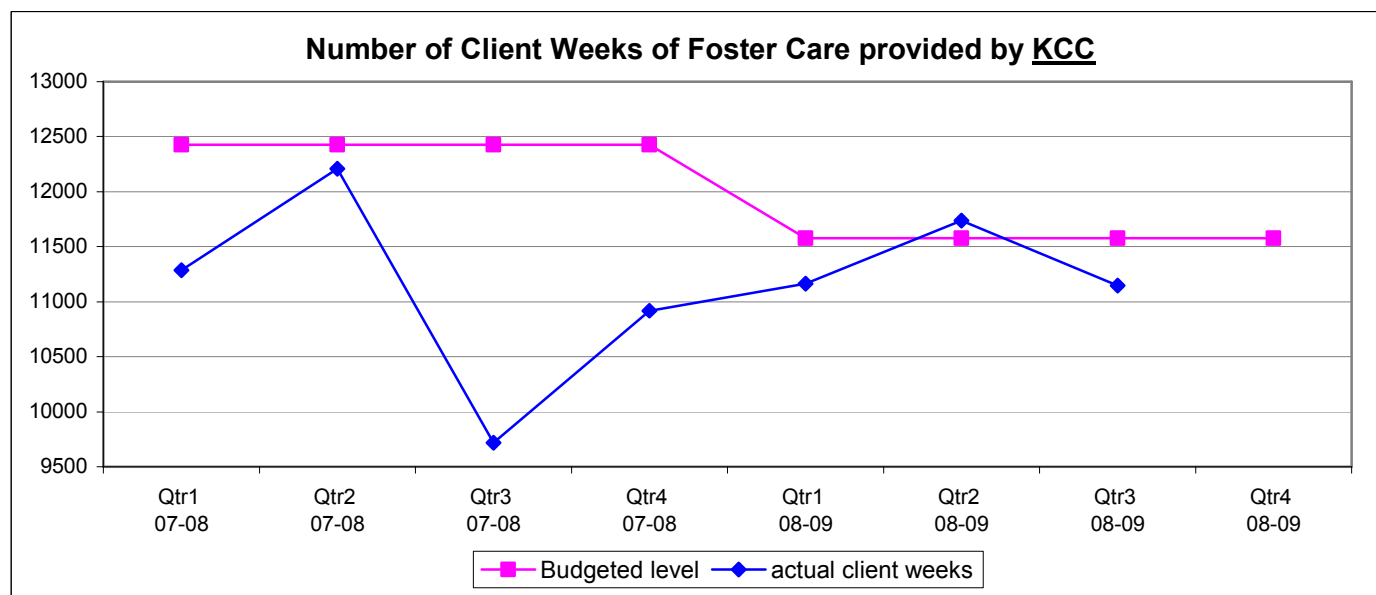
	2005-06	2006-07	2007-08	2008-09
Apr – Jun	1,229	1,138	1,172	1,127
Jul – Sep	1,222	1,162	1,175	1,127
Oct – Dec	1,199	1,175	1,187	1,119
Jan – Mar	1,173	1,163	1,144	





## 2.5.1 Number of Client Weeks of Foster Care provided by KCC:

	2007-08		2008-09	
	Budgeted level	Actual Client Weeks	Budgeted level	Actual Client Weeks
Apr - Jun	12,427.25	12,711.26	11,575.8	11,165.70
Jul - Sep	12,427.25	10,781.00	11,575.8	11,735.39
Oct - Dec	12,427.25	9,716.04	11,575.8	11,147.16
Jan - Mar	12,427.25	10,917.96	11,575.8	
	<b>49,709.00</b>	<b>44,128.74</b>	<b>46,303.2</b>	<b>34,048.25</b>

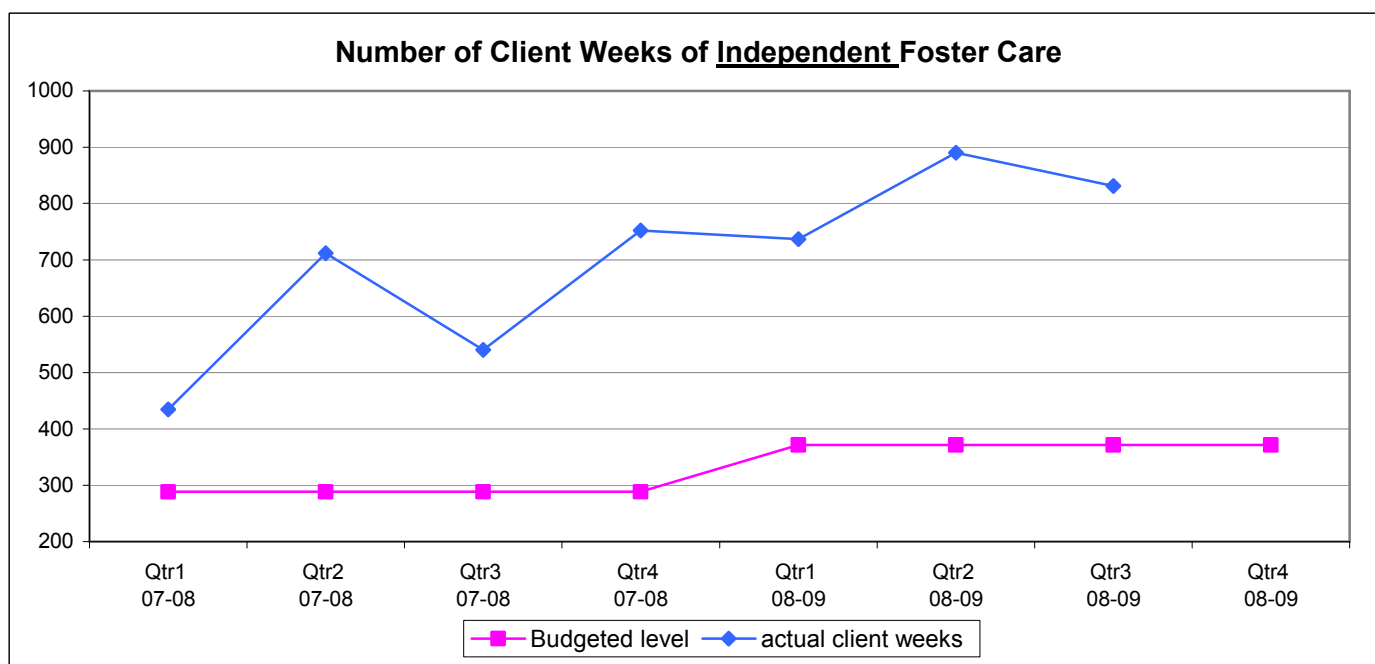


## Comments:

- The actual number of client weeks is based on the numbers of known clients at a particular point in time. This may be subject to change due to the late receipt of paperwork.
- The budgeted level has been calculated by dividing the budget by the average weekly cost. The average weekly cost is also an estimate based on financial information and estimates of the number of client weeks and may be subject to change.
- The current year to date activity suggests an underspend on this budget which has been mentioned in 1.1.3.18 of this annex. The underspend is forecast to be slightly greater than reported in the last monitoring report as some placements have ended earlier than expected.
- It should be noted that the data relating to 2007-08 was manually produced due to problems with the IT system and should be treated with some caution. The figures have been re-visited and as a result some client weeks have been moved between quarter 2 and quarter 1. This has not affected the overall total of weeks for 2007-08.

## 2.5.2 Number of Client Weeks of Independent Foster Care:

	2007-08		2008-09	
	Budgeted level	Actual Client Weeks	Budgeted level	Actual Client Weeks
Apr - Jun	288.50	434.57	371.78	736.59
Jul - Sep	288.50	712.00	371.78	890.10
Oct - Dec	288.50	540.42	371.78	831.04
Jan - Mar	288.50	752.15	371.78	
	<b>1,154.00</b>	<b>2,439.14</b>	<b>1,487.12</b>	<b>2,457.73</b>



## Comments:

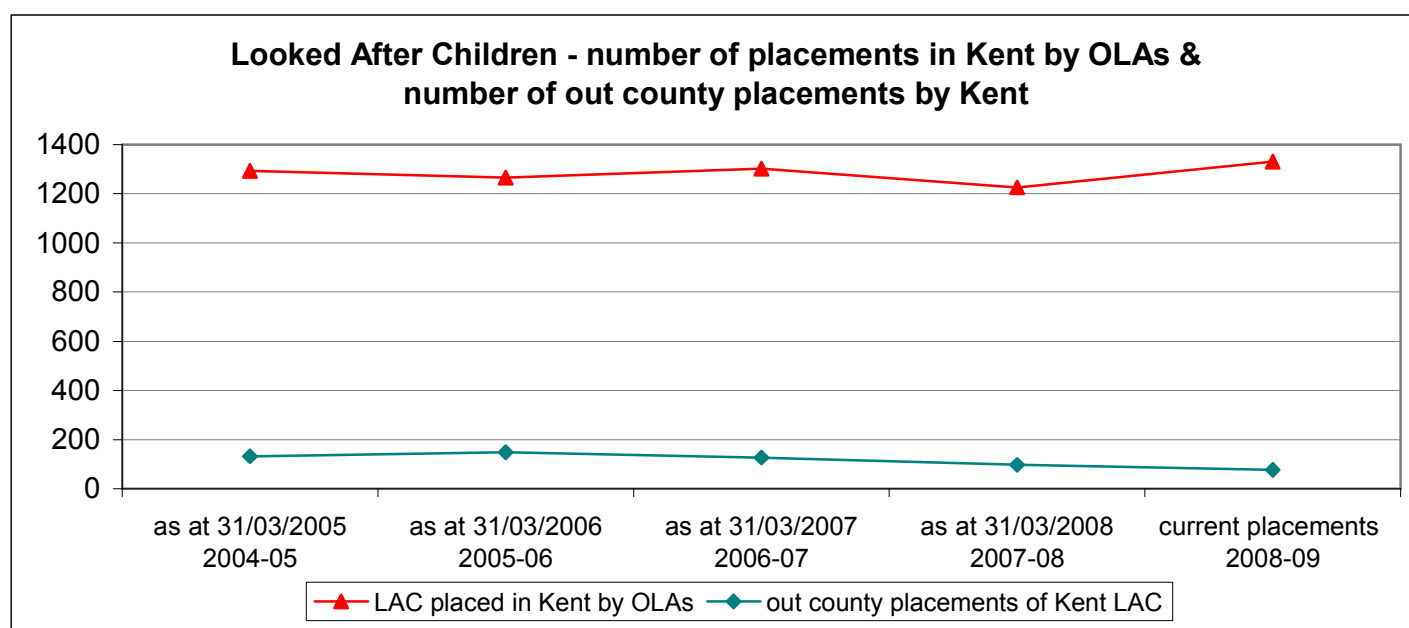
- The actual number of client weeks is based on the numbers of known clients at a particular point in time. This may be subject to change due to the late receipt of paperwork.
- The budgeted level has been calculated by dividing the budget by the average weekly cost. The average weekly cost is also an estimate based on financial information and estimates of the number of client weeks and may be subject to change.
- The current activity suggests an overspend on this budget which has been mentioned in 1.1.3.18 of this annex.

## 2.6 Number of Placements in Kent of LAC by other Authorities:

2004-05 as at 31/03/2005	2005-06 as at 31/03/2006	2006-07 as at 31/03/2007	2007-08 as at 31/03/2008	2008-09 Current placements
1,294	1,266	1,303	1,226	1,331

## 2.7 Number of Out County Placements of LAC by Kent:

2004-05 as at 31/03/2005	2005-06 as at 31/03/2006	2006-07 as at 31/03/2007	2007-08 as at 31/03/2008	2008-09 Current placements
132	149	127	97	77

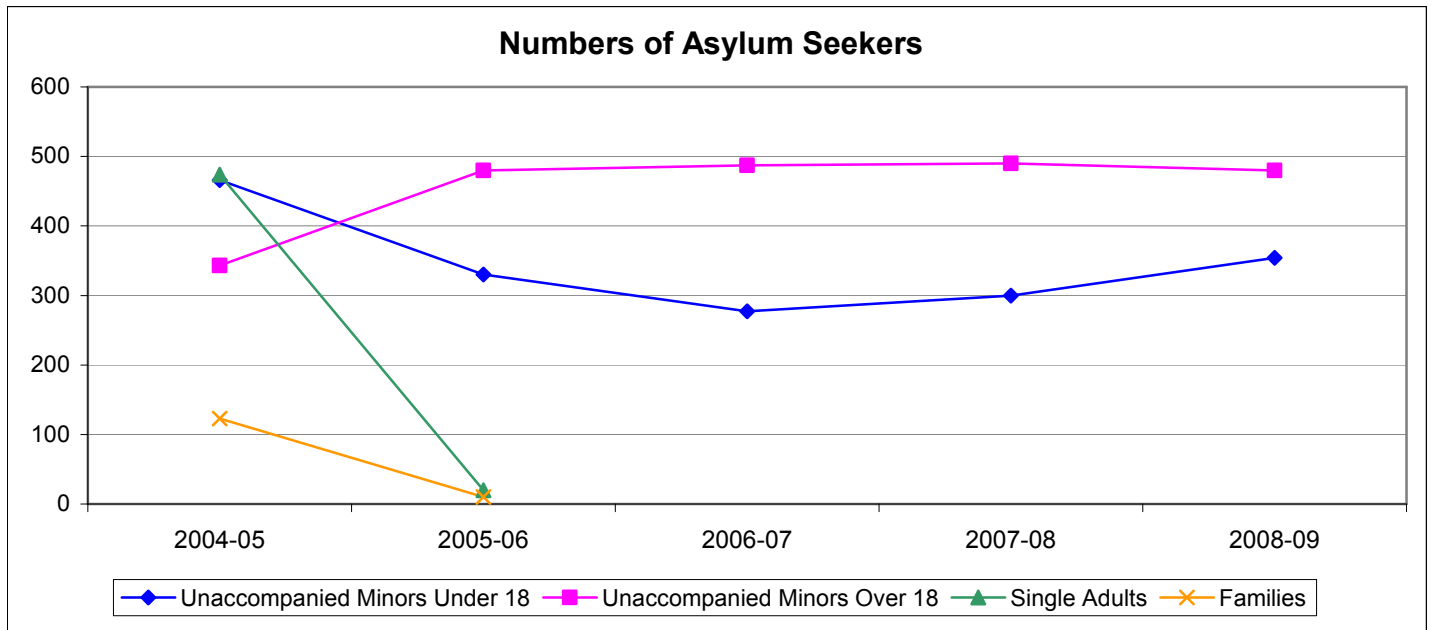


## Comment:

- Children Looked After by KCC may on occasion be placed out of the County, which is undertaken using practice protocols that ensure that all long-distance placements are justified and in the interests of the child. All Looked After Children are subject to regular statutory reviews (at least twice a year), which ensures that a regular review of the child's care plan is undertaken. The majority (over 99%) of Looked After Children placed out of the Authority are either in adoptive placements, placed with a relative, specialist residential provision not available in Kent or living with KCC foster carers based in Medway.

## 2.8 Numbers of Asylum Seekers (by category):

	2004-05	2005-06	2006-07	2007-08	2008-09
	31-03-05	31-03-06	31-03-07	31-03-08	31-1-09
	Number	Number	Number	Number	Number
Unaccompanied Minors Under 18	466	330	277	300	354
Unaccompanied Minors Over 18	343	480	487	490	480
Single Adults	474	20	0	0	0
Families	123	10	0	0	0



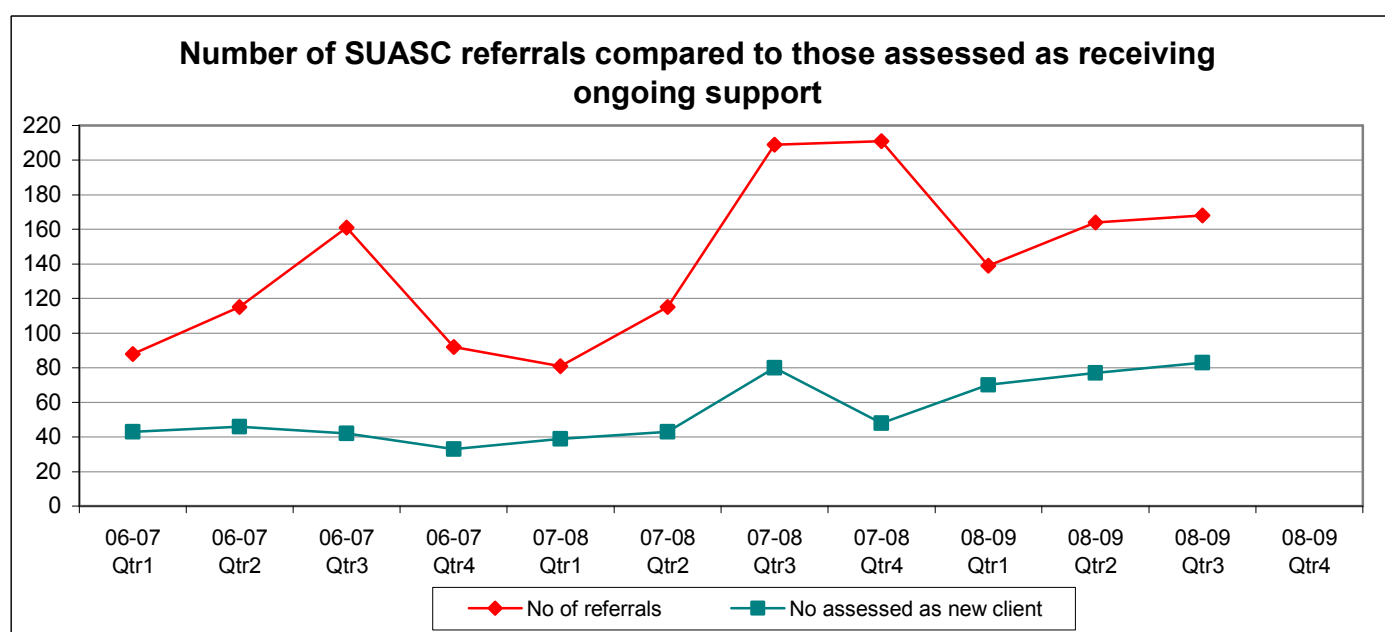
## Comment:

- Client numbers have risen as a result of higher referrals and are higher than projected numbers.

2.9 **Numbers of Asylum Seeker referrals compared with the number assessed as qualifying for on-going support from Service for Unaccompanied Asylum Seeking Children (SUASC) ie new clients:**

	2006-07			2007-08			2008-09		
	No. of referrals	No. assessed as new client	%	No. of referrals	No. assessed as new client	%	No. of referrals	No. assessed as new client	%
April - June	88	43	49%	81	39	48%	139	70	50%
July - Sept	115	46	40%	115	43	37%	164	77	46%
Oct - Dec	161	42	26%	209	80	38%	168	83	49%
Jan - March	92	33	36%	211	48	23%	*45	*15	*33%
	<b>456</b>	<b>164</b>	<b>36%</b>	<b>616</b>	<b>210</b>	<b>34%</b>	<b>516</b>	<b>245</b>	<b>47%</b>

\* to 31 January 2009



**Comments:**

- Referral rates have reduced compared to the last half of 2007-08. However the numbers for the first two quarters were considerably higher than for the same period in the previous two years and they have remained at this level through quarter 3. The number being assessed as under 18 remains higher than the same period in the previous two years.

## KENT ADULT SOCIAL SERVICES DIRECTORATE SUMMARY JANUARY 2008-09 FULL MONITORING REPORT

### 1. FINANCE

#### 1.1 REVENUE

1.1.1 All changes to cash limits are in accordance with the virement rules contained within the constitution, with the exception of those cash limit adjustments which are considered “technical adjustments” ie where there is no change in policy, including:

- Allocation of grants and previously unallocated budgets where further information regarding allocations and spending plans has become available since the budget setting process.
- The inclusion of new 100% grants (ie grants which fully fund the additional costs) awarded since the last full monitoring report. These are detailed in Appendix 2 to the executive summary.
- Cash limits have also been adjusted since the last full monitoring report to reflect a number of technical adjustments to budgets, including the consolidation of the Kent Public Services Network budget from directorates to Corporate IS in the Corporate Support & External Affairs portfolio.

1.1.2 **Table 1** below details the revenue position by Service Unit:

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>Adult Services portfolio</b>							
Older People:							
- Residential Care	87,902	-29,891	58,011	323	-331	-8	Demographic and placement pressures offset by one-off release of loan and additional income
- Nursing Care	42,753	-18,982	23,771	428	-523	-95	Demographic and placement pressures offset by one-off release of loan and additional income
- Domiciliary Care	46,080	-10,461	35,619	-1,840	758	-1,082	Reducing clients but more intensive packages
- Direct Payments	4,042	-327	3,715	-193	-46	-239	Low unit cost/activity
- Other Services	21,272	-5,627	15,645	-20	-371	-391	Balance of Managing Director's Contingency to offset overall pressure, additional spend on OTs/ICES part funded by PCTs
<b>Total Older People</b>	<b>202,049</b>	<b>-65,288</b>	<b>136,761</b>	<b>-1,302</b>	<b>-513</b>	<b>-1,815</b>	
People with a Learning Difficulty:							
- Residential Care	62,104	-9,946	52,158	4,139	-1,819	2,320	Demographic and placement pressures offset by additional income
- Domiciliary Care	5,972	-696	5,276	696	-165	531	Demographic pressures
- Direct Payments	3,997	-49	3,948	842	-23	819	Demographic pressures
- Supported Accommodation	7,247	-593	6,654	-1,321	-335	-1,656	Less than expected activity
- Other Services	19,147	-1,970	17,177	-123	96	-27	Balance of Managing Director's Contingency to offset overall pressure
<b>Total People with a LD</b>	<b>98,467</b>	<b>-13,254</b>	<b>85,213</b>	<b>4,233</b>	<b>-2,246</b>	<b>1,987</b>	

Table 1 continued

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
People with a Physical Disability							
- Residential Care	10,897	-1,649	9,248	1,740	-602	1,138	Demographic and placement pressures offset by additional income
- Domiciliary Care	8,039	-689	7,350	-454	202	-252	Less than expected activity
- Direct Payments	5,712	-247	5,465	428	-34	394	Demographic pressures
- Supported Accommodation	604	-59	545	-304	59	-245	Less than expected activity
- Other Services	5,515	-972	4,543	430	-380	50	Balance of Managing Director's Contingency to offset overall pressure, additional spend on OTs/ICES part funded by PCTs
<b>Total People with a PD</b>	<b>30,767</b>	<b>-3,616</b>	<b>27,151</b>	<b>1,840</b>	<b>-755</b>	<b>1,085</b>	
All Adults Assessment & Related	35,778	-1,596	34,182	263	-242	21	Pressure of increments, low turnover and increasing numbers of referrals/assessments offset by one-off contributions from Health
Mental Health Service							
- Residential Care	6,441	-948	5,493	384	38	422	Forecast activity in excess of affordable level
- Domiciliary Care	874	0	874	131	0	131	Forecast activity in excess of affordable level
- Direct Payments	234	0	234	44	0	44	
- Supported Accommodation	303	-62	241	-3	0	-3	
- Assessment & Related	10,084	-854	9,230	-597	-7	-604	Vacancy management
- Other Services	6,322	-881	5,441	-153	-3	-156	Balance of Managing Director's Contingency to offset overall pressure
<b>Total Mental Health Service</b>	<b>24,258</b>	<b>-2,745</b>	<b>21,513</b>	<b>-194</b>	<b>28</b>	<b>-166</b>	
Supporting People	32,957	0	32,957	-29	0	-29	
Gypsy & Traveller Unit	628	-279	349	44	-8	36	
People with no recourse to Public Funds	100	0	100	-20	0	-20	
Strategic Management	1,407	0	1,407	10	0	10	
Policy, Performance & Quality Assurance	6,512	-307	6,205	-548	16	-532	Vacancy management
Resources	14,618	-392	14,226	-446	-98	-544	Release from reserve, write back of debtor
Specific Grants	0	-35,111	-35,111	0	0	0	
<b>Total Adult Services controllable</b>	<b>447,541</b>	<b>-122,588</b>	<b>324,953</b>	<b>3,851</b>	<b>-3,818</b>	<b>33</b>	
<b>Assumed Management Action</b>				<b>-33</b>		<b>-33</b>	
<b>Forecast after Mgmt Action</b>				<b>3,818</b>	<b>-3,818</b>	<b>0</b>	

### 1.1.3 Major Reasons for Variance:

Table 2, at the end of this section, details all forecast revenue variances over £100k. Each of these variances is explained further below:

#### 1.1.3.1 General Comment

With an overall residual pressure of only £33k now forecast, this is effectively a balanced budget position for KASS, although within this are a number of issues that will continue into the medium term, primarily demographic pressures within services for people with learning and physical disabilities but these are largely offset by underspends elsewhere.

#### Contributions to KASS from the Eastern & Coastal Kent PCT

As previously reported the Directorate secured funding from the Eastern & Coastal Kent PCT in late 2007/08 in respect of intermediate care proposals and services for patients leaving hospital and requiring social care. This funding has continued into 2008/09 and recognises the growing pressures that have been seen within our financial forecast on services for older people, and has allowed us to work jointly on a strategy for intermediate care across the East Kent area for 2008/09. The income and associated costs are included within the forecast.

#### 1.1.3.2 Older People:

The overall net position is an underspend of £1,815k, and includes the release of the one-off Deferred Payments Loan of £1,256k from the Department of Health. Although there are underlying pressures remaining within residential and nursing care, particularly the increasing proportion of clients who are suffering from dementia, the Directorate is reporting a very significant underspend against domiciliary care resulting from a continuing reduction in the number of clients requiring this form of care.

##### a. Residential Care

There is a pressure of £323k against gross expenditure which includes the release of the proportion of the Deferred Payments Loan that relates to residential care (£628k). The number of clients in permanent placements in the independent sector was 2,831 in December. In terms of client weeks the forecast assumes 229 weeks more than is affordable at a cost of £86k. This primarily results from additional non-permanent/respite placements to assist clients to remain within their own homes. In addition the forecast unit cost is £374.22 per week against an affordable figure of £371.60 which has resulted in a pressure of £417k. This pressure reflects the increasing number of clients with dementia that the Directorate is contending with as placements are more expensive, and this trend can clearly be seen in table 2.1.2. There is an over-recovery in income of £32k resulting from activity levels which are higher than afforded in the budget. There is also an over-recovery in income of £217k as the budget assumed an average client contribution of £136.18 per week yet the latest forecast assumes £137.54 per week.

It should also be noted that the residential budget was previously adjusted with funding transferred to the domiciliary and direct payments lines to support current levels of clients and/or expected growth in these services.

The forecast against Preserved Rights has reduced to an underspend of £79k because of increased attrition which is over and above that assumed in the budget.

In house residential provision is showing a pressure of £302k on staffing because of the continuing need to cover sickness and absence with agency staff in order to meet care standards set by the regulator (Commission for Social Care Inspection - CSCI). There is also a pressure of £225k on the Integrated Care Centres, £50k of which relates to a provision for potential additional TUPE costs which are being negotiated with the service provider and £175k relating to increases in unitary charges and general running costs, including linen and laundry.



b. Nursing Care

There is an overspend of £428k on gross expenditure which includes the release of the proportion of the Deferred Payments Loan that relates to nursing care (£628k). Client numbers have decreased from 1,391 in September to 1,364 in December because of higher than expected attrition. However since there is no certainty that this high level of attrition will continue it seems prudent for the current forecast variance to not assume that this level will continue. This position will therefore be reviewed again next month. The forecast is assuming 2,937 weeks more than budget. The cost of these extra weeks is £1,334k. As with residential care there have been additional non-permanent/respite placements to assist clients to remain within their own homes. The unit cost is also forecast to be higher than budget, £454.13 instead of £453.77, which increases the pressure by £27k. The additional activity has resulted in increased income of £794k.

It is worth noting that there is some evidence to suggest that client numbers may have increased more than they have done but for the implementation of the National Framework for NHS Continuing Healthcare in October 2007. This greatly clarified when someone should receive NHS care with the result that many clients that may otherwise have received a service via KASS are now paid for directly by Health.

There is currently an underspend of £271k against Registered Nursing Care Contributions with an identical under-recovery of income and is based on the latest estimates of client activity. Although realignment of gross and income has been considered it has not been requested because the forecast remains subject to changes throughout the year.

c. Domiciliary Care

This service remains the most volatile and difficult to forecast and currently this line is forecasting a very significant underspend against gross of £1,840k. The number of clients receiving packages of care from an independent sector provider continues to show a downward trend for the year with the figure standing at 6,506 at the end of December. This is a drop from 6,739 in March, 6,696 in June but an increase on September's figure of 6,335. As a result of this downward trend the forecast assumes 80,064 hours less than the budget, a saving of £1,183k. The forecast unit cost is slightly more expensive than affordable, at an additional cost of £79k. This reflects the increasing number of clients with higher needs, including those with dementia, requiring more intensive packages to enable them to remain within their own homes. The higher unit cost reflects these intensive packages and the increasing number of clients requiring 'double-handers' (two carers). There has also been a significant reduction in the number of clients accessing the in-house domiciliary service and this is currently forecasting an underspend of £736k.

The reduced level of activity has meant a corresponding under-recovery in income of £758k.

It was estimated that the number of clients in residential would fall, with clients instead remaining in their own homes and receiving a domiciliary package, and as a consequence budget has transferred from residential care to domiciliary. However it may be the case that a growing proportion of clients with higher levels of need, particularly those with dementia, have no option but to go into residential care.

d. Direct Payments

Since March there has been a significant increase in the number of clients accessing a service via a direct payment – 714 in December compared to 694 in September, 626 in June and 518 in March – but a good number of these only require small payments to access transport to day-care facilities. These payments are well below the average cost per week afforded in the budget which helps to explain why this line is forecasting an underspend of £193k.

e. Other Services

The position is an underspend of £20k against the gross budget with an over-recovery against income of £371k. Within the gross position is a pressure of £505k against OT/Integrated Community Equipment Store (ICES) although £400k of this is covered by additional contributions from Health. Although realignment of gross and income has been considered it has not been requested because the forecast remains subject to changes throughout the year. The KASS overspend relates to additional OT equipment to meet waiting time targets. However the overall gross pressure is suppressed by the £415k release of the remaining balance of the Contingency held by the Managing Director to offset the overall pressure within the Directorate. There are also

small variances, both over and under, against the remaining services, including meals, payments to voluntary organisations, and in-house day-care.

### 1.1.3.3 **People with a Learning Difficulty:**

Overall the position for this client group is a net pressure of £1,987k. Services for this client group remain under extreme pressure as a result of both demographic and placement price pressures. As a result there continue to be significant forecast overspends against both residential and domiciliary care, as well as direct payments. The Directorate had hoped to achieve some significant savings by transferring clients from residential care to supported accommodation.

The impact of young adults transferring from Children's Services, many of whom have very complex needs and require a much higher level of support, continues to be felt. Alongside these so-called "transitional" placements are the increasing number of older learning disabled clients who are cared for at home by ageing parents who will begin to require more support. There are also more cases of clients becoming "ordinarily resident" in Kent. A client would become "ordinarily resident" when placed by another local authority in Kent and following de-registration of the home, the individual moves into supported accommodation.

#### a. Residential Care

The overall forecast for residential care, including preserved rights clients, is an overspend on gross of £4,139k partially offset by over recovery of income of £1,819k, giving a net pressure of £2,320k. Details of the individual pressures and savings contributing to this position are provided below.

Although the number of clients reduced from 633 in March to 623 in June, this figure has since increased to 635 in September and now 646 in December. Within this are a number of clients who have recently transferred across from Health under Section 256 (S256) arrangements. S256 of the NHS Act 2006 replaces Section 28a of the NHS Act 1977 which provides the legislative basis for PCTs to transfer funding to Local Authorities. In excess of 10 years ago a S28a agreement was arranged to fund services for a range of individuals with Learning Difficulties. In practice, Social Services commission and pay for services and recharge the cost to Health after taking into account any client contributions. These clients are not showing significant variances as over time the cash limits for both gross and income have been adjusted to account for them. Although realignment of gross and income has been considered for the recent S256 clients it has not been requested because the forecast remains subject to changes as more clients are transferred from Health throughout the year. The recent clients are part of the much larger, and nationally driven, transfer of the responsibility and funding for the commissioning of social care for adults with Learning Difficulties from the NHS to Local Authorities. Currently the S256 agreement is being modified to ensure that KASS recovers all of its costs up to the end of 2010/11. From 2011/12 funding will be removed from the NHS and will be paid directly to Local Authorities.

The new S256 clients have added £510k of costs, offset by £499k of income from Health and £11k of client contributions. The increase in clients, including S256, means that the forecast assumes 2,953 more weeks than is affordable. It should be noted that the Directorate had previously transferred a significant proportion of the cash limit from this line to support the increasing demand for services against domiciliary care, direct payments and supported accommodation. The additional weeks result in a pressure of £3,153k (£510k new S256 clients and £2,643k other clients). The forecast unit cost is also above the affordable level which adds £214k to the position. The additional activity has resulted in an over-recovery of income of £1,435k, of which £510k relates to S256 clients fully funded by Health and client contributions, with the remaining £925k resulting from increased activity

The combined position for Preserved Rights clients (both pre and post 2002) is also a pressure on gross of £607k although £182k of this relates to S256 clients transferred from Health. These new clients combined with lower than expected attrition means that there are 787 more client weeks than budgeted for at a cost of £649k (£182k new S256 clients and £467k other clients). The unit cost is slightly less than affordable which reduces the pressure by £42k. Also there is additional income from this extra activity of £384k, including £182k for S256 clients.

As with Older People, in house residential provision is showing a pressure of £165k on staffing because of the need to cover sickness and absence with agency staff to meet CSCI care standards.

b. Domiciliary Care

Demand against this budget continues to be significant as the Directorate tries to support clients to remain at home rather than in a residential placement. The current forecast pressure of £696k is partially offset by additional income of £165k resulting from the increased activity. The forecast for services provided through the independent sector assumes 22,735 hours more than is affordable, which with a cost per hour of £12.02 means a pressure of £273k. However the cost per hour is actually 33p less than affordable so when applied to affordable hours of 326,543 there is actually a saving of £108k. There has also been a significant increase in the number of clients accessing independent living services, especially a number with wide ranging and profound disabilities, with the result that this line is currently forecasting an overspend of £537k.

c. Direct Payments

Client numbers have increased from 338 in March, 365 in June and 424 in September to 456 in December which is significantly above the affordable level of 360 clients. This budget is therefore showing a pressure of £842k on gross expenditure with a small over-recovery on income of £23k.

d. Supported Accommodation

Although, as with residential, there has been some transfer of clients from Health into Supported Accommodation under S256 arrangements the overall position is an underspend on gross expenditure of £1,321k. It should be noted that budget was previously increased greatly to support expected growth in these services which has not happened as yet. As with the residential position reported above, within this forecast is £446k of costs relating to clients which have recently transferred from Health under S256 arrangements. The forecast assumes 2,057 weeks less than affordable, even including the new S256 clients, resulting in a saving of £1,010k (+£446k new S256 clients and -£1,456k other clients). The forecast unit cost is also below the affordable level which reduces the position by a further £324k. The majority of the costs of S256 are recharged to Health although there are some additional client contributions, and in this case £428k has come from Health with a further £18k of client income. However the low level of activity elsewhere has resulted in an under-recovery in income of £111k, which therefore means that overall this budget is over-recovering on income by £335k.

Although realignment of gross and income has been considered for the S256 clients it has not been requested because the forecast remains subject to changes throughout the year.

e. Other Services

There is an underspend on gross of £123k but within this is the £264k release of the remaining balance of the Contingency held by the Managing Director to offset the overall pressure within the Directorate. There are variances against the remaining services including supported employment, Learning Disability Development Fund and payments to voluntary organisations, although the previously reported pressure against in-house day services has been addressed through the application of management action/good financial practice.

1.1.3.4 **People with a Physical Disability:**

There are similar pressures here to those for services for People with Learning Disabilities, especially demand and demographic pressures against residential care budgets. The overall position is a net pressure of £1,085k.

a. Residential Care

This line is forecasting a pressure against gross expenditure of £1,740k. Client numbers have increased from a figure of 207 in March to 214 in September 223 in December and overall the forecast assumes 1,703 weeks of care above the affordable level. The additional cost of these weeks is £1,453k. The additional activity has resulted in an over-recovery income of £527k. The unit cost is also forecast to be £853.07 per week as opposed to the £823.38 assumed within the budget, and this adds £315k.

It should be noted that the residential budget was adjusted in the first full monitoring return with funding transferred to domiciliary, direct payments and supported accommodation to support current levels of clients and/or expected growth in these services.

The attrition within Preserved Rights is actually higher than budgeted for and this has resulted in an underspend of £132k against gross expenditure. There is also currently an overspend of £77k against Registered Nursing Care Contributions with an identical over-recovery of income which is based on the latest estimates of client activity.

b. Domiciliary Care

The forecast is for an underspend of £454k on gross and an under-recovery in income of £202k. The adjusted budget gives an affordable level of activity which is currently in excess of actual demand.

c. Direct Payments

This budget is currently forecasting a pressure of £428k, with a small over-recovery of income. The number of clients has increased from 547 in March, 586 in June and 620 in September to 666 in December, which is 90 clients more than is currently affordable.

d. Supported Accommodation

There is an underspend on gross expenditure of £304k with an under-recovery in income of £59k as client numbers remain slightly below what is affordable. As with domiciliary, the supported accommodation budget was previously increased at the expense of residential care to support expected growth in these services which has not happened as yet.

e. Other Services

The current forecast is a pressure of £430k on gross, of which £490k relates to OT/ICES, although £396k of this is covered by additional contributions from Health. The KASS overspend relates to additional OT equipment to meet waiting time targets. Also within the gross pressure is an underspend of £90k following release of the balance of the Contingency held by the Managing Director to offset the overall pressure within the Directorate. The remaining budgets, which include day-care, sensory disabilities unit, payments to voluntary organisations and assisted telephones are showing small variances.

1.1.3.5 **All Adults Assessment & Related:**

There is a pressure against gross expenditure of £263k, with an over-recovery in income of £242k. The pressure has been managed down through the year as a result of holding recruitment to all non-essential posts. The over-recovery in income relates to additional one-off contributions from Health.

For several years now the Directorate has taken the decision not to fund the cost of increments on the assumption that staff turnover will cover this cost. However there is some evidence, including from the staff survey that the level of turnover is reduced on previous years, and this has impacted on the forecast.

1.1.3.6 **Mental Health Service:**

The overall position for Mental Health is an underspend of £166k.

a. Residential Care

Although this budget continues to report a significant pressure of £384k against gross expenditure there has been a significant improvement in the position over the course of the year. The number of clients has dropped from 270 in September to 261 in December. The application of good financial practice and delaying planned placements has reduced this pressure which stood at £648k in Quarter 2. Where appropriate, specialist resettlement teams will continue to work to get clients out of residential care and into the community. The remaining £384k pressure is mainly due to the fact that cash limit has been transferred to Supported Accommodation to reflect the changed priorities in the Directorate and the desire for clients to remain within a community based setting.

b. Domiciliary Care

This line is forecasting a pressure of £131k against gross expenditure. Demand against this budget is significant as the Directorate tries to support clients to remain at home rather than in a residential placement.

c. Assessment & Related

A significant underspend of £597k on gross expenditure is being forecast which in part results from vacancy management but also from difficulties in recruiting qualified social work staff. Savings also accrue from difficulties experienced in recruiting to senior positions for joint health/social care posts.

d. Other Services

The current forecast is an underspend of £153k on gross, however within this is £69k released as the balance of the Contingency held by the Managing Director to offset the overall pressure within the Directorate. The forecasts against the remaining budgets, including day-care, payments to voluntary organisations, facilities, and community services, make up the remaining underspend.

1.1.3.7 **Policy, Performance & Quality Assurance:**

The gross budget is estimated to underspend by £548k which is spread across a number of teams both at Headquarters and in the two Areas and reflects savings through vacancy management. There are also cases where costs have been funded through a grant. For example several posts are either partly or totally covered through the Whole Systems Demonstrator (Telecare/Telehealth) funding awarded by the Department of Health. Backfilling of posts has either been done at a lower cost or the post has not been covered, both of which have added to the underspend.

1.1.3.8 **Resources:**

There is a £446k underspend on gross expenditure. Within this is a credit of £300k released from the Supporting People reserve to fund some of the legal costs incurred in 2007/08 on the Better Homes Active Lives PFI as agreed by the Supporting People Commissioning Body. The release from reserve is shown as a credit entry in revenue and offsets the £225K debit against income as outlined below. The remaining £75K released from reserve reduces the Directorate's position as the costs were incurred last year.

This line is also benefitting from the release of the provision set up in respect of the costs of client billing. The provision was set up at the end of 2007/08 because of uncertainty around the replacement grant for Social Care IT Infrastructure Capital grant from the Department of Health. However the Directorate has since been notified that it will receive £362k in 2008/09 thereby allowing release £262k of the provision to offset the overall revenue pressure within the Directorate.

The current income position is an over-recovery of £98k. The position is skewed by the writing back (to revenue as a debit) of a debtor for £225K set up in 2007/08 in respect of contributions from District Councils towards the legal costs of the Better Homes Active Lives PFI scheme. The contribution will instead come from the Supporting People reserve as described above. We are also expecting to over-recover on income by £323k across a number of budget lines. This includes additional income from Medway Council in respect of Enhanced Pensions as well as contributions from District Councils involved in the new Excellent Homes For All PFI scheme.

**Table 2: REVENUE VARIANCES OVER £100K IN SIZE ORDER**  
(shading denotes that a pressure/saving has an offsetting entry which is directly related)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
KASS	LD Residential gross - activity in excess of affordable level in independent sector placements (excl new S256 clients)	+2,643	KASS	LD Supported Accommodation gross - activity below affordable level	-1,456
KASS	PD Residential gross - activity in excess of affordable level in independent sector placements	+1,453	KASS	Older People Domiciliary gross - reduction in hours in independent care	-1,183
KASS	Older People Nursing gross - activity in excess of affordable level in independent sector placements	+1,334	KASS	LD Residential income - additional income resulting from additional activity (excl new S256 clients)	-925
KASS	LD Direct Payments gross - activity in excess of affordable level	+842	KASS	Older People Nursing income resulting from additional activity	-794
KASS	Older People Domiciliary income - under-recovery of income due to lower activity	+758	KASS	Older People Domiciliary gross - reduction in in-house hours	-736
KASS	LD Domiciliary gross - pressure against Independent Living Scheme	+537	KASS	Older People Residential gross - release of Deferred Payments Loan from DoH	-628
KASS	LD Residential gross - new S256 clients	+510	KASS	Older People Nursing gross - release of Deferred Payments Loan from DoH	-628
KASS	OP Other Services gross - additional OT/ICES costs	+505	KASS	MH Assessment & Related gross - vacancy management	-597
KASS	PD Other Services gross - additional OT/ICES costs	+490	KASS	PPQA gross - vacancy management	-548
KASS	LD Residential gross - Preserved rights increased activity due to lower attrition (excl new S256 clients)	+467	KASS	PD Residential - additional income through additional activity	-527
KASS	LD Supported Accommodation gross - new S256 clients	+446	KASS	LD Residential income - new S256 clients	-510
KASS	PD Direct Payments gross- activity in excess of affordable level	+428	KASS	PD Domiciliary gross - activity below affordable level	-454
KASS	Older People Residential gross - pressure relating to change in unit cost in independent sector placements	+417	KASS	LD Supported Accommodation income - new S256 clients	-446
KASS	MH Residential gross - tfr of clients to supported accommodation not yet happened	+384	KASS	Older People Other Services gross - release of the balance of the Managing Director's contingency	-415
KASS	PD Residential gross - pressure relating to change in unit cost of independent sector placements	+315	KASS	OP Other Services income - additional OT/ICES funding from health	-400
KASS	Older People Residential gross - in house provision staffing costs	+302	KASS	PD Other Services income - additional OT/ICES funding from health	-396
KASS	LD Domiciliary gross - activity in excess of affordable level	+273	KASS	LD Supported Accommodation gross - difference in unit cost	-324
KASS	Older People Nursing income - under recovery of income due to lower RNCC activity	+271	KASS	Resources income - additional contributions	-323
KASS	All Adults Assessment & Related Gross - staffing pressures	+263	KASS	PD Supported Accommodation gross - activity below affordable level	-304
KASS	Resources income - write back of PFI debtor	+225	KASS	Resources gross - release of Supporting People reserve to fund PFI legal costs	-300

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
KASS	LD Residential gross - pressure relating to change in unit cost of independent sector placements	+214	KASS	Older People Nursing gross - RNCC activity below affordable level	-271
KASS	PD Domiciliary income - under-recovery of income due to lower activity	+202	KASS	LD Other Services gross - release of the balance of the Managing Director's contingency	-264
KASS	LD Residential gross - Preserved Rights new S256 clients	+182	KASS	Resources gross - release of client billing provision	-262
KASS	Older People Residential gross - Intergated Care Centres increased unitary charges and running costs	+175	KASS	All Adults Assessment & Related one-off income from Health	-242
KASS	LD Residential gross - in house provision staffing	+165	KASS	Older People Residential income - difference in unit cost	-217
KASS	MH Domiciliary gross - activity in excess of affordable level	+131	KASS	LD Residential income - Preserved rights increased activity due to lower attrition (excl new S256 clients)	-202
KASS	LD Supported Accommodation income - under-recovery of income due to lower activity	+111	KASS	Older People Direct Payments gross - lower unit cost & activity	-193
			KASS	LD Residential income - Preserved Rights new S256 clients	-182
			KASS	LD Domiciliary income resulting from additional activity	-165
			KASS	PD Residential gross - Preserved Rights increased attrition	-132
			KASS	Learning Domiciliary gross - change in unit cost in independent sector	-108
		+14,043			-14,132

#### 1.1.4 Actions required to achieve this position:

The forecast pressure stands at £33k and this has been significantly reduced over the course of the year through the application of Good Financial Practice. The management actions, or 'Guidelines for Good Financial Practice' as they are now referred to, required to address the residual pressure is referred to in section 1.1.7 below.

#### 1.1.5 Implications for MTP:

Although the MTP assumes a breakeven position for 2008/09 it does also assume an underlying pressure of £1,256k as this year's position has been reduced by the same amount in respect of the one-off Deferred Payments Loan.

#### 1.1.6 Details of re-phasing of revenue projects:

No revenue projects have been identified for re-phasing.

#### 1.1.7 Details of proposals for residual variance:

The KASS Management Team have previously refined the 'Guidelines for Good Financial Practice', which were referred to as 'Management Action Plans' in 2007-08. Details of these guidelines were provided to Cabinet in September. Robust monitoring arrangements are in place on a monthly basis to ensure that all areas and HQ budgets are aggressively challenged and monitored.

The KASS Directorate is wholly committed to delivering a balanced outturn position by the end of the year. The range of innovations that the Directorate has implemented will help us to achieve this, for example telehealth and telecare through the successful investment of the 'Whole Systems Demonstrator Programme', and extra care sheltered housing as the new units come on stream in the next few months.

The guidelines are currently expected to balance the remaining £33k forecast pressure by year end.

## 1.2 CAPITAL

1.2.2 All changes to cash limits are in accordance with the virement rules contained within the constitution and have received the appropriate approval via the Leader, or relevant delegated authority.

The capital cash limits have been adjusted to reflect the position reflected in the 2009-12 MTP as agreed by County Council on 19 February 2009. However, these differ from the cash limits shown in 2009-10 Budget Book, as the cash limits reflected in this report only include those projects starting in the current or previous years, whereas the cash limits in the 2009-10 Budget Book also include projects due to start in future years of the 2009-12 MTP.

1.2.2 **Table 3** below provides a portfolio overview of the latest capital monitoring position.

	Prev Yrs Exp £000s	2008-09 £000s	2009-10 £000s	2010-11 £000s	Future Yrs £000s	TOTAL £000s
<b>Kent Adult Social Services portfolio</b>						
Budget approved at Cty Council	11,602	6,421	8,785	4,621	5,341	36,770
Adjustments:						
-						0
-						0
						0
Revised Budget	11,602	6,421	8,785	4,621	5,341	36,770
Variance		-732	118	614		0
<b>split:</b>						
- real variance						0
- re-phasing		-732	+118	+614		0
<b>Real Variance</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Re-phasing</b>		<b>-732</b>	<b>+118</b>	<b>+614</b>	<b>0</b>	<b>0</b>

### 1.2.3 Main Reasons for Variance

Table 4 below, details all forecast capital variances over £250k in 2008-09 and identifies these between projects which are:

- part of our year on year rolling programmes e.g. maintenance and modernisation;
- projects which have received approval to spend and are underway;
- projects which are only at the approval to plan stage and
- projects at preliminary stage.

The variances are also identified as being either a real variance i.e. real under or overspending which has resourcing implications, or a phasing issue i.e. simply down to a difference in timing compared to the budget assumption.

Each of the variances in excess of £1m which is due to phasing of the project, excluding those projects identified as only being at the preliminary stage, is explained further in section 1.2.4 below.

All real variances are explained in section 1.2.5, together with the resourcing implications.



**Table 4: CAPITAL VARIANCES OVER £250K IN SIZE ORDER**

portfolio	Project	real/ phasing	Project Status			
			Rolling Programme	Approval to Spend	Approval to Plan	Preliminary Stage
			£'000s	£'000s	£'000s	£'000s
<b>Overspends/Projects ahead of schedule</b>						
KASS	Broadmeadow	real		+417		
			0	+417	0	0
<b>Underspends/Projects behind schedule</b>						
KASS	Modernisation of Assets	real	-417			
KASS	Flexible & Mobile Engagement	phasing		-389		
			-417	-389	0	0
			-417	+28	0	0

**1.2.4 Projects re-phasing by over £1m:**

KASS Directorate has no projects which are rephasing in excess of £1m.

**1.2.5 Projects with real variances, including resourcing implications:**Broadmeadow

Following the outcome of mediation with the contractors, it is expected that KASS will be left with a pressure of £0.417m on the Broadmeadow project. It is proposed to fund this pressure by a corresponding under-commitment on the Modernisation of Assets programme.

Guru Nanak

Due to the discovery of asbestos at the reprovision site, KASS are currently forecasting a pressure of £0.140m on the Guru Nanak reprovision project. It is proposed that this will be funded by an under commitment on the Public Access development project.

Mental Health Single Capital Pot.

KASS are forecasting a pressure of £0.019m on this project, which is related to the development of a one-stop shop in North West Kent. KASS are currently funding this pressure by an under commitment against the Public Access development project.

**1.2.6 General Overview of capital programme:**

## (a) Risks

Most of the directorate's capital programme was to be funded by back-to-back receipts. In the current climate of falling property prices and uncertainty over sales, this funding stream is risky.

## (b) Details of action being taken to alleviate risks

In order to minimise the risk to the KASS capital programme, all of the properties for disposal which were not at advanced stages of negotiation have been put into PEF2. For KASS, this means that the value of funding may be below that which was originally sought. KASS are currently undertaking work to ensure that the PEF2 funding is adequate for the projects.

## 1.2.7 PFI projects

- PFI Housing

The £72.489m investment in the PFI Housing project represents investment by a third party. No payment is made by KCC for the new/refurbished assets until the asset are ready for use and this is by way of an annual unitary charge to the revenue budget.

	<b>Previous years</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>TOTAL</b>
	£000s	£000s	£000s	£000s	£000s
<b>Budget</b>	8,892	51,818	11,779	-	72,489
<b>Forecast</b>	8,892	51,818	11,779	-	72,489
<b>Variance</b>	-	-	-	-	-

- (a) **Progress and details of whether costings are still as planned** (for the 3<sup>rd</sup> party)

Overall costings are still as planned.

- (b) **Implications for KCC of details reported in (a). i.e. could an increase in the cost result in a change to the unitary charge?**

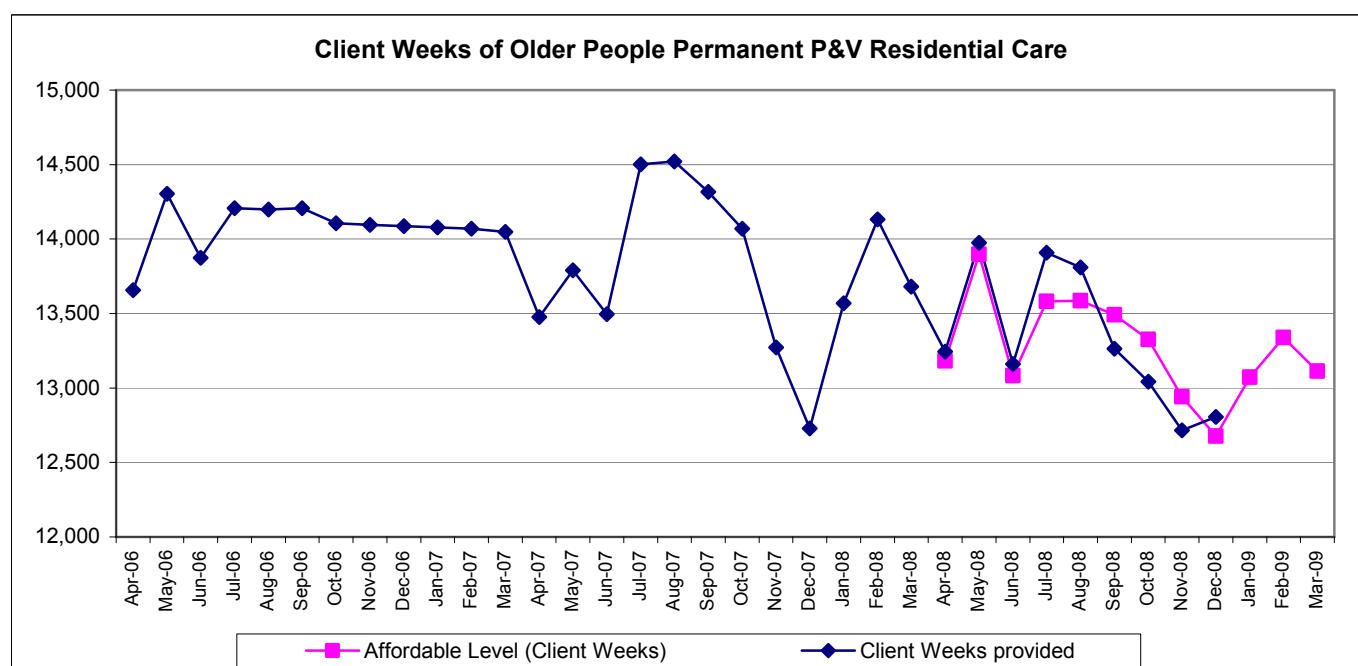
The unitary charge is not subject to indexation as the contractor has agreed to a fixed price for the duration of the contract. Deductions will be made during the contract period if performance falls below the standards agreed or if the facilities are unavailable for use.

During the contract period if one of the partners proposes a change that either results in increased costs or a change in the balance of risk, this must be taken to the Project Board for agreement. Each partner has a vote and any decision resulting in a change to the costs or risks would need unanimous approval.

## 2. KEY ACTIVITY INDICATORS AND BUDGET RISK ASSESSMENT MONITORING

### 2.1.1 Number of client weeks of older people permanent P&V residential care provided compared with affordable level:

	2006-07		2007-08		2008-09	
	Affordable Level (Client Weeks)	Client Weeks of older people permanent P&V residential care provided	Affordable Level (Client Weeks)	Client Weeks of older people permanent P&V residential care provided	Affordable Level (Client Weeks)	Client Weeks of older people permanent P&V residential care provided
April		13,656		13,476	13,181	13,244
May		14,303		13,789	13,897	13,974
June		13,875		13,495	13,084	13,160
July		14,207		14,502	13,581	13,909
August		14,199		14,520	13,585	13,809
September		14,206		14,316	13,491	13,264
October		14,105		14,069	13,326	13,043
November		14,095		13,273	12,941	12,716
December		14,086		12,728	12,676	12,805
January		14,077		13,568	13,073	
February		14,069		14,131	13,338	
March		14,049		13,680	13,114	
<b>TOTAL</b>	<b>167,393</b>	<b>168,928</b>	<b>169,925</b>	<b>165,546</b>	<b>159,287</b>	<b>119,924</b>

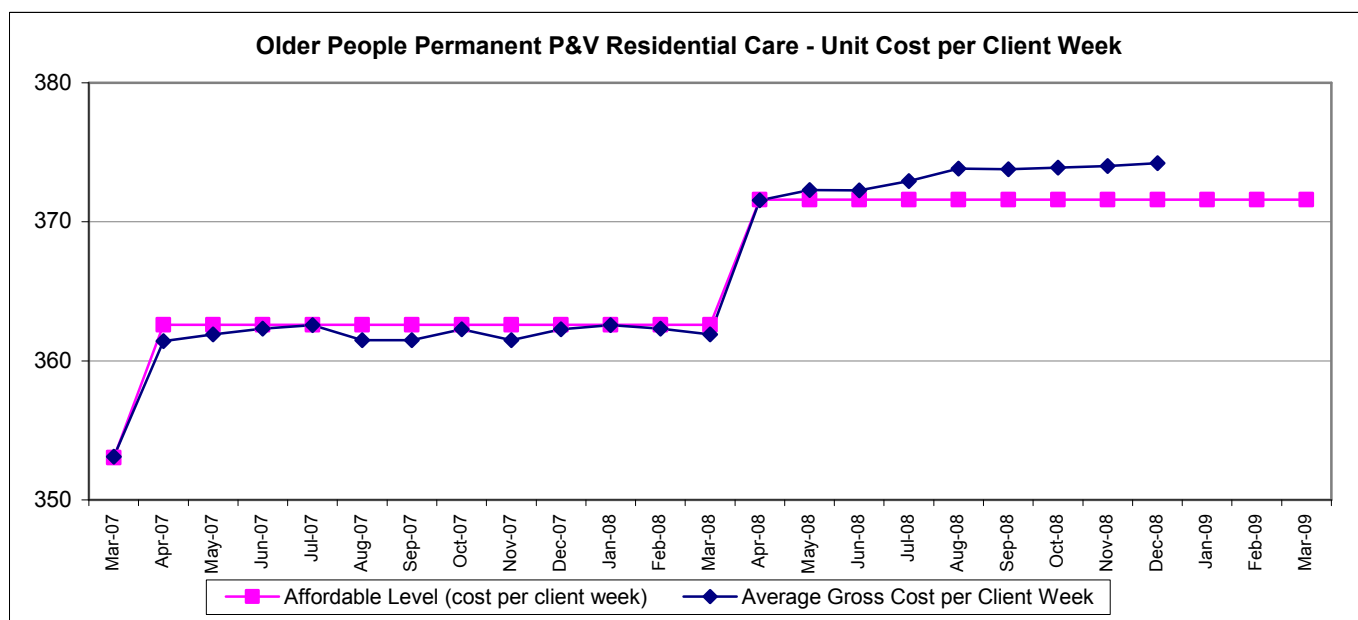


#### Comments:

- The above graph reflects the number of client weeks of service provided as this has a greater influence on cost than the actual number of clients. The actual number of clients in older people permanent P&V residential care at the end of 2006-07 was 3,045, at the end of 2007-08 it was 2,917 and at the end of December 2008 it was 2,831. It is evident that there are ongoing pressures relating to clients with dementia. During this year, the number of clients with dementia have increased from 1,113 in April to 1,162 in December, whilst the other residential clients have decreased.
- The current forecast is 159,516 weeks of care against an affordable level of 159,287, a difference of 229 weeks. Using the forecast unit cost of £374.22 this additional activity adds £86k to the forecast, as highlighted in section 1.1.3.2.a.
- To the end of December 119,924 weeks of care have been delivered against an affordable level of 119,762, a difference of 162 weeks.

## 2.1.2 Average gross cost per client week of older people permanent P&V residential care compared with affordable level:

	2006-07		2007-08		2008-09	
	Affordable Level (Cost per Week)	Average Gross Cost per Client Week	Affordable Level (Cost per Week)	Average Gross Cost per Client Week	Affordable Level (Cost per Week)	Average Gross Cost per Client Week
April			362.60	361.41	371.60	371.54
May			362.60	361.90	371.60	372.28
June			362.60	362.31	371.60	372.27
July			362.60	362.56	371.60	372.94
August			362.60	361.50	371.60	373.84
September			362.60	361.50	371.60	373.78
October			362.60	362.27	371.60	373.91
November			362.60	361.50	371.60	374.01
December			362.60	362.27	371.60	374.22
January			362.60	362.56	371.60	
February			362.60	362.31	371.60	
March	353.04	353.10	362.60	361.90	371.60	

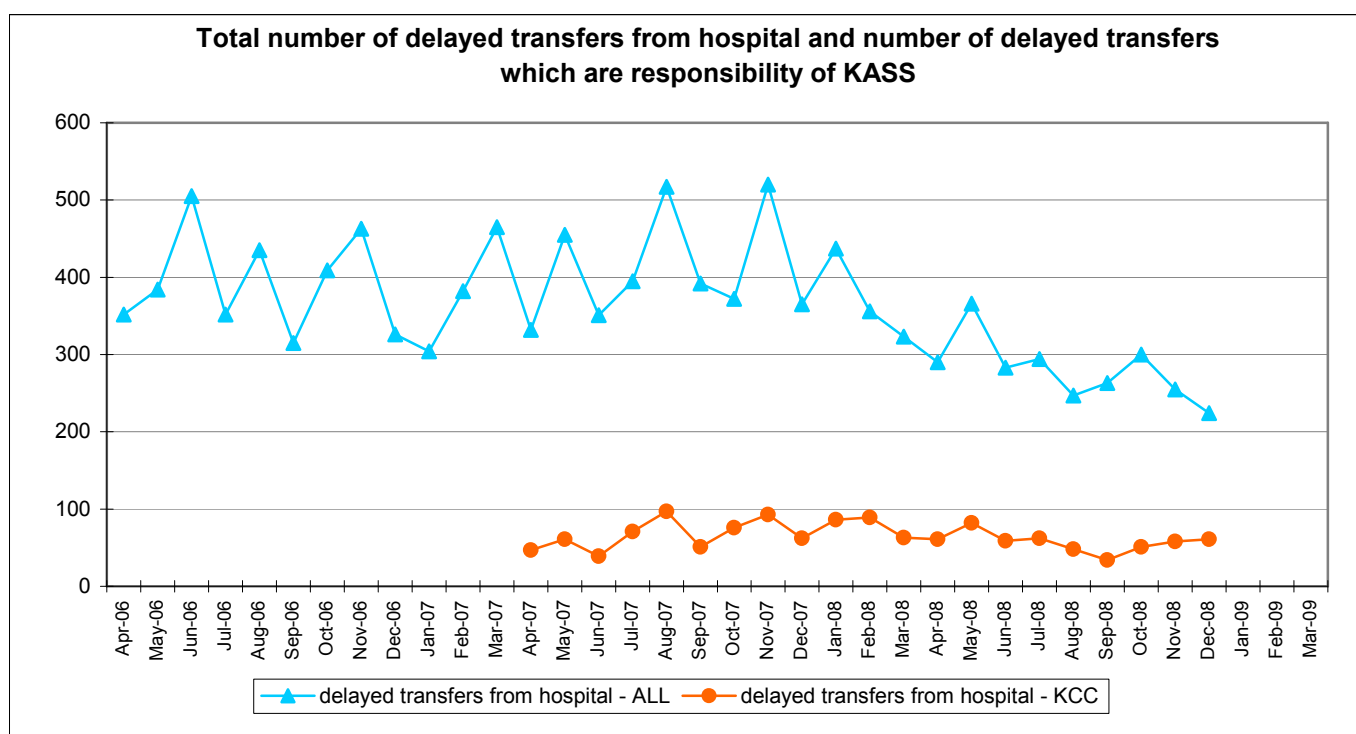


### Comments:

- Average unit cost per week has increased more than inflation and is likely to reflect the increasing numbers of clients with dementia.
- The forecast unit cost of £374.22 is higher than the affordable cost of £371.60 and this difference of £2.62 adds £417k to the position when multiplied by the affordable weeks, as highlighted in section 1.1.3.2.a.

### 2.1.3 Total of All Delayed Transfers from hospital compared with those which are KASS responsibility:

	2006-07		2007-08		2008-09	
	ALL	KASS responsibility	ALL	KASS responsibility	ALL	KASS responsibility
April	352		332	47	290	61
May	384		455	61	366	82
June	505		351	39	283	59
July	352		395	71	294	62
August	435		517	97	247	48
September	315		392	51	263	34
October	409		372	76	300	51
November	463		520	93	255	58
December	326		365	62	224	61
January	304		437	86		
February	382		356	89		
March	465		323	63		

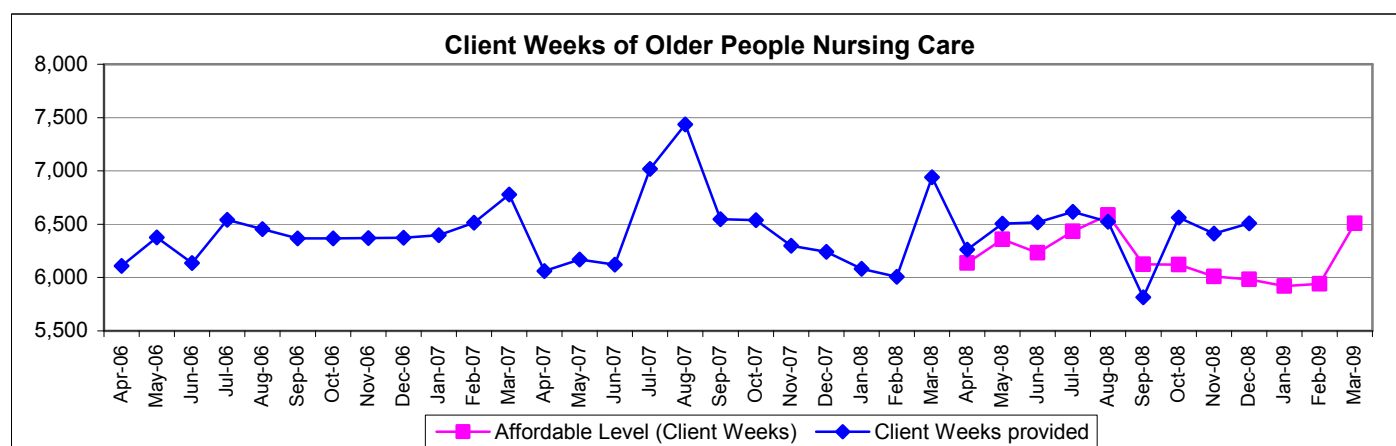


#### Comments:

- The Delayed Transfers of Care (DTCs) show the numbers of people whose movement from an acute hospital has been delayed. Typically this may be because they are waiting for an assessment to be completed, they are choosing a residential or nursing home placement, or waiting for a vacancy to become available. This figure shows all delays, but those attributable to Adult Social Services, and therefore subject to the reimbursement regime, are a minority. There are many reasons for fluctuations in the number of DTCs which result from the interaction of various different factors within a highly complex system across both Health and Social Care. The average number of delayed transfers per week is on a steadily reducing trend from a peak in the second quarter of 2007/08. Approximately 13%-27% of these will be the responsibility of Social Services and trends over the last three months show an increasing trend. The number of DTCs at Medway Hospital dropped during the summer months because of seasonal trends and staffing issues. This then contributed to the rise in numbers after September.

## 2.2.1 Number of client weeks of older people nursing care provided compared with affordable level:

	2006-07		2007-08		2008-09	
	Affordable Level (Client Weeks)	Client Weeks of older people nursing care provided	Affordable Level (Client Weeks)	Client Weeks of older people nursing care provided	Affordable Level (Client Weeks)	Client Weeks of older people nursing care provided
April		6,109		6,062	6,137	6,263
May		6,375		6,170	6,357	6,505
June		6,136		6,120	6,233	6,518
July		6,542		7,020	6,432	6,616
August		6,454		7,436	6,586	6,525
September		6,366		6,546	6,124	5,816
October		6,368		6,538	6,121	6,561
November		6,371		6,298	6,009	6,412
December		6,374		6,243	5,984	6,509
January		6,399		6,083	5,921	
February		6,513		6,008	5,940	
March		6,780		6,941	6,507	
<b>TOTAL</b>	<b>74,256</b>	<b>76,786</b>	<b>74,707</b>	<b>77,463</b>	<b>74,351</b>	<b>57,725</b>

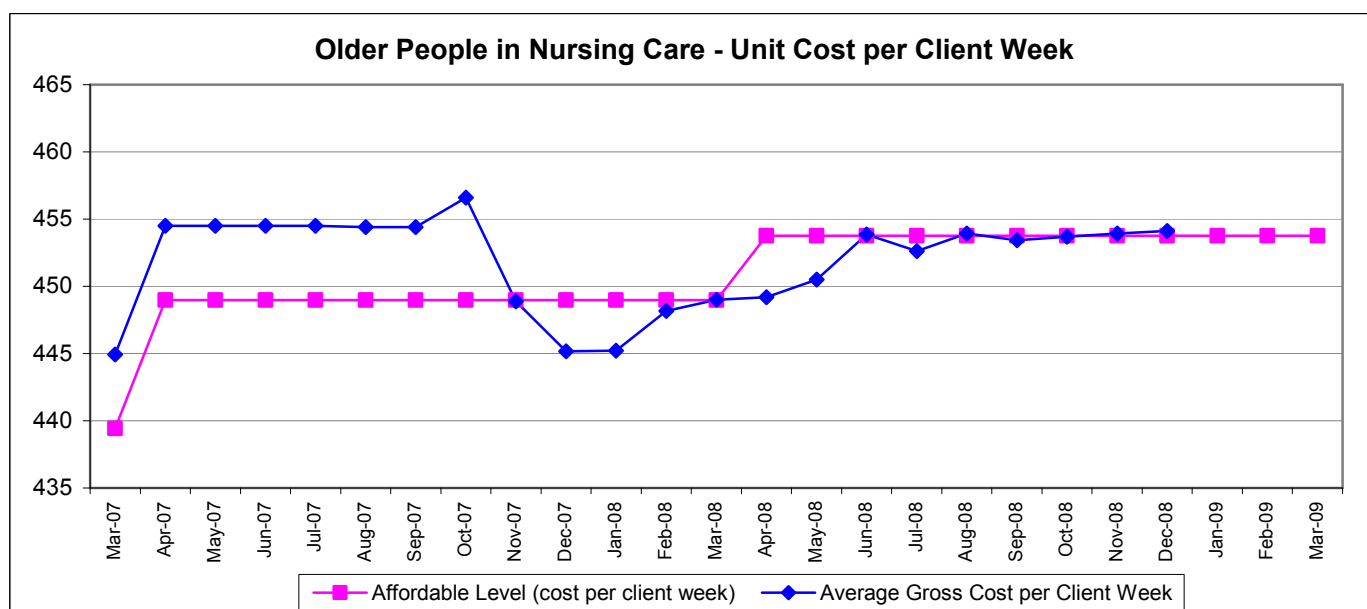


### Comment:

- The above graph reflects the number of client weeks of service provided as this has a greater influence on cost than the actual number of clients. The actual number of clients in older people nursing care at the end of 2006-07 was 1,387, at the end of 2007-08 it was 1,386, at the end of June it was 1,420, at the end of September it was 1,391. Despite there being an increase in nursing placements in October and November, high attrition levels have decreased the numbers to 1,364 by the end of December. In nursing care, there is not the same distinction between clients with dementia, as with residential care. The difference in intensity of care for nursing care and nursing care with dementia is not as significant as it is for residential care.
- The current forecast is 77,288 weeks of care against an affordable level of 74,351, a difference of 2,937 weeks. Using the forecast unit cost of £454.13 this additional activity adds £1,334k to the forecast, as highlighted in section 1.1.3.2.b.
- To the end of December 57,725 weeks of care have been delivered against an affordable level of 55,983, a difference of 1,742 weeks.
- There are always pressures in permanent nursing care which may occur for many reasons. Although numbers are decreasing at the present, significant issues still remain. There will always be pressures which the directorate face, for example the knock on effect of minimising delayed transfers of care. Demographic changes – increasing numbers of older people with long term illnesses – also means that there is an underlying trend of growing numbers of people needing more intense nursing care. This is further supported by the increasing age of older people entering residential and nursing care. In 2000, 4.5% of placements were made for people aged 94+. This year, this is 7.5% and is likely to mean that these people will require more intense support. If they are not placed in nursing care, then an alternative needs to be found.

## 2.2.2 Average gross cost per client week of older people nursing care compared with affordable level:

	2006-07		2007-08		2008-09	
	Affordable Level (Cost per Week)	Average Gross Cost per Client Week	Affordable Level (Cost per Week)	Average Gross Cost per Client Week	Affordable Level (Cost per Week)	Average Gross Cost per Client Week
April			448.98	454.50	453.77	449.18
May			448.98	454.50	453.77	450.49
June			448.98	454.50	453.77	453.86
July			448.98	454.50	453.77	452.61
August			448.98	454.40	453.77	453.93
September			448.98	454.40	453.77	453.42
October			448.98	456.60	453.77	453.68
November			448.98	448.88	453.77	453.92
December			448.98	445.16	453.77	454.13
January			448.98	445.22	453.77	
February			448.98	448.17	453.77	
March	439.42	444.94	448.98	449.00	453.77	

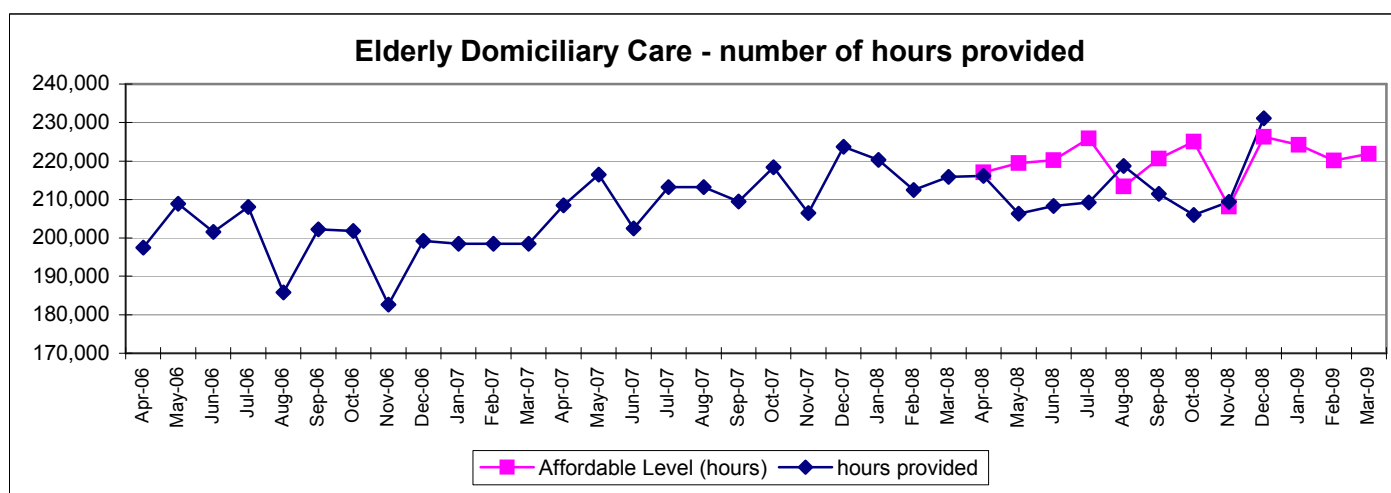
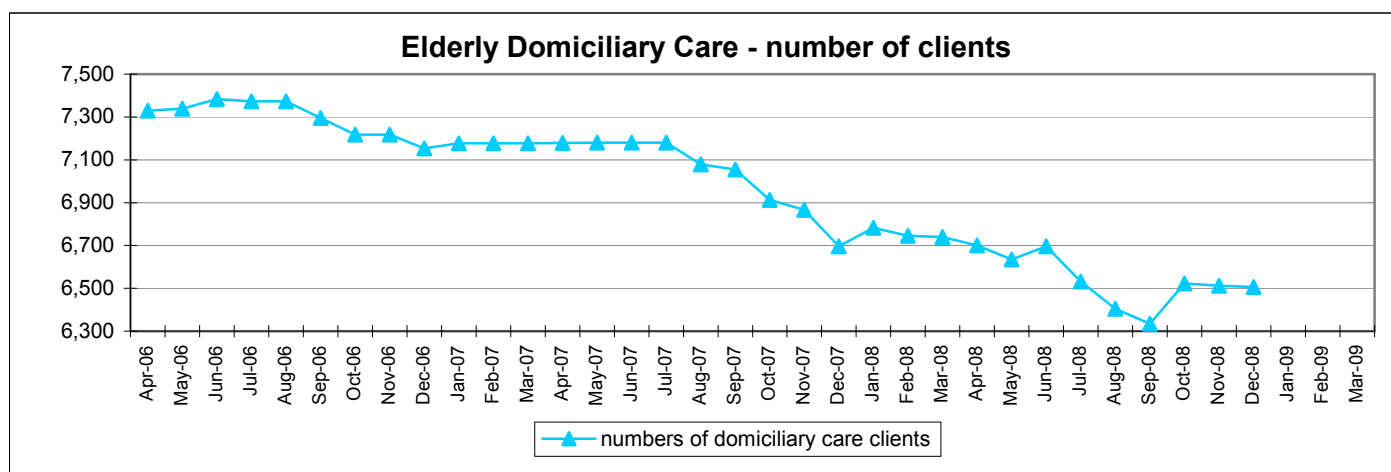


### Comments:

- The forecast unit cost of £454.13 is slightly above the affordable cost of £453.77 but does fluctuate with the differing placements within it (Non OPMH, OPMH and non permanent). The difference in unit cost of 36p causes a pressure of £27k when multiplied by the affordable weeks, as highlighted in section 1.1.3.2.b.

### 2.3.1 Elderly domiciliary care – numbers of clients and hours provided in the independent sector:

	2006-07			2007-08			2008-09		
	Affordable level (hours)	hours provided	number of clients	Affordable level (hours)	hours provided	number of clients	Affordable level (hours)	hours provided	number of clients
April		197,531	7,329		208,524	7,179	217,090	215,448	6,700
May		208,870	7,339		216,477	7,180	219,480	218,200	6,635
June		201,559	7,383		202,542	7,180	220,237	218,557	6,696
July		208,101	7,373		213,246	7,180	225,841	209,230	6,531
August		185,768	7,373		213,246	7,079	213,436	218,739	6,404
September		202,227	7,295		209,504	7,054	220,644	211,487	6,335
October		201,815	7,218		218,397	6,912	225,012	206,008	6,522
November		182,608	7,218		206,465	6,866	208,175	209,395	6,512
December		199,235	7,153		223,696	6,696	226,319	231,111	6,506
January		198,524	7,177		220,313	6,782	224,175		
February		198,524	7,177		212,499	6,746	220,135		
March		198,524	7,177		215,865	6,739	221,875		
<b>TOTAL</b>	<b>2,462,712</b>	<b>2,383,286</b>		<b>2,610,972</b>	<b>2,560,774</b>		<b>2,642,419</b>	<b>1,938,175</b>	



#### Comments:

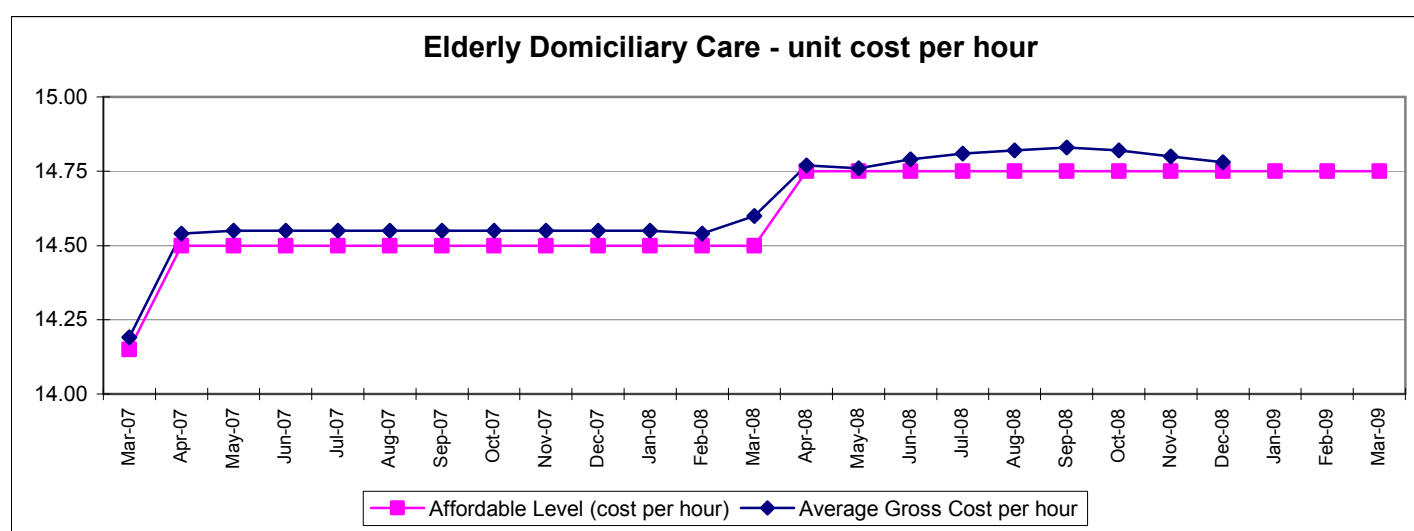
- Figures exclude services commissioned from the Kent HomeCare Service.
- The current forecast is 2,562,355 hours of care against an affordable level of 2,642,419, a difference of 80,064 hours. Using the forecast unit cost of £14.78 this reduction in activity reduces the forecast by £1,183k, as highlighted in section 1.1.3.2.c.
- To the end of December 1,938,175 hours of care have been delivered against an affordable level of 1,976,234 a difference of 38,059 hours.



- The decrease in numbers of people receiving domiciliary care is partly as a result of the increase in direct payments. This is not linked to nursing care placements, as the two cohorts of service users are completely different. There are a number of other factors reducing the need for formal domiciliary care. Ongoing service developments with the voluntary sector and other organisations mean that we continue to prevent people from needing 'mainstream' domiciliary care, and they can access services, very often involving social inclusion (e.g. luncheon clubs and other social activities), without having to undergo a full care management assessment. Public health campaigns and social marketing aimed at improving people's health is already starting to result in healthier older people. Increase in the use of Telecare and Telehealth similarly reduces the need for domiciliary care, and it is possible that this trend will continue despite the growth in numbers of older people. In addition, intermediate and recuperative care provides intensive support to increasing numbers of people, which allows them to return home with little or no support at all, or prevents them from entering hospital, or needing intense services. Our LAA/Kent Agreement target on intermediate care focuses on this very issue.

### 2.3.2 Average gross cost per hour of older people domiciliary care compared with affordable level:

	2006-07		2007-08		2008-09	
	Affordable Level (Cost per Hour)	Average Gross Cost per Hour	Affordable Level (Cost per Hour)	Average Gross Cost per Hour	Affordable Level (Cost per Hour)	Average Gross Cost per Hour
April			14.50	14.54	14.75	14.77
May			14.50	14.55	14.75	14.76
June			14.50	14.55	14.75	14.79
July			14.50	14.55	14.75	14.81
August			14.50	14.55	14.75	14.82
September			14.50	14.55	14.75	14.83
October			14.50	14.55	14.75	14.82
November			14.50	14.55	14.75	14.80
December			14.50	14.55	14.75	14.78
January			14.50	14.55	14.75	
February			14.50	14.54	14.75	
March	14.15	14.19	14.50	14.60	14.75	

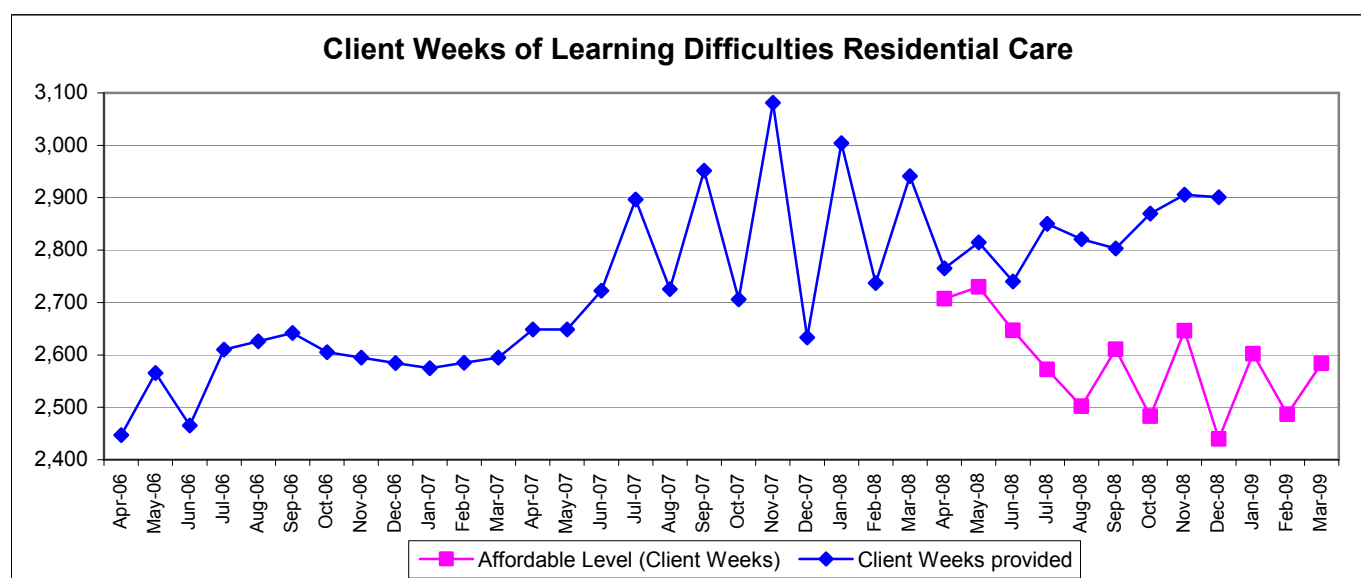


#### Comments:

- Average unit cost per week has increased more than inflation and is likely to reflect the same issues outlined above concerning more intense packages and higher levels of need.
- The forecast unit cost of £14.78 is slightly higher than the affordable cost of £14.75 and this difference of 3p increases the pressure by £79k when multiplied by the affordable hours, as highlighted in section 1.1.3.2.c.

### 2.4.1 Number of client weeks of learning difficulties residential care provided compared with affordable level (non preserved rights clients):

	2006-07		2007-08		2008-09	
	Affordable Level (Client Weeks)	Client Weeks of LD residential care provided	Affordable Level (Client Weeks)	Client Weeks of LD residential care provided	Affordable Level (Client Weeks)	Client Weeks of LD residential care provided
April		2,447		2,648	2,707	2,765
May		2,565		2,648	2,730	2,815
June		2,465		2,722	2,647	2,740
July		2,610		2,897	2,572	2,850
August		2,626		2,725	2,502	2,821
September		2,642		2,952	2,611	2,803
October		2,606		2,706	2,483	2,870
November		2,595		3,081	2,646	2,906
December		2,584		2,633	2,440	2,901
January		2,575		3,004	2,602	
February		2,585		2,737	2,487	
March		2,595		2,941	2,584	
<b>TOTAL</b>	<b>30,984</b>	<b>30,895</b>	<b>30,984</b>	<b>33,695</b>	<b>31,011</b>	<b>25,471</b>

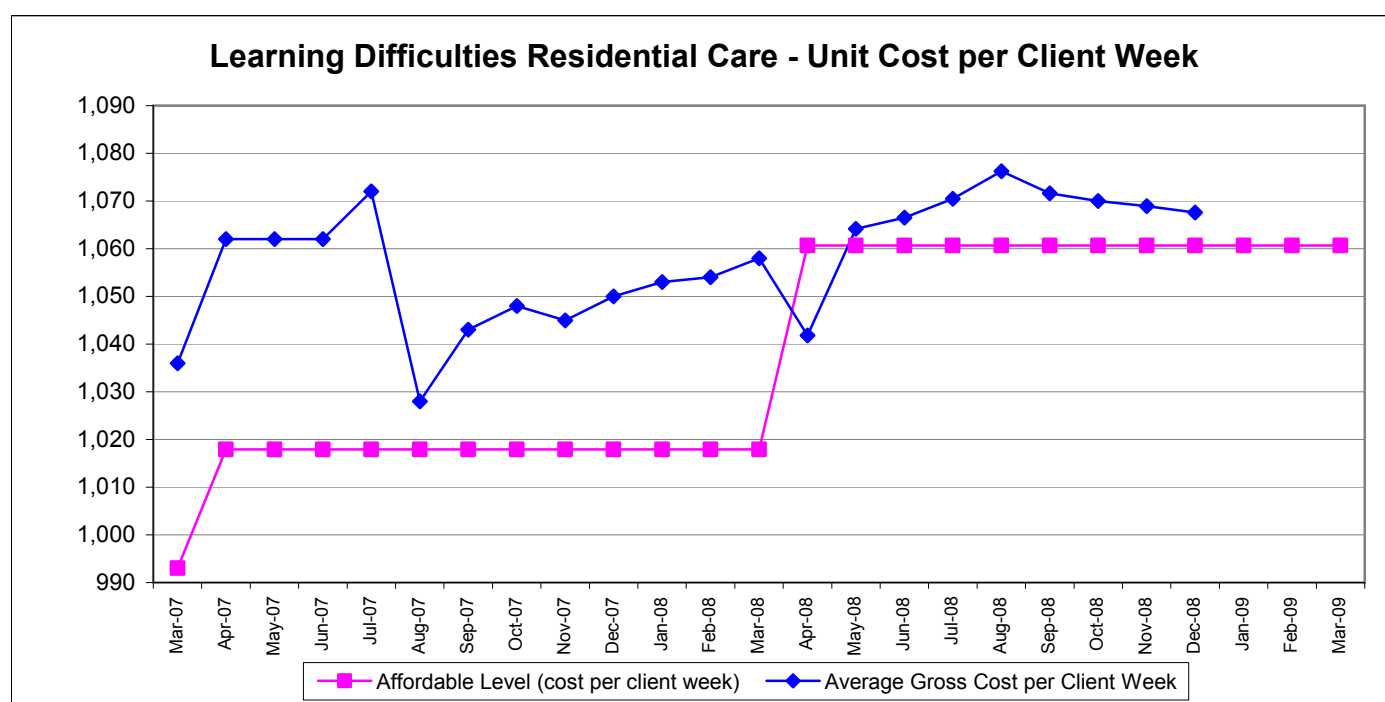


#### Comments:

- The above graph reflects the number of client weeks of service provided as this has a greater influence on cost than the actual number of clients. The actual number of clients in LD residential care at the end of 2006-07 was 615, at the end of 2007-08 it was 633 and at the end of June 2008 it was 623 and at the end of September it was 635. In December, this was 646.
- The current forecast is 33,964 weeks of care against an affordable level of 31,011, a difference of 2,953 weeks. Using the forecast unit cost of £1,067.59 this additional activity adds £3,153k to the forecast, as highlighted in section 1.1.3.3.a.
- To the end of December 25,471 weeks of care have been delivered against an affordable level of 23,338, a difference of 2,133 weeks. The actual weeks for April to September have been adjusted by 180 weeks from the figures previously reported because they related to clients with a Physical Disability and were included here in error.

## 2.4.2 Average gross cost per client week of Learning Difficulties residential care compared with affordable level (non preserved rights clients):

	2006-07		2007-08		2008-09	
	Affordable Level (Cost per Week)	Average Gross Cost per Client Week	Affordable Level (Cost per Week)	Average Gross Cost per Client Week	Affordable Level (Cost per Week)	Average Gross Cost per Client Week
April			1,018.00	1,062.00	1,060.70	1,041.82
May			1,018.00	1,062.00	1,060.70	1,064.19
June			1,018.00	1,062.00	1,060.70	1,066.49
July			1,018.00	1,072.00	1,060.70	1,070.50
August			1,018.00	1,028.00	1,060.70	1,076.27
September			1,018.00	1,043.00	1,060.70	1,071.59
October			1,018.00	1,048.00	1,060.70	1,070.02
November			1,018.00	1,045.00	1,060.70	1,068.95
December			1,018.00	1,050.00	1,060.70	1,067.59
January			1,018.00	1,053.00	1,060.70	
February			1,018.00	1,054.00	1,060.70	
March	993.00	1,036.00	1,018.00	1,058.00	1,060.70	

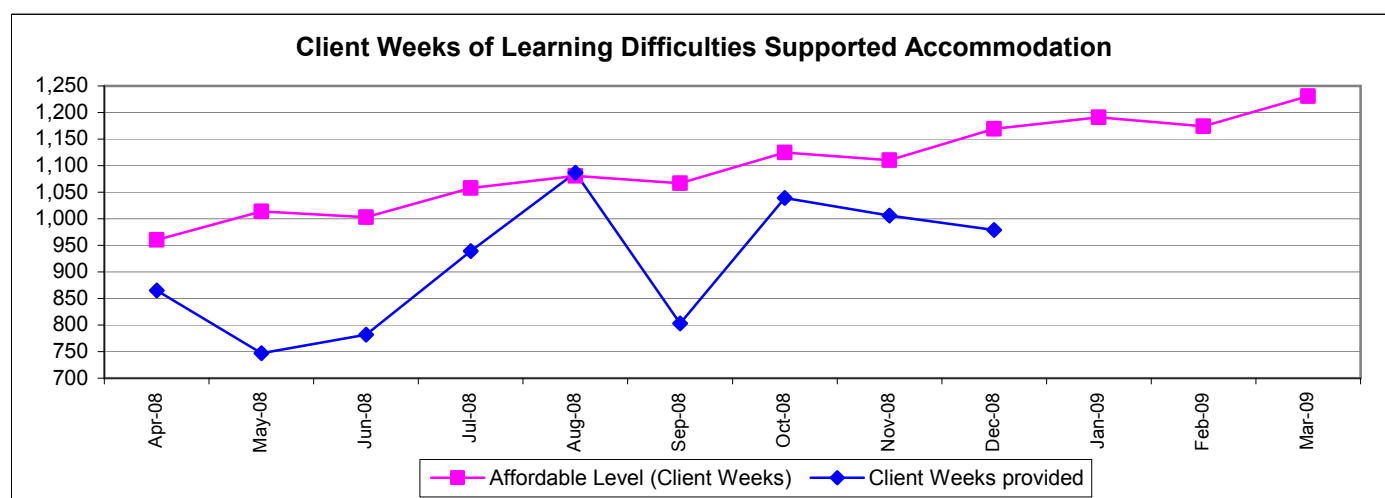


### Comments:

- Clients being placed in residential care are those with very complex needs which makes it difficult for them to remain in the community, in supported accommodation/supporting living arrangements, or receiving a domiciliary care package. These are therefore placements which attract a very high cost, with the average now being over £1,000 per week. It is expected that clients with less complex needs, and therefore less cost, can transfer from residential into supported living arrangements. This would mean that the average cost per week would increase over time as the remaining clients in residential care would be the very high cost ones – some of whom can cost up to £2,000 per week.
- The forecast unit cost of £1,067.59 is higher than the affordable cost of £1,060.70 and this difference of £6.89 adds £214k to the position when multiplied by the affordable weeks, as highlighted in section 1.1.3.3.a.

### 2.5.1 Number of client weeks of learning difficulties supported accommodation provided compared with affordable level:

	2007-08		2008-09	
	Affordable Level (Client Weeks)	Client Weeks of LD supported accommodation provided	Affordable Level (Client Weeks)	Client Weeks of LD supported accommodation provided
April			960	865
May			1,014	747
June			1,003	782
July			1,058	939
August			1,081	1,087
September			1,067	803
October			1,125	1,039
November			1,110	1,006
December			1,169	979
January			1,191	
February			1,174	
March			1,231	
<b>TOTAL</b>	<b>7,618</b>	<b>11,156</b>	<b>13,183</b>	<b>8,247</b>

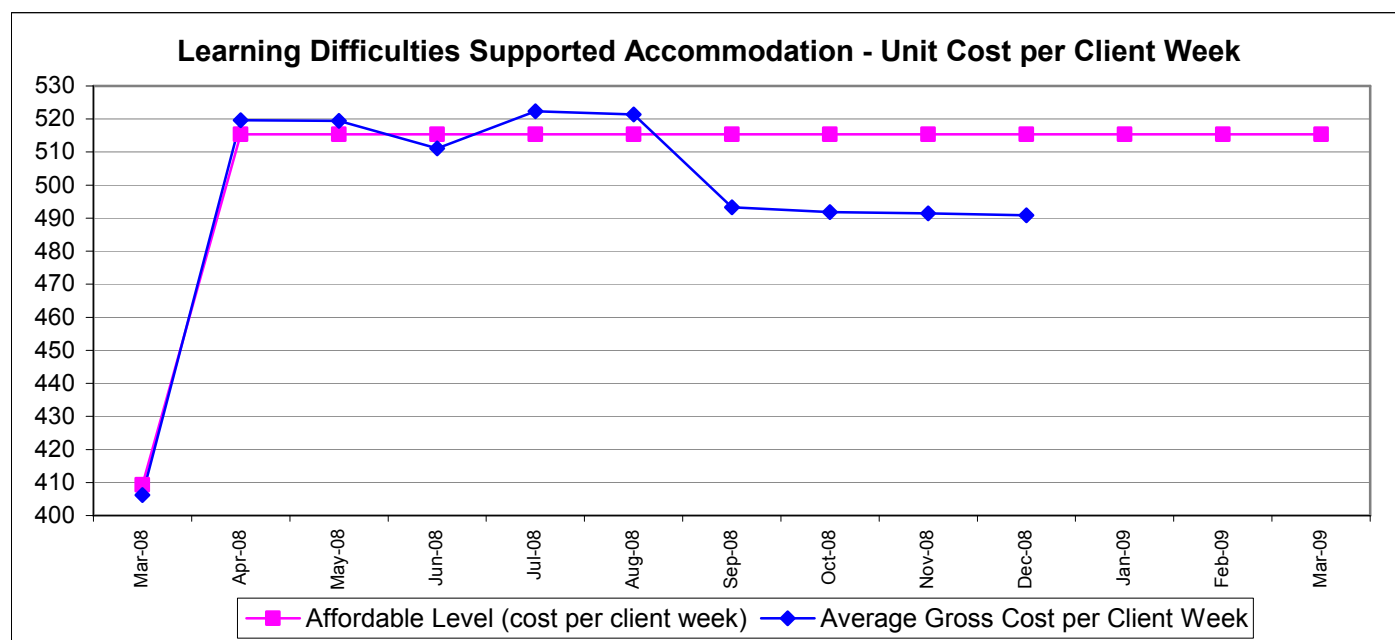


#### Comments:

- Supported Accommodation is a growing area of expenditure and as such there is little activity/unit cost data available from prior years. In addition, supported accommodation is regarded as a community service and is often provided as an hourly service. Following recent national consultation, we are still awaiting confirmation on how supported accommodation should be recorded. Some adjustments to the activity have been made since the first full monitoring report to reflect our developing understanding of this service, and more may be required in the future once an agreed definition nationally has been reached.
- The above graph reflects the number of client weeks of service provided as this has a greater influence on cost than the actual number of clients. The actual number of clients in LD supported accommodation at the end of 2007-08 was 193 and at the end of June 2008 it was 193. The September position was 205 and in December it was 214.
- The current forecast is 11,126 weeks of care against an affordable level of 13,183, a difference of 2,057 weeks. Using the forecast unit cost of £490.83 this reduction in activity provides a saving of £1,010k as highlighted in section 1.1.3.3.d.
- To the end of December 8,247 weeks of care have been delivered against an affordable level of 9,587, a difference of 1,340 weeks.
- It is hoped that this number will increase in line with the expectation of transferring clients with less complex needs from residential care and using this service as an alternative to a residential placement for new clients. As such there has previously been a corresponding increase in the cash limit to support these additional clients.

## 2.5.2 Average gross cost per client week of Learning Difficulties supported accommodation compared with affordable level (non preserved rights clients):

	2007-08		2008-09	
	Affordable Level (Cost per Week)	Average Gross Cost per Client Week	Affordable Level (Cost per Week)	Average Gross Cost per Client Week
April			515.41	519.60
May			515.41	519.40
June			515.41	511.10
July			515.41	522.30
August			515.41	521.40
September			515.41	493.33
October			515.41	491.85
November			515.41	491.47
December			515.41	490.83
January			515.41	
February			515.41	
March	409.31	406.18	515.41	

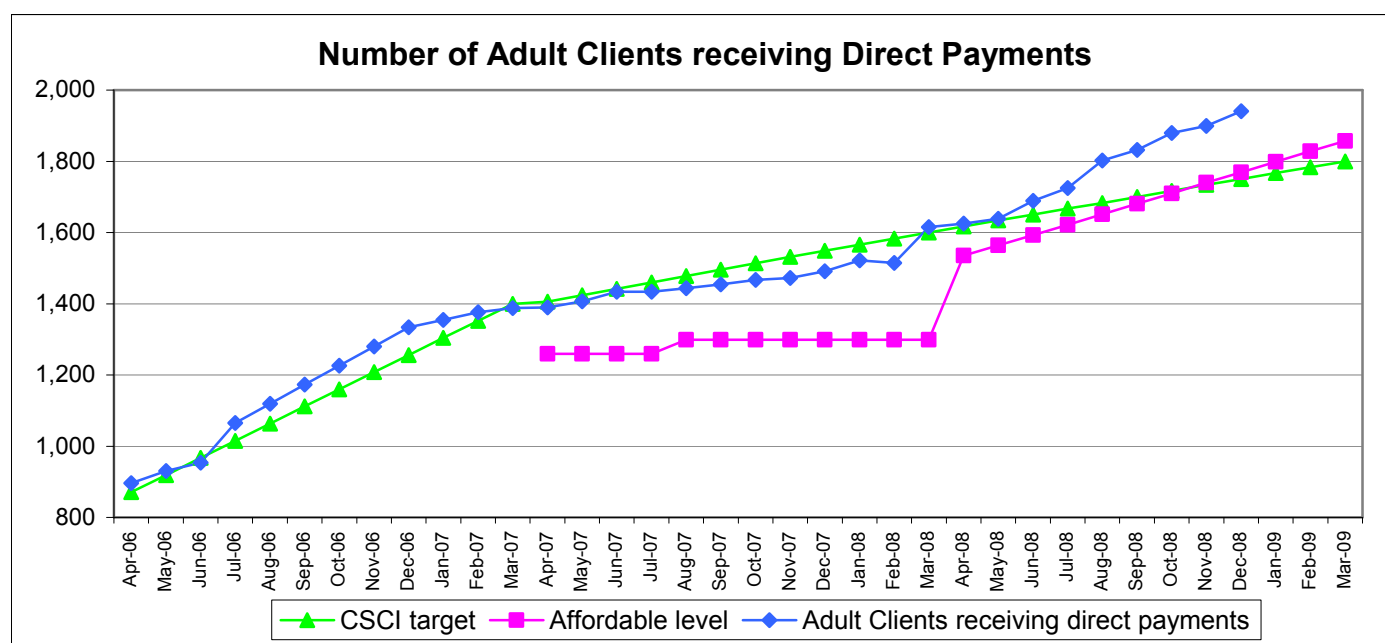


### Comments:

- Supported Accommodation is a rapidly growing area of expenditure and as such there is little activity/unit cost data available from prior years. The service is difficult to measure in weeks as it is regarded as a community service. The weekly unit cost for the service will fluctuate as the service assists people with a learning disability with a wide range of needs, and even a few hours or more intensive support will change the weekly cost. As already mentioned above there have been changes to the figures since the first full monitoring report to reflect our developing understanding of the service. A Department of Health consultation has just finished and we are now awaiting the confirmation of the definition for Supported Accommodation. There will be some adjustments to the activity and unit costs once this has happened.
- The forecast unit cost of £490.83 is lower than the affordable cost of £515.41 and this difference of £24.58 provides a saving of £324k when multiplied by the affordable weeks as highlighted in section 1.1.3.3.d.

## 2.6 Direct Payments – Number of Adult Social Services Clients receiving Direct Payments:

	2006-07			2007-08			2008-09		
	CSCI Target	Affordable Level	Adult Clients receiving Direct Payments	CSCI Target	Affordable Level	Adult Clients receiving Direct Payments	CSCI Target	Affordable Level	Adult Clients receiving Direct Payments
April	871		896	1,406	1,259	1,390	1,617	1,535	1,625
May	919		930	1,424	1,259	1,407	1,634	1,564	1,639
June	967		954	1,442	1,259	1,434	1,650	1,593	1,689
July	1,015		1,065	1,460	1,259	1,434	1,667	1,622	1,725
August	1,063		1,119	1,478	1,299	1,444	1,683	1,651	1,802
September	1,112		1,173	1,496	1,299	1,454	1,700	1,681	1,832
October	1,160		1,226	1,514	1,299	1,467	1,717	1,710	1,880
November	1,208		1,280	1,532	1,299	1,472	1,734	1,740	1,899
December	1,256		1,334	1,549	1,299	1,491	1,750	1,769	1,941
January	1,304		1,355	1,566	1,299	1,522	1,767	1,799	
February	1,352		1,376	1,583	1,299	1,515	1,783	1,828	
March	1,400		1,388	1,600	1,299	1,615	1,800	1,857	



## Comments:

- Figures provided for last year represented the number of people who had a direct payment to provide permanent support. As of March 2008 and onwards, the monitoring of these figures has changed slightly, in line with guidance from the Department of Health. We are now monitoring all people who have had a direct payment, irrespective of whether permanent ongoing support is being purchased, or whether the direct payment is being used to purchase respite care.
- The introduction of direct payments is identifying some previously unmet demand/need. Work is ongoing to track all new direct payment clients to prove /disprove this belief.

## ENVIRONMENT & REGENERATION DIRECTORATE SUMMARY JANUARY 2008-09 FULL MONITORING REPORT

### 1. FINANCE

#### 1.1 REVENUE

1.1.1 All changes to cash limits are in accordance with the virement rules contained within the constitution, with the exception of those cash limit adjustments which are considered "technical adjustments" i.e. where there is no change in policy, including:

- Allocation of grants and previously unallocated budgets where further information regarding allocations and spending plans has become available since the budget setting process.
- The inclusion of new 100% grants (i.e. grants which fully fund the additional costs) awarded since the last full monitoring report. These are detailed in Appendix 2 to the executive summary.
- Cash limits have also been adjusted since the last full monitoring report to reflect a number of technical adjustments to budgets, including the consolidation of the Kent Public Services Network budget from directorates to Corporate IS in the Corporate Support & External Affairs portfolio.

1.1.2 **Table 1** below details the revenue position by Service Unit:

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>Environment, Highways &amp; Waste portfolio</b>							
Kent Highways Services	60,249	-7,015	53,234	4,085	-285	3,800	Pressures on traffic management act (£550k), increased NOMU activity (£350k), vegetation control (£900k), winter maintenance (£600k). Invest to save (£1400k)
Public Transport Contracts	15,924	-2,069	13,855	-1,077	0	-1,077	Savings on bus contracts and Freedom Pass (-£1.5m) offset by concessionary fares (+£423k)
Waste Management	66,760	-1,158	65,602	-4,530	-560	-5,090	Gross: Allington, reduced tonnage, KWP. Income: recycling and "operation cubit"
Environmental Group	8,140	-4,000	4,140	160	0	160	Country parks
Transport Strategy	617	0	617	-13	-19	-32	
Strategic Management, Finance, Performance & Information & Analysis Group	7,243	-462	6,781	-785	95	-690	Gross: IT (£260k) and MIDAS replacement (£430k) Income: AIT
<b>Total E, H &amp; W</b>	<b>158,933</b>	<b>-14,704</b>	<b>144,229</b>	<b>-2,160</b>	<b>-769</b>	<b>-2,929</b>	
<b>Regeneration &amp; Supporting Independence portfolio</b>							
Regeneration & Projects	6,372	-950	5,422	-80	0	-80	Bio fuel project - roll to match fund Interreg projects
Economic Development	3,004	-848	2,156	-1	0	-1	
Planning & Development	1,100	-46	1,054	-213	-52	-265	Gross: Waste and minerals LDF (£60k), planning enquiries. Income: Government contribution
Planning Applications	1,477	-468	1,009	-389	74	-315	Gross: Shaw Grange (£240k), planning apps (£75k), vacancies (£74k). Income: reduced planning activity because of economic downturn.
<b>Total Regen &amp; SI</b>	<b>11,953</b>	<b>-2,312</b>	<b>9,641</b>	<b>-683</b>	<b>22</b>	<b>-661</b>	
<b>Total Directorate Controllable</b>	<b>170,886</b>	<b>-17,016</b>	<b>153,870</b>	<b>-2,843</b>	<b>-747</b>	<b>-3,590</b>	

### 1.1.3 Major Reasons for Variance:

Table 2, at the end of this section, details all forecast revenue variances over £100k. Each of these variances is explained further below:

#### **Environment, Highways & Waste portfolio:**

##### 1.1.3.1 Waste Management:

- There is a one-off saving of £2.2m from the waste to energy plant at Allington not being operational during significant parts of the financial year. This results from there being a saving of approximately £16 for every tonne being diverted to landfill (which is currently a cheaper option but not sustainable in the long run due to increasing landfill taxes and restrictions in the allowances). The plant is now fully operational and no further savings are expected against this budget.
- Waste tonnage continues to be down on last year's actuals and this year's targets. This has resulted in predicted savings of about £2m.
- As discussed in previous monitoring reports, income from the sale of recyclable materials is expected to exceed original forecast. This is as a result of the higher prices for raw materials experienced in the general economy during the early part of the year. These prices have generally tailed off as the economy continues to slow and demand falls. However, we still expect to exceed target by just over £427k.
- We are also achieving additional income from "Operation Cubit" which is a partnership with District Councils, Police and Fire to tackle untaxed and unwanted vehicles but this has reduced from previous reports to about £160k.
- The Kent Waste Partnership will also underspend by £330k at the year end. This money is committed for the Partnership and needs to be rolled into the new year.

1.1.3.2 Country Parks have an inherent budget problem of about £200k. This has been brought about by under investment in an adequate maintenance programme (leading to health and safety issues) and taking on Lullingstone Park and the loss-making Canterbury environment centre. The Country Parks service has reviewed all of its activity and has started to make efficiencies where possible and has reduced the expected pressure for this year to £160k. They are also trying to increase income generation and to help support this there is £800k per annum in the MTFP for some capital investment. This will be invested in facilities that will encourage people to attend the parks and to spend money while they are there.

##### 1.1.3.3 Kent Highway Services

- The main new pressure to declare on the Kent Highways Service is for winter maintenance. Due to the severe weather during the end of January and beginning of February this budget is forecast to overspend by £600k. This forecast assumes that the number of salting runs will remain at target for the rest of the financial year and therefore the pressure may be understated if the poor weather returns.
- The other pressures on this service are largely as previously reported. The additional work of the Network Operation Management Unit (NOMU), which are the general road crews that fix minor highway repairs such as potholes is now £350k. The increased vegetation control costs have reached £900k and the one-off costs of implementing the permit scheme from the Traffic Management Act have reduced to £550k. The NOMU increases have been part of the drive to respond to customer service requests and the vegetation increases as a result of focusing NOMU crews more on potholes. In addition there will be £1.4m of spend on Invest to Save projects, as agreed by Cabinet in September. Further details are provided in paragraph 1.1.3.6.
- There have also been some gross and income variances with increased fees and charges predicted of £285k and a corresponding increase in costs relating to chargeable works such as dropped kerbs.



- 1.1.3.4 There is a significant underspend on the public transport group, which partly offsets the pressures on highways maintenance. This has resulted from the Unit working in partnership with the bus companies to keep the costs of supporting socially necessary but uneconomic bus services and the Freedom Pass below the original estimates. The forecast saving on this part of the budget is £1.5m. This saving is reduced by £423k for the pressure on concessionary fares, to reimburse Districts for bringing forward free bus travel for the over 60's and disabled people from 9.30am to 9.00am, giving a net underspend against this service of £1.077m.
- 1.1.3.5 There are two underspends on the Resources division one resulting from an underspend against one-off IT money (£260k) and the other from specific roll-forward from 2007-08 for the MIDAS financial and management information system replacement project (£430k). Due to the phasing of the MIDAS replacement project, £430k of the £450k rolled forward from 2007-08 will be required to roll forward to 2009-10 to meet the commitments on the project.
- 1.1.3.6 After offsetting all of the portfolio pressures against the £5.090m waste savings, and allowing for the £0.760m re-phasing to be rolled forward, there is a residual underspend of £4.330m. Cabinet has agreed that £1.4m of this one-off money can be used to fund invest to save schemes within KHS, which will be needed to help address the MTP issues within the portfolio. In the last full monitoring report we declared that we would be using this to invest in street lighting in order to reduce electricity costs in line with the MTP. The street light replacement lanterns will be a capital item, so there will need to a revenue contribution to capital. So far, only £0.9m is guaranteed to be spent in this financial year, but we are exploring getting the remaining lantern heads delivered before the end of March. If the street lighting investment does not take up all of the £1.4m we will revisit paying off some of the coastal protection loans to save on interest payments in future years.
- 1.1.3.7 The remainder of the underspend (£2.169m) will be held to assist, if necessary, with any Countywide pressures that arise during 2008-09 or will be rolled forward to assist with pressures within the EH&W portfolio in 2009-10.

**Regeneration & Supporting Independence portfolio:**

- 1.1.3.8 There is an underspend of £80k on the bio fuels project. This is being held back in order that it can be used to match fund two Interreg projects in 2009-10. Therefore this underspend will need to roll forward.
- 1.1.3.9 The costs of major planning enquiries do not fall neatly in one financial year and the Integrated Planning and Strategy unit will need to rephase some of its budget (£205k) into the new year to align with its current expected spending profile. There is also a commitment on the minerals and waste framework, which will not be completed by the end of the financial year and will therefore need to be rolled into the new year (£60k).
- 1.1.3.10 The Planning Applications section also has the same peaks and troughs of expenditure depending on which applications are submitted. They will also need to rephase some of their budget (£75k) into the new year to meet this variable demand. Also, the Shaw Grange remedial work will not happen again this year and will cause an underspend of £240k. This "saving" will need to be rolled forward into 2009-10 to meet our commitment on this.

**Table 2: REVENUE VARIANCES OVER £100K IN SIZE ORDER**  
(shading denotes that a pressure/saving has an offsetting entry which is directly related)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
EHW	Invest to Save projects	+1,400	EHW	Diversion to landfill while Allington waste to energy plant off-line	-2,200
EHW	Vegetation control	+900	EHW	Reduced waste tonnage	-2,000
EHW	Winter maintenance	+600	EHW	Public transport including Freedom pass	-1,500
EHW	One-off costs of implementing the permit scheme from the Traffic Management Act	+550	EHW	MIDAS financial and management information system replacement project phasing	-430
EHW	Concessionary fares	+423	EHW	Recycling income	-427
EHW	Increased Network Operation Management Unit (NOMU) activity	+350	EHW	Kent Waste Partnership	-330
EHW	Increased costs relating to KHS rechargeable works	+285	EHW	Increase in income from KHS rechargeable works	-285
EHW	Country parks	+160	EHW	Reduction on anticipated IT transformation spend	-260
			RSI	Shaw Grange remedial works phasing	-240
			RSI	Major planning enquiries	-205
			EHW	Additional income from "Operation Cubit" (partnership project to tackle abandoned vehicles)	-160
		+4,668			-8,037

#### 1.1.4 Actions required to achieve this position:

N/A

#### 1.1.5 Implications for MTP:

There are some significant pressures in the MTP, which are supported by a variety of savings. The £1.4m of our underspend that we are using as investment to reduce future ongoing costs will assist with meeting these savings targets.

#### 1.1.6 Details of re-phasing of revenue projects:

The following projects are re-phasing into 2009-10:

- MIDAS finance system replacement - £430k (EHW)
- Kent Waste Partnership - £330k (EHW)
- Bio fuels project - £80k (RSI)
- Planning enquiries - £205k (RSI)
- Waste and minerals framework - £60k (RSI)
- Planning applications - £75k (RSI)
- Shaw Grange remedial work - £240k (RSI)

#### 1.1.7 Details of proposals for residual variance: [eg roll forward proposals; mgmt action outstanding]

The underspend for the Directorate is currently £3.590m, as shown in table 1. After taking into account the £1.420m of re-phasing of projects detailed in section 1.1.6 above, we are left with an underspend of £2.170m (£2.169m EH&W and £0.001m R&SI) which will be held to assist, if necessary, with countywide pressures during 2008-09 or will be rolled forward to support pressures in the 2009-10 budget.

## 1.2 CAPITAL

1.2.3 All changes to cash limits are in accordance with the virement rules contained within the constitution and have received the appropriate approval via the Leader or relevant delegated authority.

The capital cash limits have been adjusted to reflect the position reflected in the 2009-12 MTP as agreed by County Council on 19 February 2009. However, these differ from the cash limits shown in 2009-10 Budget Book, as the cash limits reflected in this report only include those projects starting in the current or previous years, whereas the cash limits in the 2009-10 Budget Book also include projects due to start in future years of the 2009-12 MTP.

In addition, there has been a further change since the budget was agreed:

- Forthill de-dualling public realm works funded by additional Interreg money
- £000s  
119

1.2.4 **Table 3** below provides a portfolio overview of the latest capital monitoring position.

	Prev Yrs Exp £000s	2008-09 £000s	2009-10 £000s	2010-11 £000s	Future Yrs £000s	TOTAL £000s
<b>Environment, Highways &amp; Waste Portfolio</b>						
Budget approved at Cty Council	88,338	73,117	123,847	140,605	326,688	752,595
Adjustments:						
-						0
Revised Budget	88,338	73,117	123,847	140,605	326,688	752,595
Variance		-1,552	2,656	5	0	1,109
<b>split:</b>						
- real variance		+1,084	+20	+5		+1,109
- re-phasing		-2,636	+2,636			0
<b>Regeneration &amp; Supporting Independence Portfolio</b>						
Budget approved at Cty Council	5,969	11,687	4,211	2,720	1,762	26,349
Adjustments:						
- Forthill De-dualling		119				119
Revised Budget	5,969	11,806	4,211	2,720	1,762	26,468
Variance		-404	336	95		27
<b>split:</b>						
- real variance		+27				+27
- re-phasing		-431	+336	+95	0	0
<b>Directorate Total</b>						
Revised Budget	94,307	84,923	128,058	143,325	328,450	779,063
Variance	0	-1,956	2,992	100	0	1,136
<b>Real Variance</b>		<b>+1,111</b>	<b>+20</b>	<b>+5</b>	<b>0</b>	<b>+1,136</b>
<b>Re-phasing</b>		<b>-3,067</b>	<b>+2,972</b>	<b>+95</b>	<b>0</b>	<b>0</b>

### 1.2.3 Main Reasons for Variance

Table 4 below, details all forecast capital variances over £250k in 2008-09 and identifies these between projects which are:

- part of our year on year rolling programmes e.g. maintenance and modernisation;
- projects which have received approval to spend and are underway;
- projects which are only at the approval to plan stage and
- projects at preliminary stage.

The variances are also identified as being either a real variance i.e. real under or overspending which has resourcing implications, or a phasing issue i.e. simply down to a difference in timing compared to the budget assumption.

Each of the variances in excess of £1m which is due to phasing of the project, excluding those projects identified as only being at the preliminary stage, is explained further in section 1.2.4 below.

All real variances are explained in section 1.2.5, together with the resourcing implications.

**Table 4: CAPITAL VARIANCES OVER £250K IN SIZE ORDER**

portfolio	Project	real/ phasing	Project Status			
			Rolling Programme £'000s	Approval to Spend £'000s	Approval to Plan £'000s	Preliminary Stage £'000s
<b>Overspends/Projects ahead of schedule</b>						
EHW	Highway Maintenance	Real	+4,517			
			<b>+4,517</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Underspends/Projects behind schedule</b>						
EHW	Integrated Transport	Real	-3,617			
EHW	Reshaping Kent Highways Accommodation	Phasing		-2,017		
RSI	East Kent Empty Property Initiative	Phasing		-336		
EHW	Traffic Signal Head Replacement	Phasing		-255		
EHW	Country Park Access & Development	Phasing	-254			
			<b>-3,871</b>	<b>-2,608</b>	<b>0</b>	<b>0</b>
			<b>+646</b>	<b>-2,608</b>	<b>0</b>	<b>0</b>

## 1.2.4 Projects re-phasing by over £1m:

### 1.2.4.1 Kent Highways accommodation – slippage £2.017 million

This scheme is designed to deliver the reshaping of the Highways accommodation. This phase of the scheme is to deliver the West Kent equivalent of the new Ashford depot. It has slipped by £2.017 million, which represents 8.1% of the total value of the scheme. It has been delayed in its progress because of difficulties in finding a suitable alternative site to the original option of Wrotham, which failed to get appropriate planning permission. It is difficult to give a new completion date until a site and the required planning permission has been secured but it is estimated that work will be finished by 2010. The service implications of this delay are delays in securing the efficiencies that the Ashford depot is already delivering. This delay will not affect the overall budget, which will remain the same. Revised phasing of the scheme is now as follows

	Prior Years	2008-09	2009-10	2010-11	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget	13,332	5,400	4,150	2,000		24,882
Forecast	13,332	3,383	6,167	2,000		24,882
Variance	0	-2,017	2,017	0	0	0
<b>FUNDING</b>						
<b>Budget:</b>						
prudential	2,000	2,450				4,450
prudential/revenue	10,483	1,975	488	2,000		14,946
PEF2			3,398			3,398
other external	9					9
capital receipts	840	975	264			2,079
TOTAL	13,332	5,400	4,150	2,000	0	24,882
<b>Forecast:</b>						
prudential	2,000	2,450				4,450
prudential/revenue	10,483		2,463	2,000		14,946
PEF2			3,398			3,398
other external	9					9
capital receipts	840	933	306			2,079
TOTAL	13,332	3,383	6,167	2,000	0	24,882
<b>Variance</b>	<b>0</b>	<b>-2,017</b>	<b>2,017</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 1.2.5 Projects with real variances, including resourcing implications:

Table 3 shows a £1.136m real variance over the period of the MTP, which is due to:

### 1.2.5.1 EH&W portfolio:

Underspends on the Integrated Transport (IT) programme as result of difficulties with planning permission etc, currently estimated to be £3.617m by end of the financial year, will be used to offset an equivalent planned overspend on Highway maintenance of £3,617m. The overspend on the maintenance is to bring forward work to address some of the service pressures in this area, and will utilise the LTP funding available in 2008-09 as it is permissible for IT funding to be spent on highway maintenance and vice versa.

There will be a further overspend on highways maintenance of £0.9m as result of investment in street lighting and the need to replace old mercury lantern heads with new energy saving lanterns. This overspend will be covered by a contribution from revenue (from the £1.4m approved for invest to save schemes from the waste underspend).

Major scheme design will overspend by £0.2m because of:

- £0.140m on the East Kent access phase 2 scheme, funded from additional external funding,
- £0.045m on the Northfleet footbridge to be funded by a planned underspend on the Thames Delivery Board and
- £0.015m on Smartlink to be funded from a contribution from the Regeneration revenue fund.

Part 1 compensation claims are forecast to overspend by £20k. This will be covered by a contribution from Gravesham Borough Council.

Leybourne – West Malling bypass will underspend by £30k.

Everard phase 2 will underspend by £36k now that the final account has been agreed. This will be matched by a reduced drawdown from developer contributions.

Sittingbourne Northern Relief Road scheme will overspend by £55k. This will be funded from a revenue contribution of £30k and additional CLG grant.

#### 1.2.5.2 R&SI portfolio:

Forthill de-dualling is overspending by £72k and external funding is in place to cover this.

The Kent Thames Delivery Board is underspending by £0.045m in order to offset the overspend on the design fees for Northfleet footbridge, as highlighted above.

The under and overspends above, coupled with the additional funding secured means that there are no overall resource implications for the Directorate currently.

#### 1.2.6 **General Overview of capital programme:**

##### **(a) Risks**

The major risk facing E&R at the moment is the reliance for some schemes on developer contributions. In the current economic climate these developer payments are much more high risk and there is no backing from the Government currently to underwrite this risk.

##### **(b) Details of action being taken to alleviate risks**

We have approached Government with a view to get them to consider underwriting the risk on the Sittingbourne Northern Relief Road which has £4.1m of developer contributions. However we are not confident that the Government will assist with this as they have made it clear that this risk lies with Local Authorities. Developer contributions will become an increasing issue therefore in the next few years.

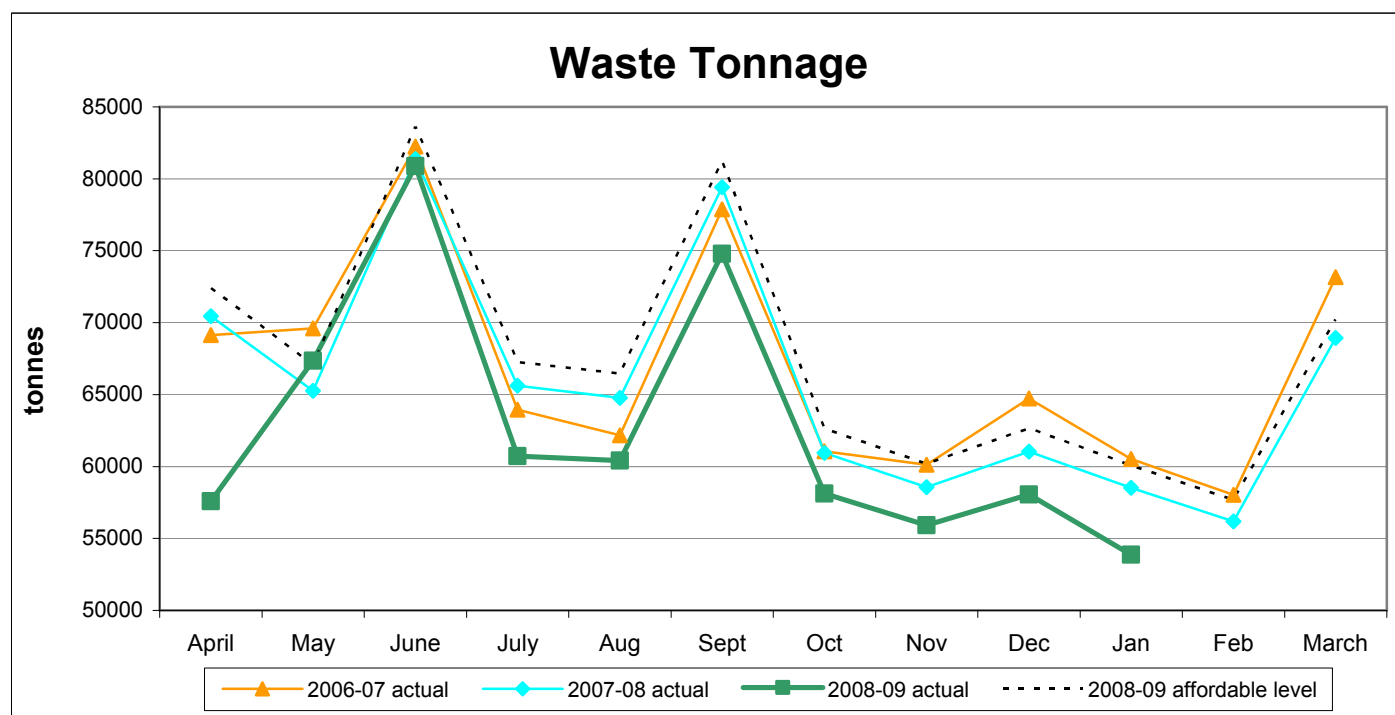
On the specific of Sittingbourne Northern Relief Road we are making every effort to confirm with the developer their willingness and ability to pay the agreed contribution and have received a “letter of comfort” from them to this effect.

## 2. KEY ACTIVITY INDICATORS AND BUDGET RISK ASSESSMENT MONITORING

### 2.1 Waste Tonnage:

	2006-07	2007-08	2008-09	
	Waste Tonnage	Waste Tonnage	Waste Tonnage*	Affordable Level
April	69,137	70,458	57,597	72,411
May	69,606	65,256	67,361	67,056
June	82,244	81,377	80,886	83,622
July	63,942	65,618	60,724	67,275
August	62,181	64,779	60,415	66,459
September	77,871	79,418	74,780	81,212
October	61,066	60,949	58,122	62,630
November	60,124	58,574	55,917	60,180
December	64,734	61,041	58,046	62,669
January	60,519	58,515	53,865	60,073
February	58,036	56,194		57,679
March	73,171	68,936		70,234
<b>TOTAL</b>	<b>802,631</b>	<b>791,115</b>	<b>627,713</b>	<b>811,500</b>

\* Note: waste tonnages are subject to slight variations between quarterly reports as figures are refined and confirmed with Districts



#### Comments:

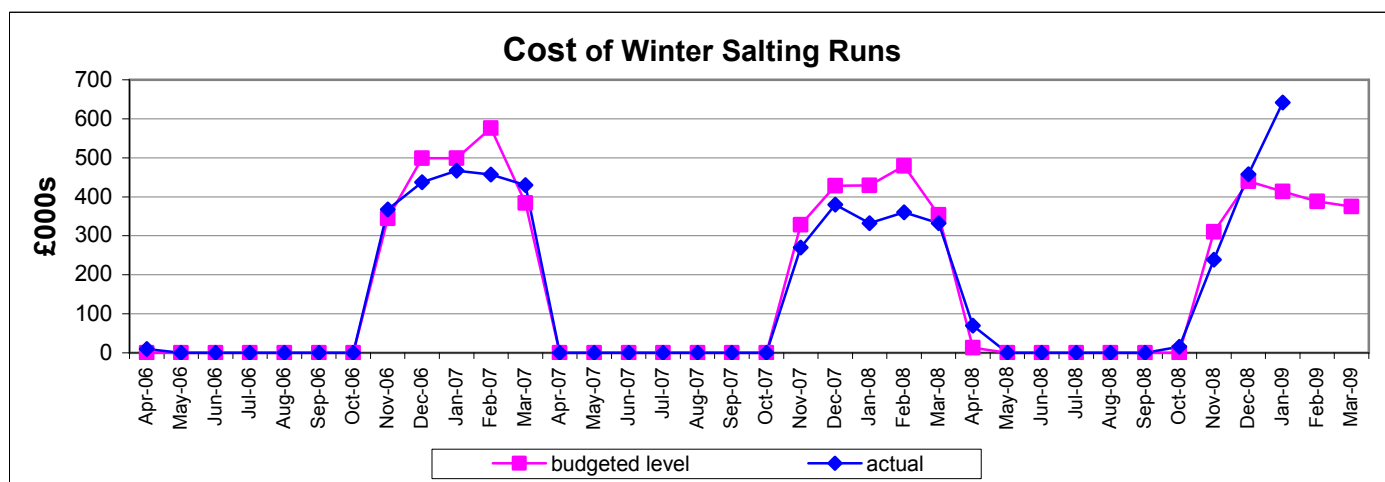
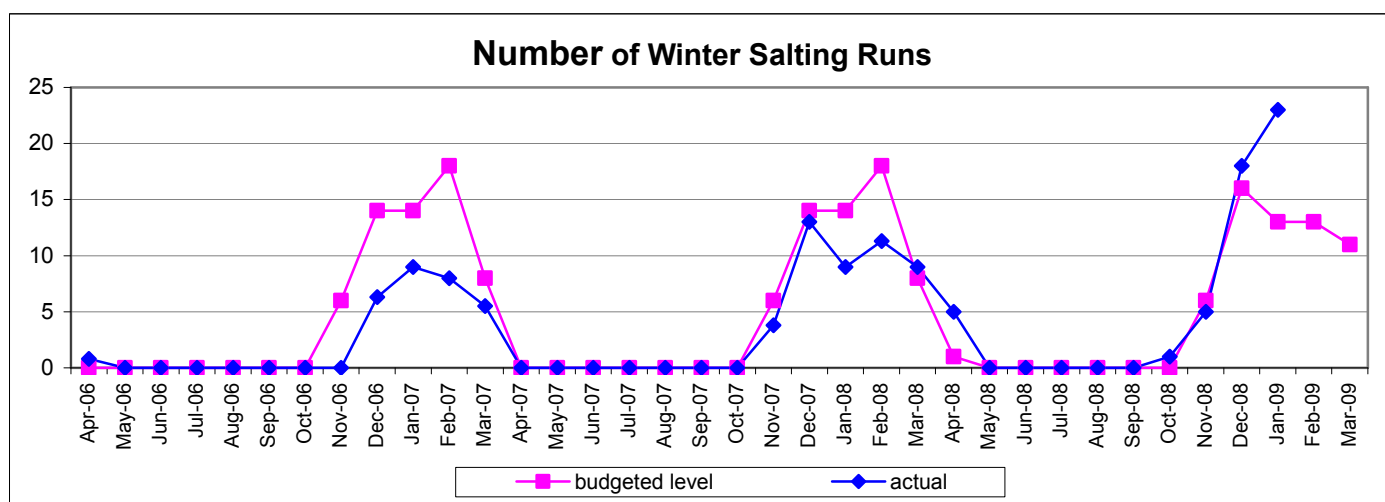
- Tonnage is significantly down on previous years. This may be reflective of the slowing economy but the same pattern did not occur in the recession in the early 90's, so this cause and effect cannot be guaranteed. The "reducing waste" campaigns may be contributing to this reduction, along with the reduction in packaging that some manufacturers have started to pursue. Waste tonnage continues to be very difficult to predict accurately but we have built into our MTP proposals an assumption of a 2% reduction year on year, which seems a reasonable risk at this stage.

## 2.2 Number and Cost of winter salting runs:

	2006-07				2007-08				2008-09			
	Number of salting runs		Cost of salting runs		Number of salting runs		Cost of salting runs		Number of salting runs		Cost of salting runs	
	Actual <sup>2</sup> £000s	Budgeted Level £000s	Actual £000s	Budgeted Level £000s	Actual £000s	Budgeted Level £000s	Actual £000s	Budgeted Level <sup>2</sup> £000s	Actual level	Budgeted level	Actual £000s	Budgeted Level <sup>2</sup> £000s
April	0.8 <sup>1</sup>	-	10	-	-	-	-	-	5	1	70	13
May	-	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-	-
July	-	-	-	-	-	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-	-	1	-	16	-
November	-	6	368	345	3.8	6	270	328	5	6	239	310
December	6.3	14	437	499	13.0	14	380	428	18	16	458	440
January	9.0	14	467	499	9.0	14	332	429	23	13	642	414
February	8.0	18	457	576	11.3	18	360	479		13		388
March	5.5	8	430	384	9.0	8	332	354		11		375
<b>TOTAL</b>	<b>29.6</b>	<b>60</b>	<b>2,169</b>	<b>2,303</b>	<b>46.1</b>	<b>60</b>	<b>1,674</b>	<b>2,018</b>	<b>6</b>	<b>60</b>	<b>1,425</b>	<b>1,940</b>

Note <sup>1</sup>: only part of the Kent Highways Network required salting

Note <sup>2</sup>: the 2007-08 & 2008-09 budgets exclude overheads, as these are now charged centrally.



## Comments:

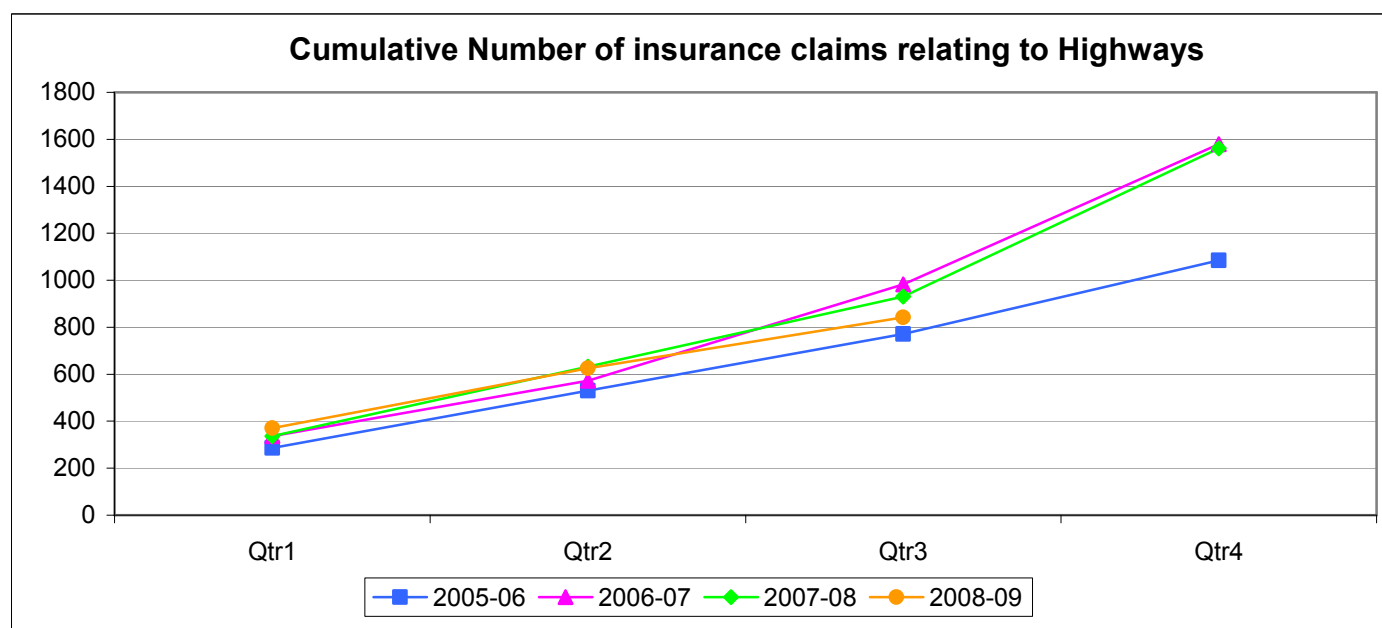
- The charges for the Winter Maintenance Service reflect two elements of cost: the smaller element being the variable cost of the salting runs undertaken; the major element of costs, relating to overheads and mobilisation within the contract, have been apportioned equally over the 5 months of the salting period.



- In setting the 2008-09 budget, a reassessment of the overheads and mobilisation element of the costs of the service has enabled a slightly lower budget to be set.
- The recent period of bad weather during January and February has caused the number and cost of salting runs to go over budget, as reported in paragraph 1.1.3.3. The table above shows costs of £1,425k compared to a budgeted position of £1,177k as at the end of January i.e. an overspend of £248k. The £600k overspend forecast in paragraph 1.1.3.3 was based on the number of additional salting runs as at mid February (the date of consolidating this report). At this point there were a further 15 runs over budget (not reported in the table above) adding an overspend of about £350k to the £248k reported in the table. Any further periods of bad weather causing additional salting runs over and above the budgeted level between now and the end of the financial year, will cause this overspend to increase.

### 2.3 Number of insurance claims arising related to Highways with accident dates during these periods:

	2005-06	2006-07	2007-08	2008-09
<b>Accident Date</b>	Cumulative no. of claims	Cumulative no. of claims	Cumulative no. of claims	Cumulative no. of claims
April – June	286	337	336	371
July – September	530	572	632	626
October – December	771	982	931	842
January - March	1,085	1,579	1,561	



#### Comments:

- Numbers of claims will continually change as new claims are received relating to accidents occurring in previous quarters. Claimants have 3 years to pursue an injury claim and 6 years for damage claims. The data previously reported has been updated to reflect claims logged with Insurance as at 19 January 2009.
- Quarter 1 figures for 2008-09 have now exceeded previous years and quarter 2 is currently only marginally down on last year, but this may increase in due course, reflecting the delay in some claimants submitting their claim.
- The Insurance section continues to work closely with Highways to try to reduce the number of successful claims and currently the Authority manages to achieve a rejection rate of claims where it is considered that we do not have any liability, of about 80%.

## COMMUNITIES DIRECTORATE SUMMARY JANUARY 2008-09 FULL MONITORING REPORT

### 1. FINANCE

#### 1.1 REVENUE

1.1.1 All changes to cash limits are in accordance with the virement rules contained within the constitution, with the exception of those cash limit adjustments which are considered "technical adjustments" ie where there is no change in policy, including:

- Allocation of grants and previously unallocated budgets where further information regarding allocations and spending plans has become available since the budget setting process.
- The inclusion of new 100% grants (ie grants which fully fund the additional costs) awarded since the last full monitoring report. These are detailed in Appendix 2 to the executive summary.
- Cash limits have also been adjusted since the last full monitoring report to reflect a number of technical adjustments to budgets, including the consolidation of the Kent Public Services Network budget from directorates to Corporate IS in the Corporate Support & External Affairs portfolio.

1.1.2 **Table 1** below details the revenue position by Service Unit:

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>Communities portfolio</b>							
Turner Contemporary	1,003	-200	803	54	-54	0	
Kent Drug & Alcohol Action Team	15,399	-13,238	2,161	252	-252	0	Additional investment from PCTs for alcohol services for adults, and prevention services for young people. Young peoples grant now reflected in cash limit. Reduced spend and income for other young peoples services
Youth Offending Service	6,376	-2,639	3,737	285	-285	0	Additional costs and income for seconded officer to prison service, secondment from probation and East Kent Safer Schools initiative
Youth Services	12,724	-5,380	7,344	1154	-1229	-75	Unbudgeted expenditure & income for connexions, PAYP and allocations from Youth Opportunities Fund
Adult Education	13,472	-13,845	-373	-198	198	0	Fewer than anticipated enrolments; reduced sessional staff & other costs
Key Training	4,125	-3,987	138	8	0	8	
Arts Development	1,303	-15	1,288	94	-80	14	Additional spend and income for Light-up Dover campaign. Folkestone Triennial
Libraries, Information & Archives	25,097	-3,320	21,777	-185	34	-151	Underspends on staff and premises offset by overspends on on other expenditure budgets

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>Communities portfolio</b>							
Sports, Leisure & Olympics	3,263	-2,183	1,080	33	-121	-88	
Kent Community Safety Partnership	4,362	-271	4,091	-20	-12	-32	
Coroners	2,394	-384	2,010	218	-4	214	Long inquests, pathology fees and mortuary attendants
Emergency Planning	707	-142	565	59	6	65	Training, AWARE project & business continuity
Kent Scientific Services	1,628	-1,655	-27	44	-3	41	
Registration	4,268	-2,855	1,413	-137	132	-5	Shortfall in income from ceremonies offset by staff underspends
Trading Standards	4,313	-375	3,938	-301	58	-243	Staff vacancies
Policy & Resources	1,359	-77	1,282	-14	-42	-56	
Business Development Team	207	0	207	10	-1	9	
Business Support	223	0	223	61	-92	-31	Income from Regional Training Fund and Trading Standards South East Ltd
Strategic Management	985	0	985	56	0	56	
Centrally Managed directorate budgets	260	-951	-691	342	270	612	Directorate costs with inadequate budget provision
<b>Total Communities controllable</b>	<b>103,468</b>	<b>-51,517</b>	<b>51,951</b>	<b>1,815</b>	<b>-1,477</b>	<b>338</b>	
<b>Assumed Management Action</b>				<b>-338</b>		<b>-338</b>	
<b>Forecast after Mgmt Action</b>				<b>1,477</b>	<b>-1,477</b>	<b>0</b>	

### 1.1.3 Major Reasons for Variance: *[provides an explanation of the 'headings' in table 2]*

Table 2, at the end of this section, details all forecast revenue variances over £100k. Each of these variances is explained further below:

#### 1.1.3.1 Adult Education

The adult education service has made significant progress to address the deficits it has incurred in previous years arising from a combination of reductions in funding from the Learning and Skills Council in 2005/06 and 2006/07, and lower than anticipated enrolments in 2007/08. The service has now agreed a budget plan to ensure expenditure does not exceed income in 2008/09 and to repay the £373k in year deficit made during 2007/08. To achieve this, the AE service will capitalise expenditure on the Education Business System which will be funded from a capital receipt from the sale of a redundant AE centre. This position is after the £750k virement from Finance portfolio to reflect the agreed recovery plan.

Enrolments for fee earning courses have improved since the last report but are still 6% less than the previous year. The impact on tuition fees is a reduction of 2% on the anticipated level (£198k). As a result the service has had to make compensatory savings on sessional staff and other expenditure headings to ensure targets on group sizes and a balanced budget can be achieved. Overall enrolments including non fee earning courses for family learning and literacy & numeracy are 5% up on the previous year and 2% ahead of target (see section 2.1).

The decline in fee earning enrolments is predominantly Adult Community Learning (ACL) courses where enrolments are down by 9%. Enrolments for fee paying FE courses have remained at the same level as last year. The biggest reductions are in ACL courses for leisure, travel and tourism and arts, media and publishing. ACL enrolments for languages, literature and culture have remained at the previous levels although FE enrolments in this curriculum area have reduced.

There has been an increase in enrolments for FE courses covering preparation for life and work and information and communications technology.

#### 1.1.3.2 Youth Service

The budget assumed that that the contract with Connexions to provide information, support and advisory services to young people would come to an end at the end of 2007/08. We have negotiated an extension with Connexions until the end of March 2009 with additional income and expenditure amounting to £475k. This contract may be extended further. The Youth Service has also received a contribution of £352k from CFE to support Positive Activities for Young People (PAYP). As with Connexions, PAYP has matching additional income and expenditure. Youth centres have succeeded in securing £350k from the Youth Opportunity Fund managed by young people through the Youth County Council, this is being spent on projects managed through local centre bank accounts.

#### 1.1.3.3 Coroners

Despite providing an additional £200k into the budget in 2008/09 the Coroner's service continues to be overspent. The demands placed on Coroners to investigate deaths are increasingly more complex resulting in more long inquests and thus additional expenses for the Coroners and other costs associated with conducting inquests, currently forecast at an overspend of £129k. Coroners are also incurring additional expense for pathology fees (both as a consequence of investigating more cases and due to higher charges from hospital trusts) and for mortuary attendants totalling £89k. KCC has very little influence over the work of the Coroners and therefore little control over expenditure which is governed by the claims from Coroners themselves.

A Coroners Bill was announced in the Queen's speech and we are awaiting further details of the scope this will provide to make structural changes to make Coroners expenditure less unpredictable.

#### 1.1.3.4 Libraries, Information and Archives

Income from the rental of audio visual materials in libraries has declined in recent years in line with changes in the market and despite the fact that action taken has slowed the decline the service has been unable to meet its income budgets. The service has explored other merchandising opportunities and this year is forecasting that it can make some additional income e.g. the sale of jute bags and Kent on Canvas, but overall will still fall short of income targets in the budget by £129k. (The graph in section 2.2 shows the shortfall on AV income as part of overall shortfall of £129k on all trading activities). However, there are additional costs of £117k associated with merchandising new products. In order to compensate for this, the service has had to make savings on staff and premises costs (mainly rate rebates).

The capital programme now includes the project management costs for the Envision programme to replace library IT systems and this is reflected in reduced revenue spending of £125k. The service has also received funding from Children Families and Education towards the National Year of Reading programme.

Overall the service is forecasting an underspend of £151k.

The Library Service has agreed to waive the fee for business information enquiries due to the current economic climate, this will have a very small impact on the income the service receives.

#### 1.1.3.5 Trading Standards

Trading Standards have delayed recruiting to a number of posts during the year in order to retain/hold positions for trainees as they qualify, which has resulted in a saving of £235k. The service continues to experience severe difficulties in attracting qualified staff to Kent mainly due to a national skills shortage, for example recent advertising produced no suitable applicants and hence the continued reliance on appointing trainees and using their well established career grade scheme.

#### 1.1.3.6 Registration Service

The Registration Service has not been able to achieve all the increased income target set in the budget. Although there was a significant increase in fee levels as we move towards covering the full cost of ceremonial services in KCC run establishments it was not possible to charge the increase to all customers as a significant number had already booked ceremonies prior to the fee increase being agreed. There is also evidence that as a result of the higher fees more couples are choosing the statutory service (where the fee is set by Government) or are choosing ceremonies in smaller rooms. The service has been able to offset the impact through using more full time staff to conduct ceremonies and from savings on pay and pension contributions for sessional staff.

#### 1.1.3.7 Kent Drug and Alcohol Action Team

KDAAT has secured an additional £206k from East Kent Primary Care Trust to increase adult alcohol service provision in East Kent and an additional £291k from both Kent PCTs to provide targeted prevention services for young people and commission healthy schools programmes. Both of these have a net nil effect as spend is increased in line with the additional income. KDAAT has decided to not proceed with a number of planned programmes this financial year in light of anticipated commitments in the new financial year to support the Dual Diagnosis Service for Young People, this has resulted in a reduction in spend and income contributions of £142k.

#### 1.1.3.8 Youth Offending Service

YOS has agreed to the secondment of a YOS officer to HMYOI Cookham Wood with the Prison Service. The Prison Service has agreed to provide £47k to back-fill the post.

Due to staff vacancies in posts in the Probation Service which would support the joint working arrangements between YOS and Probation Services, Probation has agreed to fund YOS £70k to cover the cost of agency staff to back fill these posts.

#### 1.1.3.9 Central Budgets

There are a number of budgets which are managed centrally on behalf of the directorate rather than devolved to individual services. This includes expenditure on emergency building maintenance, directorate wide activities and projects, service level agreements and a range of specific projects that do not relate to individual services. Income from overhead recharges to Adult Education is also held centrally. The budget set for directorate wide activities and projects is unrealistic as it was based on activities before the new directorate was fully established. The income budget included unrealistic assumptions about the amount that could be raised by services within Communities to meet the full cost of the Policy and Resources Unit.

The central budget has also had to meet a number of unexpected costs which have arisen during the year including unforeseen redundancy costs for posts which were externally funded and therefore not eligible for funding from the Corporate Workforce Reduction Fund and the external funding has now ceased; backdated revaluations of rent and rates on Communities premises; Margate Big Event, and staff costs for key projects.

**Table 2: REVENUE VARIANCES OVER £100K IN SIZE ORDER**  
(shading denotes that a pressure/saving has an offsetting entry which is directly related)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
CMY	Youth expenditure on connexions covered by increased income	+475	CMY	Youth external contributions for Connexions	-475
CMY	AE rolled forward deficit from 2007-08 due to lower than expected enrolments and restructure costs	+373	CMY	Transfer of expenditure for Education Business System within AE to capital programme	-373
CMY	Youth expenditure on Positive Activities for Youth People covered by contribution from CFE	+352	CMY	Youth - contribution from CFE for Positive Activities for Young People	-352
CMY	Youth centre projects funded from Youth Opportunities Fund	+350	CMY	Additional funding for youth centres from Youth Opportunities Fund	-350
CMY	KDAAT prevention and other young peoples services (funded by PCTs)	+291	CMY	KDAAT income from PCT for young peoples prevention and other services	-291
CMY	Central Budgets - Unrealistic income assumptions to meet the full cost of the Policy & Resources unit.	+290	CMY	Trading Standards staff underspends	-235
CMY	KDAAT Tier 2 alcohol services for adults (funded by PCTs)	+206	CMY	KDAAT income from PCT s for alcohol services	-206
CMY	Loss of tuition fee income due to lower than anticipated Adult Education enrolments on fee paying courses	+198	CMY	Reduced expenditure within AE on sessional staff and other budget headings in response to lower than anticipated enrolments	-198
CMY	Central Budgets: Unrealistic budgets set for directorate wide activities & projects	+189	CMY	Library rate rebates	-149
CMY	KDAAT reduction in income for other agencies for young peoples services	+142	CMY	KDAAT reduced spend on young peoples services in line with reduced contributions	-142
CMY	Registration shortfall in income	+137	CMY	Registration sessional staffing	-128
CMY	Coroners long inquests payments	+129	CMY	Libraries capitalisation of Envision project management	-125
CMY	Libraries shortfall in trading income from AV material, merchandising products and other income	+129	CMY	YOS additional income from Probation & Prison Service	-117
CMY	YOS additional spending to back-fill posts funded by Probation & Prison Service	+117			
CMY	Libraries merchandising purchases	+117			
		+3,495			-3,141

#### 1.1.4 Actions required to achieve this position:

1.1.4.1 The Adult Education Service has developed a financial recovery plan to address previous years' deficits and to ensure that in future it can respond more quickly to changes in income. Particular actions include:

- a review of terms and conditions for sessional lecturers so that their hours can be reduced without the individual having the right to redundancy benefits
- a reduction in fixed overheads through staff savings on management and administration
- significant progress in setting local managers increased targets for student numbers on individual courses to make courses financially viable
- review of course fees, freezing fees at 2007/08 levels for existing courses, and introducing a wider range of premium courses where the fees paid by students cover the full cost of courses
- transfer expenditure on Education Business System to the capital programme, to be funded by a combination of revenue contribution and proceeds from sale of redundant AE centre

These actions will resolve the deficit accrued in 2007/08 due to lower than expected enrolments and restructure costs.

The Adult Education service has also launched the TALENT programme which includes a review of terms and conditions for staff including a rationalisation of contracts, a review and clarification of staff structures and the implementation of a talent management process to ensure professional development of staff and succession planning.

- 1.1.4.2 The Youth Offending Service has taken further management action through vacancies and better use of joint funding arrangements to stay within its net budget. The County Youth Justice Board did not accept a recommendation that we should approach partners for additional funds to address budget pressures and that the service would have to agree a strategy to balance the budget. This has now been achieved and the consequences reported to the board.
- 1.1.4.3 The Arts Development Unit has completed a major staff restructuring to deliver the efficiency saving and staffing reductions assumed in the budget.
- 1.1.4.4 The Registration Service has increased charges for non statutory services by an average of approximately 45% in order to deliver the increased income agreed through medium term financial plan. The latest evidence is that this has started to have an impact on customer choice and we are carrying out an investigation.
- 1.1.4.5 Community Safety has ceased grants to Crime and Disorder Reduction Partnerships for community safety projects. This was taken as a saving in the 2008-11 MTP. This has not been well received by some partnerships although KCC remains committed that our priority for supporting crime and disorder reductions is through the warden service.

#### 1.1.5 **Implications for MTP:**

The ongoing pressures faced by the Coroners Service and the full year impact of the recent fuel and electricity price rises remain the main additional medium term financial pressures for the portfolio. These have been reflected in the 2009/10 budget and 2009/12 medium term financial plan agreed by County Council on 19<sup>th</sup> February.

The shortfalls in the central budgets for directorate wide activities and projects and income have been addressed in setting the 2009/10 budget by reviewing the recharges to individual services.

#### 1.1.6 **Details of re-phasing of revenue projects:**

N/A

#### 1.1.7 **Details of proposals for residual variance:**

Compensatory savings elsewhere within the Coroners and central budgets are unlikely unless demands on services reduce. We are working with the individual Coroners to identify the underlying reasons for different patterns of investigations but this is unlikely to result in significant savings. We are working with other local authorities to lobby the Local Government Association for additional government funding to resolve the situation but in the meantime we will be looking to identify savings in other services to offset the Coroners overspend.

To balance the overall portfolio budget we have made further savings on staffing budgets through holding posts vacant for the remainder of the year wherever possible. There is still a reasonable level of staff turnover and we will look to manage vacancies through covering work with existing staff rather than recruiting new staff. Nonetheless, we have not been able to resist filling all posts and do not want to introduce a mandatory vacancy freeze. We have agreed with heads of service that they reduce spending on non essential non staffing budgets along the same lines as those achieved in 2007/08 to balance the portfolio budget this year. We are confident that a balanced outturn position will be achieved.

## 1.2 CAPITAL

1.2.1 All changes to cash limits are in accordance with the virement rules contained within the constitution and have received the appropriate approval via the Leader, or relevant delegated authority.

The capital cash limits have been adjusted to reflect the position reflected in the 2009-12 MTP as agreed by County Council on 19 February 2009. However, these differ from the cash limits shown in 2009-10 Budget Book, as the cash limits reflected in this report only include those projects starting in the current or previous years, whereas the cash limits in the 2009-10 Budget Book also include projects due to start in future years of the 2009-12 MTP.

In addition, there has been a further change since the budget was agreed:

	2008-09 £000s	2009-10 £000s
▪ Capitalisation of ISG staff costs directly attributable to the Renewal of Libraries ICT project to be funded from prudential borrowing	100	25

1.2.2 **Table 3** below provides a portfolio overview of the latest capital monitoring position.

	Prev Yrs Exp £000s	2008-09 £000s	2009-10 £000s	2010-11 £000s	Future Yrs £000s	TOTAL £000s
<b>Communities Portfolio</b>						
Budget approved at Cty Council	17,627	11,175	23,575	5,912	8,202	66,491
Adjustments:						
- Renewal of Libraries ICT system		100	25			125
-						0
Revised Budget	17,627	11,275	23,600	5,912	8,202	66,616
Variance		-2,475	+528	+2,120	-44	+129
<b>split:</b>						
- real variance		+129	0	0	0	+129
- re-phasing		-2,604	+528	+2,120	-44	0
<b>Real Variance</b>		<b>+129</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>+129</b>
<b>Re-phasing</b>		<b>-2,604</b>	<b>+528</b>	<b>+2,120</b>	<b>-44</b>	<b>0</b>

### 1.2.3 Main Reasons for Variance

Table 4 below, details all forecast capital variances over £250k in 2008-09 and identifies these between projects which are:

- part of our year on year rolling programmes e.g. maintenance and modernisation;
- projects which have received approval to spend and are underway;
- projects which are only at the approval to plan stage and
- projects at preliminary stage.

The variances are also identified as being either a real variance i.e. real under or overspending which has resourcing implications, or a phasing issue i.e. simply down to a difference in timing compared to the budget assumption.

Each of the variances in excess of £1m which is due to phasing of the project, excluding those projects identified as only being at the preliminary stage, is explained further in section 1.2.4 below.

All real variances are explained in section 1.2.5, together with the resourcing implications.



**Table 4: CAPITAL VARIANCES OVER £250K IN SIZE ORDER**

portfolio	Project	real/ phasing	Project Status			
			Rolling Programme	Approval to Spend	Approval to Plan	Preliminary Stage
			£'000s	£'000s	£'000s	£'000s
<b>Overspends/Projects ahead of schedule</b>						
CMY	Ramsgate Library - insurance betterment	Real Phasing		+235 +200		
CMY	Modernisation of assets	Phasing Real	+216 +80			
			<b>+296</b>	<b>+435</b>	<b>-0</b>	<b>0</b>
<b>Underspends/Projects behind schedule</b>						
CMY	Turner Contemporary	Phasing		-1,619		
CMY	Contribution to The Marlowe Theatre	Phasing			-1,000	
			<b>0</b>	<b>-1,619</b>	<b>-1,000</b>	<b>0</b>
			<b>+296</b>	<b>-1,184</b>	<b>-1,000</b>	<b>0</b>

#### 1.2.4 Projects re-phasing by over £1m:

##### 1.2.4.1 Turner Contemporary – slippage £1.619 million

The previous forecast was based on the estimated schedule of payments for the main building contract produced by the architect's quantity surveyors. This assumed that work would commence on site at the end of October/early November. In the end the contract was not concluded until the end of November and work commenced on site in December. £1.619m slippage represents 9.3% of the total value of the scheme however, despite this slippage the project is still on schedule to be completed in 2010 with an official opening in spring 2011. Revised phasing of the scheme is now as follows:

#### Project: Turner Contemporary

	Prior Years	2008-09	2009-10	2010-11	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget	1,329	3,289	10,512	2,048	222	17,400
Forecast	1,329	1,670	9,951	4,272	178	17,400
Variance	0	-1,619	-561	+2,224	-44	0
<b>FUNDING</b>						
<b>Budget:</b>						
prudential	1,079	3,289	7,962	-3,812	-2,118	6,400
other external	250		2,550	5,860	2,340	11,000
TOTAL	1,329	3,289	10,512	2,048	222	17,400
<b>Forecast:</b>						
prudential	1,079	1,670	7,401	-1,588	-2,162	6,400
other external	250		2,550	5,860	2,340	11,000
TOTAL	1,329	1,670	9,951	4,272	178	17,400
Variance	0	-1,619	-561	+2,224	-44	0

### 1.2.4.2 Contribution to the Marlowe Theatre – slippage £1.0 million

This contribution will support the redevelopment of the Marlowe Theatre by Canterbury City Council. This is purely a timing issue regarding when our contribution to the project is required. The main contractors are due to be appointed shortly and construction is to commence in April 2009. There are no financial implications for KCC because it is a City Council project.

#### Project: Contribution to the Marlowe Theatre

	Prior Years	2008-09	2009-10	2010-11	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget		1,000	1,000			2,000
Forecast		0	2,000			2,000
Variance	0	-1,000	+1,000	0	0	0
<b>FUNDING</b>						
<b>Budget:</b>						
capital receipts		1,000	1,000			2,000
TOTAL	0	1,000	1,000	0	0	2,000
<b>Forecast:</b>						
capital receipts			2,000			2,000
TOTAL	0	0	2,000	0	0	2,000
<b>Variance</b>	<b>0</b>	<b>-1,000</b>	<b>+1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 1.2.5 Projects with real variances, including resourcing implications:

- Modernisation of Assets – ‘overspend’ of £80k for the Dover Big Screen project. This will be funded £75k from revenue and £5k external funding.
- Adult Education Purpose built accommodation at Canterbury High School – final account cost apportionment now being agreed with the school will result in an estimated £210k underspend this year. However, £160k of this needs to be written off against previous external funding from the school as otherwise it will be double counted in KCC’s consolidated accounts. The net effect on resources therefore will be some £50k saving this year, some of which is being used to offset a pressure on Ramsgate Library (see (e) below), leaving a £32k saving which will reduce our prudential borrowing requirement.
- Archives Development costs – overspend in 2008-09 of £78k as a result of site investigation and legal costs incurred to develop the detailed 2009-10 Kent History Centre project proposals. This overspend will be rolled forward and netted off against the Kent History centre budget (as it is a 2009-10 start it is not included in the current programme).
- Herne Bay Youth & Children’s Centre – under spend of £54k. The project is complete and the final cost will be £860k some £54k under budget which will offset a reduction in developer contribution receipts.
- Ramsgate Library betterment – overspend in 2008-09 of an estimated £235k as a result of delays during construction, some design changes and additional fees as a result of higher overall cost. The full costs will be incurred in 2008-09 and none are now expected to fall in 2009-10. KASS acquired the former Newington library site from Communities at a valuation of £340k provided by an independent valuer. This is providing £217k additional funding to offset against this overspend, with the balance to be found from the savings arising from the Canterbury High School project.

After allowing for these funding issues the true underlying variance is -£32k.

## 1.2.6 General Overview of capital programme:

### (a) Risks

- Ashford Gateway Plus
  - Outstanding planning/design issues may delay project and/or increase costs.
- Gravesend Library
  - There are outstanding issues to resolve with design/listed building consent as this is a Grade II listed building. Planning issues and listed building consent delays may increase project costs, which will have to be accommodated within the overall project budget.
- Turner Contemporary
  - External funding from ACE and SEEDA will not be provided pro rata to spend as had been expected. This requires upfront funding by KCC in advance of receipt of these funds which is now reflected in the revised budget. The impact of the latest slippage is to reduce from £5.93m the upfront funding to the current estimate of £3.75m over 2 years.

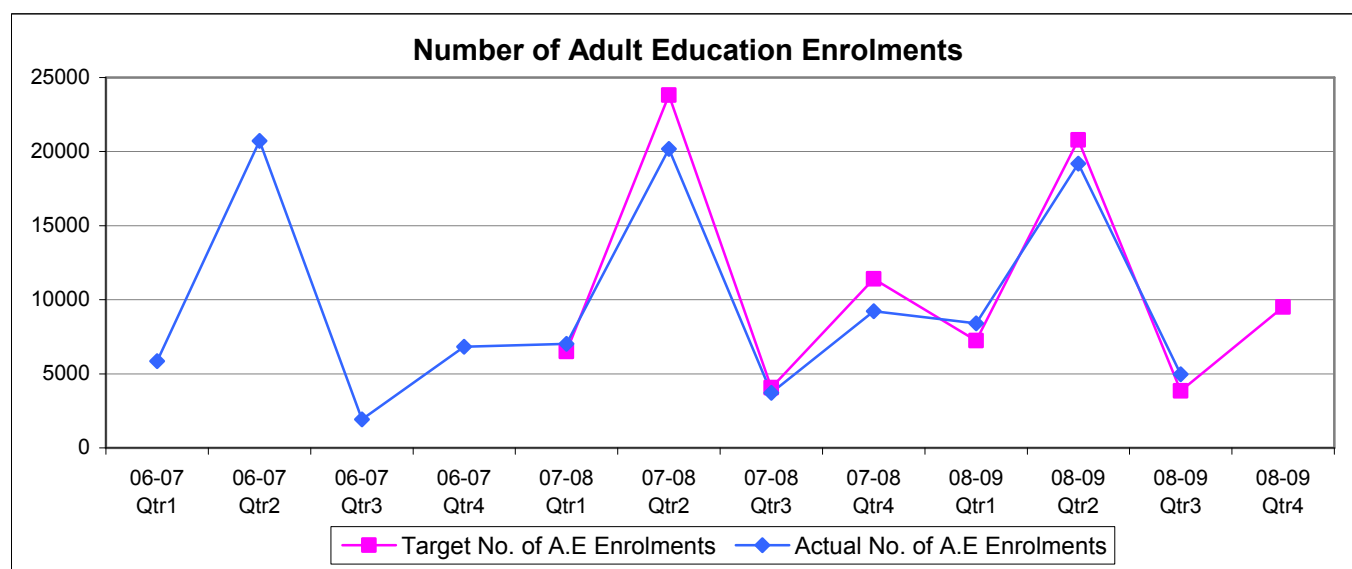
### (b) Details of action being taken to alleviate risks

- Ashford Gateway Plus
  - Urgent detailed discussions continue with all parties, including the design team. Agreement has been reached with ABC but further work is being undertaken with CABE (Commission for Architecture in the Built Environment), prior to the planning application being submitted.
  - A continuing dialogue with the Chief Executive of Ashford's Future and English Partnerships is in place to ensure that, as far as possible any necessary support is secured.
- Gravesend Library
  - A planning consultant has been appointed to support the project and to resolve outstanding concerns with Gravesham BC and an employers agent will now see the project through from the planning stage to completion on the basis of design and build.
- Turner Contemporary
  - ACE and SEEDA funding agreements due to be signed imminently. Both ACE and SEEDA will provide £525k six months after construction starts (planned May 2009) and a further £750k half way through construction (planned October 2009). They will pay a further £1,480k on completion of construction (planned May 2010) and the balance (£1,095k ACE and £1,245k SEEDA) 6 months after opening (planned April 2011).  
We are expecting to claim the remaining £2.9m of external funding required for the project from the Turner Contemporary Arts Trust during 2010-11.

## 2. KEY ACTIVITY INDICATORS AND BUDGET RISK ASSESSMENT MONITORING

### 2.1 Number of Adult Education Enrolments:

	Financial Year				
	2006-07	2007-08		2008-09	
	A.E Enrolments	Target	A.E Enrolments	Target	A.E Enrolments
Q1 07-08	5,849	6,501	7,030	7,241	8,416
Q2 07-08	20,713	23,803	20,183	20,788	19,179
Q3 07-08	1,925	4,071	3,727	3,839	4,961
Q4 07-08	6,829	11,416	9,230	9,507	
<b>TOTAL</b>	<b>35,316</b>	<b>45,791</b>	<b>40,173</b>	<b>41,375</b>	<b>32,556</b>

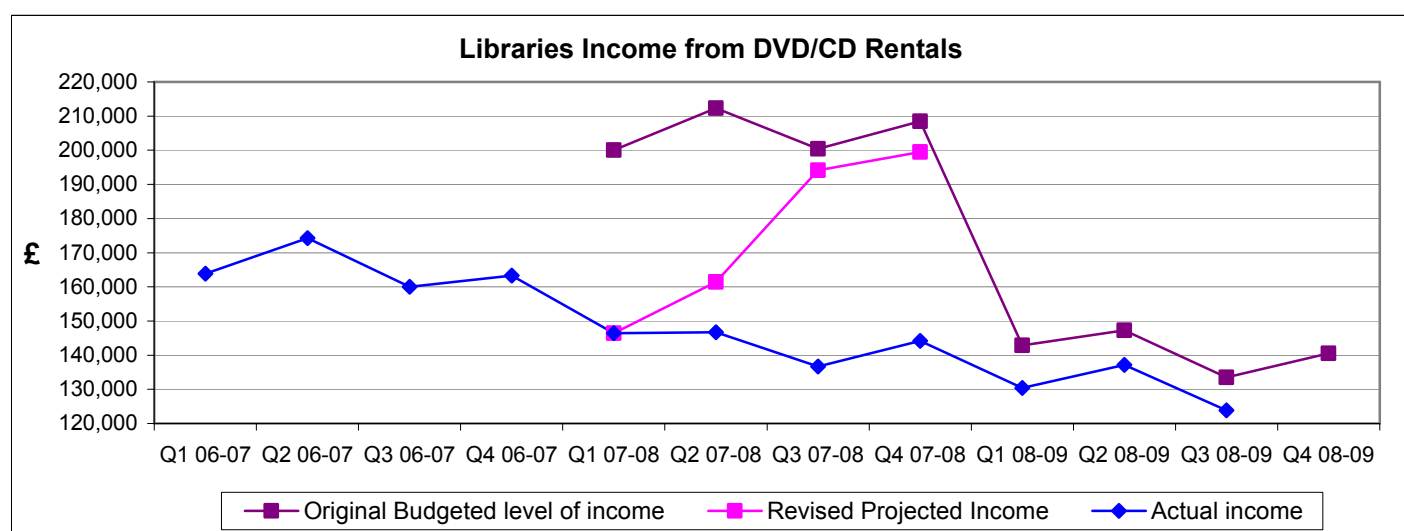
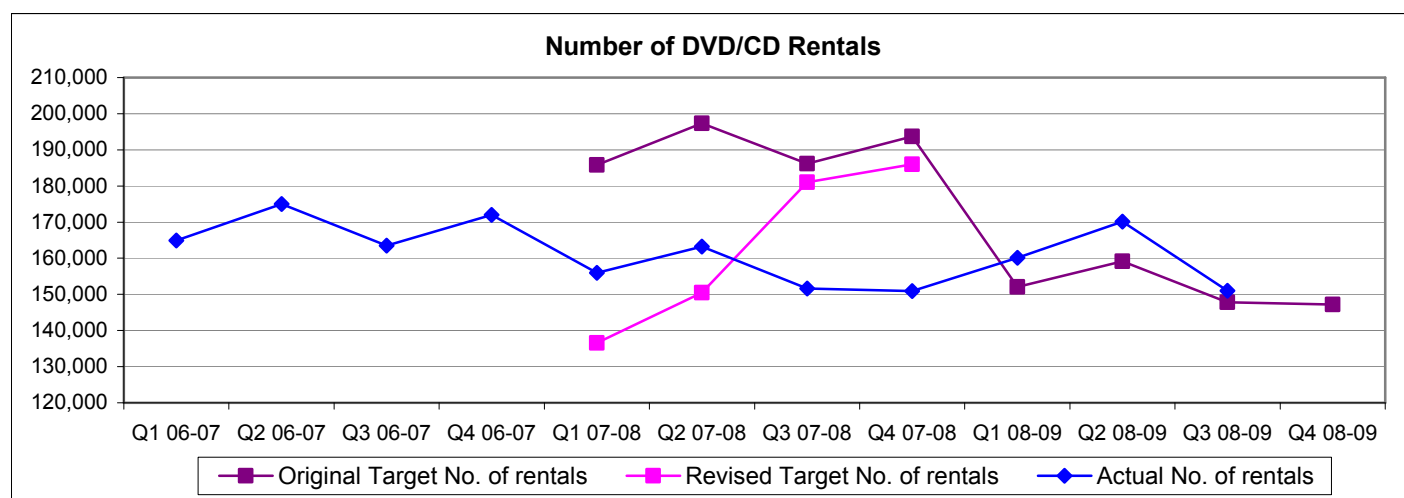


#### Comments:

- The LSC grants depend partly on enrolments to courses and are subject to a contract agreement with LSC. Students taking courses leading to a qualification are funded via Further Education (FE) grant based upon the course type and qualification. However, students taking non-vocational courses not leading to a formal qualification are funded via a block allocation not related to enrolments, referred to as Adult and Community Learning Grant (ACL) grant.
- Students pay a fee to contribute towards costs of tuition and examinations. There is a concession on ACL tuition fees for those aged under 19, those in receipt of benefits and those over 60. FE courses are free for those aged under 19 or in receipt of benefits undertaking Basic Skills or Skills for Life Courses.
- The AE service reduced expenditure on course provision in 2007-08 as a result of lower than anticipated enrolments, however a residual pressure remained on the AE budget which was largely as a result of a reduction in tuition fee income due to the reduced enrolments, hence a rolled forward overspend of £0.373m into 2008-09.
- The target numbers of enrolments for 2008-09 reported in the outturn report to Cabinet on 16 June were indicative as they still needed to be negotiated and agreed with the LSC. The indicative figures were based on estimates used for curriculum plans to set the 2008-09 budget. The target numbers now reflect the figures agreed with the LSC, the overall total remains the same as previously reported but the profile across the four quarters has changed.
- The target enrolments relate to courses starting in the stated periods i.e. April to June, July to September, October to December, January to March. The actual enrolments similarly relate to courses starting in those periods. In some instances students enrol for courses after the course has started. This means that the actual enrolments may be different from those previously reported. This is especially the case in the autumn when significant numbers may enrol in October or November for courses that started in September.

## 2.2 Number of Library DVD/CD rentals together with income raised:

	2006-07		2007-08						2008-09			
	No of rentals	Income (£)	No of rentals			Income (£)			No of rentals		Income (£)	
	actual	actual	Budgeted target	revised target	actual	budget	revised projected income	actual	Budgeted target	actual	Budget	actual
April–Jun	164,943	163,872	185,800	136,556	155,958	200,000	146,437	146,437	152,059	160,162	142,865	130,379
July–Sep	174,975	174,247	197,300	150,500	163,230	212,300	161,390	146,690	159,149	170,180	147,232	137,132
Oct–Dec	163,470	160,027	186,200	181,000	151,650	200,400	194,096	136,698	147,859	150,968	133,505	123,812
Jan–Mar	171,979	163,269	193,700	186,000	150,929	208,500	199,458	144,136	147,156		140,533	
<b>TOTAL</b>	<b>675,367</b>	<b>661,415</b>	<b>763,000</b>	<b>654,056</b>	<b>621,767</b>	<b>821,200</b>	<b>701,381</b>	<b>573,961</b>	<b>606,223</b>	<b>481,310</b>	<b>564,135</b>	<b>391,323</b>



## Comments:

- Target figures for 2006/07 have not been shown as this data was not presented in previous monitoring reports
- Rentals of audio visual materials (especially videos and CDs) continue to decline as videos become more obsolete and alternative sources for music become more widely available. Demand for DVDs has remained reasonably stable. Demand for spoken word materials has increased but these do not attract a loan charge as they replace the core service (the printed word) for people with a visual impairment, hence why rentals are above target but income is below.
- Targets and income budgets set for 2008-09 are based on a continued decline. The service has increased income from other merchandising to offset the loss of income from AV issues which is not included in these figures.
- The actual number of rentals includes those from visits to lending libraries, postal loans and reference materials.

## CHIEF EXECUTIVES DIRECTORATE SUMMARY JANUARY 2008-09 FULL MONITORING REPORT

### 1. FINANCE

#### 1.1 REVENUE

1.1.1 All changes to cash limits are in accordance with the virement rules contained within the constitution, with the exception of those cash limit adjustments which are considered “technical adjustments” ie where there is no change in policy, including:

- Allocation of grants and previously unallocated budgets where further information regarding allocations and spending plans has become available since the budget setting process.
- The inclusion of new 100% grants (ie grants which fully fund the additional costs) awarded since the last full monitoring report. These are detailed in Appendix 2 to the executive summary.
- Cash limits have also been adjusted since the last full monitoring report to reflect a number of technical adjustments to budgets, including the consolidation of the Kent Public Services Network budget from directorates to Corporate IS in the Corporate Support & External Affairs portfolio and a virement of £0.751m from the treasury management underspend within the Finance portfolio (reported in annex 6) to Corporate Property group to cover the costs of the change in accounting treatment of some staffing costs which were previously charged to capital but upon latest guidance these costs must be charged to revenue.

1.1.2 **Table 1** below details the revenue position by Service Unit:

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>Public Health portfolio</b>							
Kent Department of Public Health	949	0	949	-86	-52	-138	£78k delayed start to HealthWatch prog & £30k Target 50
<b>Corporate Support &amp; External Affairs portfolio</b>							
Personnel & Development	10,084	-4,442	5,642	810	-827	-17	Increased costs & income re: SPS & H&S. HCI Scheme ends Jul09
Information Systems	23,406	-6,975	16,431	4,203	-3,935	268	Increased costs & income re: projects plus unmet targeted savings
Corporate Communications	1,394	-294	1,100	-13	35	22	
International Affairs Group	461	-113	348	86	-86	0	
Strategic Development & Corporate Management	2,904	-14	2,890	-93	-89	-182	Kent TV contract runs to Aug09.
Contact Centre	4,734	-1,986	2,748	252	-245	7	Increased costs & income from Healthwatch & Duty screenings.
Legal Services	5,346	-5,726	-380	1,358	-1,939	-581	Costs & income of additional work
Democratic Services	4,587	-18	4,569	32	-41	-9	
Dedicated Schools Grant		-2,789	-2,789	0	0	0	
<b>Total CS&amp;EA</b>	<b>52,916</b>	<b>-22,357</b>	<b>30,559</b>	<b>6,635</b>	<b>-7,127</b>	<b>-492</b>	
<b>Policy &amp; Performance portfolio</b>							
Policy & Performance	1,266	-340	926	91	-91	0	
Kent Partnerships	622	-166	456	50	-50	0	
Kent Works	940	-740	200	-81	88	7	
<b>Total P&amp;P</b>	<b>2,828</b>	<b>-1,246</b>	<b>1,582</b>	<b>60</b>	<b>-53</b>	<b>7</b>	

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>Finance Portfolio</b>							
Strategic Management	1,530	-184	1,346	16	2	18	
Finance Group	20,497	-15,566	4,931	99	-119	-20	
Oakwood Trading	2,050	-2,050	0	19	-19	0	Creation of Oakwood Park Trading a/c
Property Group	15,342	-5,267	10,075	1,334	-1,334	0	Higher value claims recoverable from insurance
<b>Total Finance</b>	<b>39,419</b>	<b>-23,067</b>	<b>16,352</b>	<b>1,468</b>	<b>-1,470</b>	<b>-2</b>	
<b>Total Directorate Controllable</b>	<b>96,112</b>	<b>-46,670</b>	<b>49,442</b>	<b>8,077</b>	<b>-8,702</b>	<b>-625</b>	
<b>Assumed Management Action:</b>							
- CS&EA portfolio						0	
- P&P portfolio						0	
- Finance portfolio						0	
<b>Forecast after Mgmt Action</b>				<b>8,077</b>	<b>-8,702</b>	<b>-625</b>	
<b>Memorandum Item</b>							
Property Enterprise Fund	0	-12	-12	571	-138	433	See section 2.2 Annex 5

### 1.1.3 Major Reasons for Variance: [provides an explanation of the 'headings' in table 2]

Table 2, at the end of this section, details all forecast revenue variances over £100k. Each of these variances is explained further below:

#### **Corporate Support & External Affairs portfolio:**

- 1.1.3.1 Personnel & Development: Variances on gross spend (**£419k**), largely due to additional staffing to deliver the service demands on the Schools Personnel Services is offset by income from recharges to Schools (**£419k**). Further variances on gross (**£250k**) and income (**£250k**) arise from the cost of and subsequent income from Health & Safety training for Schools (£210k) and Leadership training.
- 1.1.3.2 Information Systems: Variances on gross spend (**£3,887k**) and income (**£4,033k**) reflect the increased demand for additional IT services and projects, a demand which is difficult to predict during budget setting. A pressure of **£314k** relates to unmet targeted savings for reduced Directorate activity and **£300k** relates to the implementation of new Corporate Printer contract, the savings from which will be realised within directorates and not within ISG where the savings target sits. In order to offset these unmet savings targets, the service has reduced its spend on non critical in 2008-09 supplies and services by **£200k**.
- 1.1.3.3 Strategic Development: (**£182k**) relating to the Kent TV contract which will need to be re-phased into 2009-10 as the profile of spend finishes in Aug09.
- 1.1.3.4 Contact Centre: Variances on gross spend (**£183k**) and income (**£183k**) are due to unbudgeted work coming in to the Contact Centre for the Healthwatch programme (£115k) and Duty screenings (£68k). The spend was for additional staffing to cover this work and income is from the recharges to Public Health & CFE.

1.1.3.5 Legal Services:

- Variances on gross spend (**£572k**) and income (**£1,204k**) reflect the additional work that the function has taken on over and above that budgeted for, responding to both internal and external demand.
- Variances on gross spend (**£620k**) and income (**£620k**) are a result of additional disbursements incurred. Costs of disbursements are recovered from clients but they are difficult to predict during budget setting.
- In addition **£100k** has been transferred to reserves to support the 2009-10 budget, as approved at County Council on 19 February.

**Finance portfolio:**1.1.3.6 Property Group:

Variance on gross (**£1,404k**) and income (**£1,404k**) relates to higher value claims which are recoverable from the Insurance Fund.

Variance on gross (**£120k**) and income (**£120k**) due to Property freezing fee generating vacancies due to a downturn in project work from Directorates.

**Table 2: REVENUE VARIANCES OVER £100K IN SIZE ORDER**  
(shading denotes that a pressure/saving has an offsetting entry which is directly related)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
CS	Information Systems costs of additional services/projects	+3,887	CS	Information Systems income from additional services/projects	-4,033
FIN	Higher value claims recoverable from insurance	+1,404	FIN	Insurance Recovery for cost of higher value claims	-1,404
CS	Legal services cost of additional disbursements	+620	CS	Legal income resulting from additional work (partially offset by increased costs)	-1,204
CS	Legal services cost of additional work (offset by increased income)	+572	CS	Legal services costs of disbursements recovered from clients	-620
CS	P&D Increased staff costs to cover increased demand for Schools Personnel Service.	+419	CS	P&D Income from Schools above anticipated levels for Schools Personnel Service	-419
CS	ISG Unmet savings target for reduced Directorate activity	+314	CS	P&D - Income from Schools for Health & Safety training plus Leadership training (non Schools)	-250
CS	ISG Unmet savings target re: provision of new printer contract	+300	CS	ISG reduction in non essential supplies and services expenditure	-200
CS	P&D - Consultancy costs for Health & Safety training for Schools plus Leadership training	+250	CS	Income from Kent Healthwatch & CFE Duty screening to fund addt staff.	-183
CS	Contact Centre extra staff costs to do Kent Healthwatch & CFE Duty screening - funded by addt income.	+183	CS	SDU - Confirmed profile of Kent TV revenue spend to Aug09 (roll forward proposal)	-182
FIN	Property Grp - Reduced fee income following downturn in project work	+120	FIN	Unfilled Property vacancies following downturn in project work	-120
CS	Legal - transfer to reserves to support 2009-10 budget	+100			
		+8,169			-8,615

1.1.4 **Actions required to achieve this position:**

N/A



### 1.1.5 Implications for MTP:

#### Finance portfolio:

The consequences of the change in the accounting treatment of the indirect staffing costs of the Corporate Property Unit which have been funded by a one-off virement in 2008-09, have been funded in the MTP for 2009-10 onwards.

### 1.1.6 Details of re-phasing of revenue projects:

The following projects are re-phasing into 2009-10:

Public Health: **-£78k** for HealthWatch programme will be required to roll forward to 2009-10 due to a delayed start to the programme. **-£30k** for Towards 2010 'Target 50' will need to be rolled forward for a public health poster campaign targeted at young people scheduled for 2009-10.

Strategic Development: **-£182k** for Kent TV, to meet the contractual commitment through to Aug09.

#### Personnel & Development:

- **+£26k** Home Computing Initiative. Due to the accounting treatment of this scheme, a scheduled overspend of £26k will be required to roll forward into 2009-10 to be met from staff salary deductions to July 2009, when the scheme is due to complete.
- **-£44k** on Wellbeing Health checks is requested to be rolled forward to 2009-10

Finance Group: Exchequer Services will be requesting **-£20k** to be rolled forward to help fund the new programme of scanning invoices.

### 1.1.7 Details of proposals for residual variance: *[eg roll forward proposals; mgmt action outstanding]*

#### Corporate Support and External Affairs portfolio:

ISG have made significant in roads to their previously reported overspend. The residual £268k pressure will be covered by underspending on other CS & EA portfolio units.

CED has an underspend of £625k of which £328k will be requested to roll forward to 2009/10 as detailed in section 1.1.6 above, leaving a £297k residual underspend. The majority of this will be required to support essential investment to achieve stretching income targets next year.

## 1.2 CAPITAL

### 1.2.1 All changes to cash limits are in accordance with the virement rules contained within the constitution and have received the appropriate approval via the Leader, or relevant delegated authority.

The capital cash limits have been adjusted to reflect the position reflected in the 2009-12 MTP as agreed by County Council on 19 February 2009. However, these differ from the cash limits shown in 2009-10 Budget Book, as the cash limits reflected in this report only include those projects starting in the current or previous years, whereas the cash limits in the 2009-10 Budget Book also include projects due to start in future years of the 2009-12 MTP.

1.2.2 **Table 3** below provides a portfolio overview of the latest capital monitoring position.

	Prev Yrs Exp £000s	2008-09 £000s	2009-10 £000s	2010-11 £000s	Future Yrs £000s	TOTAL £000s
<b>Corporate Support &amp; External Affairs Portfolio</b>						
Budget approved at Cty Council	2,571	9,598	8,322	8,871	13,474	42,836
Adjustments:						
-						0
Revised Budget	2,571	9,598	8,322	8,871	13,474	42,836
Variance		-107	37		70	0
<b>split:</b>						
- real variance						0
- re-phasing		-107	+37		+70	0
<b>Policy &amp; Performance Portfolio</b>						
Budget approved at Cty Council		526	500	500	1,500	3,026
Adjustments:						
-						0
Revised Budget	0	526	500	500	1,500	3,026
Variance		0	0	0	0	0
<b>split:</b>						
- real variance		0	0	0	0	0
- re-phasing		0	0	0	0	0
<b>Finance Portfolio</b>						
Budget approved at Cty Council		4,843	5,072	5,078	14,634	29,627
Adjustments:						
-						0
Revised Budget	0	4,843	5,072	5,078	14,634	29,627
Variance		-572	613	0	0	+41
<b>split:</b>						
- real variance		+41	0	0	0	+41
- re-phasing		-613	+613	0	0	0
<b>Directorate Total</b>						
Revised Budget	2,571	14,967	13,894	14,449	29,608	75,489
Variance	0	-679	650	0	70	41
<b>Real Variance</b>						
		<b>+41</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>+41</b>
<b>Re-phasing</b>						
		<b>-720</b>	<b>+650</b>	<b>0</b>	<b>+70</b>	<b>0</b>

### 1.2.3 Main Reasons for Variance

Table 4 below, details all forecast capital variances over £250k in 2008-09 and identifies these between projects which are:

- part of our year on year rolling programmes e.g. maintenance and modernisation;
- projects which have received approval to spend and are underway;
- projects which are only at the approval to plan stage and
- projects at preliminary stage.

The variances are also identified as being either a real variance i.e. real under or overspending which has resourcing implications, or a phasing issue i.e. simply down to a difference in timing compared to the budget assumption.

Each of the variances in excess of £1m which is due to phasing of the project, excluding those projects identified as only being at the preliminary stage, is explained further in section 1.2.4 below.

All real variances are explained in section 1.2.5, together with the resourcing implications.

**Table 4: CAPITAL VARIANCES OVER £250K IN SIZE ORDER**

portfolio	Project	real/ phasing	Project Status			
			Rolling Programme	Approval to Spend	Approval to Plan	Preliminary Stage
			£'000s	£'000s	£'000s	£'000s
<b>Overspends/Projects ahead of schedule</b>						
	None					
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Underspends/Projects behind schedule</b>						
FIN	Modernisation of assets	Phasing	-335			
			<b>-335</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>-335</b>	<b>0</b>	<b>0</b>	<b>0</b>

**1.2.4 Projects re-phasing by over £1m:**

None

**1.2.5 Projects with real variances, including resourcing implications:**

Table 3 shows a £41k real variance, which is due to:

Finance portfolio:

- Commercial Services overspend of £43k. This increase in expenditure on vehicles, plant & equipment will be funded by an increased contribution to and drawdown from the CSD Renewals Fund.
- Office Strategy – Whitstable underspend of -£2k as final costs have come in marginally less than anticipated resulting in lower prudential borrowing.

**1.2.6 General Overview of capital programme:**

(a) Risks

N/A

(b) Details of action being taken to alleviate risks

N/A

## 2. KEY ACTIVITY INDICATORS AND BUDGET RISK ASSESSMENT MONITORING

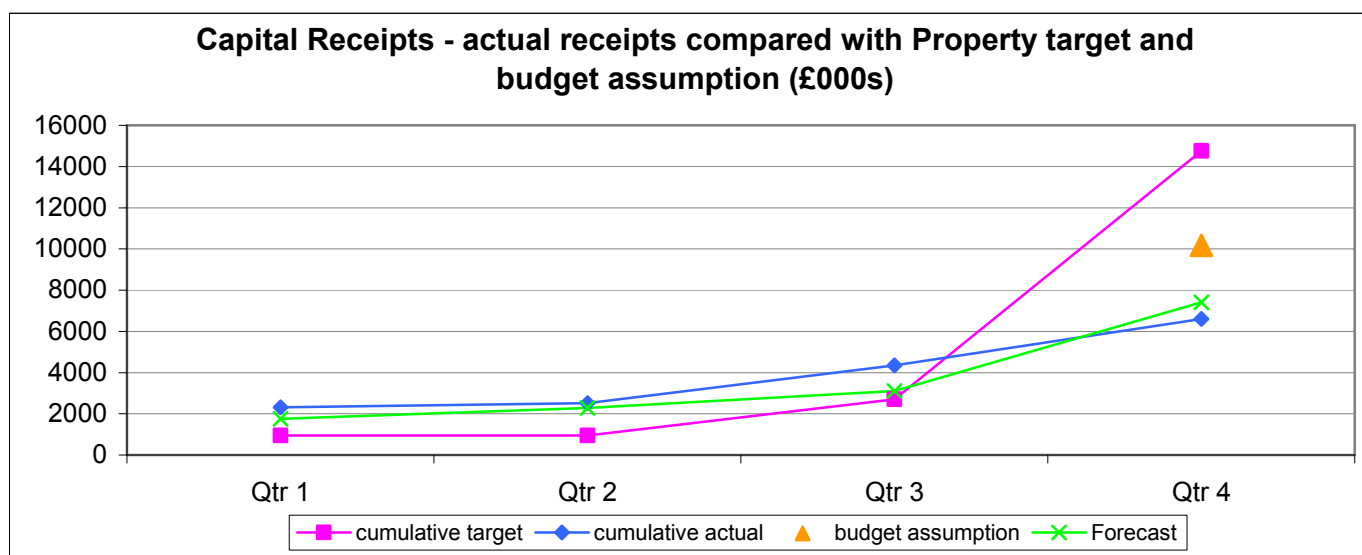
### 2.1 Capital Receipts – actual receipts compared to budget profile:

	2008-09			
	Budget funding assumption £000s	Cumulative Target profile £000s	Cumulative Actual receipts £000s	Forecast receipts £000s
April - June		945	2,314	1,762
July - September		945	2,521	2,284
October - December		2,702	4,355	3,111
January - March		14,761	**6,595	7,411
<b>TOTAL</b>	<b>*10,176</b>	<b>***14,761</b>	<b>6,595</b>	<b>7,411</b>

\* figure updated to reflect proposed 09-12 capital budget

\*\* actuals to 31 January 2009

\*\*\* The cumulative target profile shows the anticipated receipts for 2008-09 totalled £14,761k. The variance between this and the budget funding assumption is due to timing differences between when the receipts are anticipated to come in and when the spend in the capital programme to be funded by these receipts is due to occur. Forecast receipts for this financial year are now anticipated to be £7,411k. This reduced forecast compared to the target is attributable to the current market conditions and is a mixture of timing and the fact that some of these receipts are now anticipated to go through the PEF2 route instead.



#### Comments:

- A review of the capital programme was undertaken to take into account the downturn in the property market due to the global credit crunch. This has resulted in the budget for 2008-09 now only relying on £10,176k of capital receipts as reflected in the 2009-12 MTP, which is more realistic given the current forecasts.
- The table below shows we are currently forecasting a potential surplus of £398k for the current year. This in year “surplus” is due to timing differences between when receipts are due to come in and when the projects the receipts are due to fund are forecasting to spend. The current economic position makes it even more difficult to forecast when and how much receipts are expected to achieve, therefore this in year “surplus” should be viewed with caution.

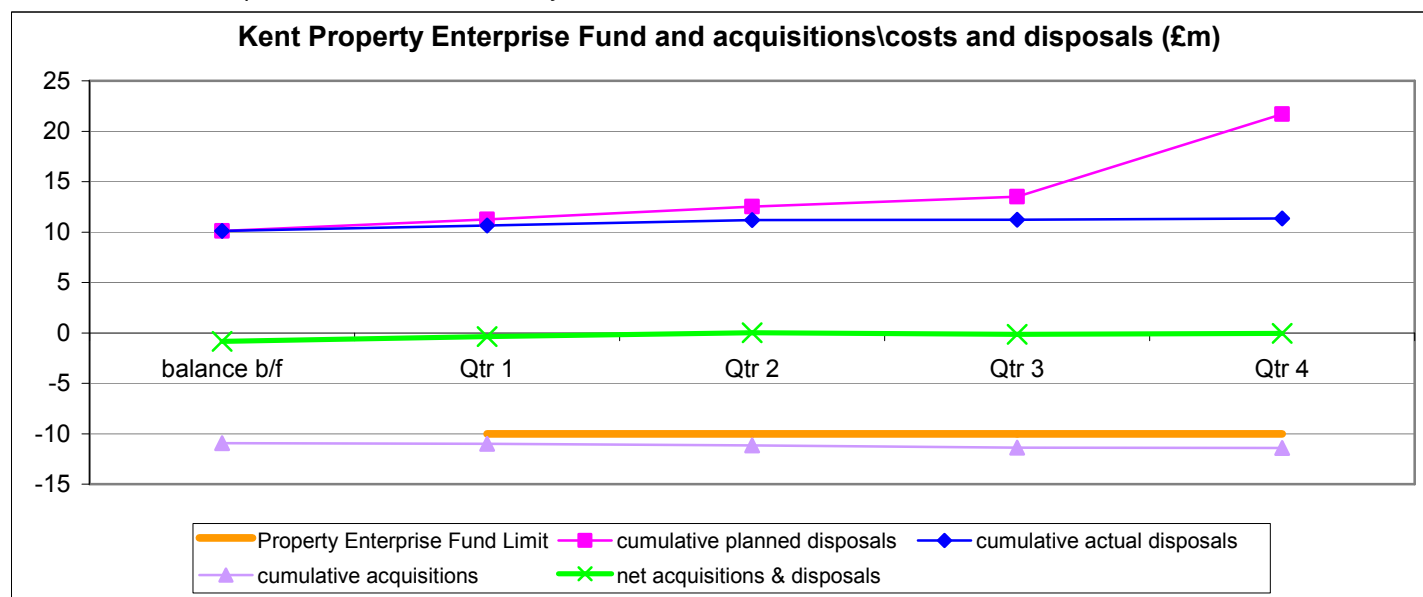
	2008-09 £'000
Capital receipt funding per revised 2009-12 MTP	10,176
Property Group's forecast receipts	7,411
Receipts banked in previous years for use	2,163
Capital receipts from other sources	1,000
<b>Potential Surplus Receipts</b>	<b>398</b>

## 2.2 Capital Receipts – Kent Property Enterprise Fund 1:

	<i>Kent Property Enterprise Fund Limit</i> £m	Cumulative Planned Disposals (+) £m	Cumulative Actual Disposals (+) £m	Cumulative Actual Acquisitions (-) £m	Cumulative Net Acquisitions (-) & Disposals (+) £m
Balance b/f		10.096	10.096	-10.924	-0.828
April - June	-10	11.259	10.642	-10.995	-0.353
July – September	-10	12.526	11.199	-11.173	0.026
October – December	-10	13.507	11.234	-11.377	-0.143
January – March**	-10	21.695*	11.365	-11.407	-0.042

\* as a result of the current economic situation, forecast disposals are £11.598m compared to the £21.695m planned disposals at the beginning of the year.

\*\* reflects the position to the end of January



## Comments:

- County Council approved the establishment of the Property Group Enterprise Fund No.1, with a maximum permitted deficit of £10m, but self-financing over a period of 10 years. The cost of any temporary borrowing will be charged to the Fund to reflect the opportunity cost of the investment. The aim of this Fund is to maximise the value of the Council's land and property portfolio through:
  - the investment of capital receipts from the disposal of non operational property into assets with higher growth potential, and
  - the strategic acquisition of land and property to add value to the Council's portfolio, aid the achievement of economic and regeneration objectives and the generation of income to supplement the Council's resources.

Any temporary deficit will be offset as disposal income from assets is realised. It is anticipated that the Fund will be in surplus at the end of the 10 year period.

Balance brought forward

In 2005-06, £0.541m of capital receipts were realised from the disposal of non-operational property. The associated disposal costs of £0.054m were funded from these receipts, leaving a balance of £0.487m available for future investment in the Kent Property Enterprise Fund.

In 2006-07, £3.065m of capital receipts were realised from the disposal of non-operation property giving a balance of £3.606m for investment. The Fund was used to acquire land at Manston Business Park. Together with the costs of acquisition and disposal, costs in the year totalled £5.864m, leaving a deficit of £2.312m to be temporarily funded from the £10m borrowing facility.

In 2007-08, £6.490m of receipts were realised of which £3.3m was used for revenue budget support, £1.110m was used to fund expenditure on the Eurokent Access Road and there was £0.596m of acquisition and disposal costs, leaving a balance of £1.484m to offset against the £2.312m deficit brought forward. Therefore the deficit carried forward to 2008-09 was £0.828m.

Actual Disposals

At the start of 2008-09 Property Group identified **£11.599m** worth of potential non-earmarked receipts to be realised this financial year.

Disposals to date this year have been **£1.269m** from the disposal of 12 non-operational properties, but as a result of the credit crunch, the market has hardened affecting the ability to achieve the original target. Property Group is now forecasting receipts of **£1.502m** this year.

Acquisitions\Costs

At present there are no committed acquisitions to report, however forecast outturn for costs of disposals (staff and fees) is currently estimated at **£0.592m**.

Other Fund Commitments

The 2008-09 revenue budget includes £0.7m of receipts to be generated by the Fund in the current year.

The Fund has also been earmarked to provide a further £4.194m of funding for the Eurokent Access Road, £1m for Ashford Library (currently forecast for 2009-10), £2m for Gateways over the MTP (currently forecast at £0.587m in 2008-09, £1.380m in 2009-10, £0.013m in 2010-11 and £0.020m 2011-12) and £0.3m for Upper Stone Street Lay-by, within the Integrated Transport Programme (currently forecast for 2009-10).

Forecast Outturn

Taking all the above into consideration, the Fund is expected to be in a deficit position of £3.367m at the end of 2008-09.

<b>Opening Balance – 01-04-08</b>	-£0.828m
Planned Receipts (Risk adjusted)	£1.502m
Costs	-£0.592m
Acquisitions	-
Other Funding:	
- revenue budget support	-£0.700m
- Eurokent Access Road	-£4.194m
- Gateways	-£0.587m
<b>Closing Balance – 31-03-09</b>	<b>-£5.399m</b>

Revenue Implications

The Fund also generated £0.096m of low value revenue receipts during 2007-08 but, with the need to fund both costs of borrowing (£0.107m) against the overdraft facility and a small deficit on the cost of managing non-earmarked properties held for disposal (£0.001m), the PEF carried forward a £0.012m deficit on revenue which has been rolled forward to be met from future income streams.

In 2008-09 the fund is currently forecasting £0.019m of low value revenue receipts but, with the need to fund both costs of borrowing (£0.202m) against the overdraft facility and the cost of managing properties held for disposal (net £0.238m), the PEF1 is forecasting a £0.433m deficit on revenue which will be rolled forward to be met from future income streams.

## FINANCING ITEMS SUMMARY

### JANUARY 2008-09 FULL MONITORING REPORT

#### 1. FINANCE

##### 1.1 REVENUE

1.1.1 All changes to cash limits are in accordance with the virement rules contained within the constitution, with the exception of those cash limit adjustments which are considered "technical adjustments" ie where there is no change in policy, including:

- Allocation of grants and previously unallocated budgets where further information regarding allocations and spending plans has become available since the budget setting process.
- The inclusion of new 100% grants (ie grants which fully fund the additional costs) awarded since the last full monitoring report. These are detailed in Appendix 2 to the executive summary.
- Cash limits have also been adjusted since the last full monitoring report to reflect a number of technical adjustments to budgets and a virement of £0.751m from the treasury management savings to Corporate Property to cover the costs of the change in accounting treatment of some staffing costs which were previously charged to capital but upon latest guidance these costs must be charged to revenue.

1.1.2 **Table 1** below details the revenue position by Service Unit:

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>Corporate Support &amp; External Affairs portfolio</b>							
Contribution to IT Asset Maintenance Reserve	2,424		2,424			0	
PFI Grant		-656	-656			0	
<b>Total Corporate Support</b>	<b>2,424</b>	<b>-656</b>	<b>1,768</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Finance Portfolio</b>							
Insurance Fund	3,479		3,479			0	
County Council Elections	255		255			0	
Workforce Reduction	1,089		1,089			0	
Environment Agency Levy	359		359			0	
Joint Sea Fisheries	264		264	-3		-3	
Audit Fees & Subscriptions	800		800	-187		-187	
Interest on Cash Balances / Debt Charges	124,338	-29,896	94,442	-10,186	3,894	-6,292	savings on debt charges due to lower levels of borrowing in 07-08 & 08-09 & better rates for new borrowing
Contribution from Commercial Services		-6,210	-6,210		350	350	roundabout sponsorship shortfall
Public Consultation	100		100			0	
Member Community Grants	848		848			0	
Local Priorities	595		595	-1		-1	
Local Scheme spending recommended by Local Boards	656		656			0	
Transferred Services Pensions	22		22			0	
PRG	2,225	-3,951	-1,726			0	
Contribution from Reserves	-2,400	0	-2,400			0	
Income from Kings Hill	-1,000	0	-1,000			0	
ABG Safer Stronger Communities	1,384		1,384			0	
LABGI income	-1,851	-1,349	-3,200		596	596	reduced level of LABGI income

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
Transfers to reserves	0	0	0	4,822	0	4,822	to support 09-10 budget & Regen Fund
<b>Total Finance</b>	<b>131,163</b>	<b>-41,406</b>	<b>89,757</b>	<b>-5,555</b>	<b>4,840</b>	<b>-715</b>	
<b>Total Controllable</b>	<b>133,587</b>	<b>-42,062</b>	<b>91,525</b>	<b>-5,555</b>	<b>4,840</b>	<b>-715</b>	

### 1.1.3 Major Reasons for Variance: *[provides an explanation of the 'headings' in table 2]*

Table 2, at the end of this section, details all forecast revenue variances over £100k. Each of these variances is explained further below:

#### 1.1.3.1 Interest on Cash Balances and Debt Charges

Due to the re-phasing on the capital programme in 2007-08 a lower level of new borrowing was required resulting in a reduction in the debt charges compared to the level assumed when the budget was set. In addition, as a result of the continuing reductions in the base rate, new market borrowing has been arranged at rates considerably less than assumed in the budget. However, the lower base rate also has the effect of reducing our interest receipts from cash balances but as this is a much smaller budget, the impact is far less, so overall we gain from this.

Some borrowers have exercised call options on deposits resulting in principal and accrued interest being repaid. The downside of this is that the return we can get on reinvesting this money is much lower than previously assumed. However, the increase in shorter term liquidity as a result of these repayments means that we do not need to take out as much new borrowing to fund our capital programme in the current year.

Any interest at risk during this year from our investments in Icelandic banks has been fully accounted for in line with the Government's recent regulations and managed within existing budgets. An update on the Icelandic bank position is provided below.

#### 1.1.3.2 Investments in Icelandic Banks update

As previously reported, the Council has currently some £50m trapped in Icelandic banks. Of this some £16m relates to cash held on behalf of the Pension Fund, where a decision had been taken to reduce its holding in equities, thereby saving some £40-50m this financial year. Legislation has been passed that confirms that there will be no impact on the 2008-09 accounts from our principal sum invested in Icelandic Banks. Unless we have any formal agreement with the banks at the point of closing the accounts, our intention is to include this in the accounts as a contingent liability. We are having ongoing discussions with the CLG, our external auditors and the Icelandic banks via the creditors group, to ensure the best possible outcome for the residents of Kent. The CLG intend to review this position in the autumn of 2009 in readiness for the 2009-10 accounts.

Of the total amount trapped, some £18m is held within the UK domiciled Heritable bank. Recovery is being managed within UK process (with officer involvement) and proceeding well. The Council anticipates a substantial recovery with the first repayments made in July this year. The balance is held in two Icelandic based banks and officers have also been attending these creditor meetings. The country will shortly be holding its general election and it is envisaged that this will cause a short delay to process. In the most recent Landsbanki meetings the UK Treasury have been represented as they are also preferred creditors and their support to Local Government was welcomed. Given the election, timing is somewhat less clear, but advice from both British and Icelandic lawyers continues to be positive, with expectations of substantial recovery.

#### 1.1.3.3 Local Authority Business Growth Incentive (LABGI)

The Government has reconsidered all aspects of the approach used to distribute the resources available for year 3 of this scheme and as previously reported we were expecting to get £1.349m less income than previously anticipated. However, the Government had retained some funding to cover the potential outcomes of existing Judicial Reviews against the LABGI scheme. We have recently received notification that not all of this will be required and the Government has published further allocations. Our share of this is a further £0.753m, therefore reducing our anticipated shortfall to £0.596m.



#### 1.1.3.4 Commercial Services Contribution:

We are currently reporting a £350k shortfall in the budgeted contribution from Commercial Services. This is due to problems with obtaining planning consent from the Districts for the erection of signs for sponsorship of roundabouts; we will therefore not achieve all of the expected income from this initiative this year.

Commercial Services are still projecting to deliver their income target, other than the roadside advertising reported above, but they are not immune to the general state of the economy and this position could change in the closing stages of this financial year.

#### 1.1.3.5 Annual Audit Fee and Subscriptions:

We have had confirmation of the annual audit fee, which is less than budgeted. There is also a small saving on our annual subscriptions compared to the budgeted estimate.

#### 1.1.3.6 Transfers to Reserves:

£4.069m has been transferred to reserves to support the 2009-10 budget, as agreed at County Council on 19 February. This is made up of £3.569m to fund the bridging loans to other portfolios and £0.5m to fund a £0.25m grant to Citizens Advice Bureau and £0.25m to set up a credit union.

In addition, **Cabinet is asked to agree** the transfer of the additional £0.753m LABGI money recently notified, into the Regeneration Fund to support delivery of the Regeneration Framework. Although there remains a shortfall in LABGI funding, as explained in paragraph 1.1.3.2 above we had previously assumed a larger shortfall and were offsetting this against other savings within the portfolio. This therefore means that the additional £0.753m has improved the position overall and we are able to release this funding to support regeneration activity. This report has been prepared on the basis that this transfer is approved.

#### 1.1.3.7 Insurance

Current indications are that we may have an overspend against the Insurance Fund this year as a result of increasing claims. We have not included anything in the forecast for this until the position becomes clearer regarding the final level of claims and the amount which is recoverable from outside insurers. Any overspend could be funded from the Insurance reserve.

**Table 2: REVENUE VARIANCES OVER £100K IN SIZE ORDER**  
(shading denotes that a pressure/saving has an offsetting entry which is directly related)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
FIN	transfer to reserves to support 2009-10 budget	+4,069	FIN	Treasury Management	-6,292
FIN	transfer to Regeneration Fund to support the delivery of the Regeneration Framework	+753	FIN	savings on annual Audit Fee and subscriptions	-187
FIN	Reduction in LABGI income	+596			
FIN	Commercial Services - Shortfall in income from sponsorship of roundabouts	+350			
		+5,768			-6,479

#### 1.1.4 **Actions required to achieve this position:**

N/A

### 1.1.5 Implications for MTP:

The continuing reduction in the base rates will have a significant impact on the treasury management budget in 2009-10 due to lower interest receipts and the reduced cost of borrowing. The impact of this has been reflected in the 2009-12 MTP.

### 1.1.6 Details of re-phasing of revenue projects:

N/A

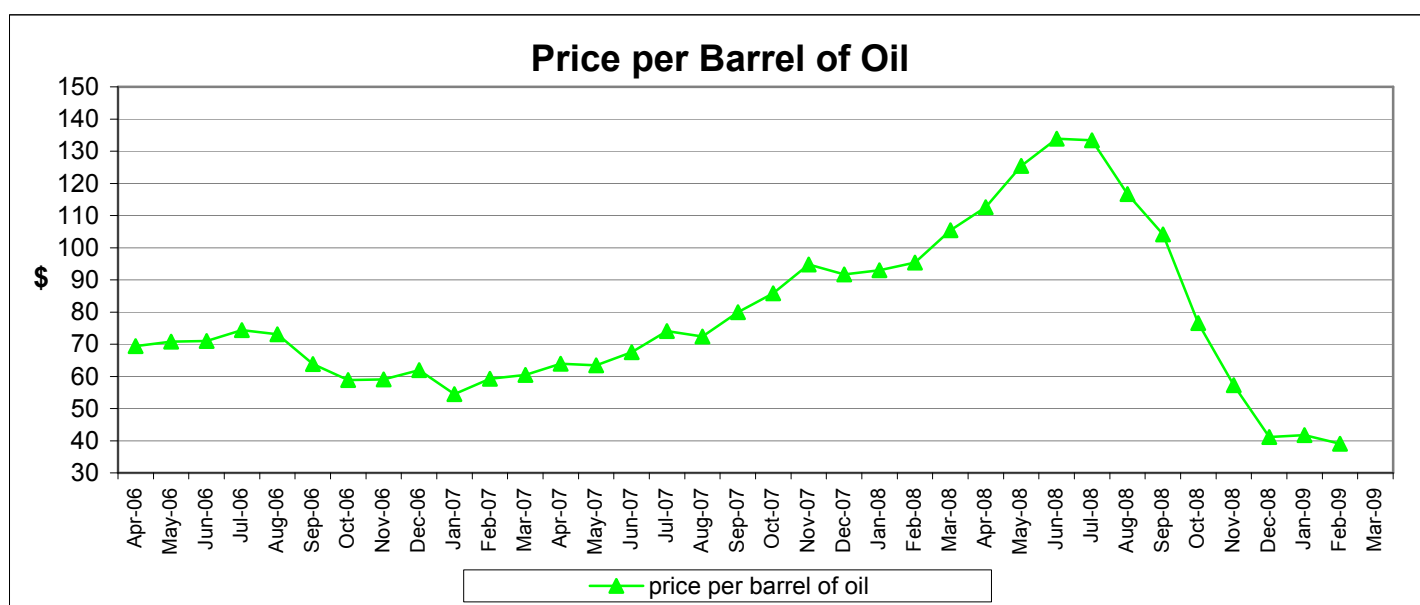
### 1.1.7 Details of proposals for residual variance: [eg roll forward proposals; mgmt action outstanding]

N/A

## 2. KEY ACTIVITY INDICATORS AND BUDGET RISK ASSESSMENT MONITORING

### 2.1 Price per Barrel of Oil - average monthly price in dollars since April 2006:

	Price per Barrel of Oil		
	2006-07	2007-08	2008-09
	\$	\$	\$
April	69.44	63.98	112.58
May	70.84	63.45	125.40
June	70.95	67.49	133.88
July	74.41	74.12	133.37
August	73.04	72.36	116.67
September	63.80	79.91	104.11
October	58.89	85.80	76.61
November	59.08	94.77	57.31
December	61.96	91.69	41.12
January	54.51	92.97	41.71
February	59.28	95.39	39.09
March	60.44	105.45	



Comments:

- The figures quoted are the monthly average of the West Texas Intermediate Spot Price in dollars per barrel.

By: Paul Carter, Leader  
Peter Gilroy, Chief Executive

To Cabinet – 30 March 2009

Subject: ANNUAL BUSINESS PLANS 2009/10

Unrestricted

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## Introduction

1. This year, for the seventh year running, KCC scored the highest possible rating for its performance. KCC is the only county council to receive the top rating in the Audit Commission's annual Comprehensive Performance Assessment (CPA) - four stars and improving strongly - every year since the inspection regime began in 2002.
2. The Audit Commission said:
  - The council continues to provide excellent value for money
  - Educational attainment of children has improved in all key stages
  - There has been a sustained improvement in adults' social care from an already high base
  - Crime continues to fall with fewer young people entering the youth justice system, exceeding the reduction target
  - KCC has strong leadership and capacity
3. When we set out last year's Medium Term Plan, we explained how KCC was preparing itself for a much tougher financial climate. That forward planning has set us in good stead to deal with the economic downturn. We recognise that Kent businesses, charitable and voluntary organisations, public sector partners, residents and tax payers are under significantly increased financial strain. No one is immune from the effects of the global recession. This makes it even more important to be radical about the way we work and seize the opportunity to forge a new relationship with the business community. Without a strong economy in Kent we will not be able to afford our public services so this is a challenge we must meet.
4. At the same time, demand for our services continues to grow, particularly as personal financial circumstances come under strain. Our income is under pressure, and our ability to finance our capital programme is affected because the capital receipts we expected to release from selling surplus assets are worth less, or not realisable at all, in the short term.
5. To meet these challenges, KCC has continuously transformed itself, with a focus on putting the citizen at the heart of all we do, year upon year. It is this journey of transformation, starting from excellence that enables us to remain truly focused on staying excellent. Notwithstanding these significant constraints it is vitally important that we continue to maintain quality services, to meet demand and also to continue to spend and employ widely but wisely in the local economy to keep the Kent economy working and moving.

6. This year we will continue our programme of modernisation, making sure as we do so that KCC is ready to meet the challenges of the coming years. For example, we are investing heavily in Highways by adding £3.7 million per year revenue funding and an extra £28 million of capital over the next three years. We will continue to drive forward the Kent Success apprenticeship programme, increasing the number of apprentices in KCC, the Kent schools building programme other public sector organisations and the private sector.
7. We will continue to build on the success of the Gateway programme, with new Gateways opening in Dover and Tonbridge in 2009, and we will be driving forward further ambitious improvements in public access through the Access Kent project.
8. The transformation of secondary education in Kent will continue building on the significant improvements we have achieved in GCSE results and the numbers of young people on vocational courses.
9. Despite the recession, there remain opportunities to promote Kent as an exciting place to live, work and visit. Since its launch by KCC in 2006, the Kent Film Office has attracted major film and TV projects to Kent. From an initial investment of £27,000 the recent 'movie map' campaign brought in three quarters of a million by promoting the Kent locations used in 'The Other Boleyn Girl', and raised the county's profile as a tourist and film location. An estimated £744,464 was brought into the Kent economy from movie map visits. One television series alone, filmed in Kent, brought in £2.5 million and created 35 jobs. With Kent TV we have been pushing the boundaries of public services. Inevitably when you do this it is controversial but we have received national accolades for it and believe that it has become a very valuable community resource.
10. The investment KCC has made in developing Telehealth is a key part of our drive to personalise and put citizens in control of their services. The current project will help 2,000 people across Kent. We are also conducting a thorough review of our child protection services to make sure that we and our partners are doing everything possible to safeguard and promote the well-being of Children and young people in Kent.
11. Staying excellent is at the heart of these business plans which set out and drive forward our priorities, ambitions and financial commitments for the coming year across all our services. Throughout these plans our aim is to ensure that the people of Kent continue to have increasing choice, quick and easy access to quality services tailored to their specific needs at a cost that is fair, reasonable, and as affordable as possible.

## **2009/10 Business Plans**

12. On the basis of each Cabinet Member's recommendation, Cabinet is asked to approve the Annual Directorate and Service Level Business Plans as listed in Appendix One. They identify medium term priorities and goals within Directorates.
13. The plans have been made available to Members of Cabinet Scrutiny Committee and two copies have been placed in the Members lounge. Further copies are available upon request to the contact officer named below, and the plans, once approved, will be accessible via KNet.

## **Review of annual business unit operating plans**

14. A review of our business planning process was carried-out to prepare for 2009/10 and to help make explicit the link between budgets, the medium term plan, and business plans. The long-term purpose of the review was to ensure that KCC's overarching policy objectives are fully mapped to business plans, to strengthen the business planning process overall, and to ensure the plans, when combined, reflect the critical priorities for this Council and our partners.
15. The presentation of the 2009/10 plans has been amended to more clearly show the purpose and core objectives of each service (Section 1 of the Plans), how the budget proposals for 2009/10 will impact on service delivery, and focus the deliverables for the year to the most important ones for the council as a whole, and not what may be deemed to be internal management targets.
16. The plans represent the operation of the County Council's services within the context of its Policy Framework and are clearly linked to its Medium Term Financial Plan and annual budget as approved by the Council on 19 February 2009.
17. The review of the business plan process and template is an on-going project, and while good progress has been made, we will endeavour to further improve the format and linkages with the rest of our business.

## **Recommendation**

18. Cabinet is asked to approve the Directorate business plans as listed in Appendix One.

Background documents: *2009-10 Budget Book and 2009-12 Medium Term Plan*

Contact:  
*Andy Wood, Head of Financial Management, Ext 4622*

<b>CFE Directorate</b>		<b>KASS Directorate</b>
Directorate level Plan		Directorate level Plan
1 Standards & Achievement Division		1 East Kent
2 School Organisation		2 West Kent
3 Local Children's Social Services Partnerships		3 Mental Health
4 Commissioning Division		4 Supporting People
5 Children's Social Services		5 Kent Wide
6 Finance & Corporate Services		6 HQ
7 Strategy, Policy & Performance Division		
8 Resources Division		<b>EH&amp;W Directorate</b>
		Directorate level Plan
<b>Communities Directorate</b>		1 Resources
Directorate level Plan		2 Environment & Waste
1 Youth Service		3 Kent Highway Services
2 Youth Offending Service		
3 Kent Drug & Alcohol Action Team		<b>Chief Executive's Directorate</b>
4 Libraries & Archives		Directorate level Plan
5 Arts Development Unit		1 Personnel & Development
6 Sport, Leisure & Olympics Service		2 Communications & Media Centre
7 Kent Adult Education & KEY training		3 Strategic Development Unit
8 Community Safety Service		4 Public Health
9 Trading Standards Service		5 Corporate Finance
10 Emergency Planning Service		6 Property Group
11 Registration Service		7 Commercial Services
12 Coroners Service		8 Legal & Democratic Services
13 Kent Scientific Services		9 Strategy, Economic Development & ICT
14 Turner Contemporary		
15 Policy and Resources Division		
16 Supporting Independence (to follow)		

**By:** Kevin Lynes, Cabinet Member for Regeneration  
David Cockburn, Executive Director – Strategy, Economic Development & ICT

**To:** Cabinet - 30 March 2009

**Subject:** Community Infrastructure Provision: Review of Current and Future Service Strategies in Kent

**Classification:** Unrestricted

**Summary:** Members are asked to:

- a. Approve the Service Providers Statements as a policy document to inform district Development Plan Documents and to approve their publication for the purposes of consultation.
- b. To delegate authority to the Portfolio holder for Finance and Portfolio holder for Regeneration following the consultation and approval by the service units Portfolio holders to sign off the revised statements and subsequent annual updates as supplemental guidance on behalf of the Council

## Introduction

- 1 (1) KCC has been successfully securing development contributions since approximately 1997 and on 12 March 2007 Cabinet considered the “KCC Guide to Development Contributions and the Provision of Community Infrastructure March 2007” and “approved the Guide for adoption and promotion as a policy supporting document for the Kent Partnership Community Strategy – “Vision for Kent”. The Guide sets out the basis and methodology for the collection of monies from developers towards the provision of KCC infrastructure. The legal framework for this procedure is provided by the Town and Country Planning Act 1990 (section 106) and the Planning and Compensation Act 2004, whilst the policy guidance is contained in Circular 5/2005.
- (2) The Guide has been instrumental in informing planning documents at district level, however The Planning and Compensation Act 2004 introduced a fundamental change to the Local Development Framework (LDF) procedure for the preparation and adoption of development plans, which in turn, has significant implications for the process of securing development contributions. Whilst the S.106 process still exists much greater emphasis is now being placed on negotiations underpinned by up to date policies and proposals which must be contained in the new style development plans which comprises a relative complex framework of documents.
- (3) In addition the potential introduction of the Community Infrastructure Levy

(CIL) will require a “charging schedule” to identify infrastructure requirements over the LDF plan period. The “charging schedule” must be evidence based and will be subject to independent examination and possibly public examination.

### **The Evidence Base and Local Development Documents**

- 2 (1) The inclusion of policies of various kinds in Development Plan Documents, including policies relating to the provision of community infrastructure, depends however, on the preparation of a comprehensive evidence base which sets out and justifies the approach. The Service Provider Statements are intended to comprise this essential evidence base for the provision of Community Infrastructure and will provide the link to emerging planning policies.
- (2) The provision of infrastructure now has the status of a “key test of soundness” to which Development Plan Documents must comply. Further, Planning Policy Statement 12 (Local Development Frameworks) advises at para 6.3 that where evidenced based documents have been prepared by Council’s in accordance with established procedures (ie in draft and subject to public consultation) they may then be adopted as “supplementary guidance” and henceforth be regarded as a material consideration in the determination of planning applications. For procedural reasons it is recommended that this document be given such status. This will enable officers to make reference to it at public inquiries of various kinds and require Planning Inspectors to give it due status in any decisions that they make.

### **The Service Provider Statements**

- 3 (1) The Service Provider Statements themselves comprise the collective requirements of the following services: Adult Education; Libraries and Archives; Youth Service; Primary and Secondary Education; and Adult Social Services (as at 2008), and look forward a maximum of 5 years. Whilst this timescale is shorter than that of Local Development Documents which have a timescale of at least 10 years, but may be much longer, it is considered that a 5 year time frame offers the most realistic projection given the uncertainties of central government funding and relates to KCC’s Medium Term Financial Plan (MTP) and possible changes to the way in which such services may be delivered in the future. It is expected however that the statements will be reviewed and updated annually to accord with the MTP and service business plans, hitherto unforeseen changes may then be dealt with. This annual review will then fit with the annual monitoring process that Local Planning Authorities (i.e. District Council’s in Kent) have to comply with when preparing and reviewing their development plan documents.



## **Service Provider Statements: Content and approach**

- 4 (1) Each service description comprises a County wide statement and background statistical information, cross referenced to various national and regional evidence sources. This provides the overarching evidence base. The local interpretation of this evidence is then achieved through a series of district policy statements and project proposals, one for each district in the County (and excluding Medway unitary authority), whose purpose is to inform the policy preparation of the Local Development Documents and any locally based community service initiatives being pursued by the districts themselves. This information will also form the background evidence when commenting upon planning applications and presenting cases at planning appeals, supplemented by such further site specific data as may be necessary.
- (2) The statements will also inform the MTP, the CIL charging schedule, the Regeneration Framework, What Price Growth 2 and lobbying documents to central government.

## **Internal Consultation**

- 5 (1) In preparing the document, there has been extensive liaison with relevant portfolio holders and service directorate senior managers. The document has also been shared with Finance Services Board and Corporate Property.

## **Recommendations**

Cabinet is asked to:-

- a. Approve the Service Provider Statements as a policy document to inform district Development Plan Documents.
- b. Approve that the Service Provider Statements are published for the purposes of consultation pursuant to Planning Policy Statement 12 and subsequently adopted as supplementary guidance.
- c. To delegate authority to the Portfolio holder for Finance and Portfolio holder for Regeneration to agree amendments following the consultation and further approval by the service units Portfolio holders and sign off the revised statements as supplemental guidance on behalf of the Council
- d. To delegate authority to the Portfolio holder for Finance and Portfolio holder for Regeneration to sign off the revised statements on behalf of the Council following the annual review and approval by the service units Portfolio Holders

**Author Contact Details:**

Dennis Stevenson  
Regeneration and Economy Manager  
Chief Executive's Directorate

Email: [dennis.stevenson@kent.gov.uk](mailto:dennis.stevenson@kent.gov.uk)

Tel: 01622 696985

**Background Documents:**

None

*Please note a full copy of the service provider statements is available upon request.  
Please contact: Theresa Warford on extension 1927 or via email:  
theresa.warford@kent.gov.uk*

**By: Kevin Lynes : Cabinet Member for Regeneration, and David Cockburn Executive Director, Strategy, Economic Development & ICT**

**To : Cabinet 30th March 2009**

**Subject : Kent International Gateway Planning Inquiry**

**Classification : Unrestricted**

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## **Summary**

The planning application for the Kent International Gateway at Junction 8 of M20 has far reaching implications for transport and planning in Kent. This report seeks Cabinet agreement to KCC's appearance at a planning Inquiry to oppose the proposal, the appointment of legal counsel and the retention of technical consultants.

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### **1 The proposed development**

1 Kent County Council (KCC) is the strategic planning authority in Kent and has a statutory role to respond to consultations by the Kent local planning authorities (the District Councils) on major planning applications. KCC is also the local highway authority and likewise has a statutory role to respond to consultations on major planning applications.

2 An outline planning application was made for the Kent International Gateway (KIG) on 24<sup>th</sup> October 2007. The proposal is for the construction of a "strategic rail freight interchange" (SRFI) with an intermodal terminal, 362,000 sq. m (over 3.6 million sq feet) of warehousing and 11,400 sq. m of separate office space. The site covers 112 ha (270 acres) and extends for about 2.5 km from north of Bearsted to Junction 8 of M20. It is proposed that the development would be completed over 7 years.

3 Eight major warehouse units are proposed of which two would have a direct rail connection to the Ashford-Maidstone-Swanley main line that bisects the site. These would provide 170,500 square metres of floorspace. The applicant proposes that the site would receive about 12 trains each day, mainly carrying containers for the intermodal terminal, which has a capacity of 200,000 units per annum.

4 The site is bounded to the North by M20, which also marks the boundary of the Kent Downs Area of Outstanding Natural Beauty (AONB), and the site is within the North Downs Special Landscape Area. Almost all of the development would be on green-field land, largely in agricultural use.

### **2 KCC Objections as a Statutory Consultee**

5 The application raises a number of important strategic questions, notably :

- whether there is a commercial and transport case for a strategic rail freight interchange at this location, and whether it conforms to national and strategic policy - crucially, whether the proposal would achieve a transfer of freight from road to rail
- the large scale of the development proposed in the foreground of the North Downs AONB, and the views of the sites and surrounding countryside from the North Downs.

- the impact on the local and trunk highway network from the operation of the warehousing and intermodal terminal, and the daily travel of the workforce.
- the labour market implications of the 3,500 jobs that are proposed, and whether this is the right location for a major concentration of employment in the distribution sector.

6 In addition, the scale and nature of the proposal is of great concern to the local community and would change the character of Bearsted and the surrounding area.

7 A proposal of this scale, largely in open country and in the foreground of an Area of Outstanding Natural Beauty, but abutting a residential area, must demonstrate very exceptional justification. The applicant's case relies on the claim that the development will shift cross Channel road freight to rail.

8 KCC has assessed the proposal against the policies of the Kent & Medway Structure Plan and the South East Plan. As a result of this assessment KCC submitted strong strategic planning objections to the application in November 2007.

9 Maidstone Borough Council and KCC requested further information from the applicant, particularly on the case for rail freight at this location, landscape impact, and employment consequences. The local authorities and the Highways Agency also sought further information from the applicant in order to properly assess the transport impact of the proposal. The additional information required Maidstone Borough Council conduct a second consultation in January and February 2009. KCC has assessed the new information and confirmed its objections to the proposal.

10 The main strategic planning objections can be summarised as follows :

- The applicant has not demonstrated that the proposal will achieve significant modal shift to rail and it therefore fails to meet the criteria of Structure Plan policy and the South East Plan.
- The location of the proposal at Junction 8 of M20 does not meet the criteria of the former Strategic Rail Authority and the Government's proposed changes to the South East Plan, that suitable sites for strategic rail freight interchanges are likely to be located at the intersection of M25 with radial routes.
- Structure Plan and South East Plan policy is to concentrate economic development principally in the Growth Areas and areas of regeneration, and to develop the Maidstone economy with higher quality jobs. KIG would concentrate primarily road-based warehousing at Maidstone, contrary to strategic policy
- The proposal would have a major impact on the landscape. It would be clearly visible from the AONB and from primary road and rail routes, and would have a detrimental effect upon the setting of the AONB.
- The proposal is contrary to policies for the protection, conservation and enhancement of the countryside. The applicant has not demonstrated a justification for the development that outweighs these considerations. The scale and form of development is such that no adequate mitigation or compensation can be envisaged.
- There are likely to be serious adverse impacts on the existing communities.

11 A transport assessment of the housing and other development at Maidstone required to meet the policies of the South East Plan was underway by Kent Highways Services prior

to the planning application. The cumulative impact of the KIG proposal with this development is now being further assessed in consultation with the Highways Agency. Concern has been expressed about the capacity of A20 junctions and the possible consequences for Junction 8 of the M20. The County Council's final views on the highway network, demand management, public transport, and vehicle parking are still being assessed, and will be provided to Maidstone Borough Council by Kent Highways Services.

The current position with the planning process is as follows :

### **3 The planning process**

12 An outline planning application was made to Maidstone Borough Council in October 2007 and KCC made objections as a statutory consultee. Additional information was requested from the applicant and this required a second consultation in January 2009. KCC confirmed its objections to the proposal.

13 KCC has followed appropriate procedure when making representations on the KIG planning application. Our responses to the two consultations have been in the form of officer's letters agreed by the Cabinet portfolio holder. KCC's views have been justified with reference to the policies of the Adopted Kent and Medway Structure Plan and to the Government's proposed changes to the South East Plan.

14 In parallel with the consultation, the Highways Agency is seeking further traffic information from the applicant. It has issued an Article 14 Direction, which while in force prevents the Borough Council or a planning Inspector from granting planning permission, but does not prevent a refusal.

15 Before the second consultation period was due to close on 6th February, the applicants instructed solicitors to lodge an appeal with the Planning Inspectorate because the application had not been determined by Maidstone BC within the period allowed. The main steps leading to a Planning Inquiry and a decision will be as follows :

- Maidstone Borough Council, KCC and other parties must submit a statement of their positions or their comments to the Planning Inspectorate by 29<sup>th</sup> May.
- Maidstone's position will be determined at a meeting of their Planning Committee.
- a date for the Inquiry will be agreed by Maidstone and the applicant and this is likely to be in September
- a Pre Inquiry Meeting will be arranged by the appointed Planning Inspector to confirm who will give evidence and the date by which it must be submitted
- it is likely given the complexity of this matter that the Inquiry will sit for at least 6 weeks during the summer
- after the Inquiry the Inspector will submit his/her recommendations in a comprehensive report to the Secretary of State for Communities and Local Government. She will make the planning decision.

### **4 The purpose of this report**

16 This proposal has a number of implications for Kent and Maidstone, beyond the immediate impact on the local community and countryside, and raises considerable uncertainty as to its eventual operation and impact.

17 As indicated above, the applicant must demonstrate very exceptional justification for the development, and this rests on the transfer of road freight to rail. A shift of freight to rail would be in line with national, regional and KCC policy, and this aspect of the proposal must therefore be closely examined.

18 The purpose of this report to Cabinet is twofold :

- I. to bring this matter to the attention of the Cabinet, and for the reasons set out above to seek Cabinet endorsement of KCC's objections to the planning application, and its appearance at a planning Inquiry to oppose the Kent International Gateway. This will require the appointment of legal counsel and the retention of technical consultants, and should be agreed with Maidstone Borough Council as the local planning authority.
- II. to propose that the costs of representation at an Inquiry be met from the Environment and Regeneration budget in the normal way, but that in view of the scope and likely duration of the Inquiry and delay in the planning process, provision be made to meet fluctuations in expenditure arising from the planning appeal process.

*(i) The County Council's appearance at a planning Inquiry*

19 KCC from time to time objects to or supports strategic planning applications on the basis of established planning and transport policy, and may take its view to a Planning Inquiry either to support a District Council, or following a request to the Planning Inspector as a principal party. It may commission expert advice to support its evidence, request legal advice, and engage a barrister. This is part of KCC's statutory planning and transport function, and is exercised by officers under delegated authority, subject to the agreement of the Cabinet portfolio holder where KCC is a consultee, as in this case.

20 However, in view of the wider implications of this proposal, this report requests Cabinet to endorse KCC's objections to the planning application, and its appearance at a planning Inquiry to oppose the Kent International Gateway.

21 Maidstone Borough Council is the local planning authority and they have yet to take a position on the planning application. When their view is known officers will assess the most effective way to represent the County Council's case at the Inquiry, in consultation with Maidstone.

22 Officers will consider the need for expert advice to support the County Council's evidence, and for legal advice and representation. This report requests Cabinet to confirm the authority of the Executive Director Strategy, Economic Development and ICT to appoint consultants and counsel as necessary, in consultation with myself as the relevant Cabinet portfolio holder.

*(ii) the costs of representation at an Inquiry*

*Planning Evidence*

23 The costs of KCC evidence and representation at planning Inquiries are met from the Environment and Regeneration budget (Integrated Transport and Planning). The cost of some of the strategic planning studies of the KIG proposal commissioned by Maidstone Borough Council are to be shared with KCC. KCC has also retained Mott MacDonald to assist in with its planning proof. Costs to date to be met by current budgets in the normal way are :

2007-08	£17,800	planning studies
2008-09*	£99,000	planning studies

\* estimate of work to be completed to 31<sup>st</sup> March 2009.

\* excludes transport studies for the Maidstone Local Development Framework part funded by CLG

24 Due to the slow progress of the planning process, costs that were expected to be borne in 2008-09 will carry over to 2009-10 as follows :

2009-10	£55,000	consultants fees for planning studies and evidence
	£50,000	legal and expert representation at the planning Inquiry

25 The estimate for 2009-10 assumes that limited additional planning studies are required to support KCC's evidence, and that the cost of legal representation at an Inquiry is shared with Maidstone BC. However, this will be a major Inquiry and is likely to last more than 6 weeks. Important areas of uncertainty remain in the applicant's evidence that will require testing and rebuttal. If there were any aspect of the evidence on which Maidstone and KCC were not in full agreement, it would not be possible for single barrister to present a joint case. A contingency provision is therefore needed.

26 The annual budget process makes it hard to manage the uneven fall of expenditure. In discussion with the Director of Finance it has been agreed to establish a small reserve to manage these fluctuations. This will be created as the accounts are closed this financial year. This will be formally agreed through a future monitoring report.

#### *Transportation and traffic studies*

27 The transport assessment of the housing and other development at Maidstone required to meet the policies of the South East Plan is funded by KCC (Kent Highways Services) and Maidstone Borough Council with a grant from the Government. Additional analysis has been necessary to assess the cumulative impact with the Kent International Gateway.

#### *Pre-election Period*

28 The County Council elections will take place on 4<sup>th</sup> June 2009. The Code of Recommended Practice on Local Authority Publicity (sometimes known as the "purdah" rules) comes into effect on Tuesday 28 April and last until Friday 5<sup>th</sup> June.

29 The Code does not effect the execution of officers duties in responding to consultations and preparing for a planning Inquiry, or the exercise of the portfolio holder's duties and authority.

### **Recommendations**

It is **recommended** that Cabinet:

1. endorse KCC's objections to the Kent International Gateway planning application, and its appearance at a planning Inquiry to oppose the proposal.
2. authorise the Executive Director, Strategy, Economic Development & ICT to appoint consultants and counsel as necessary, in consultation the Cabinet portfolio holder for Regeneration.
3. note the creation of a small reserve to manage expenditure fluctuations arising from the appeal process.

***Background Documents***

*Outline Planning application for KIG – see Maidstone BC web site*

*KCC Objection letters of November 2007 and February 2009*

*Kent and Medway Structure Plan*

*Government's Proposed changes to the South East Plan July 2008*

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Contact officer:

Tim Martin Strategy Manager  
01622 221618  
tim.martin@kent.gov.



**By:** Mark Dance, Cabinet Member for Operations, Resources and Skills, Children, Families and Education  
Leyland Ridings, Cabinet Member for Children, Families and Educational Achievement  
Ian Craig, Interim Managing Director for Children, Families and Education  
Keith Abbott, Interim Managing Director for Children, Families and Education

**To:** Cabinet – 30 March 2009

**Subject:** LOCAL AUTHORITY PROPOSED CO-ORDINATED SCHEME FOR PRIMARY AND SECONDARY SCHOOLS IN KENT AND ADMISSION ARRANGEMENTS FOR PRIMARY AND SECONDARY COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2010 /11

**Classification:** Unrestricted

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**Summary:** To report on the outcome of the consultation on the proposed admission arrangements for transfer to Primary and Secondary schools in September 2010. Cabinet is asked to determine the admission arrangements for that school year and determine the coordinated schemes for Primary & Secondary Admissions in Kent.

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### **Introduction**

1. (1) The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to consult on its proposed admission arrangements for these schools annually, and to determine its admission arrangements by 15 April each year.

(2) The Education Act 2002 introduced a duty on each LA, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities. There have been no objections to the proposed coordinated schemes for Primary and Secondary Admissions for 2010. Cabinet are requested to determine the 2010 Co-ordinated scheme for Admissions to Primary and Secondary schools in Kent.

(3) All admission arrangements identified in this document are outside the arrangements for pupils with statements of special education need which take place in accordance with the SEN Code of Practice (2001) Paragraph 5.72.

(4) The LA has consulted the headteachers and chairmen of governors of all Kent primary and secondary schools; neighbouring LAs; diocesan bodies; independent schools (which have pupils transferring to secondary schools); parents and parental groups on its proposals to co-ordinate admissions to all Kent Primary Secondary schools in September 2010.

(5) The LA consulted with the Admissions Forum on the content of the consultation and reported back to the forum on 5 February 2009. The Admissions Forum supported the continuation of the existing schemes, and agreed the need for minor changes in the primary scheme dates in order to avoid the Easter Holiday clash.

## **Consultation and Outcome**

2. (1) The consultations considered the following aspects:

- (a) The Primary Co-ordinated Admission Scheme for 2010/11;
- (b) The Secondary Co-ordinated Admission Scheme for 2010/11;
- (c) Over-subscription criteria for Community and Voluntary Controlled Primary and Secondary schools;
- (d) The relevant statutory consultation areas for Primary and Secondary schools;
- (e) Published admission numbers for Community and Voluntary Controlled Primary and Secondary schools.

### **(a) The Primary Co-ordinated Scheme**

3. (1) All Primary Admissions Authorities within Kent agreed to the proposed Co-ordinated scheme being in line with dates used in 2009. One response highlighted a clash in dates with the Easter Holiday in 2010 and a further brief consultation was held to set an earlier closing date in December.

(2) Concerns were then raised regarding parental expectation of a January closing date and the change in legislation which will mean from 2011 the closing date must be 15 January.

(3) Having considered all responses the LA has proposed a new set of scheme dates that allows the closing date to remain in January but in effect moves the whole process back one week for 2010. A Primary Admissions Scheme with revised dates is presented in Appendix A

### **(b) The Secondary Coordinated Scheme**

4. (1) The Secondary Coordinated Scheme was agreed by all Kent Admissions Authorities. There was less feedback and comments made about the scheme than in previous years, however, it is considered that this is as a direct result of the existing scheme

(imposed by the Secretary of State) simply carrying over for another year with no significant changes proposed.

**(c) The Oversubscription Criteria for Primary and Secondary Community and Voluntary Controlled schools.**

The oversubscription criteria have not changed from 2009/10, other than minor amendments to some of the wording to reflect comments made by the Office of the Schools Adjudicator following the compliance exercise carried out in the Autumn of 2008. Details of the oversubscription criteria for Primary Community and VC schools is outlined in Appendix A. Details of the oversubscription criteria for Secondary Community and VC schools is outlined in Appendix B.

**(d) Relevant Statutory Consultation Area**

Details of the relevant statutory consultation areas have not changed from 2009/10, details for the Primary arrangements are in Appendix A and Secondary arrangements in Appendix B

**(e) Published Admission Numbers**

6. The proposed Published Admission Numbers(PAN) for Community and Voluntary Controlled schools are identified in Appendix A for Primary schools and Appendix B for Secondary Schools. *(Note: Clarendon Grammar School has reduced the PAN from 115 to 90 places. In 2009 the school was only able to make 67 offers of places and is significantly under subscribed. It is intended that grammar places released through a reduction in the PANs in East Kent as part of the BSF programme, will be reinstated through negotiation with West Kent Grammar Schools to ease pressure on grammar places in the West.)*

**Recommendations**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>7. Cabinet is asked TO AGREE</p> <ul style="list-style-type: none"><li>(a) The proposed scheme to co-ordinate admissions to Primary schools in September 2010 is determined as set out in Appendix A.</li><li>(b) The proposed scheme to co-ordinate admissions to Secondary schools in September 2010 is determined as set out in Appendix B.</li><li>(c) The oversubscription criteria detailed in Appendix A and Appendix B relating to Community and Voluntary Controlled Primary and Secondary schools are determined for 2010.</li><li>(d) The relevant statutory consultation areas detailed in Appendix A and Appendix B relating to Community and Voluntary Controlled Primary and Secondary schools are determined for 2010.</li><li>(e) That the Published Admission Numbers for Community and Voluntary Controlled Primary and Secondary schools are determined as set out in</li></ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Appendix A and Appendix B.

Cabinet is asked TO NOTE

- (f) Comments made during the consultation are outlined in Appendix C
- (g) That from September 2010 the LA will be required to administer all Casual Admissions (a process currently devolved to schools and academies) – A further consultation will take place later in the year to develop a 'Casual Admissions Scheme' this must be determined no later than January 2010.

Scott Bagshaw  
Head of Admissions and Transport  
Tel: (01622) 694185

## 1. SCHEME FOR ADMISSION TO PRIMARY SCHOOL – SEPTEMBER 2010

The Key scheme dates are:

<b>Key Action</b>	<b>Key Dates in Scheme</b>
<b>Closing Date for RCAFs/JCAFs</b>	Friday 8 January 2010
<b>Applicant numbers to schools</b>	Monday 1 February 2010
<b>Applicant details sent to schools to apply oversubscription criteria</b>	By Friday 5 February 2010
<b>Ranked Lists returned to LA by all schools</b>	By Tuesday 2 March 2010
<b>LA will match all ranked lists</b>	By Tuesday 9 March 2010
<b>Schools sent lists of allocated pupils</b>	By Tuesday 16 March 2010
<b>Offer day</b>	Monday 22 March 2010
<b>Schools send out welcome letters</b>	Wednesday 7 April 2010
<b>Date by which places should be accepted or declined</b>	Friday 23 April 2010
<b>Schools re-allocate places that have become available</b>	After Wednesday 28 April 2010
<b>Schools provide Admissions and Transport with returns regarding places accepted, refused, new direct offers made and upheld appeal decisions</b>	Friday 28 May 2010 Wednesday 30 June 2010 Friday 16 July 2010

In addition the scheme:

- Allows for supplementary forms to be sent direct to schools.
- Confirms that after 28 April 2010 schools consider applicants through normal waiting list procedures.

## 1. Scheme to Co-ordinate Admissions to Primary Schools in September 2010

The LA expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

1. There will be standard forms known as the Reception Common Application Form (RCAF) and Junior Common Application Form (JCAF). Parents will also have the opportunity to apply online.
2. The RCAF will be used for the purpose of admitting pupils into the first year of Primary Education and the JCAF for Year 3 of Junior Schools.
3. The RCAF/JCAF will be used as a means of expressing one or more preferences by parents for their child to be admitted to a school within the LA area (including Voluntary Aided (VA) and Foundation Schools).
4. RCAFs/JCAFs, completed online or on paper, will:
  - (a) Invite parents to express three preferences in priority order,
  - (b) Invite parents to give their reasons for each preference,
  - (c) Explain that parents will receive the offer of one school place and that:
    - (i) a place will be offered at the highest ranked preference for which they are eligible,
    - (ii) if a place cannot be offered at a school named on the form, a place will be offered at an alternative school.
  - (d) Specify the closing date and where it must be returned, in accordance with paragraph 9.
5. The LA will make appropriate arrangements to ensure:
  - (a) that the RCAF/JCAF is available for completion online, or alternatively in paper form on request from the LA and from all maintained primary schools in the LA area; and
  - (b) that the RCAF/JCAF is accompanied by a written explanation of the co-ordinated admissions scheme.
6. All preferences expressed on the RCAF/JCAF, online or on paper, are valid applications.
7. All preferences expressed on a RCAF/JCAF online or on paper are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the RCAF/JCAF, to provide additional information on a supplementary information form only where the additional information is required for the governing body to apply its over-subscription criteria to the application. Where a supplementary information form is required it must be requested from the school or the LA and returned to the school. All schools that use supplementary information forms must include the proposed form in their consultation with other admission authorities, including the LA, and in their published admission arrangements. Where a school fails clearly to define its

oversubscription criteria in its determined arrangements, the criteria definitions as laid out by the Local Authority must be adopted

8. Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has also completed an RCAF/JCAF online or on paper, and the school is named.
9. Completed RCAFs/JCAFs are to be submitted online or returned to the LA or any Kent Primary School by 8 January 2010.
10. The LA will act as a clearing house for the allocation of places. The LA will only make any decision about the offer or refusal of a place in response to any preference expressed on the RCAF/JCAF where:
  - (a) it is acting in its separate capacity as an admission authority;
  - (b) an applicant is eligible for a place at more than one school;
  - (c) an applicant is not eligible for a place at any school that the parent has named.

The LA will allocate places in accordance with paragraph 13.

11. By 5<sup>th</sup> February 2010 - The LA will notify each school of every application that has been made including all the relevant details from the online application or RCAF/JCAF.
12. By 2 March 2010 - The Admission Authority for each school will consider all applications for their school, apply the school over-subscription criteria and provide the LA with a list of all applicants ranked according to the school's over-subscription criteria.
13. By 9 March 2010 - The LA will match this ranked list against the ranked list of the other schools named on the form and:
  - Where the child is eligible for a place at only one of the named schools, that school will be offered.
  - Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference.
  - Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at the nearest appropriate school with a vacancy.
14. On 16 March 2010 -The LA will inform schools of the pupils to be offered places at their schools.
15. On offer day, 22 March 2010 - Parents will be sent decision letters. The letter will give the following information:
  - The name of the school at which a place is offered.
  - The reasons why the child is not being offered a place at any school named on the RCAF/JCAF as a higher preference than the school offered.
  - Information about the right of appeal against the decisions to refuse places at other named schools.

- An invitation to parents to contact schools if they want their child to be considered for any places that might become available.

Schools will send out their welcome letters on 7 April 2010

16. 23 April 2010 - The deadline for parents to accept or refuse the place offered.
17. 28 April 2010 - Schools re-allocate any places that have become vacant since offer day, giving priority to applicants according to individual schools' over-subscription criteria.
18. Parents may ask for their child's name to be kept on a waiting list should places become available after 28 April 2010. Applicants will be ranked in the same order as the published oversubscription criteria. Waiting lists will be held by individual schools at least until the first day of the Spring Term 2011.

### *Late Applications*

19. The closing date for applications in the normal admission round is 8 January 2010. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received before 22 January 2010.
20. Applications received after 22 January 2010 will be considered after places have been offered to pupils on offer day.
21. Applications received after offer day will be forwarded to each school named on the RCAF/JCAF to consider along with all other outstanding requests.
22. The table below outlines the admissions authorities within Kent required to agree the co-ordinated scheme that have been consulted for admission arrangements for 2010. The list does not include other bodies consulted and given an opportunity to express a view. (These include the relevant Diocesan authorities, neighbouring Local Authorities, parents and other interested groups.)

<b>CONSULTATION 2010 VA AND FOUNDATION INFANT, JUNIOR AND PRIMARY SCHOOLS</b>		
All Souls' CEP School	Hunton CEP School	St James' CEI School
Allington Primary School	Ide Hill CEP School	St John's Catholic Primary School, Gravesend
Archbishop Courtenay Primary School	John Wesley Methodist Primary School	St John's CEP School, Maidstone
Bapchild & Tonge CEP School	Lady Boswell's CEP School (Sevenoaks)	St Joseph's Catholic Primary School, Aylesham
Beauherne Primary School	Leybourne, St Peter & St Paul CEP School	St Joseph's Catholic Primary School, Broadstairs
Borden CEP School	More Park RCP School	St Joseph's Catholic Primary School, Northfleet
Borough Green Primary School	Our Lady of Hartley Catholic Primary School	St Katharine's Knockholt CEP School



**Appendix A**

Bredgar CEP School	Our Lady's Catholic Primary School, Dartford	St Laurence in Thanet CEJ School
Brenchley & Matfield CEP School	Park Farm Primary School	St Margaret Clitherow Catholic Primary School
Cartwright & Kelsey CEP School	Penshurst CEP School	St Mary of Charity CE (Aided) Primary School
Charing CEP School	Platt CEP School	St Mary's CEP School, Ashford
Charlton CEP School	Ramsgate, Holy Trinity CEP School	St Mary's Catholic School, Deal
Chevening, St Botolph's CEP School	Roseacre Junior School	St Mary's CEP School, Folkestone
Colliers Green CEP School	Rusthall, St Paul's CofE Primary School	St Mary's CEP School, Swanley
Deal Parochial CEP School	Saltwood CEP School	St Mary's Catholic Primary School, Whitstable
Diocesan & Payne Smith CEP School	Sholden CEP School	St Peter-in-Thamet CEJ School
Ditton CEJ School	Sissinghurst CEP School	St Peter's Catholic Primary School Sittingbourne
Ditton Infant School	Snodland CEP School	St Philip Howard Catholic Primary School
Dover, St Mary's CEP School	Speldhurst CEP School	St Richard's Catholic Primary School, Dover
Elham CEP School	St Anselm's Catholic Primary School, Dartford	St Simon of England RCP School, Ashford
Fordcombe CEP School	St Augustine's Catholic Primary School	St Teresa's Catholic Primary School
Greatstone Primary School	St Augustine's Catholic Primary School, Hythe	St Thomas' Catholic Primary School, Canterbury
Halfway Houses Primary School	St Barnabas CEP School	St Thomas' Catholic Primary School, Sevenoaks
Harcourt Primary School	St Bartholomew's Catholic Primary School	Stella Maris Catholic Primary School
Hartlip Endowed CEP School	St Botolph's CEP School	Sutton-at-Hone CEP School
Herne Bay Junior School	St Eanswythe's CEP School	The Anthony Roper Primary School
Herne CEJ School	St Edward's RCP School, Sheerness	Tunstall CEP School
Hever CEP School	St Ethelbert's Catholic Primary School, Ramsgate	Whitstable & Seasalter Endowed CEJ School
Holy Family RCP School, Maidstone	St Francis' Catholic School, Maidstone	Willesborough Junior School
Holy Trinity CEP School	St George's CofE Primary School, Sheppey	Wilmington Primary School
Holy Trinity CEP School, Dartford	St Gregory's Catholic Primary School, Margate	Wincheap Foundation Primary School
Horton Kirby CEP School		Wittersham CEP School

## 2. Over-subscription Criteria

The over-subscription criteria for all Community and Voluntary Controlled primary schools are:

- **Children in Local Authority Care** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- **Attendance at a linked school** – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school. In the same way, children with a sibling in the junior school are given priority for admission to the infant school.
- **Denominational preference (for Voluntary Controlled Church schools only)** – if a parent has applied for their child to be admitted to a Church of England or Methodist controlled school on denominational grounds by ticking the box on the application form, preference will be given to these over those who have not. Evidence of church membership or attendance is not required.
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). Linked infant and junior schools are considered to be the same school for this criterion. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
- **Health and Special Access Reasons** - Medical / Health and special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school.
- **Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

- Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

### **3. Statutory Consultation Area**

The LA is required to define "relevant areas" within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. The relevant statutory consultation areas are those included within a 3 mile radius of the school.

4. Published Admissions Numbers (PAN) for Community and Voluntary Controlled Primary Schools:

<b>Schools in Dartford West</b>	<b>2010 PAN</b>
Fleetdown Infant School	60
Fleetdown Junior School	60
Joydens Wood Infants School	70
Joydens Wood Junior School	70
Maypole Primary School	30
New School in Dartford (Bridge development)	30
Oakfield Community Primary School	60
St Alban's Infant School	90
Temple Hill Community School	75
The Brent Primary School	60
The Gateway Community Primary	30
Wentworth Primary School	70
West Hill Primary School	70
Westgate Primary School	30
York Road Junior School & Language Unit	90

<b>Schools in Dartford East</b>	<b>2010 PAN</b>
Bean Primary School	30
Darenth Community Primary School	15
Fawkham CEP School	15
Hartley Primary School	60
Knockhall Community Primary	60
Langafel CEP School	45
New Ash Green Primary School	60
Sedley's CEP School	15
Stone, St Mary's CEP School	60
Manor Community Primary School	60
The Craylands School	30

<b>Schools in Gravesham</b>	<b>2010 PAN</b>
Cecil Road Primary & Nursery	54
Chantry Primary School	30
Cobham Primary School	30
Culverstone Green Primary School	30
Dover Road Community Primary	60
Higham Primary School	30
Istead Rise Primary School	30
Kings Farm Primary School	45
Lawn Primary School	20
Meopham Community Primary	60
Painters Ash Primary School	60
Raynehurst Primary School	45
Riverview Infants School	120
Riverview Junior School	120
Rosherville CEP School	18
Shears Green Infant School	120
Shears Green Junior School	120
Shorne CEP School	30
Singlewell Primary School	30
Vigo Village School	30
Westcourt School	30
Whitehill Primary School	60
Wrotham Road Primary School	60

<b>Schools in Cranbrook and Paddock Wood</b>	<b>2010 PAN</b>
Benenden CEP School	25
Cranbrook CEP School	30
Frittenden CEP School	15
Goudhurst & Kilndown CEP	30
Hawkhurst CEP School	30
Horsmonden Primary School	30
Lamberhurst St Mary's CEP	20
Paddock Wood Primary School	90
Sandhurst Primary School	25

<b>Schools in Swanley &amp; District</b>	<b>2010 PAN</b>
Crockenhill Primary School	30
Downsview Primary School	30
Hextable Primary School	60
High Firs Primary School	30
Horizon School	30
St Paul's CEP School, Swanley	15
West Kingsdown CE Primary School	45

<b>Schools in Tunbridge Wells</b>	<b>2010 PAN</b>
Bidborough CEP School	30
Bishops Down Primary School	30
Broadwater Primary School	30
Claremont Primary School	60
Langton Green Primary School	30
Pembury School	60
Sherwood Park Community Primary	60
Southborough CEP School	55
St James' CEJ School	70
St John's CEP School	90
St Marks CEP School	30
St Matthew's High Brooms CEP School	60
St Peter's CEP School	20

<b>Schools in Sevenoaks South</b>	<b>2010 PAN</b>
Amherst School	90
Chiddingstone CEP School	20
Churchill CEP School	40
Crockham Hill CEP School	20
Dunton Green Primary School	30
Edenbridge Primary School	60
Four Elms Primary School	16
Halstead Community Primary School	25
Kemsing Primary School	30
Leigh Primary School	20
Otford Primary School	50
Riverhead Infant School	90
Seal CEP School	30
Sevenoaks Primary School	60
Shoreham Village School	15
St John's CEP School, Sevenoaks	15
St Lawrence CEP School	10
Sundridge & Brasted CEP School	15
Weald Community Primary School.	30

<b>Schools in Maidstone 1</b>	<b>2010 PAN</b>
Barming Primary School	60
Boughton Monchelsea Primary School	30
Brunswick House Primary School	60
Coxheath Primary School	30
East Farleigh Primary School	30
Laddingford, St Mary's CEP School	13
Marden Primary School	40
Palace Wood Primary School	60
St Margaret's C of E , Collier Street	17
St Michael's Infant School	40
St Michael's Junior School	45
Staplehurst School	75
Sutton Valence Primary School	30
Wateringbury CEP School	36
West Borough Primary School	60
Yalding, St Peter & St Paul CEP School	20

<b>Schools in Malling</b>	<b>2010 PAN</b>
Aylesford Primary School	45
Brookfield Infant School	60
Brookfield Junior School	64
Burham CEP School	28
The Discovery School	60
Ightham Primary School	28
Kings Hill School	60
Lunsford Primary School	30
Mereworth Community Primary School	30
Offham Primary School	30
Plaxtol Primary School	16
Ryarsh Primary School	22
St George's CEP School	25
St James the Great Primary & Nursery	30
St Katherine's School	90
St Mark's CEP School, Eccles	20
St Peter's CEP School	18
Stansted CEP School	12
Trottscliffe CEP School	12
Tunbury Primary School	80
West Malling CEP School	28
Wouldham, All Saints CE School	20

<b>Schools in Maidstone 2</b>	<b>2010 PAN</b>
Bell Wood Community School	45
Bredhurst CEP School	15
East Borough Primary School	60
Greenfields Community Primary School	45
Harrietsham CEP School	20
Headcorn Primary School	30
Hollingbourne Primary School	15
Kingswood Primary School	20
Leeds & Broomfield Primary School	12
Lenham Primary School	30
Loose Infant School	90
Loose Junior School	90
Madginford Park Infant School	90
Madginford Park Junior School	90
Molehill Copse Primary School	40
North Borough Junior School	75
Oak Trees Community School	27
Park Way Primary School	45
Platts Heath Primary School	13
Sandling Primary School	60
Senacre Wood Primary School	30
South Borough Primary School	30
St Paul's Infant School	90
Thurnham CEI School	90
Ulcombe CEP School	13

<b>Schools in Tonbridge</b>	<b>2010 PAN</b>
Cage Green Primary School	54
Capel Primary School	30
East Peckham Primary School	30
Hadlow School	25
Hildenborough CEP School	30
Long Mead Community Primary School	20
Shipbourne School	8
Slade Primary School	45
St Stephen's (Tonbridge) Primary	30
Stocks Green Primary School	30
Sussex Road Community Primary School	60
Woodlands Infants School	90
Woodlands Junior School	96

<b>Schools in Canterbury Coastal</b>	<b>2010 PAN</b>
Briary Primary School	60
Hampton Primary School	85
Herne Bay Infant School	120
Herne CE Infant School	90
Joy Lane Community Primary School	60
Reculver CEP School	75
St Alphege CE Infant School	60
Swalecliffe Community Primary School	90
Westmeads Community Infant School	60
Whitstable Junior School	75

<b>Schools in Rural Swale</b>	<b>2010 PAN</b>
Boughton-under-Blean & Dunkirk Primary School	30
Bysing Wood Primary School	15
Canterbury Road Primary School	30
Davington Primary School	60
Eastling Primary School	15
Ethelbert Road	15
Graveney Primary School	15
Hernhill CE Primary School	30
Lansdowne Primary School	30
Luddenham Primary School	30
Lynsted & Norton Primary School	15
Milstead & Frinsted CE Primary School	10
Murston Infant School	45
Murston Junior School	45
Ospringe Primary School	30
Rodmersham Primary School	10
Selling CE Primary School	20
Sheldwich Primary School	30
South Avenue Infant School	60
South Avenue Junior School	60
Teynham Parochial CEP School	30

<b>Schools in Canterbury City and Country</b>	<b>2010 PAN</b>
Adisham CEP School	20
Barham CEP School	30
Blean Primary School	67
Bridge & Patixbourne CEP School	56
Canterbury, St Peter's Methodist	30
Chartham Primary School	45
Chislet CEP School	10
Hersden Community Primary School	15
Hoath Primary School	8
Kingsmead Primary School	30
Littlebourne CEP School	15
Parkside Community Primary School	30
Petham Primary School	17
Pilgrims Way Primary School	45
St Stephens Infant School	90
St Stephens Junior School	90
Sturry CEP School	60
Wickhambreaux CEP School	15

<b>Schools in Swale Urban</b>	<b>2010 PAN</b>
Bobbing Village School	30
Eastchurch CEP School	60
Grove Park Community School	60
Holywell Primary School (Upchurch)	30
Iwade Community Primary School	60
Kemsley Primary School	30
Lower Halstow School	20
Milton Court Primary School	30
Minster in Sheppey Primary School	60
Minterne Community Junior School	90
Newington C E Primary School	30
Queenborough School & Nursery	45
Regis Manor Community School	60
Richmond Primary School	60
Rose Street School	30
The Oaks Community Infant School	90
West Minster Primary School	60
Woodgrove School	60

<b>Ashford 1</b>	<b>2010 PAN</b>
Aldington Primary School	20
Ashford Oaks Primary School	60
Beaver Green Community Primary School	60
Brabourne CEP School	15
Brook Community Primary School	12
Challock Primary School	20
Chilham, St Mary's CEP School	15
Downs View Infant School	90
East Stour Primary School	60
Kennington CEJ School	90
Lady J Thornhill (Endowed) Primary School	60
Linden Grove Primary School	60
Mersham Primary School	28
Phoenix Community Primary School	30
Smeeth Community Primary School	20
Victoria Road Primary School	30
Willesborough Infant School	120

<b>Ashford Rural</b>	<b>2010 PAN</b>
Bethersden Primary School	20
Egerton CEP School	30
Furley Park Primary School	60
Godinton Primary School	60
Great Chart Primary School	60
Hamstreet Primary School	45
High Halden CEP School	15
John Mayne CEP School	20
Kingsnorth Primary School	60
Pluckley CEP School	17
Rolvenden Primary School	14
Smarden Primary School	15
St Michael's CEP School, Tenterden	30
Tenterden Infants School	60
Tenterden Junior School	75
Woodchurch CEP School	20

<b>Schools in Shepway 1</b>	<b>2010 PAN</b>
Castle Hill Community Primary School	58
Cheriton Primary School	58
Christ Church CEP School	60
Hawkinge Primary School	45
Morehall Primary School	30
Mundella Primary School	30
Sandgate Primary School	60
Seabrook CEP School	15
Selsted CEP School	15
St Martin's CEP School	30
St Peter's CEP School	15
The Churchill School	60

<b>Schools in Shepway Rural</b>	<b>2010 PAN</b>
Bodsham CEP School	10
Brenzett CEP School	20
Brookland CEP School	15
Dymchurch Primary School	45
Hythe Bay CEP School	56
Lydd Primary School	40
Lyminge CEP School	30
Lympne CEP School	30
Palmarsh Primary School	15
Sellindge Primary School	15
St Nicholas CEP School	54
Stelling Minnis CEP School	15
Stowting CEP School	15



Schools in Thanet 1	2010 PAN
Birchington CEP School	60
Cliftonville Primary School	90
Drapers Mill Primary School	60
Garlinge Community Primary School and Nursery	60
Holy Trinity & St John's CEP, Margate	60
Minster CEP School	60
Monkton Primary School	15
Northdown Primary School	45
Palm Bay Primary School	45
Salmestone Primary School	60
St Crispin's Community Infant Primary	90
St Nicholas-at-Wade CEP School	28
St Saviour's CEP Junior	90

Schools in Thanet 2	2010 PAN
Bromstone Primary School	45
Callis Grange Nursery & Infant	90
Chilton Primary School	60
Christ Church CEJ School	60
Dame Janet Community Infant School	90
Dame Janet Community Junior School	90
Ellington Infant School	90
Newington Primary School and Nursery	60
Newlands Primary School	60
Priory Infant School	60
St Mildred's Primary Infant School	90
Upton Junior School	128

Schools in Deal and Sandwich	2010 PAN
Eastry CE Primary School	30
Goodnestone CEP School	10
Hornbeam Primary School	30
Kingsdown & Ringwold CEP School	28
Nonington Primary School	12
Northbourne CofE Primary School	20
Preston Primary School	20
Sandown School	60
Sandwich Infant School	56
Sandwich Junior School	60
St Margaret's-at-Cliffe Primary	30
The Downs CEP School	60
Warden House Primary School	60
Wingham Primary School	30
Worth Primary School	10

Schools in Dover	2010 PAN
Aycliffe Community Primary School	20
Aylesham Community Primary	60
Barton Junior School	60
Capel-le-Ferne Primary School	30
Eythorne Elvington Community Primary	20
Green Park Community Primary School	45
Guston CE Primary School	22
Langdon Primary School	10
Lydden Primary School	12
Priory Fields School	60
River Primary School	60
Shatterlocks Infant School	45
Sibertswold CE Primary School	30
St Martin's School	30
Temple Ewell CEP School	20
Vale View Community School	30
White Cliffs Primary College for the Arts	30
Whitfield School & Aspen Special Unit (PAN Includes 6 SSEN places)	57

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## 1. SCHEME FOR ADMISSION TO SECONDARY SCHOOL – SEPTEMBER 2010

The key scheme dates are:

<b>Key Action</b>	<b>Key Dates in Scheme</b>
<b>Registration for Testing opens</b>	1 June 2009
<b>Closing date for Registration</b>	10 July 2009
<b>Test Date</b>	15/16 September 2009
<b>Assessment Decision sent to Parents</b>	19 October 2009
<b>SCAF Closing Date</b>	6 November 2009
<b>First Data Exchange with Neighbouring Authorities</b>	4 December 2009
<b>Applicant Numbers to schools (plus info for those needing to arrange additional testing)</b>	11 December 2009
<b>Applicant details sent to schools to apply oversubscription criteria</b>	4 January 2010
<b>Ranked Lists returned to LA by all schools</b>	22 January 2010
<b>Secondary schools sent lists of allocated pupils - primary schools informed of destination of their pupils</b>	19 February 2010
<b>National Offer Day</b>	1 March 2010
<b>Schools send out welcome letters</b>	5 March 2010
<b>Date by which places should be accepted or declined</b>	15 March 2010
<b>Schools advise LA of places accepted and refused. LA advises schools of late applicants.</b>	26 March 2010
<b>Schools re-allocate places that have become available</b>	31 March 2010
<b>Schools provide Admissions and Transport with returns regarding places refused, accepted, new direct offers made and upheld appeal decisions</b>	30 April 2010 28 May 2010 30 June 2010 16 July 2010

## SCHEME TO CO-ORDINATE SECONDARY ADMISSIONS

### Glossary of terms used in the Scheme

1. In this scheme –

“the LA” means Kent County Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA is the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, foundation or voluntary school (but not a special school) which is maintained by the LA, and Academies

“foundation schools” means such of the schools as are foundation schools;

“VA schools” means such of the schools as are voluntary-aided schools;

“Academies” means such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002);

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or VA school and Academy, means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2010, and at the same time in any successive year in which this scheme is still in force;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 31 March 2010, including those received during the academic year commencing in September 2010 (and in the September of any successive years in which this scheme is in force), and applications for a place in any other year group received at any time from the commencement of the scheme.

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point as falls within the school’s published admission number.

SCAF – refers to the Secondary Common Application Form, completed online or on paper.

“head teacher assessment” - a stage in the assessment process in which a child’s primary school may if necessary submit additional evidence and a written statement to a head teacher panel to enable a final assessment of suitability for grammar school to be made.

“ the Kent grammar school tests” – tests in Verbal reasoning, Non-Verbal reasoning and Mathematics devised by an external body (GL Assessment) for admission to Kent grammar schools.

“ the Kent Procedure for Entrance to Secondary Education (PESE)” – the system for determining entry to Kent Grammar Schools.

2. Subject to paragraph 3, the scheme shall apply to every maintained secondary school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect immediately.

3 In any years subsequent to 2010, any or all of the dates specified in this scheme (including those set out in Schedule 2) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

4. The Kent schools that require children to sit the Kent grammar school tests (as in paragraph 11) are listed below:

Barton Court Grammar School	Maidstone Grammar School for Girls
Borden Grammar School	Norton Knatchbull
Chatham House Grammar School	Oakwood Park Grammar School
*Chaucer Technology School	Queen Elizabeth's Grammar School
Clarendon House Grammar School	Simon Langton Girls' Grammar School
Dane Court Grammar School	Simon Langton Grammar School for Boys
Dartford Grammar School	Sir Roger Manwood's School
Dartford Grammar School for Girls	Skinner's School
**Dover Grammar School for Boys	Tonbridge Grammar School
**Dover Grammar School for Girls	Tunbridge Wells Girls' Grammar School
Folkestone School for Girls	Tunbridge Wells Grammar School for Boys
Gravesend Grammar School	Weald of Kent Grammar School
Gravesend Grammar School for Girls	Wilmington Grammar School for Boys
Harvey Grammar School	Wilmington Grammar School for Girls
Highsted Grammar School	
Highworth Grammar School for Girls	
Invicta Grammar School	
Judd School	
Maidstone Grammar School	

\* Chaucer Technology School has a grammar stream and may admit up to 35 children (15% of their Published Admission Number) who are assessed as suitable for a grammar school through Kent’s PESE.

\*\* Dover Grammar School for Boys and Dover Grammar School for Girls also accept pupils who have reached the required standard through the “Dover Test”.

## THE SCHEME

1. The LA expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection Principles, as defined in the Data Protection Act 1998.

### **Secondary Online Application and Secondary Common Application Form**

2. There will be a standard form, known as the Secondary Common Application Form, which residents of the LA area must complete, online or on paper. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child in their last year of primary education knows how to apply online using the Kent Online Admission System ([www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)) or by completing a paper copy of the SCAF, and receives a written explanation of the co-ordinated admissions scheme.

3. The SCAF, completed online or on paper, will be used for the purpose of admitting pupils into the first year of secondary education in the specified year, and any successive year in which this scheme is still in force

4. The SCAF, completed online or on paper must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:

(a) to be admitted to a school within the LA area (including VA and Foundation schools and Academies)

(b) to be admitted to a school located in another LA's area (including VA, foundation schools and Academies)

5. The SCAF, completed online or on paper will:

(a) invite the parent to express **four** preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference.

(b) invite parents to give their reasons for each preference.

(c) explain that the parent will receive no more than one offer of a school place and that:

(i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and

(ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.

(d) specify the closing date and where it must be returned, in accordance with paragraph 7.

6. The LA will make appropriate arrangements to ensure:

- (a) that the SCAF is available for completion online, or alternatively in paper form on request from the LA and from all maintained primary and secondary schools and Academies in the LA area; and

- (b) that the SCAF is accompanied by a written explanation of the co-ordinated

admissions scheme.

7. Completed Online applications and paper SCAFs are to be submitted/returned to the LA by **6 November 2009**

8. To assist the LA in keeping track of parents who do not complete a SCAF, primary schools can ask for the online reference from parents if they have concerns, or enquire with the online admissions team to establish if an online application has been received.

### **Supplementary Information Forms (SIF's)**

9. All preferences expressed on a SCAF online or on paper are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the SCAF, to provide additional information on a supplementary information form only where the additional information is required for the governing body to apply its over-subscription criteria to the application. Where a supplementary information form is required it must be requested from the school or the LA and returned to the school. All schools that use supplementary information forms must include the proposed form in their consultation with other admission authorities, including the LA, and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the criteria definitions as laid out by the Local Authority must be adopted.

10. A supplementary information form is not a valid application by itself: this can be made only on the SCAF, online or on paper or, if the child is resident in another area, the home area's online or paper Common Application Form must be used. When supplementary forms are received the school must verify with the LA before consideration and ranking of applicants that a SCAF or neighbouring area's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. In these circumstances, the school should also send the LA a copy of the supplementary information form if so requested. Under the requirements of the scheme, parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its over-subscription criteria.

### **Testing**

11. Registration for the Kent grammar school tests will open on **1 June 2009**. Parents wishing their children to sit the Kent grammar school tests are required to register with the Kent Admissions Team no later than **10 July 2009**.

The schools which require children to sit the Kent grammar school tests are listed in paragraph 4 of the Glossary.

12. Children who are not registered for the Kent grammar school tests by the closing date for registrations will not be entered into the Kent test taking place:

for in-County pupils on **15 & 16 September 2009**

and out-County pupils on **19 September 2009**.

Registration is open to parents of children resident in the UK, and the children of UK service personnel and other Crown Servants returning to the UK, who will transfer to secondary school in September 2010. A child's place of residence is where the child normally sleeps, not a temporary address (such as for holiday or educational purposes) before returning overseas. For UK service personnel and other Crown

Servants, if the fixed UK residence is not known at the time of registration, then a unit postal address, or, if appropriate, a “quartering area” address may be used.

If the parent chooses to name a Kent grammar school (which uses the Kent Procedure for Entrance to Secondary Education) on the SCAF for a child who has not taken the test, their preference will be treated as invalid because the child will not have met the entry criteria. In these circumstances a child will not have an opportunity to sit the Kent test until after 31 March 2010.

13. In the following exceptional circumstances, where a child is unable to sit the Kent grammar school tests on the specified dates, arrangements will be made for testing to take place by the end of January 2010:

- illness on one or both test dates, confirmed by a doctor’s certificate;
- a move into the Kent LA area after the closing date for test registration. (NB: This can only be arranged if parents return the late paper SCAF before 11 December 2009.)

Outside these specific circumstances, children who have not registered for testing but have named a grammar school will not have an opportunity to sit the test until after 31 March 2010. Parents would need to approach the nominated school directly if it is a trust, foundation or voluntary aided school, or Kent LA if a community or VC school.

Parents will need to follow the late applications process set out in the LA’s booklet “Admission to Secondary School in Kent 2010”

14. Following the marking and the application of the Head Teacher assessment stage the LA will write to parents advising of the assessment decision. Assessment decision letters will be sent on **19 October 2009**.

Parents will have until **6 November 2009** to complete their online application or return their paper SCAF to the LA. There will be no right of appeal against the outcome of a child’s assessment, but parents may make an admission appeal after 1 March 2010 to the independent appeal panel if their child is refused admission to any school.

### **Late Applications Received After the SCAF Closing Date but Before 11 December 2009**

15. The closing date for applications in the normal admissions round is **6 November 2009**. As far as is reasonably practicable applications for places in the normal admissions round that are received after that date but before 11 December 2009 will be accepted, provided there is a good reason for the delay. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Kent property will normally be required in these cases).

16. Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. Applications will be accepted up until 11 December 2009, where it is confirmed by the appropriate authority that the family will be resident in Kent by 1 September 2009. A confirmed address, or, in the absence of this, a Unit or “quartering area” address, will be accepted as the home address from which home-school distance will be calculated. Children who are not successful in gaining any place they want will be allocated an available place at the nearest school of an appropriate type to their given address, and



will have the same access to a waiting list / rights to appeal as other applicants.

### **Late Applications Received on or after 11 December 2009 but Before 26 March 2010**

17. The LA will hold these late applications until they are passed to schools on 26 March 2010. Applications made after 26 March will be processed in accordance with the LA's Late Application process as published in the booklet "Admission to Secondary School in Kent 2010. "

#### **Applications made direct to schools**

18. Applications made on the SCAF and returned direct to any school must be forwarded to the LA immediately. Where only the supplementary form is received the school must inform the LA immediately so it can verify whether an online application or paper SCAF has been received from the parent and, if not, contact the parent and ask them to complete a SCAF.

#### **Determining Offers in Response to the SCAF**

19. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to SCAs completed online or on paper. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF where:

- (a) it is acting in its separate capacity as an admission authority, or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 23.

20. By 11 December 2009 the LA will:

- a) notify all schools of the number of applications received for their school;
- b) send parent and pupil details to those schools which have not made arrangements to test earlier and which require details to arrange testing by the same date;
- c) send parent and pupil details to those schools requesting such details to match against supplementary forms;
- d) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the LA area.

21. By 4 January 2010 the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, forwarding them all relevant details from the online application or paper SCAF.

22. By 22 January 2010 the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of all applicants ranked according to the school's oversubscription criteria.

23. By 18 February 2010 the LA will match this ranked list against the ranked lists of the other schools nominated and:

- where the child is eligible for a place at only one of the nominated schools, will allocate a place at that school to the child;
- where the child is eligible for a place at two or more of the nominated schools, will allocate a place to the child at whichever of these is the highest ranked preference;
- where the child is not eligible for a place at any of the nominated schools, will allocate a place to the child at the nearest appropriate school in the LA area with a vacancy.

24. Where the parents of a Kent pupil have applied to a school outside Kent, the LA will have regard to information received from the relevant LA to ensure that Kent LA offers the parents a place at the highest ranked preference for which the child is eligible for a place.

25. Where the LA receives notice from another LA (“the home authority”) that the parents of a child from outside Kent have applied to a Kent school, the LA will forward the application to the relevant school, or, where the LA is the admission authority for the school, determine whether the child will be offered a place at the school. The LA will notify the home authority of the determination so that the home authority can make an offer of the highest ranked school.

26. By 19 February 2010 the LA will inform its secondary schools and Academies of the pupils to be offered places at their establishments, and will inform other LAs of places to be offered to their residents in its schools and Academies. The LA will also inform all Kent primary schools of offers made to their Kent pupils.

### **Offers – 1 March 2010**

27. On 1 March 2010 the LA will notify applicants resident in the LA area by letter (and e-mail if they applied online) that they are being offered a place at the allocated school. The letter will give the following information:

- the name of the school at which a place is offered;
- the reasons why the child is not being offered a place at each of the other schools nominated on the SCAF;
- information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- how to apply for a place on the waiting list for any school named on the SCAF. Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school;
- contact details for the school and LA and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify parents that they need to respond to accept or refuse the offer. It will not inform parents of places still available at other schools.

28. Parents who reside in other LAs but who have applied for a Kent school or

schools, will be notified of whether or not they are being offered a place at a Kent school by their own LA on 1 March 2010.

29. Kent pupils who have not been offered a place at any of the schools nominated on their SCAF will be offered a place by Kent LA at the nearest school in the LA area with a place available, following consultation with individual schools. This place will be offered on **1 March 2010**.

30. Secondary schools and Academies will send their welcome letters on Friday 5 March 2010.

### **Acceptance/Refusal of Places - 15 March 2010**

31. On 15 March 2010 each school will check to see whether they have a response from each pupil who was offered a place on 1 March 2010. If the school has not obtained a response by 15 March 2010, it **must** remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries may it be assumed that a place is not required.

32. By 26 March 2010, schools must let the LA know of any pupils not taking up the place offered in order to maintain the pupil database.

33. On 26 March 2010 the LA will send all schools details of any late applications received on or after 11 December 2009 but before 25 March 2010. Schools will incorporate these applicants into their rank order, taking account of their oversubscription criteria, and make offers to fill any vacancies on 31 March 2010, unless the school is a grammar school and the child has not been assessed as suitable for a grammar school. If they cannot offer a late applicant a place, they must write to the parents confirming this and explaining how they can exercise their right to appeal against the refusal of a place.

### **Waiting Lists**

34. The admission authority for each oversubscribed school will keep a waiting list. This will include details of the following:

- a. all applicants who have named the school on the SCAF and were not offered a place on 1 March 2010 and who have asked to be included on the school's waiting list;
- b. applicants whose late applications were sent to the school by the LA on 26 March 2010; and
- c. applicants whose applications were made direct to the school after 31 March 2010.

(A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.)

35. Applicants will be listed in order of priority, in accordance with the school's oversubscription criteria. Schools with vacancies against their Published Admission Number will have initially offered places on a common date of 31 March 2010, and then as vacancies arise. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority care apply. The Authority will maintain a database from March to September 2010. To maintain the database, admission authorities will advise the LA when a place

is offered to a pupil on a waiting list, and whether the parent has accepted or declined the offer. Waiting lists will be maintained until at least the start of the Spring term in the admission year. Parents with children who are refused admission must be offered a right of appeal (even if their child's name has been put on the waiting list) and must be given a contact in the LA to ensure that no pupil is left without an offer of a school place.

Schools **must** provide the LA with details of places accepted, places refused, places offered directly and places offered as a result of upheld appeal panel decisions on the following dates: 30 April 2010, 28 May 2010, 30 June 2010 and 16 July 2010.

## Appeals

36. All parents have the statutory right to appeal against any decision refusing them a school place, regardless of where they ranked the school on a SCAF.

37. Where a school has places available after 31 March 2010, and parents have lodged an appeal against the refusal of a place, they may be offered a place at the school after 31 March without the appeal being heard, provided there are no other applicants at that time on the school's waiting list who rank higher through the application of the school's over-subscription criteria. *(Where the school is a grammar school, a place may only be offered if the child has been assessed as being suitable for a grammar school place and there are no other applicants at that time on the school's waiting list who rank higher through the application of the school's over-subscription criteria.)*

## Applications after 31 March for Year 7 places

38. New applicants for Year 7 places who apply after 31 March may apply to the LA or direct to schools by completing the LCAF (Late Common Application Form). Schools must forward any LCAFs they receive to the LA indicating whether or not they can offer a place within 10 school days. The offer will be made by the LA and recorded on the pupil database. If the new applicant cannot be allocated a place at any school requested by the parent, the LA will make an alternative offer and advise the parent of their right to appeal.

## Applications for Places in Year Groups Other Than the Normal Year of Entry to Secondary School (Casual Admissions).

39. Applications can be made direct to any Kent school or via the LA. Kent LA will determine any application for a community or controlled school for which it is the admission authority. If the application is for a Foundation or Voluntary Aided school or Academy, the governing body of the school will make a determination and notify the LA, so that the child can be offered a place without delay. Parents who are refused admission will be offered a right of appeal

40. The LA will record details of any pupils who apply for casual admission, and ensure that they are placed in a school without undue delay, where necessary employing the "In Year Fair Access Protocol".

## Admissions Authorities within Kent required to adhere to the co-ordinated scheme

41. The table overleaf sets out the admissions authorities in Kent which are required to comply with the co-ordinated scheme and which have been consulted about its terms. The list does not include other bodies consulted, namely Canterbury

Diocesan Board of Education, Rochester Diocesan Board of Education, the Archdiocese of Southwark Commission for Schools and Colleges and neighbouring Local Authorities and parents and parent groups..

Angley School - A Sports College	Hayesbrook School, The	Sandwich Technology School
Archbishop's School, The	Herne Bay High School	Simon Langton Grammar School for Boys
Ashford Christ Church School	Highsted Grammar School	Sir Roger Manwood's School
Aylesford Sports College	Hillview School for Girls	Skinner's School, The
Barton Court Grammar School	Homewood School and Sixth Form Centre	Southlands Community Comprehensive School
Bennett Memorial Diocesan School	Hugh Christie Technology College	Spires Academy
Borden Grammar School	Isle of Sheppey Academy	St Anselm's Catholic School, Canterbury
Bradbourne School, The	Judd School, The	St Edmund's Catholic School, Dover
Brockhill Park Performing Arts College	King Ethelbert School	St George's CE Foundation School, Broadstairs
Canterbury High School, The	Leigh Technology Academy	St Gregory's Catholic Comprehensive School
Charles Dickens School, The	Longfield Academy	St John's Catholic Comprehensive School
Chatham House Grammar School	Maidstone Grammar School	St Simon Stock Catholic School, Maidstone
Chaucer Technology School	Malling School, The	Thamesview School
Cornwallis Academy	Maplesden Noakes School, The	Tonbridge Grammar School
Cranbrook School	Marlowe Academy	Tunbridge Wells Girls' Grammar School
Dane Court Grammar School	Marsh Academy	Ursuline College, Westgate on Sea
Dartford Grammar School	Mascalls School	Weald of Kent Grammar School
Dartford Grammar School for Girls	Meopham School	Westlands
Dover Grammar School for Boys	New Line Learning Academy	Wilderness School, The
Folkestone Academy	Northfleet Technology College	Wilmington Grammar School for Boys
Folkestone School for Girls, The	Oakwood Park Grammar School	Grammar School for Girls Wilmington, The
Fulston Manor School	Pent Valley Technology College	Wrotham School
Gravesend Grammar School	Queen Elizabeth's Grammar School	

Gravesend Grammar School  
for Girls,

Saint George's CE  
School, Gravesend

## 2. OVERSUBSCRIPTION CRITERIA FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

The LA, as admission authority for Community and Voluntary Controlled schools, has consulted on the proposed oversubscription criteria for these schools. In 2010 we do not propose any major change to the oversubscription criteria for Community and Voluntary Controlled secondary schools except for a slight amendment to the wording for 'Health and special Access' Criterion following a recommendation from the Office of the Schools Adjudicator.

Following the Schools Adjudicator's decision in 2007 that Dover Grammar School for Boys should be able to continue to use a dual testing arrangement to determine eligibility for admission in 2010 (the "Dover test" as well as Kent's PESE), provision was made for the same arrangements to apply to the Dover Grammar School for Girls. As the arrangements for admission to the boys' grammar school for 2010 may not be challenged by the LA, it is proposed that, for Dover Grammar School for Girls, the oversubscription criteria listed below should be preceded in 2010, as this year, by the statement: "Entry is through the Kent age 11 assessment procedure or the Dover test."

### **We propose the oversubscription criteria for Community and Voluntary Controlled Schools should be:**

- **Children in Local Authority Care** –a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- **Current Family Association** - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- **Health and Special Access Reasons** - Medical / Health and special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school.
- **Residence within a particular scheme of education.** – Kent has both comprehensive and selective areas of education. Priority is given to pupils resident in the same scheme of education as the school as defined in the 'Admissions to Secondary School in Kent Booklet'.
- **Nearness of children's homes to school** - The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated, including what is defined as permanent or main residence, is available in the "Admissions to Secondary School in Kent" booklet provided by the LA.

(Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This must be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions).

**We propose the oversubscription criteria for Astor College for the Arts should be:**

- **Children in Local Authority Care** –a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- **Current Family Association** - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- **Health and Special Access Reasons** - Medical / Health and special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school.
- **Residence within a particular scheme of education.** – Kent has both comprehensive and selective areas of education. Priority is given to pupils resident in the same scheme of education as the school as defined in the 'Admissions to Secondary School in Kent Booklet'.
- **Nearness of children's homes to school** - The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated, including what is defined as permanent or main residence, is available in the "Admissions to Secondary School in Kent" booklet provided by the LA.
- Up to 10% of places will be admitted on ability in the visual arts. Please note that children applying for these places will need to spend a session at the college working on a set of creative tasks which will be assessed on merit.



### 3. RELEVANT STATUTORY CONSULTATION AREA

The LA is required to define “relevant areas” within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. Admission authorities for all maintained secondary schools within the relevant area must consult the admission authorities for all maintained primary, middle and secondary schools in the area. An academy must consult in the way that other admission authorities do, but cannot alter its admission arrangements without the approval of the Secretary of State. Consultations must take place at least every three years and in any year that changes are proposed.

We propose that the relevant statutory consultation areas continue to be the designated districts and adjoining parishes detailed below.

<b>Thanet</b>	Thanet District plus Herne Bay, Chislet, Preston, Ash, Sandwich and Worth parishes.
<b>Dover</b>	Dover District plus Folkestone, Hawkinge, Swingfield, Elham, Barham, Adisham Wickhambreaux, Chislet, Monkton, Minster, Ramsgate.
<b>Canterbury</b>	Canterbury City plus St Nicholas at Wade, Preston, Ash, Wingham, Goodnestone, Aylesham, Nonington, Sheperdswell with Coldred, Lydden, Elham, Stelling Minnis, Stowting, Elmsted, Chilham, Dunkirk, Boughton under Blean, Selling, Sheldwich, Hernhill, Graveney with Goodnestone, Faversham, Ospringe, Luddenham.
<b>Swale</b>	Swale Borough plus St Cosmas and St Damian in the Blean, Whitstable.
<b>Shepway</b>	Shepway District plus Capel-le-Ferne, Lydden, Barham, Bradbourne, Smeeth, Aldington, Orlestone.
<b>Ashford</b>	Ashford Borough plus Brenzett, Lympne, Sellindge, Stowting, Elmsted, Petham, Chartham, Dunkirk, Selling, Sheldwich, Lenham, Headcorn, Frittenden, Cranbrook, Benenden, Sandhurst.
<b>Maidstone</b>	Maidstone Borough plus Hartlip, Newington, Borden, Bredgar, Doddington, Milsted, Kingsdown, Eastling, Charing, Egerton, Smarden, Biddenden, Frittenden, Cranbrook, Goudhurst, Horsmonden, Capel, Watringbury, Paddock Wood, East Peckham, East Malling, Larkfield, Ditton, Aylesford, Burham, Wouldham, Snodland, Leybourne, Ryarsh, Kings Hill, West Malling, Trottiscliffe, Offham, Mereworth, Platt, Plaxtol, Borough Green, Ightham, Wrotham, Stansted.
<b>Gravesham</b>	Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted, Ash-cum-Ridley, Hartley, Fawkham, West Kingsdown, Horton Kirby, Farningham, Eynsford, Swanley, Crockenhill.
<b>Dartford</b>	Dartford Borough plus Ash-cum-Ridley, Hartley, West Kingsdown, Fawkham, Eynsford Swanley, Crockenhill.
<b>Sevenoaks</b>	Sevenoaks District plus Dartford Borough, Stansted, Wrotham, Ightham, Southborough, Borough Green, Tunbridge Wells, Plaxtol, Pembury, Shipbourne, Speldhurst.
<b>Tonbridge</b>	Tonbridge and Malling Borough plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tunbridge Wells Borough, Yalding.
<b>Malling</b>	Tonbridge and Malling Borough plus, Boxley, Maidstone, Barming, Meopham, Ash-cum-Ridley, West Kingsdown, Kemsing.

<b>Tunbridge Wells</b>	Tunbridge Wells plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tonbridge, Hildenborough, Hadlow, East Peckham, Shipbourne, Ightham, Plaxtol, Borough Green, Mereworth, Wateringbury, Yalding.
<b>Cranbrook</b>	Tunbridge Wells plus Marden, Staplehurst, Headcorn, Biddenden, Tenterden, Rolvenden.

#### 4. PUBLISHED ADMISSION NUMBERS.

We propose the published admission numbers for Community and Voluntary Controlled secondary schools for 2010/11 should be as detailed below.

#### Community & VC Schools - All Area's

<b>SCHOOLS</b>	<b>2010 Published Admission Numbers</b>
The Abbey School	235
Archers Court School	180
Astor College for the Arts	240
The Astor of Hever Community School	150
Castle Community College	120
Clarendon House Grammar School	90
The Community College , Whitstable	210
Dartford Technology College	145
Dover Grammar School for Girls	120
The Harvey Grammar School	150
Hartsdown Technology College	180
Hextable School	150
Highworth Grammar School for Girls	174
Invicta Grammar School	175
King Ethelbert School	150
Maidstone Grammar School for Girls	175
The North School	215
The Norton Knatchbull School	149
Northfleet School for Girls	175
Oakwood Park Grammar School	150
Simon Langton Girls Grammar School	155
The Sittingbourne Community College	210
Swadelands School	180
Swan Valley Community School	150
Swanley Technology School	120
Towers School	243
Tunbridge Wells Grammar School for Boys	180
Tunbridge Wells High School	150
Valley Park Community School	180
Wilmington Enterprise College	150
Walmer Science College	143

## **Feedback from Formal Admissions Consultation**

### **Primary**

Response - 10 Admissions Authorities, 1 Diocesan Board and 1 Parental Group responded to the consultation.

#### **Question 1 – Do you agree the scheme**

All responses were in agreement with the proposed scheme, however one school 'Madginford Park Infant School' raised a concern that some of the school actions fell during the Easter Break – this has now been reviewed and the process effectively moved back a week.

#### **Question 2 – Do you agree with the proposed oversubscription criteria for Community and Voluntary Controlled Schools.**

All but 1 of the admissions authorities and the diocesan board agreed with the proposed criteria.

One admissions authority suggested they wished to have first preference first but clearly this is now unlawful.

The parental group raised a specific concern relating to Goudhurst and Kilndown Primary school and sought for the LA to set a catchment area for this school as some children from Kilndown were having difficulty securing places on distance. *Officers are not proposing to start setting different admissions arrangements for individual Community and VC Schools.*

One admission authority suggested including nursery attendance at the site as part of the admission process. This would not be in keeping with the *Admissions Code*.

Once school, asked for greater support in securing distances from houses in new developments where Ordnance Survey data is not yet available.

#### **Question 3 – Do you agree with the consultation areas?**

All responses accepted this unanimously.

#### **Question 4 – Do you agree the Published Admission Numbers for Community and VC Schools?**

All responses agreed these unanimously.

## **Secondary**

Response - 6 Admissions Authorities and 1 Diocesan Board responded to the consultation.

### **Question 1 – Do you agree the scheme?**

All responses were in agreement with the proposed scheme.

One admissions authority commented that it felt assessment before preference was unfair due to the children being younger.

One school commented that previously they had not had to inform the LA Admissions Team about Casual Admissions however this is a change in the code.

One admission authority suggested parents be sent their decisions to arrive on a Saturday so parents and children can deal with emotions of children without having to miss school time. *The offer dates are set in legislation and must be sent out as defined in the regulations.*

### **Question 2 – Do you agree with the proposed oversubscription criteria for Community and Voluntary Controlled Schools.**

All responses accepted this unanimously.

### **Question 3 – Do you agree with the consultation areas?**

All responses accepted this unanimously.

### **Question 4 – Do you agree the Published Admission Numbers for Community and VC Schools?**

All responses agreed these unanimously.

**By:** Mark Dance, Cabinet Member for Operations, Resources and Skills,  
CFE

Leyland Ridings, Cabinet Member for Children, Families and  
Educational Achievement

Ian Craig, Interim Managing Director for Children, Families and  
Education

Keith Abbott, Interim Managing Director for Children, Families and  
Education

**To:** Cabinet – 30 March 2009

**Subject:** **REVIEW OF SPECIALIST UNIT AND DESIGNATED PROVISION IN  
MAINSTREAM SCHOOLS – LEAD SCHOOL IMPLEMENTATION**

**Classification:** Unrestricted

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**Summary:** This report seeks agreement on a model of delivery to be evaluated as part of the pilot phase of the Unit Review and provides a general update on the progress of the implementation of Lead School provision

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## **Introduction**

1 (1) The implementation of Phase One of the Unit Review commenced in September 2008 in the Local Children's Services Partnerships (LCSPs) in Ashford, Shepway, Dartford, Gravesham and Swanley. Local multi-agency task groups have been established to progress the development of each Lead School. The Lead School self-assessment completed in July 2008 has informed the planning process. The Local Authority provided a lump sum of £39,235 to each Lead School. Specialist staff from Advisory Service Kent and the Specialist Teaching Service have provided support and guidance throughout. The development stage has focused on the following:-

- Scoping of training needs and planning workforce development
- Defining outreach services and links with other specialist services
- Planning the use of accommodation
- Placement planning
- Methodology for the monitoring and evaluation of provision

(2) Schools are at varying stages of development with some good examples of the Lead School vision in practice already evident. A second round of self-assessment of Lead Schools in Phase One will be undertaken in April 2009.

## **Phase Two**

2 (1) Phase Two will cover all other Local Children's Services Partnerships. A full and thorough evaluation of Phase One will be completed in advance of the implementation of Phase Two. Proposed Lead schools in the Phase Two areas are being encouraged to focus on the scoping of training needs, planning of workforce development within the school and the partnership area(s) and the planning of accommodation requirements. As a number of the Lead schools within both Phase One and Phase Two required some capital investment for adaptations to accommodation, it has also been emphasized that the current economic climate has had and will continue to have an impact on the availability of funding for capital work within schools. This may have additional implications on the timetable for Lead School implementation.

## **Evaluation of Pilot Phase**

3 (1) A working group has been established to manage the evaluation of the pilot phase, The Evaluation will focus on testing out the key elements of the Review strategy including:-

- The availability of support to mainstream schools in becoming inclusive and accessible in line with the requirements of the DDA
- LCSP planning and decision-making arrangements to ensure an integrated range of specialist provision across the locality including services from Lead Schools, Special Schools, Health, Specialist Teaching Service.
- Access to specialist provision and support for children and young people closer to home.
- Parental confidence and satisfaction with the new model.
- The proposed funding mechanism.

## **Draft Policy Statement**

4 (1) A draft policy statement setting out the proposed model of delivery to be evaluated has been drafted. This is intended as a working document and is subject to review during the period of Phase One Implementation. It will be amended as a result of the evaluation in readiness for Phase Two. It includes:-

- The definition and main functions of the Lead school.
- Duties on Local Authorities and schools in SEN and Disability. Discrimination legislation.
- Criteria for access to the Lead School service.
- Decision-making in accordance with the SEN Code of practice.
- Arrangements for Home to School transport.

The full version is attached at Appendix 1.

## **Funding**

5 (1) In the current financial year (2008-09) a total of £12.9m is allocated to

schools to support pupils placed in units (£9.6m) and for supporting pupils with very severe and complex needs in other schools (£3.3m). This total budget will be reinvested in a new network of Lead Schools – most of the existing schools with units, plus new Lead schools – over the two phases of the implementation. Lead schools will be funded via a new formula that allocates this entire budget.

(2) The Schools Funding Forum (SFF) considered proposals for a new formula in November and agreed the following funding arrangements to be implemented for Phase One Lead Schools from April 2009. The SFF agreed the proposals on the condition that a thorough evaluation of Phase One is undertaken prior to countywide implementation of the Lead School policy.

(3) The new funding formula for each lead school is based on a lump sum plus an allowance that reflects the total number of all pupils in the area that each Lead School is 'responsible' for in terms of its area of SEN expertise. The major element of the formula reflects the specific need type supported and the different average costs of supporting those need types. Finally, because this is a new funding model being phased in to replace the previous unit model, transitional funding adjustments are being made to ensure schools do not face inappropriate changes in their funding levels. It is planned that schools will move gradually onto the new formula over a three year transition period.

(4) The proposed new funding formula for Lead Schools and a key element of the Unit Review strategy includes new arrangements for Very Severe and Complex Need (VSCN) funding. Lead Schools in Phase One will be funded by formula through the distribution of the combined budgets. The transitional arrangements ensure that schools continue to receive VSCN funding for existing pupils until they either move school or leave education. Lead schools in Phase One will support new pupils with VSCN.

## Timetable

6.

<b>PHASE ONE – PILOT</b>	
Pilot Schools receive setting up allowance	September 2008
Pilot schools receive first year budgets	September 2009
Evaluation of pilot starts	Summer 2010
Evaluation report presented to KCC Cabinet	Autumn 2010
<b>PHASE TWO</b>	
Proposals for Phase 2 to KCC Cabinet, subject to response to evaluation report	Autumn 2010
Phase 2 schools receive setting up funds	Late Autumn 2010

Phase 2 schools receive first year budgets	April 2011
Pilot schools fully implemented	April 2012
Phase 2 fully implemented	April 2014

## **Recommendations**

7. It is recommended that Cabinet:

- a) Note the progress of the Unit Review.
- b) Note the timetable detailed at paragraph 6.
- c) Note the funding arrangements for the pilot phase.
- d) Agree the draft policy statement as a working document to be evaluated during the pilot period, attached at Appendix A.

Nuala Ryder  
Pupil Services Officer  
01227 284449



**LEAD SCHOOLS DRAFT POLICY STATEMENT  
CONFIDENTIAL  
1 February 2009**

**This is a working document and is subject to review during the period of Phase One implementation and will be amended as a result of the evaluation of Phase One in readiness for Phase Two implementation.**

**Introduction**

The lead school model is Kent's response to the Units and Designations Review.

The concept of the lead school was created out of a need to ensure that equal and fair access across Kent to high quality mainstream provision was extended to all children and young people with very severe and complex special educational needs and/or who had a disability.

The purpose of the review was to:

- Ensure the pattern, diversity and organisation of provision reflects the changing needs of pupil population.
- Support schools in becoming more inclusive and accessible to learners through more flexible approaches
- Reduce the long distances travelled by many children on a daily basis thus limiting stress for them and their families and reducing the expenditure on transport
- Ensure complementary provision to that available in special schools

Public consultation on the Lead School model and the proposals for each area took place during 2007 and 2008. This provided all stakeholders including children and young people, parents, schools and other professionals and agencies with an opportunity to put forward their views. The implementation of the Lead School model and the content of this draft policy have been informed by this consultation. Further consultation of this kind will continue throughout the pilot phase.

The SEN and disability discrimination legislation sets out the responsibilities placed upon Local Authorities and schools. The law imposes a duty on them to ensure that children and young people have their needs identified, assessed and provided for in educational settings that are inclusive. The law is clear about the right of a child or young person with special educational needs to have a mainstream education if their parents/carers so wish. Thus, while a child or young person may have their needs met in a special school setting, he/she has a right to a place in a mainstream school if that is the wish of their parents or

carers, provided that such a placement is not incompatible with the efficient education of other children with whom the child or young person would be educated. For those children and young people who have a disability, they have a right not to be unfairly discriminated against in the arrangements made for them in relation to admission, exclusion and how their education is provided.

This policy statement sets out how the new lead school model will operate in the Phase One implementation area in supporting and including children and young people with very severe and complex special educational needs and /or disabilities in mainstream schools. It is a draft statement pending evaluation of Phase One and will be appropriately amended and updated when full-implementation across the County takes place.

Phase One lead schools are located in the Partnership areas of Ashford, Shepway and NW Kent (Dartford East and West, Gravesham and Swanley and District).

To ensure the robustness and integrity of the model, Phase One will be evaluated first before full implementation.

The draft policy statement will also be subject to a full Equality Impact Assessment.

### **Model of Delivery**

A lead school is a mainstream school which has responsibility for providing a specialist service for a particular need type to all the other mainstream schools in one or more than one Local Children's Services Partnership (LCSP) areas. It specialises and has expertise in one of the following need types: Autism, speech, language and communication difficulties, specific learning difficulties, physical and medical difficulties, visual impairment and hearing impairment. Some lead schools specialise in more than one need type.

The main function of a lead school is to lead the process of developing expertise and confidence in schools within its assigned geographical area of responsibility. By developing the capacity of schools it will enable them to support and include children and young people with very severe and complex needs within their local community.

A lead school will also admit some children with very severe and complex needs to its school if it is the nearest suitable school that can meet the child's needs and, if the child has a Statement, where it is parental/carer preference and the placement does not incur unnecessary additional expenditure. Local Partnerships can also agree locally with the lead school to offer some children or young people a temporary part-time or temporary full-time place at the lead school (see Decision-Making below). Where a child has a Statement of SEN,

any placement will always have to be compatible with the content of the Statement and agreed by the Authority.

Units and designations which exist currently and which have agreed to become lead schools will gradually be replaced by the lead school model. There will be no new admissions to the units but all children and young people currently in them will remain there until they are due to leave or until a review of the Statement of SEN determines their placement should change. Any move before the child or young person reaches the age he/she is due to leave the unit will be in consultation with parents/carers.

The lead school model is intended to be a resource to support schools with children and young people whose needs are very severe and complex. However, the principle underpinning the lead school model is to increase the capacity and confidence of mainstream schools to support all need types and to provide equity and fairness of access. Schools may agree locally to use the lead school resource flexibly to support the process of whole school training and development to meet needs at all levels. However, children and young people with very severe and complex needs must always be the priority and take precedence.

It should be noted that the lead schools will not be the only specialist service available to support mainstream schools. Partnerships will plan, develop, coordinate and manage a continuum of services and provision to be delivered by all the agencies, including Kent's special schools.

## **Funding**

The proposed funding mechanism for lead schools is based upon population data for the defined catchment area for which the lead school is responsible (see proposed funding model attached at Appendix A). The funding provided does not represent a sum of money per pupil per need type in the way that the current units' budgets are calculated. The proposed formula that will be applied in Phase One, and which will be evaluated as part of the evaluation, is a methodology for distributing the available funding fairly across the lead schools according to the defined school population within the catchment area of each lead school.

There are some children and young people who have very severe and complex medical needs, sometimes combined with hearing and/or visual impairments. Because these are very low incidence needs and overall small in number, some funding will be retained centrally and allocated to meet these needs through a process similar to the Very Severe and Complex Needs (VSCN) Funding Scheme. The lead school will remain key in supporting this very small group of children and young people.

Over time, the current VSCN Funding Scheme will be phased out although it will remain in place in all cases where it has been allocated until the child or young person leaves the school. The funding released from this process will be made available to the pot of money for distribution to other schools as the lead school model is rolled out across the County.

Mainstream schools with children and young people who have very severe and complex needs associated with behaviour and/or general learning difficulties, can currently apply for VSCN funding. As there are to be no lead schools for these need types, arrangements will be made to ensure mainstream schools have the appropriate support. Such cases will have to meet the criteria for very severe and complex needs.

### **Criteria for access to the lead school service**

Schools already receive funding in their delegated budgets so that they can make appropriate provision for children and young people with Statements of SEN. The funding provided through the lead school model is additional to this funding and is intended for those children and young people whose needs can not be met from the funding available through the normal delegated budgets.

To access the lead school service, criteria will have to be met. These criteria are currently draft, pending the evaluation of Phase One. They are attached at Appendix B.

### **Decision-making**

Nothing in the lead school proposals supersedes or replaces the legislation on SEN. Decisions about describing provision and naming a school in a Statement of SEN are the responsibility of the Authority and are taken by County Panel and implemented and managed by the Area AEN teams. In accordance with the SEN Code of Practice, these decisions must be taken in consultation with the school. The process for ensuring a child or young person with a Statement has access to the lead school resource is attached at Appendix C.

The funding and provision available through the lead school model is intended for children and young people whose needs are very severe and complex. However, providing that resources are available, decisions can be taken locally by professionals, in consultation with the lead school, for a child or young person whose needs are less severe or complex, with or without a Statement, to have access to the lead school provision. Access to this provision is acceptable as long as it does not prevent access by a child or young person with a Statement that describes or names the lead school provision.

## **Right of Appeal**

Nothing in the lead school proposals changes the law on a parent/carer's right of appeal. A parent/carer will still have a right of appeal against the content of a Statement or the school named in the Statement<sup>1</sup>. The Area AEN team who manages the child or young person's Statement will continue to advise them of their right of appeal. Please see contact details at the end of this document. Further, parents/carers also continue to have a right of appeal against decision that they believe unfairly discriminates against their child on the grounds of disability. Disability discrimination appeals can be made directly against the school as well as the Local Authority and schools have a duty to advise parents/carers of their right of appeal.

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<sup>1</sup> The right of appeal against a refusal to assess/re-assess, a refusal to issue a Statement and a decision to cease a Statement still also exists.

## **Partnership with Parents**

Partnership with Parents service exists to provide advice, guidance and information to parents and carers of children and young people with special educational needs and/or disabilities. The service has been, and continues to be, closely involved with the review and implementation process and is happy to provide parents and carers with support and information. Please see contact details below.

## **Aiming High for Disabled Children**

Kent is committed to implementing the Aiming High for Disabled Children agenda and has plans in place to sign up to the Every Disabled Child Matters Charter in the very near future. The Authority, together with its partner agencies, is planning the development of provision and services for all children and young people with disabilities and their families. As part of this agenda, all schools are required to develop and implement Disability Equality Schemes to ensure their schools are as fully accessible as is reasonable to all children and young people. This work will complement and underpin the development of lead school provision.

## **Home to School Transport**

The Authority is required to provide free transport to school for all children of under 8 years of age who live more than 2 miles from their nearest appropriate school and all children and young people of 8 and over who live more than 3 miles from their nearest appropriate school. There are exceptions to these rules for some low income families and parents/carers can get advice from the Area AEN team who manages their child's Statement.

For children and young people who live less than the statutory distances set out above, they may be entitled to free transport if as a result of their special needs or disability their safety and welfare or the safety and welfare of others can not be guaranteed, even when they are accompanied by a responsible adult.

As a general rule, where a parent/carer chooses to send their child to a school that is not the closest school that can meet his/her needs, the Authority is not obliged to, and does not, provide free transport.

Parents/carers should seek advice about free transport entitlement from the Area AEN team that manages their child's Statement. See contact details below.

## **Risk Assessment**

Key risks identified through the assessment of this policy and controls in place to mitigate against them are:-

### **Insufficient funding in the system to support children and young people reaching the criteria for Lead School provision**

Implementation of the new funding mechanism is phased over a number of years. As with the policy as a whole, the funding mechanism is being piloted in a limited geographical prior to County-wide implementation. Numbers of children with very severe and complex needs meeting the threshold for this provision are identified as early as possible and known to the locality and Authority in advance so that provision can be planned to meet their needs. Close partnership working with Health colleagues in the pilot areas has facilitated this.

### **Negative impact on parental confidence in the system**

Parental confidence is affected by any proposed change to specialist provision, to the decision-making process and to the allocation of resources. The communication strategy for Lead School Implementation aims to ensure that the key messages are reaching parents and providing reassurance with an emphasis on building capacity and inclusive practice in all schools

### **Increase in referrals for statutory assessment**

Referrals for statutory assessment may increase. The proposed policy is being piloted in a limited geographical area and phased in over a number of years. Any potential impact on the key SEN indicators including the numbers of referrals for statutory assessment, numbers of tribunal cases or numbers of out county placements will be identified early and monitored closely throughout the pilot period. The policy and model of delivery will be evaluated and amended following the result of the evaluation.

**Lead School Implementation – Pilot Phase  
Funding Arrangements  
February 2009**

**Introduction**

The Schools Funding Forum (SFF) considered proposals in November and agreed the following funding arrangements to be implemented for Phase One Lead schools from April 2009. The SFF agreed the proposals on the condition that a thorough evaluation of Phase One is undertaken prior to countywide implementation of the Lead School policy.

The new funding formula for each lead school is based on a lump sum plus an allowance that reflects the total number of all pupils in the area that each Lead School is 'responsible' for in terms of its area of SEN expertise. Geographical areas covered by each Lead school vary significantly and this is why some lead schools will receive bigger budgets than others. The formula also reflects the specific need type supported and the different average costs of supporting those need types. Finally, because this is a new system only gradually superseding the previous unit model, there is some transitional phasing to make sure schools do not face dramatic changes in their funding levels.

**Very Severe and Complex Need Funding (VSCN)**

The proposed new funding formula for lead schools and a key element of the Unit Review strategy includes new arrangements for Very Severe and Complex Need (VSCN) funding. Lead schools in Phase One will be funded by formula through the distribution of the combined budgets from the current units and designations and the Very Severe and Complex Needs (VSCN) funding. The budget allocated to a lead school is to provide specialist support for children who meet the lead school criteria and who are at mainstream schools in the area for which a lead school is responsible. These may be children on the roll of the lead school or on the roll of other schools in its area of responsibility. The LA will continue to determine the school placement and support required through the Statement of SEN.

The new arrangements will be piloted in Phase One areas from April 2009. The LA is working with the LCSP Managers in the Phase One areas to develop guidance for schools and other professionals on the appropriate local decision-making arrangements and access points for the Lead school 'outreach' resource. The operation of these new arrangements in the Phase One local areas will be a key focus of the pilot.

Schools in Phase One areas will, therefore, not be able to apply for VSCN funding from April 2009. However, there will be some funding retained centrally to support those children with difficulties associated with complex medical needs, including multi-sensory impairment, who require high levels of individual support at all times of their school day. Further guidance is being prepared on the criteria and application process for this central resource. Additionally, because there will be no lead schools specialising in difficulties associated with very severe and complex emotional disturbance and social dysfunction or difficulties associated



with severe and complex learning, arrangements will be made to ensure that schools will be able to access outreach support for these need types in accordance with agreed criteria. All schools currently receiving VSCN funding for children in Phase One and Phase Two areas will continue to receive that funding until the children leave the school.

## Basis of Budgets for 2009-10 and 2010-11

This following sets out how the budgets for Lead schools in the Pilot phase will be calculated in the two years during which the pilot will run. By the time the second year of the pilot is completed (March 2011) decisions will have been taken on the continuation or modification of these arrangements.

**New Lead schools** that did not previously run a special unit will receive a minimum allocation of £50,000 to ensure they can develop and operate the full range of in-school and outreach services expected, regardless of the number of pupils placed with them. That minimum allocation will be added to if the school's formula entitlement in year 1 or year 2 is greater than £50k.

Formula entitlement in year 1 is calculated as follows:

- i) a basic lump sum of £15,000
- ii) a general allowance based on the pupil population of the cluster(s) it serves - £1.04p per pupil
- iii) a SEN need type allowance, again based on the pupil population of the area served by the Lead school, but the rate per pupil varies with need type (see below)

Need Type	Autism	SPLD	SLCN	PD
Cash per pupil within the lead school's area	£13.54	£6.28	£14.48	£6.78

HI and VI Lead schools' need type allowance is based on actual placements, not using a population-based allocation

The sum of these three elements represents the total formula allocation that will apply eventually after the initial phasing in period and if the pilot proves to be successful and the formula remains unchanged.

In year 1, 2009-10 25% of this formula total is payable, subject to minimum payment of £50,000.

In year 2, 2010-11 50% of this formula total is payable, again subject to the £50,000 minimum.

**Schools with Existing Unit** The minimum sum that these Lead schools will receive will be based on the current level of funding for unit pupils. This total will be paid for 2009-10, even though some funded pupils may leave in July and not be replaced.

The potential full new formula entitlement for these Lead schools will be calculated as described above for New Lead schools, ie

- i) a basic lump sum of £15,000
- ii) a general allowance based on the pupil population of the cluster(s) it serves - £1.04p per pupil

- iii) a SEN need type allowance, again based on the pupil population of the area served by the Lead school, but the rate per pupil varies with need type (see table above)

For year 1, 2009-10, however, the formula entitlement will be 25% of this new formula plus 75% of the old total funding level. If this year 1 total exceeds the minimum level described above, then this 25/75 calculation will apply, otherwise the school receives the full 'protected' rate based on current funding commitments.

**An example:**

School A and School B both currently receive £160,000 each

School A's new formula allocation is £200,000

School B's new formula allocation is £100,000

School A's year 1 formula budget is 25% of £200k plus 75% of £160k, ie £170k

School B's year 1 formula budget is 25% of £100k plus 75% of £160k, ie £145k

School A receives £170,000; School B receives £160,000

For year 2, 2010-11 the formula share will be calculated using 50% and 50%, instead of 25% and 75% above, and the minimum guaranteed sum will be based on a reassessment of the pupil commitments from the former system that the school still has in January 2010 (ie will reflect leavers in July 2009 and 2010) plus up to 50% of the new formula entitlement.

**Note on VSCN pupil allocations**

Existing VSCN individual pupil allocations for need types not the responsibility of the Lead school will continue to be paid in addition to the Lead School budgets described in this note. From April 2009, however, no new VSCN allocations will be agreed for placements within pilot Lead School areas.

## Appendix B

### CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR AUTISM

#### **Parents express a preference for a particular school to be named in their child's statement**

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other the placement would be incompatible with the efficient use of resources



#### **In considering the parental request for placement within a named school consideration must be given to the following criteria for access to provision from the Cluster Lead School:**

The pupil may have a formal diagnosis of Autistic Spectrum Disorder (Autism, Asperger Syndrome, Atypical Autism, Oppositional Defiance Disorder, Social Communication Disorder or Semantic Pragmatic Language Disorder) or be presenting with a range of needs which reflect the triad of impairments which are associated with the autistic spectrum (social interaction, social communication and lack of flexibility).

These pupils may have a **secondary** diagnosis of dyspraxia/ADD/ADHD and additional learning needs in the form of dyslexia or dyscalculia.

The child/young person will have difficulties associated with an autism spectrum disorder that seriously impedes the development of social relationships and causes barriers to learning. The pupil will present with many of the following:

- severe difficulties in following instructions, classroom/setting routines and in maintaining attention to task, which make it impossible for child/young persons to participate in most ordinary classroom/setting activities without a high level of support and structure
- highly atypical behaviour, such as obsessive, withdrawn behaviours, an inappropriate use of language, difficulties in motor imitation and control, abnormal responses to sensory experiences and evidence of distress or emotional disturbance without obvious cause •inappropriate social behaviour leading to rejection by peers and social isolation
- mixed profile of attainment (some below the expected range below)
- impairment in reciprocal social interaction and in communication
- restricted, repetitive and stereotyped patterns of behaviour, interests, movements and activities A specific interest in non-functional elements of objects; and there may be a resistance to changes in routine or in details of the personal environment.
- In addition to these specific diagnostic features, the pupil may exhibit a range of other non-specific problems such as fear/phobias, sleeping and eating disturbances and temper tantrums.



#### **RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS**

<b>CLUSTER</b>	<b>PRIMARY/SECONDARY</b>	<b>CLUSTER</b>	<b>PRIMARY/SECONDARY</b>
AS1		Malling	
Ashford Rural		Sevenoaks South	
Canterbury Coastal	Joy Lane	Rural Shepway	
Canterbury City & Country	Wincheap/Simon Langton Grammar for Boys	Shepway 1	
Cranbrook & Paddock Wood		Swale Rural	Abbey
Dartford East	Langafel/Axton Chase	Swale Urban	
Dartford West		Swanley & District	
Deal & Sandwich		Thanet 1	
Dover		Thanet 2	
Gravesham	Meopham	Tonbridge	Cage Green
Maidstone 1		Tunbridge Wells	
MC2			

**CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH HEARING IMPAIRMENT**

**Parents express a preference for a particular cluster lead school to be named in their child's statement**

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



**In considering the parental request for placement within a cluster lead school for pupils with hearing impairment regard must be given to the following admission criteria.**

The pupil has a permanent, significant hearing impairment that causes substantial and extensive barriers to learning and to the development of social relationships. The pupil will present with most of the following:

- an inability to make progress within the curriculum without extensive amplification of hearing and the support of visual means of communication e.g. lip-reading, signed support
- significant speech and language difficulties restricting communication with peers/teachers/practitioners and inhibiting expressive and receptive language use in accessing the curriculum
- difficulties in making and sustaining peer relationships leading to concerns about social isolation, the risk of bullying and growing frustration
- emotional and/or behavioural difficulties including periods of withdrawal, disaffection and reluctance to attend school
- significant difficulties in maintaining and sustaining concentration in the classroom leading to problems in completing work
- a need for adapted materials and specialist equipment
- a need for a highly differentiated communication delivery in terms of pace and content

**RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS**

AS1	Christchurch	Malling	
Ashford Rural		Sevenoaks South	
Canterbury Coastal		Rural Shepway	
Canterbury City & Country		Shepway 1	Cheriton/George Spurgen
Cranbrook & Paddock Wood		Swale Rural	
Dartford East		Swale Urban	Sittingbourne Community College
Dartford West	Fleetdown Infant and Junior/Liegh CTC	Swanley & District	
Deal & Sandwich		Thanet 1	
Dover		Thanet 2	
Gravesham		Tonbridge	Slade
Maidstone 1	Maplesden Noakes	Tunbridge Wells	St Gregory's
MC2	Molehill Copse		

**CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH SPECIFIC LEARNING DIFFICULTIES**

**Parents express a preference for a particular cluster lead school to be named in their child's statement**

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



**In considering the parental request for placement within a cluster lead school for pupils with specific learning difficulties regard must be given to the following admission criteria.**

The pupil has a primary diagnosis of specific learning difficulties (dyslexia). The LA's definition of dyslexia may be found within the Council's Dyslexia Policy published in June 2005 (see below for web link).

Pupils will present with complex needs arising from intractable reading and spelling difficulties with attainments at or below the lowest 2% for literacy and/or numeracy. Pupils will demonstrate a cognitive profile that reflects non-verbal ability within the normal range (low average to above average ability range). Pupils will not be able to access and progress within large areas of the curriculum and will have been unable to overcome these weaknesses to any significant degree. There will be evidence of intensive whole school, class, group and individual level interventions. The pupil will present with most of the following difficulties:

- processing the sounds in speech and linking sounds to written letters
- short term or working memory
- assessed speech, language and communication needs
- low self esteem leading to poor social relationships
- lack of confidence in his/her ability to learn
- academic frustration leading to behaviour difficulties
- co-ordination problems (dyspraxia)

([http://www.clusterweb.org.uk/communication/comms\\_docs/dyslexia-policy-June-2005.doc](http://www.clusterweb.org.uk/communication/comms_docs/dyslexia-policy-June-2005.doc))

**RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS**

AS1	The North	Malling	Malling
Ashford Rural		Sevenoaks	
		South	
Canterbury Coastal		Rural Shepway	
Canterbury City & Country	Archbishops	Shepway 1	Pent Valley
Cranbrook & Paddock Wood		Swale Rural	
Dartford East		Swale Urban	Westlands
Dartford West		Swanley & District	
Deal & Sandwich		Thanet 1	
Dover	Walmer	Thanet 2	Hereson
Gravesham		Tonbridge	
Maidstone 1		Tunbridge Wells	
MC2			

**CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH  
PHYSICAL  
DISABILITY/COMPLEX MEDICAL NEEDS**

**Parents express a preference for a particular cluster lead school to be named in their child's statement**

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



**In considering the parental request for placement within a cluster lead school for pupils with physical disability/complex medical needs regard must be given to the following admission criteria:**

The child or young person has a **permanent, severe and/or complex physical disability or serious medical condition** that causes substantial and extensive barriers to learning and to the development of social relationships. The pupil will present with many of the following:

- a level of independent mobility or self-care that restricts/prevents an alternative mainstream placement
- an inability to make progress within the curriculum without the use of specialist materials, aids, equipment, furniture and/or extensive adaptations to the physical environment of the school
- difficulties in making and sustaining peer relationships leading to concerns about social isolation, the risk of bullying and growing frustration
- emotional and/or behavioural difficulties including periods of withdrawal, disaffection and reluctance to attend school
- a requirement that health care inputs and therapies may be intensive and on a daily basis
- given appropriate facilities is nevertheless unable to manage personal and/or health care during the school day and requires regular direct intervention
- has a complex medical need requiring frequent monitoring and medical intervention throughout the school day
- is an Augmentative Alternative Communication (AAC) user
- has a degenerative condition

**RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS**

AS1	Willesborough Inf & Jun/Christ Church	Malling	
Ashford Rural		Sevenoaks	
		South	
Canterbury Coastal	Hampton	Rural Shepway	
Canterbury City & Country	Pilgrim's Way/St Anselms	Shepway 1	Christ Church/Pent Valley
Cranbrook & Paddock Wood		Swale Rural	
Dartford East		Swale Urban	Westlands
Dartford West		Swanley & District	
Deal & Sandwich	Castle Community	Thanet 1	Garlinge Inf & Jun
Dover	Melbourne	Thanet 2	
Gravesham	Raynehurst Nursery, Inf & Jun/Thamesview	Tonbridge	
Maidstone 1		Tunbridge Wells	Bishop's Down
MC2	Senacre		

**CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH SPEECH & LANGUAGE DIFFICULTIES**

**Parents express a preference for a particular cluster lead school to be named in their child's statement**

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



**In considering the parental request for placement within a cluster lead school for pupils with speech and language difficulties regard must be given to the following admission criteria.**

A specific language impairment (specific speech and/or language disorder) as opposed to a language delay. Additionally the pupil may have a diagnosis of autistic spectrum disorder, aspergers syndrome, social communication disorder or pragmatic language impairment. The pupil will have long term speech and language difficulties that cause barriers to learning. The pupil will present with many of the following:

- measurable speech and language behaviours which are long term and significantly below those of peers
- speech production that limits participation in classroom activities
- difficulties in meeting the language demands of ordinary learning activities
- difficulties in communicating with peers, leading to social isolation and apparent behaviour difficulties
- a high level of frustration caused by the inability to participate in the classroom or interact with peers



**RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS**

AS1		Linden Grove	Malling	West Malling/The Malling
Ashford Rural			Sevenoaks	
			South	
Canterbury Coastal			Rural Shepway	Hythe Community
Canterbury City & Country		Wincheap/Canterbury High	Shepway 1	
Cranbrook & Paddock Wood			Swale Rural	
Dartford East			Swale Urban	The Oaks Infant & Minterne Junior
Dartford West		York Road Junior	Swanley & District	Hextable
Deal & Sandwich			Thanet 1	
Dover			Thanet 2	
Gravesham			Tonbridge	
Maidstone 1			Tunbridge Wells	Southborough
MC2				



**CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH VISUAL IMPAIRMENT**

**Parents express a preference for a particular cluster lead school to be named in their child's statement**

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



**In considering the parental request for placement within a cluster lead school for pupils with visual impairment regard must be given to the following admission criteria.**

The pupil is blind or has a severe visual impairment that causes substantial and extensive barriers to learning and to the development of social relationships. In addition to the primary need of visual impairment the pupil may have secondary needs relating to learning (including gifted and able), hearing impairment, physical disability, medical, communication, social and emotional and resulting behavioural needs. The pupil will present with some or all of the following:

- an inability to make progress within the curriculum without the use of specialist materials and equipment
- mobility problems impacting significantly on participation in school and classroom activities
- difficulties in making and sustaining peer relationships leading to concerns about social isolation, the risk of bullying and growing frustration
- the visual impairment leads to significant difficulties in maintaining and sustaining concentration in the classroom and completing work
- emotional and/or behavioural difficulties including periods of withdrawal, disaffection and reluctance to attend school

**RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS**

AS1		Malling	
Ashford Rural		Sevenoaks	
		South	
Canterbury Coastal	Reculver	Rural Shepway	
Canterbury City & Country	Archbishops	Shepway 1	Morehall/Pent Valley
Cranbrook & Paddock Wood		Swale Rural	
Dartford East		Swale Urban	
Dartford West		Swanley & District	
Deal & Sandwich		Thanet 1	
Dover		Thanet 2	Bromstone/Charles Dickens/Dane Court Grammar
Gravesham	Raynehurst Inf & Jun	Tonbridge	
Maidstone 1	Maplesden Noakes/Cornwallis	Tunbridge Wells	
MC2			

**Access to Lead School Provision for Children with Statements of SEN who have Very Severe and Complex Needs Associated with Autism, Hearing Impairment, Specific Learning Difficulties, Speech, Language and Communication Difficulties, Physical Disabilities and Visual Impairment**

**February 2009**

The following describes the process for children and young people securing access to the lead school provision.

**1. Issue of a Statement for the first time following statutory assessment or re-assessment:** Following a statutory assessment or re-assessment, if the Authority decides to issue a Statement, it will clarify if the lead school provision is required to meet the child or young person's needs. This will be reflected in the Statement and will be informed by the evidence provided for the assessment which should detail:

- The child's needs and any diagnosis
- The interventions and support made to date
- The child's lack of appropriate progress

The Statement content will describe the support needed and will name the school, taking account of parental/carer preference. The named school may be the lead school or may be another school supported by the lead school.

**2. Where a Statement is currently in place:** Where a child or young person already has a Statement and the school feels that he/she needs access to the lead school provision, a referral needs to be made to the Authority through the relevant AEN team. Ideally this should be done following an Annual Review meeting, brought forward if necessary. In order to consider whether the child or young person should have access to the lead school provision, appropriate evidence will need to be provided. As with new Statements, this should include details of:

The child's needs and any diagnosis  
The interventions and support made to date  
The child's lack of appropriate progress

It is recommended that where a local Partnership Based Review process, or similar arrangement, operates, that cases are discussed there first to ensure that all other options for supporting the child or young person are considered.

If the Authority agrees the child or young person needs access to the lead school provision, the Statement will be amended accordingly.

**NB** Where a child or young person has a Statement and the parent asks the Authority to change the name of the school to a lead school, the Authority must respond to this request within a prescribed timescale of 8 weeks, either to agree to amend the Statement and name the lead school or to refuse to name it. This means that the Authority needs to know of requests like these as soon as they are received.

**3. Other cases:** Where a Partnership, in consultation with the lead school, seeks short-term access to the lead school provision for other pupils, decisions may be taken locally to enable this to happen, provided that those children and young people for whom the lead provision is named in their Statements take priority and are not disadvantaged. Additionally, any such decisions should ensure equity of access to the resource for all schools in the catchment area.

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**By:** Graham Gibbens, Cabinet Member for Adult Social Services  
Mike Angell, Older People's Champion  
Debra Exall, Head of Strategic Policy

**To:** Cabinet – 30<sup>th</sup> March 2009

**Subject:** Kent's Policy Framework for Later Life

**Classification:** Unrestricted

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**Summary** To seek Cabinet Members' endorsement of Kent's Policy Framework for Later Life – '*Living Later Life to the Full*' and agreement that each of the Policy Overview Committees should consider the document and identify the strategic actions to be taken to deliver the aspirations, after which it should be submitted to full County Council.

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## 1. Introduction

- 1.1 The Vision for Kent identifies seven key challenges, of which the ageing population is one. Demographic changes in Kent (and most of Western Europe) bring enormous opportunities as well as significant challenges. Older people are often the volunteers, carers, mentors and activists that provide the backbone of communities and Kent will benefit from having proportionately more of these people. In late 2007 Kent County Council ran a series of workshops with older citizens and partners to establish what people thought were the key issues and concerns relating to later life which needed action. This resulted in an embryonic Strategy for Later Life (February 2008) which has been further consulted upon. ASSPOC has taken the lead within the County Council on this work although the issues are far broader than social care and health, encompassing transport, leisure, housing, community safety and community planning and design.
- 1.2 Although KCC has initiated and driven this work, only by working in partnership across organisations in Kent can real improvements be made to the lives of older people. From the start, therefore, the Later Life work has been undertaken in partnership. Within the Kent Partnership, the Public Health Board agreed to take the lead, but recognised that the issues relating to older people cut across all the Kent Partnership Boards.
- 1.3 The attached document (which will continue to evolve) is the result of these discussions and conferences – including the successful conference in the Council Chamber in May last year. It represents the aspirations set out by those older people who contributed to the consultation, and the representatives of partner organisations, as well as KCC Members. On 10<sup>th</sup> February the Kent Partnership endorsed the Policy Framework, subject to it being considered by individual

organisations, and asked that reports should be brought back in a year on the action that would be taken to achieve the aspirations set out in the Framework.

## **2. Kent's Policy Framework for Later Life – Living Later Life to the Full**

- 2.1 This sets out the strategic priorities and high-level targets that older people themselves, along with KCC and its partners, have identified. It has been a collectively shaped and developed document, focussing on the cross-cutting issues facing older people in order to focus attention on the challenges and opportunities the ageing population brings. Annex 1 summarises the priorities, and the full document is set out in Annex 2.
- 2.2 The Framework looks at how older people want to live their lives, and is deliberately aspirational and positive, emphasising the benefits that the ageing population brings, and promoting a positive image of old age because this was an important message from the consultation. Transport was the biggest concern for those who no longer drove cars. Access to good quality health and social care was very important, but so was access to a wide variety of social and leisure activities. Employment of older people has taken on even more significance since the depth of the recession has become apparent, and will be an essential component of our strategy to respond to the changing age profile of the workforce. Planning for the future – in terms of living healthy lifestyles, financial planning and living in an age-friendly home and community – was another key issue, which applies to people of all ages. The role of older people within families, and the importance of inter-generational activities also came through strongly. The issues raised thus cut across all aspects of County Council service delivery and that of our partners.
- 2.3 The Policy Framework document sets out the overarching ambitions that KCC and its partners have in improving the quality of life for older people. It will play an important role in ensuring that there is an ongoing focus on preventative activities that will enable people to live their later lives to the full. Work is now going on across KCC directorates with Districts & Boroughs, Health, Police and Fire & Rescue and the voluntary sector to map out activities already underway which support these priorities and targets. This will be completed by end April, and will enable us to more effectively publicise the examples of excellence already underway, or planned, of which people may not be aware. This process will also enable us to see if there are any gaps in current service provision and decide whether further action should be taken.
- 2.4 The Regeneration Framework has a chapter entitled 'Embracing a Growing and Ageing Population' which identifies a number of actions that KCC wish to promote. These all fall within the strategic framework set out within the Policy Framework for Later Life. The ensuing mapping exercise and action plan will therefore provide a vehicle for taking this element of the Regeneration Framework forwards, and producing a KCC Strategy for Later Life that sits beneath the over-arching Policy Framework.
- 2.5 It is important that by creating a Policy Framework for Later Life we do not establish a new 'silo' for older people but build consideration of older people's interests into the planning of existing services, organisations and partnerships. All aspects of public service and policy development should take account of the interests of older people as well as younger people. It is also important that we prepare younger people for their futures and encourage people to plan for their later lives at a much younger age.

### **3. What is already happening as a result of the Policy Framework?**

- 3.1 The process of consulting on and developing this document has already started to drive changes in how organisations approach older people's issues. It has placed the ageing population higher on different agenda and sparked interesting debate about the challenges and potential solutions. Central to driving this process forward has been the success we have had in engaging with all the Kent Districts, Borough and City Councils as well as Health, Police and Fire and Rescue.
- 3.2 Some of the early successes have included;
- 3.2.1 Raising the profile of Older People's Champions. Regular meetings are now being held between the Older People's Champion (Mike Angell) and representatives of older people (e.g. the chairs of pensioner's forums). Issues important to older people can be formally logged with the Older People's Champion and then passed on to the relevant officers or committee.
  - 3.2.2 A terms of reference for an Older People's Champion Board are being drawn up. This Board will provide a stronger mechanism through which the older people's views can be channelled to the Older People's Champion and will also oversee the implementation of the Policy Framework for Later Life.
  - 3.2.3 Older people's forums are being encouraged to develop in areas where there is currently little take up. In East Kent there is already a strong network of formally constituted forums, and much work is being done in West Kent to set up forums in those areas where they do not already exist
  - 3.2.4 Districts and KCC representative are making more connections with one another, which has stimulated some specific, local actions. Some districts have been particularly keen to 'sign-up' to the KCC Policy Framework, and produce their own action plan to sit beneath it to avoid having to produce their own strategy documents. This avoids duplication.
  - 3.2.5 Within KCC at officer level an Older People's Strategic Network has been created to discuss the cross-cutting issues and drive the Policy Framework forwards
  - 3.2.6 Specific work around increasing the employment of older people has been undertaken and has been considered by the Workforce Strategy Board. A number of actions are being taken forward.
  - 3.2.7 A focus has been placed on intergenerational cohesion, with extended schools service looking to embrace the challenges of social cohesion. A seminar has been organised in Brussels for the end of March to discuss the issue of intergenerational cohesion. This is in partnership with the University of Kent and will seek to tap into European funding in this area.

#### **4. Recommendations**

Cabinet is asked to:

- (i) Comment on and endorse Kent's Policy Framework for Later Life
- (ii) Recommend that the report be considered by Policy Overview Committees and by full County Council.

**Debra Exall**  
Head of Strategic Policy  
Ext 1984

**Kayleigh Nicholson**  
Kent Graduate Programme  
Ext 4616

**1) To ensure communities are designed to be ‘age proof’, stronger, safer and sustainable, by:**

- Working with developers to make sure that new developments are designed to be sustainable and age-proof.
- Actively tackling housing disrepair and supporting older people in maintaining and adapting their own homes.
- Developing and designing existing communities to be more “age friendly”, in respect both of physical infrastructure and social inclusion
- Helping older people feel safe and secure within their own homes and community
- Preparing for changes in the environment and climate-proofing communities to make them sustainable for the future

**2) To improve transport and accessibility, by:**

- Increasing transport options for older people, including services for those who are disabled or live in rural areas.
- Making people more aware of the transport options already available to them

**3) To enable older people to lead healthier lives and have better access to healthcare, by:**

- Focussing on the prevention of health problems
- Enabling the older people of Kent to participate in regular exercise and live an active life
- Developing better integrated health and social care services
- Assisting people to manage their own health and independence in order to keep living in the community for as long as possible

**4) To support older people’s citizenship, learning and participation in community life, by:**

- Encouraging older people’s participation and inclusion in community activity, raising social capital
- Ensuring older people have a voice and are able to exert their influence over policy making
- Enabling older people to have the opportunity and ability to participate in life-long learning
- Making sure older people in Kent have employment opportunities if they want them.
- Helping older people have access to new technology as well as the ability to use it

**5) To ensure those older people who need support to live independently have choice, control and good quality care, by:**

- Ensuring service provision is based upon a person centred approach
- Working to remove the barriers that can impair the quality of older people’s lives
- Making sure individuals have access to ‘joined up’ information when they need it
- Supporting carers in having a life apart from caring

**6) To encourage people to plan for a secure later life, by:**

- Making older people in Kent more aware of the services and support available including access to financial information and advice.
- Reducing fuel poverty by increasing the take-up of energy saving initiatives and increasing awareness of affordable warmth.
- Improving the economic well-being of older people within Kent

**7) To promote a positive image of later life and dignity and respect for older people, by:**

- Promoting the value of later life and changing attitudes towards older members of society
- Encouraging inter-generational activities and community cohesion



# **Living Later Life to the Full**

## **A Policy Framework for Later Life**

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## Introduction

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The people of Kent are living longer, healthier lives than ever before. This brings huge opportunities because it is often in people's later years that they have the time to get involved in community life. This is also a time when they have built up a wealth of knowledge and life-experience from which younger people can benefit. We need to design Kent's communities and service provision in a way that encourages social interaction both within and between the generations, enables people to lead the lives they want as well as make a full contribution to society.

This Policy Framework, *Living Later Life to the Full*, sets out how people in Kent want to live their later lives and what they want from public and community services and facilities. It is based upon widespread consultation over 18 months, involving discussions with Kent residents, the voluntary and community sector, representatives of black and minority ethnic communities, residential and domiciliary care providers, Health, Police, Fire and local government. People were asked what they wanted to see in a Strategy for Later Life and what they think currently works well. The Policy Framework has built on the Vision for Kent (Kent's Community Strategy), taking the themes identified there and scrutinising them from the perspective of older people. It is also informed by research from elsewhere, including the World Health Organisation's work on Global Age-friendly Cities, and the work of the Better Government for Older People Network.

In writing this Policy Framework, we have struggled with the definition of an "older person" for two reasons. Firstly, identifying when someone becomes "old" is highly subjective. The concept of age is very tricky; some people will never feel old, to others an older person is always someone 20 years older than they are now, and others will feel 'old' relatively early in life. Secondly, in this country there are negative connotations to being an "old person" (frail, dependent, out of touch) rather than the much more positive view taken in some cultures of their "elders" (wise, experienced, balanced). We want this Policy Framework to celebrate the virtues of old age, as well as acknowledging the challenges and losses that it brings, and to promote a positive image of older people. There was no consensus in the consultation over the best way to describe older people, and for the most part we all concluded that it was better to talk about "people". The Government focuses on the 50+ population in its guidance for older people's strategies, because of the importance of preparing for later life, so the statistical analysis upon which some of the Policy Framework is based looks at population data from age 50. But only the very young would regard people in their 50's as being "older people", so we have tried to avoid using chronological age where we can. After all, apart from when people are very ill, their fundamental interests and desires don't actually change that much as they grow older. People enjoy doing the same sort of things, within reason, throughout their lives if they can. Generally, it is only in the last 18 months or so of life that people need very intensive support and care, and it is vital that, collectively, we organise services so that this is provided in a way that best meets people's needs at that critical time. This Strategy does cover such issues, but it mostly focuses on how to make people's later lives happy, fulfilled and productive.

People said to us that they didn't think another detailed strategy document was needed, and indeed we have many plans in Kent already, some of them specifically targeted at

older people. This Policy Framework is therefore an over-arching summary of the strategic issues that are important to Kent residents, developed collectively. From the themes identified in the consultations, seven key priorities have been developed to reflect the issues and concerns that are important to the older people of Kent. These are numbered for easy reference, but the order is not significant – all are important:

- 1. To ensure communities are designed to be “age proof”, stronger, safer and sustainable**
- 2. To improve transport and accessibility**
- 3. To enable people to lead healthier lives and have better access to healthcare.**
- 4. To support people’s citizenship, learning and participation in community life.**
- 5. To ensure those people who need support to live independently have choice, control and good quality care**
- 6. To encourage people to plan for a secure later life.**
- 7. To promote a positive image of later life and dignity and respect for older people.**

Key strategic targets have been drawn up under each of these priorities, and are set out in this Policy Framework. A mapping process is now underway to identify and collate all the action public services in Kent are undertaking and planning for older people. This will publicise the excellent projects already in existence which people may not be aware of, and will also highlight key areas that require strategic and collective actions for the future. A detailed collective action plan will be drawn up, based on the mapping, and will be publicly available in March 2009. This action plan will enable residents to hold agencies to account for delivering improvements in relation to the issues they have highlighted, and ensure that the ambitions in this Policy Framework get translated into outcomes.

Another significant change since the consultation began is that the formal mechanisms for feeding people’s views into the decision-making processes have been strengthened through raising the profile and influence of Older People’s Champions.

Throughout the consultation, officers were clear that there would not be additional resources available to implement this strategy, and the economic climate may well result in an overall reduction of resources to the public sector as a whole over the medium term. But the public sector will still control vast sums of money and the Policy Framework is about ensuring that older people’s needs and views influence how resources are utilised. Also, of course, not all the changes people want to see will require money. The action plan resulting from the mapping exercise will set out planned changes and the timescale within which they will happen. The actions will also vary across Kent according to local circumstances, needs and priorities.

The aim of Kent's Policy Framework for Later Life is therefore to focus attention on the strategic objectives which will enable us as a county to embrace the demographic changes we face, make the most of the opportunities which this brings, and be prepared to address the challenges too. Much of what is contained in this document is already well understood, and much is already happening, but this is the first time that public services in Kent have combined to agree the strategic action needed in relation to older people. The priorities and strategic objectives have been designed for and developed by older people in Kent and provide a framework against which we, collectively, will shape the future of public services.

We are very keen to continue the discussion with Kent residents about priorities, strategic targets and specific actions. If you want to comment on this document or contribute to the development of the action plan, contact details are provided on page 33.

### **A Special Thanks...**

We would like to use this opportunity to thank everyone who has contributed to and continues to contribute to the work we are doing. We value the time and effort you have invested in helping us take this policy framework forward and the ideas and suggestions you have given us. We would particularly like to thank members of the editorial panel, consultation groups, older people's forums and the officers who have put so much work into this strategy.

## **Priority 1: To ensure communities are designed to be “age proof”, stronger, safer and sustainable**

Towns and cities should be designed with all residents in mind. There is much to learn from the World Health Organisation and those other countries, particularly Scandinavia and the USA, who are ahead of the UK on this. Improving community well being and the quality of living is a key theme in the ‘Vision for Kent’. Making sure our communities are stronger and safer benefits everyone; however, it is particularly important for older and more vulnerable adults.

*"Design for the young and you exclude the old; design for the old and you include the young."* Bernard Isaacs, founding Director of the Birmingham Centre for Applied Gerontology

### **Decent Homes**

Planning for future housing needs is particularly important in view of the ageing population. For frail older people, the nature of their housing can have a significant impact on their degree of independence and therefore quality of life. In particular, there is a strong link between poor housing condition and poor health. Tackling housing issues can therefore have a dramatic impact on people’s health and well-being. Adapting a person’s existing property to make it more suitable for them can be hugely expensive, both for the individual and for the state. Planning ahead and making sure that a substantial proportion of new housing is built to ‘lifetime homes’ standard is therefore very important.

It is also important that there is a range of housing options that older people can select from as their circumstances change. The five year aim of the national report, ‘Lifetime homes, Lifetime Neighbourhoods’ is that “there will be more mainstream and specialist homes of the right type in the right location’ for older people”. A key issue is to ensure that older people have choice. This includes the choice to move into extra-care housing. Many older people may end up on their own in a large property much too big for their needs, leading to high heating and maintenance costs, which they may not be able to afford. While many older people want to remain in a home that contains memories and has room for friends and relatives to visit, they need to be made aware that there are other options available. For older people who are asset rich, but cash poor, it is also essential we help find solutions, such as equity release, that benefit the individual.

### **Home Improvement Agencies**

The role of Home Improvement Agencies (HIAs) is vital. People generally wish to stay in their own homes as they get older but often need help to repair or adapt it in their later life. In the consultation, home owners discussed concerns about ‘cowboy’ builders and rogue traders carrying out home maintenance. While Trading Standards have an important role in tackling rogue traders, people also wanted more information about accredited companies and better awareness of the schemes promoted by the Kent Housing Group which include the ten HIAs across the county. HIAs offer practical support and advice to enable older people to make necessary adaptations and modifications to their homes that they might not otherwise have been able to make without assistance. Through improving people’s living conditions, HIA’s help to enhance quality of life and enable people to remain in their own home in greater comfort and security as part of the local community.

## **Safe Homes**

The Kent Handyvan scheme is greatly valued by residents of Kent; people made the connection between such services and feeling safer in their own homes both in terms of accidents and crime. The Handyvan Scheme aims to reduce the risk of burglary by fitting security equipment such as door chains and viewers, window locks and safety features such as smoke and carbon monoxide detectors. Even by making small improvements such as these, quality of life for people can be much improved. The Police and Fire and Rescue Service are also very active in helping people feel safe and secure in their homes. The Fire service offer free home fire safety checks, and the installation of smoke detectors if required. They have also made older people a priority in their service delivery. Kent Police run a number of initiatives to help older people feel safe and secure. This includes 'nominated neighbour' and 'rogue trader' schemes to help prevent distraction burglary and 'Senior Watch' an initiative that makes sure messages from the police and others get to those who need to know. It is important that older people are aware that there is free help available when looking to make their homes safer. We should look to build on and publicise the good work the Police and Fire and Rescue Service are already doing.

## **Perceptions of crime**

Older people in Kent as a group are less worried about crime and less likely to be victims of crime than younger age groups, and crime was not a major theme to emerge during the consultation. However, some people were scared to leave the house after dark, and had experienced anti-social behaviour which had a devastating impact on them. We know from national and local research that fear of crime can prevent people from accessing social activities and can contribute towards the creation of social isolation and loneliness. It is crucial that we prevent this from happening and promote initiatives to make people feel safe and secure in their own homes and communities. The role of community wardens and neighbourhood policing is important here as they do much to help people feel safe in the community. Each neighbourhood now has named police community support officers to report to on a very local level, and who work closely with community wardens. We should be supportive of community policing programmes that help to reduce fear and reduce anti-social behaviour.

## **Age-friendly Communities**

Whole communities, not just the homes in which older people live, must be age-friendly. This includes making sure that pavements are accessible and free from trip hazards, that there are dropped kerbs to allow the use of mobility scooters, there are places for older people to rest and that there is a pleasant and clean environment. For older people, the fear of falling is a major concern and if the neighbourhood is perceived to be hazardous, this may lead to social isolation. Roads should also have adequate pedestrian crossings with enough time for people to cross. Many older people expressed concerns that 'green man' controlled crossings often did not give them enough time to cross the road, and that drivers were too keen to drive through on an amber light, which suggests a need to improve some drivers' road safety awareness.

A key concern expressed was that of the need for better access to public toilets. Incontinence can be a real problem and many people do not go out simply because there are no public toilets in their local area. A report by Help the Aged, entitled 'Nowhere to go'

calls on local government to develop a toilet strategy to improve older people's dignity, health and well-being. It highlighted examples of older people who said that they simply didn't drink so that they would not need the toilet, or carried a jug out with them, just in case. During the consultation for this Strategy, many said that disabled toilet access was also a problem for them. While many shops and cafes now provide for disabled access, often their toilets are not disability friendly, which makes the whole place inaccessible. Action needs to be taken to ensure that there are more public toilets across Kent. These should also provide disability access, with large cubicles and doors that are easy to open to make it easier for older people to get out and about.

### **A broad range of activities geared for older people**

To increase people's participation in community life, social inclusion and the contribution they make to society, communities need to have a broad range of activities geared towards older people. It is essential that future participants are involved in the planning of such activities. In some cases, older people themselves run activities specifically for older people, for example, over 50s clubs, Pensioner Forums, the Active Retirement Association, and so on. The World Health Organization's work on Age-friendly Cities has emphasised the importance of older people meeting with their peers and supporting each other. But in addition to this, people also want to mix with different generations and have social activities that are geared to all age groups. We must ensure that older people shape and influence the development of community activities in general or there is a danger that their particular interests, needs and expertise could be overlooked.

### **Growing old in a changing climate**

When looking to 'age-proof' communities for the future, it is vital to examine what impact changes in the climate could have for future generations. It is widely accepted that climate change will lead to hotter, drier summers and stormier, wetter winters and this will have a bigger impact on the more vulnerable members of our community. We should plan ahead to keep people warm in the winter, and cool in the summer. This includes planning for plenty of shady areas, good ventilation in homes and energy efficiency.

### **Key strategic targets**

We will ensure that communities are 'age proof', stronger, safer and sustainable by;

- Working with architects, designers and developers to make sure that new developments are designed to be sustainable and age-proof.
- Actively tackling housing disrepair and supporting older people in maintaining and adapting their own homes.
- Developing and designing existing communities to be more "age friendly", in respect both of physical infrastructure and social inclusion
- Helping older people feel safe and secure within their own homes and community
- Preparing for changes in the environment and climate-proofing communities to make them sustainable for the future



## What is already being done to...

*...ensure communities are designed to be “age proof”, stronger, safer and sustainable*

### HandyVan

The Handyvan scheme was set up to help older and vulnerable people feel safer in their own homes.

Many older people are concerned about crime, burglary and anti-social behaviour. As a response to this concern, KCC in partnership with Help the Aged, Kent Fire and Rescue Service and Kent Police, launched the HandyVan service in 2001. The scheme was initially aimed at the over 60's on low income to help them feel safer in their own homes by installing safety and security products free of charge. The service operates on a referral basis, with requests coming from the Crime and Disorder Reduction Partnerships, the voluntary sector and clients themselves.



*“The improved security helped my wife and I feel safer living in our home”*

*“We are writing to say how pleased we are with the work done by the Handyvan fitter. It has given us peace of mind to know that our home is really secure, both when we are at home and when we go out. We also have two new smoke alarms and everything was carefully explained to us.”*

## Case Study: Staying Put, Swale's Home Improvement Agency

Mrs C was a 75-year-old lady living on her own. She was admitted to hospital after a heart attack and prior to her discharge, her son had visited her property and realised the terrible conditions Mrs C was living in. He contacted the Staying Put scheme for help.



Mrs C had lived in the property for 75 years and had inherited it from her parents. As she only received a small weekly pension, she found it very hard to keep the house maintained and as a result it had become unfit for human habitation. In recent years, the family had only been in the front room and had not realised the deteriorating condition of the property. The electrics were no longer working, there was no bathroom, the property had considerable damp, the roof was leaking and doors and windows were all rotten. Mrs C's son decided she would live with him until he could ensure her house was comfortable for her to live in.

Staying Put visited with a Technical Officer and a schedule of works was prepared. Despite having had a heart attack, Mrs C was a very fit lady and could cope with stairs, so it was decided that the bathroom would be relocated upstairs to replace the back bedroom. Discussions were held with Mrs C to agree the work to be done, and decide (after receiving estimates) on the contractor. Mrs C was very excited about the prospect of Staying Put helping her with the repairs and even tried to save money out of her pension to buy other items to help. During the work, several other issues were discovered. The back wall of the property was only four and half-inch brick so had to be upgraded, ceilings and floors had to be repaired and the drains had to be renewed. The family got together and helped her with decorating the property.

When the work was completed Mrs C moved back into her property and was extremely pleased with what had been done. She is now taking great pride in her home and her health has much improved. We hope she will continue enjoy her home for many years to come.



## Priority 2: To improve transport and accessibility

Transport and accessibility have a huge impact on people's lives. Throughout the consultations transport issues were consistently highlighted as a major concern. More broadly, many non-drivers spoke eloquently about how difficult it was to access the leisure and social activities that they wanted to, let alone visit someone in hospital. With the trend towards out of town shopping centres and more emphasis on internet based communication, there is a danger that some older and more vulnerable individuals can become socially isolated. There should be a focus on providing safe, reliable and affordable transport options that are easily accessible for all. People acknowledged that this would not be easy, but felt very strongly that improvement was needed in Kent.

*"There's no point in having a bus pass if you don't have access to a bus"* Kent Resident

### Transport

The accessibility and availability of public transport is critically important as many older people are more reliant than the majority of working-age people on public transport. Indeed, 67.9% of those over 85 do not have a car. Local authorities are required by the Transport Act 2000 to produce a Local Transport Plan considering how the transport needs of various groups will be addressed. The current Local Transport Plan (2006-2011) addresses the issue of accessibility and particularly social exclusion and its impact on quality of life.

Approximately 80% of bus services in Kent are provided by private, commercial bus companies, for example Arriva and Stagecoach. Kent County Council spends around £7 million a year from the transport budget to offer the remaining 20% of bus services that are not "commercially viable", in other words, services where the running costs are more than the money received from passengers fares. These resources pay for rural bus services in Kent, which provide links to villages and country areas. This budget also provides journeys that are early morning, late evening and at weekends. Priority for funding 'socially necessary' bus services in Kent is based upon the Government's social inclusion model using access to health care, food shopping, learning and employment as the key considerations.

### Access to Healthcare

A number of people in the consultations explained that transport after hospital discharge is a particular issue. It is hugely important that people have good access to healthcare if they are to stay fit and healthy. This is not just about access to hospitals but also to GP surgeries and pharmacies. People should also be able to visit friends and relatives in hospital; something which current transport service provision often does not allow for. Public services in Kent have a role, collectively, to ensure that people have adequate and equitable access to healthcare.

### Transport Options and Accessibility

It was also highlighted by many people we spoke to that more flexible approaches to transport are needed. This includes more choice about the type of transport available and greater access to dial-a-ride schemes and taxi vouchers. There is also a need to make

sure that taxis themselves are accessible, with drivers sympathetic to those with mobility problems. It was also felt that the timings of buses and trains made it difficult for people to engage in social activity. The reliability and frequency of public transport is important for those who are dependent upon it to travel. For many older people, particularly in rural areas, there may only be one bus a day, meaning that opportunities for socialising and shopping are severely limited. Older people should be able to visit their local town to complete their shopping as well as spend time meeting friends. However, bus times can often restrict this and force a choice between one and the other. Often the destinations to which transport options travel are also limiting, taking choice and control away from the individual. Some older people also expressed concern that they found using buses difficult. They explained that buses would pull away before they had time to find a seat, causing them to fall or trip. This is an issue that can easily be resolved through better education and training of drivers to make them sympathetic to the issues facing older people. Additionally, there were worries about the reliability of buses, particular when there is only one or two a day. If a bus does not turn up or is very late, this can cause people to be left stranded.

There are a number of alternatives for those who have no public transport links, or have mobility problems. The Kent Karrier scheme is one such example; however, it is currently limited in what it can offer as a solution. Journeys are restricted within district boundaries, and the service only operates at a specific time on a specific day of the week. By far the most successful solution to the transport issues has been volunteer driver initiatives led by the voluntary sector. These allow much greater flexibility in journey time, and provide a far wider choice of destination to the individual. Often volunteer drivers are older people themselves, and this offers a great opportunity for social interaction. Such initiatives do much to tackle isolation and help older people to access services and facilities that they might not otherwise have been able to. Across Kent there are 35 volunteer car schemes, ranging in size from 2 to 50 volunteer drivers. Most schemes need more drivers or larger vehicles to meet demand. We should support the voluntary sector in providing services such as these, and help to expand them as far as possible. For example, by supplying vehicles that can be used to provide the service and adequate insurance.

### **Disabled Access**

Only 17% of disabled people are born with a disability, therefore the majority of people develop a disability later on in life. Accessibility is therefore a key issue when considering the needs of older people. Of course this is a requirement under the Disability Discrimination Acts 1995 and 2005 - local authorities, shops, cafes and leisure centres have a duty not to discriminate against disabled people. Where physical features make it impossible or unreasonably difficult for disabled people to make use of a service, the service provider must either remove the feature or alter it so that the disabled person can make use of it. Examples might be ticket machines at stations, a step leading up to a shop or a toilet that isn't wide enough to manoeuvre a wheelchair into. Such changes are part of the physical infrastructure covered in Priority 1.

Transport providers such as those who run buses and trains are also required to ensure that they do not discriminate against disabled people. This could be by ensuring staff are trained in disability awareness, ensuring that new vehicles are made fully accessible, and

that existing vehicles are amended to ensure they are accessible for disabled people. Making a vehicle accessible means things like step free access, colour contrast within the vehicle and audible/visual information systems. These facilities can assist many older people who might not be registered disabled but nonetheless have restricted mobility or sight and hearing difficulties. Whilst work is already underway to improve disabled access by transport providers, people felt it should be given a higher priority than it currently has.

### **Information**

As for most priorities within this Strategy, providing better information is key to improving use of transport and increasing accessibility. Within the consultations, older people felt that better access to bus timetables was needed. It was also suggested that timetables should show where disabled bus access is available to make it easier for those with disabilities to travel. Many simply wanted to be better informed about what transport options are available to them.

### **Key strategic targets:**

We will improve transport and accessibility by:

- Increasing transport options, including services for those who are disabled or live in rural areas
- Making people more aware of the transport options already available to them

### **Priority 3: To enable people to lead healthier lives and have better access to healthcare.**

To 'live later life to the full', it is vital that people of all ages take action to keep fit and healthy as far as possible. Health is crucial to people's quality of life and without it participation and engagement in society can be inhibited. Keeping fit requires active exercise which can become increasingly difficult to achieve as people get older. It is vital that barriers to accessing leisure facilities, such as transport and financial difficulties, are removed or minimised so that all older people have the ability to be active.

#### **Good health**

During the consultation, the majority of people commented on how important it was to have good health. Whilst some poor health cannot be avoided, there is a lot that individuals can do themselves to stay healthy. Health promotion was therefore seen as very important, as was access to healthy activities such as sports facilities, walking, dancing and so on. Few older people are actively engaged in sport and so initiatives are needed to encourage this. It was also seen as important to provide support and services for people that prevent further deterioration of existing conditions, and enable them to remain independent for longer.

#### **Prevention**

The drive to promote good health as a way to prevent avoidable ill health problems in later life needs to be a major priority. As they say, 'prevention is better than the cure'. We need to build upon and use the experiences of successful smoking cessation initiatives to begin tackling other issues such as obesity and diabetes. People should be encouraged to take charge of their own health, going for regular check-ups and eating healthily. It is important that people understand that the things they do and choices they make can impact on their ability to live a full later life. Particularly in youth, people feel that they are invincible. It is vital that we educate people to take good care of themselves and make sure that they are aware of the consequences if they do not. This is not just about younger people, though. For those who have unhealthy lifestyles, it is never too late to get fitter. Improving diet and exercise, stopping drinking too much, and stopping smoking will have a positive impact at any age. There are many health and lifestyle benefits of physical activity for older people. People with an active lifestyle feel healthier and have an improved sense of wellbeing. Physical activity also reduces the risk of heart disease, stroke diabetes and high blood pressure. Staying mentally active is also vital to help prevent the onset of mental health problems.

#### **Maintaining health and Independence**

As far as possible, older people should be assisted in managing their health problems so that they are able to remain in their own homes and communities for as long as possible. It is vital that we develop services in the community and at home to enable this to happen and to assist early discharge back home for those that are admitted to hospital or care. We also need to ensure that those people who do have long term conditions are prevented from being admitted to hospital or residential care unnecessarily. For example, harnessing the benefits of new technology to support people in their homes is increasing through such schemes as Tele-health and Tele-care. Priority 5 goes into more detail on this.

## **Healthcare Improvement**

The Kent Public Health Strategy sets out priorities for improving public health and the Annual Public Health Report has a specific chapter relating to older people, with priorities for action. Older people living in the poorer areas of Kent may suffer from significant inequalities in health that require targeted actions to address. In the consultation, people felt that there should be better integrated health and social care with more of a 'seamless' service. Better communication between KCC, NHS, District and Borough Councils and other agencies is needed to make this a reality.

One of the key targets in Kent's Public Health Strategy is 'more adults living healthier lives and preventing more disease'. A key principle for caring for frail older people is timely intervention. This will be achieved through 'joined up care', allowing early identification of problems, and early treatment. This will prevent crisis and avoid emergency hospital admissions. Helping people achieve good health is the responsibility of the whole community. It is vital that different agencies work in partnership with one another if good quality integrated services are to be provided.

### **Key strategic targets;**

We will enable people to live healthier lives and have better access to healthcare by;

- Focussing on the prevention of health problems
- Enabling older residents to participate in regular exercise and live an active life
- Developing better integrated health and social care services
- Addressing health inequalities for older people
- Assisting people to manage their own health and independence in order to keep living in the community for a long as possible

## What is already being done to...

*...enable people to lead healthier lives and have better access to healthcare*

### Brighter Futures Group & INVOKE



The **Brighter Futures Group** is a partnership between KCC, Primary Care Trusts, and voluntary and community organisations. It aims to increase the independence of older people, by supporting people aged 75 and over who are living in poor housing and on a low income. By providing a range of community services, mainly delivered by volunteers, the programme helps people stay independent in the community and reduces avoidable admissions into hospitals and care homes. As some of the projects have evolved, they have expanded to include internet cafes, exercise classes and healthy lifestyle sessions. The programme runs in the Ashford, Maidstone, Tunbridge Wells, Tonbridge & Malling and Sevenoaks areas.

**INVOKE** is a project running in East Kent that is designed to give older people independence through the delivery of local services to the community and increasing choice and control. It supports older people in their own homes by increasing community services and aims to reduce the number of emergency hospital admissions. The three services provided are Community Matron Support Workers, Community Information and Liaison Assistants and Care Navigators.

### Fit as a Fiddle

Fit as a fiddle is a major new programme funded by the Big Lottery Fund and delivered by Age Concern and its partners. It aims to make a difference to older people's health and wellbeing, by encouraging them to take more physical exercise and eat the right kinds of foods. Fit as a fiddle will help older people to access safe physical activity sessions designed to meet their needs. The programme provides a wide range of activities including nutritional advice targeted at older people to encourage them to eat a varied, balanced diet, community based initiatives to reduce isolation and social support for older people who have, or are at risk of developing mental health problems.



Most of the projects being developed will focus on engaging older people in activities that are fun and where they have the opportunity for social interaction. Many of the projects will be developed using trained older volunteers. Older people will be enhancing their cooking skills, doing yoga, line dancing, gardening, doing seated exercises, socialising with others and doing everything to enable them to be 'fit as fiddles!'.



## The GRAND - Gravesham

The GRAND Project was set up in 2001 through a joint funded initiative that included the Health Action Gravesham Regeneration Partnership and the New Opportunities Fund (now known as the Big Lottery Fund). The project is based upon listening to what people want and developing and delivering health related programmes that meet these needs.

There are a number of services provide by the GRAND project, both in the community and at the GR@ND, a town-centre cyber-café. The GR@ND provides service such as;



- Fast public access to the Internet (free in many cases).
- Guided Internet access for people wanting to learn about how to get information from the World Wide Web.
- A healthy food café.
- A meeting space for community groups to use.
- Special programmes and activities for young people.
- Advice and information on a wide range of health issues for everyone

The GR@ND centre also delivers a Silver Surfers programme, which over 700 older people have attended since 2002.



The GRAND project supports other community-based activities for older people across Gravesham including weekly activity and exercise sessions for those in residential or sheltered accommodation. In addition, it also supports activities that help people identify how they can improve their health, including community cooking sessions to improve diet and nutrition and smoking cessation programmes.

## **Priority 4: To support people's citizenship, learning and participation in community life.**

Learning is an essential part of adapting to the challenges that life brings at different stages. People need excellent information to enable them to stay healthy, be involved in community life and get the support they need. New technology can provide opportunities to increase information and awareness, but can also pose difficulties for those who struggle to keep up with the pace of new developments. To make sure older people are engaged in community life, it is vital they are aware of the opportunities available and that they are able to participate in lifelong learning.

*"The internet is becoming the town square for the global village of tomorrow"* Bill Gates

### **Volunteering**

Within Kent, a large number of older people are volunteers or care for people who need support. Voluntary work is important in its own right, providing community support and activities that would otherwise be unaffordable as well as enabling knowledge, experience and expertise to be put to good use. Older people often provide unpaid care, and Priority 5 includes consideration of carers' needs. Unpaid care may involve looking after a spouse, family member or friend but can also be providing childcare for grandchildren. It is estimated that 60% of childcare across the country is provided by grandparents, saving the UK economy £4bn per year. In total, unpaid contributions in the form of both caring and volunteering are worth £24bn nationally. There are also benefits for the volunteers in terms of the "feel good" factor from contributing to community life, which brings good self-esteem and mental wellbeing. People should be encouraged to get involved in voluntary or community activity where possible, and it is vital there is a strategic relationship between the public and voluntary sector to achieve this.

In Kent we are fortunate to have a thriving voluntary and community sector. Central government and local public services alike see the need to expand and enhance the voluntary and community sector. Voluntary agencies were keen to emphasise that a strategic approach is needed to ensure their sustainability and to enable them to maintain their ethos, which is distinct from that of the public sector. Considerable action is already underway, reflected by the fact that the current Local Area Agreement includes a target to increase volunteering, and by the establishment of the Kent-wide Voluntary Sector Compact which sets out the relationship between the public and voluntary sectors in Kent.

### **Employment**

Increasingly, people are electing to carry on in paid work, sometimes on a part-time basis, beyond the traditional retirement age, and Government has introduced legislative changes to encourage this over time. The demographic changes mean that it is in our interests as a society for people to work for longer. Older workers may need upskilling and retraining, particularly in new technologies, but they bring continuity, knowledge and perspective to the workplace and can be invaluable mentors to younger staff members. Whilst the element of choice needs to remain for those people who are eager to retire, we will work with Kent employers across all sectors to identify any specific actions needed to increase employment of older people. This includes looking at flexible retirement options, such as a

gradual reduction in hours in a way that does not affect pensions, particularly for those on final salary pension schemes. We also need to be better at managing the transition from full time employment into retirement. Many people still wish to contribute to both the economy and society after they retire; we should make it easier for people to volunteer or embark on a second career.

### **Citizenship**

It is vitally important that people are involved in their local communities and are engaged in matters that affect them. This involves not just inclusion in community activity but also greater advocacy and influence over policy-making. To some extent people do already have a voice through pensioners' forums and similar groups. However, the links between these forums and the policymakers themselves need to be formalised. There also needs to be coverage across all of Kent, and this is now happening. Within communities, older people should be supported to develop the activities they themselves want. The Smarden Good Neighbours scheme and Aylesham Neighbourhood Project are excellent examples of community-led action that has widespread benefits and there are many other such projects taking place across the county. We should facilitate other local communities to adopt similar actions, and find new models to suit different kinds of communities.

### **Learning**

In the consultation, people were keen to embrace life-long learning and often for learning's sake alone. There is a key link between staying mentally active and reducing the risk of mental illnesses. However, many older people have very few formal qualifications and some lack the confidence to seek education later in life. Enrolment in adult education courses should be, and is, actively encouraged. The University of the Third Age is also a great opportunity for Older People, allowing those no longer in paid employment to share their knowledge, experience and skills with other members. Self managed learning should also be encouraged through local community groups. This can help people develop life skills including money and financial management that will help them prepare for a secure later life. Conversely, older people often have a wealth of knowledge and experience that they are able to share with others. This sharing of expertise should also be inter-generational to allow older and younger people to interact. This can have many spill-over benefits including greater respect between age groups. For the older people themselves, much can be learnt, with younger people teaching skills such as use of the internet and technology (for example, digital photography) in return.

### **Innovations**

The pace at which new ideas and technologies develop gets faster all the time. Some people in the consultations were anxious about new technology and felt left behind and excluded. A lot of people did not have internet access, and this is something we must address. Broadband is expensive for people on limited, fixed incomes and we must explore how it can be made more affordable for those who could most benefit. In terms of learning how to use computers, there are courses specifically targeted at older people but perhaps even more are needed. This is a potential virtuous circle because the more confident older people become with new technology, the easier it is for them to access information, support and social interaction, producing a positive impact on their health and wellbeing. Webcams, telecare and telehealth are not a complete substitute for personal

contact, but can be a tremendous supplement to it, enabling people to have virtual face-to-face contact with relatives, friends and professionals on a regular basis and as needed. Kent TV is another great source of information. A focus on the provision of access to new technology as well as the ability to use it would therefore have numerous spill-over benefits.

**Key strategic targets:**

We will support people's citizenship, learning and participation in community life by;

- Encouraging people's participation and inclusion in community activity, raising social capital
- Ensuring people are able to exert their influence over policy making
- Enabling people to have the opportunity and ability to participate in life-long learning
- Making sure older people in Kent have employment opportunities if they want them.
- Encouraging people to take part in voluntary activity
- Helping people have access to new technology as well as the ability to use it

## What is already being done to.....

*....support people's citizenship, learning and participation in community life*

### The Smarden Good Neighbour Scheme

The Smarden Good Neighbour Scheme is designed to support older people in the village of Smarden. It helps older members of the community to remain in their own homes and overcome the transport difficulties of rural isolation. The scheme provides;



- A volunteer car scheme to enable older people to get to the doctor, dentist and shops
- A 'Meals on Wheels' service from the village school and local pub
- Information on a range of services and facilities from health to social services in a 'red folder' available from the Post Office

Smarden is the 9<sup>th</sup> most isolated Parish in Kent with limited transport links. Previously many senior citizens had been forced to leave Smarden; however, the Good Neighbour Scheme is allowing many older residents to stay in their own homes. The Meals on Wheels service alone has enabled at least five people to stay in their own home when recovering from operations or growing frail and up to sixteen meals are delivered each day by volunteers. The scheme is not means tested as the service provides daily personal contact for older citizens who may be lonely or depressed.



The scheme also provides an Afternoon Club for people aged 50 and over. It offers activities, services and guest speakers and provides a channel through which residents can be consulted on developments within the village. The scheme focuses on involving older people in village life. Many use the IT Centre to develop new skills and the local school invites members of the Afternoon Club to join children for Christmas lunch.

Smarden was awarded first prize in the National Association of Local Council's Community Empowerment Awards Older People section in 2007 for the Good Neighbour Scheme and was judged Kent Village of the Year 2007-2008.

## The Aylesham Neighbourhood Project

The Aylesham Neighbourhood Project was established in 1997 as part of work to regenerate the former coalfield communities of East Kent. The project provides a wide range of services and support for the local community and is managed by local residents. It is an excellent example of a community led scheme that enables all members of the community to participate in community life.



As part of the project, the community has reclaimed and transformed the derelict school into a sustainable social enterprise including workspace and training facilities. The project also offers a valuable neighbourhood programme to support families through improving childcare, family support and adult education

Some of the services provided by the project include;

- **The Relativity Project**

This project aims to engage families from the Aylesham community in a variety of fun and creative activities. There is an emphasis on the enjoyment of shared learning and providing 'quality time' together to broaden skills and provide opportunities for all family members to be involved. The learning activities encourage children, parents, grandparents, carers, uncles and aunts to come together to engage in innovative activities and workshops

- **Café on the Square**

The Café provides a pleasant environment in which to meet with friends

- **Counselling**

The counselling service is subsidised for those on benefits or a low income, and appointments with childcare are available for parents with young children

- **Children's Centres**

- **Room Hire**

- **Young Chefs**

This scheme aims to get children interested in cooking, trying new foods and learning new skills

More information on the Aylesham Neighbourhood project can be found at;  
[www.aylesham-np.org.uk](http://www.aylesham-np.org.uk)

## CASE STUDY: Time2Give, Kent Libraries and Archives

Time2Give is an exciting volunteering programme managed by Community Service Volunteers (CSV) for Kent Libraries and Archives. It offers enjoyable and worthwhile volunteering opportunities across the county's libraries. Some of the more popular activities for Time2Give volunteers include;

- Computer buddies – helping customers who are using library based computers
- Researching, collating and indexing local studies resources
- Helping staff with activities to encourage family use of libraries like rhyme-time or study help.
- Assisting with functions and events including publicity and displays, or helping out in a practical way, such as the library garden
- Helping people across the community access library services, taking services into the community, such as delivering books to customers who are homebound.

There are a vast number of examples of brilliant individuals who give up their time to volunteer within the county's libraries. One of these is highlighted below;

### Time2Give Volunteer – Carol Johnson



Carol Johnson (centre) was Kent Libraries and Archive's Volunteer of the Year in 2008. A Baby Rhyme Time host at Ashford Library since 2005, she also helps with a wide variety of other library activities. Carol came to volunteering as part of her recovery following a stroke. Getting involved in a community activity was important to keep in touch with people.

"I get a tremendous buzz helping with Baby Rhyme Time. I enjoy the singing and the actions have health benefits for me too. Actions help me move my weaker arm, so it is good exercise for me singing 'Dingle Dangle Scarecrow' and the 'Grand Old Duke of York.'"

Ashford's Customer Services Officer Angie Van Zeller highlighted the benefits to the library and its customers. "Carol's contribution is exceptional. She is a lovely individual, reliable, steadfast and friendly.

She is always cheerful and helpful and knows the public she helps very well. She chats easily with parents, carers and children. She is brilliant!"

## **Priority 5: To ensure those people who need support to live independently have choice, control and good quality care**

People want to retain their independence for as long as possible, and need the community to support them in doing so. This is the major objective in 'Active Lives', KCC's ten year vision for adult social care, supported by the District and Borough Councils, Health, Police and Fire and Rescue Services, which sets out a number of commitments for public services to deliver.

*"The aim is to empower people to identify, choose and control the support or care they need to live life as they want."* Active Lives

Although this Strategy emphasises the positive aspects of the ageing population, there is no getting away from the fact that the demographic changes will result in more people with long-term conditions such as dementia, arthritis, cardio-vascular problems, or who have had strokes. Medical advances mean that people with some kinds of learning disabilities who in previous generations would have died young are now living long lives, so we are starting to see more older people with learning disabilities such as dementia, for example. We therefore need to plan to support more people with long-term conditions or disabilities in Kent, and much is happening on this front, underpinned by Kent's Joint Strategic Needs Assessment for Adults. It is also critically important to ensure that vulnerable older people are protected from abuse and neglect. Whilst the statutory services have a responsibility here, the community as a whole also has a role to play.

### **Person-centred approach**

Increasingly people have moved away from the 'one size fits all' model of service delivery. Today people rightly expect services to be flexible and targeted at their individual needs rather than expecting people to fit around the service. Over time this is becoming more of a reality through such mechanisms as:

- Direct control of resources – direct payments and individualised budgets
- Involving people directly in the planning and development of future services
- Planning support in a way which focuses on the needs of people

The challenge is to enable the person-centred approach to become universal, and to be applied across different agencies.

### **Reduce isolation**

The demographic projections for the future strongly indicate that there will be a far greater percentage of people living alone in Kent in later life than there has ever been in the past, and it is particularly important for people living alone to be involved in the local community. There is plenty of evidence to show that social isolation leads to poor mental health, physical deterioration and generally a poorer quality of life and prognosis for the future. People have a fundamental need to be engaged in society. It is important to look at what action can and should be taken to reduce social isolation. This is not just the responsibility of KCC and its partners; it is also a community responsibility.



There is a need for more attractive housing options for older people across all types of tenure, which better meet their needs and reduce social isolation (as covered in Priority 1). It is vital that we support people to live in their own homes, but there are ways of doing this that will allow the individual greater independence. For example, helping an older person find a ground floor flat or bungalow with easy access rather than having stairs to climb.

### **Choice and Control**

Having independence is about having choice and control. This also includes having access to 'joined' up information so that informed decisions can be made. People making use of services want to see a seamless provision. Often they are not concerned with who provides the service, but rather the quality of service they receive. It is vital therefore that KCC, its partners, District and Borough Councils, and the voluntary sector all work together to provide consistency in service and care.

It is also crucial to involve older people directly in the planning and development of future services through consultations and older people's forums, and this is happening more and more extensively. For many older people, a number of barriers exist that impair their quality of life. This can range from a simple lack of information through to disability or lack of support. It is vital that we work to remove any barriers that exist and help older people to help themselves. There will be a number of older people that do not want to have control over their own social care. Their choice would be to have KCC arrange things on their behalf. What is vital is that individuals are allowed this choice and therefore feel that they have control over matters affecting their lives.

Although in the consultation people agreed strongly with the principle of choice and control, there were very real fears about how this was being offered in practice in relation to social care. People were nervous that Kent Adult Social Services would relinquish responsibility and expect individuals to sort everything out themselves, which was not generally what older people wanted (and is not what is happening – people can choose for Kent Adult Social Services to organise things on their behalf). There were also concerns about the effectiveness of contract monitoring of service providers, and about service quality in some cases. Although Kent has operated for many years with a "mixed economy" of social care provision (i.e. mostly contracted out to private and voluntary providers, with only around 15% of the social care budget spent on local authority services), some people were still uncomfortable with private sector provision, feeling that it is not right to make a profit out of social care. "Active Lives" clearly sets a direction which strengthens the mixed economy, particularly in relation to the voluntary sector but also the private sector, because it should not matter who provides the service as long as the quality and value for money is good, and there are excellent private providers. There is clearly a need to communicate better the underpinning rationale for the way in which social care provision is evolving in Kent, and constantly ensure that people's anxieties about future changes do not come to pass.

### **Information**

Access to information was discussed as a key priority at all the workshops. People said that they do not know how to find information about services, facilities or support at the point they need it. This is disappointing, given the effort that has gone into improved

information provision. It is important that we enable people to be well informed without bombarding them with information when they do not need it, and much work has already been done but people did not seem to know about it. For example, Kent's Library Service is now so much broader than simply book lending. The "Ask a Kent Librarian" scheme is fantastic and could be more widely used. All static Kent Libraries have free internet access so people without their own computer can access the web from their library. It was suggested that information should be located at places where people regularly visit, for example GP surgeries and supermarkets. As more new Gateways open, based in retail centres where people frequently visit, they will be a valuable source of information. Kent TV also has a wealth of information for those who have access to the internet. Many parts of Kent also have booklets or guides full of useful contacts and information.

Because access to information came out as such a high priority in the consultation, it is vital that the strategy seeks ways to improve this in all areas of service provision. Each of the Priorities in this Policy Framework in some way reflect the need to improve information on what services are provided and how people can access them. As a broader initiative, an Older People's Handbook will be produced to highlight what help and support is already available to older people.

### **Better support for carers**

At some point, in most people's lives, there will be a need to either give or receive care. Caring is something that touches all of us, and while most people would not deem themselves 'carers' in a formal sense, it is vital that we offer support to those who provide this essential role. The majority of community care is undertaken by carers who are relatives, friends or neighbours of the person in need. Many of these individuals will need to both work and care. It is important that carers gain the support of employers to give them the flexibility they need in order to provide care, and that we ensure carers are able to have a life apart from caring.

According to the 2001 census, there are already 127,848 carers in Kent, representing 12.6% of the population. As the population ages, this percentage will increase significantly, particularly given the focus on supporting people to live in their own homes for as long as possible. Many of the carers will be older people themselves, caring for partners, but some will be younger – children or even grandchildren. In view of this, Kent Adult Social Services and NHS are working together to develop a Kent Adult Carers Strategy which will ensure that there is multi-agency commitment and action to meet the needs of carers, including Young Carers.

### **End of Life Care**

This Policy Framework has emphasised that people are living longer, healthier lives. However, most people do need a great deal of medical and social care at the very end of their lives. With end of life care, as with other forms of support, it is essential that people are given choice about where they would like to live and die. The Government published an End of Life Care Strategy in July 2008, and we are working to implement this in Kent.

### **Key strategic targets**

We will ensure those people who need support to live independently have choice, control and good quality care by:

- Ensuring service provision is based upon a person-centred approach
- Working to remove the barriers that can impair the quality of people's lives
- Making sure individuals have access to 'joined up' information when they need it
- Supporting carers in having a life apart from caring

## What is already being done to...

*...ensure those people who need support to live independently have choice, control and good quality care*

### Online Self Assessment

Kent Adult Social Services has developed a software platform that enables assessments for social care to be carried out online via the KCC website.

This service allows people to complete an assessment of their needs and find out immediately if they may be eligible for support. It is aimed at adults who are finding it difficult to manage everyday activities or for people who care for someone on a regular basis and want to find out what support KCC can provide for them as a carer.



This forms part of the 'Active Lives for Adults' programme that will help KASS change the way services are provided, placing greater choice and control in the hands of the people that use them.

### Kent Card

The Kent card is an innovative new payment method from KCC, which enables service users to have greater control over their own lives and make their own lifestyle choices.



Service users are offered cash, known as a direct payment, as an alternative to having services provided for them. This allows them to determine for themselves when they get assistance, how and from whom. The Kent Card allows payments to be paid directly to individuals without the need for a bank account or complicated record keeping. The card comes pre-loaded with the amount agreed to meet the service users need. Any additional top-up funding can also be loaded onto the card by the service user. The Kent card gives service users

choice and control over the services they receive. It also gives them flexibility when they need support at short notice as it allows them to arrange alternative agencies independently of Kent Adult Social Services.

## **Priority 6: To encourage people to plan for a secure later life.**

Preparing for later life needs to be a lifetime quest. However, it becomes particularly important for people in their middle years, or beyond, to plan for their future if they have not already started to do so.

*“It’s never too late to take charge of your finances - even if you’re in your 50s, and even if you’ve never got your head round them before. The older you are, the more important it is to start planning. And if you take action now, you’ll be well set up for the long life ahead of you”* Help the Aged, 2008

### **Financial Security**

A key consideration in planning for the future is financial security. Economic well-being was a major concern within the consultation groups despite the proportion of pensioners in poverty having fallen. Many thought there should be greater support and assistance to help them manage their finances. Others thought that there was not enough information on how to collect benefits to which they are entitled or services from which they can benefit. Fuel poverty, defined as a household in which greater than 10% of income is spent on warmth, is also a particular issue for many older people. There will always be people who do not earn enough to save or pay into a pension, and who will be reliant upon the State Pension. In the consultation, people felt strongly that the level of the State Pension needs to be sufficient to enable people to have a reasonable quality of life.

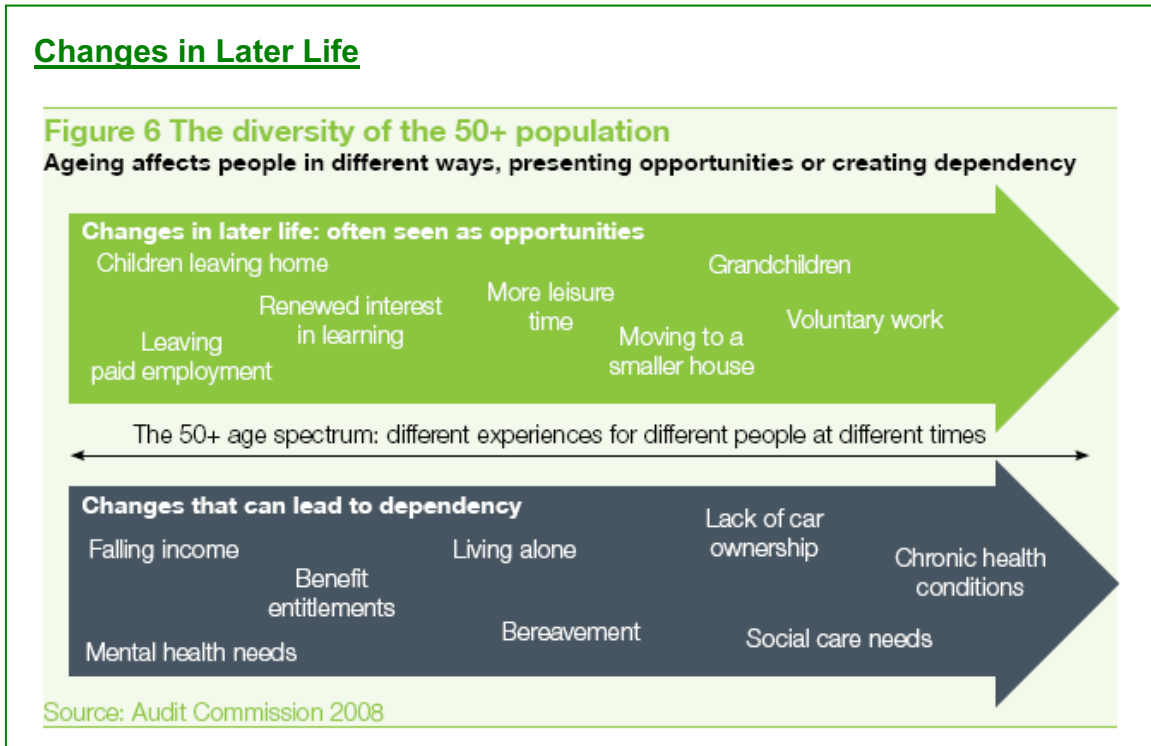
### **Information and advice**

A big issue emerging from the consultation was that some people do not know how to plan for financial security, and often leave it too late. They felt they needed more advice and support to plan for later life. This Policy Framework aims to encourage this forward planning. Through the provision of better quality information and advice as well as improving access to it, people will be better informed to make financial decisions. It is also important that we encourage people to start planning for their later life much earlier. We should help people understand the importance of entering a pension scheme or making sure they make financial preparations for when they retire. The increase in the number of Gateways will increase people’s ability to access joined up information, as will the Access Kent Project. Kent TV is another good information source and covers a variety of topics that can help people prepare for later life.

### **Preparing for Change**

There are a number of significant changes that happen in people’s lives as they enter retirement and beyond. These changes can often be confusing and difficult. Some of the changes are beneficial, for example, increased leisure time and having grandchildren. However, some changes will be negative. Most older people will face bereavement, and there can be losses associated with leaving paid employment. Some changes can lead to increased dependency, such as living alone and ill health. The diagram, below, produced by the Audit Commission highlights the key ways that ageing can affect people. For some, ageing will be a pleasant experience most of the time, but age does bring challenges for everyone and some people have particularly difficult circumstances to cope with. Different people will age at different times and at different rates. The Older People’s handbook will

seek to signpost people to help and advice that can guide them through the various stages of their later life.



### Key strategic targets

We will encourage people to plan for a secure later life by:

- Making people in Kent more aware of the services and support available including access to financial information and advice.
- Reducing fuel poverty by increasing the take-up of energy saving initiatives and increasing awareness of affordable warmth.
- Improving the economic well-being of older people within Kent

## What is already being done to...

... Make people in Kent more aware of the services and support available, including access to financial information and advice.

### Gateways

The concept of Gateways is to provide 'council and community services under one roof'. Gateways offer a convenient public service point and are based in modern retail settings. Residents are able to physically access frontline customer advisors from a wide range of public services including KCC, borough and district councils, Kent Police, the voluntary sector and Health. Gateways unite services under a neutral brand, removing the confusion that having lots of public service organisations can bring, and are designed to meet the needs of the whole community.



Each Gateway offers the latest innovative technologies and a wide range of services, including;

- information and self help, including free internet, service directory, payment kiosk
- routine advice and transactions, including bus passes, refuse, parking, licensing
- surgeries by agencies such as Hi Kent, Connexions, NHS and registrars
- cross agency services, including council tax, benefits, planning, housing, library, adult education and occupational therapy

There are plans to extend services to include private sector partners such as pharmacies, to support the public health agenda. The focus is on shaping services to fit around customer need, providing face to face contact and joining up services.

"Gateway is about creating a better experience for people and improving their quality of life by joining public services and making them more accessible in a friendly and attractive way." Peter Gilroy, KCC Chief Executive



There are currently Gateways in Thanet, Maidstone, Tenterden, Ashford and Tunbridge Wells, along with a Mobile Gateway that operates from Ashford. A number of these Gateways incorporate library services and the Tenterden Gateway includes the local post office.

Gateways are an invaluable way for people to directly access services and to seek information on services and benefits to which they are entitled. The expansion and promotion of these will be key to ensuring older people have improved access to services.

## **Priority 7: To promote a positive image of later life and dignity and respect for older people.**

In the consultations many people raised the fact that old age is so often perceived very negatively. It was felt that too often older people are seen as a ‘burden on society’ particularly due to the changing demographics and the increasing pressures on services. It is crucial that this negative image is dispelled and a more balanced, realistic picture of older people is promoted. Taking positive actions to address this priority is harder than for the other priorities because of the “soft” nature of the issues concerned. However, these issues came out strongly in the consultations and it is important to discuss them even if the solutions are not straightforward.

*“The way older people are perceived needs to be altered so that they are seen not only as users of community services, but also as providers” Kent Resident*

### **Valuing Later life**

In the media, all too often old people are either invisible and overlooked, or portrayed negatively. Whilst old age can indeed bring disability, poverty and isolation, the balance needs to shift. Older people contribute a vast amount to the communities in Kent, indeed, most volunteering and unpaid caring is carried out by older people. Many people felt that in Kent we do not make the most of the wealth of experience and knowledge available amongst older people.

### **Respect**

Respect is a two-way process; people should have respect for each other and in this way will gain respect for themselves. Older people recognised that they needed to respect young people, but also felt that there was a lack of respect towards older people as a group. Part of respect is treating people as individuals, not a homogenous group, and this is an inherent part of treating people with dignity.

### **Towards a more caring and compassionate society**

People need companionship and friendship, and communities need to tackle social isolation which can affect all age groups, but particularly very old people. People need to be educated to look out for each other. They also need to be educated about ageing – if younger people had a better understanding of ageing perhaps they would be more tolerant, considerate and respectful of older people.

### **Key strategic targets;**

We will promote a positive image of later life and dignity and respect for older people by:

- Promoting the value of later life and changing attitudes towards older members of society
- Encouraging inter-generational activities and community cohesion



## Have your say

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Do you agree or disagree with the priorities and strategic targets set out in this Strategy, or have further comments to make? Do you want to contribute to the development of the detailed action plan? If so, please contact Kayleigh Nicholson on 01622 694616 or [Kayleigh.Nicholson@kent.gov.uk](mailto:Kayleigh.Nicholson@kent.gov.uk) or write to her at:

Corporate Policy Unit  
Kent County Council  
G60 Sessions House  
County Road  
Maidstone  
ME14 1XQ

(01622) 694616

## Who are the Older People of Kent?

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Government has suggested that older people's strategies should be targeted at those aged 50 and above because of the importance of planning for later life. However, in the consultation people felt that this was ridiculously young (it would encompass a third of the total Kent population) and the big challenges were generally faced by much older people. Also, chronological age is not very helpful in considering some of the issues as everyone's experience of old age is different and people vary hugely in their particular circumstances. So within this strategy we have done our best to avoid references to chronological age. However, if we are to provide statistical information about older people in Kent this does need to categorise people by age group.

### ....Some broad features of a diverse group

Below we set out some statistics drawn from 'The Older People of Kent'<sup>1</sup>. Whilst some of the statistics may not apply to all, they help to build up a picture of who the older people in Kent are.

#### I. Demographics

In 2007 there were 508,200 people aged 50 and over in Kent, accounting for 36% of the total population. Within the next 20 years this 50+ population is forecast to increase by 30.7%, meaning that by 2026, people aged 50+ will represent 44% of the population.

The older population is growing at a much greater rate than the "traditional working age" population. In 2001 there were 3.1 people of working age for every person of state pension age. By 2026 this will have fallen to 2, unless (and we anticipate that this is what will happen in practice) more people in their 60s and 70s carry on with some level of paid work.

The group of those aged 50 and above can be sub-divided as below;

Age Group	Number	Percentage	Percentage by 2026
50-64	266,100	52.4%	45.9%
65-74	123,900	24.4%	25.4%
75-84	84,600	16.6%	20.1%
85+	33,700	6.6%	8.6%

<sup>1</sup> The Older People of Kent report can be found at <http://www.kent.gov.uk/publications/community-and-living/the-older-people-of-kent-report.htm>

By region, Thanet has the highest proportion of 75-80 year olds at 19.1%. It also has the highest proportion of those aged 85 and above, at 8%.

At the time of the 2001 Census, 1.3% of all of those aged 50+ were categorised as Black or Minority Ethnic (BME). However, there are pockets of higher concentration, for example in Gravesham 5.4% of residents aged 50+ are BME.

## **II. Health**

Based upon data obtained from the 2001 Census, 49% of residents aged 50+ said they were in good health and 35% said they were in fairly good health. 16% said they were not in good health, which is better than the England and Wales average of 19%. Generally, health deteriorates with age, and 31.4% of those aged over 85 are not in good health compared to 11.9% of 50-64 year olds.

74.2% of those aged 85 and over identified themselves as having a limiting long-term illness, compared to 22.5% of 50-64 year olds. As the older population grows, the number of people with mental health problems such as dementia will also grow.

## **III. Housing**

52% of people in Kent aged over 85 live in owner occupied accommodation. This compares to 78% of Kent's 50+ population, suggesting that the percentage will rise over time.

22.5% of those aged over 50 live alone. Thanet has the largest proportion (27%).

According to the 2001 consensus, 9% of those aged over 85 lived in accommodation with no central heating. This decreases to 6.5% for those over 50.

## **IV. Economic Activity**

48% of 50-74 year olds are economically active and make up 27% of those who are economically active in Kent.

10% of 65-74 year olds continue to work.

18% of Kent's 60+ year olds are claiming some form of pension credit.

People aged 50+ account for approximately 1/3 of all people receiving carer's allowance.

## **V. Leisure and Learning**

Those aged 50 and above account for 42.1% of those enrolled on a course provided by the Kent Adult Education Service in 2007/08. Only 11% of this group were aged over 85.

16% of active library users are aged 60 and above, 9% of these rely on the mobile library service. 60+ year olds account for 30.3% of all mobile library users.

Of those aged 85+ only 12% have access to the internet. 91% of people under 50 have access to the internet compared to 50% of those aged 50 and above.

93.2% of those aged 50+ who use the internet access it from home.

68% of 50+ year olds are inactive (zero days of 30 minutes moderate participation in last 4 weeks). 12.8% are regularly active (3 days a week of 30 minute moderate participation).

The top sporting activities for 50+ year olds are walking, swimming and golf.

## **VI. Transport**

67.9% of people aged 85+ have no car compared to 9.5% of people aged 50-64.

13.4% of those aged 50+ in rural areas have no car compared to 24.5% in urban areas.

78.5% of people aged over 60 had a free bus pass up to Nov 2007, this equates to 260,000 bus passes. In April 2008, the local boundaries to travelling on a concessionary fare were removed, meaning over 60's could travel nationwide on their bus pass. This led to a further 21,569 residents of Kent applying for a bus pass between 01/04/08 and 20/06/2008.

## **VII. Communities**

31.5% of 75+ year olds and 25% of those aged 65-74 said that their fear of crime has a moderate to high impact on their quality of life. This is lower than the proportion of 36% for all adults.

56% of 75+ and 51% of 65-74 year olds felt that the local police are doing a good/excellent job, compared to 53% for all adults.

Only 4% of 75+ and 10% of 65-74 year olds have a high perception of anti-social behaviour, compared to 16% for all adults.

**Strategic Context**

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**Vision for Kent** (Kent Partnership, 2006)

Vision for Kent is the community strategy for the county. It sets the aims for all the key players working to improve the quality of life for everybody in Kent. The ageing population is identified as a priority within this document, as is promoting independence and engaging communities.

**Towards 2010** (KCC, 2006)

Towards 2010 sets out how KCC plans to achieve its goals in 7 key areas. These are; increased prosperity for Kent through business growth and job creation; transformation in education; reduced traffic congestion; improved health and quality of life; quality homes in a well-managed environment; a safer Kent and continued improvements in services while keeping council tax down.

**Kent Public Health Strategy** (Partnership Document, 2007)

This strategy brings together the public health plans and activities of Primary Care Trusts and Local Authorities and is a joint commitment from them to the public, to improve the health of Kent residents. It clarifies what is meant by public health, explains why it is so important to address health inequalities and identifies the top priorities.

**Kent Health Inequalities Action Plan** (Partnership Document, 2008)

This details the many initiatives and activities being delivered by KCC and the District Councils of Kent to address Health Inequalities

**Regeneration Framework** (KCC 2009)

This consultation document sets out KCC's view of the strategic issues which face Kent in relation to economic development and business, skills, the demographic changes, transport, strategic planning of housing and infrastructure, and climate change.

**Joint Older People's Commissioning Strategy for Health and Social Care in West Kent (2009 – 2013)**

This is the first joint commissioning strategy for West Kent focused on older people. This sets out a vision and guiding principles for the next five years and aims to strengthen commissioning for health and well-being undertaken by Kent Adult Social Services and NHS West Kent.

**Promoting Health and Active Living in Older Age in Eastern Coastal Kent** (Eastern and Coastal Kent Primary Care Trust, March 2008)

This strategy seeks to inform and influence both the public and also public, private and voluntary organisations that contribute whether directly or indirectly, to the promotion and maintenance of healthy living for older people in East Kent.

**Older People of Kent (KCC, 2008)**

The Older People of Kent is a statistical document that presents some of the key features of the older population in Kent. It is designed as a tool to aid policymakers in designing policy for the future.

**Active Lives, the 10 year vision for social care in Kent (KCC, 2007)**

Active Lives sets out the KCC's aspirations for social care in Kent, looking forward to 2016. It reflects the direction of travel set out in the Government White Paper 'Our Health, Our Care, Our Say'.

**Local Transport Plan (2006 – 2011) (KCC, 2006)**

This is the second Local Transport Plan (LTP) for Kent. It sets out the transport vision for the County for 2025 as developed with partners and the community during the last eighteen months and, in the shorter term, the Plan sets out a strategy to take the County towards this vision. This LTP also explains how KCC intends to invest the money the Government has indicated will be available for the period from 2006 to 2011 and how extra resources from KCC and its partners will be added to this to maximise the value of the overall investment.

**ASK - Accessibility Strategy in Kent (KCC, 2006-2011)**

Improving accessibility is recognised as an important issue at national and local levels and is amongst the shared priority objectives for Kent. Accessibility planning is designed to deliver benefits for all residents, although an emphasis is given to groups in the community which are socially excluded and need help to improve access to key life opportunities.

**Kent Supporting People Five Year Strategy 2005 – 2010**

The Supporting People Programme aims to improve the quality of life for vulnerable people by enabling them to live more independent lives in their communities, or maintaining their capacity to do so. The Five Year Strategy sets out the aspirations for the future of Kent's Supporting People programme.

**Cultural Development Strategy**

This aims to reap the benefits that arts can deliver in creating places in which people choose to live and want to visit, in building a modern, knowledge based economy, and in enriching the quality of everyday life for individuals and communities across Kent.

## **Local Context**

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**For example:**

**Ashford Housing, Care and Support Strategy** (2004 – 2014)

**Ashford Housing Strategy** (2008 – 2011)

**Canterbury Community Development Strategy** (2008 – 2012)

**Canterbury Housing Strategy** (2010 – 2015)

**Canterbury Corporate Plan** (2008 – 2012)

**Canterbury Strategy** (a vision for 2030)

**Dartford Housing Strategy** (Available September 2009)

**Dartford Older Person's Strategy** (Available May 2009)

**Gravesham Review of Social Housing Provision for Older People** (September 2008)

**Maidstone Housing Strategy (including Older People Supplement)** (2005 – 2009)

**Maidstone Sustainable Community Strategy** (2009 – 2013)

**Maidstone Homelessness Strategy** (2008 – 2013)

**Sevenoaks Sustainable Community Plan** (2007 – 2010)

**Sevenoaks Community Safety Strategy and Action Plan** (2008 – 2011)

**Tonbridge & Malling Sustainable Community Strategy** (2006 – 2009)

**Tunbridge Wells Sustainable Community Plan** (2007-2011)

**Tunbridge Wells Housing Strategy and sub-strategies (including Older People's Housing Strategy)** (2006-2011)

**Background Papers**

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**A Sure Start to Later Life** (Dept Communities and Local Government, 2006)

**Our Health, Our Care, Our Say** (Dept Health, 2006)

**Travel, Access and Older People – A review of local transport accessibility planning**  
(Help the Aged, 2006)

**Lifetime Homes, Lifetime Neighbourhoods** (Dept Communities and Local Government, 2008)

**Global Age-friendly Cities: A Guide** (World Health Organization, 2007)

**‘Don’t Stop Me Now’ – Preparing for an Ageing Population** (Audit Commission, 2008)

**Voice – A Briefing Paper** (Help the Aged & ILC, 2008)

**Growing Old in a Changing Climate** (Stockholm Environment Institute, 2008)

**Travel, Access and Older People** (Help the Aged, 2006)

**Towards Lifetime Neighbourhoods** (ILC, November 2007)

**Nowhere to Go – Public Toilet Provision in the UK** (Help the Aged, 2007)

**Community Transport Provision in Rural Kent and Medway** (Action with Communities in Rural Kent)



## Glossary of Terms

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**Ask a Kent Librarian** – This service allows you to have your questions answered by a specialist team, without having to visit your local library. The service promises to answer or acknowledge queries within 48 hours and operates directly by phone, fax, mail, web form and email 6 days a week.

**Commissioning** – This is the means by which best value is secured for local people, by specifying and procuring services to meet their aspirations and needs.

**Extra Care Housing** - This is housing to rent or to buy, designed with the needs of frailer older people in mind and with varying levels of care and support available on site. People who live in extra care housing have their own self contained homes, their own front doors and a legal right to occupy the property.

**Gerontology** - is the study of the social, psychological and biological aspects of ageing

**Handyvan Service** – The Handyvan is a home support service for older people. Handyvan fitters work to ensure that people's homes are safe and secure. They aim to reduce the risk of burglary by fitting security equipment such as door chains and viewers, window locks and installing safety features such as smoke and carbon monoxide detectors.

**Home Improvement Agency** – Home Improvement Agencies (HIAs) help older and vulnerable people to maintain their independence. Their focus is to help repair and adapt a client's home to meet their individual need, and may also provide a range of services to support this, depending on local needs and circumstances

**Kent Partnership** – The Kent Partnership is the countywide local strategic partnership that was formed in 2002 as a result of the Local Government Act 2000. It is made up of representatives from the private, public, voluntary and community sectors and oversees the Kent Agreement.

**Lifetime Homes** – A lifetime home is the incorporation of 16 design features that create a flexible template for accessible and adaptable housing.

**Older People's Champion** – The role of an older people's champion is to represent the voice of older people within an organisation. They should ensure that older people are involved in developing services and should challenge age discrimination where it exists.

**University of the Third Age (U3A)** – this is a learning cooperative for people no longer in full time employment. It consists of local U3As all over the UK, which are charities in their own right and are run entirely by volunteers. Between them, U3As offer the chance to study over 300 different subjects. A typical U3A has about 250 members but could be as small as 12 and as large as 2000. The U3A approach to learning is; learning for pleasure. There is no accreditation or validation and there are no assessments or qualifications to be gained.

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By: Graham Gibbens, Cabinet Member, Adult Social Services  
Oliver Mills, Managing Director, Kent Adult Social Services

To: Cabinet – 30 March 2009

Subject: **THE TRANSFER OF PEOPLE WITH LEARNING  
DISABILITIES FROM THE NHS TO SOCIAL CARE**

Classification: Unrestricted

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Summary: An update on the progress made since the last report to Cabinet, together with the outstanding issues.

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### **Introduction**

1. (1) At the Cabinet meeting on 1 December 2008, the proposed transfer of people with learning disabilities from the NHS to social care was discussed, with the risks both of continuing and discontinuing the process being thoroughly explored. It was agreed that the work on the transfer should continue, and that, at the same time, lobbying should continue to mitigate the outstanding risks.

### **Progress to date**

2. (1) One of the major issues of risk has been that there has to date been no regulatory change to support the transfer. We are therefore working with guidance and existing forms. For the day to day elements of the transfer, this is sufficient, as the agreement process under section 256 of the Health Act 2006 is tried and tested methodology. However, for the capital issues this has proved more challenging.

(2) For the revenue transfer, the opportunity has been taken to refresh the section 256 agreements, to ensure that they meet all the eventualities of this transfer. They will then have schedules attached listing every individual who is to transfer, with their associated costs. The agreements themselves contain a requirement for costs to be monitored and tracked, so that, even where an individual's needs have changed, there is a requirement to pay the actual amount.

(3) For the capital transfer, significant progress has been made. Firstly, the Department of Health (DH) have been persuaded to allow the unspent capital grant to be rolled into 2009/10. This will allow the capital works programme to proceed unhindered, which is good news.

(4) The transfer of the capital assets has to be undertaken using the section 256 agreement process. This is problematic, as explained in the previous Cabinet report, and carries an obligation for the value of the asset to be repaid, should it no longer be required for the purpose for which it was transferred. This is a risk for the longer term, and further lobbying of the DH will be undertaken to seek to remove the obligation.

(5) However, despite that risk, it has now been agreed that all of the properties will transfer direct from the NHS to the registered social landlords who will manage and maintain them for the long term future. We have, as a part of this agreement, secured nomination rights, so that, as vacancies occur within this specialist housing provision, they may be used for other service users. This will help by providing much needed capacity for new and existing service users.

### **Continuing work**

3. (1) Internal audit will be undertaking a review of the section 256 process and schedules in March / April this year as a part of signing them off, and to give confidence. It is clear that the detail to be signed off at 31 March 2009 (for submission to the DH) will still not be the final amount for transfer. The reasons for this are that, until the transfer takes place we cannot fully assess and charge for client income; the NHS are still assessing for cases of continuing care (i.e. people who will remain their full responsibility), and not all of the new care contracts will be fully operational by 31 March 2009.

(2) The capital programme of major works, to ensure the quality of environment is brought up to standard will be undertaken by the registered social landlords (RSLs), overseen by a project board made up of NHS and KASS staff. A further bid for capital monies has been submitted to the DH for the 2009/10 year, and the RSLs are also contributing capital from their own sources. It is fully understood that the capital programme must be managed within these resources.

(3) Following the Cabinet meeting on 1 December 2008, Lancaster University were commissioned to produce an actuarial report of the likely rate of growth in numbers of service users (people with learning disabilities). The summary of this report is attached (Appendix 1). It shows that, assuming we retain eligibility criteria at moderate, there will be a significant annual increase of between 5.6% and 7.1% year on year for the next ten years. This will then reduce to a lower rate of increase (from 5.1% to 3.6%) for the next ten years. These numbers relate to the whole population of people with learning disabilities, and are not affected by those transferring across from the Health Service.

(4) This is helpful intelligence for us to continue planning and developing services for this group of service users. However it should be enhanced by a full national study, commissioned by Department of Health to inform the future funding regime for all local authorities. We are, together with others, lobbying for such a study to be undertaken, as it will be critical to ensure the long term security of this group of people.

### **Outstanding risks**

4. (1) There is still no clarity as to the basis on which the funds for this transfer will be distributed from April 2011. We need the funding to recognise the actual cost and location of the people transferred, this cannot then be done by formula; it will need to be fully hypothecated. In addition to that, we need to seek subsequent growth in funding, based on the actuarial forecasts for all people with learning disabilities (not just those transferring from the NHS). This issue of future funding for people with learning disabilities should be the focus of high profile and sustained lobbying, both by Kent County Council, and also through the Local Government Association and the Association of Directors of Adult Social Services.

### **Financial implications**

5. (1) There are three main areas for consideration:
- a) The revenue payments for services provided between April 2009 and April 2011. These will be managed by the tried and tested methodology of section 256 agreements (as described in paragraph 2.2 above). The agreements, and the schedules of names and costs attached to them, have been comprehensively reviewed by Finance and legal staff. Internal Audit has also been commissioned to undertake an audit of these processes and details, to ensure they are robust. The PCTs have indicated that they wish to share this report, for their own reassurance.
  - b) The revenue funding to be received directly from Government after April 2011. The Department of Health have acknowledged that this cannot be provided by formula, as it will not allow for where the funding is actually required. In addition to this concern, the overall growth in numbers and costs of this service user group in the medium to longer term continues to be of concern. We need to continue lobbying Government (see paragraph 4.1) to ensure that this growth is fully factored in to all future planning.
  - c) The capital issues associated with the transfer are no longer of concern, as a result of the transfer of properties direct to registered social landlords (see paragraph 3.2)

(2) As Section 151 officer, the Director of Finance has reviewed these areas of outstanding concern and is satisfied that the risks are being robustly managed and that the level of risk outstanding has been sufficiently mitigated. She is therefore content with the recommendation for the transfer to take place, to the timescale proposed by Government.

## **Conclusion**

6. (1) The previously outstanding risks have been substantially mitigated, although there are still some issues outstanding, and work is continuing. It will be appropriate for the transfers to take place as and when the individuals and their services are ready to transfer.

## **Recommendations**

7. (1) Cabinet is asked to:
- a) AGREE the transfer;
  - b) INITIATE a rigorous campaign to influence Government for the appropriate distribution of funds, and for future growth in this service user group to be adequately provided for, and directly hypothecated;
  - c) AGREE to continued lobbying on the issue of the obligation to repay the value of the capital assets.

Caroline Highwood  
Director, Resources  
Tel: 01622 694873  
Email: caroline.highwood@kent.gov.uk

*Background material:*  
Report to Cabinet 1 December 2008: "NHS LD Transfer"

## Kent Headlines

Over the decade 2008-2017 (2008 is the base year for which most information is available), the modelling predicts:

- If social care is provided to *all* new entrants with critical, substantial or moderate needs the number of adults with learning disabilities receiving social care services in Kent will increase from 4,295 to between 7,000 (lower estimate) and 8,000 (upper estimate). These figures are equivalent to 63% and 85% overall growth in social care recipients, and 5.6% and 7.1% annual year on year growth rates.
- If social care is provided to *all* new entrants with critical and substantial needs and 50% of new entrants with moderate needs the number of adults with learning disabilities receiving social care services in Kent will increase from 4,295 to between 6,000 (lower estimate) and 7,000 (upper estimate). These figures are equivalent to 41% and 63% overall growth in social care recipients, and 4.0% and 5.6% annual year on year growth rates.
- If social care is restricted to new entrants with critical or substantial needs the number of adults with learning disabilities receiving social care services in Kent will still increase from 4,295 to between 5,200 (lower estimate) and 6,100 (upper estimate). These figures are equivalent to 21% and 42% overall growth in social care recipients, and 2.1% and 4.0% annual year on year growth rates.

Over the following decade (2017-2026) it is predicted that growth will continue, but at a slower rate. Estimates annual year on year growth rates are:

- 3.1%-3.6% if social care is provided to *all* new entrants with critical, substantial or moderate needs;
- 2.4%-3.1% if social care is provided to *all* new entrants with critical and substantial needs and 50% of new entrants with moderate needs;
- 1.4%-2.4% if social care is restricted to new entrants with critical or substantial needs.

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By: Mr G Gibbens, Cabinet Member for Adult Social Services

To: Cabinet – 30 March 2009

Subject: Select Committee: Autistic Spectrum Disorder (ASD)

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Summary: To receive and comment on the report of the Select Committee on ASD

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## **Introduction**

1. The Adult Social Services POC proposed a Select Committee to look at issues relating to service provision for those with ASD. This was agreed by the Policy Overview Co-ordinating Committee at its meeting on 14 February 2008.

## **Select Committee Process**

### *Membership*

2. The Select Committee commenced its work in July 2008. The Chairman of the Select Committee was Mr J Simmonds, other Members of the Committee were Mrs A Allen, Mr G Cowan, Mrs E Green, Mr G Koowaree, Mr M Northey, Mr R Pascoe and Dr T Robinson.

### *Terms of Reference*

3. (1) The Terms of Reference for this Select Committee Topic Review were to:-

- To investigate the extent and prevalence of people with autism in Kent.
- To explore existing and emerging national and local policies and strategies with regards to Autistic Disorder Spectrum (ASD).
- To examine the effectiveness of current ASD-related services in Kent.
- To explore existing and emerging approaches to funding, and present financial resources employed to support ASD-related services in Kent.
- To investigate the extent of existing collaboration and partnership working amongst individuals and agencies providing support to people with autism.
- Having considered all the above aspects, to make recommendations for an approach for Kent.

## *Evidence*

4. The Committee used a number of evidence sources to inform their investigations including oral and written evidence from a wide range of stakeholders. A full list of those who gave evidence to the Select Committee is attached at Appendix 1. A meeting was also held with stakeholders to share the recommendations of the Select Committee and to receive their comments

## **Conclusion**

5. (1) I welcome the report and would like to congratulate the Select Committee on completing this piece of work. I would also like to thank all those witnesses who gave evidence to the Select Committee.

(2) Mr J Simmonds, Chairman of the Select Committee, Mr G Cowan or Mrs E Green and Mr Koowaree will present the report. The Executive Summary is attached at Appendix 2. Please contact Gaetano Romagnuolo on 01622 694292 or email [gaetano.romagnuolo@kent.gov.uk](mailto:gaetano.romagnuolo@kent.gov.uk) if you would like a copy of the full report.

## **Recommendations**

6. (1) The Select Committee be thanked for its work and for producing a relevant and a balanced document.
- (2) The witnesses and others who provided evidence and made valuable contributions to the Select Committee be thanked.
- (3) We recommend the report and its recommendations to Cabinet and welcome any observations Cabinet wish to make.

Mr G Gibbens  
Cabinet Member for Adult Social  
Services

Background Information: *None*

### Evidence

#### Oral Evidence

##### Thursday, 10 July 2008

- Enrique Valles, Clinical Psychologist and Clinical and Strategic Lead for Learning Disability (Teams for People with Learning Disability, Assessment and Intervention Services and Psychological Services), Kent and Medway NHS and Social Care Partnership Trust
- Jan Wright, Speech and Language Therapy Manager, East Kent, and Dr Jenny Brown, Consultant in Child and Adolescent Psychiatry, East Kent
- Harry and Dr Alison Macdonald, Parents and Carers

##### Wednesday, 16 July 2008

- Cliff Robins, Consultant Psychologist, Head of East Kent Learning Disability Psychological Services, Kent and Medway NHS and Social Care Partnership Trust
- Dr Simon Hewson, Honorary Senior Lecturer, Tizard Centre, University of Kent

##### Thursday, 17 July 2008

- Graham Murray, Parent and Carer
- Suzanne Green, Parent and Carer

##### Monday, 21 July 2008

- Ron Alexander, Chief Executive, and Carolyn Brockman, Support Worker for Carers of People with ASD, Carers FIRST
- Kay Brunning, General Manager, Kent Autistic Trust
- Dr Liz Croft, Consultant Psychologist, CAMHS, and Dr Samina Shakoor, Consultant Paediatrician

### **Tuesday 2 September 2008**

- Joan and Keith White, parents of an adult son with Asperger's Syndrome
- Des Sowerby, Joint Director, Learning Disabilities, Kent County Council

### **Wednesday 10 September 2008**

- Robert Pritchett, Regional Manager, Dianne Veness, Area Manager, Anh Nguyen, Regional Officer, and Jacqui Ashton-Smith, Principal of the Helen Allison School at Malling, which is run by the Society

### **Monday 22 September 2008**

- Rosie John-Baptiste, Senior Befriending Manager, London and South East Schemes, National Autistic Society
- Kathy Melling, Group Manager, Supporting Employment
- Joanna Wainwright, Director, Commissioning (Specialist Services) and Andrea White, Manager, Specialist Teaching Services, CFE, and Sarah Hindle, Acting Assistant Principal Educational Psychologist, Kent Education Psychology Services

### **Wednesday 8 October 2008**

- Dr Katingo Giannoulis, Clinical Psychologist, Autism and Related Disorders Team, South London and Maudsley Hospital,
- Laretta Kavanagh, Director of Commissioning, Mental Health, Kent and Medway NHS and Social Care Partnership Trust
- Margaret Howard, Director of Commissioning and Provision, West Kent Adult Social Services

### **Tuesday 14 October 2008**

- Thomas Moore, Accommodation Project Manager, Surrey County Council
- Corinne Owen, Deputy Head Teacher and Education Manager, Foxwood School, Hythe

## **Written Evidence**

Dr Julie Beadle-Brown, Senior Lecturer in Learning Disabilities, Tizard Centre, University of Kent

Kay Brunning, General Manager, Kent Autistic Trust

Roger Gibson, CEO of Pepenbury Charity Organisation

Dr Nick Gore, Lecturer, Tizard Centre, University of Kent

Suzanne Green, Parent and Carer, and other Parents and Carers

Margaret Howard, Director of Commissioning and Provision, West Kent Adult Social Services

Kathy Melling, Group Manager, Supporting Employment

Nicola Lodemore, Personnel Policy Manager, Kent County Council

Des Sowerby, Joint Director, Learning Disabilities, Kent County Council





Daniel Waller, Policy Manager, Kent County Council

### 1. Executive Summary

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#### 1.1. Committee Membership

1.1.1. The Committee membership consists of eight Members of Kent County Council (KCC): five Members of the Conservative Party, two Members of the Labour Party and one Member of the Liberal Democrat Party.

			
Mrs Ann Allen Conservative	Mr Michael Northey Conservative	Mr Richard Pascoe Conservative	Mr John Simmonds Conservative <b>Chairman</b>
			
Dr Tony Robinson Conservative	Mr Gordon Cowan Labour	Mrs Elizabeth Green Labour	Mr George Koowaree Liberal Democrat

## 1.2. Scene Setting

- 1.2.1. Autistic spectrum disorders (ASDs) are complex, and people with autism are amongst the most vulnerable and excluded in society. Yet, only in recent years has there been growing awareness of the condition. Very little is still known about how many adults have autism in England.
- 1.2.2. According to research, about 1% of children in England suffer from ASD, that is, about 107,000. If the same percentage is applied to the adult population, there are approximately 433,000 men and women with autism. The total number of people with autism in the UK, then, would exceed 500,000, making autism more common than Down syndrome and Cerebral Palsy combined.
- 1.2.3. Given that the families of these individuals are often also touched by their condition, today over 2 million people may be affected by autism in the Country.
- 1.2.4. It is widely accepted that autism is more prevalent in males than in females, by a proportion of 4:1. This consensus, together with studies on twins and families, seems to suggest that autism has a genetic component.
- 1.2.5. In June 2008 the Autistic Spectrum Disorder Select Committee began its investigation of a wide range of issues and problems concerning autism. In particular, the review explored the extent to which mechanisms and services met the needs and expectations of people with autism in Kent, and considered whether the effectiveness of such services could be enhanced. A series of recommendations resulted from the review in an effort to improve the lives of Kent residents.

## 1.3. Terms of Reference

1.3.1. The terms of reference of this review were as follows:

- to investigate the prevalence of autism in Kent
- to explore existing and emerging national and local policies and strategies with regard to autistic spectrum disorder (ASD)
- to examine the effectiveness of current ASD-related services in the County
- to explore existing and emerging approaches to funding, and present financial resources employed to support ASD-related services in Kent
- to investigate the extent of existing collaboration and partnership working between individuals and agencies providing support to people with autism
- having considered all the above aspects, to make recommendations for an approach for Kent.

1.3.2. The more detailed scope of the review included:

To investigate the prevalence of autism in Kent.

- a. Identify the range of disorders within the autistic spectrum.
- b. Investigate the number of individuals with autism in Kent.

To explore existing and emerging national and local policies and strategies with regard to autistic spectrum disorder (ASD).

- a. Examine current policy and planning in relation to ASD both at national level and in Kent.
- b. Explore emerging national and local policies and strategies – if any - that can affect the way current ASD-related services are organised and delivered.



To examine the effectiveness of current ASD-related services in Kent.

- a. Investigate the effectiveness of current eligibility criteria, and of commissioning and provision mechanisms with regard to autism in Kent.
- b. Explore the extent to which ASD service provision meets the needs of people with autism, especially adults and young people in transition into adulthood. Consider the extent to which ASD-related services may meet future demand.
- c. Examine the existing support offered to carers and families of people with autism, and the support and training available to staff dealing with people affected by autism.
- d. Explore good practice examples of ASD service organisation, commissioning and provision in other local authorities in the UK.

To explore existing and emerging approaches to funding, and present financial resources employed to support ASD-related services in Kent.

- a. Examine present approaches to funding and the financial resources available to fund ASD-related services in Kent.
- b. Consider the impact of, and the implications for, these resources should the organisation, commissioning and provision of ASD-related services be altered in the future.

To investigate the extent of existing collaboration and partnership working between individuals and agencies providing support to people with autism.

- a. Explore the current degree of collaboration and partnership working between individuals and agencies providing support to people with autism.
- b. Investigate the current level of information and awareness about the condition of autism in the community.

Having considered all the above aspects, to make recommendations for an approach for Kent.

## **1.4. Recommendations**

While recognising today's particular financial constraints, it is the aspiration of all the major organisations involved in this review, including Kent County Council, Eastern and Coastal Kent Primary Care Trust, West Kent Primary Care Trust and Kent and Medway NHS and Social Care Partnership Trust, to deliver the objectives set out in this report.

### **Recommendation 1**

The Autistic Spectrum Disorder (ASD) Select Committee recommends that the Kent Adult Social Services Directorate, through the Joint Strategic Needs Assessment for adults in Kent, establishes the most effective way of conducting a county-wide study investigating:

- the prevalence and incidence of adults with ASD in need of support and not currently receiving service provision
- levels of service satisfaction of those adults with autism living at home and currently receiving support.

This investigation will inform the planning and commissioning of future services for adults with ASD. The study could involve sponsoring a bursary for a student to carry out a research project at the Tizard Centre, University of Kent (please refer to Chapter 3).

### **Recommendation 2**

KCC should encourage the inclusion of autism-related services amongst the services provided by multi-disciplinary mental health teams in the County. The local authority should also explore the possibility of setting up, in partnership with the NHS, a highly specialised autism service in Kent, such as the one offered by the South London and Maudsley Hospital (Chapter 4, Section 4.1 and Section 4.2).

### **Recommendation 3**

The Kent Adult Social Services Directorate should ensure that:

- all its staff involved in the assessment of autism are fully trained to understand the uniqueness, complexity and implications of the condition. This training should be coupled with an increasing number of early interventions aimed at diverting people with autism from care pathways that are inappropriate and expensive
- adequate advocacy services with ASD-specific knowledge are offered to all people with autism who require them (Chapter 4, Section 4.3 and Section 4.4).

### **Recommendation 4**

The Kent Adult Social Services Directorate should aim to achieve greater access to person-centred planning for, and a greater usage of Direct Payments by, people with ASD. It will liaise with the recently appointed Specialist Advisor for Autism at the Department of Health in an effort to expand its capacity, expertise and leadership on autism in Kent (Chapter 5).

### **Recommendation 5**

The Managing Director of Kent Adult Social Services should oversee and ensure the prompt production and implementation of a protocol for joint working between KCC's learning disability and mental health teams, in order to provide a more inclusive and responsive service to individuals with ASD (Chapter 6, Section 6.1).

### **Recommendation 6**

The Select Committee endorses the production of Transition Protocols, which can enhance data sharing between children and adult social services in Kent, and recommends that the impact of these protocols on service planning and provision for young people with ASD – including those with Asperger syndrome - is specifically monitored (Chapter 6, Section 6.2).

## **Recommendation 7**

**Kent Adult Social Services should lead on the establishment of a multi-disciplinary task group with representation from agencies including health, social care, housing, employment services, education, independent sector providers and the voluntary sector. The task group - which should liaise with the Kent Learning Disability Partnership Board - will widen and strengthen the interdependence and joint working amongst all these agencies, to provide more efficient and effective services to people with autism and individuals with learning disabilities in the form of care pathways (Chapter 6, Section 6.3).**

## **Recommendation 8**

**KCC should make sure that transition planning offered to young people with autism should start at the age of 14, and that it should be in place before they reach statutory school leaving age. The local authority should ensure well coordinated, seamless transitions into adulthood, involving person-centred, effective planning and support. Planning should be coupled with a mechanism to monitor progress and to secure a smooth transition (Chapter 7, Section 7.1, Section 7.2 and Section 7.3. To view the recommendations of the report "Transition to a Positive Future" (2007) please see Appendix 4).**

## **Recommendation 9**

**Kent County Council should review the availability of specialist psychology, psychiatry and speech therapy health services to people with autism both during transition and into adulthood (Chapter 7, Section 7.4).**

## **Recommendation 10**

**Kent County Council should support a campaign to raise awareness in the community about autism. KCC should also urge internal and partner agencies, including the NHS, the Criminal Justice System, the police and the housing, employment and education services, to enhance awareness amongst their staff about autism, its complexities and the implications for their service delivery (Chapter 8, Section 8.1 and Section 8.2).**

## **Recommendation 11**

**KCC should contribute to the development of a website which provides up-to-date national guidance as well as local information on all the services and support available to people with ASD and their families in Kent. Information and guidance should be presented in a clear, unambiguous and user-friendly form (Chapter 8, Section 8.3).**

## **Recommendation 12**

**Kent County Council should:**

- **review its recruitment practices and selection criteria so that they support and enable the employment of more people with autistic spectrum conditions within the Authority**
- **explore the potential of further education colleges in Kent to maximise the employment opportunities of people with autism in the County**
- **require the Supporting Independence Programme team to carry out a project, possibly with the Tizard Centre, aimed at helping people with ASD to access employment (Chapter 9, Section 9.1 and Section 9.2).**

## **Recommendation 13**

**Kent County Council should:**

- **carry out an audit involving all Kent District Councils to ascertain accurately the housing options available to people with ASD and those with learning disabilities**
- **urge both District Councils and the Joint Planning and Policy Board to take particular account of the needs of people with autism when discussing and deciding housing options**
- **encourage both District Councils and the Kent Adult Social Services Directorate to consider allocating some of their PFI housing options to people with autism (Chapter 9, Section 9.3).**

## **Recommendation 14**

**Kent County Council should:**

- **start a pilot scheme in Kent in which a drop-in facility providing autism-related information and guidance is available one day a week. The Committee suggests using an existing local setting, such as the successful Ashford Gateway, as the base for this pilot scheme. In order to maximise the effectiveness of this initiative, it is essential that the staff working in the premises are made aware both of the initiative and about the condition of autism**
- **contribute to the funding of a befriending scheme, using trained volunteers, which may be run in collaboration with the National Autistic Society (Chapter 10, Section 10.1 and Section 10.2).**

## **Recommendation 15**

**The Kent Adult Social Services Directorate should carry out a county-wide audit to quantify the need for respite of people with ASD and their families. The purpose of this study is to inform the planning of future respite service provision in Kent, taking into account the Authority's financial constraints (Chapter 10, Section 10.3).**

By: Mr M Hill, Cabinet Member for Community Services  
Amanda Honey, Managing Director, Communities

To: Cabinet – 30 March 2009

Subject: Select Committee: Provision of Activities for Young People –  
Somewhere to go, someone to be

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Summary: To receive and comment on the report of the Select Committee  
on Provision of Activities for Young People

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## **Introduction**

1. The Communities Policy Overview Committee proposed the establishment of a Select Committee to look at the some of the issues around provision of activities for young people. This was agreed by the Policy Overview Co-ordinating Committee at its meeting on 14<sup>th</sup> February 2008.

## **Select Committee Process**

### *Membership*

2. The Select Committee commenced its work in August 2008. The Chairman of the Select Committee was Mr Alan Chell, other members being Mr Jeff Curwood, Mr Godfrey Horne, MBE, Mr Michael Northey, Mr Geoff Rowe and Mrs Elizabeth Tweed. The Labour Group indicated that they did not have the capacity for two Members to serve on this select committee but asked that Mr Birkett be kept informed of progress.

### *Terms of Reference*

3. (1) The Terms of Reference for this Select Committee Topic Review were to:

- explore national and local policies and strategies in relation to the provision of (leisure-time) activities for young people.
- examine recent consultations and consult with young people during the review, with an emphasis on young people who may not currently engage with services, and motivational aspects.
- explore how the range of activities available to young people is communicated to them and whether there are opportunities to make this communication more effective

- examine collaborative and partnership work taking place between KCC and other organisations particularly through Youth Advisory Groups, and any opportunities to develop this further.
- examine whether existing funding streams for provision of activities for young people could be used more creatively to benefit young people and communities.

### *Evidence*

4. The Committee obtained evidence from a number of sources to inform their research including oral and written evidence from a range of stakeholders. A list of the witnesses who attended Select Committee hearings is attached at Appendix 1.

### *Timescale*

5. The Select Committee met with Lead Members, Directorate representatives and other stakeholders 11<sup>th</sup> March to receive comments on the Select Committee report before it was finalised. A copy of the Executive Summary is attached as Appendix 2.

### **Conclusion**

5. (1) I welcome the report and would like to congratulate the Select Committee on completing this piece of work. I would also like to thank all those witnesses who gave evidence to the Select Committee.

(2) Mr Alan Chell, Chairman of the Select Committee, will present the report to Cabinet together with Mr Rowe. The Executive Summary is attached. Please contact either Sue Frampton on 01622 694993 ([sue.frampton@ken.gov.uk](mailto:sue.frampton@ken.gov.uk)) or Denise Fitch on 01622 694269 ([denise.fitch@kent.gov.uk](mailto:denise.fitch@kent.gov.uk)) if you require a full copy of the report

### **Recommendations**

6. (1) The Select Committee be thanked for its work and for producing a relevant and a balanced document.
- (2) The witnesses and others who provided evidence and made valuable contributions to the Select Committee be thanked.
- (3) We recommend the report and its recommendations to Cabinet and welcome any observations Cabinet wish to make.

Mr M Hill  
 Cabinet Member for Communities  
 Background Information: *None*



## **Appendix One**

### **Witnesses attending oral evidence hearings:**

Ashmore, Simon – Project Manager, Lighthouse Project  
Baker, Nigel - Head of Kent Youth Service  
Barker, Amie – Project Officer, Access Kent (current role, previously with Youth Offending Service)  
Barber, Norry - Duke of Edinburgh's Award Co-ordinator  
Barron, Paul - Director, Kent Foundation  
Bose, Andrew - Public Involvement & Communications Manager  
Bride, Dan - County Crime Prevention Co-ordinator  
Butler, Bill - Area Youth Officer, Thanet and Dover  
Cameron, Mr & Mrs - parents  
Chapman, Julie - Senior youth work practitioner  
Clark, Sue - Chairman, Pegasus Play scheme  
Clout, Barry - Executive Officer, Kent Council for Voluntary Youth Service  
Davies, Tim - Practical Participation  
Davis-Chapman, Chris - PAYP worker  
Fitzgerald, Andrew – Founder, Lighthouse Project  
Forde, Gary - Diversity Officer  
Fulford, Simon - Regional Director, Princes Trust SE Region  
Hayden, Richard - Senior Outdoor Education Adviser  
Henn-Macrae, Rosemary - West Kent Manager, Disabled Children's Service  
Holmes-Brown, Robbie - young person (Linwood Youth Centre)  
John, Ms B - Parent  
Johnson, Eve - Kent Youth  
Kirk, Ian - Policy & Research Officer, Kent Youth Service  
McGhie, John – Editor, Kent TV  
Milner, Alan - Parents Consortium  
Nix, Matthew - Chief Superintendent, Kent Police  
Nunn, Jill - Assistant Head, Key Training  
Nzou, Blade - Voluntary Youth Worker  
Payne, Glynis - Aiming High for Disabled Children Programme Manager  
Sales, Jane – County Youth Participation Co-ordinator  
Sartain, Alex - Member of KYCC  
Slaven, Angela - Director, Youth Services and KDAAT  
Smith, Gerry - Detached youth worker  
Snooks, Sue - Disabled Children's Register Co-ordinator  
Staff and young people at Key Training  
Stevens, Dr Alex - Senior Researcher, European Institute of Social Services  
Tinsley, Rachel - Team Leader, Information & Resources  
Walsh, Eddie - Area Youth Worker  
Watson, Mr M - Registered Manager, Sunrise Centre  
White, Madeleine - CreativeUK Solutions

## **Appendix Two**

### **Provision of Activities Select Committee – March 2009**

#### **Executive Summary and Recommendations**

##### *1 Executive Summary*

#### **Committee membership**

The Select Committee consisted of six Members of the County Council, five Conservative and one Liberal Democrat. The committee also had the assistance of labour representative Mr Terry Birkett.

Kent County Council Members (County Councillors):



#### **The Terms of Reference**

1. To explore national and local policies and strategies in relation to the provision of (leisure-time) activities for young people.
2. To examine recent consultations and consult with young people during the review, with an emphasis on young people who may not currently engage with services, and motivational aspects.
3. To explore how the range of activities available to young people is communicated to them and whether there are opportunities to make this communication more effective
4. To examine collaborative and partnership work taking place between KCC and other organisations particularly through Youth Advisory Groups, and any opportunities to develop this further.

5. To examine whether existing funding streams for provision of activities for young people could be used more creatively to benefit young people and communities.

### **Evidence gathering**

The Select Committee gathered evidence through desk research and received evidence in person and in writing from a range of stakeholders including young people, the Youth Service, the Youth Offending Service, Environment & Regeneration, Children, Families and Education Extended Services, District Councils and the voluntary sector. The original aim to include an in-depth look at Youth Advisory Groups was scaled down due to the appointment of an independent consultant to carry out a simultaneous review.

A list of the witnesses who attended Select Committee hearings is at Appendix 1. A list of those submitting written or supplementary evidence is at Appendix 2. Details of visits carried out are at Appendix 3.

### **Reasons for establishment of the Select Committee**

The Select Committee was formed in response to concerns that young people are increasingly being acted against rather than provided for and that information about activities provision could be made more inclusive.

The review has looked at:-

- activities on offer to young people and how this is communicated
- barriers to access
- motivational aspects
- multi-agency work and funding

### **Introduction**

This is the first select committee to have been appointed by the Communities Policy Overview Committee. ‘Communities’ is the Kent County Council Directorate in which Kent Youth Services and KDAAT ‘sit’. In many other council areas youth services are under the same management as Children, Families and Education but in Kent this is a very large directorate, covering all of education and children’s social services and it was felt that keeping them separate would help the council to focus on many of the issues that affect young people and their communities as they grow up.

At the same time, having Integrated Youth Support Services means that all the people involved in youth provision will in future meet, talk and work closely together to make things better for young people and one aspect of this is the provision of positive activities.

There have been other Kent select committees which have looked at the topic of activities such as ‘Transition’ in April 2007, as well as those which have looked at other important issues affecting people (including young people) such as the Alcohol Misuse Select Committee in 2008. This work was carried out because there were serious concerns about the damage alcohol can cause to people’s health and wellbeing

and its terms of reference included looking at vulnerable groups (people who are often badly affected), one of which was young people. The report said that one of the reasons for alcohol misuse among young people was having ‘nothing else to do’. Some of the report’s recommendations and those of other recent KCC select committees are given at the end of this report in Appendix 4.

Members of this committee decided not to focus just on the work of the Kent Youth Service (KYS) since independent consultants BMG carried out detailed research and published a report in 2008 and Ofsted<sup>1</sup> also inspected and reported on KYS in June 2008. It was decided instead to look at what kinds of activities are on offer in Kent, where they are, how young people find out about what’s on and what might be stopping them from taking part.

Kent has a variety of leisure opportunities provided by all sorts of organisations: this ranges from activities anyone could take part in, to those aimed specifically at young people or particular groups of young people. It is not too surprising to find out that young people from less well-off backgrounds and those who are no longer at school, are less likely to participate in positive activities<sup>2</sup>. Apart from that, there are many young people who would like to take part in more leisure activities but can’t because of their family situation, or other obstacles such as being disabled or having caring responsibilities, a lack of things to do locally, the cost of taking part, and the availability and cost of transport. Sometimes it’s as simple as just not knowing what is around. Therefore we have looked at ways of communicating with young people about what is on offer and how young people with different needs and wants can be encouraged and enabled to participate.

Statistics about the population in different parts of the county can be useful in helping to decide where services should be and people from different organisations can put their knowledge together to help managers to identify where the gaps are, and plan services for the future. It also helps when different organisations put their money together to provide something that young people really want and need – and they only find out what this is by listening to experts, and of course this includes young people themselves. The most important thing is that, because all young people are individuals, there need to be plenty of different things to do. This means that the County Council, district and borough councils, the voluntary and community sector, and private organisations must all work together, and must communicate with young people all the time.

Many youth projects are now funded through the Youth Capital Fund and Youth Opportunity Fund and this gives young people lots of control and choice since they are involved in projects from start to finish.

Another thing which concerned the members of this committee was that many people seem to have a poor opinion about young people because of the kinds of negative stories and images that are always in the news. There is a lot of evidence to suggest that this view is not at all fair or balanced and that there are far more young people acting positively and doing constructive things for themselves, and to contribute to their communities. We therefore also looked at actions

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<sup>1</sup> Office for Standards and Education

<sup>2</sup> Policy review of children and young people – A discussion paper, HM Treasury, 2007

that could be taken to bring back some balance and to give people (including young people themselves) a more realistic view. A list of the recommendations that are made in the report is shown on the next few pages.

## **Recommendations**

Recommendations are numbered according to their sequence in the report but the ten which select committee members believe to be most important are shown first, in bold print. The Chairman will also be consulting with young people to find out which recommendations they feel will make the most significant difference in Kent, given the financial constraints which currently prevail.

**R2 That KCC particularly through the Kent Youth Service and Extended Services continue to encourage and support schools in their efforts to develop extended services that compliment and supplement those already available in their local communities as an essential part of Integrated Youth Support in Kent.**

To facilitate this, the Extended Services Team should explore how available funding could be utilised to ensure that schools are supported in their efforts to develop up to and beyond the core level of extended services by, for example:

- **making extended school co-ordinators or community youth tutors available in more schools**
- **with colleagues in the Youth Service, developing expertise among School Governors and Head Teachers by providing training/presentations on extended service development and community engagement**
- **ensuring that information about extended services within Local Children's Services Partnerships (LCSPs) is gathered, recorded and made available to the public through various media (as outlined elsewhere in this report) and taken into account as an integral part of the Youth Strategy in every district**
- **with Youth Service Colleagues, encouraging and assisting schools to ensure there is effective and ongoing consultation with local communities (beyond the immediate school population) about the development of extended services**
- **ensuring that the allocation and distribution of funding for extended services (routed LCSPs) is clearly recorded and made available to assist with planning for service provision within local communities.**

**R3 That KCC together with district and borough councils should:**

**a. proactively engage with rail travel providers in Kent to determine the feasibility, cost and business benefits of incorporating off-peak rail travel into the Freedom Pass to enable more young people to make use of existing activities and facilities.**

**b. proactively engage with bus travel providers to determine the feasibility, cost and business benefits of adding integrated (perhaps**

specific nights of the week) later bus services to enable more young people to make use of existing activities and facilities.

c. consider the benefits and potential cost savings of combining the Freedom Pass with any (future planned) Leisure Card and for example, Library card. This should be considered alongside the concept of rewards for positive activities (e.g. encouraging use of healthy activities). (p53)

R4. a. That to fully utilise available transport KCC directorates should co-operate to produce a register of passenger carrying vehicles (minibuses) that could potentially be shared with the youth service and/or voluntary sector organisations for individual trips or on a more regular basis and that guidelines be produced for the use of such vehicles.

b. That the Youth Service liaise with the Rural Regeneration Officer to determine whether links could be made to existing community transport schemes to provide assistance with transporting young people to leisure activities, or to investigate whether any joint funding arrangements could be of benefit.

c. That there be a drive to recruit certified PC V drivers employed by KCC and partner organisations in Kent to register for occasional voluntary driving duties (subject to satisfactory CRB disclosure being in place) to assist the Youth Service's provision of sports/leisure activities to young people. Once established the Youth Service should assess the viability of extending the scheme to include affiliated and non-affiliated voluntary organisations. (p55)

R6 That KCC (Youth Service and others) should work with district partners including those in the voluntary and community sector to build upon the success of events such as Gifted Young Gravesham, those organised by Blade and Youth of Generation and explore opportunities to hold similar events elsewhere in the county. (p73)

R7 That KCC adopts a policy of promoting positive language, perceptions and expectations of young people in all KCC publications and communications and encourages and engages with partners and the media to further this aim. (p77)

R8 a. That meetings which are to involve young people are planned and structured in a young person-friendly format.

b. That Youth Advisory Groups focus on strategic planning in their districts and extend invitations to, and renews efforts to engage, private and voluntary sector facility and activity providers as well as potential funders, in order to create opportunities for mutually beneficial discussions at YAG meetings.

c. That KCC Members be encouraged to contribute towards local young people's transport funds from Members' Community Grants (and other available sources) to finance organised trips for young people from their local area, focusing on those who attend youth groups and projects. (p90)

R12 a. Development of Togogo could include:

- Clear links to leisure listings for specific areas of interest such as cycling, parks, sports

- **Times dates of meetings/venue contacts**
- **How to contact local Kent Youth County Councillor and Local Members of the County Council (by postcode look-up)**
- **The facility to vote on youth-related proposals**
- **Continually providing the opportunity for and proactively seeking out private and voluntary providers to invite listing**
- **Interactive local maps showing private/voluntary/LA provision**
- **Requesting that schools signpost Togogo on pupil VLEs (virtual learning environments screensaver and enabled in favourite sites) thus reaching every schoolchild**
- **Advertising Togogo on the Freedom Pass/Kent Travel Card/Library Card**
- **Allowing additional and selected advertising on the website (directly leisure related) to generate revenue and show discount offers.**
- **Liaising with the Children’s Disability Register co-ordinator to ensure that views and experience of disabled young people and their families help to make the site informative and relevant.**

**b. Following an initial reluctance by young people to engage with Togogo its effectiveness in reaching a range of young people from different areas and backgrounds should be measured before and after development of the site by using Mosaic to analyse users registering on the site with a postcode. (p104)**

**R13 That KCC Innovations Team works with young people, supported by professional advisers to produce a policy and guidelines for the safe use of social networking sites (Facebook, Bebo etc) by young people, and that KCC work towards developing protocols for effective and appropriate use of social networking sites by youth work practitioners, other KCC staff and Members as well as members of Kent Youth County Council. (p106)**

**R15 That KCC should consider providing support to Oi! (provided there is a sustainable business plan) to enable more young people to benefit from the work experience and personal development it offers and for the magazine to reach and involve a greater number of young people across the county. This support might take the form of a regular advertising slot paid for by the Kent Youth Service and other directorates/service (particularly CFE Extended Services) to: publicise activities and the availability of other local youth provision, and get across important messages e.g. links to advice on internet safety. (p108)**

**R16 That the Youth Service increases its engagement with the diverse range of services provided by the voluntary and community sector to**



**ensure that the contribution of this sector can be fully acknowledged, mapped and taken into account in planning positive activities within an area. (p114)**

R1 That, as part of the comprehensive review of community library services, Libraries and Archives consider the role of mobile libraries as a means of engaging more young people in positive activities, and whether a change of timetable is a practical way of facilitating this. (p40)

R5 That the Youth Service and in particular the Diversity Team should liaise with the Analysis and Information Team to determine how Mosaic could enhance their work in terms of community profiling and targeting information. That the Analysis and Information Team determine whether Mosaic could incorporate data on Traveller communities. (p58)

R9 a. That projects with an intergenerational theme should receive a high priority in decisions about funding in Kent in order to break down barriers and build community cohesion.

b. That KCC should consider how intergenerational activity could be supported in other ways such as through the Staff Club and Staff Discount schemes. (p92)

R10 That there should be increased opportunities for well motivated young people to shadow community leaders in order for them to gain experience of political life and leadership and that Members of Kent County Council should take a lead in facilitating this. (p93)

R11 That Kent TV continues to provide young people with the opportunity to broadcast their interests and concerns and gain experience of TV and film production through the apprenticeship programme and the development of a dedicated broadcasting unit. (p99)

R14 That KCC should investigate the implementation of an SMS texting service to notify young people of discounts and offers of free access to leisure activities. (p107)

R17 That KCC, with its partners, considers how to increase the proportion of activities, as well as information advice and guidance, provided to young people in young-person centred surroundings, in locations accessible during evenings/weekends.(p116)



By: Mike Hill, Cabinet Member and Amanda Honey, Managing Director, Communities

To: Cabinet – 30 March 2009

Subject: National Year of Reading (NYR): a Legacy beyond 2008

Classification: Unrestricted

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### Summary:

This report aims to raise awareness of:

- the achievements of National Year of Reading (NYR) in Kent
  - plans to develop a Strategy for Reading and Literacy for Kent recognising that reading is fundamental to Kent's economy and community health and wellbeing
- 

## 1. Background

In March 2008 we launched National Year of Reading (NYR) in Kent under the banner *Kent: a Great Place to Read*.

There is already national recognition of Kent's work and the Leader was invited to speak at the national conference in September. National evaluation states that *'it is recognised that the delivery of NYR in Kent provides a positive example to other Library Services and Local Authorities. The research team were impressed by the level and diversity of groups and individuals actively engaged in the NYR, in particular the engagement of senior members of the council'*. Some evidence of success is highlighted in this report.

## 2. Kent: a Great Place to Read: new and innovative approaches

We have tested and developed:

- new approaches to literacy  
*for example Library in the Park, Doorstep Libraries, The Kent Story*
- new partnerships for literacy  
*working with partners such as the NHS, the BBC, the Probation Service*
- new audiences for literacy  
*by working with reading groups for people with special needs, and developing services for adults with learning disabilities*
- a renewed focus for existing programmes for literacy  
*programmes such as "Reach out and Read", "6 Book Challenge", "Time2Give"*

These programmes are described in more detail in **Appendix 1**, along with a sample of some of the other work that has been undertaken during National Year of Reading

## 3. A legacy beyond NYR

### 3.1 Reading for Life: a national legacy beyond NYR

The Department for Children, Schools and Families (DCSF) has always expected that NYR would be the catalyst for a longer-term legacy to develop a reading nation. This on-going commitment

and campaign will be called *Reading for Life*. This work will be led by the Literacy Trust and The Reading Agency.

3.1.2 Some drivers highlighted in *Literacy Changes Lives* ([www.literacytrust.org.uk/research/Literacy\\_changes\\_lives.pdf](http://www.literacytrust.org.uk/research/Literacy_changes_lives.pdf)) include:

- 95% of jobs require literacy skills
- 70% of pupils permanently excluded from school have difficulties in basic literacy skills
- 25% of young offenders have reading skills below those of the average seven year old
- 60% of the prison population has difficulties in basic literacy skills
- one in six of adults cannot read at the level expected on an eleven year old

3.1.3 Research into attitudes towards reading commissioned by DCSF has highlighted that only 24% of C2DE parents see the link between reading and success in life. See [www.yearofreading.org.uk/wikireadia/index.php?title=Attitudes to Reading in England](http://www.yearofreading.org.uk/wikireadia/index.php?title=Attitudes_to_Reading_in_England)

### 3.2 Drivers for a legacy beyond NYR in Kent

There are many reasons why we should continue this work, not least the economic and social benefits of having a literate population. This is especially important in the current economic climate, and compliments the long-term need to up-skill the workforce of Kent.

In addition to the immediate economic benefits, literacy and reading are essential for us if we are to fulfil the aspirations outlined in the Kent Regeneration Framework, the Children and Young People's Plan, the Public Health Strategy, Later Life Strategy and other key priorities.

Literacy and reading contribute to:

- Building individual confidence and community cohesion
- Child development
- Education and community learning including adult literacy

These drivers are explored in more detail in **Appendix 2**

### 3.3 Seizing partnership opportunities

NYR has been a powerful catalyst for raising awareness of the importance of literacy and reading and is enabling us to begin to build partnerships and test new approaches. We are already pursuing new opportunities which these partnerships, strengthened through NYR, are opening up. For example:

- We are partners for the national *Family Reading Matters* initiative which recognises that reading starts at an earliest age in the home. Children who are read stories by their parents and carers are more likely to become readers.
- We are working to develop literacy skills to support people who are homeless or in danger of losing their homes due to the recession.
- We are supporting the Public Health-led *House* initiative which provides an access point for teenagers to activities, information and services that relate to their wellbeing.
- We are developing a Text Reading Group for teenagers
- We are supporting new reading groups and reading activities for people with mental health conditions and other special needs.
- We are continuing to grow the number and range of volunteering opportunities we offer through Libraries and Archives *Time2Give*. National evaluation of NYR cited Kent's *Time2Give* as 'a very forward thinking approach to delivering reading initiatives'.

## **4. A Kent Strategy for Reading and Literacy**

**4.1** There is evidence that work with new partners and with new audiences has delivered significant benefits and should be extended beyond NYR. There is now the need for a more strategic, focussed and sustained approach to be developed involving KCC and its partners.

**4.2** We want to harness our success to engage more strategic partners across the county, to raise standards of literacy and promote the benefits of reading, for pleasure and for purpose. A Kent Strategy for Reading and Literacy will help us achieve this. It will extend and mainstream the most effective approaches highlighted in Appendix 1 and continue to test and promote new approaches.

**4.3** A major conference was held recently which attracted delegates from across all sectors. The event marked the end of NYR and the beginning of the push to ensure a powerful legacy through a Kent strategy for reading and literacy. Footage of the event can be seen on Kent TV.

**4.4** The purpose of the strategy will be to put long-term plans and partnerships in place to support the development of literacy skills and to promote the benefits of reading across the county, ensuring equality of opportunity everywhere. Our intent is to progress towards a long-term aspiration of 100% literacy in Kent. Kent's Library Service will lead work to develop the strategy. It will be developed with key partners and celebrated during Kent's first Literacy and Reading Week in 2010.

**4.5** We believe this approach will gain strong support and interest from elected members. Many KCC Members have supported NYR at local level from attending events to providing grants. We believe that our Members are our ambassadors in their communities for literacy and reading and we will value their continued support, local knowledge and the challenge they can provide to ensure our strategy is rigorous and focussed on action in communities.

## **5. Recommendation**

Cabinet is asked to:

- support the development of a Strategy for Reading and Literacy for Kent; as detailed in this report; and,
- seek the support of all KCC elected Members to act as ambassadors for literacy and reading in their communities.

*Gill Bromley*  
*Strategic Manager Libraries and Archives/ NYR Coordinator*  
*01622 696480*

## Appendix 1

### Kent: a Great Place to Read: some of the range of the new and innovative approaches implemented in Kent during National Year of Reading

#### New approaches to literacy

- **Outdoor venues to promote reading and literacy:** our Library in the Park in Dartford, a partnership with Dartford Borough Council, sought to attract more people to use a rather intimidating and seriously underused Victorian library. It attracted over 1000 visitors and ran regular activities to encourage families to take the first steps on the path to literacy.

*'My children and I have found it a fantastic introduction to using the library'* (a parent visiting Dartford Library in the Park).

- **A Doorstep Library in Sheerness** where volunteers from Seashells Children's Centre read stories to children in streets and in their homes. The project aims to reach families in our most deprived communities who do not use public services. There is growing interest in developing Doorstep Libraries beyond this pilot in Folkestone and Thanet.
- **The Kent Story:** 12 books with the opening paragraphs of a story, written by Paul Carter, have circulated around schools enabling the children to continue the tale before passing it on to the next school.
- Renowned children's writer Nigel Hinton wrote a new short story **Beaver Towers Mission to Kent** which was read simultaneously in our primary schools in October. Feedback has been positive including *'we asked the parents to take part, regardless of their ability to read/read aloud..... the whole session was a complete success, and the children were full of ideas and suggestions as to further adventures and possibilities for Flipip and Baby B!'*
- **Guys grab a Grown up** was a Family Learning Treasure Hunt in all four "Playing for Success" centres where children searched for sections of a story.

#### New partners for literacy

- **The NHS** have supported Read Yourself Well and Recovery through Reading - library-led projects with mental health patients at 2 Kent hospitals.
- **The British Dyslexia Association's** Best Practice Guide for Libraries will help us support adults and children with dyslexia, their carers and their families.
- **The BBC** worked with Adult Education and Libraries and Archives, developing a joint offer to support Kent's businesses to develop employee literacy skills. Our offer was distributed by the Kent and Medway Local Skills for Productivity Alliance. BBC Radio Kent ran a monthly Book Club supported by Libraries and Archives.
- **The Probation Service** is piloting a programme of visits to Gravesend and Sheerness Libraries with trained mentors to support and promote library use.

#### New audiences for literacy

- **Adults with learning disabilities:** Sevenoaks Library won an award for its work to support the District Partnership. Benefits include special Makaton signage in libraries, the use of libraries as meeting spaces, weekly Biblio Hour, and books specially selected by and for this audience. We are also using Bag Books, multi-sensory story-packs which offer accessible stories for adults and children with learning disabilities.

- **Reading Groups for people with special needs** include new groups for visually impaired people, a telephone reading group for Home Library Service users, and MIND Reading Groups for mental health patients in Maidstone, Gravesend and Tunbridge Wells.

*'Wish you could be a fly on the wall at our group. ....when I asked them if they would like to carry on for another year, the positive impact of the group was overwhelming. The carers' responsibilities vary from one who looks after a severely autistic son in his 20's to our oldest....., now in his late 80's, who looks after his 50-something daughter with learning disabilities..... Several have husbands with dementia .....unanimously, they said how much they value the group and the opportunity it provides to escape their caring responsibilities, just for an hour or two' (Maidstone Carers' Group).*

### **A renewed focus for existing programmes for literacy**

- Support for the **GO Award** (Get On in Local Government), a national initiative led by our Adult Education service, through which KCC will lead by example to raise standards of literacy and numeracy of our workforce.
- Adult Education is also leading on the national **Skills Pledge** initiative, which will support Kent's businesses by providing the opportunity for staff to work towards or obtain their first full Level 2 qualification.
- **Family Language Literacy and Numeracy** programmes enable adults to achieve Skills for Life qualifications and support the achievement of their children.
- **Reach out and Read:** a partnership between the Looked After Children Advisers Team, the Fostering and Volunteering Team and Volunteer Reading Help used the ROAR scheme to monitor training for 48 carers and provided volunteers to work with 42 looked after children outside school hours for one week.
- The **Teachers as Readers** national pilot encouraged teachers to act as role models for reading eg Games Teachers, Science teachers etc (not just the English Dept who are always seen reading).
- **Week 53** provided a list of reading activities for participating schools who each received £250 to support their work
- **Bookstart**, Book Ahead, Boys into Books and other DCSF funded initiatives are achieving significant results in Kent by promoting literacy and library use to children from birth. The Bookstart baby pack is gifted to all babies at registration.
- **Test the Organisation sessions:** Adult Education tutors have worked with employers to improve workforce literacy skills including Eurostar, B.T., Kent police, Boots Distribution Centre, school catering staff, P&O ferries, a papermill and a Jobcentre.
- **6 Book Challenge** helped adults on Sheppey to build reading confidence in partnership with SkillsPlus, the Prison Service and Libraries and Archives.
- **Time2Give:** Libraries and Archives' award-winning volunteering programme managed by CSV has attracted new volunteers to support NYR activities.

*'it's given me a real opportunity to use the skills that I developed during my degree in a real world context - writing a play from some source material with a specific audience in mind. ....the link with the adult literacy learners is also quite appropriate as I'm just about to start a PGCE in English' (a volunteer at the Canterbury Cathedral Archives).*

- **Kent Sport, Leisure and Olympics** were the major partner for the Summer Reading Challenge *Team Read*. 7537 children completed the challenge to read 6 books during the school holiday; an increase of 6% over 2007-08. The scheme helps to sustain the reading habit throughout the holiday period.
- **Kent's prisons** have taken an active part in NYR. Activities have included Story Book Dads/ Mums which has enabled prisoners to develop their reading skills to enable them to record a story to be sent home to their child.

*'It has encouraged me to read books again... I think I may be hooked!'* (a prisoner at HMP Sutton Park).



## Appendix 2

### Drivers for a legacy beyond NYR in Kent

#### The Economy

The most basic and essential driver is the current economic downturn. Literacy is even more vital today to enable people to compete, to be confident and, not least, to cope. It can help them to gain employment or to stay in a job; to play an active part in their communities at a time when community cohesion will be challenged; and to get through the anxiety and depression that come with the fallout from a recession. This will be fundamental to helping Kent not only to get through the downturn but to enable individuals, organisations and communities to seize opportunities, and look ahead to a bright future. Literacy and reading are central to achieving the Kent Regeneration Framework, *Unlocking Kent's Potential* as well as *Backing Kent's Business*.

#### Building Individual Confidence and Community Cohesion

Literacy and reading are essential to every aspect of life and to achieving our *Vision for Kent*. Reading and literacy enable and support:

- **Bonding:** sharing a book is one of the most intimate and rewarding activities for a parent and child. It contributes to good parenting and it fosters a love of books from the earliest age.
- **Social skills:** attending a Baby Rhyme Time or any reading activity with other families encourages listening and communication skills.
- **Readiness for school:** a child who loves books will have developed some key skills including manual dexterity, an understanding of story, and confidence to take part and share with others.
- **Skills for work:** literacy builds confidence and enables people to apply for jobs and work effectively.
- **Involvement:** a comprehensive reading strategy will enable more opportunities for people to get involved through volunteering to help us reach our target audiences.
- **Health and wellbeing:** reading can provide an escape from loneliness, isolation and depression. It will make a vital contribution to an ageing population.

#### Child Development

Reading and literacy are vital to our Parenting Strategy.

64.6% of five year olds in Kent achieved 6 points or more in Personal, Social and Emotional development, compared with 71% nationally. For Communication Language and Literacy, 40.5% of Kent five year olds achieved 6 points or more compared with 47% nationally.

#### Education and Community Learning

Literacy and reading are essential to achieving the aims of our Children and Young People's Plan, *Positive about our Future*

##### Key stage 1 and 2:

There has been significant improvement in narrowing the gap between Kent scores and the national average but there is clearly more we could do in particular in geographical areas where performance is lowest.

### **Key Stage 3:**

In 2006-07:

- 8538 boys (34%) did not achieve the expected level in English
- 851 boys (66%) on Free School Meals did not achieve the expected level in English

These pupils' life chances are seriously affected by low literacy levels, so long term support for literacy development is essential. Boys will be a priority in our Strategy.

### **Adult Literacy**

Reading and literacy can make a significant contribution to *Supporting People* and *Active Lives* enabling people to make positive choices to be healthy and to play a full and active part in their communities.

276,000 adults in Kent have Entry Level 3 or below literacy skills, and the Kent and Medway workforce has the lowest qualification level of any area within the South East Region (source: LSC Kent and Medway Annual Plan 2007-08). Entry level 3 is the baseline level of competence for functional skills; an adult possessing literacy skills at this level is just able to engage with a primary age child at Key Stage 2. The overall percentage of adults in Kent and Medway who have skill levels below level 1 in literacy and numeracy across Kent is 47%, rising to over 50% in Gravesham, Swale and Thanet.

By: Alex King – Deputy Leader  
Peter Sass - Head of Democratic Services and Local Leadership

To: Cabinet – 30 March 2009

Subject: Decisions from Cabinet Scrutiny Committee – 10 February 2009

Classification: Unrestricted

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Summary: This report sets out the decisions from the Cabinet Scrutiny Committee and invites a response from Cabinet.

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### **Introduction**

1. The Leader has agreed the decisions from Cabinet Scrutiny Committee will be reported to the following meeting of the Cabinet for a response. The responses will be reported back to the Cabinet Scrutiny Committee.
2. The decisions from the meeting of the Cabinet Scrutiny Committee on 10 February 2009 are set out in the Appendix to this paper.

### **Recommendation**

3. That Cabinet agree responses to these decisions, which will be reported back to the Cabinet Scrutiny Committee.

Contact: Peter Sass  
[peter.sass@kent.gov.uk](mailto:peter.sass@kent.gov.uk)

01622 694002

Background Information: *Nil*

**Cabinet Scrutiny Committee – 10 February 2009**

**APPENDIX**

Title	Purpose of Consideration	Decisions	Cabinet Member Response
<b>Consideration of Price Waterhouse Coopers' Report – KCC Review of Treasury Management Procedures</b>	To question the representatives from PWC on their report into Kent County Council's Treasury Management Procedures	<ol style="list-style-type: none"> <li>1. The Committee thanked the PWC representatives for their attendance at the meeting and for answering Members' questions;</li> <li>2. The Committee thanked PWC for their report on the review of treasury management procedures within KCC and the Committee looks forward to receiving details of KCC's action plan that has been put in place to address the recommendations in the report.</li> </ol>	<b>A note outlining details of the action plan will be circulated to the committee.</b>
<b>Treasury Management – written answers to the Committee's questions from Butlers</b>	To consider the written answers provided by Butlers, the Council's Treasury Management Advisers, to the Committee's questions	<ol style="list-style-type: none"> <li>1. The Committee thanked Butlers for the written information in response to its questions but expresses extreme disappointment that Butlers refused two opportunities to be present at the Committee meeting to respond to the further questions that members wanted to ask arising from their consideration of the written answers.</li> <li>2. The Committee ask the Cabinet to carry out an urgent review of the status of the Economic Management Group in terms of the Council's constitution. In particular the Committee would ask the following issues to be addressed:-               <ol style="list-style-type: none"> <li>a. whether the group should become a formal committee or sub committee of the Council and if so under which Committee it should sit.</li> <li>b. the proposed terms of reference for the body and in particular whether it is proposed that the body will have any formal decision making powers and if so within what parameters</li> <li>c. that the issue of membership of the Committee and member training be considered and acted upon</li> <li>d. that the body should not seek to duplicate the role of the Governance and Audit Committee.</li> </ol> </li> <li>3. That the Director of Finance be asked to confirm the revisions to the procedure in relation to the receipt of emails from Butlers.</li> </ol>	<p><b>The preference of the Cabinet Member for Finance is to include the work of the Economic Management Group within the Budget IMG which Mr Smyth chairs.</b></p> <p><b>Training will be provided after the June election.</b></p>