



## **AGENDA**

## **CABINET**

**Monday, 4th April, 2011, 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.*

### **Webcasting Notice**

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### **UNRESTRICTED ITEMS**

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

1. Introduction/Webcasting
2. Declaration of Interests by Members in Items on the Agenda for this meeting
3. Minutes of the Meeting held on 2 February 2011 ( 1 - 8)
4. Revenue & Capital Budgets, Key Activity and Risk Monitoring ( 9 - 150)
5. Annual Business Plans 2011/12 ( 151 - 154)
6. Core Monitoring Report ( 155 - 224)
7. A Community Emergency Plan ( 225 - 226)
8. Proposed co-ordinated schemes for Primary and Secondary schools in Kent and admission arrangements for Primary and Secondary Community and Voluntary Controlled schools 2012/13 ( 227 - 298)
9. Governance Arrangements for Children's Social Care Improvement ( 299 - 316)
10. Rail Action Plan for Kent ( 317 - 412)
11. A Local Transport Plan for Kent 2011-16 ( 413 - 418)
12. Follow up Items and Decisions from Cabinet Scrutiny Committee - 9 February 2011 ( 419 - 434)

13. 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)*

**Katherine Kerswell  
Group Managing Director  
Friday, 25 March 2011**

*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 Wednesday, 2 February 2011.

PRESENT: Mr P B Carter (Chairman), Mr G K Gibbens, Mr R W Gough,  
Mr P M Hill, OBE, Mrs S V Hohler, Mr A J King, MBE, Mr K G Lynes,  
Mr J D Simmonds, Mr B J Sweetland and Mrs J Whittle

IN ATTENDANCE: Ms K Kerswell (Group Managing Director), Mr D Cockburn (Executive Director, Strategy, Economic Development & ICT), Newsam, Mr O Mills (Managing Director - Adult Social Services), Mr A Wood (Acting Director of Finance), Mr M Austerberry (Executive Director, Environment, Highways and Waste), Ms A Honey (Managing Director Communities), Ms M Peachey (Kent Director Of Public Health) and Mr G Mills (Democratic Services Manager (Executive))

**UNRESTRICTED ITEMS****Pfizers, Sandwich**

Before the commencement of Business Mr Carter informed the meeting that in response to the recent announcement that Pfizers was planning to close its operations at Sandwich, he had been asked by the Government to lead a task force in partnership with Pfizers and the Local Enterprise Partnership. The aim of the Task Force would be to look at ways to mitigate the undoubted effects which this announcement would have for both the people of East Kent and the Kent economy. The Task Force would therefore be working closely with the local and neighbouring members of parliament, the local District Councils, business leaders and the local community.

**8. Minutes of the Meeting held on 10 January 2011**  
*(Item 3)*

The minutes of the meeting held on 10 January 2011 were agreed as a true record and signed by the Chairman

**9. Revenue & Capital Budget Monitoring Exception Report**  
*(Item 4– Report by Cabinet Member for Finance and Acting Director of Finance)*

(1) Mr Simmonds gave an update on the current position with both the Revenue and Capital budgets and highlighted the actions being taken within the revenue budget to ensure that the forecast under spend of £5.5m was achieved, since that was a committed contribution to next year's budget. Mr Simmonds also highlighted recognised pressures within the CFE and KASS budgets which would need to be managed.

(2) Mr Carter said that he had had an assurance from the Chief Management Team that the required budget savings would be delivered. Mr Carter also said the Council was still robustly pursuing with government its claims for the payment of asylum costs and he updated the meeting on discussions he had had with the Leaders of Hillingdon and Solihul Councils who had found themselves in similar circumstances to that of Kent. Mr Carter said there was to be a meeting with the Home Office Minister at which he would be asking why the unmet costs agreed with the Home Office some 18 months ago were still outstanding.

(3) Cabinet resolved:

(a) to note the latest forecast revenue and capital budget monitoring position for 2010-11.

(b) to note the intended £0.700m contribution to the Restructure Reserve funded from the under spending within the Finance portfolio to cover the anticipated costs of Personnel & Development and ICT support during the transformation of the Council.

(c) to note the changes to the capital programme; and,

(d) that £2.051m of re-phasing on the capital programme be moved from 2010-11 capital cash limits to future years.

#### **10. Medium Term Plan 2011-13 (incorporating the Budget and Council Tax setting for 2011/12) - Update (To follow)**

*(Item 5- report by Mr Paul Carter, Leader of the Council, Mr John Simmonds, Cabinet Member for Finance, Mrs K Kerswell, Group Managing Director and Mr A Wood, Acting Director for Finance)*

(1) The Chairman declared consideration of this item to be urgent as the report was not 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 on 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 Councils Collection Funds, which were not known until 31 January 2011.

(2) This report updated Cabinet on the proposed 2011/12 Budget and Medium Term Financial Plan 2011-13 published on 6 January 2011, and sought endorsement of the proposed budget and Council Tax levels for 2011/12 for submission to the County Council at its meeting on 17 February 2011.

(3) Mr Wood outlined the purpose and scope of the report and highlighted a number of key points. Mr Carter said that the time for detailed debate on the proposed budget would be at the February County Council meeting but wished to highlight that funding for children's services would be taken forward as a priority.

(5) Cabinet resolved to endorse the following proposals for submission to County Council on 17th February 2011:

(a) the Revenue Budget proposals for 2011/12. Cabinet noted the proposed changes as a result of the equivalent Band D tax base from the estimate included in the published draft Budget, and the surplus/deficit on the District Councils collection funds. Cabinet also endorsed the resulting change to the overall budget requirement.

(b) The savings proposals outlined in section 7 within the Children Families & Education and Communities portfolios as a result of the loss of Department of Education Area Based Grant and Early Intervention Grant.

(c) a requirement from Council Tax of £573.688m to be raised through precept on District Councils.

(d) Council Tax levels for the different property bands as set out below, representing a freeze at the 2010/11 levels.

Council Tax Band

A	B	C	D	E
£698.52	£814.94	£831.36	£1,047.78	£1,280.62
F	G	H		
£1,513.46	£1,746.30	£2,095.56		

(e) the capital investment proposals, together with the necessary borrowing, revenue, grants, capital receipts, renewals, external funding and other earmarked sums to finance the programme. Delivery of the programme would be subject to the approval to spend on individual schemes and the level of Government support available in future years

(f) the Prudential Indicators as set out in Appendix F of the draft MTFP 2011-13

(g) Cabinet also endorsed the revenue and capital budget proposals set out in the draft 2011/12 Budget and MTFP 2011-13 (as amended as a result of the changes outlined in the Cabinet report and summarised in Appendix 7 and that they be recommend to the County Council. *(A revised 2011/12 Budget Book and MTFP 2010-13 reflecting the changes in the Cabinet report would be produced for the County Council meeting on 17th February 2011.)*)

(h) Cabinet also agreed that the final recommendations in relation to schools budgets and the Dedicated Schools Grant be delegated to the Cabinet Member for Children, Families and Education.

## **11. KCC Companies**

*(Item 6- report by Mr John Simmonds, Cabinet Member for Finance, Mr Roger Gough, Cabinet Member for Corporate Support Services & Performance Management, Mr Andy Wood, Acting Director of Finance and Mr Geoff Wild, Director of Law & Governance)*

(1) This report put forward recommendations to Cabinet on the approach to be taken in a forthcoming report to the Governance and Audit Committee on a Protocol for KCC Companies.

(2) Cabinet resolved to endorse the terms of the Protocol, which would be put to the Governance and Audit Committee for approval.

## **12. Treasury Management Strategy**

*(Item 7- report by Cabinet Member for Finance and Acting Director of Finance)(Mr N Vickers the Head of Financial Services was present for his item)*

(1) Mr Simmonds introduced this wide-ranging report and highlighted key areas of activity and actions being taken by the County Council in respect of developing a robust Treasury Management Strategy. The Strategy took into account the impact of the Council's Revenue and Capital programme on the balance sheet position, the current and projected Treasury position, the Prudential Indicators and the outlook for interest rates. Mr Simmonds also briefed the meeting on the Strategy in relation to counterparties and he gave an update on the latest position in respect of the Icelandic banks. The Council had already recovered some £9m and the projected overall recovery, with depositor priority was in the order of 90%. Court hearings to determine the depositor preference issue were scheduled to take place in February 2011 for Landsbanki and March for Glitnir. It was expected that it would be several weeks after those hearings before the outcome would be known.

(2) Cabinet resolved:

(a) that the Treasury Management Strategy for 2011-12 as detailed in the Cabinet report be agreed;

(b) the 2011-12 Prudential Indicators be approved;

(c) the revised list of Counterparties and Investments as recommended by the Treasury Advisory Group and detailed in the Cabinet report be approved as follows:

- the addition of NatWest, as part of the RBS group – a limit of £40m,
- the addition of Standard Chartered and Clydesdale banks each with a limit of £20m
- UK Treasury bills, maintaining the Debt Management Office limit of £450m

### **13. Follow up Items and Decisions from Cabinet Scrutiny Committee - 19 and 24 January 2011 (To follow)**

*(Item 8 -Report by the Deputy Leader and the Head of Democratic Services and Local Leadership)*

(1) The Chairman declared consideration of this item to be urgent as the report was not available at the time the agenda for this meeting was despatched. However the report referred to matters the consideration of which could not reasonably be delayed and which therefore Cabinet needed to consider at this meeting.

(2) This report set out the decisions from meetings of the Cabinet Scrutiny Committee held on 19 and 24 January 2011, which the Committee had previously raised for follow up, together with any specific recommendations from the relevant Policy and Scrutiny overview Committees.

(3) Cabinet resolved that the comments and actions detailed in the report be noted and the responses reported back to the Cabinet Scrutiny Committee.

### **EXEMPT ITEMS**

*The following are unrestricted minutes of matters which Cabinet resolved under Section 100A of the Local Government Act 1972, the press and public should be excluded from the meeting for on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.*

### **14. Isle of Sheppey Academy**

*(Item 10– report by Mrs Sarah Hohler, Cabinet Member for Children, Families & Education Directorate and Mr Malcolm Newsam, Interim Managing Director, Children, Families & Education Directorate. (Mr Grahame Ward, Director of Resources, CFE and Rebecca Spore, Head of BSF, PFI and Academies Team were present for this item)*

(1) This report sought approval of the affordability position, the submission of the Final Business Case and approval to enter into the necessary contracts, including the Design and Build and ICT Contracts for the Isle of Sheppey Academy. The report also detailed the process and programme leading to the signing of construction contracts with the anticipation the school would be ready for opening from January 2013.

(2) The report also provided an analysis of the key risks and implications for the Council of a number of factors and these included the costs of dealing with contamination and asbestos removal not identified in the surveys already undertaken, archaeological discoveries, judicial review and the need for the Council to consider its position as contract signature approaches. The report also said that a project contingency had been put in place should asbestos be found during the demolition phases and that would assist with how such materiel would be dealt with. The report also highlighted what contractual liabilities the Council could incur should for any reason the project not reach the stage of contract signature.

(3) During the course of discussion and in answer to a question from Mrs Hohler it was confirmed by officers that there was a robust process in place covering what would be done in the event of any asbestos being found during the demolition phase and how costs to deal with this material would be apportioned.

(4) Following further discussion Cabinet resolved:

(a) that agreement be given to the Final Business Case for the Isle of Sheppey Academy (Wave 4) being submitted for final departmental approval by Partnership for Schools, the Department of Education and the Treasury;

(b) following a recommendation from the Managing Director, CFE, Capital Programme and Infrastructure, the Head of PFI/PPP in consultation with the Leader of the Council be authorised to agree final contractual terms, provided the affordability gap to KCC did not exceed that detailed in the Cabinet report.

(c) the Director, CFE, Capital Programme and Infrastructure, and the Head of PFI/PPP in consultation with the Director of Law and Governance be authorised to enter into all necessary contracts/ agreements on behalf of the County Council, following approval of the final contractual terms as set out in (ii) above.

(d) the Head of PFI/PPP be authorised on behalf of the County Council to be its nominated Authority Representative within the relevant agreements and to enter into variations as envisaged under the contracts.

#### **15. Kent Academies Batch 2 Procurement - The Kent Skinners' Academy**

*(Item 11 – report by Mrs Sarah Hohler, Cabinet Member for Children, Families & Education Directorate and Mr Malcolm Newsam, Interim Managing Director, Children, Families & Education Directorate ((Mr Grahame Ward, Director of Resources, CFE and Rebecca Spore, Head of BSF, PFI and Academies Team were present for this item)*

(1) This report sought approval of the affordability position, the submission of the Final Business Case and approval to enter into all necessary contracts/agreements for the Kent Skinners Academy.

(2) The Department of Education and Partnership for Schools (PfS) expected Academies to be procured either via a Local Educational Partnership (LEP) where one is in place or from the Partnerships for Schools Contractors' Framework. The proposed academies which form Batch 2 fell outside the area covered by Kent's LEP 1 and therefore it would be necessary to procure the building works for these academies under a batched contract from the National Framework.

(3) KCC, PfS, DfE and the relevant Academy Trusts had agreed that significant time and cost efficiencies could be realised for all parties by tendering all six as a single batched programme through the PfS National Framework. This removed the repeat time and financial costs associated with separate transactions. Each scheme would though be contractually separate and the contract that would be signed for the Skinners' Kent Academy, related solely to that scheme.

(4) Following Cabinet approval on 11th January 2010, and final Outline Business Case approvals KCC began the procurement from the PfS National Framework (South) following which Willmott Dixon was selected as the Preferred Bidder with a view to developing detailed proposals.

(5) The report also provided an analysis of the key risks and implications for the Council of a number of factors and these included the costs of dealing with contamination and asbestos removal not identified in the surveys already undertaken, archaeological discoveries, off site utility upgrades, judicial review and the need for the Council to consider its position as contract signature approaches. As with the Isle of Sheppey Academy, officers confirmed that a project contingency had been put in place should asbestos be found during the demolition phases and that would assist with how such material would be dealt with. The funding of this contingency would be allowed for as part of the capital programme for the Skinners Academy. The report also highlighted what contractual liabilities the Council could incur should for any reason the project not reach the stage of contract signature.

(8) Cabinet resolved:

- (a) that the Final Business Case for the Kent Skinners Academy (Lead scheme in Batch 2) be agreed and submitted for final departmental approval by Partnership for Schools, the Department of Education and the Treasury;
- (b) following recommendation from the Director, CFE, Capital Programme and Infrastructure, the Head of PFI/PPP in consultation with the Leader of the Council be authorised to agree final contractual terms, provided the affordability gap to KCC in relation to the build contract did not exceed that detailed in the Cabinet report.
- (c) the Director, CFE, Capital Programme and Infrastructure and the Head of PFI/PPP in consultation with the Director of Law and Governance be authorized to enter into all necessary contracts/ agreements on behalf of the County Council, following approval of the final contractual terms as set out in (ii) above in relation to the Kent Skinners' Academy and the Future School Agreement; and,
- (d) the Head of PFI/PPP be authorised on behalf of the County Council to be its nominated Authority Representative within the relevant agreements and to enter into variations as envisaged under the contracts.

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**REPORT TO: CABINET – 4 APRIL 2011**

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

**BY: JOHN SIMMONDS – CABINET MEMBER FOR FINANCE  
ANDY WOOD – ACTING DIRECTOR OF FINANCE  
MANAGING DIRECTORS**

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

- note the latest monitoring position on the revenue and capital budgets,
  - agree the changes to revenue cash limits within the CFE portfolio to reflect the directorate restructure, as approved by County Council in June 2009, which took effect from 1 October 2010,
  - agree the changes to the capital programme,
  - agree that £24.919m of re-phasing on the capital programme is moved from 2010-11 capital cash limits to future years
  - agree that a £0.953m underspend resulting from delays on Regeneration projects due to uncertainty around the future of regional development agencies and other partners, and the new arrangements for local enterprise partnerships, be transferred to the Regeneration Fund to be used to fund the projects in future years, subject to approval by the Regeneration Board.
  - agree a virement of £0.250m from the underspending on the debt charges budget within the Finance portfolio to the Libraries budget within the Communities portfolio to fund a stand-by facility for an increase in the cost of the Beaney project within the Communities capital programme, by way of revenue contribution to capital, should alternative external funding not be realised. This funding will not be required until 2011-12, so this underspend will be required to roll forward in order to make the revenue contribution to capital next financial year, if necessary. If alternative external funding is secured and this stand-by facility is not required, then the £250k revenue funding will be returned to general reserves.
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**1. INTRODUCTION**

1.1 This is the third full monitoring report to Cabinet for 2010-11.

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.

**1.3 Headlines:****1.3.1 Revenue:**

- The latest forecast revenue position (excl Schools) is an underspend of -£9.596m, which is an improvement of £6.933m since the February Cabinet report position before the implementation of management action. This movement is mainly within the CFE and KASS portfolios where management action has been delivered, largely through the rebadging of eligible expenditure against unspent grant, and additional health monies has enabled us to cover some of the costs which we would have inevitably had to cover for the anticipated increase in services due to the winter (further details are provided below).
- There are net pressures totalling £5.8m as a result of increased demand for Children's Social Services. An additional £5.8m has been provided in the 2011-13 MTFP.
- CFE have re-badged eligible expenditure against unspent grant in order to balance their budget. In addition, there are significant further savings reported on SEN and Mainstream Home to School Transport.

- Schools reserves are forecast to reduce by £5.634m in 2010-11, £4.634m is due to 27 schools converting to academies and taking their reserves with them and £1m is the forecast reduction for all other Kent schools.
- The current position on Asylum is a pressure of £2.550m. Of this £1.245m is primarily due to the costs incurred in continuing to support young people (18+ care leavers) who are categorised as “All Rights Exhausted” (ARE) and “naturalised” until the point of removal. The UK Border Agency (UKBA) is working on speeding up the ARE and removal processes. The remaining £1.305m pressure follows notification from UKBA of our final settlement in relation to prior years, which is significantly less than we had forecast. Following the Leaders letter to the UKBA, the Leader met with Damien Green, Immigration Minister, at which the UKBA made an informal offer. This offer is still being discussed and an update will be given in a future exception report.
- Demographic and price pressures are cause for concern within Adult Social Services as both client numbers and complexity of care requirements increase, especially within residential care across all service groups, likely to be as a result of medical advances enabling people to live longer but with more complex needs. This has been addressed in the 2011-13 MTFP.
- Adult Social Services has recently received £5.9m additional funding from the NHS for joint working arrangements with Kent PCTs to promote better services for patients leaving hospital and to invest in a broader range of social care services to benefit health and to improve overall health gain. Although much of this has allowed both the PCTs and KASS to commission new projects and services to meet this aim, it has also allowed us to cover some of the additional costs which we would have inevitably had to cover for the anticipated increase in services due to the winter.
- The two snow emergencies in December have resulted in a pressure just in excess of £2m. Some of this will be met by a drawdown from the emergency conditions reserve, the balance is being offset by savings on waste management.
- The April RPI figure, to which the indexation on many waste contracts is linked, was higher than expected in the MTP. The impact of this in 2010-11 is £1m.
- The Freedom Pass has proved extremely popular with the number of passes issued and the number of journeys undertaken exceeding expectation. The net impact in 2010-11 is £1.2m.
- In January, we recovered a further £0.866m from our principal investments in the collapsed Icelandic Banks, bringing our total recovery so far to £9.195m, which all relates to the UK registered Heritable Bank.

### 1.3.2 Capital:

- The latest forecast capital position is a variance of -£28.610m, -£25.858m on schemes which we are re-phasing and -£2.752m on schemes with a real variance.

## 2. OVERALL MONITORING POSITION

### 2.1 Revenue

- 2.1.1 The net projected variance against the combined portfolio revenue budgets is an underspend of £9.596m. All management action has now been delivered and is reflected within these forecasts. Section 3 of this report provides the detail, which is summarised in Table 1a below.

**Table 1a – Portfolio position – net revenue position**

Portfolio	Budget	Variance
	£k	£k
Children, Families & Education	-762,850	-200
Kent Adult Social Services	+344,564	+225
Environment, Highways & Waste	+151,553	-507
Communities	+88,790	-1,115
Localism & Partnerships	+8,296	-191
Corporate Support & Performance Mgmt	+10,417	-1,090
Finance	+125,632	-6,570
Public Health & Innovation	+567	-49
Regeneration & Economic Development	+7,228	-99
<b>TOTAL (excl Schools)</b>	<b>-25,803</b>	<b>-9,596</b>
Schools	+969,773	+5,634
<b>TOTAL</b>	<b>+943,970</b>	<b>-3,962</b>

2.1.2 The recently approved 2011-12 budget assumes rolled forward underspending from 2010-11 of £6.098m as follows:

- £4.500m underspending as reported to Cabinet in the last full monitoring report in November,
- £1.000m from the moratorium on non-essential spend. (The savings achieved from this moratorium are reflected within the forecast variances shown in tables 1a, b & c and further details are provided within the annex reports).
- £0.387m within Communities for the Youth Service, and
- £0.211m which was an amendment to the 2011-12 budget approved at County Council on 17 February to change the savings proposal for subsidised bus routes.

In addition, the position reported in table 1a above includes some underspending related to projects which are re-phasing into 2011-12 and are committed and therefore will require roll forward. The adjusted position is therefore:

Total forecast underspend (excl Schools) per table 1a	£k -9,596
Required to roll forward to 2011-12 per approved 2011-13 MTFP	6,098
Other committed roll forwards/re-phased projects	370
Adjusted position	<hr/> -3,128

2.1.3 Although it is likely that much of this uncommitted balance will be held in reserves pending future decisions on its use, there are two initiatives which Members may wish to consider supporting from this underspend:

- £250k towards the Bold Steps for Health Agenda - to work with GP's and the new Commissioning Consortia to address local health inequalities. This will use the local knowledge of GP's and colleagues at a district level to identify their priorities for reducing health inequalities in their areas and provide funding to deliver the interventions that will make the most difference.
- £250k contribution to the Elections Reserve – in recent times the County Council election and the General Election have been held on the same day, which has considerably reduced the cost to KCC as we share the cost 50:50. However this will not be the case for the next County Council election and therefore we need to provide for this additional cost. £250k is suggested as our initial contribution to these additional costs with a review of the position as part of the next budget process.

Further details will be provided in the outturn report to Cabinet in June.

## 2.2 Capital

This report reflects the current monitoring position against the revised programme, where an underspend of -£2.752m and re-phasing of -£25.858m of expenditure into future years is forecast, giving a total variance in 2010-11 of -£28.610m. 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:

- the inclusion of a number of 100% grants (i.e. 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.
- changes to cash limits within the CFE portfolio as a result of the directorate restructure approved by County Council in June 2009, which came into effect from 1 October 2010. further details are provided in section 1.1 of annex 1. **Cabinet is asked to agree these changes.**

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

### 3.2.1 Table 1b – Portfolio/Directorate position

Portfolio	Budget	Variance	Directorate					
			CFE	KASS	EH&W	CMY	CED	FI
			£k	£k	£k	£k	£k	£k
Children, Families & Educ	-762,850	-200	-200					
Kent Adult Social Services	+344,564	+225		+225				
Environ, Highways & Waste	+151,553	-507			-507			
Communities	+88,790	-1,115				-1,115		
Localism & Partnerships	+8,296	-191					-191	
Corporate Support & Performance Mgmt	+10,417	-1,090					-888	-202
Finance	+125,632	-6,570					-22	-6,548
Public Health & Innovation	+567	-49					-49	
Regen & Economic Dev	+7,228	-99					-99	
<b>SUB TOTAL (excl Schools)</b>	<b>-25,803</b>	<b>-9,596</b>	-200	+225	-507	-1,115	-1,249	-6,750
Schools	+969,773	+5,634	+5,634					
<b>TOTAL</b>	<b>+943,970</b>	<b>-3,962</b>	+5,434	+225	-507	-1,115	-1,249	-6,750

### 3.2.2 Table 1c – Revenue Gross, Income & Net (GIN) position

Portfolio	CASH LIMIT			VARIANCE		
	Gross	Income	Net	Gross	Income	Net
	£k	£k	£k	£k	£k	£k
Children, Families & Educ	+413,906	-1,176,756	<b>-762,850</b>	+1,311	-1,511	<b>-200</b>
Kent Adult Social Services	+482,435	-137,871	<b>+344,564</b>	-1,307	+1,532	<b>+225</b>
Environ, Highways & Waste	+174,408	-22,855	<b>+151,553</b>	-6	-501	<b>-507</b>
Communities	+145,952	-57,162	<b>+88,790</b>	-1,147	+32	<b>-1,115</b>
Localism & Partnerships	+8,382	-86	<b>+8,296</b>	-169	-22	<b>-191</b>
Corporate Support & Performance Mgmt	+55,950	-45,533	<b>+10,417</b>	+1,816	-2,906	<b>-1,090</b>
Finance	+139,721	-14,089	<b>+125,632</b>	-8,343	+1,773	<b>-6,570</b>
Public Health & Innovation	+794	-227	<b>+567</b>	-38	-11	<b>-49</b>
Regen & Economic Dev	+9,533	-2,305	<b>+7,228</b>	+47	-146	<b>-99</b>
<b>SUB TOTAL (excl Schools)</b>	<b>+1,431,081</b>	<b>-1,456,884</b>	<b>-25,803</b>	<b>-7,836</b>	<b>-1,760</b>	<b>-9,596</b>
Schools	+1,050,740	-80,967	<b>+969,773</b>	+5,634	0	<b>+5,634</b>
<b>TOTAL</b>	<b>+2,481,821</b>	<b>-1,537,851</b>	<b>+943,970</b>	<b>-2,202</b>	<b>-1,760</b>	<b>-3,962</b>

A reconciliation of the above gross and income cash limits to the approved budget 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**
- Annex 2 Kent Adult Social Services**
- Annex 3 Environment, Highways & Waste**
- Annex 4 Communities**
- Annex 5 Chief Executives**

incl. Public Health & Innovation, Regeneration & Economic Development, Localism & Partnerships, Corporate Support & Performance Management and Finance portfolios

- Annex 6 Financing Items**

Incl. elements of the Corporate Support & Performance Management and Finance portfolios

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

There are a number of savings referred to in the annex reports, which individually are below £100k and therefore do not appear in the table below. Therefore overall the net position in table 2 below (-£1,340k) is significantly greater than the overall position presented in tables 1a, b & c above (-£3,962k).

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
CFE	Schools Delegated Budget: estimated drawdown of schools reserves due to 27 schools converting to academies	+4,634	FIN	Treasury savings - lower debt charges & lower than expected costs of Property Enterprise Fund	-6,044
CMY	Supporting People: planned increase in the level of Floating Support and small underspend on administration	+2,870	CMY	Drawdown from Supporting People reserve.	-2,870
CFE	Fostering Service (gross): Continual high demand for Independent fostering allowances	+2,168	CFE	Mainstream Home to School Transport: fewer children than budgeted level, contract renegotiation	-2,355
EHW	Snow emergencies	+2,027	CFE	SEN Transport (gross): fewer than budgeted children travelling, contract renegotiation and snow	-2,203
FIN	Contribution to reserves of in year MRP saving to cover potential impact in future years	+1,899	EHW	Waste tonnage	-2,100
CFE	Residential Care (gross): high demand for independent sector residential care placements	+1,745	FIN	In year Minimum Revenue Provision saving as a result of 2009-10 re-phasing of the capital programme	-1,899
CFE	Fostering Service (gross): high demand for in-house foster care placements	+1,418	CFE	14-19 Entitlement (gross): re-badge of eligible expenditure to DSG	-1,250
EHW	Freedom Pass: increased demand	+1,356	CSPM	Legal income resulting from additional work (partially offset by increased costs)	-1,090
CFE	Asylum Service (gross): shortfall relating to prior years final settlement	+1,305	FIN	2010-11 write down of discount saving from 2008-09 debt restructuring	-1,016
KASS	LD Residential Gross Independent Sector Activity higher than affordable	+1,287	KASS	LD Other Gross - uncommitted grant monies	-1,005
CFE	Asylum Service (gross): Providing support for young people categorised as "all rights exhausted" & naturalised	+1,245	R&ED	Underspend due to delayed and rephased projects because of uncertainty around partners' future & the new arrangements for Local Enterprise Partnerships	-953
FIN	Contribution to economic downturn reserve of 2010-11 write down of discount saving from 2008-09 debt restructuring	+1,016	EHW	Materials Recycling: more cost effective disposal	-946
EHW	Waste contract prices including Allington WtE incinerator	+1,000	KASS	LD Other Gross - Release of MDs Contingency	-830
CFE	Schools Delegated Budget: estimated drawdown of schools reserves	+1,000	FIN	release of provisions following review of balance sheet	-807
KASS	LD Residential Income Independent Sector Unit Income lower than affordable	+1,000	KASS	OP Nursing Gross Independent Sector Activity less than affordable	-779
KASS	OP Residential Income Independent Sector Unit Income lower than affordable	+976	CFE	Personnel (gross): re-badge of eligible expenditure to DSG	-775
R&ED	Transfer to the Regeneration Fund of underspend due to delayed and rephased projects because of uncertainty around partners' future & the new arrangements for Local Enterprise Partnerships	+953	FIN	release of Minimum Revenue Provision contingency	-739
KASS	PD Residential Gross Independent Sector Activity higher than affordable	+921	KASS	Strategic Business Support Gross - vacancy management	-706
KASS	MH Residential Gross - P&V activity greater than affordable	+760	CSPM	Information Systems income from additional pay as you go activity	-690
CFE	16+ Service (gross): high demand for residential care placements	+728	KASS	OP Nursing Gross Independent Sector Unit Cost less than affordable	-672

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
KASS	LD Supported Accommodation Gross - Activity above affordable	+716	CSPM	Legal Services increased income relating to Disbursements	-664
FIN	Contribution to restructure reserve to fund P&D & ICT support during transformation of council	+700	KASS	OP Nursing Income Unit income higher than affordable	-628
CSPM	Information Systems costs of additional pay as you go activity	+690	CMY	Libraries: vacancy management & advancement of planned restructuring	-609
FIN	Treasury - pressure on the interest on cash balances budget	+664	FIN	Drawdown from Insurance Reserve to cover pressure on Insurance Fund	-600
CSPM	Legal Services increased costs of Disbursements	+664	KASS	OP Domiciliary Gross In House - Activity below affordable level	-577
CSPM	Legal services cost of additional work (offset by increased income)	+637	CFE	Personnel and Development (gross): Independent Safeguarding Authority scheme & 3 yearly CRB checks put on hold indefinitely	-544
CFE	16+ Service (gross): high demand for Section 24/leaving care services	+632	KASS	MH Other Gross - Release of uncommitted funding	-520
KASS	LD Residential Pres Rights Income - P&V unit Income less than affordable	+626	CMY	Supporting Independence: Drawdown from reserves to match spend on Margate Taskforce.	-500
KASS	PD Direct Payments Gross Independent Sector Activity higher than affordable	+617	EHW	New wood recycling contract	-497
FIN	Pressure on Insurance Fund due to rise in liability claims	+600	CFE	SEN (income): additional income from Other local authorities for recoupment	-487
EHW	Pothole Find and fix programme 2	+588	CFE	Assessment & Related (gross): high levels of staff vacancies due to difficulty in recruitment	-471
KASS	LD Residential Gross Independent Sector Unit Cost higher than affordable	+576	KASS	MH Assessment & Related Gross - vacancy management & recruitment difficulties	-469
KASS	OP Domiciliary Gross Independent Sector Activity higher than affordable	+575	KASS	OP Nursing Income increased activity giving rise to increased income from health	-466
CFE	Childrens Support Service (gross): Rise in costs due to change in care proceedings and high demand for children social services legal budget	+538	KASS	LD Supported Accommodation Gross - Unit cost below affordable level	-442
EHW	Pothole Find and fix programme 1	+532	CMY	CLS: Vacancy management and targeted savings on running costs	-406
KASS	LD Direct Payments Gross Independent Sector Unit Cost higher than affordable	+501	EHW	Drawdown from Emergency conditions reserve towards snow emergencies	-400
CMY	Supporting Independence: Forecast spend on Margate Taskforce funded by drawdown from reserves.	+500	KASS	LD Residential Pres Rights Gross Independent Sector Activity less than affordable	-397
CMY	Libraries: revenue contributions to capital programme	+494	CMY	Youth Service: Unspent YOF funding to roll forward to 2011-12 to fund apprenticeship programme.	-387
CFE	SEN (gross): transfer of surplus recoupment income to schools DSG reserve	+487	KASS	Strategic Business Support Gross - Posts for which external funding has been secured	-373
KASS	OP Nursing Gross increased cost & activity for RNCC	+466	CFE	Fostering Service (gross): Delays in the implementation of the county wide therapeutic service	-350
KASS	PD Residential Income Independent Sector Unit Income lower than affordable	+339	EHW	Public transport underspend mainly from improved contracting	-345
FIN	Reduced drawdown from Pension & Insurance funds to reflect reduced salary costs	+325	KASS	OP Residential Income - Additional health income	-337
KASS	PD Domiciliary Gross Independent Sector Activity higher than affordable	+288	KASS	OP Other Services - uncommitted grant funding	-330

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
CMY	CLS: reduction in grant for Train to Gain following changes in funding levels per learner imposed by Skills funding Agency	+287	KASS	LD Residential Income Independent Sector Activity higher than affordable	-329
KASS	OP Nursing Income - P&V activity below affordable level	+280	FIN	Vacancy freeze within pensions & insurance	-325
KASS	OP Direct Payments Gross Independent Sector Unit Cost higher than affordable	+280	KASS	OP Other Services - Whole System Demonstrator management actions meaning base funding not required for	-315
CMY	Centrally Managed Budgets: centrally held vacancy management savings target (offset by savings within Trading Standards & Community Safety).	+279	EHW	MIDAS financial system replacement rephasing	-300
KASS	OP Residential Gross Increase in Bad Debt Provision	+250	EHW	Increased recycling income	-298
CSPM	Workplace Transformation - One-off costs re: alterations for displacements from Kings Hill Avenue	+240	KASS	LD Domiciliary Gross Independent Sector Unit Cost less than affordable	-298
CSPM	Centrally Managed Budgets: centrally held base saving on delegated budgets which is offset by savings on other budget lines within the portfolio	+231	CFE	16+ Service (gross): fewer placements in independent fostering	-296
CMY	Centrally Managed Budgets: Unachievable Income Targets	+229	KASS	LD Direct Payments Gross - Recovery of unused surplus funds from 09-10 payments	-291
CFE	Capital and Infrastructure (gross): feasibility costs of abortive projects	+222	CFE	Residential Care (gross): fewer placements in secure accommodation	-289
KASS	PD Direct Payments Gross additional one offs, respite and payments to carers	+220	CMY	Centrally Managed Budgets: increased internal recharge income from Trading Standards & Community Safety towards centrally held directorate pressures.	-279
CFE	Other Preventative Services (gross): high demand for s17 payments	+211	CMY	Trading Standards: vacancy management & advancement of planned restructuring	-278
CFE	Other Preventative Services (gross): high demand for daycare services for children with a disability	+206	KASS	Strategic Business Support Gross - uncommitted grant funding	-250
KASS	Specific Grant - Social Care Reform Grant re-phasing in OP Residential	+200	CFE	Safeguarding (gross): delays in staff recruitment	-243
KASS	MH Residential Income - Increase in S117 clients who do not contribute to costs	+199	CFE	Residential Care (income): additional income for new placements	-242
CFE	Assessment & Related (gross): occupational therapy	+197	CSPM	Workplace Transformation - 4th Qtr rent for 17 King's Hill Avenue	-240
KASS	OP Residential Gross Independent Sector Activity higher than affordable	+189	EHW	Road works income	-235
CFE	Finance (gross): staffing pressure whilst finalising the handover of work to the Student Loan Company	+182	EHW	Staff vacancies within Resources & Strategic Management	-226
KASS	LD Domiciliary Income In House - reduction in Supporting People related activity	+180	CMY	Libraries: income contributions from internal and external partners.	-224
KASS	MH Residential Gross - S117 provision	+180	KASS	PD Residential Gross Independent Sector Unit Cost less than affordable	-222
CMY	Coroners: long inquest costs	+171	CFE	Commissioning (gross): staff vacancies	-221
CFE	Other Preventative Services (gross): high demand for direct payments	+168	CFE	Educational Psychology (gross): staff vacancies	-217
KASS	MH Supported Accommodation Gross - Activity in excess of affordable level	+168	EHW	Moratorium savings	-207
CFE	Assessment & Related: costs of Safeguarding Improvement Plan	+164	CMY	Libraries: reduced spend on utilities and one-off rates rebates	-203
KASS	OP Residential In House Gross - Staffing issues; maintaining care levels	+163	KASS	LD Other Gross - Savings on Day Care & other services	-202

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
KASS	LD Direct Payments Gross - additional one off direct payments	+162	KASS	OP Residential Gross - Re-phasing of Social Care Reform Grant funded project	-200
KASS	Specific Grant - Social Care Reform Grant re-phasing in LD Other Services	+162	CSPM	Property - Rates rebate	-198
KASS	OP Nursing Gross - Increase to bad debt provision	+152	CFE	Fostering Service (gross): Staff vacancies	-197
CMY	Trading Standards: increased internal recharge for contribution towards directorate pressures	+150	CMY	Youth Service: Vacancy Management and restructure of the Service	-195
CSPM	Property - Increased staff costs for pay as you go activity	+140	CFE	Assessment & Related: income from CWDC for Improvement Plan	-180
CFE	16+ Service (gross): high demand for in-house fostering placements	+140	KASS	LD Domiciliary Gross In House - Reduction in Supporting People related activity	-180
EHW	Term maintenance re-procurement costs	+130	EHW	Transfer Stations improved contracting and reduced dilapidations	-177
CFE	Commissioning (gross): legal costs associated with schools converting to academies	+130	KASS	OP Residential Gross Independent Sector Unit Cost less than affordable	-174
CMY	Community Safety: increased internal recharge for contribution towards directorate pressures.	+129	KASS	Strategic Business Support Gross - savings found on printing, stationery, room hire & Girobank charges	-163
CMY	Libraries: reduced forecast on audio visual income stream and anticipated shortfall in merchandising income.	+129	KASS	LD Other Gross - Social Care Reform Grant re-phasing	-162
CFE	Capital and Infrastructure (income): under-recovery of income relating to the cleaning and refuse collection contract	+129	CFE	Strategic, Planning, Partnerships and Democratic Services (gross): National Foundation of Educational Research survey will not take place in 2010-11	-160
KASS	OP Direct Payments Gross Independent Sector Activity higher than affordable	+126	CFE	Standards & School Improvement (gross): T2010 targets for Healthy Eating & Parent Support achieved in 2009-10	-155
CFE	Attendance & Behaviour (income): Kent Safe Schools	+125	KASS	LD Other Gross - Transfer of some Supported Employment activities to private sector	-148
KASS	LD Residential Gross In House - Maintaining care levels and providing additional 1:1 support	+123	KASS	Strategic Management Gross - Vacancy management	-147
KASS	OP Domiciliary Income - under recovery in client income	+122	KASS	OP Domiciliary Gross Independent Sector Unit Cost less than affordable	-147
CMY	CLS: shortfall in contributions from employers for Train to Gain courses	+119	CMY	Registration: increased income from ceremonies & registration of births & deaths.	-146
CFE	Preventative Service Managers (gross): Childrens Centres	+119	CSPM	P&D - increased demand for leadership and managerial qualifications	-145
EHW	Energy loan fund: reduction in repayments due to lower take-up	+111	CFE	Capital and Infrastructure (gross): revenue maintenance	-141
CFE	Preventative Service Managers (gross): pressure for provision of 2 year old places at Children's Centres & Nurseries	+105	CSPM	Property - increased income for pay as you go projects	-140
KASS	All Adults A&R Gross - additional staffing to cover increased workloads at Kent Contact & Assessment Service	+105	KASS	LD Domiciliary Income - unit income higher than affordable	-140
KASS	LD Direct Payments Gross Independent Sector Activity higher than affordable	+103	CMY	Community Safety: Vacancy management & targeted savings on running costs	-135
KASS	OP Domiciliary Income - under recovery of other income (non-client income)	+103	CFE	Strategic, Planning, Partnerships and Democratic Services (gross): childrens trust development	-135

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
KASS	LD Residential Pres Rights Income Independent Sector Activity lower than affordable	+102	CFE	Capital and Infrastructure (gross): facilities management and accommodation	-133
CSPM	P&D - increased demand for leadership & managerial qualifications (offset by	+100	CFE	Attendance & Behaviour (gross): Kent Safe Schools	-125
CFE	Capital and Infrastructure (gross): milk subsidy	+100	FIN	ABG Centrally held allocations moratorium saving	-124
KASS	PD Direct Payments Gross - unit cost higher than affordable	+100	CFE	Other Preventative Services (gross): district projects	-124
			KASS	LD Direct Payments Income Independent Sector Unit income higher than affordable	-123
			CSPM	Property - Vacancy management including Director of Property post	-120
			CMY	Centrally Managed Budgets - Reduced spend on Property budget.	-120
			CMY	Centrally Managed Budgets: Property Pay as You Go Services - reduced spend on commissioned work.	-119
			CFE	Preventative Service Managers (gross): Childrens Centres	-119
			FIN	savings on leasing costs	-116
			EHW	Increase in Freedom Pass income	-115
			CSPM	local authority subscriptions	-112
			EHW	Energy loan fund: reduction in transfer to reserves due to lower level of repayments	-111
			KASS	LD Domiciliary Gross Independent Sector Activity less than affordable	-109
			CMY	Registration: Staff savings achieved though vacancy management.	-107
			CFE	Preventative Service Managers (income): additional internal income for provision of 2 year old places	-105
			KASS	All Adults A&R Income - recharge income for additional work undertaken at Kent Contact & Assessment Service	-105
			KASS	PD Residential Income Independent Sector Activity higher than affordable	-103
			CFE	Children's Support Services (gross): underspend on social care professional training due to staff vacancies & use of external income to fund training programmes	-102
			CMY	Centrally Managed Budgets - Unused contingency for Secure Accommodation costs.	-100
			CFE	Capital and Infrastructure (gross): milk subsidy	-100
		<b>+51,375</b>			<b>-52,715</b>

### 3.4 Key issues and risks

#### 3.4.1.1 **Children, Families & Education portfolio:** Forecast (excl. schools) **-£0.200m**

Pressures on the children's social services budgets, mainly residential care and fostering within both the under 16's and the 16+ services, and other preventative services such as direct payments and daycare services for children with a disability, are offset by savings on SEN and Mainstream home to school transport and the re-badging of eligible expenditure against unspent grants. There is also a pressure on the Asylum service mainly due to costs incurred in continuing to support young people who are categorised as "All Rights Exhausted" and "naturalised" until the point of removal together with a shortfall in the final settlement relating to previous years. Further details are provided in Annex 1.

#### 3.4.1.2 **Children, Families & Education portfolio – Schools Delegated:** Forecast **+£5.634m**

This forecast relates to the reduction in schools reserves resulting from 27 schools converting to academy status and taking their reserves with them, together with a forecast drawdown of £1m for other Kent schools, based on their monitoring returns.

#### 3.4.2 **Kent Adult Social Services portfolio:** Forecast **+£0.225m**

There are demographic and placement pressures primarily within services for people with disabilities and within residential care for older people and those with mental health issues. We are also expecting to increase our bad debt provision as a result of the overall increase in debt over the last few months. These pressures are offset by savings from vacancy management and holding back uncommitted funding. In addition, new funding streams from Health for winter pressures and re-ablement have allowed us to cover some of the additional costs which we would have inevitably had to cover for the anticipated increase in services due to the winter, as well as commission new projects and services to benefit health and improve overall health gain. Further details are provided in Annex 2.

#### 3.4.3 **Environment, Highways & Waste portfolio:** Forecast **-£0.507m**

Pressures due to the increased popularity of the Freedom Pass, increased waste contract prices, costs of the two snow emergencies and completion of the find and fix programmes are more than offset by savings as a result of reduced waste tonnage, a new wood recycling contract, improved contracting for public transport, vacancy management and a drawdown from the emergency conditions reserve towards the costs of the snow. In addition there is some re-phasing of costs into 2011-12 relating to the MIDAS financial system replacement project. Further details are provided in Annex 3.

#### 3.4.4 **Communities portfolio:** Forecast **-£1.115m**

Pressure continues to be experienced on the Coroners budget as a result of more long inquests and an increase in post mortem and body storage charges. In addition there is a reduction in income from audio visual rentals and merchandising within our libraries but these pressures are more than offset by underspends across other units, largely as a result of vacancy management and advancement of planned restructuring within Libraries, Trading Standards and Community Safety. Within Community Learning & Skills, a reduction in grant and contributions from employers for Train to Gain courses is offset by savings on running costs and vacancy management. A planned increase in the level of floating support within the Supporting People service will be offset by a drawdown from the Supporting People earmarked reserve. Unspent Youth Opportunities Funding is required to roll forward to 2011-12 to fund an apprenticeship programme, as reflected in the recently approved 2011-13 MTFP. Further details are provided in Annex 4.

3.4.5 In the Chief Executives directorate, there are underspends within each of the portfolios, but the main issues are:

#### 3.4.5.1 **Localism & Partnerships portfolio:** Forecast **-£0.191m**

There is an underspend on annual IT support to Members together with savings achieved from the moratorium on non-essential spend.

#### 3.4.5.2 **Corporate Support and Performance Management portfolio: Forecast -£0.888m**

A centrally held savings target is being more than offset by additional income within Legal Services from increased internal and external demand, savings achieved as a result of the moratorium, a rates rebate for Invicta House and Sessions House and vacancy savings. In addition, there is some re-phasing into 2011-12 of some workstreams related to the changes to the Total Contribution Pay arrangements.

#### 3.4.5.3 **Regeneration & Economic Development portfolio: Forecast -£0.099m**

It is proposed that £0.953m underspending resulting from delays encountered on regeneration projects, due to uncertainty around the future of regional development agencies and other partners, and the new arrangements for local enterprise partnerships, is transferred into the Regeneration Fund and will be used to fund the projects in future years, subject to the approval of the Regeneration Board. This is consistent with the future strategy for regeneration projects and staffing, where increasingly funds are proposed to be provided through the Regeneration Fund rather than the base revenue budget. This transfer to reserves is assumed in this report. There are also small savings due to staff vacancies.

Further details are provided in Annex 5.

#### 3.4.6 The key issues within the Financing Items budgets are:

##### 3.4.6.1 **Finance portfolio: Forecast -£6.548m.**

There is an underspend on the debt charges budget due to delays in taking new borrowing and achieving lower interest rates on new borrowing than assumed in the budget. There is an in year saving in the Minimum Revenue Provision (MRP) because fewer assets became operational in 2009-10 than assumed, however once these assets become operational we will incur MRP in the following year, therefore we need to transfer this saving to reserves to cover the potential future impact. We have also been able to release a contingency held in case there was a detrimental impact in the current year from this MRP calculation. The current year write down of the discount saving from the debt restructuring undertaken in 2008-09 is being transferred to the Economic Downturn reserve as planned. A forecast pressure on the Insurance Fund largely due to a continued rise in the number of liability claims will be met by a drawdown from the Insurance reserve. Also, following our regular review of balances held within the balance sheet and settlement of some of our outstanding liabilities, some funding has been released back to revenue. In addition there is a saving on leasing costs and some savings resulting from the moratorium. These savings are being partially offset by a pressure on the interest on cash balances budget and a contribution to the restructure reserve to fund the costs of P&D and ICT support through the transformation.

It is proposed that £0.250m of the underspending on the debt charges budget is vired to the Libraries budget within the Communities portfolio to fund a stand-by facility for an increase in the cost of the Beaney project within the Communities capital programme, by way of revenue contribution to capital, should alternative external funding not be realised. This funding will not be required until 2011-12, so this underspend will be required to roll forward in order to make the revenue contribution to capital next financial year, if necessary. If alternative external funding is secured and this stand-by facility is not required, then the £250k revenue funding will be returned to general reserves. **Cabinet is asked to agree this virement.**

##### 3.4.6.2 **Corporate Support & Performance Management portfolio: Forecast -£0.202m**

There is a small underspend on the local authority subscriptions and audit fees budgets.

Further details are provided in Annex 6.

### 3.5 **Implications for future years/MTFP**

3.5.1 The key issues and risks identified have been addressed in directorate medium term plans (MTFP) for 2011-13. Although these are forecast to be offset this year, a significant amount of the management action taken has been one-off or not sustainable for the longer term. Consequently the 2011-13 MTFP has put all services, excluding Asylum, into a fully funded base budget position for the start of 2011-12 and reflects predicted changes in activity levels and service delivery. Negotiations with central government regarding the funding of the Asylum service are continuing. 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 2010-11 capital programme was revised as part of the 2011-14 MTFP process, to reflect the revised anticipated phasing of projects. This was approved by County Council on 17 February 2011 and forms the basis for this monitoring report. Since the approval of this programme the following adjustments have been made to the 2010-11 capital budget.

	£000s 2010-11	£000s 2011-12
1 Cash Limits as reported to County Council 17 February	436,967	308,482
2 Re-phasing agreed at Cabinet on 2 February		
Children, Families & Education (CFE)	-1,127	794
Communities	-465	465
Kent Adult Social Services	-395	395
Localism & Partnerships		
3 Virement from LD Good Day and MoA for CMY Library modernisation - KASS Portfolio	-28	
4 Virement from KASS for Library Modernisation - CMY Portfolio	28	
5 Developer contribution from KASS for Library Modernisation - additional external funding - CMY portfolio	19	
6 Library Modernisation - additional capital receipt - CMY Portfolio	20	
7 Workplace transformation - CSS&PM Portfolio	180	-180
	<b>435,199</b>	<b>309,956</b>
8 PFI	27,101	22,000
	<b>462,300</b>	<b>331,956</b>

4.2 **Table 3** – Portfolio/Directorate position – capital

Portfolio	Budget	Variance	Directorate				
			CFE	KASS	E,H&W	CMY	CED
			£k	£k	£k	£k	£k
CFE	+175,572	-8,325	-8,325				
KASS	+6,326	-678		-678			
E,H&W	+151,498	-11,374			-11,374		
Communities	+26,806	-324				-324	
Regen & ED	+11,571	-4,675					-4,675
Corporate Support & PM	+15,633	-3,234					-3,234
Localism & Partnerships	+503	0					0
<b>TOTAL (excl Schools)</b>	<b>+387,909</b>	<b>-28,610</b>	-8,325	-678	-11,374	-324	-7,909
Schools	+47,290	0	0				
<b>TOTAL</b>	<b>+435,199</b>	<b>-28,610</b>	-8,325	-678	-11,374	-324	-7,909

<b>Real Variance</b>		-2,752	+3	+14	-2,809	-4	+44
<b>Re-phasing (detailed below)</b>		-25,858	-8,328	-692	-8,565	-320	-7,953
		<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Future yrs</b>		<b>Total</b>
<b>Re-phasing</b>		-25,858	+25,202	+72	+584		0

4.2.1 Table 3 shows that there is an underspend of -£2.752m on the capital programme for 2010-11 and -£25.858m of re-phasing of expenditure into later years. Of the current -£25.858m forecast re-phasing, -£18.438m 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; -£5.445m relates to projects with variances between £0.25m and £1m which are also identified in table 6, and the balance of -£1.975m 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 2010-11 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

Project Status	budget	Variance			total
		real variance	re-phasing	total	
	£'000s	£'000s	£'000s	£'000s	
Rolling Programme	87,967	-319	-2,187	-2,506	
Approval to Spend	275,863	-2,504	-13,036	-15,540	
Approval to Plan	24,079	71	-10,635	-10,564	
Preliminary Stage	0	0	0	0	
<b>Total</b>	<b>387,909</b>	<b>-2,752</b>	<b>-25,858</b>	<b>-28,610</b>	
	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>future years</b>	<b>total</b>
	£'000s	£'000s	£'000s	£'000s	£'000s
<b>Re-phasing:</b>					
Rolling Programme	-2,187	2,809	-467	-155	0
Approval to Spend	-13,036	11,897	400	739	0
Approval to Plan	-10,635	10,496	139	0	0
Preliminary Stage	0	0	0	0	0
<b>Total</b>	<b>-25,858</b>	<b>25,202</b>	<b>72</b>	<b>584</b>	<b>0</b>

- 4.3.1 Table 4 shows that of the -£2.752m forecast capital variance (excluding devolved capital to schools), +£0.071m 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 -£2.823m 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, prudential/revenue and PEF2 borrowing) is -£11.224m and this is a contributory factor in the treasury management underspend reported within the Finance portfolio.

**Table 5:** 2010-11 Capital Variance analysed by funding source (incl Devolved Capital to Schools)

	<b>Capital Variance £m</b>
Supported Borrowing	-0.080
Prudential	-8.766
Prudential/Revenue (directorate funded)	-1.866
PEF2	-0.512
Grant	-16.040
External Funding - Other	-0.023
External Funding - Developer contributions	-0.739
Revenue & Renewals	-0.178
Capital Receipts	+0.762
General Capital Receipts (generated by Property Enterprise Fund)	-1.168
Transfer of Land in payment	0.000
<b>TOTAL</b>	<b>-28.610</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	Highways Major Maintenance	phasing	+254			
			<b>+254</b>	<b>+0</b>	<b>+0</b>	<b>+0</b>
		real	+0	+0	+0	+0
		phasing	+254	+0	+0	+0

portfolio	Project	real/ phasing	Project Status			
			Rolling Programme	Approval to Spend	Approval to Plan	Preliminary Stage
			£'000s	£'000s	£'000s	£'000s
<b>Underspends/Projects behind schedule</b>						
CED	Capital Regeneration Fund	phasing			-3,645	
CFE	Sheppey Academy	phasing			-3,190	
CFE	Spires Academy	phasing			-3,058	
EHW	Ashford-Drover's Roundabout Junction	phasing		-3,000		
EHW	East Kent Access PH2	phasing		-2,331		
EHW	Sittingbourne Northern Relief Road	real		-2,000		
CED	Gateway/One Stop Shops	phasing		-1,282		
CED	Sustaining Kent - Maintaining the Infrastructure	phasing		-1,123		
EHW	Victoria Way Ph1	phasing		-809		
EHW	Non TSG Land, Compensation Claims and Blight	phasing	-721			
CED	East Kent Empty Property Initiative	phasing		-600		
CFE	Transforming Short Breaks for Families with Disabled Children	phasing		-581		
CFE	Children's Centres Phase 1,2,3 & Early Years	phasing		-507		
EHW	Victoria Way Ph1	real		-396		
CED	Web Platform	phasing		-396		
CFE	Unit Review	phasing			-382	
EHW	Re-shaping Kent Highways Accomodation	phasing		-372		
EHW	Country Park Access and Development	phasing	-350			
CED	Swale Parklands	phasing		-342		
KASS	LD Modernisation - Good Day Programme	phasing			-327	
CED	SHQ Backlog Maintenance	phasing	-300			
EHW	Household Waste Recycling Centres and Transfer Station	phasing		-295		
EHW	Old Scheme Residual Works	real	-283			
EHW	Sittingbourne Northern Relief Road	phasing		-272		
EHW	A2 Slip Road	phasing	-254			
			<b>-1,908</b>	<b>-14,306</b>	<b>-10,602</b>	<b>0</b>
		real	-283	-2,396	+0	+0
		phasing	-1,625	-11,910	-10,602	+0
			<b>-1,654</b>	<b>-14,306</b>	<b>-10,602</b>	<b>+0</b>
		real	-283	-2,396	+0	+0
		phasing	-1,371	-11,910	-10,602	+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 -£2.752m real variance forecast. The main areas of under and overspending in 2010-11 are listed below together with their resourcing implications:-

- **Sittingbourne Northern Relief Road -£2.000m** (in 2010-11): This scheme was started in autumn 2009 and is progressing well, with completion expected in October 2011. A prudent view has been maintained on the predicted outturn until the engineered earth works, foundations and abutments of the major bridge structures over Kemsley light rail and Milton Creek had made substantial progress; and the effects on progress over winter fully assessed.

A major review of cost and risk has been carried out and this has allowed the forecast of the scheme cost to be reduced by £2.0m at this stage. This real saving has been reported to the Department of Transport.

- **The Beane +£0.290m** (in 2011-12): Additional costs have arisen due to recently identified essential works to the façade and roof. Revenue saving of £0.040m at the temporary library has been earmarked to help fund these costs. Bids for funding are being submitted to the Heritage Lottery fund and Viridor Credits to cover £0.250m. A virement from the revenue underspend in the Finance portfolio is requested as a standby facility in case the bids are unsuccessful. As referred to in section 3.4.6.1 above.
- Further details of smaller real variances are provided in the annex reports.

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

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

- **Sheppey Academy – re-phasing of -£3.190m**  
The Isle of Sheppey Academy is part of the BSF programme and is the only scheme to have been given the approval to proceed (at this point in time) as part of Wave 4. The scheme is to replace 5 schools with new build schools across two sites. The programme has re-phased due to planning approval problems which has delayed financial close. This is expected to be achieved in March 2011.
- **Spires Academy - re-phasing of -£3.058m**  
The Spires Academy is part of the Batch 1 Academies being built by Carillion under the Government's Academy's framework. The Spires Academy is a 100% new build scheme on a green field site in Canterbury. The programme has been delayed as a result of planning objections causing an impact on the planning decision and financial close. Financial close is expected during March 2011.
- **Ashford Drovers Roundabout, Junction 9 and Footbridge – re-phasing of -£3.000m**  
This scheme is made up of two elements, a conventional road works scheme and a feature pedestrian and cycle bridge over the M20. The bridge element of the project is complex due to its design and the contractor's erection methodology. The erection of the bridge will require the closure of the M20 which is not permitted over Easter and Bank Holidays. The bridge was due to be erected in March but this has been revised to May with full completion at the end of June. The road works have generally made good progress but the severe winter weather has had some impact. The combined re-phasing is £3.0m.
- **East Kent Access Phase 2 - re-phasing of -£2.331m**  
EKA phase 2 is the improvement of the A299 and the A256 leading to the Lord of the Manor junction and connecting with phase 1 at the Richborough power station site. The construction of the scheme started in autumn 2009 and is progressing well with completion due in April 2012 which is nearly 6 months ahead of the contract programme. Due to a recent issue with piling design, which is now resolved, and the adverse winter weather the profile of expenditure has been revised. We are advised that this delay will be recovered and the completion date remains unchanged.
- **Capital Regeneration Fund – re-phasing of -£3.645m**  
There are various bids under consideration but no expenditure will occur in 2010-11.
- **Gateway/One Stop Shops – re-phasing of -£1.282m**  
The Gateways Programme is made up of a number of projects. The re-phasing is due to a range of issues including site issues and building delays. Details of the actual Gateways and reasons for the re-phasing can be found in the Chief Executive's Directorate summary.
- **Sustaining Kent – Maintaining the Infrastructure – re-phasing of -£1.123m**  
There have been delays to the Unified Communications stream of the capital programme due to issues surrounding implementation. A second stream of the programme is the Sessions Data Centre this has been re-phased due to property issues surrounding the changes to the building.

#### **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 The £2.752m 'real' underspend in 2010-11 is due to the revision of project costs funded by Government Grants. The grant funding is to be repaid.

#### **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. The 'warning' in paragraph 3.5.2 also applies to capital funding, where the reduction in funding could be even greater.

#### **4.9 Resourcing issues**

- 4.9.1 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 continues to intensify this risk, with the continuing downturn in the property market, 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 18 February 2010, 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.

#### **4.10 Capital Project Re-phasing**

We will continue with the practice adopted in 2009-10 of changing cash limits for projects that have re-phased by greater than £0.100m to reduce the reporting requirements during the year. Any subsequent re-phasing greater than £0.100m will be reported and the full extent of the rephasing will be shown. The proposed re-phasing is summarised in the table below, details of individual projects are listed within the directorate sections.

**Table 7 – re-phasing of projects >£0.100m**

<b>Portfolio</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Future Years</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>CFE</b>					
Amended total cash limits	175,572	161,628	155,198	163,127	655,525
Re-phasing	-7,824	8,539	-715	0	0
<b>Revised cash limits</b>	<b>167,748</b>	<b>170,167</b>	<b>154,483</b>	<b>163,127</b>	<b>655,525</b>
<b>KASS</b>					
Amended total cash limits	6,326	13,761	5,868	6,045	32,000
Re-phasing	-438	438	0	0	0
<b>Revised cash limits</b>	<b>5,888</b>	<b>14,199</b>	<b>5,868</b>	<b>6,045</b>	<b>32,000</b>
<b>E,H&amp;W</b>					
Amended total cash limits	151,498	85,874	76,439	313,747	627,558
Re-phasing	-8,470	7,264	622	584	0
<b>Revised cash limits</b>	<b>143,028</b>	<b>93,138</b>	<b>77,061</b>	<b>314,331</b>	<b>627,558</b>
<b>Communities</b>					
Amended total cash limits	26,806	13,411	3,392	6,038	49,647
Re-phasing	-224	224	0	0	0
<b>Revised cash limits</b>	<b>26,582</b>	<b>13,635</b>	<b>3,392</b>	<b>6,038</b>	<b>49,647</b>
<b>Regen &amp; ED</b>					
Amended total cash limits	11,571	9,889	8,242	5,480	35,182
Re-phasing	-4,587	4,587	0	0	0
<b>Revised cash limits</b>	<b>6,984</b>	<b>14,476</b>	<b>8,242</b>	<b>5,480</b>	<b>35,182</b>
<b>Corporate Support &amp; PM</b>					
Amended total cash limits	15,633	10,982	7,053	5,613	39,281
Re-phasing	-3,376	3,176	200	0	0
<b>Revised cash limits</b>	<b>12,257</b>	<b>14,158</b>	<b>7,253</b>	<b>5,613</b>	<b>39,281</b>
<b>Localism &amp; Partnerships</b>					
Amended total cash limits	503	500	500	1,500	3,003
Re-phasing	0	0	0	0	0
<b>Revised cash limits</b>	<b>503</b>	<b>500</b>	<b>500</b>	<b>1,500</b>	<b>3,003</b>
<b>TOTAL RE-PHASING &gt;£100k</b>	<b>-24,919</b>	<b>24,228</b>	<b>107</b>	<b>584</b>	<b>0</b>
<b>Other re-phased Projects below £100k</b>	<b>-939</b>	<b>+974</b>	<b>-35</b>	<b>0</b>	<b>0</b>
<b>TOTAL RE-PHASING</b>	<b>-25,858</b>	<b>+25,202</b>	<b>+72</b>	<b>+584</b>	<b>0</b>

**Table 8 – details individual projects which have further re-phased**

	2010-11	2011-12	2012-13	Future Years	Total
	£k	£k	£k	£k	
<b>CFE</b>					
<b>Repton Park</b>					
Original budget	+175	+2,629	+1,096		+3,900
Amended cash limits	+10	-126	+116		0
additional re-phasing	-10	+227	-217		0
<b>Revised project phasing</b>	<b>+175</b>	<b>+2,730</b>	<b>+995</b>	<b>0</b>	<b>+3,900</b>
<b>Children's Centres Phase 1,2,3 &amp; Early Years</b>					
Original budget	+20,303	+7			+20,310
Amended cash limits	-3,960	+2,453			-1,507
additional re-phasing	-507	+507			0
<b>Revised project phasing</b>	<b>+15,836</b>	<b>+2,967</b>	<b>0</b>	<b>0</b>	<b>+18,803</b>
<b>Transforming Short Breaks for Families with Disabled Children</b>					
Original budget	+3,765	+1,493			+5,258
Amended cash limits	-1,098	+1,098			0
additional re-phasing	-581	+581			0
<b>Revised project phasing</b>	<b>+2,086</b>	<b>+3,172</b>	<b>0</b>	<b>0</b>	<b>+5,258</b>
<b>Sheppey Academy</b>					
Original budget	+16,690	+27,307	+4,625		+48,622
Amended cash limits	-11,000	+11,000			0
additional re-phasing	-3,190	+3,190			0
<b>Revised project phasing</b>	<b>+2,500</b>	<b>+41,497</b>	<b>+4,625</b>	<b>0</b>	<b>+48,622</b>
<b>CED</b>					
<b>Sustaining Kent - maintaining the infrastructure</b>					
Original budget	+6,226	+1,150	+250	+250	+7,876
Amended cash limits	-1,526	+1,776	-250		0
additional re-phasing	-1,123	+1,123			0
<b>Revised project phasing</b>	<b>+3,577</b>	<b>+4,049</b>	<b>0</b>	<b>+250</b>	<b>+7,876</b>
<b>ORACLE Release 12</b>					
Original budget	+1,317				+1,317
Amended cash limits	-300	+300			0
additional re-phasing	-150	+150			0
<b>Revised project phasing</b>	<b>+867</b>	<b>+450</b>	<b>0</b>	<b>0</b>	<b>+1,317</b>
<b>EH&amp;W</b>					
<b>Archaeological Resource Centre</b>					
Original budget	+100	+600	+200		+900
Amended cash limits	-100	+100			0
additional re-phasing		-700	+200	+500	0
<b>Revised project phasing</b>	<b>0</b>	<b>0</b>	<b>+400</b>	<b>+500</b>	<b>+900</b>

	2010-11	2011-12	2012-13	Future Years	Total
	£k	£k	£k	£k	
<b>Kent Thameside Strategic Transport Programme</b>					
Original budget	+2,317	+9,743	+11,497	+121,523	+145,080
Amended cash limits	-2,061	-7,106	-3,357	+12,524	0
additional re-phasing	-173		+173		0
<b>Revised project phasing</b>	<b>+83</b>	<b>+2,637</b>	<b>+8,313</b>	<b>+134,047</b>	<b>+145,080</b>
<b>Non TSG Land, Compensation Claims and Blight</b>					
Original budget	+2,873	+1,333	+438	+178	+4,822
Amended cash limits	-1,243	+630	+20	+593	0
additional re-phasing	-721	+627	+249	-155	0
<b>Revised project phasing</b>	<b>+909</b>	<b>+2,590</b>	<b>+707</b>	<b>+616</b>	<b>+4,822</b>
<b>Sittingbourne Northern Relief Road</b>					
Original budget	+13,804	+6,254	+1,703	+1,110	+22,871
Amended cash limits	-909	+909			0
additional re-phasing	-272	+272			0
<b>Revised project phasing</b>	<b>+12,623</b>	<b>+7,435</b>	<b>+1,703</b>	<b>+1,110</b>	<b>+22,871</b>
<b>East Kent Access Ph2</b>					
Original budget	+47,072	+19,892	+5,850	+3,217	+76,031
Amended cash limits	-741	+5,679	-4,938		0
additional re-phasing	-2,331	+2,331			0
<b>Revised project phasing</b>	<b>+44,000</b>	<b>+27,902</b>	<b>+912</b>	<b>+3,217</b>	<b>+76,031</b>
<b>Reshaping Kent Highways Accomodation</b>					
Amended total cash limits	+4,272	+300			+4,572
Amended cash limits	-1,712	+1,712			0
additional re-phasing	-372	+372			0
<b>Revised project phasing</b>	<b>+2,188</b>	<b>+2,384</b>	<b>0</b>	<b>0</b>	<b>+4,572</b>
<b>Household Waste Recycling Centres and Transfer Station</b>					
Original budget	+3,009	+1,500	0	+500	+5,009
Amended cash limits					0
additional re-phasing	-295	+295			0
<b>Revised project phasing</b>	<b>+2,714</b>	<b>+1,795</b>	<b>0</b>	<b>+500</b>	<b>+5,009</b>
<b>Country Park Access and Development</b>					
Original budget	+1,318	+800			+2,118
Amended cash limits	-100	+100			0
additional re-phasing	-350	+350			0
<b>Revised project phasing</b>	<b>+868</b>	<b>+1,250</b>	<b>0</b>	<b>0</b>	<b>+2,118</b>
<b>Rushdean Link Road</b>					
Original budget	+1,406	+1,756	+70	+600	+3,832
Amended cash limits					0
additional re-phasing	-147	+147			0
<b>Revised project phasing</b>	<b>+1,259</b>	<b>+1,903</b>	<b>+70</b>	<b>+600</b>	<b>+3,832</b>

## 5. FINANCIAL HEALTH

- 5.1 The latest Financial Health indicators, including cash balances, our long term debt maturity, outstanding debt owed to KCC, the percentage of payments made within 20 and 30 days and the recent trend in inflation indices (RPI & CPI) are detailed in **Appendix 3**.
- 5.2 The latest monitoring of Prudential Indicators is detailed in **Appendix 4**.

## 6. RISK MANAGEMENT

- 6.1 The Strategic Risk Register is once again in the process of being updated. There have been a number of changes to the risk entries and details of these will be brought to the attention of CMT when the Register is formally presented in March.
- 6.2 The reorganisation of the Council provides an opportunity to review the management and reporting of high level risks. Discussions are being held with directorates to inform the revision of the Risk Management Strategy and framework so that the management and reporting of risks are aligned with the new roles and responsibilities within the structure. It is hoped that the revised Risk Management Strategy and framework will be approved and implemented during April.

## 7. BALANCE SHEET AND CONSOLIDATED REVENUE ACCOUNT

### 7.1 Impact on reserves

- 7.1.1 A copy of our balance sheet as at 31 March 2010 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 31/3/11 £m	Balance at 31/3/10 £m
Earmarked Reserves	90.9	115.9
General Fund balance	26.7	25.8
Schools Reserves *	46.1	51.8

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

- 7.1.2 The reduction of £25m in earmarked reserves is mainly due to the planned movements in reserves such as IT Asset Maintenance, Kingshill Smoothing, PRG, earmarked reserve to support 10-11 budget, insurance reserve, economic downturn reserve, revenue reserve to support projects previously classified as capital eg Member Highway Fund and PFI equalisation reserves, together with the anticipated movements in the Regeneration Fund, rolling budget, DSG and Supporting People reserves. In addition, reserves have been drawn down in order to offset some of the Government grant reductions, as reported to Cabinet in July.
- 7.1.3 The £0.9m increase in general reserves is due to the proposed transfer of the forecast residual balance of the Asylum reserve. Although the position on Asylum has changed significantly since the last full monitoring report to Cabinet in November, the CFE directorate is currently expecting to manage this pressure.
- 7.1.4 The reduction of £5.7m in the schools reserves is due to a reduction of £4.7m resulting from 27 schools converting to academy status during 2010-11 and therefore taking their reserves with them. In addition, the budget monitoring returns from schools detailing their forecasts show that school reserves are expected to reduce by approximately £1m during 2010-11.

## 8. STAFFING LEVELS

8.1 The following table provides a snapshot of the staffing levels by directorate as at 31 December compared to the numbers as at 30 September, 30 June and 31 March, based on active assignments.

		Mar-10	Jun-10	Sep-10	Dec-10	Movement in year	
						Number	%
<b>KCC</b>	Assignment count	52,131	52,036	51,640	50,968	-1,163	-2.23%
	Headcount (inc. CRSS)	44,583	44,557	44,281	43,495	-1,088	-2.44%
	Headcount (exc. CRSS)	39,402	39,435	39,232	38,571	-831	-2.11%
	<b>FTE</b>	<b>29,162.50</b>	<b>29,218.70</b>	<b>29,125.23</b>	<b>28,567.50</b>	<b>-595.00</b>	<b>-2.04%</b>
<b>KCC - Non Schools</b>	Assignment count	16,252	16,082	15,705	15,469	-783	-4.82%
	Headcount (inc. CRSS)	14,719	14,570	14,221	13,979	-740	-5.03%
	Headcount (exc. CRSS)	12,549	12,475	12,219	12,011	-538	-4.29%
	<b>FTE</b>	<b>10,530.87</b>	<b>10,477.39</b>	<b>10,259.14</b>	<b>10,094.08</b>	<b>-436.79</b>	<b>-4.15%</b>
<b>CED</b>	Assignment count	2,169	2,155	2,120	2,103	-66	-3.04%
	Headcount (inc. CRSS)	2,160	2,148	2,109	2,083	-77	-3.56%
	Headcount (exc. CRSS)	2,121	2,110	2,070	2,045	-76	-3.58%
	<b>FTE</b>	<b>2,003.23</b>	<b>1,993.37</b>	<b>1,954.71</b>	<b>1,925.93</b>	<b>-77.30</b>	<b>-3.86%</b>
<b>CFE</b>	Assignment count	4,617	4,573	4,342	4,298	-319	-6.91%
	Headcount (inc. CRSS)	4,450	4,420	4,208	4,158	-292	-6.56%
	Headcount (exc. CRSS)	3,956	3,938	3,838	3,780	-176	-4.45%
	<b>FTE</b>	<b>3,345.26</b>	<b>3,331.53</b>	<b>3,251.09</b>	<b>3,204.53</b>	<b>-140.73</b>	<b>-4.21%</b>
<b>CMY</b>	Assignment count	4,345	4,207	4,131	4,060	-285	-6.56%
	Headcount (inc. CRSS)	3,713	3,578	3,506	3,437	-276	-7.43%
	Headcount (exc. CRSS)	2,392	2,330	2,235	2,205	-187	-7.82%
	<b>FTE</b>	<b>1,758.52</b>	<b>1,709.86</b>	<b>1,629.94</b>	<b>1,615.82</b>	<b>-142.70</b>	<b>-8.11%</b>
<b>EHW</b>	Assignment count	799	823	836	820	21	2.63%
	Headcount (inc. CRSS)	782	803	808	793	11	1.41%
	Headcount (exc. CRSS)	659	673	683	671	12	1.82%
	<b>FTE</b>	<b>606.19</b>	<b>616.48</b>	<b>617.05</b>	<b>605.93</b>	<b>-0.26</b>	<b>-0.04%</b>
<b>KASS</b>	Assignment count	4,322	4,324	4,276	4,188	-134	-3.10%
	Headcount (inc. CRSS)	3,722	3,731	3,690	3,611	-111	-2.98%
	Headcount (exc. CRSS)	3,456	3,464	3,434	3,353	-103	-2.98%
	<b>FTE</b>	<b>2,817.67</b>	<b>2,826.15</b>	<b>2,806.35</b>	<b>2,741.87</b>	<b>-75.80</b>	<b>-2.69%</b>
<b>Schools</b>	Assignment count	35,879	35,954	35,935	35,499	-380	-1.06%
	Headcount (inc. CRSS)	30,180	30,288	30,312	29,765	-415	-1.38%
	Headcount (exc. CRSS)	26,954	27,060	27,107	26,657	-297	-1.10%
	<b>FTE</b>	<b>18,631.63</b>	<b>18,741.31</b>	<b>18,866.09</b>	<b>18,473.42</b>	<b>-158.21</b>	<b>-0.85%</b>

CRSS = Staff on Casual Relief, Sessional or Supply contracts

### Notes:

If a member of staff works in more than one directorate they will be counted in each. However, they will only be counted once in the Non Schools total and once in the KCC total.

If a member of staff works for both Schools and Non Schools they will be counted in both of the total figures. However, they will only be counted once in the KCC Total.

## 9. RECOMMENDATIONS

### Cabinet is asked to:

- 9.1 **Note** the latest monitoring position on both the revenue and capital budgets.
- 9.2 **Agree** the changes to revenue cash limits within the CFE portfolio to reflect the directorate restructure which took effect from 1 October 2010, as detailed in section 1.1.1 and 1.1.2 of annex 1.
- 9.3 **Agree** the changes to the capital programme, as detailed in section 4.1.
- 9.4 **Agree** that £24.919m of re-phasing on the capital programme is moved from 2010-11 capital cash limits to future years. Further details are included in section 4.10 above.
- 9.5 **Agree** that a £0.953m underspend resulting from delays on Regeneration projects due to uncertainty around the future of regional development agencies and other partners, and the new arrangements for local enterprise partnerships, be transferred to the Regeneration Fund to be used to fund the projects in future years, subject to approval by the Regeneration Board.
- 9.6 **Agree** a virement of £0.250m from the underspending on the debt charges budget to the Libraries budget within the Communities portfolio to fund a stand-by facility for an increase in the cost of the Beaney project within the Communities capital programme, by way of revenue contribution to capital, should alternative external funding not be realised. This funding will not be required until 2011-12, so this underspend will be required to roll forward in order to make the revenue contribution to capital next financial year, if necessary. If alternative external funding is secured and this stand-by facility is not required, then the £250k revenue funding will be returned to general reserves.

## 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 2010		31 March 2009	
	£'000	£'000	Restated £'000	£'000
<b>Fixed assets</b>				
<b>Intangible fixed assets</b>		2,544		3,551
<b>Tangible fixed assets</b>				
<b>Operational assets</b>				
Land and buildings	1,442,502		1,456,417	
PFI Assets	195,242		139,228	
Vehicles, plant and equipment	32,091		28,811	
Roads and other highways infrastructure	631,431		606,431	
Community assets	9,141		8,505	
<b>Non-operational assets</b>				
Investment property	5,848		6,624	
Assets under construction	412,693		327,734	
Surplus and non-operational property	52,463		99,869	
<b>Total tangible assets</b>		<u>2,781,411</u>		<u>2,673,619</u>
<b>Total fixed assets</b>		<u>2,783,955</u>		<u>2,677,170</u>
Long-term investments		35,671		96,267
Long-term debtors		59,154		54,712
<b>Total long-term assets</b>		<u>2,878,780</u>		<u>2,828,149</u>
<b>Current assets</b>				
Stocks and work in progress	6,231		5,937	
Debtors	210,803		193,644	
Investments	224,043		262,949	
<b>Total current assets</b>		441,077		462,530
<b>Current liabilities</b>				
Temporary borrowing	-45,240		-60,641	
Short term PFI Lease Liability	-3,114			
Creditors	-284,534		-298,747	
Cash balances overdrawn	-34,283		-103,339	
		<u>-367,171</u>		<u>-462,727</u>
<b>Total assets less current liabilities (Net assets employed)</b>		<u>2,952,686</u>		<u>2,827,952</u>
<b>Long-term liabilities</b>				
Long-term borrowing	-1,012,116		-998,427	
Deferred liabilities	-4		-255	
PFI Lease Liability	-160,397		-107,702	
Deferred credit - Medway Council	-49,198		-51,249	
Creditors due after one year	-823			
Provisions	-16,093		-14,489	
Government grant deferred account	-213,739		-196,454	

## Balance Sheet

Liability related to defined benefit pensions schemes	- KCC	-1,129,229	-739,900
	- DSO	-2,270	-2,199
		<u>-2,583,869</u>	<u>-2,110,675</u>
<b>Total assets less liabilities</b>		<u><u>368,817</u></u>	<u><u>717,277</u></u>
Revaluation reserve		-183,753	-131,912
Capital adjustment account		-988,810	-1,075,507
Financial instruments adjustment account		26,229	27,715
Collection Fund Adjustment Account		-4,475	-3,906
Earmarked capital reserve		-139,706	-70,144
Usable capital receipt reserve		-16,016	-14,379
Pensions reserve	- KCC	1,129,229	739,900
	- DSO	2,270	2,199
Earmarked reserves		-115,884	-102,002
General fund balance		-25,835	-25,835
Schools reserves		-51,753	-63,183
Surplus on trading accounts		<u>-313</u>	<u>-223</u>
<b>Total net worth</b>		<u><u>-368,817</u></u>	<u><u>-717,277</u></u>

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

Portfolio	CASH LIMIT			
	Gross £k	Income £k	Net £k	
CFE	419,995	-1,199,037	-779,042	
Schools	1,066,777	-80,967	985,810	
KASS	475,431	-130,842	344,589	
EHW	174,758	-23,155	151,603	
CMY	145,442	-56,627	88,815	
Localism & Partnerships	8,372	-86	8,286	
Corporate Support & PM	55,625	-45,358	10,267	
Finance	139,687	-14,089	125,598	
Public Health & Innovation	794	-227	567	
Regen & ED	9,533	-2,305	7,228	
Per November report	2,496,414	-1,552,693	943,721	
<b>Subsequent changes:</b>				
CFE	187	0	187	Additional ABG allocation for Child Poverty
CFE	18	0	18	Additional ABG allocation for School Improvement Partners
L&P/FIN	44	0	44	New ABG allocation for Petitions Duty
				<b>Changes to grant/income allocations:</b>
CFE	196	-196	0	DfE: Environmental grant
CFE	-18,563	18,563	0	DSG: Academies adjustment
CFE	2,664	-2,664	0	Standards Fund: Bid 1.7 additional primary targeted
CFE	373	-373	0	Standards Fund: Aim Higher
CFE	359	-359	0	School Development Grant: additional funding for 4 year olds
CFE	-15	15	0	Standards Fund: adjustment for music
CFE	523	-523	0	Standards Fund: KS4 engagement
CFE	249	-249	0	Standards Fund: National Challenge
CFE	40	-40	0	Standards Fund: Final adjustment for 2009/10
CFE	2	-2	0	Standards Fund: School Lunch grant adjustment
CFE	127	-127	0	Standards Fund: Targeted Improvement
CFE	52	-52	0	Standards Fund: Bid 1.8 additional secondary targeted
KASS	4,056	-4,056	0	NHS support for Social Care: S256 Winter Pressure funding from PCTs
KASS	1,834	-1,834	0	NHS support for Social Care: Reablement funding from PCTs
KASS	700	-700	0	LD Supported Accommodation - Additional S256 transfer
KASS	-56	56	0	All Adults A&R - End of Sensory Service's contract with Medway Council (Part year effect)
KASS	112	-112	0	MH Supported Accommodation - Uplift for Health Income for 6 clients
KASS	-90	90	0	MH A&R - Realignment for Associate Director Mental Health care now paid direct by Kent & Medway NHS & Social Care Partnership Trust
KASS	-22	22	0	OP Other Services - reduction in DoH funding due to end of Brighter Futures project

Portfolio	CASH LIMIT			
	Gross £k	Income £k	Net £k	
EHW	-300	300	0	Reduction in Kent Downs interreg & lottery grants compared to budget assumption
CMY	13	-13	0	Sports: Use of 09-10 receipt in advance to Support Various Projects from Sports England.
CMY	488	-488	0	Youth Service: Residual funding from GOSE for Youth Opportunities Fund (YOF)
CMY	185	-185	0	Youth Service: Use of 09-10 receipt in advance (YOF) to fund various projects across the service
CMY	49	-49	0	Youth Service: Funding from Sanctuary Housing for Canterbury detached project
CMY	10	-10	0	Youth Service: Funding from Hyde Housing for Young Parents Project
CMY	13	-13	0	Youth Service: Funding from Youth Centre Charities
CMY	5	-5	0	Youth Service: Henry Smith Charity funding for Maidstone rural project
CMY	5	-5	0	Youth Service: Maidstone B.C. funding for project at Shepway Youth Centre
CMY	52	-52	0	Youth Service: funding from CFE for project for Disabled Young People - residential courses.
				<b>Technical Adjustments:</b>
CFE	-8,288	8,288	0	Gross and income changes due to the CFE restructure
KASS	495	-495	0	Change to treatment of Supporting People Income
CMY	-285	285	0	Turner Contemporary - drawdown from reserves incorrectly treated as income in the budget
CSPM	175	-175	0	P&D Employee Services incorrect treatment in budget of income from East Kent Midland Consultancy (incorrectly netted off against expenditure)
Revised Budget	2,481,821	-1,537,851	943,970	

## FINANCIAL HEALTH INDICATORS

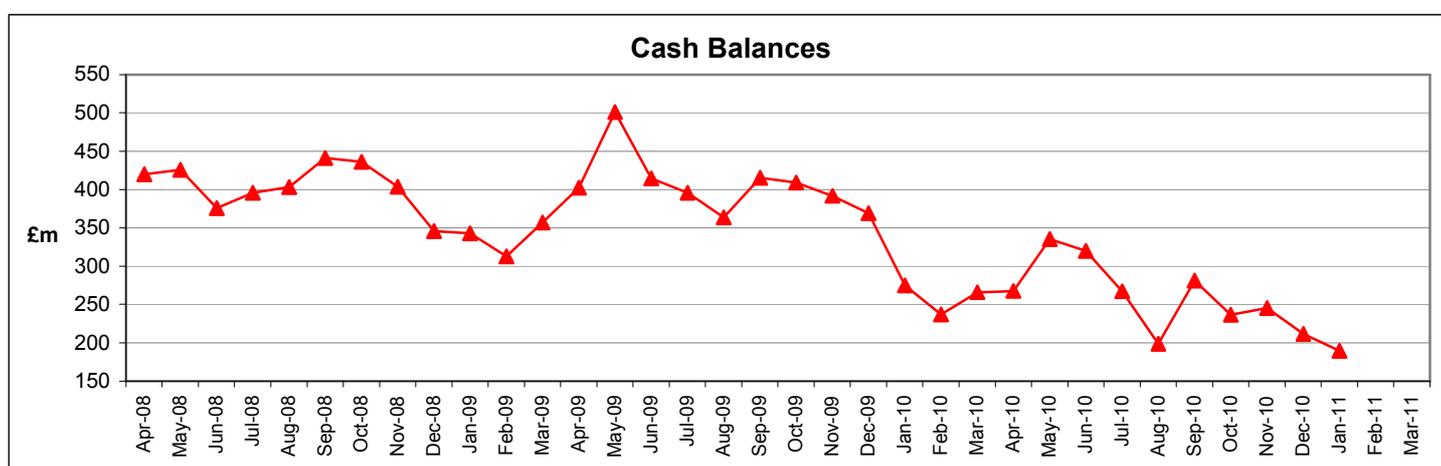
### 1. CASH BALANCES

The following graph represents the total cash balances under internal management by KCC at the end of each month in £m. This includes principal amounts currently at risk in Icelandic bank deposits (£41.155m), balances of schools in the corporate scheme (£60.4m), other reserves, and funds held in trust. KCC will have to honour calls on all held balances such as these, on demand. The remaining deposit balance represents KCC working capital created by differences in income and expenditure profiles.

Pension Fund cash balances were removed from KCC Funds on 1 July and are now being handled separately.

The overall downward trend in the cash balance since September 2009 reflects the Council's policy of deferring borrowing and using available cash balances whenever possible to fund new capital expenditure (i.e. internalising the debt).

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<b>2008-09</b>	419.9	425.7	375.7	395.8	403.5	441.1	436.3	403.9	345.5	342.8	312.6	357.0
<b>2009-10</b>	402.7	500.9	414.6	395.7	363.6	415.4	409.1	391.7	369.1	275.0	236.7	265.8
<b>2010-11</b>	267.4	335.2	319.8	267.2	198.7	281.3	236.4	244.9	211.5	189.5		



### 2. LONG TERM DEBT MATURITY

The following graph represents the total external debt managed by KCC, and the year in which this is due to mature. This includes £447.488m pre-Local Government Review debt managed on behalf of Medway Council. Also included is pre-1990 debt managed on behalf of the Further Education Funding council (£2.6m), Magistrates Courts (£1.4m) and the Probation Service (£0.24m). These bodies make regular payments of principal and interest to KCC to service this debt.

The graph shows total principal repayments due in each financial year. Small maturities indicate repayment of principal for annuity or equal instalment of principal loans, where principal repayments are made at regular intervals over the life of the loan. The majority of loans have been taken on a maturity basis so that principal repayments are only made at the end of the life of the loan. These principal repayments will need to be funded using available cash balances (i.e. internalising the debt), by taking new external loans or by a combination of the available options.

The total debt principal to be repaid in 2010-11 is £46.031m, £45m maturity loan and £1.031m relating to small annuity and equal instalment of principal loans. £40.027m has been repaid so far this year; hence the figure in the table of £6.004m represents the remaining debt still to be repaid in this financial year.

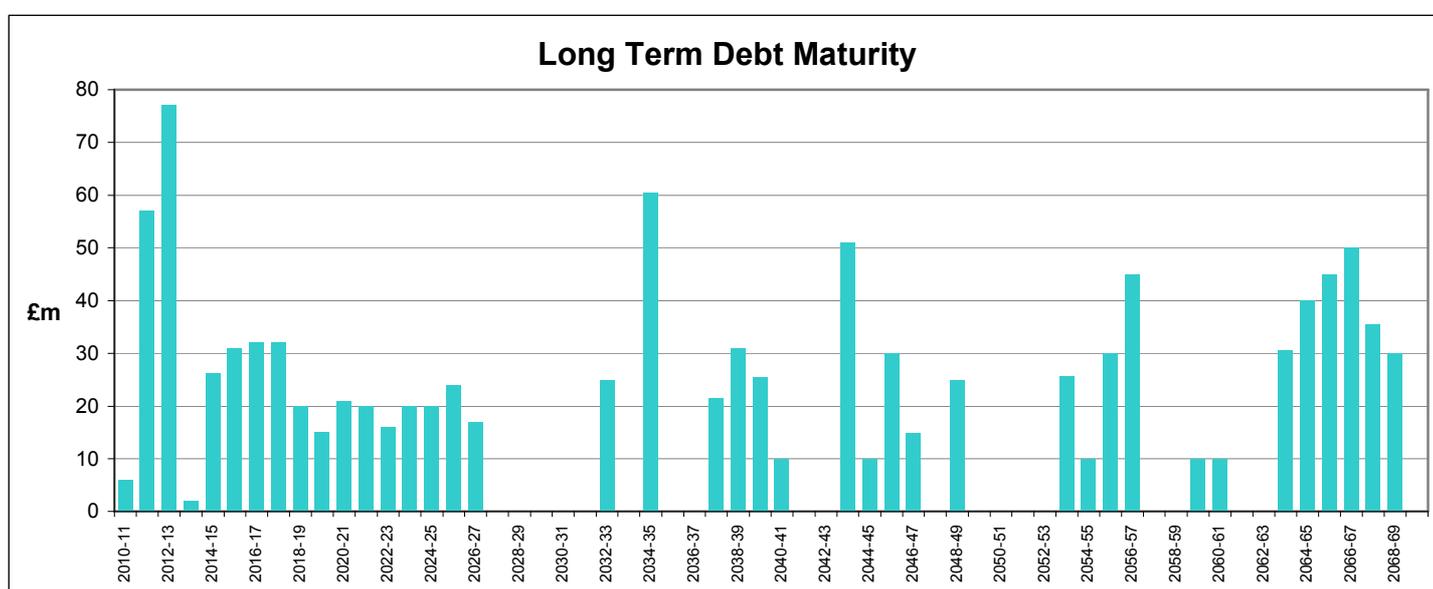
Two new PWLB loans of £25m each were advanced to KCC on 27 May 2010. The first is to mature in 2032-33 and the second in 2048-49. These loans were taken as part of the new borrowing requirement to fund the programme of capital expenditure.

£40m of new PWLB borrowing was taken on 3 September in three loans: two fixed interest maturity loans for £10m each and one EIP loan for £20m. The EIP loan principal will be repaid in

20 six monthly repayments of £1m over 10 years whereas the total principal will be repaid at maturity, in 2059-60 and 2060-61, for the other two loans.

Also, a £10m market loan was advanced by RBS on 31 January at an interest rate of 4.2%, which is to mature in 2040-41.

Year	£m	Year	£m	Year	£m	Year	£m	Year	£m
2010-11	6.004	2023-24	20.001	2036-37	0.000	2049-50	0.000	2062-63	0.000
2011-12	57.024	2024-25	20.001	2037-38	21.500	2050-51	0.000	2063-64	30.600
2012-13	77.021	2025-26	24.001	2038-39	31.000	2051-52	0.000	2064-65	40.000
2013-14	2.015	2026-27	17.001	2039-40	25.500	2052-53	0.000	2065-66	45.000
2014-15	26.193	2027-28	0.001	2040-41	10.000	2053-54	25.700	2066-67	50.000
2015-16	31.001	2028-29	0.001	2041-42	0.000	2054-55	10.000	2067-68	35.500
2016-17	32.001	2029-30	0.001	2042-43	0.000	2055-56	30.000	2068-69	30.000
2017-18	32.001	2030-31	0.001	2043-44	51.000	2056-57	45.000	2069-70	0.000
2018-19	20.001	2031-32	0.000	2044-45	10.000	2057-58	0.000		
2019-20	15.001	2032-33	25.000	2045-46	30.000	2058-59	0.000		
2020-21	21.001	2033-34	0.000	2046-47	14.800	2059-60	10.000	<b>TOTAL</b>	<b>1,102.337</b>
2021-22	20.001	2034-35	60.470	2047-48	0.000	2060-61	10.000		
2022-23	16.001	2035-36	0.000	2048-49	25.000	2061-62	0.000		



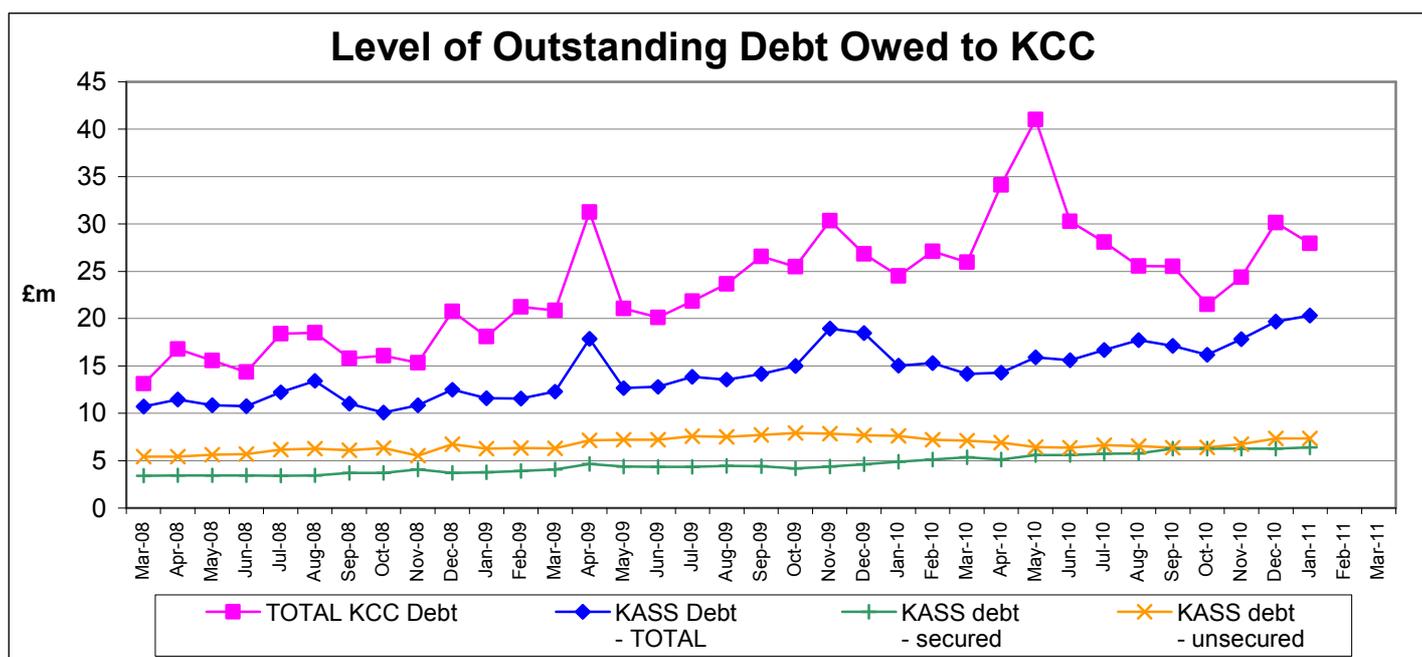
### 3. OUTSTANDING DEBT OWED TO KCC

The following graph represents the level of outstanding debt due to the authority, which has exceeded its payment term of 28 days. The main element of this relates to Adult Social Services and this is also identified separately, together with a split of how much of the Social Care debt is secured (i.e. by a legal charge on the clients' property) and how much is unsecured.

	Social Care Secured Debt £m	Social Care Unsecured Debt £m	Total Social Care debt £m	KASS Sundry debt £m	TOTAL KASS debt £m	All Other Directorates Debt £m	TOTAL KCC Debt £m
April 08	3.468	5.437	8.905	2.531	<b>11.436</b>	5.369	<b>16.805</b>
May 08	3.452	5.626	9.078	1.755	<b>10.833</b>	4.736	<b>15.569</b>
June 08	3.464	5.707	9.171	1.586	<b>10.757</b>	3.619	<b>14.376</b>
July 08	3.425	6.195	9.620	2.599	<b>12.219</b>	6.174	<b>18.393</b>
Aug 08	3.449	6.264	9.713	3.732	<b>13.445</b>	5.075	<b>18.520</b>
Sept 08	3.716	6.114	9.830	1.174	<b>11.004</b>	4.800	<b>15.804</b>
Oct 08	3.737	6.334	10.071	*	*	6.021	*
Nov 08	4.111	5.540	9.651	1.206	<b>10.857</b>	4.504	<b>15.361</b>
Dec 09	3.742	6.740	10.482	2.004	<b>12.486</b>	8.269	<b>20.755</b>
Jan 09	3.792	6.266	10.058	1.517	<b>11.575</b>	6.519	<b>18.094</b>

	Social Care Secured Debt	Social Care Unsecured Debt	Total Social Care debt	KASS Sundry debt	TOTAL KASS debt	All Other Directorates Debt	TOTAL KCC Debt
	£m	£m	£m	£m	£m	£m	£m
Feb 09	3.914	6.345	10.259	1.283	<b>11.542</b>	9.684	<b>21.226</b>
March 09	4.100	6.326	10.426	1.850	<b>12.276</b>	8.578	<b>20.854</b>
April 09	4.657	7.161	11.818	6.056	<b>17.874</b>	13.353	<b>31.227</b>
May 09	4.387	7.206	11.593	1.078	<b>12.671</b>	8.383	<b>21.054</b>
June 09	4.369	7.209	11.578	1.221	<b>12.799</b>	7.323	<b>20.122</b>
July 09	4.366	7.587	11.953	1.909	<b>13.862</b>	7.951	<b>21.813</b>
Aug 09	4.481	7.533	12.014	1.545	<b>13.559</b>	10.126	<b>23.685</b>
Sept 09	4.420	7.738	12.158	2.024	<b>14.182</b>	12.391	<b>26.573</b>
Oct 09	4.185	7.910	12.095	2.922	<b>15.017</b>	10.477	<b>25.494</b>
Nov 09	4.386	7.859	12.245	6.682	<b>18.927</b>	11.382	<b>30.309</b>
Dec 09	4.618	7.677	12.295	6.175	<b>18.470</b>	8.376	<b>26.846</b>
Jan 10	4.906	7.627	12.533	2.521	<b>15.054</b>	9.445	<b>24.499</b>
Feb 10	5.128	7.221	12.349	2.956	<b>15.305</b>	11.801	<b>27.106</b>
March 10	5.387	7.127	12.514	1.643	<b>14.157</b>	11.818	<b>25.975</b>
April 10	5.132	6.919	12.051	2.243	<b>14.294</b>	19.809	<b>34.103</b>
May 10	5.619	6.438	12.057	3.873	<b>15.930</b>	25.088	<b>41.018</b>
June 10	5.611	6.368	11.979	3.621	<b>15.600</b>	14.648	<b>30.248</b>
July 10	5.752	6.652	12.404	4.285	<b>16.689</b>	11.388	<b>28.077</b>
Aug 10	5.785	6.549	12.334	5.400	<b>17.734</b>	7.815	<b>25.549</b>
Sept 10	6.289	6.389	12.678	4.450	<b>17.128</b>	8.388	<b>25.516</b>
Oct 10	6.290	6.421	12.711	3.489	<b>16.200</b>	5.307	<b>21.507</b>
Nov 10	6.273	6.742	13.015	4.813	<b>17.828</b>	6.569	<b>24.397</b>
Dec 10	6.285	7.346	13.631	6.063	<b>19.694</b>	10.432	<b>30.126</b>
Jan 11	6.410	7.343	13.753	6.560	<b>20.313</b>	7.624	<b>27.937</b>
Feb 11							
March 11							

\* In October 2008, KASS Social Care debt transferred from the COLLECT system to Oracle. The new reports were not available at this point; hence there is no data available for this period. The October Social Care debt figures relate to the last four weekly billing run in the old COLLECT system

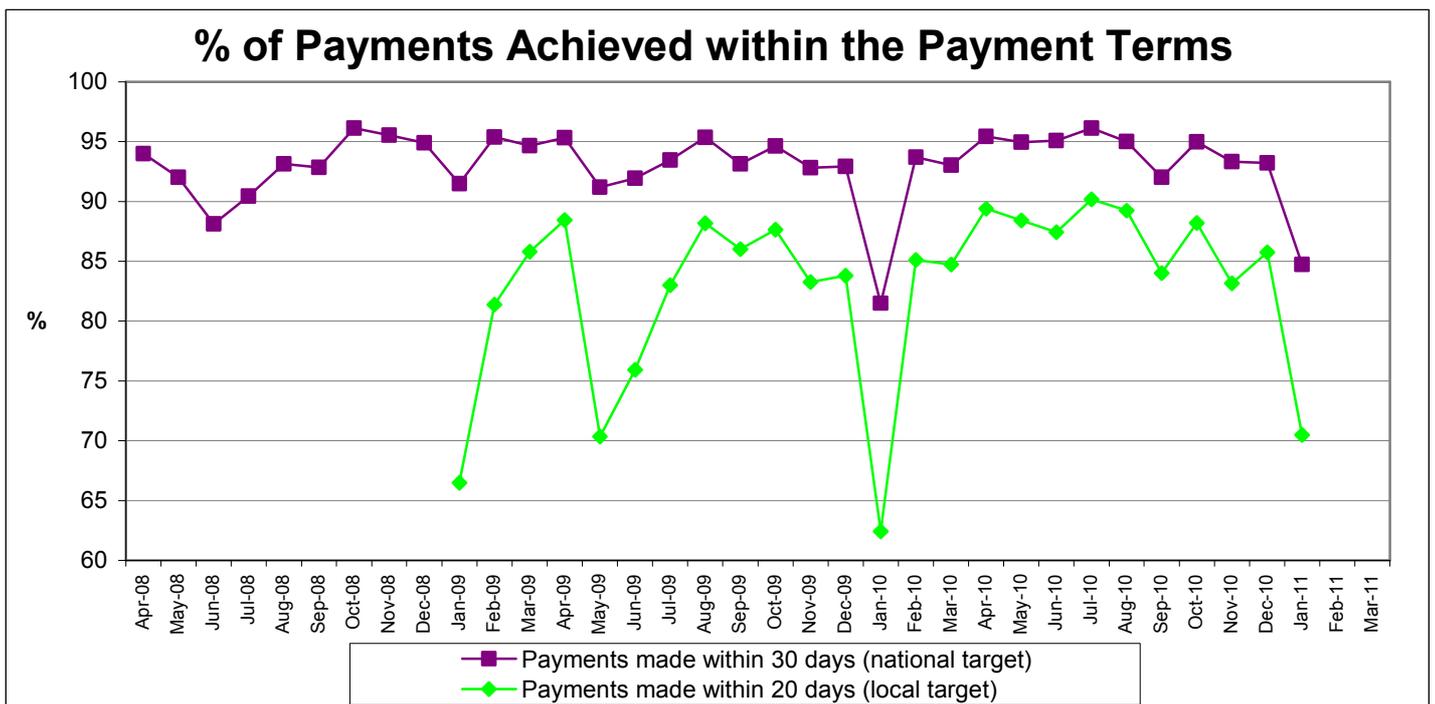


The overall KCC debt increased significantly in April and May 2010 due to two large invoices to Health raised within the Kent Drug Action Team and one large invoice raised within CFE to a youth charity, all of which have now been paid.

#### 4. PERCENTAGE OF PAYMENTS MADE WITHIN THE PAYMENT TERMS

The following graph represents the percentage of payments made within the payments terms – the national target for this is 30 days, however from January 2009, we have set a local target of 20 days in order to help assist the cash flow of local businesses during the current tough economic conditions.

	2008-09		2009-10		2010-11	
	Paid within 30 days %	Paid within 20 days %	Paid within 30 days %	Paid within 20 days %	Paid within 30 days %	Paid within 20 days %
April	94.0	N/A	95.3	88.4	95.4	89.4
May	92.0	N/A	91.2	70.4	95.0	88.4
June	88.1	N/A	91.9	75.9	95.1	87.4
July	90.5	N/A	93.5	83.0	96.1	90.2
August	93.1	N/A	95.3	88.2	95.0	89.2
September	92.8	N/A	93.1	86.0	92.0	84.0
October	96.1	N/A	94.6	87.6	95.0	88.2
November	95.5	N/A	92.8	83.3	93.3	83.2
December	94.9	N/A	92.9	83.8	93.2	85.8
January	91.5	66.5	81.5	62.4	84.7	70.5
February	95.4	81.4	93.7	85.1		
March	94.7	85.8	93.0	84.7		

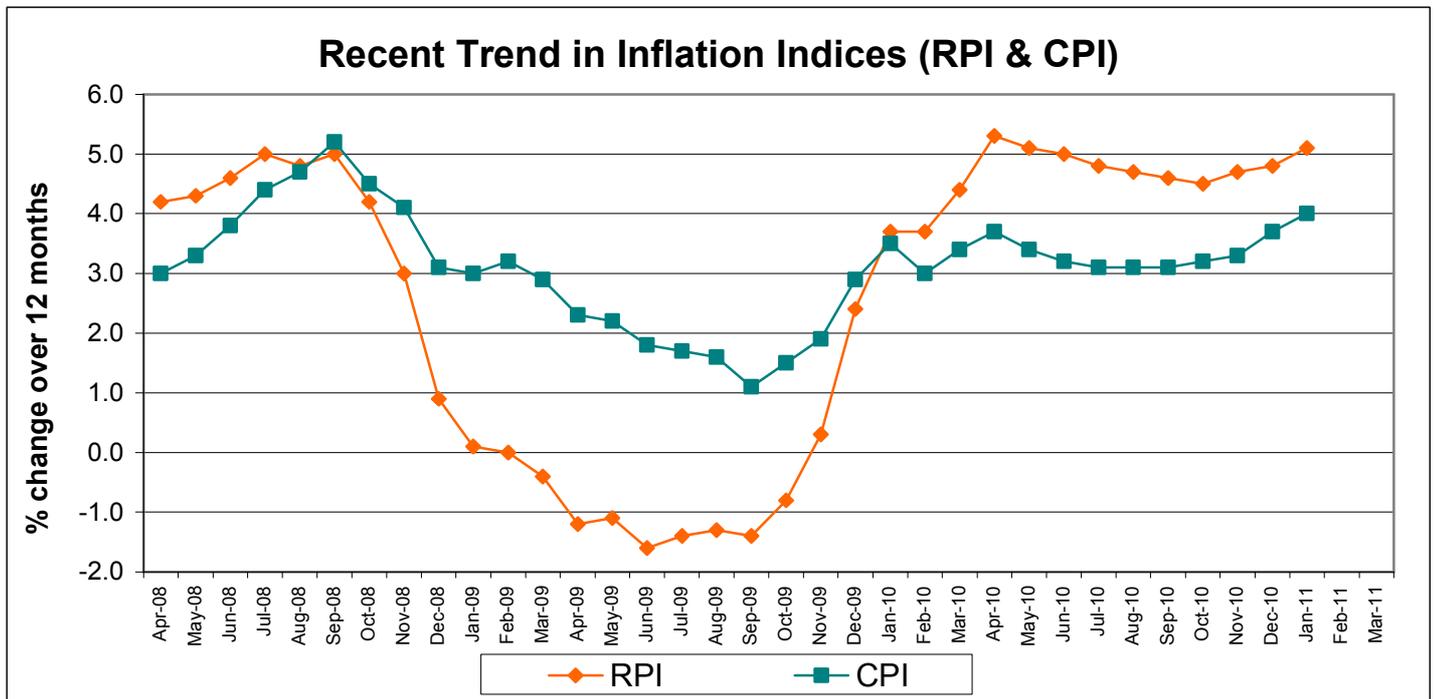


The percentages achieved for January were lower than other months due to the Christmas break. This is evident in all three years but this position was exacerbated in 2009-10 due to the snow. The 2010-11 year to date figure for invoices paid within 20 days is 85.9%, and within 30 days is 93.6%.

## 5. RECENT TREND IN INFLATION INDICES (RPI & CPI)

In the UK, there are two main measures of inflation – the Consumer Prices Index (CPI) and the Retail Prices Index (RPI). The Government's inflation target is based on the CPI. The RPI is the more familiar measure of inflation, which includes mortgage interest payments. The CPI and RPI measure a wide range of prices. The indices represent the average change in prices across a wide range of consumer purchases. This is achieved by carefully recording the prices of a typical selection of products from month to month using a large sample of shops and other outlets throughout the UK. The recent trend in inflation indices is shown in the table and graph below.

	2008-09		2009-10		2010-11	
	Percentage Change over 12 months					
	RPI %	CPI %	RPI %	CPI %	RPI %	CPI %
April	4.2	3.0	-1.2	2.3	5.3	3.7
May	4.3	3.3	-1.1	2.2	5.1	3.4
June	4.6	3.8	-1.6	1.8	5.0	3.2
July	5.0	4.4	-1.4	1.7	4.8	3.1
August	4.8	4.7	-1.3	1.6	4.7	3.1
September	5.0	5.2	-1.4	1.1	4.6	3.1
October	4.2	4.5	-0.8	1.5	4.5	3.2
November	3.0	4.1	0.3	1.9	4.7	3.3
December	0.9	3.1	2.4	2.9	4.8	3.7
January	0.1	3.0	3.7	3.5	5.1	4.0
February	0.0	3.2	3.7	3.0		
March	-0.4	2.9	4.4	3.4		



## 2010-11 JANUARY Monitoring of Prudential Indicators

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

Actual 2009-10	£344.065m	
Original estimate 2010-11	£460.330m	
Revised estimate 2010-11	£406.589m	(this includes the rolled forward re-phasing from 2009-10)

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

	2009-10 Actual	2010-11 Original Estimate	2010-11 Forecast as at 31.01.11
	£m	£m	£m
Capital Financing Requirement	1,236.211	1,333.075	1,307.608
Annual increase in underlying need to borrow	69.002	82.779	71.397

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 2009-10	12.36%
Original estimate 2010-11	11.85%
Revised estimate 2010-11	10.33%

### 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 2010-11

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

	Prudential Indicator 2010-11 £m	Position as at 31.01.11 £m
Borrowing	1,301	1,051.8
Other Long Term Liabilities	0	0.0
	1,301	1,040.0

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

	Prudential Indicator 2010-11 £m	Position as at 31.01.11 £m
Borrowing	1,349	1,102.3
Other Long Term Liabilities	0	0.0
	1,349	1,092.3

## 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 2010-11 are:

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

	£m
Borrowing	1,341
Other long term liabilities	0
	<hr/>
	1,341
	<hr/>

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

	£m
Borrowing	1,389
Other long term liabilities	0
	<hr/>
	1,389
	<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 2010-11

### (a) Borrowing

Fixed interest rate exposure	100%
Variable rate exposure	50%

### (b) Investments

Fixed interest rate exposure	100%
Variable rate exposure	50%

These limits have been complied with in 2010-11. Total external debt is currently held at fixed interest rates.

## 8. Upper limits for maturity structure of borrowings

	Upper limit	Lower limit	As at 31.01.11
	%	%	%
Under 12 months	25	0	0.5
12 months and within 24 months	40	0	5.2
24 months and within 5 years	60	0	9.6
5 years and within 10 years	80	0	11.8
10 years and within 20 years	20	10	12.5
20 years and within 30 years	15	5	14.8
30 years and within 40 years	15	5	12.8
40 years and within 50 years	20	10	11.0
50 years and within 60 years	20	10	21.9

The 2010-11 limits were set based on the expected outturn for the year. Borrowing arrangements are kept under review and it is anticipated that by the year end the structure of the borrowings will fall below the upper limits.

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

Indicator £50m	Actual £30m
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## CHILDREN, FAMILIES & EDUCATION DIRECTORATE SUMMARY JANUARY 2010-11 FULL MONITORING REPORT

### 1. FINANCE

#### 1.1 REVENUE

- 1.1.1 The cash limits which the directorate is working to, and **upon which the variances in this report are based**, include adjustments for both formal virement and technical adjustments, the latter being where there is no change in policy. The directorate would like to request formal virement through this report to reflect adjustments to cash limits required as a result of the directorate restructure, which was approved by County Council in June 2009. This new structure took effect from 1 October 2010. A number of the old service units have been deleted and new service units created, whereas some units have remained but their budgets and responsibilities have changed significantly. Overall the value of these changes is a reduction in the gross budget of £8,288k and a corresponding reduction in the income budget, giving a net nil effect. This reduction in gross and income is due mainly to a variation in the treatment of PRUs and Alternative Curriculum PRUs since moving from Local Children's Services Partnerships to Attendance and Behaviour, which has removed the need for internal recharging in most cases.

Cash limits have also been adjusted this quarter to reflect a number of technical adjustments to budget. These include:

- changes to grant allocations, which have a net nil effect but a £13,993k reduction in both gross and income. These adjustments are all detailed in appendix 2 to the executive summary, Reconciliation of gross and income cash limits in table 1c to the Budget Book and include an adjustment to DSG for academies together with changes to Standards Fund allocations;
- additional ABG allocations totalling £205k for School Improvement Partners and Child Poverty, which provides an increase to the gross budget;
- a £50k share of the review of communications savings target, which was held centrally within the Corporate Support and Performance Management portfolio pending reallocation to directorates once a basis was agreed by Resource Managers.

These changes have resulted in an overall reduction in the gross budget of -£22,126k (-£8,288k – £13,993k + £205k - £50k) and a reduction in the income budget of +£22,281k (+£8,288k + £13,993k), giving a net +£155k impact overall.

Table 1a shows:

- the cash limits by service unit in the old structure per the last full monitoring report to Cabinet in November
- the proposed budget by service unit in the new structure following adjustments for both formal virement and technical adjustments
- the total value of the adjustments applied to each service unit in both the old and new structure.

**Cabinet is asked to approve these cash limits.**

Table 1b shows the latest monitoring position against these revised cash limits in the new directorate structure.

1.1.2.1 Table 1a: Movement in cash limits since the 2<sup>nd</sup> quarters full monitoring report

Budget Book Heading	Cash Limit as per Q2 monitoring			Current Cash Limit CFE Restructure			Movement in Cash Limit		
	G	I	N	G	I	N	G	I	N
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>Children, Families &amp; Education portfolio</b>									
<b>Delegated Budget:</b>									
- Delegated Schools Budgets	1,026,642	-80,967	945,675	1,010,605	-80,967	929,638	-16,037	0	-16,037
- Early Years free entitlement budgets	40,135	0	40,135	40,135	0	40,135	0	0	0
<b>TOTAL DELEGATED</b>	<b>1,066,777</b>	<b>-80,967</b>	<b>985,810</b>	<b>1,050,740</b>	<b>-80,967</b>	<b>969,773</b>	<b>-16,037</b>	<b>0</b>	<b>-16,037</b>
<b>Non Delegated Budget:</b>									
<u>Learning Group:</u>									
- Early Years & Childcare	6,274	-92	6,182	0	0	0	-6,274	92	-6,182
- Advisory Service Kent (ASK) - Early Years	9,708	-15	9,693	0	0	0	-9,708	15	-9,693
- Early Years & Childcare			0	17,846	-107	17,739	17,846	-107	17,739
- ASK Primary	6,011	-400	5,611	0	0	0	-6,011	400	-5,611
- ASK Secondary	3,297	-276	3,021	0	0	0	-3,297	276	-3,021
- Standards & School Improvement			0	21,922	-896	21,026	21,922	-896	21,026
- ASK Strategic Development	3,545	-1,615	1,930	0	0	0	-3,545	1,615	-1,930
- ASK Partnerships & Professional Development	2,550	-658	1,892	0	0	0	-2,550	658	-1,892
- Workforce & Professional Development			0	4,564	-2,148	2,416	4,564	-2,148	2,416
- International Development	94	0	94	0	0	0	-94	0	-94
- 14 - 24 Unit	5,634	-2,498	3,136	0	0	0	-5,634	2,498	-3,136
- 14 - 19 Entitlement			0	6,254	-2,543	3,711	6,254	-2,543	3,711
- School Organisation	925	0	925	0	0	0	-925	0	-925
- School Governance	737	-467	270	0	0	0	-737	467	-270
- Extended Services	4,139	-562	3,577	0	0	0	-4,139	562	-3,577
- Minority Community Achievement	1,699	-116	1,583	0	0	0	-1,699	116	-1,583
- Specialist Teaching Service	4,077	-417	3,660	0	0	0	-4,077	417	-3,660
- Learners with Additional Needs			0	11,180	-673	10,507	11,180	-673	10,507
- Local Children's Service Partnerships	68,910	-9,487	59,423	4,369	-70	4,299	-64,541	9,417	-55,124
- Group Savings from restructure	-2,893	0	-2,893	0	0	0	2,893	0	2,893
<b>Total Learning Group</b>	<b>114,707</b>	<b>-16,603</b>	<b>98,104</b>	<b>66,135</b>	<b>-6,437</b>	<b>59,698</b>	<b>-48,572</b>	<b>10,166</b>	<b>-38,406</b>
<u>Specialist Children's Services Group:</u>									
- Residential Care	10,253	-2,014	8,239	10,444	-2,206	8,238	191	-192	-1
- Fostering Service	25,996	-254	25,742	25,468	-254	25,214	-528	0	-528
- Adoption Service	7,400	-40	7,360	7,284	-40	7,244	-116	0	-116
- Other Preventative Services	10,371	-425	9,946	10,797	-425	10,372	426	0	426
- 16+ Service	7,738	0	7,738	7,738	0	7,738	0	0	0
- Childrens Support Services	4,095	-1,400	2,695	8,151	-1,400	6,751	4,056	0	4,056
- Assessment & Related	33,945	-1,242	32,703	36,912	-1,978	34,934	2,967	-736	2,231
- Asylum Seekers	15,568	-15,111	457	15,568	-15,111	457	0	0	0
- Special Educational Needs (SEN) & Resources	16,813	-6,723	10,090	16,666	-6,723	9,943	-147	0	-147
- SEN Transport to Schools	18,740	0	18,740	18,740	0	18,740	0	0	0
- Independent Sector Provision	12,215	-697	11,518	12,215	-697	11,518	0	0	0
- Attendance & Behaviour Service	9,358	-1,671	7,687	22,798	-2,269	20,529	13,440	-598	12,842
- Educational Psychology Service	3,692	-13	3,679	3,587	-13	3,574	-105	0	-105
- Preventative Services Managers			0	25,409	-379	25,030	25,409	-379	25,030

Budget Book Heading	Cash Limit as per Q2 monitoring			Current Cash Limit CFE Restructure			Movement in Cash Limit		
	G	I	N	G	I	N	G	I	N
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
- Common Assessment Framework & Contactpoint	538	-108	430	0	0	0	-538	108	-430
- Group Savings from restructure	-290	0	-290	0	0	0	290	0	290
<b>Total Specialist Children's Services</b>	<b>176,432</b>	<b>-29,698</b>	<b>146,734</b>	<b>221,777</b>	<b>-31,495</b>	<b>190,282</b>	<b>45,345</b>	<b>-1,797</b>	<b>43,548</b>
<b>Commissioning &amp; Partnership Group:</b>									
- Strategic Planning & Review	2,049	0	2,049			0	-2,049	0	-2,049
- Strategic Planning, Partnerships & Democratic Services			0	3,408	-745	2,663	3,408	-745	2,663
- Policy & Performance (Vulnerable Children)	6,119	-1,077	5,042			0	-6,119	1,077	-5,042
- Safeguarding			0	4,176	-332	3,844	4,176	-332	3,844
- Management Information	2,433	-116	2,317	2,336	-31	2,305	-97	85	-12
- Commissioning	15,291	-1,477	13,814	17,345	-1,863	15,482	2,054	-386	1,668
- Business Planning & Management Unit	7,065	-465	6,600	73	0	73	-6,992	465	-6,527
- Group Savings from restructure	-536	0	-536	0	0	0	536	0	536
<b>Total Commissioning &amp; Partnerships Group</b>	<b>32,421</b>	<b>-3,135</b>	<b>29,286</b>	<b>27,338</b>	<b>-2,971</b>	<b>24,367</b>	<b>-5,083</b>	<b>164</b>	<b>-4,919</b>
<b>Resources &amp; Planning Group:</b>									
- Finance	4,254	-1,128	3,126	9,916	-1,731	8,185	5,662	-603	5,059
- Awards	5,453	-603	4,850	0	0	0	-5,453	603	-4,850
- Personnel & Development	17,311	-1,519	15,792	16,986	-1,519	15,467	-325	0	-325
- Communication & Information Governance	426	-10	416	457	-10	447	31	0	31
- Managing Directors Support	822	-25	797	744	-25	719	-78	0	-78
- Strategic Management	1,523	-6	1,517	1,438	-6	1,432	-85	0	-85
- Grant income & contingency	454	-1,123,187	-1,122,733	752	-1,109,313	-1,108,561	298	13,874	14,172
- Support Services purchased from CED	9,415	0	9,415	9,415	0	9,415	0	0	0
- Group Savings from restructure	-975	0	-975	0	0	0	975	0	975
<b>Total Resources &amp; Planning Group</b>	<b>38,683</b>	<b>-1,126,478</b>	<b>-1,087,795</b>	<b>39,708</b>	<b>-1,112,604</b>	<b>-1,072,896</b>	<b>1,025</b>	<b>13,874</b>	<b>14,899</b>
<b>Capital Programme &amp; Infrastructure Group:</b>									
- Capital Strategy Unit	20,189	-17,041	3,148			0	-20,189	17,041	-3,148
- Capital & Infrastructure Support			0	31,278	-22,165	9,113	31,278	-22,165	9,113
- BSF/PFI/Academy Unit	432	0	432	432	0	432	0	0	0
- Client Services	6,439	-4,480	1,959			0	-6,439	4,480	-1,959
- Facilities Management	3,701	-203	3,498			0	-3,701	203	-3,498
- ICT Strategy	8,974	-600	8,374	8,962	-600	8,362	-12	0	-12
- Health & Safety	628	-315	313			0	-628	315	-313
- Admissions & Transport	1,416	0	1,416	1,416		1,416	0	0	0
- Mainstream Home to School Transport	16,025	-484	15,541	16,025	-484	15,541	0	0	0
- Area Education Officers			0	835		835	835	0	835
- Group Savings from restructure	-52	0	-52			0	52	0	52
<b>Total Capital Programme &amp; Infrastructure Group</b>	<b>57,752</b>	<b>-23,123</b>	<b>34,629</b>	<b>58,948</b>	<b>-23,249</b>	<b>35,699</b>	<b>1,196</b>	<b>-126</b>	<b>1,070</b>
<b>TOTAL NON DELEGATED</b>	<b>419,995</b>	<b>-1,199,037</b>	<b>-779,042</b>	<b>413,906</b>	<b>-1,176,756</b>	<b>-762,850</b>	<b>-6,089</b>	<b>22,281</b>	<b>16,192</b>
<b>Total CFE portfolio</b>	<b>1,486,772</b>	<b>-1,280,004</b>	<b>206,768</b>	<b>1,464,646</b>	<b>-1,257,723</b>	<b>206,923</b>	<b>-22,126</b>	<b>22,281</b>	<b>155</b>

1.1.2.2 **Table 1.b** details the revenue position by Service Unit in the new CFE structure against the revised cash limits shown in table 1a:

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>Children, Families &amp; Education portfolio:</b>							
<b>Delegated Budget:</b>							
- Delegated Schools Budgets	1,010,605	-80,967	929,638	5,634		5,634	Estimated drawdown of reserves including 27 schools converting to academies
- Early Years free entitlement budgets	40,135	0	40,135			0	
<b>TOTAL DELEGATED</b>	<b>1,050,740</b>	<b>-80,967</b>	<b>969,773</b>	<b>5,634</b>	<b>0</b>	<b>5,634</b>	
<b>Non Delegated Budget:</b>							
<u>Learning Group:</u>							
- Early Years & Childcare	17,846	-107	17,739	0	0	0	
- Standards & School Improvement	21,922	-896	21,026	-280	50	-230	Underspend on T2010 projects; rebadge of eligible spend to DSG
- Workforce & Professional Development	4,564	-2,148	2,416	58	-39	19	
- 14-19 Entitlement	6,254	-2,543	3,711	-1,220	-31	-1,251	Mgmt action: rebadging of eligible spend to DSG
- Learners with Additional Needs	11,180	-673	10,507	-55	55	0	
- Local Children's Service Partnerships	4,369	-70	4,299	-89	0	-89	
Total Learning Group	66,135	-6,437	59,698	-1,586	35	-1,551	
<u>Specialist Children's Services Group:</u>							
- Residential Care	10,444	-2,206	8,238	1,415	-242	1,173	High demand for independent sector provision partially offset by underspend on secure accommodation; additional income for new placement
- Fostering Service	25,468	-254	25,214	3,050	-24	3,026	High demand for independent fostering allowances and in-house foster care placements partially offset by underspend on the County Fostering team
- Adoption Service	7,284	-40	7,244	-10	-9	-19	
- Other Preventative Services	10,797	-425	10,372	404	-25	379	Increase demand for direct & S17 payments & daycare provision for children with a disability
- 16+ Service	7,738	0	7,738	1,156	0	1,156	Increased demand for residential care and in-house foster care placements, pressure on S24/leaving care payments
- Childrens Support Services	8,151	-1,400	6,751	435	-70	365	Underspend on social work professional training, additional costs relating to legal services

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
- Assessment & Related	36,912	-1,978	34,934	-110	-156	-266	Staff vacancies offset by pressure on Occupational Therapy & costs/income for Safeguarding Improvement Plan
- Asylum Seekers	15,568	-15,111	457	2,550	0	2,550	Costs incurred supporting young people categorised as All rights Exhausted & naturalised. Final settlement of 2009/10 audit
- Special Educational Needs (SEN) & Resources	16,666	-6,723	9,943	546	-487	59	Additional income from OLA for recoupment to be transferred to DSG reserve
- SEN Transport to Schools	18,740	0	18,740	-2,203	0	-2,203	Lower costs resulting from contract renegotiation, fewer children than budgeted level travelling & snow
- Independent Sector Provision	12,215	-697	11,518	-98	98	0	
- Attendance & Behaviour Service	22,798	-2,269	20,529	293	-293	0	Additional costs and income for projects & PRU places
- Educational Psychology Service	3,587	-13	3,574	-217	6	-211	staff vacancies
- Preventative Services Managers	25,409	-379	25,030	269	-368	-99	Increased spend on nursery provision offset by additional income
<b>Total Specialist Children's Services</b>	<b>221,777</b>	<b>-31,495</b>	<b>190,282</b>	<b>7,480</b>	<b>-1,570</b>	<b>5,910</b>	
<b>Commissioning &amp; Partnership Group:</b>							
- Commissioning	17,345	-1,863	15,482	-171	0	-171	Staff vacancies offset by additional legal costs relating to academies
- Safeguarding	4,176	-332	3,844	-243	0	-243	delays in recruitment
- Management Information	2,336	-31	2,305	-18	-24	-42	
- Strategic Planning, Partnerships & Democratic Services	3,408	-745	2,663	-466	0	-466	NFER survey not due to be completed in 2010-11, staff vacancies and lower costs on trust development
- Business Planning & management Unit	73	0	73	0	0	0	
<b>Total Commissioning &amp; Partnerships Group</b>	<b>27,338</b>	<b>-2,971</b>	<b>24,367</b>	<b>-898</b>	<b>-24</b>	<b>-922</b>	
<b>Resources &amp; Planning Group:</b>							
- Personnel & Development	16,986	-1,519	15,467	-1,532	0	-1,532	ISA scheme put on hold; underspend on school crossing patrols & training; rebadge of eligible spend to DSG
- Finance	9,916	-1,731	8,185	228	44	272	Staffing pressure resulting from handover of work to Student Loan Company. High demand for home to college transport

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
- Communication & Information Governance	457	-10	447	-10	7	-3	
- Managing Directors Support	744	-25	719	-33	0	-33	
- Strategic Management	1,438	-6	1,432	0	0	0	
- Grant income & contingency	752	-1,109,313	-1,108,561	0	0	0	
- Support Services purchased from CED	9,415	0	9,415	0	0	0	
Total Resources & Planning Group	39,708	-1,112,604	-1,072,896	-1,346	51	-1,295	
<b>Capital Programme &amp; Infrastructure Group:</b>							
- BSF/PFI/Academy Unit	432	0	432	9	0	9	
- Capital & Infrastructure Support	31,278	-22,165	9,113	42	-45	-3	Feasibility costs offset by underspend on maintenance; milk subsidy gross & income
- ICT Strategy	8,962	-600	8,362	28	-53	-25	
- Admissions & Transport	1,416	0	1,416	-11	0	-11	
- Area Education Officers	835	0	835	-52	0	-52	
- Mainstream Home to School Transport	16,025	-484	15,541	-2,355	95	-2,260	Fall in the number of children requiring transport & contract renegotiation
Total Capital Programme & Infrastructure Group	58,948	-23,249	35,699	-2,339	-3	-2,342	
<b>TOTAL NON DELEGATED</b>	<b>413,906</b>	<b>-1,176,756</b>	<b>-762,850</b>	<b>1,311</b>	<b>-1,511</b>	<b>-200</b>	
<b>Total CFE portfolio</b>	<b>1,464,646</b>	<b>-1,257,723</b>	<b>206,923</b>	<b>6,945</b>	<b>-1,511</b>	<b>5,434</b>	
<b>Assumed Mgmt Action</b>			0				
<b>Total CFE portfolio after mgmt action</b>	<b>1,464,646</b>	<b>-1,257,723</b>	<b>206,923</b>	<b>6,945</b>	<b>-1,511</b>	<b>5,434</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 Standards and School Improvement (SSI) (gross)

SSI are forecasting a gross underspend of -£280k due mainly to an underspend on the Towards 2010 budgets for Healthy Eating and Parent Support (-£155k). The targets were met during 2009/10 and a saving has therefore been achieved in 2010/11. Prior to the CFE restructure, this underspend was reported on the Extended Services line. The directorate has also taken management action to balance the Childrens, Families and Education portfolio by re-badging £75k of eligible expenditure to the DSG. There are other minor underspends of -£50k.

#### 1.1.3.2 14-19 Entitlement (gross)

The service is forecasting a gross underspend of -£1,220k as the directorate has also taken management action to balance the Childrens, Families and Education portfolio by re-badging £1,250k of eligible expenditure to the DSG. There are other minor gross overspends of +£30k

#### 1.1.3.3 Residential Care (gross and income)

Residential care services are forecasting a gross pressure of +£1,415k. The service has experienced an increase in the number of children placed in independent sector residential placements resulting in an estimated gross pressure of +£1,745k.

This pressure is partially offset by forecast underspends on secure accommodation of -£289k which is a reduction since the last report due to two new placements. The budget for secure accommodation is sufficient to fund two full year placements. There are other minor underspends of -£41k.

The income variance of -£242k is due to additional income being secured for new placements, both internal income from within CFE and also external income from Health.

#### 1.1.3.4 Fostering Service (gross)

The fostering service is forecasting a gross pressure of £3,050k due to pressures on independent fostering allowances (+£2,168k) and in-house foster care placements (+£1,418k) respectively, partially offset by an underspend in the fostering team (-£547k).

There continues to be a high demand for both independent fostering allowances and in-house foster care placements and although significant funding was made available as part of the 2010-13 MTP this has been insufficient to cover the full year effect of children placed in 2009-10 and additional placements in 2010-11. The activity data for both in-house fostering and independent fostering client weeks (see section 2.5.1 and 2.5.2) shows the actual number of weeks to be above the budgeted level, with a continuing increase in the number of independent foster client weeks between the second and third quarters of 2010-11.

The county fostering team is forecasting an underspend of £547k partly due to staffing vacancies (-£197k) and ongoing delays in the commissioning of the county wide therapeutic service (-£350k). This commissioning of this service has now been agreed and will commence in the 2011/12 financial year with just setting up costs being incurred this year. There are minor other variances of +£11k

#### 1.1.3.5 Other Preventative Services (gross)

These services are forecasting a gross pressure of +£404k largely due to a continual rise in demand, leading to a pressure in direct payments (+£168k), s17 payments (+£211k) and daycare (+£206k) budgets. The increase in demand for direct payments and day care services may be attributable, at least in part, to the national publicity surrounding the Aiming High programme as the number of children with a disability receiving short break services from all sources has doubled during the life of the programme which began in 2008. There is increased pressure on s17 payments due partly to additional families being placed in rented accommodation and also as a result of the Southwark judgement which considered how local authorities support homeless 16 and 17 year olds. These pressures are partially offset by an underspend of £124k on district projects and other minor underspends totalling £57k.

#### 1.1.3.6 16+ Service (gross)

The 16+ service is currently forecasting a gross pressure of +£1,156k due to significant demands on this service resulting from a peak in the number of children turning 16. There have been a high number of children transferring to this service in high cost placements, resulting in a pressure on residential care (+£728k) and in-house fostering (+£140k). There continues to be a pressure on Section 24/Leaving Care payments (including supported lodgings) which is now +£632k due largely to a review of high cost placements that has transferred children to lower cost supported lodgings. These pressures are only partially offset by variances on other services including underspends on independent fostering allowances (-£296k) and other headings (-£48k).

The overall pressure on this service has been addressed in the MTP for 2011/12.

### 1.1.3.7 Children's Support Services (gross)

These services are forecasting a gross pressure of £435k due mainly to a pressure of £538k on the legal budget. This is partly due to the introduction of the public law outline, a change in the way care proceedings are conducted. There is also increased demand for internal legal services which can be directly linked to increases in activity of foster and residential care. This overspend is partly offset by an underspend of -£102k in social care workforce training unit. This underspend has resulted from a number of staff vacancies coupled with the securing of additional external income (already reflected in the 2010-11 cash limit) to fund the social work training programme, allowing the rebadging of traditionally base funded activities, although this additional income is not certain each year.

### 1.1.3.8 Assessment and Related (gross)

Assessment and Related is currently forecasting an underspend of -£110k. The underspend of £471k on staff vacancies is a significant reduction to the underspend reported in the November exception report due to a number of factors: In 2009-10 there were a number of successful recruitment drives, both nationally and internationally and we are continuing to advertise social work posts on a rolling basis. There has been continued success in foreign recruitment and higher than anticipated numbers of existing staff have been retained. In addition, agency staff have been used to cover vacancies, reduce case loads and provide support to newly recruited social workers. This underspend is partially offset by a forecast for the 2010-11 cost of the Safeguarding Improvement Plan of £164k. There is also a forecast pressure on the Occupational Therapy budget of £197k.

The income variance of -£156k is mainly due to additional funding being received from the Children's Workforce Development Council (CWDC) for the Improvement Plan (-£180k). There are other minor income variance of +£24k.

### 1.1.3.9 Asylum Services (gross and income)

The asylum service is forecasting a total gross pressure of +£2,550k. Of this, £1,245k is due to the costs incurred in continuing to support young people (18+ care leavers) who are categorised as "All Rights Exhausted" (ARE) and "naturalised" in relation to the 2011-12 financial year.

The UKBA will fund the costs of an individual for up to three months after the ARE process, but the LA remains responsible for costs under the Leaving Care Act until the point of removal. The UKBA are working on speeding up the ARE and removal process. In addition, the service also has a duty of care under the Leaving Care Act to support those young people who have undergone the naturalisation process but are not eligible for benefits due to delays in being identified by the benefit system or when undertaking education courses. Following a review of the UKBA's client matching for the second quarter, we are currently forecasting to have 96 FTE ARE, with a net cost of £975k. In addition, we also forecasting 24 FTE other non-criteria cases, primarily 'naturalised', at a cost of £270k.

The service is working towards bringing the average weekly cost of care leavers in line with the UKBA funded rates of £150 per week per client by the beginning of 2011-12. In order to achieve this, rent costs must be no more than £100 per week and positive discussions have taken place with accommodation providers to relocate clients to more affordable housing in the later part of the year, along with the greater use of housing benefit. However a series of one-off costs has been incurred as a result of the relocation and closing of more expensive placements which have led to average weekly costs for the first 9 months of 2010-11 of £227.96 per week (see section 2.8). Additional funding was made available as part of the MTP in 2010-11 to help fund the difference between the current average cost and the funded rate. However, this funding will be taken back as a saving in the 2011-13 MTFP, therefore it is imperative the unit cost of £150 per week is reached by 1 April 2011. It should be noted that whilst the average weekly cost for the year is £227.96, the average cost for January alone is £200. Whilst this remains significantly above the target of £150, there are indications that this target is achievable. The last two of our main providers, which represent 20% of our housing stock, are due to move to reduced rent during March. In addition, the one-off costs account for £19 of the weekly cost and arise only as a result of the increased relocation of young people to more affordable housing.

The balance of the pressure is due to the final settlement for 2008-09 and 2009-10 being received from the UKBA, which was significantly less than we had forecast at the end of 2009-10, therefore increasing our funding shortfall by £1,305k and a detailed explanation of this was provided in the

November exception report. This is a slight increase on the forecast included in the November exception report as the final settlement for 2009-10 is still subject to some minor adjustments due to the recalibration of previous year's client eligibility. Following the Leaders letter to the UKBA, the Leader met with Damien Green, Immigration Minister, at which the UKBA made an informal offer. This offer is still being discussed and an update will be given in a future exception report.

#### 1.1.3.10 SEN & Resources (gross and income)

This service is forecasting additional income from other local authorities for their pupils in our special schools of -£487k. As this budget is funded from DSG, this underspend is transferred into the DSG reserve at the end of the year in accordance with regulations.

#### 1.1.3.11 SEN Transport (gross)

An estimated underspend of -£2,203k is forecast for this budget. In the last quarters report we reported an underspend of £1,200k due to the full year effect of successful contract renegotiations in the previous years, coupled with ongoing contract reviews. The underspend has increased due partly to the impact of the snow at the end of 2010 (£500k) and also the successful renegotiations of contracts that took place in the summer of 2010, which included revised transport arrangements for some children and it is only when these arrangements have been operational for a while and are proven to be successful, that a saving can be confirmed. The number of children requiring SEN transport remains high, however it is below the budgeted level due to additional funding made available as part of the 2010-13 MTP (see section 2.1), which also contributes to the underspend. The number of pupils is just one variable contributing to total cost of transport with other factors such as distance travelled, type of travel etc impacting on the forecast.

#### 1.1.3.12 Attendance and Behaviour (gross and income)

This service is forecasting a gross and income variance due to additional spend on projects run by Kent Safe Schools, matched by additional income of £125k and additional costs associated with an increase in places at pupil referral units, matched by internal income of £71k. There are a number of minor gross overspends and income underspends, mainly on pupil referral units and alternative curriculum pupil referral units totalling £97k.

#### 1.1.3.13 Educational Psychology (gross)

The Educational Psychology service is forecasting a gross underspend of -£217k due mainly to staff vacancies.

#### 1.1.3.14 Preventative Service Managers (gross and income)

Preventative Service Managers are forecasting a gross pressure of £269k and additional income of £368k. The gross pressure is due to: +£105k on places for 2 year olds, which is offset by an internal reallocation of Sure Start grant income for 2 years olds; an increase in nursery costs of £65k offset by income from parents, and additional expenditure of £76k on staff offset by income from other local authorities for staff costs. In addition, there are increased costs in Childrens Centres offset by income of £119k. There is also a gross underspend of £99k due to a reduction in work commissioned by Preventative Services Managers during the CFE restructure.

#### 1.1.3.15 Commissioning (gross)

This service is forecasting a gross underspend of -£171k due mainly to staff vacancies of -£221k and an underspend on the Positive Activities for Young People budget of £91k. There is however a pressure on legal costs of +£130k associated with schools converting to academies. There are minor other overspends of £11k.

#### 1.1.3.16 Safeguarding (gross)

This service is forecasting a gross underspend of -£243k due to delays in staff recruitment.

#### 1.1.3.17 Strategic, Planning, Partnerships & Democratic Services (gross)

This budget is forecasting a gross underspend of -£436k. The National Foundation of Educational Research (NFER) survey is no longer due to take place in 2010-11 resulting in a forecast underspend of -£160k. The survey seeks the views of children on a range of subjects and the Directorate was hoping to use the 'Tellus' survey in the future, however this has recently been scrapped, and alternative options are now being considered. There are also staff vacancies of £97k and an underspend on the childrens trust development budget of £135k. Other minor variances comprise -£44k.

#### 1.1.3.18 Personnel and Development (gross)

The unit is forecasting a gross underspend of -£1,532k of which -£544k relates to CRB checks. In 2010-11 additional funding was made available as part of the MTP for the Independent Safeguarding Authority (ISA) scheme and three yearly CRB checks, however, following the announcement by the Government, this has been put on hold indefinitely and may be scrapped. Existing procedures for CRB checks, which are currently only done as part of the appointment process, will continue until a new scheme has been agreed. There is also an underspend of £70k on Road Crossing patrols and £94k on the training budget. The directorate has also taken management action to balance the Childrens, Families and Education portfolio by re-badging £775k of eligible expenditure to the DSG. There are other minor underspends of £49k

#### 1.1.3.19 Finance (gross)

The awards service, which has transferred to the Finance unit as part of the restructure, is forecasting a gross pressure of +£228k which is mainly due to a pressure on staffing of +£182k and home to college transport of +£90k. The assessment and processing of the student loans applications has been centralised and this is the final year of a three year transfer of this service to the Student Loans Company. The number of staff has reduced over this period however a staffing pressure has arisen whilst the handover is finalised and the unit is closed. This is a one-off pressure and will disappear in 2011-12.

#### 1.1.3.20 Capital and Infrastructure (gross and income)

Following the CFE restructure, this unit replaces previous reporting lines of Capital Strategy Unit, Client Services, Facilities Management and Health and Safety. Although the gross and income variances are small (+£42k and -£45k respectively), there are some larger offsetting pressures and savings within this, mainly: a gross pressure of +£222k resulting from feasibility costs of abortive capital projects which is largely offset by an underspend on revenue maintenance costs of -£141k. There is a gross underspend on the facilities and accommodation budgets of -£133k and an increase in internal income of -£88k for support staff recharged to other units. There is also increased spend on the milk subsidy budget of +£100k which is offset by an increase in income. Also, in 2009-10, the Client Services unit was expected, as part of the MTP, to implement full-cost recovery in relation to contract management of the cleaning and refuse collection contracts with schools. However, whilst they have made significant strides to achieve this, the service is struggling to achieve the necessary income to cover the costs of the contract team resulting in a forecast +£129k under-recovery of income.

#### 1.1.3.21 Mainstream Home to School Transport (gross)

The budget is forecasting a gross underspend of -£2,355k which is an increase since the last report of £1.3m. The number of children requiring transport continues to be below budgeted level (see 2.1) and we now have confirmation of autumn term pupil numbers, which show consistently lower levels of pupils require transport for the 2010-11 academic year (the previous underspend figure was reported before this information was confirmed). There is a full year effect of successful contract renegotiations in 2009-10 and in addition the renegotiation of the Stagecoach contract was concluded in mid January which included a change in the method of ticket purchase.

### Other Issues

#### 1.1.3.22 Payments to PVI providers for the free Entitlement for three and four year olds

The latest forecast suggests an underspend of around -£2.4 million on payments to PVI providers for 3 and 4 year olds. This underspend is in addition to the £1.5 million cash limit removed from this service earlier in the financial year to help fund the in year government grant reductions (as reported to Cabinet in July). The number of hours provided has increased by 17.8% over the same two terms last year as per Section 2.2 due to one more week in the summer term than last year, a significant increase (3.5%) in the number of children, and an increase in the average number of hours taken up mainly due to the introduction of extension of the free entitlement to 15 hours per week in pilot areas. The forecast assumes this trend will continue in the spring term. In addition, the extension of the free entitlement to 15 hours per week was rolled out across the County in September 2010 and there has been a similar level of take up as in the pilot area. As this budget is funded entirely from DSG and standards fund, this underspend is transferred into the DSG reserve at the end of the year in accordance with regulations.

1.1.3.23 **Delegated Schools Budgets**

Following the Secretary of State's announcement that outstanding schools could convert to academy status and the passing of the Academies Act 2010, the latest position is as follows. Eighteen schools have converted since the beginning of September 2010 with another 4 due to convert in March. In addition to this, 5 schools converted to 'old style' academies from 1<sup>st</sup> September.

The forecast £5.634m drawdown of schools reserves shown in tables 1 and 2 includes the estimated reduction in reserves of £4.634m resulting from these 27 schools converting to academies. Also, as reported in the November exception report, the first budget monitoring returns from schools detailing their six monthly forecasts were received during October, and they are showing that school reserves will reduce be approximately £1,000k during the 2010-11 financial year.

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

(shading denotes that a pressure has an offsetting saving, which is directly related, or vice versa)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
CFE	Schools Delegated Budget: estimated drawdown of schools reserves due to 27 schools converting to academies	+4,634	CFE	Mainstream Home to School Transport: fewer children than budgeted level, contract renegotiation	-2,355
CFE	Fostering Service (gross): Continual high demand for Independent fostering allowances	+2,168	CFE	SEN Transport (gross): fewer than budgeted children travelling, contract renegotiation and snow	-2,203
CFE	Residential Care (gross): high demand for independent sector residential care placements	+1,745	CFE	14-19 Entitlement (gross): re-badge of eligible expenditure to DSG	-1,250
CFE	Fostering Service (gross): high demand for in-house foster care	+1,418	CFE	Personnel (gross): re-badge of eligible expenditure to DSG	-775
CFE	Asylum Service (gross): shortfall relating to prior years final settlement	+1,305	CFE	Personnel and Development (gross): Independent Safeguarding Authority scheme & 3 yearly CRB checks put on hold indefinitely	-544
CFE	Asylum Service (gross): Providing support for young people categorised as "all rights exhausted" & naturalised	+1,245	CFE	SEN (income): additional income from Other local authorities for recoupment	-487
CFE	Schools Delegated Budget: estimated drawdown of schools reserves	+1,000	CFE	Assessment & Related (gross): high levels of staff vacancies due to difficulty in recruitment	-471
CFE	16+ Service (gross): high demand for residential care placements	+728	CFE	Fostering Service (gross): Delays in the implementation of the county wide therapeutic service	-350
CFE	16+ Service (gross): high demand for Section 24/leaving care services	+632	CFE	16+ Service (gross): fewer placements in independent fostering	-296
CFE	Childrens Support Service (gross): Rise in costs due to change in care proceedings and high demand for children social services legal budget	+538	CFE	Residential Care (gross): fewer placements in secure accommodation	-289
CFE	SEN (gross): transfer of surplus recoupment income to schools DSG reserve	+487	CFE	Safeguarding (gross): staff vacancies	-243
CFE	Capital and Infrastructure (gross): feasibility costs of abortive projects	+222	CFE	Residential Care (income): additional income for new placements	-242
CFE	Other Preventative Services (gross): high demand for s17 payments	+211	CFE	Commissioning (gross): staff vacancies	-221

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
CFE	Other Preventative Services (gross): high demand for daycare services for children with a disability	+206	CFE	Educational Psychology (gross): staff vacancies	-217
CFE	Assessment & Related (gross): occupational therapy	+197	CFE	Fostering Service (gross): Staff vacancies	-197
CFE	Finance (gross): staffing pressure whilst finalising the handover of work to the Student Loan Company	+182	CFE	Assessment & Related: income from CWDC for Improvement Plan	-180
CFE	Other Preventative Services (gross): high demand for direct payments	+168	CFE	Strategic, Planning, Partnerships and Democratic Services (gross): National Foundation of Educational Research survey will not take place in 2010-11	-160
CFE	Assessment & Related: costs of Safeguarding Improvement Plan	+164	CFE	Standards & School Improvement (gross): T2010 targets for Healthy Eating & Parent Support achieved in 2009-10	-155
CFE	16+ Service (gross): high demand for in-house fostering placements	+140	CFE	Capital and Infrastructure (gross): revenue maintenance	-141
CFE	Commissioning (gross): legal costs associated with schools converting to academies	+130	CFE	Strategic, Planning, Partnerships and Democratic Services (gross): childrens trust development	-135
CFE	Capital and Infrastructure (income): under-recovery of income relating to the cleaning and refuse collection contract	+129	CFE	Capital and Infrastructure (gross): facilitates management and accommodation	-133
CFE	Attendance & Behaviour (income): Kent Safe Schools	+125	CFE	Attendance & Behaviour (gross): Kent Safe Schools	-125
CFE	Preventative Service Managers (gross): Childrens Centres	+119	CFE	Other Preventative Services (gross): district projects	-124
CFE	Preventative Service Managers (gross): pressure for provision of 2 year old places at Children's Centres & Nurseries	+105	CFE	Preventative Service Managers (gross): Childrens Centres	-119
CFE	Capital and Infrastructure (gross): milk subsidy	+100	CFE	Preventative Service Managers (income): additional internal income for provision of 2 year old places	-105
			CFE	Children's Support Services (gross): underspend on social care professional training due to staff vacancies & use of external income to fund training programmes	-102
			CFE	Capital and Infrastructure (gross): milk subsidy	-100
		<b>+18,098</b>			<b>-11,719</b>

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

The moratorium on non-essential spend is expected to achieve a saving of approximately £200k.

### 1.1.5 Implications for MTFP:

All current year pressures have been fully addressed in the 2011-2013 MTFP, excluding Asylum. Funding was made available for the Asylum Service as part of the MTP in 2010-11 to help fund the difference between the current average cost and the funded rate for 18+ Care Leavers. However, this funding is being taken back as a saving in the 2011-13 MTFP, therefore it is imperative the unit cost of £150 per week is reached by 1 April 2011. The service is confident that they will be able to achieve this by the start of 2011-12. However a pressure is expected to continue on the service for those young people who are not covered by the existing grant rules, including the first 25 care leavers and those categorised as either "All Rights Exhausted" and naturalised, but we will continue to lobby government regarding the funding of this.

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

N/A

### 1.1.7 Details of proposals for residual variance:

The Directorate is forecasting an overall pressure of £5,434k of which, +£5,634k will be met by a drawdown from school reserves following the anticipated transfer of 27 schools to academy status of £4,634k and a further £1,000k drawdown for remaining Kent schools. There is a resulting underspend of -£200k due to the savings from the moratorium on non essential spend.

## 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 in the 2011-14 MTFP as agreed by county council on 17 February 2011, any further adjustments are detailed in section 4.1.

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

	Previous Years £'000s	2010-11 £'000s	2011-12 £'000s	2012-13 £'000s	Future Years £'000s	TOTAL £'000s
<b>Children, Families &amp; Education</b>						
Budget	335,941	176,699	160,834	154,865	163,127	991,466
Adjustments:						0
- December re-phasing		-1,127	-794	333		-1,588
Revised Budget	335,941	175,572	160,040	155,198	163,127	989,878
Variance		-8,325	+9,242	-750	0	+167
<b>split:</b>						
- real variance		+3	+164	0	0	+167
- re-phasing		-8,328	+9,078	-750	0	0
<b>Devolved Capital to Schools</b>						
Budget	2,049	47,290	13,911	13,911	7,822	84,983
Adjustments:						0
						0
Revised Budget	2,049	47,290	13,911	13,911	7,822	84,983
Variance		0	0	0	0	0
<b>split:</b>						
- real variance		0	0	0	0	0
- re-phasing		0	0	0	0	0
<b>Directorate Total</b>						
Revised Budget	337,990	222,862	173,951	169,109	170,949	1,074,861
Variance	0	-8,325	9,242	-750	0	167
<b>Real Variance</b>	<b>0</b>	<b>3</b>	<b>164</b>	<b>0</b>	<b>0</b>	<b>167</b>
<b>Re-phasing</b>	<b>0</b>	<b>-8,328</b>	<b>9,078</b>	<b>-750</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 2010-11 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>						
			<b>+0</b>	<b>+0</b>	<b>+0</b>	<b>+0</b>
<b>Underspends/Projects behind schedule</b>						
CFE	Sheppey Academy	phasing			-3190	
CFE	Spires Academy	phasing			-3058	
CFE	Transforming Short Breaks	phasing		-581		
CFE	Early Years/Childrens Centres	phasing		-507		
CFE	Unit Review	phasing			-382	
			<b>0</b>	<b>-1,088</b>	<b>-6,630</b>	<b>-0</b>
				<b>-1,088</b>	<b>-6,630</b>	<b>-0</b>

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

##### 1.2.4.1 Sheppey Academy – re-phasing of -£3.190m

The Isle of Sheppey Academy is part of the BSF programme and is the only scheme to have been given the approval to proceed (at this point in time) as part of Wave 4. The scheme is to replace 5 schools with new build schools across two sites.

The programme has re-phased by £3.190m which represents 6.12% of the total value of the programme.

The programme has re-phased due to planning approval problems which has delayed financial close. This is expected to be achieved in March 2011.

Revised phasing of the scheme is now as follows:

	Prior Years	2010-11	2011-12	2012-13	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget	956	5,690	38,307	4,625	0	49,578
Forecast	956	2,500	41,497	4,625	0	49,578
<b>Variance</b>	<b>0</b>	<b>-3,190</b>	<b>+3,190</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUNDING</b>						
<b>Budget:</b>						
Grant - DFE	551	4,690	38,307	2,295	0	45,843
Ex Develop Conts	5	0	0	0	0	5
PEF 2	400	1,000	0	0	0	1,400
Supported Borrowing	0	0	0	2,330	0	2,330
<b>TOTAL</b>	<b>956</b>	<b>5,690</b>	<b>38,307</b>	<b>4,625</b>	<b>0</b>	<b>49,578</b>
<b>Forecast:</b>						
Grant - DFE	551	1,500	41,497	2,295	0	45,843
Ex Develop Conts	5	0	0	0	0	5
PEF 2	400	1,000	0	0	0	1,400
Supported Borrowing	0	0	0	2,330	0	2,330
<b>TOTAL</b>	<b>956</b>	<b>2,500</b>	<b>41,497</b>	<b>4,625</b>	<b>0</b>	<b>49,578</b>
<b>Variance</b>	<b>0</b>	<b>-3,190</b>	<b>+3,190</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 1.2.4.2 Spires Academy – re-phasing of -£3.058m

The Spires Academy is part of the Batch 1 Academies being built by Carillion under the Government's Academy's framework. The Spires Academy is a 100% new build scheme on a green field site in Canterbury.

The programme has re-phased by £3.058 million which represents 22.17% of the total value of the programme.

The programme has been delayed as a result of planning objections causing an impact on the planning decision and financial close. Financial close is expected during March 2011.

Revised phasing of the scheme is now as follows:

	Prior Years	2010-11	2011-12	2012-13	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget	524	4,058	9,212	0	0	13,794
Forecast	524	1,000	12,270	0	0	13,794
<b>Variance</b>	<b>0</b>	<b>-3,058</b>	<b>+3,058</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUNDING</b>						
<b>Budget:</b>						
Grant - DFE	524	3,534	8,236	0	0	12,294
PEF 2	0	524	976	0	0	1,500
<b>TOTAL</b>	<b>524</b>	<b>4,058</b>	<b>9,212</b>	<b>0</b>	<b>0</b>	<b>13,794</b>
<b>Forecast:</b>						
Grant - DFE	524	476	11,294	0	0	12,294
PEF 2	0	524	976	0	0	1,500
<b>TOTAL</b>	<b>524</b>	<b>1,000</b>	<b>12,270</b>	<b>0</b>	<b>0</b>	<b>13,794</b>
<b>Variance</b>	<b>0</b>	<b>-3,058</b>	<b>+3,058</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

There is a real variance of +£0.167m (+£0.003m in 2010-11 and +£0.164m in 2011-12) which is detailed as follows:

**Self Funded Projects +£0.104m** (+£0.104m in 2011-12): The project at Quarryfields is increasing by £0.104m in 2011-12 which is to be met from revenue.

**Children's Centres and Early Years +£0.040m** (all in 2010-11: Additional works at the Priory Children's Centre have been undertaken which are to be funded by a contribution from Thanet District council.

Overall this leaves a residual balance of +£0.023m on a number of more minor projects which are to be met from developer contributions.

### 1.2.6 General Overview of capital programme:

#### (a) Risks

As our programme is now based on the allocations received following the CSR the scale of risks has dropped considerably but it only provides certainty for the 2011-12 year. Future years are dependent upon government announcements later this year which will, we believe, follow publication of the James Review.

#### (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 and addressed wherever possible.

Following the BSF & Academies Programme announcement we have taken action to reduce our financial exposure as far as is possible.

### 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 assets are ready for use and this is by way of an annual unitary charge to the revenue budget.

	Previous years	2010-11	2011-12	2012-13	Total
	£'000s	£'000s	£'000s	£'000s	£'000s
<b>Budget</b>	64,806	4,801	0	0	69,607
<b>Actual / Forecast</b>	64,806	4,801	0	0	69,607
<b>Variance</b>	0	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 establishment of the first Local Education Partnership (Kent LEP1 Ltd), including the PFI Agreement for the construction of the three PFI schools, were signed on 24<sup>th</sup> October 2008. The three PFI schools were completed & handed over at the end of July 2010, as scheduled. Work has continued on the external areas including the demolition of the old buildings. A substantial amount of asbestos has been found below ground level during the demolition.

(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 Contractor has submitted compensation claims in relation to the asbestos that has been found at the PFI schools. The amount of the compensation claims have yet to be finalised but will, where they relate to asbestos that was not identified as part of the Type 2 surveys, be the responsibility of the Authority. Any payments will either be treated as 'one-off' capital payments or, if the LEP are in agreement, be added to the unitary charge over the remaining life of the contract.

- **Building Schools for the Future (future waves 4, 5 and 6)**

Although the table below indicates £179.1m of expenditure, this investment in the BSF future waves is currently on hold following the Government's recent announcements. Waves 4, 5 & 6 in Kent are currently '**stopped**', although Wave 4 remains subject to representations made by the Council.

	2010-11	2011-12	Future Years	Total
	£'000s	£'000s	£'000s	£'000s
<b>Budget</b>	18,000	66,000	95,100	179,100
<b>Actual / Forecast</b>	18,000	66,000	95,100	179,100
<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)**

At the present time there is no funding allocated for the future BSF waves. Any future expenditure is dependant on the outcome of representations made to the Government and the comprehensive spending review.

(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 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.

### 1.2.8 Project Re- Phasing

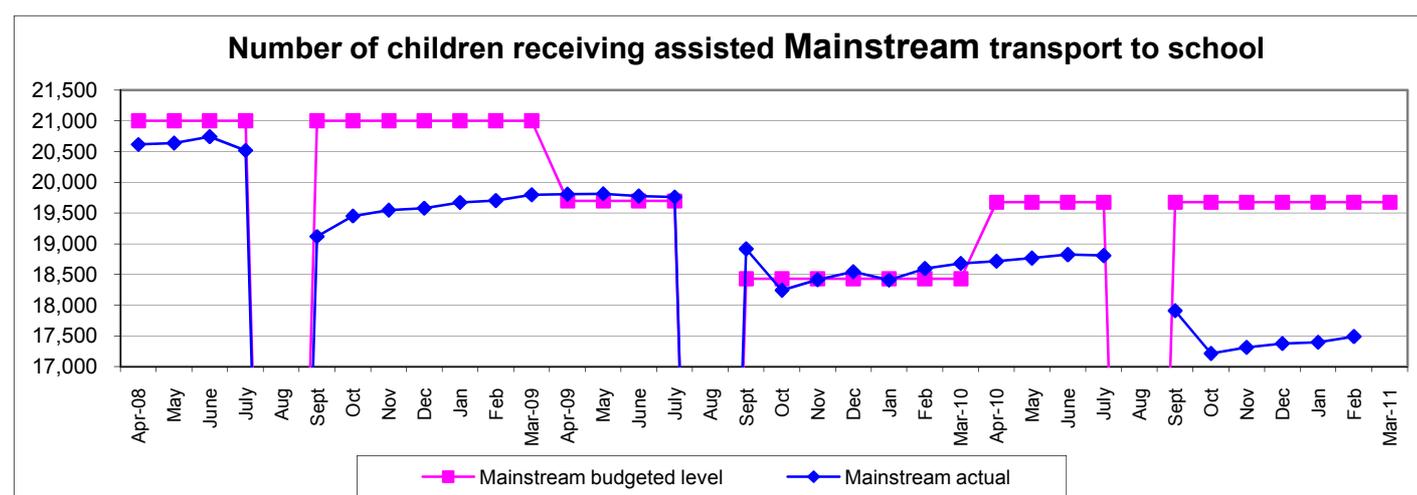
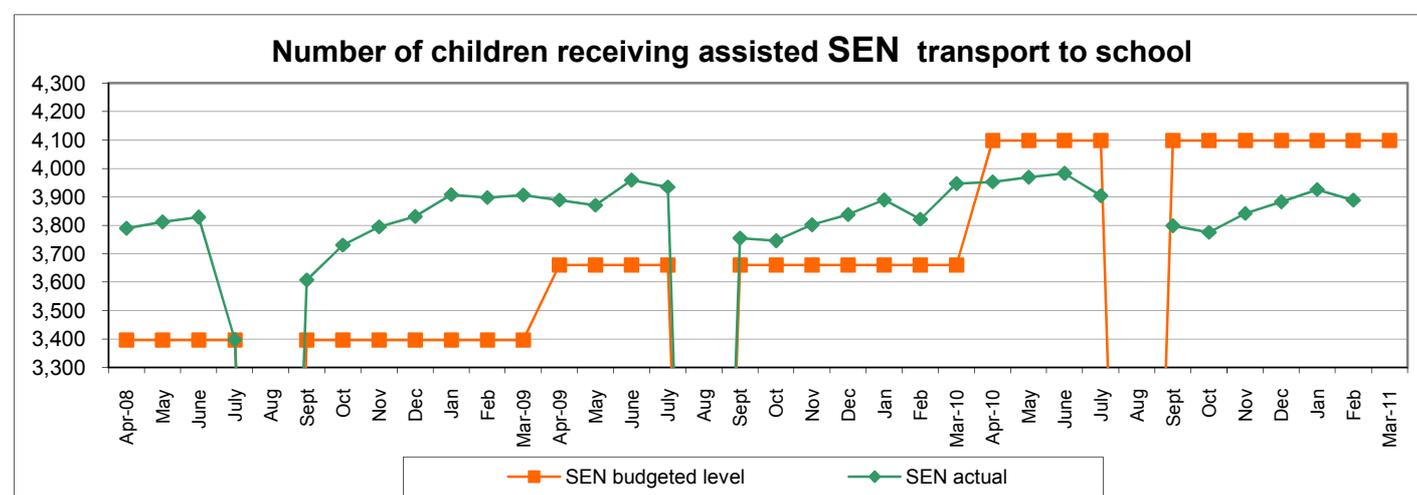
Cash limits are changed for projects that have re-phased by greater than £0.100m to reduce the reporting requirements during the year. Any subsequent re-phasing greater than £0.100m will be reported and the full extent of the rephasing will be shown. The proposed re-phasing is detailed in the table below.

	2010-11	2011-12	2012-13	Future Years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s
<b>Basic Needs - Repton Park Primary School</b>					
Amended total cash limits	+185	+2,503	+1,212	0	+3,900
re-phasing	-10	+227	-217		0
<b>Revised project phasing</b>	<b>+175</b>	<b>+2,730</b>	<b>+995</b>	<b>0</b>	<b>+3,900</b>
<b>Modernisation Programme - Maidstone Grammar Girls</b>					
Amended total cash limits	+790	+2,000	+500	0	+3,290
re-phasing	-197	+695	-498		0
<b>Revised project phasing</b>	<b>+593</b>	<b>+2,695</b>	<b>+2</b>	<b>0</b>	<b>+3,290</b>
<b>Children's Centres Phase 1, 3 3 &amp; Early Years</b>					
Amended total cash limits	+16,343	+2,460	0	0	+18,803
re-phasing	-507	+507			0
<b>Revised project phasing</b>	<b>+15,836</b>	<b>+2,967</b>	<b>0</b>	<b>0</b>	<b>+18,803</b>
<b>Transforming Short Breaks for Families with Disabled Children</b>					
Amended total cash limits	+2,667	+2,591	0	0	+5,258
re-phasing	-581	+581			0
<b>Revised project phasing</b>	<b>+2,086</b>	<b>+3,172</b>	<b>0</b>	<b>0</b>	<b>+5,258</b>
<b>Primary Capital Programme - Approval to Plan</b>					
Amended total cash limits	+328	+2,460	+4,144	+36	+6,968
re-phasing	+101	-101			0
<b>Revised project phasing</b>	<b>+429</b>	<b>+2,359</b>	<b>+4,144</b>	<b>+36</b>	<b>+6,968</b>
<b>Sheppey Academy</b>					
Amended total cash limits	+5,690	+38,307	+4,625	0	+48,622
re-phasing	-3,190	+3,190			0
<b>Revised project phasing</b>	<b>+2,500</b>	<b>+41,497</b>	<b>+4,625</b>	<b>0</b>	<b>+48,622</b>
<b>Spires Academy</b>					
Amended total cash limits	+4,058	+9,212		0	+13,270
re-phasing	-3,058	+3,058			0
<b>Revised project phasing</b>	<b>+1,000</b>	<b>+12,270</b>	<b>0</b>	<b>0</b>	<b>+13,270</b>
<b>Unit Reviews</b>					
Amended total cash limits	+500	+1,500	+1,500	0	+3,500
re-phasing	-382	+382			0
<b>Revised project phasing</b>	<b>+118</b>	<b>+1,882</b>	<b>+1,500</b>	<b>0</b>	<b>+3,500</b>
<b>Total re-phasing &gt;£100k</b>	<b>-7,824</b>	<b>+8,539</b>	<b>-715</b>	<b>0</b>	<b>0</b>
<b>Other re-phased Projects below £100k</b>	<b>-504</b>	<b>+539</b>	<b>-35</b>		<b>0</b>
<b>TOTAL RE-PHASING</b>	<b>-8,328</b>	<b>+9,078</b>	<b>-750</b>	<b>0</b>	<b>0</b>

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

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

	2008-09				2009-10				2010-11			
	SEN		Mainstream		SEN		Mainstream		SEN		Mainstream	
	Budget level	actual										
April	3,396	3,790	21,000	20,618	3,660	3,889	19,700	19,805	4,098	3,953	19,679	18,711
May	3,396	3,812	21,000	20,635	3,660	3,871	19,700	19,813	4,098	3,969	19,679	18,763
June	3,396	3,829	21,000	20,741	3,660	3,959	19,700	19,773	4,098	3,983	19,679	18,821
July	3,396	3,398	21,000	20,516	3,660	3,935	19,700	19,761	4,098	3,904	19,679	18,804
Aug	0	0	0	0	0	0	0	0	0	0	0	0
Sept	3,396	3,607	21,000	19,118	3,660	3,755	18,425	18,914	4,098	3,799	19,679	17,906
Oct	3,396	3,731	21,000	19,450	3,660	3,746	18,425	18,239	4,098	3,776	19,679	17,211
Nov	3,396	3,795	21,000	19,548	3,660	3,802	18,425	18,410	4,098	3,842	19,679	17,309
Dec	3,396	3,831	21,000	19,579	3,660	3,838	18,425	18,540	4,098	3,883	19,679	17,373
Jan	3,396	3,908	21,000	19,670	3,660	3,890	18,425	18,407	4,098	3,926	19,679	17,396
Feb	3,396	3,898	21,000	19,701	3,660	3,822	18,425	18,591	4,098	3,889	19,679	17,485
Mar	3,396	3,907	21,000	19,797	3,660	3,947	18,425	18,674	4,098		19,679	

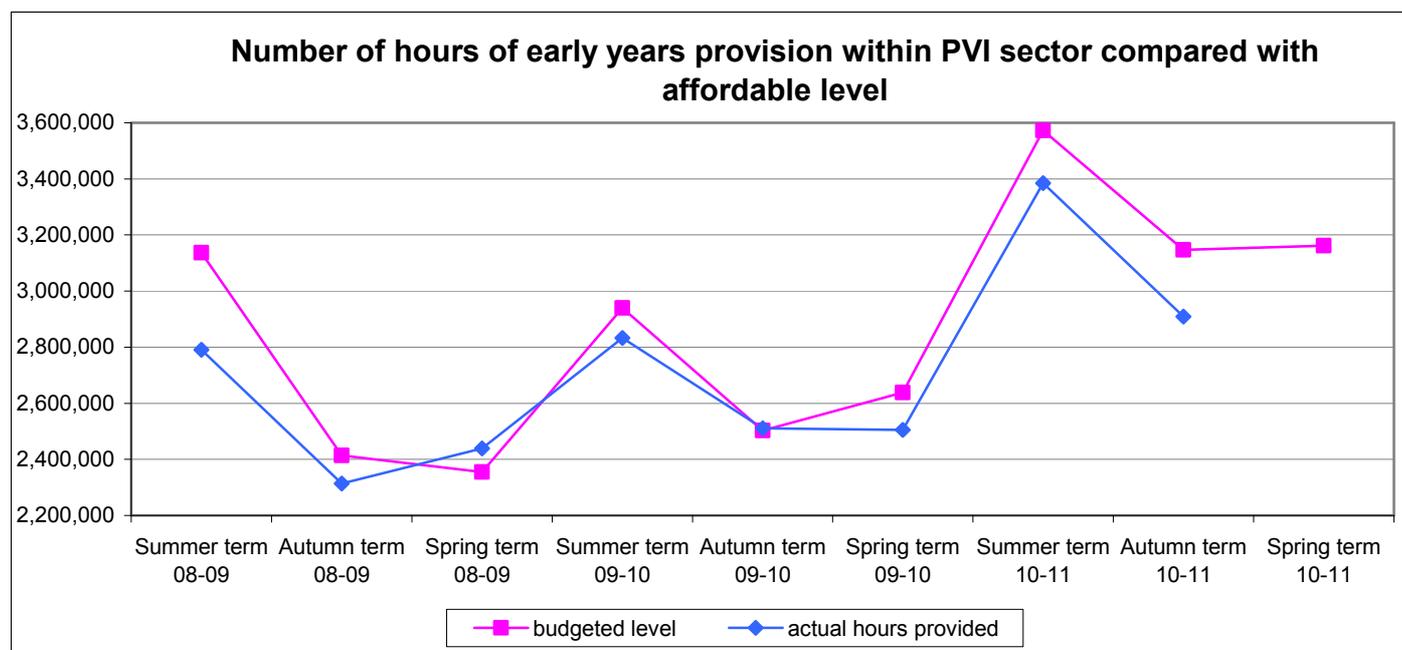


#### Comments:

- **SEN HTST** – The number of children travelling is lower than the budgeted level contributing to the underspend of -£2,203k reported in section 1.1.3.11.
- **Mainstream HTST** – The number of children travelling is lower than the budgeted level resulting in a corresponding underspend of -£2,260k (see section 1.1.3.21).

## 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:

	2008-09		2009-10		2010-11	
	Budgeted number of hours	Actual hours provided	Budgeted number of hours	Actual hours provided	Budgeted number of hours	Actual hours provided
Summer term	3,136,344	2,790,446	2,939,695	2,832,550	3,572,444	3,385,199
Autumn term	2,413,489	2,313,819	2,502,314	2,510,826	3,147,387	2,909,313
Spring term	2,354,750	2,438,957	2,637,646	2,504,512	3,161,965	
	<b>7,904,583</b>	<b>7,543,222</b>	<b>8,079,655</b>	<b>7,847,888</b>	<b>9,881,796</b>	<b>6,294,512</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 phased roll-out of the increase in the number of free entitlement hours from 12.5hrs to 15 hrs per week began from September 2009 and was rolled out across the County in September 2010. The increase in the number of hours has been factored into the budgeted number of hours for 2009-10 and 2010-11. This increase in hours is funded by a specific DFE Standards Fund grant.
- The current activity suggests an underspend of approximately £2.4m on this budget which has been mentioned in section 1.1.3.22 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:

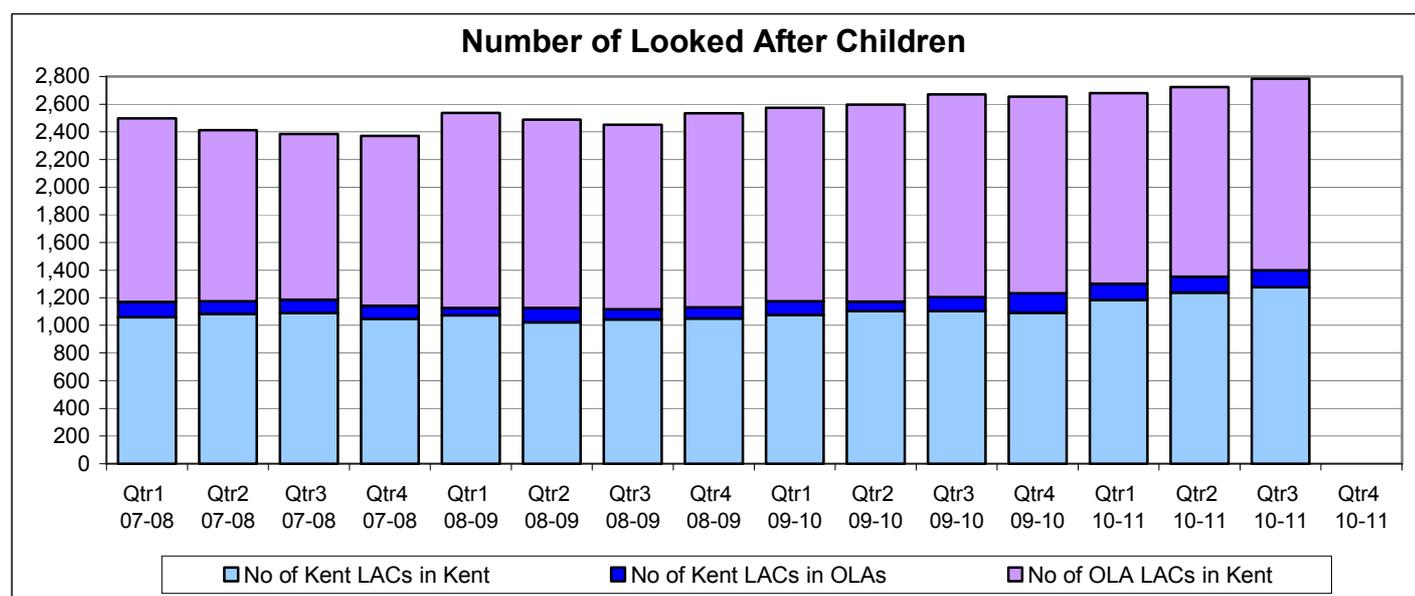
	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
	as at 31-3-06	as at 31-3-07	as at 31-3-08	as at 31-3-09	as at 31-3-10	Projection 31-3-11
Total number of schools	600	596	575	570	564	537
Total value of school revenue reserves	£70,657k	£74,376k	£79,360k	£63,184k	£51,753k	£46,119k
Number of deficit schools	9	15	15	13	23	18
Total value of deficits	£947k	£1,426k	£1,068k	£1,775k	£2,409k	£1,974k

## Comments:

- The information on deficit schools for 2010-11 has been obtained from the schools budget submissions. The LA receives updates from all schools through budget monitoring returns after 6 months, and 9 months as well as an outturn report at year end.
- KCC now 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.
- The number of schools is based on the assumption all 22 schools will convert to academies before the 31<sup>st</sup> March 2011 in line with the government’s decision to fast track outstanding schools to academy status. This is in addition to the 5 secondary schools which have already transferred to ‘old style’ academies during 2010-11.
- The estimated drawdown from schools reserves of £5,634k includes £4,634k which represents the estimated reduction in reserves resulting from 27 schools converting to academy status. In addition the first budget monitoring returns from schools detailing their six monthly forecasts were received during October and they show that school reserves will reduce by approximately £1,000k during the 2010-11 financial year. Schools have traditionally been cautious in their financial forecasting, however the new tighter balance control mechanism is now in operation for its second year and we believe that the overall level of school reserves have reached their optimum operational level. We are therefore not expecting reserves to change significantly this year.

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

	No of Kent LAC placed in Kent	No of Kent LAC placed in OLAs	TOTAL NO OF KENT LAC	No of OLA LAC placed in Kent	TOTAL No of LAC in Kent
<b>2007-08</b>					
Apr – Jun	1,060	112	<b>1,172</b>	1,325	<b>2,497</b>
Jul – Sep	1,084	91	<b>1,175</b>	1,236	<b>2,411</b>
Oct – Dec	1,090	97	<b>1,187</b>	1,197	<b>2,384</b>
Jan – Mar	1,047	97	<b>1,144</b>	1,226	<b>2,370</b>
<b>2008-09</b>					
Apr – Jun	1,075	52	<b>1,127</b>	1,408	<b>2,535</b>
Jul – Sep	1,022	105	<b>1,127</b>	1,360	<b>2,487</b>
Oct – Dec	1,042	77	<b>1,119</b>	1,331	<b>2,450</b>
Jan – Mar	1,048	84	<b>1,132</b>	1,402	<b>2,534</b>
<b>2009-10</b>					
Apr – Jun	1,076	100	<b>1,176</b>	1,399	<b>2,575</b>
Jul – Sep	1,104	70	<b>1,174</b>	1,423	<b>2,597</b>
Oct – Dec	1,104	102	<b>1,206</b>	1,465	<b>2,671</b>
Jan – Mar	1,094	139	<b>1,233</b>	1,421	<b>2,654</b>
<b>2010-11</b>					
Apr – Jun	1,184	119	<b>1,303</b>	1,377	<b>2,680</b>
Jul – Sep	1,237	116	<b>1,353</b>	1,372	<b>2,725</b>
Oct – Dec	1,277	123	<b>1,400</b>	1,383	<b>2,783</b>
Jan – Mar					

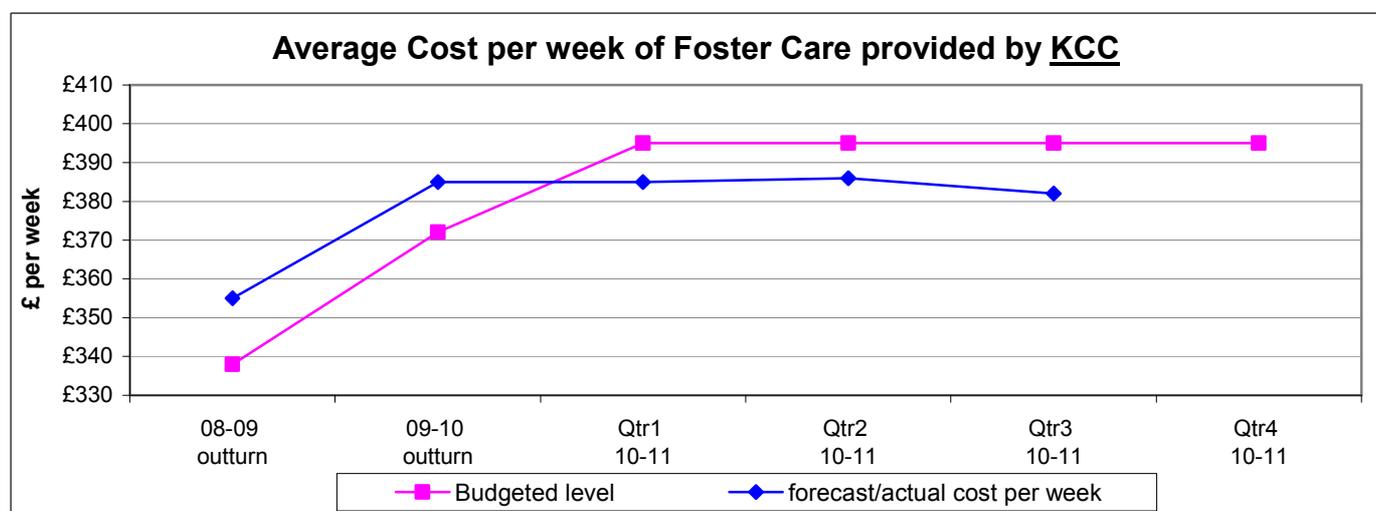
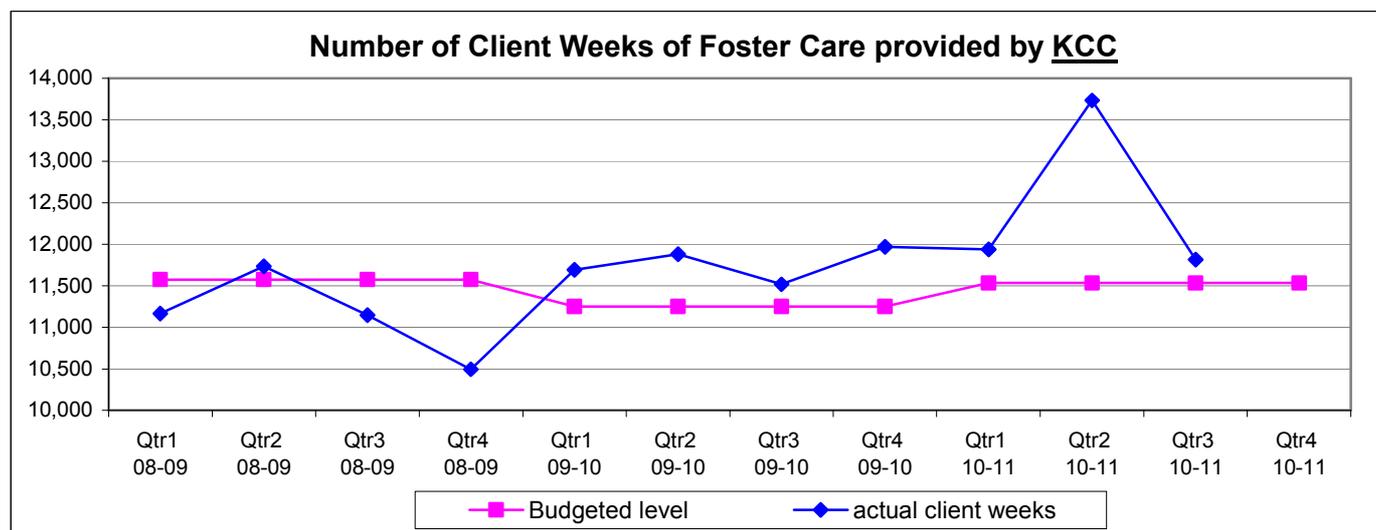


## Comments:

- 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.
- Please note, the number of looked after children for each quarter represents a snapshot of the number of children designated as looked after at the end of each quarter, it is not the total number of looked after children during the period. Therefore although the number of Kent looked after children has increased by 47 this quarter, there could have been more during the period.
- The increase in the number of looked after children is reflected in the additional pressure on fostering (see section 1.1.3.4).

## 2.5.1 Number of Client Weeks &amp; Average Cost per Client Week of Foster Care provided by KCC:

	2008-09				2009-10				2010-11			
	No of weeks		Average cost per client week		No of weeks		Average cost per client week		No of weeks		Average cost per client week	
	Budget Level	actual	Budget level	actual	Budget level	actual	Budget level	actual	Budget level	actual	Budget level	forecast
Apr - June	11,576	11,166			11,249	11,695			11,532	11,937	£395	£386
July - Sep	11,576	11,735			11,249	11,880			11,532	13,732	£395	£386
Oct - Dec	11,576	11,147			11,249	11,518			11,532	11,818	£395	£382
Jan - Mar	11,576	10,493			11,249	11,969			11,532		£395	
	<b>46,303</b>	<b>44,451</b>	<b>£338</b>	<b>£355</b>	<b>44,997</b>	<b>47,062</b>	<b>£372</b>	<b>£385</b>	<b>46,128</b>	<b>37,487</b>	<b>£395</b>	

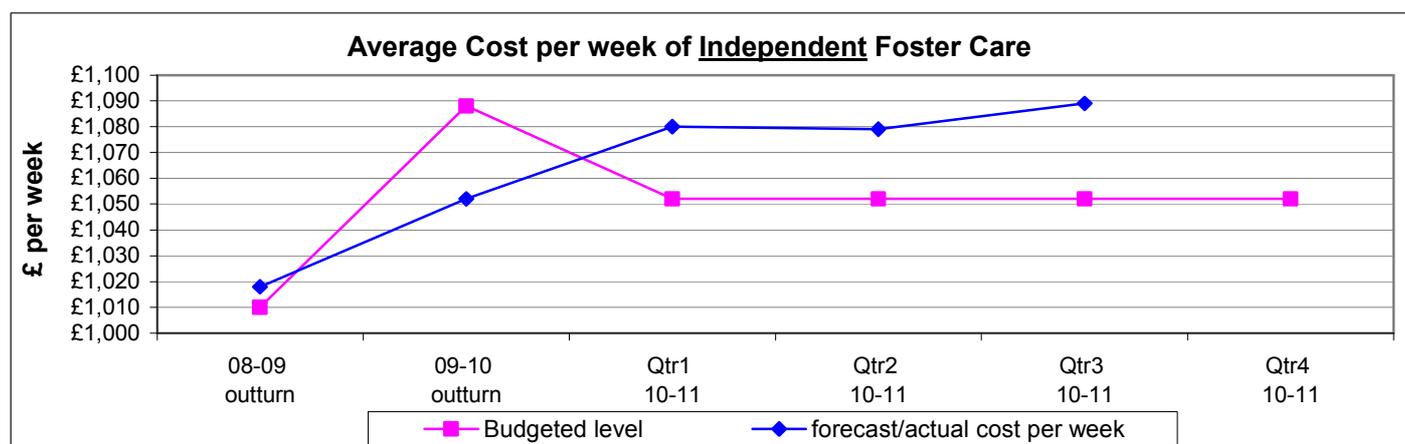
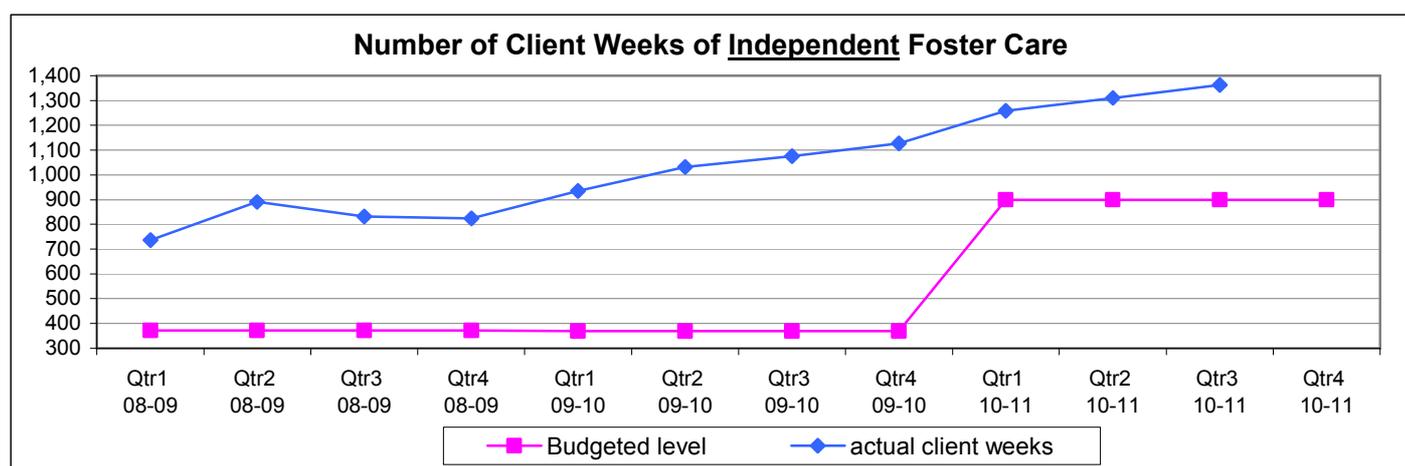


## Comments:

- 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 which may be subject to change.
- The forecast unit cost of £382 is £13 below the budgeted level and when multiplied by the budgeted number of weeks, gives a saving of -£599k. However, this is more than offset by the high demand for in-house foster placements in both the fostering service (under 16s and those with a disability) and the 16+ service, therefore resulting in a combined net pressure of £1,558k (see sections 1.1.3.4 and 1.1.3.6). Although this forecast appears high compared with actual year to date activity, the forecast number of client weeks takes into account all future placements identified by District managers.

## 2.5.2 Number of Client Weeks &amp; Average Cost per Client Week of Independent Foster Care:

	2008-09				2009-10				2010-11			
	No of weeks		Average cost per client week		No of weeks		Average cost per client week		No of weeks		Average cost per client week	
	Budget Level	actual	Budget level	actual	Budget level	actual	Budget level	actual	Budget level	actual	Budget level	forecast
Apr - June	372	737			369	935			900	1,257	£1,052	£1,080
July - Sep	372	890			369	1,032			900	1,310	£1,052	£1,079
Oct - Dec	372	831			369	1,075			900	1,363	£1,052	£1,089
Jan - Mar	372	823			369	1,126			900		£1,052	
	<b>1,488</b>	<b>3,281</b>	<b>£1,010</b>	<b>£1,018</b>	<b>1,476</b>	<b>4,168</b>	<b>£1,088</b>	<b>£1,052</b>	<b>3,600</b>	<b>3,930</b>	<b>£1,052</b>	

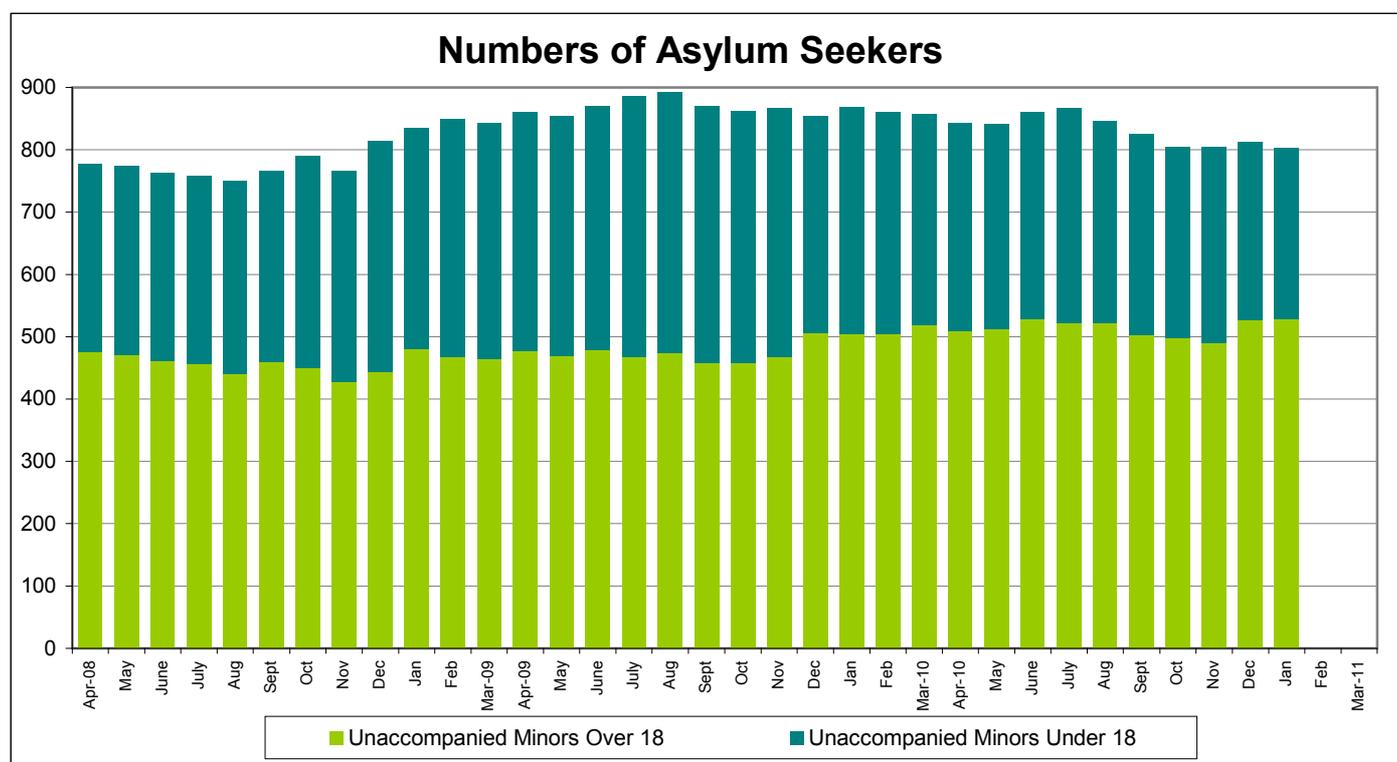


## Comments:

- 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 which may be subject to change.
- The budgeted levels for 2010-11 are below the 2009-10 activity because although significant funding was made available as part of the MTP, this has been insufficient to cover the demands for this service. If current levels of activity continue throughout 2010-11, there will remain a pressure on the Independent Fostering budget of around £1,872k (see sections 1.1.3.3 and 1.1.3.5). Although this forecast appears slightly low compared with actual year to date activity, all placements are forecast on an individual basis as identified by District managers and a number of placements are due to end.
- The forecast unit cost of £1,089 is £37 above the budgeted level and when multiplied by the budgeted number of weeks, gives a pressure of £133k. This is included within the £1,872k pressure explained within sections 1.1.3.4 and 1.1.3.6.

## 2.6 Numbers of Unaccompanied Asylum Seeking Children (UASC):

	2008-09			2009-10			2010-11		
	Under 18	Over 18	Total Clients	Under 18	Over 18	Total Clients	Under 18	Over 18	Total Clients
April	302	475	777	383	477	860	333	509	842
May	304	471	775	384	469	853	329	512	841
June	301	462	763	391	479	870	331	529	860
July	302	457	759	418	468	886	345	521	866
August	310	441	751	419	474	893	324	521	845
September	306	459	765	411	459	870	323	502	825
October	340	449	789	403	458	861	307	497	804
November	339	428	767	400	467	867	315	489	804
December	370	443	813	347	507	854	285	527	812
January	354	480	834	364	504	868	274	529	803
February	382	467	849	355	504	859			
March	379	464	843	338	519	857			

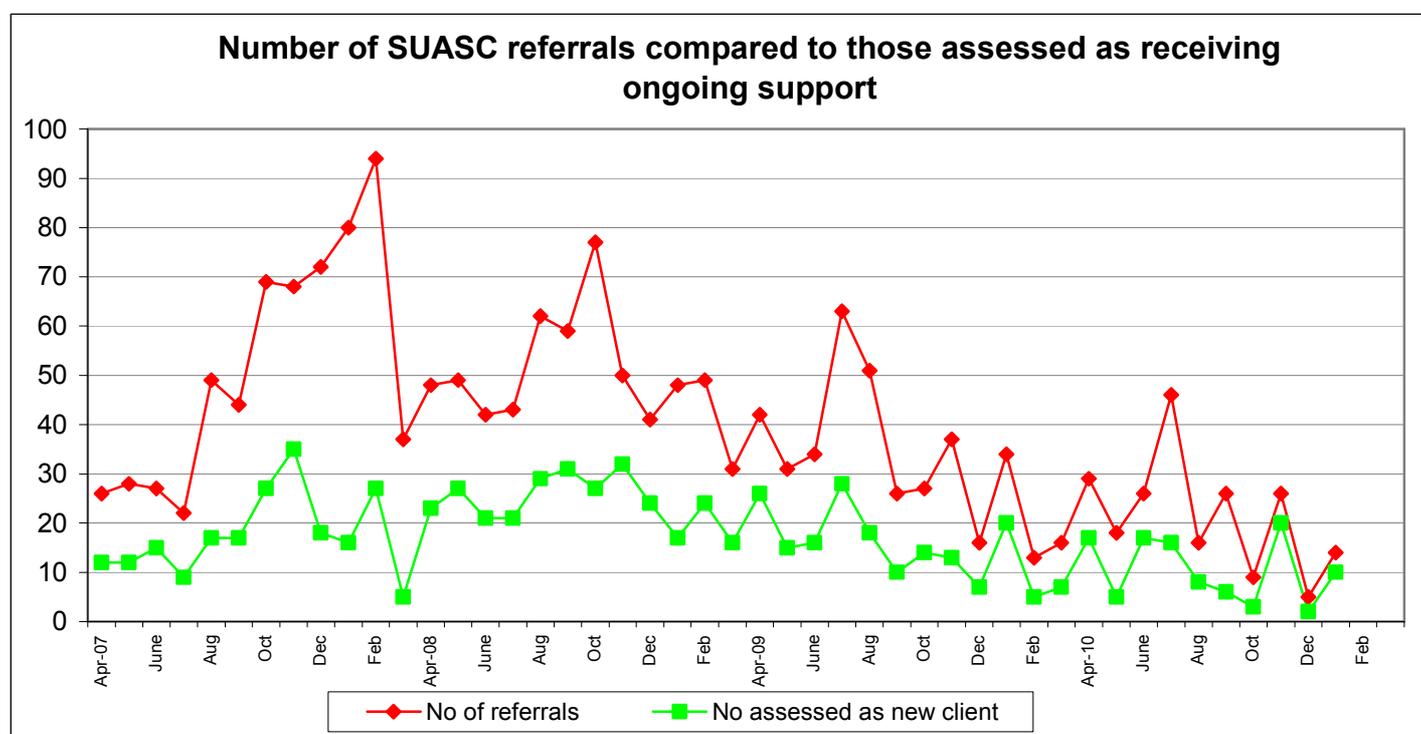


## Comment:

- Client numbers have continued to fall and for the past four months have been at or below the projected number, which for 2010-11 is an average of 812 clients per month.
- The age profile suggests the number of over 18s is increasing compared to the same period last year, and it is this service which is experiencing the shortfall of funding. In addition, the age profile of the under 18 children has reduced, with significantly higher numbers being placed in foster care.
- The data recorded above will include some referrals for which the assessments are not yet complete or are being challenged. These clients are initially recorded as having the Date of Birth that they claim but once their assessment has been completed, or when successfully appealed, their category may change.

2.7 **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:**

	2007-08			2008-09			2009-10			2010-11		
	No. of referrals	No. assessed as new client	%	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	26	12	46%	48	23	48%	42	26	62%	29	17	59%
May	28	12	43%	49	27	55%	31	15	48%	18	5	28%
June	27	15	56%	42	21	50%	34	16	47%	26	17	65%
July	22	9	41%	43	21	49%	63	28	44%	46	16	35%
August	49	17	35%	62	29	47%	51	18	35%	16	8	50%
Sept	44	17	39%	59	31	53%	26	10	38%	26	6	23%
Oct	69	27	39%	77	27	35%	27	14	52%	9	3	33%
Nov	68	35	51%	50	32	64%	37	13	35%	26	20	77%
Dec	72	18	25%	41	24	59%	16	7	44%	5	2	40%
Jan	80	16	20%	48	17	35%	34	20	59%	14	10	71%
Feb	94	27	29%	49	24	49%	13	5	38%			
March	37	5	14%	31	16	52%	16	7	44%			
	<b>616</b>	<b>210</b>	<b>34%</b>	<b>599</b>	<b>292</b>	<b>49%</b>	<b>390</b>	<b>179</b>	<b>46%</b>	<b>215</b>	<b>104</b>	<b>48%</b>

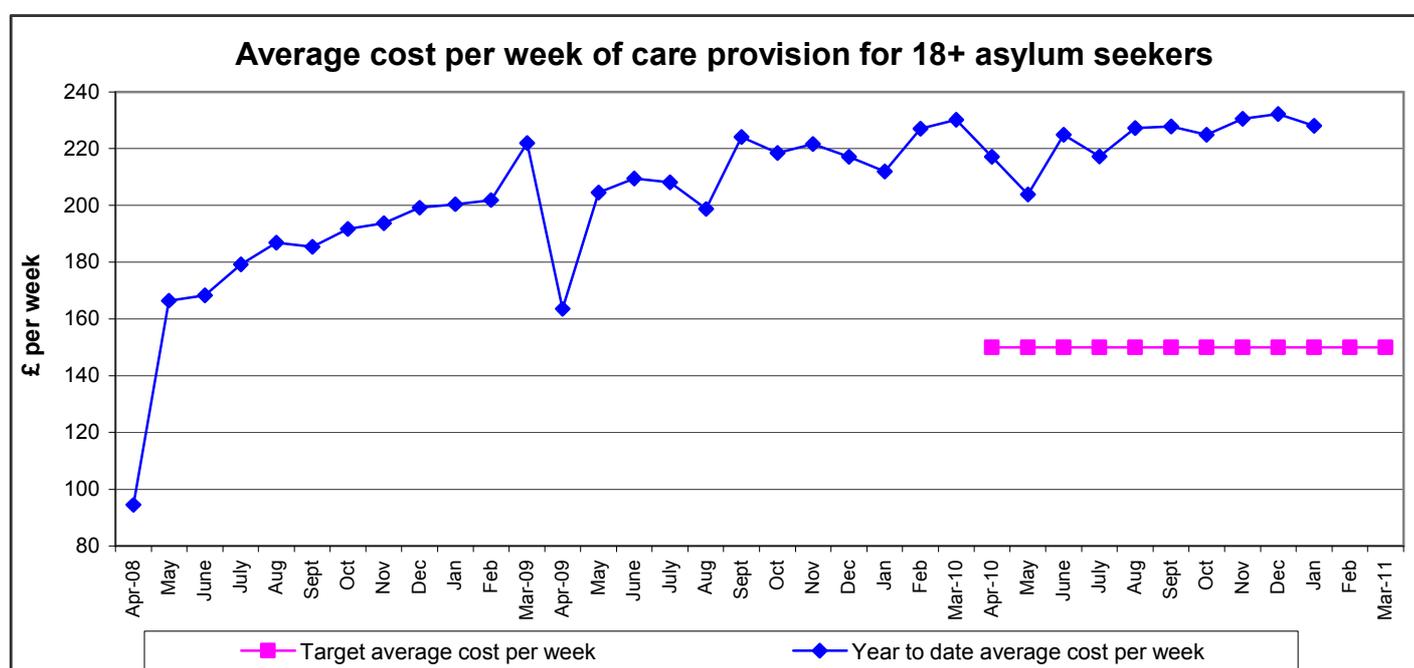


**Comments:**

- The number of referrals has tended to be lower since September 2009 which coincides with the French Government's action to clear asylum seeker camps around Calais and in October 2010 and again in December 2010, was the lowest for over three years. Although the first 6 months of 2010-11 saw the number of referrals rise to an average close to the budgeted number of 30 referrals per month, the numbers have tended to fall from October onwards with the exception of November. The average number of referrals per month is now 21.5.
- The number of referrals has a knock on effect on the number assessed as new clients. The budgeted level is based on the assumption 50% of the referrals will be assessed as a new client. The number assessed as new clients had been higher than the budgeted level of 15 new clients per month, for three of the first four months of the year. However the general trend since then is for reducing numbers and the average number assessed as new clients for the year is significantly less than this budgeted level of 15 per month.

## 2.8 Average weekly cost of Asylum Seekers Care Provision for 18+ Care Leavers:

	2008-09		2009-10		2010-11	
	Target average weekly cost £p	Year to date average weekly cost £p	Target average weekly cost £p	Year to date average weekly cost £p	Target average weekly cost £p	Year to date average weekly cost £p
April		94.48		163.50	150.00	217.14
May		166.44		204.63	150.00	203.90
June		168.38		209.50	150.00	224.86
July		179.17		208.17	150.00	217.22
August		186.90		198.69	150.00	227.24
September		185.35		224.06	150.00	227.79
October		191.67		218.53	150.00	224.83
November		193.71		221.64	150.00	230.47
December		199.22		217.10	150.00	232.17
January		200.46		211.99	150.00	227.96
February		201.83		226.96	150.00	
March		221.97		230.11	150.00	



## Comments:

- The funding levels for the Asylum Service agreed with the Government rely on us achieving an average cost per week of £150, in order for the service to be fully funded, which is also reliant on the UKBA accelerating the removal process. The UKBA will fund the costs of an individual for up to three months after the All Rights of appeal Exhausted (ARE) process, but the LA remains responsible for costs under the Leaving Care Act until the point of removal. As the gap between the date of ARE and the date of removal widens, then our ability to achieve a balanced position on the Asylum Service becomes more difficult.
- Additional funding was made available as part of the MTP in 2010-11 to help fund the difference between the current average cost and the funded rate of £150. This additional funding will be taken back as a saving in the 2011-13 MTFP therefore it is imperative that the unit cost of £150 per week is reached by 1 April 2011. In order to achieve this, rent costs must be no more than £100 per week and positive discussions have taken place with accommodation providers to relocate clients to more affordable housing in the later part of the year, along with the greater use of housing benefit. However a series of one-off costs has been incurred as a result of the relocation and closing of more expensive placements, which has led to average weekly costs for the first 10 months of 2010-11 of £227.96 per week. The one-off costs mean that the average weekly cost for 2010-11 will always be above £150 but it should be noted that we anticipate it will reduce in the fourth quarter of 2010-11, with the current weekly cost for January alone being £200.

## KENT ADULT SOCIAL SERVICES DIRECTORATE SUMMARY JANUARY 2010-11 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.
- Cash limits have been adjusted since the last full monitoring report to reflect a number of technical adjustments to budget.
- The inclusion of new 100% grants (i.e. grants which fully fund the additional costs) awarded since the budget was set. These are detailed in appendix 2 to the executive summary.

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	89,156	-34,850	54,306	324	412	736	Demographic pressure; staff cover (in-house); falling income unit cost
- Nursing Care	47,906	-23,294	24,612	-817	-866	-1,683	Forecast activity below affordable level.
- Domiciliary Care	48,671	-11,217	37,454	-278	225	-53	Independent sector activity in excess of affordable offsetting significantly reduced in house activity
- Direct Payments	5,062	-532	4,530	495	-54	441	Demographic pressures
- Other Services	24,650	-7,600	17,050	-624	77	-547	Whole System Demonstrator underspend, uncommitted grant funding
<b>Total Older People</b>	<b>215,445</b>	<b>-77,493</b>	<b>137,952</b>	<b>-900</b>	<b>-206</b>	<b>-1,106</b>	
People with a Learning Disability:							
- Residential Care	72,361	-19,794	52,567	1,575	1,487	3,062	Demographic & placement pressures
- Domiciliary Care	7,827	-1,556	6,271	-610	84	-526	Forecast activity & price below affordable level
- Direct Payments	7,865	-143	7,722	460	-126	334	Forecast activity & price above affordable level
- Supported Accommodation	27,170	-16,496	10,674	275	8	283	Additional cost of non section 256 clients
- Other Services	21,268	-897	20,371	-2,430	-13	-2,443	Release of MDs contingency, uncommitted grant funding, various other savings
<b>Total People with a LD</b>	<b>136,491</b>	<b>-38,886</b>	<b>97,605</b>	<b>-730</b>	<b>1,440</b>	<b>710</b>	
People with a Physical Disability							
- Residential Care	12,526	-1,951	10,575	587	262	849	Demographic and placement pressures
- Domiciliary Care	7,661	-449	7,212	336	16	352	Demographic pressures
- Direct Payments	7,132	-249	6,883	969	-90	879	Demographic and placement pressures
- Supported Accommodation	394	-8	386	94	-18	76	
- Other Services	5,594	-685	4,909	-126	-5	-131	Various savings
<b>Total People with a PD</b>	<b>33,307</b>	<b>-3,342</b>	<b>29,965</b>	<b>1,860</b>	<b>165</b>	<b>2,025</b>	

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
All Adults Assessment & Related	38,081	-2,809	35,272	201	-148	53	Temporary staff, additional workloads, and recharge income
Mental Health Service							
- Residential Care	6,416	-882	5,534	915	220	1,135	Forecast activity above affordable, increasing S117 clients
- Domiciliary Care	878	0	878	-85	0	-85	
- Direct Payments	606	0	606	-31	0	-31	
- Supported Accommodation	654	-219	435	180	-10	170	Demographic Pressure
- Assessment & Related	9,911	-786	9,125	-469	4	-465	Vacancy management
- Other Services	7,180	-1,157	6,023	-627	-96	-723	Release of contingency and uncommitted funding
Total Mental Health Service	25,645	-3,044	22,601	-117	118	1	
Gypsy & Traveller Unit	662	-333	329	23	-62	-39	
People with no recourse to Public Funds	100	0	100	0	0	0	
Strategic Management	1,222	0	1,222	-147	0	-147	Vacancies
Strategic Business Support	24,695	-2,054	22,641	-1,526	-137	-1,663	Release of uncommitted funds, Vacancy management, external funded posts, management actions
Support Services purchased from CED	6,787	0	6,787	29	0	29	
Specific Grants	0	-9,910	-9,910	0	362	362	Slipped projects needing to roll forward
<b>Total Adult Services controllable</b>	<b>482,435</b>	<b>-137,871</b>	<b>344,564</b>	<b>-1,307</b>	<b>1,532</b>	<b>225</b>	
<b>Assumed Management Action</b>				<b>0</b>		<b>0</b>	
<b>Forecast after Mgmt Action</b>				<b>-1,307</b>	<b>1,532</b>	<b>225</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 General Comment

Winter brings an increased level of pressure to the health and social care community. Seasonal variations in illness have historically resulted in increased emergency admissions and length of stay in hospital during the winter months with pressures peaking between December and March. Although the winter peak in demand is generally no worse than summer, the increased demand occurs alongside peaks in seasonal flu, swine flu and norovirus. This will lead to increased pressure for services from KASS and we expect to see increased levels of activity over the next few months, although to a degree this will be offset by expected increases in attrition.

#### NHS Support for Social Care 2010/11 – 2012/13

Additional funding streams have been allocated to the NHS for joint working with Local Authorities to promote better services for patients leaving hospital, part of which can be used for increasing capacity of current services such as re-ablement (enablement in Kent) and to invest in a broader range of social care services to benefit health and to improve overall health gain.

The first tranche of funding announced was £70m (nationally) for 'post discharge and re-ablement' services in 2010/11 and is targeted at patients leaving hospital. Of this, £1.8m has been made available for Kent and plans have been developed with the two Kent PCT's to utilise these funds. The second tranche of funding, announced in January, included a figure of £150m in 2011/12 and indicative funding of £300m in 2012/13 to continue to develop these services. The actual amount for Kent has not yet been announced, but on a pro rata basis we could expect £3.8m and £7.7m respectively.

Within the second tranche of funding, an additional £162m was designated as 'Winter Pressures Funding' for 2010/11. This funding will be focussed on a broader range of social care services and is expected to benefit health and to improve overall health gain. Of this funding, £4.1m has been allocated to Kent PCT's for 2010/11. Whilst plans have been agreed jointly, the funds must be transferred to KCC under Section 256 of the 2006 NHS Act. Allocations have been made for future years to continue with these services and this funding is referred to as 'specific PCT allocations for social care' with £648m allocated in 2011/12 and £622m in 2012/13. Kent's share of these funds is £16.2m and £15.7m respectively.

Although much of this allocation has allowed both the PCTs and KASS to commission new projects and services to meet this aim, it has also allowed us to cover some of the additional costs which we would have inevitably had to cover for the anticipated increase due to the winter, and therefore our affordable levels of activity for Older People residential, nursing and domiciliary care have increased to reflect the impact of part of this additional funding.

### 1.1.3.2 Older People:

The overall position for services for Older People is a net underspend of £1,106k.

#### a. Residential Care

This line is reporting a gross pressure of £324k, and an under recovery of income of £412k, leaving a net pressure of £736k. As at December, there were 2,782 permanent clients in independent sector care compared with 2,817 in September, a decrease of 35. The forecast for independent sector residential care is 157,297 weeks against an affordable level of 156,812 which is 485 more than budget. Using the forecast unit cost of £388.80 this increased level of activity generates a pressure of £189k. In addition the forecast unit cost is £1.11 lower than the affordable level, which results in a saving of £174k. Using the forecast unit income of £158.06 this increased level of activity generates additional income of £77k. In addition, the forecast unit income is £6.22 lower than the affordable which results in a pressure of £976k. There is also additional health income secured against this line of £337k, which was not budgeted for. We have now had to allow for a £250k increase to the bad debt provision resulting from the overall increase in debt over the last couple of months.

The overall attrition rate within residential has been low for most of the year however, as expected this has risen recently. The number of clients with dementia continues to cause concern as we have seen a net increase of 58 clients with the number of other residential clients actually reducing by 27 (net). Increased activity within the independent sector also results from not placing clients into permanent care within our own homes whilst the consultation on the modernisation of Older People's care continues; however conversely there will be some reduction in respite care as we seek to maximise the spare capacity in-house for non-permanent placements. It should also be noted that where possible we seek to place people into residential care rather than nursing so there is some off-set of the pressure identified here against that line.

The forecast for Preserved Rights clients is showing minor variances, below £100k on both gross and income.

Internal provision, including integrated care centres, is showing a small forecast pressure of £163k against gross as a result of the continuing need to cover sickness. This pressure has reduced during the year because, as mentioned above, we are not placing anyone permanently in the homes affected by the consultation. There is also a small over-recovery of income of £84k.

This line also includes a £200k under-spend relating to expenditure relating to the modernisation of Older People's care funded through the Social Care Reform Grant which has re-phased to the new financial year. There has also been a corresponding drop in the amount of Specific Grant income forecast for this year as this amount will be rolled forward as a receipt in advance.

b. Nursing Care

This line is reporting a gross saving of £817k, and an over recovery of income of £866k, leaving a net underspend of £1,683k. The number of permanent clients in independent sector placements is 1,372 in December compared to the 1,374 reported in March. The forecast position of 79,696 weeks of care is 1,686 weeks lower than the affordable. The lower than anticipated level of activity results in part from the intention to place people into residential care rather than nursing care. As with residential care the level of attrition remained low over the first six months of the year, although recently this has started to rise as expected. Using the forecast unit cost of £461.75 the reduced level of activity generates a saving of £779k. The unit cost reduced in December because an error in the previously reported figure was discovered, it now stands at £8.26 lower than the affordable which results in a saving of £672k. Using the forecast unit income of £166.03 this reduced level of activity creates a pressure of £280k. In addition the forecast unit income is £7.72 higher than the affordable which results in an over-recovery of £628k

Increased cost and activity for Registered Nursing Care Contribution clients is resulting in a forecast pressure of £466k, however this is completely off-set with additional income from health, meaning a net nil position for this service.

The remaining £168k pressure is due to small pressures, below £100k, against activity and price on Preserved Rights, as well as a £152k increase in the bad debt provision.

c. Domiciliary Care

This line is reporting a gross underspend of £278k, and an under recovery of income of £225k, giving a net underspend of £53k. Domiciliary care continues to be the most difficult to forecast as there is a constant and significant churn in activity; the continuing trend in the number of clients remains volatile and the number receiving a domiciliary care package from the independent sector remains below the average of last year. The number of clients in receipt of a package through the independent sector in December was 6,061 compared with 6,227 clients in March. The forecast position is 2,558,748 hours of care which is 37,372 more than budgeted for. Using the forecast unit cost of £15.393 this increased level of activity generates a pressure of £575k. In addition the forecast unit cost is £0.059 lower than the affordable which results in a saving of £147k. There is also a significant underspend of £577k relating to the in-house domiciliary service as the number of clients remains well below that afforded within the budget. There are also underspends against block contracts, extra care, and enablement, individually below £100k, but together totalling £224k. There is also a £94k increase in the bad debt provision.

Client income is showing a small under-recovery in income of £122k across all domiciliary lines and there is a small under-recovery in other income of £103k.

d. Direct payments

This line is reporting a gross pressure of £495k, and an under recovery of income of £54k. Increasing client numbers mean that the forecast activity is 953 weeks higher than affordable. Using the average weekly cost of £132.58 this additional activity creates a pressure of £126k. The average cost is also £7.04 higher than affordable leading to an additional pressure of £280k. There is also a small pressure on one-off direct payments, e.g. for equipment.

e. Other Services

This line is reporting a gross under-spend of £624k, and an under recovery of income of £77k. £315k of the gross under-spend relates to the Whole System Demonstrator base funding, which was provided because it was expected that the remaining amount of health funding would be insufficient to meet this year's costs. Fortunately the forecast suggests that base budget funding will not now be required in 2010/11, and will instead be funded by the savings found through management actions driving down the cost of equipment & installations. There is also £330k of funding that was identified as uncommitted following a review of all grants in light of potential in-year cuts from Government and this is being used to offset the overall pressure.

1.1.3.3 People with a Learning Disability:

The overall position for services for Learning Disabled is a net pressure of £710k. However, as described further on in this section, this position is mitigated by under-spends within Other

Services without which the pressure would be over £3m. Services for this client group remain under extreme pressure, particularly within residential care as a result of both demographic and placement price pressures. This includes 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. There are also increasing numbers of older learning disabled clients who are cared for at home by ageing parents who will begin to require more support. Cases of clients becoming/ or who could become "ordinarily resident" in Kent continue to be a problem. 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. We have accepted responsibility for a number of clients, and we are still contesting a number of other applications. The issue of ordinary residence has been discussed nationally through the Association of Directors of Adult Social Services as the current system penalises those authorities, such as Kent, who have historically been a net importer of residential clients, and agreement on a voluntary protocol has now been reached, although this has not yet been "signed up to" by all authorities. Each ADASS region will be monitoring sign up to the protocol. This protocol suggests an 18 month period during which financial responsibility hands over, the intention of which is to give the receiving authority sufficient time to plan for the costs of the transferring placements.

#### a. Residential Care

This line is reporting a gross pressure of £1,575k with an under recovery of income of £1,487k, giving a net pressure of £3,062k. Details of the individual pressures and savings contributing to this position are provided below.

The number of clients has increased from 632 in March, of which 40 were transferred from health under Section 256, to 708 in December, of which 114 are Section 256. The Section 256 clients are part of the overall transfer of responsibility for most Learning Disability placements from Health. Section 256 clients are 100% funded by Health.

The forecast position for independent sector residential care is 37,645 weeks of care against an affordable level of 36,593 which is 1,052 more than affordable. Using the forecast unit cost of £1,223.31 this increased level of activity generates a pressure of £1,287k. In addition the forecast unit cost is £15.73 higher than the affordable which results in a pressure of £576k. This level of activity, using the forecast unit income of £312.27, generates additional income of £329k. However the forecast unit income is £27.34 lower than the affordable which results in a pressure of £1,000k.

For preserved rights, the forecast position is 30,921 weeks of care against an affordable level of 31,414 which is 493 less than affordable. Using the forecast unit cost of £805.38 this reduced level of activity generates a saving of £397k. In addition the forecast unit cost is £0.10 higher than the affordable which results in a pressure of £3k. Using the forecast unit income of £206.67 this reduced level of activity creates an under recovery of income of £102k. In addition the forecast unit income is £19.94 lower than the affordable which results in a pressure of £626k.

There is a £123k pressure on in-house provision, primarily due to the continuing need to cover sickness and absence with agency staff in order to meet care standards, and additional 1 to 1 support being provided. There are also small variances on in-house income lines.

#### b. Domiciliary Care

This line is reporting a gross under-spend of £610k, and an under recovery of income of £84k.

The forecast position for independent sector provision is 342,196 hours of care against an affordable level of 351,968 which is 9,772 less than affordable. Using the forecast unit cost of £11.14 this reduced level of activity generates a saving of £109k. In addition the forecast unit cost is £0.85 lower than the affordable which results in a saving of £298k. The unit income is £0.40 higher than budgeted for, which results in an over recovery of income of £140k, which is offset by the reduced activity causing a pressure of £8k.

There is also an under-spend against the Independent living scheme, of £180k, however, this is fully offset by a reduction in corresponding income, which is due to a change in Supporting People related activity. There are also small savings on gross, and small under recovery of income on other domiciliary lines including extra care sheltered housing.

c. Direct payments

This line is reporting a gross pressure of £460k, and an over recovery of income of £126k. Forecast activity is 426 weeks above the budgeted level of 34,219 which when multiplied by the average weekly cost of £241.02 results in a pressure of £103k. In addition, the average cost is £14.63 higher than affordable leading to a pressure of £501k. However, this pressure is offset by the recovery of surplus and unused funds from payments made in 09/10 of £291k although there is a further pressure created by additional one-off direct payments, (e.g. for equipment), of £162k. In addition to this, the unit income is £3.60 more than budgeted for, creating additional income of £123k, and the additional activity adds a small amount to this over recovery.

d. Supported Accommodation

The current position is a gross pressure of £275k and a minor under recovery of income of £8k resulting in a net pressure of £283k. The number of clients having increased to 487 in December from 478 in September; the figure was 309 in March and 408 in June. The increase is almost solely relating to the further transfer of clients from Health under Section 256 arrangements. The gross and income cash limits were realigned to reflect this further transfer of clients and 100% funding from Health in quarter 2, and following further transfers, the cash limit has also been realigned this quarter. The current forecast is 711 weeks more than the affordable level of 24,967 creating a pressure of £716k which entirely relates to non-Section 256 clients. This is based on a forecast unit cost of £1,007.95, although within this are three distinct groups of clients: Section 256 clients, Ordinary Residence clients and other clients. Each client group has a very different unit cost, which when combined give the average forecast unit cost stated above. This combined forecast unit cost is £17.72 less than affordable, which reduces the pressure by £442k. Both the affordable and forecast unit costs have increased significantly from last year as a result of the placements transferred from Health under S256 arrangements due to the high cost of these placements.

There are also small variances against group homes and the adult placement scheme.

It should be noted that the Residential Change Strategy is encouraging many small residential providers to move to providing supported accommodation giving people more choice and opportunities to remain within the community rather than live in a residential environment.

e. Other Services

This line is reporting a gross underspend of £2,430k, and an over recovery of income of £13k. The gross underspend includes the release of £830k Contingency held by the Managing Director, as well as £1,005k of uncommitted grant monies used to offset the overall pressure within this client group. There is an underspend of £231k in supported employment, £148k of this is due to some activities being transferred to the private sector and other vacancies being held, with the remaining £83k made up of several other small savings resulting from management actions. This is partially offset by an under-recovery in income of £43k. There is also an under-spend of £202k against day-care and other services. The remaining £162k of the under-spend relates to expenditure funded through the Social Care Reform Grant which has re-phased to the new financial year. There has also been a corresponding drop in the amount of Specific Grant income forecast for this year as this amount will be rolled forward as a receipt in advance.

1.1.3.4 People with a Physical Disability:

Overall the position for this client group is a net pressure of £2,025k. Services for this client group remain under pressure as a result of demographic and placement price pressures, and difficulties in forecasting remain, e.g. the number of road traffic accidents.

a. Residential Care

The overall forecast for residential care, including preserved rights clients, is a pressure on gross of £587k and an under recovery of income of £262k. The number of clients in permanent residential care has increased from 222 in September to 229 in December; the number was 218 in June and 222 in March. The forecast assumes 1,071 weeks more than is affordable giving a pressure of £921k. The actual unit cost is £859.39 which is £18.27 lower than the affordable which reduces the pressure by £222k. The additional client weeks add £103k of income to the position however the income per week is less than the level expected which causes a pressure of £339k.

The forecast number of client weeks of service provided to Preserved Rights clients is 110 lower than the affordable level because of increased attrition which is over and above that assumed in the budget. This reduced activity gives an underspend of £91k and the unit cost is lower than the affordable level which further reduces the position by £80k. The reduced activity and a lower average of income per week means an under-recovery in income of £72k.

Increased cost and activity for Registered Nursing Care Contribution clients is resulting in a minor forecast pressure of £53k, however this is completely off-set with additional income from health, meaning a net nil position for this service.

b. Domiciliary Care

This budget is reporting a gross pressure of £336k, and an under-recovery of income of £16k. The forecast position for independent sector provision is 579,216 hours of care against an affordable level of 556,354 which is 22,862 more than affordable. Using the forecast unit cost of £12.59 this increased level of activity generates a pressure of £288k. In addition the forecast unit cost is £0.05 higher than the affordable which adds £28k to the pressure. There are minor variances against the other domiciliary budgets.

c. Direct Payments

This line is reporting a gross pressure of £969k, and an over recovery of income of £90k. Client numbers continue to increase meaning that the forecast activity of 42,887 weeks is 3,421 weeks higher than affordable. Using the average weekly cost of £180.45 this additional activity creates a pressure of £617k. The average cost is also £2.54 higher than affordable leading to an additional pressure of £100k. The forecast for respite, one-off payments and direct payments to carers, i.e. the budget not related to the on-going clients, is £220k over budget with a further £32k relating to an increase in the provision for bad debts.

d. Other Services

This line includes Day Services, payments to voluntary organisations, occupational therapy, services for the sensory impaired. There are small variances on several of these lines, which when combined create a saving of £126k.

1.1.3.5 **All Adults Assessment & Related**

This line is reporting a gross pressure of £201k, offset by an over recovery of income of £148k, giving a net position of £53k pressure. £105k of the pressure is due to additional staffing costs related to increased workloads at Kent Contact and Assessment Service, however this is being entirely offset by additional recharge income from CFE for these extra resources. The remaining pressure is as a result of the need to engage Locums, temporary and agency staff, which are typically more expensive than permanent staff, whilst permanent recruitment is delayed, and in order to maintain the skill level within Assessment & Related staffing.

1.1.3.6 **Mental Health**

The overall position for Mental Health is a net pressure of £1k, however there are some significant offsetting variances across the service groups as follows:

a. Residential Care

The forecast for residential care, including preserved rights clients, is a pressure on gross of £915k and an under recovery of income of £220k. The affordable level for non-preserved rights was previously reduced following the decision to realign budgets to reflect the changed priorities in the Directorate to keep clients, wherever possible, within a community based setting such as supported accommodation or via direct payments, rather than residential care; however this change has not happened as quickly as anticipated. The intention to keep clients in the community remains, so budgets have been left as they are rather than adjusted back. The result is a forecast which is 1,370 weeks more than is affordable at a cost of £760k. The actual unit cost is £554.79 which is £5.39 higher than the affordable which adds to the pressure an amount of £48k. We are now also forecasting to add £180k into the Section 117 provision as there have been several significant repayments to clients made this year which have wiped out the existing

provision of £148k, and the current expectation is that there will be further claims in the next couple of years. The forecast also assumes a significant under-recovery in income as an increasing proportion of clients fall under Section 117 legislation meaning that they do not contribute towards the cost of their care. This has added £199k to the pressure.

There are small variances against gross and income for both preserved rights and Registered Nursing Care Contribution clients.

b. Supported Accommodation

The current position is £180k pressure on gross; the forecast of 2,081 weeks is 568 weeks more than budget which at the average cost of £295.24 per week generates a £168k pressure. There is an additional pressure of £12k as the unit cost is £8.03 higher than budget.

c. Assessment & Related

An underspend of £469k 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

This line is showing an under-spend on gross of £627k following the release of £520k of Contingency and other uncommitted funding held by the Managing Director to offset the overall pressure within this client group. The balance of the under-spend on gross is made up of small variances against day-care, payments to voluntary organisations, and community services.

1.1.3.7 Strategic Management

This line is reporting a gross saving of £147k, which is due to vacancy management throughout the management structure, the main part of which was achieved through the Director of Operations post being vacant whilst the recruitment process was undertaken.

1.1.3.8 Strategic Business Support:

This line is forecasting a significant underspend of £1,526k against gross expenditure with an over recovery in income of £137k. Of the gross underspend, £250k relates to funding that was declared as uncommitted following a review of all grants in light of potential in-year cuts from Government and this is being used to offset the overall pressure. There have also been significant savings in a number of areas including: £706k of vacancy management through continuing to hold posts vacant and delaying the recruitment process, £163k of printing, stationery, rent and room hire and reduced Girobank charges, and £373k of posts funded externally and not backfilled. The remaining balance is made up of numerous small savings. The over recovery of income is primarily due to £71k of extra income generated for Moving & Handling training, along with numerous other smaller income variances.

1.1.3.9 Specific Grants:

This line is now forecasting an under-recovery in income of £362k relating to the roll-forward of income as receipts in advance for expenditure funded through the Social Care Reform Grant which has re-phased to the new year, (£200k within Older Person's Residential Care and £162k within Learning Disability Other Services as reported in sections 1.1.3.2.a and 1.1.3.3.e respectively).

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

(shading denotes that a pressure has an offsetting saving, which is directly related, or vice versa)

There are a number of savings referred to in section 1.1.3 above which are below £100k and therefore do not appear in table 2. Therefore overall the net position in table 2 (+£978k) is significantly higher than the overall position presented in table 1 (+£225k)

Pressures (+)			Underspends (-)		
Portfolio		£'000	Portfolio		£'000
KASS	LD Residential Gross Independent Sector Activity higher than affordable	+1,287	KASS	LD Other Gross - uncommitted grant monies	-1,005
KASS	LD Residential Income Independent Sector Unit Income lower than	+1,000	KASS	LD Other Gross - Release of MDs Contingency	-830
KASS	OP Residential Income Independent Sector Unit Income lower than	+976	KASS	OP Nursing Gross Independent Sector Activity less than affordable	-779
KASS	PD Residential Gross Independent Sector Activity higher than affordable	+921	KASS	Strategic Business Support Gross - vacancy management	-706
KASS	MH Residential Gross - P&V activity greater than affordable	+760	KASS	OP Nursing Gross Independent Sector Unit Cost less than affordable	-672
KASS	LD Supported Accommodation Gross - Activity above affordable	+716	KASS	OP Nursing Income Unit income higher than affordable	-628
KASS	LD Residential Pres Rights Income - P&V unit Income less than affordable	+626	KASS	OP Domiciliary Gross In House - Activity below affordable level	-577
KASS	PD Direct Payments Gross Independent Sector Activity higher than affordable	+617	KASS	MH Other Gross - Release of uncommitted funding	-520
KASS	LD Residential Gross Independent Sector Unit Cost higher than affordable	+576	KASS	MH Assessment & related Gross - vacancy management and recruitment difficulties	-469
KASS	OP Domiciliary Gross Independent Sector Activity higher than affordable	+575	KASS	OP Nursing Income increased activity giving rise to increased income from health	-466
KASS	LD Direct Payments Gross Independent Sector Unit Cost higher than affordable	+501	KASS	LD Supported Accommodation Gross - Unit cost below affordable level	-442
KASS	OP Nursing Gross increased cost & activity for RNCC	+466	KASS	LD Residential Pres Rights Gross Independent Sector Activity less than affordable	-397
KASS	PD Residential Income Independent Sector Unit Income lower than affordable	+339	KASS	Strategic Business Support Gross - Posts for which external funding has been secured	-373
KASS	PD Domiciliary Gross Independent Sector Activity higher than affordable	+288	KASS	OP Residential Income - Additional health income	-337
KASS	OP Nursing Income - P&V activity below affordable level	+280	KASS	OP Other Services - uncommitted grant funding	-330
KASS	OP Direct Payments Gross Independent Sector Unit Cost higher than affordable	+280	KASS	LD Residential Income Independent Sector Activity higher than affordable	-329
KASS	OP Residential Gross Increase in Bad Debt Provision	+250	KASS	OP Other Services - Whole System Demonstrator management actions meaning base funding not required for 10/11	-315
KASS	PD Direct Payments Gross additional one offs, respite and payments to carers	+220	KASS	LD Domiciliary Gross Independent Sector Unit Cost less than affordable	-298
KASS	Specific Grant - Social Care Reform Grant re-phasing in OP Residential	+200	KASS	LD Direct Payments Gross - Recovery of unused surplus funds from 09-10 payments	-291
KASS	MH Residential Income - Increased Section 117 clients who do not contribute to costs	+199	KASS	Strategic Business Support Gross - uncommitted grant funding	-250
KASS	OP Residential Gross Independent Sector Activity higher than affordable	+189	KASS	PD Residential Gross Independent Sector Unit Cost less than affordable	-222

Pressures (+)			Underspends (-)		
Portfolio		£'000	Portfolio		£'000
KASS	LD Domiciliary Income In House - Reduction in Supporting People related activity	+180	KASS	LD Other Gross - Savings on Day Care & other services	-202
KASS	MH Residential Gross - S117 provision	+180	KASS	OP Residential Gross - Re-phasing of Social Care Reform Grant funded	-200
KASS	MH Supported Accommodation Gross - Activity in excess of affordable level	+168	KASS	LD Domiciliary Gross In House - Reduction in Supporting People related activity	-180
KASS	OP Residential In House Gross - Staffing issues; maintaining care levels	+163	KASS	OP Residential Gross Independent Sector Unit Cost less than affordable	-174
KASS	LD Direct Payments Gross - additional one off direct payments	+162	KASS	Strategic Business Support Gross - savings found on printing, stationery, room hire & Girobank charges	-163
KASS	Specific Grant - Social Care Reform Grant re-phasing in LD Other Services	+162	KASS	LD Other Gross - Social Care Reform Grant re-phasing	-162
KASS	OP Nursing Gross - Increase to bad debt provision	+152	KASS	LD Other Gross - Transfer of some Supported Employment activities to private sector	-148
KASS	OP Direct Payments Gross Independent Sector Activity higher than affordable	+126	KASS	Strategic Management Gross - Vacancy management	-147
KASS	LD Residential Gross In House - Maintaining care levels and providing additional 1:1 support	+123	KASS	OP Domiciliary Gross Independent Sector Unit Cost less than affordable	-147
KASS	OP Domiciliary Income - under recovery in client income	+122	KASS	LD Domiciliary Income - unit income higher than affordable	-140
KASS	All Adults A&R Gross - additional staffing to cover increased workloads at Kent Contact & Assessment Service	+105	KASS	LD Direct Payments Income Independent Sector Unit income higher than affordable	-123
KASS	LD Direct Payments Gross Independent Sector Activity higher than affordable	+103	KASS	LD Domiciliary Gross Independent Sector Activity less than affordable	-109
KASS	OP Domiciliary Income - under recovery of other income (non-client income)	+103	KASS	All Adults A&R Income - recharge income for additional work undertaken at Kent Contact & Assessment Service	-105
KASS	LD Residential Pres Rights Income Independent Sector Activity lower than affordable	+102	KASS	PD Residential Income Independent Sector Activity higher than affordable	-103
KASS	PD Direct Payments Gross - unit cost higher than affordable	+100			
		<b>+13,317</b>			<b>-12,339</b>

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

The forecast pressure of £225k assumes that the savings identified within the MTP will be achieved and the Directorate remains confident that these savings will be achieved. The reported position also assumes forecasted savings of £203k from the recently announced moratorium.

'Guidelines for Good Management Practice', also referred to below, are in place across the Directorate, and these, together with vacancy management, have significantly reduced the overall pressures. However even though the Directorate has done everything possible to balance we now believe that the remaining pressure of £225k will not be addressed, primarily because of the impact of the increase in debt over the past couple of months which has required us to put more money into the bad debt provision.

### 1.1.5 Implications for MTFP:

The MTFP assumes a breakeven position for 2010-11.

The significant issues for the KASS portfolio arising from 2010/11 budget monitoring are related to demography and this has been addressed in the 2011-13 MTFP.

It is assumed that the demographic pressures for KASS are likely to be £8.7m per year in the 2011-13 MTFP. This is based on detailed calculations, on trends over the past year of increased clients and complexity. Clearly this will be reviewed on an on-going basis as part of the monitoring process.

### 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: *[eg roll forward proposals; mgmt action outstanding]*

Although the KASS Directorate remains committed to delivering a balanced outturn position by the end of the financial year, as stated above in 1.1.4 we now believe that this is unlikely and we will end the year with a £225k overspend. KASS has 'Guidelines for Good Management Practice' in place across all teams in order to help us manage demand on an equitable basis consistent with policy and legislation. The Guidelines include ensuring all high cost placements and support packages are reviewed, plus a continued analysis and scrutiny of all requests for waiving of third party top ups to the cost of placements, and rigorous on-going panel arrangements. Furthermore the successful promotion and increased use of enablement continues to result in fewer people needing long term support. Robust monitoring arrangements are in place on a monthly basis to ensure that forecasts and expenditure are closely monitored and where necessary challenged.

## 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 in the 2011-14 MTFP as agreed by county council on 17 February 2011, any further adjustments are detailed in section 4.1.

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

	Prev Yrs Exp £000s	2010-11 £000s	2011-12 £000s	2012-13 £000s	Future Yrs £000s	TOTAL £000s
<b>Kent Adult Social Services portfolio</b>						
Budget	4,176	6,749	13,366	5,868	6,045	36,204
Adjustments:						
- December re-phasing		-395	395			0
- Virement to CMY		-28				-28
Revised Budget	4,176	6,326	13,761	5,868	6,045	36,176
Variance		-678	692	0	0	14
<b>split:</b>						
- real variance		+14				+14
- re-phasing		-692	+692			0

<b>Real Variance</b>	<b>0</b>	<b>+14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>+14</b>
<b>Re-phasing</b>	<b>0</b>	<b>-692</b>	<b>+692</b>	<b>0</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 2010-11 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>						
			+0	+0	+0	+0
<b>Underspends/Projects behind schedule</b>						
KASS	LD Good Day Programme	phasing			-327	
			0	-0	-327	-0
			-0	-0	-327	-0

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

None

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

The real variance of £0.014m is to be covered by developer contributions.

**1.2.6 General Overview of capital programme:****(a) Risks**

There are no current risks

**(b) Details of action being taken to alleviate risks****1.2.7 PFI projects**

The £44.3m investment in the PFI Excellent Homes for All project also represents investment by a third party. No payment is made by KCC for the assets until they were ready for use and this is by way of an annual unitary charge to the revenue budget

	<b>Previous years</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>TOTAL</b>
	£000s	£000s	£000s	£000s	£000s
<b>Budget</b>		22,300	22,000		44,300
<b>Forecast</b>		22,300	22,000		44,300
<b>Variance</b>					

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

Overall costings still as planned.

**(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 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.

**1.2.8 Project Re-Phasing**

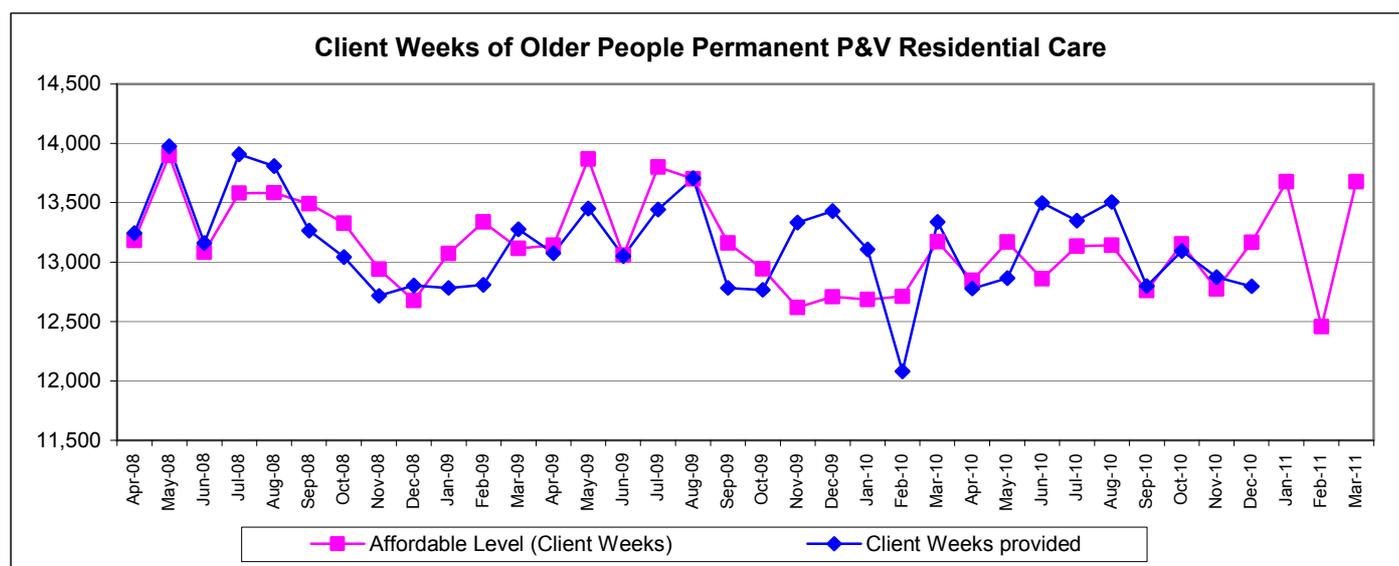
Cash limits are changed for projects that have re-phased by greater than £0.100m to reduce the reporting requirements during the year. Any subsequent re-phasing greater than £0.100m will be reported and the full extent of the rephasing will be shown. The proposed re-phasing is detailed in the table below.

	2010-11	2011-12	2012-13	Future Years	Total
	£'000	£'000	£'000	£'000	£'000
<b>Broadmeadow Extension</b>					
Amended total cash limits	+1,718	+38	0	0	+1,756
re-phasing	-111	+111		-20	-20
<b>Revised project phasing</b>	<b>+1,607</b>	<b>+149</b>	<b>0</b>	<b>-20</b>	<b>+1,736</b>
<b>LD Good Day Programme</b>					
Amended total cash limits	+452	+3,325	+1,600	+1,521	+6,898
re-phasing	-327	+327			0
<b>Revised project phasing</b>	<b>+125</b>	<b>+3,652</b>	<b>+1,600</b>	<b>+1,521</b>	<b>+6,898</b>
<b>Total re-phasing &gt;£100k</b>	<b>-438</b>	<b>+438</b>	<b>0</b>	<b>-20</b>	<b>-20</b>
<b>Other re-phased Projects below £100k</b>					
	-254	+254			
<b>TOTAL RE-PHASING</b>	<b>-692</b>	<b>+692</b>	<b>0</b>	<b>-20</b>	<b>-20</b>

## 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:

	2008-09		2009-10		2010-11	
	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	13,181	13,244	13,142	13,076	12,848	12,778
May	13,897	13,974	13,867	13,451	13,168	12,867
June	13,084	13,160	13,059	13,050	12,860	13,497
July	13,581	13,909	13,802	13,443	13,135	13,349
August	13,585	13,809	13,703	13,707	13,141	13,505
September	13,491	13,264	13,162	12,784	12,758	12,799
October	13,326	13,043	12,943	12,768	13,154	13,094
November	12,941	12,716	12,618	13,333	12,771	12,873
December	12,676	12,805	12,707	13,429	13,167	12,796
January	13,073	12,784	12,685	13,107	13,677	
February	13,338	12,810	12,712	12,082	12,455	
March	13,114	13,275	13,172	13,338	13,678	
<b>TOTAL</b>	<b>159,287</b>	<b>158,793</b>	<b>157,572</b>	<b>157,568</b>	<b>156,812</b>	<b>117,558</b>

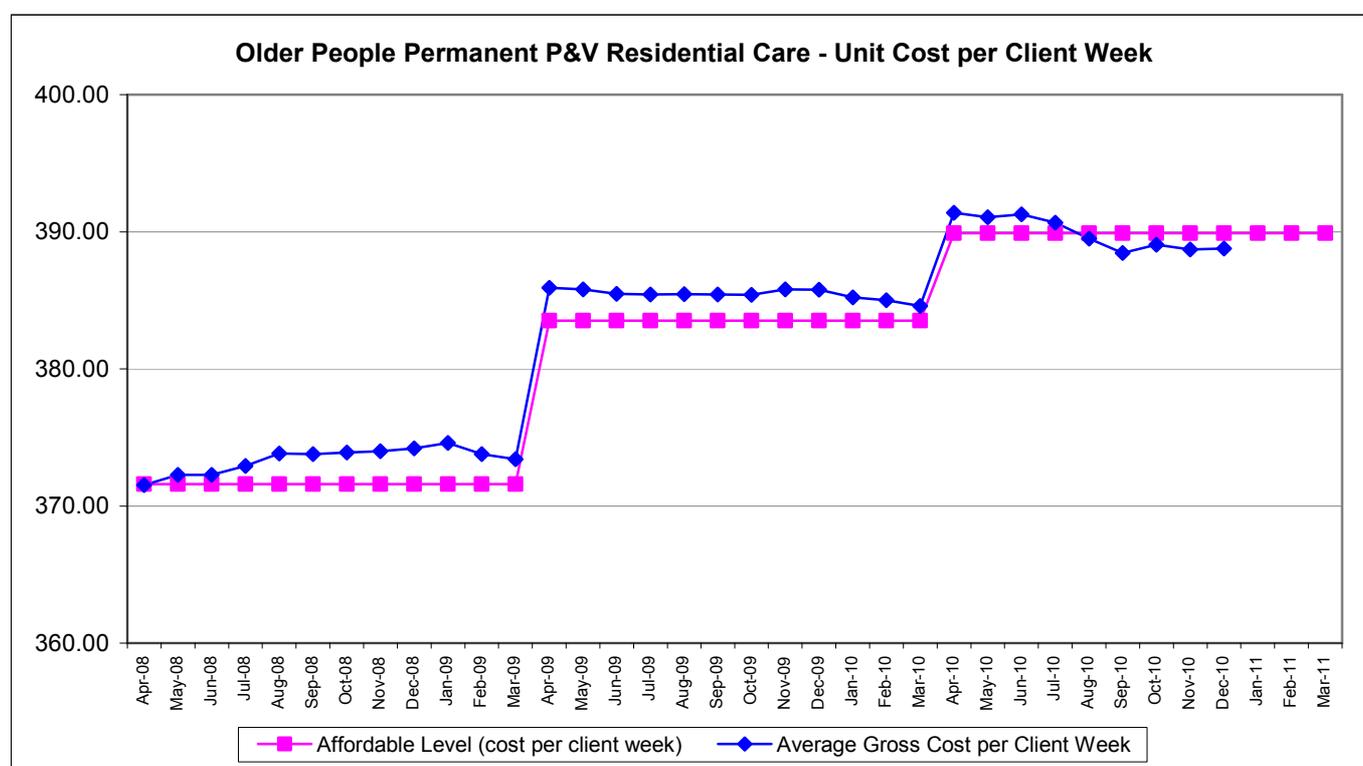


#### Comments:

- The affordable level for the period January to March has been adjusted since the last quarter to reflect the additional winter pressures and re-ablement funding from health referred to in section 1.1.3.1.
- 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 2008-09 was 2,832, at the end of 2009-10 it was 2,751 and at the end of December 2010 it was 2,782. It is evident that there are ongoing pressures relating to clients with dementia. During this year, the number of clients with dementia has increased from 1,195 in March to 1,253 in December, and the other residential clients have decreased from 1,556 in March to 1,529 in December.
- The current forecast is 157,297 weeks of care against an affordable level of 156,812, a difference of +485 weeks. Using the forecast unit cost of £388.80 this increase in activity increases the forecast by £189k, as highlighted in section 1.1.3.2.a.
- To the end of December 117,558 weeks of care have been delivered against an affordable level of 117,002; a difference of +556 weeks.

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

	2008-09		2009-10		2010-11	
	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	371.60	371.54	383.52	385.90	389.91	391.40
May	371.60	372.28	383.52	385.78	389.91	391.07
June	371.60	372.27	383.52	385.47	389.91	391.29
July	371.60	372.94	383.52	385.43	389.91	390.68
August	371.60	373.84	383.52	385.44	389.91	389.51
September	371.60	373.78	383.52	385.42	389.91	388.46
October	371.60	373.91	383.52	385.39	389.91	389.06
November	371.60	374.01	383.52	385.79	389.91	388.72
December	371.60	374.22	383.52	385.76	389.91	388.80
January	371.60	374.61	383.52	385.20	389.91	
February	371.60	373.78	383.52	385.01	389.91	
March	371.60	373.42	383.52	384.59	389.91	

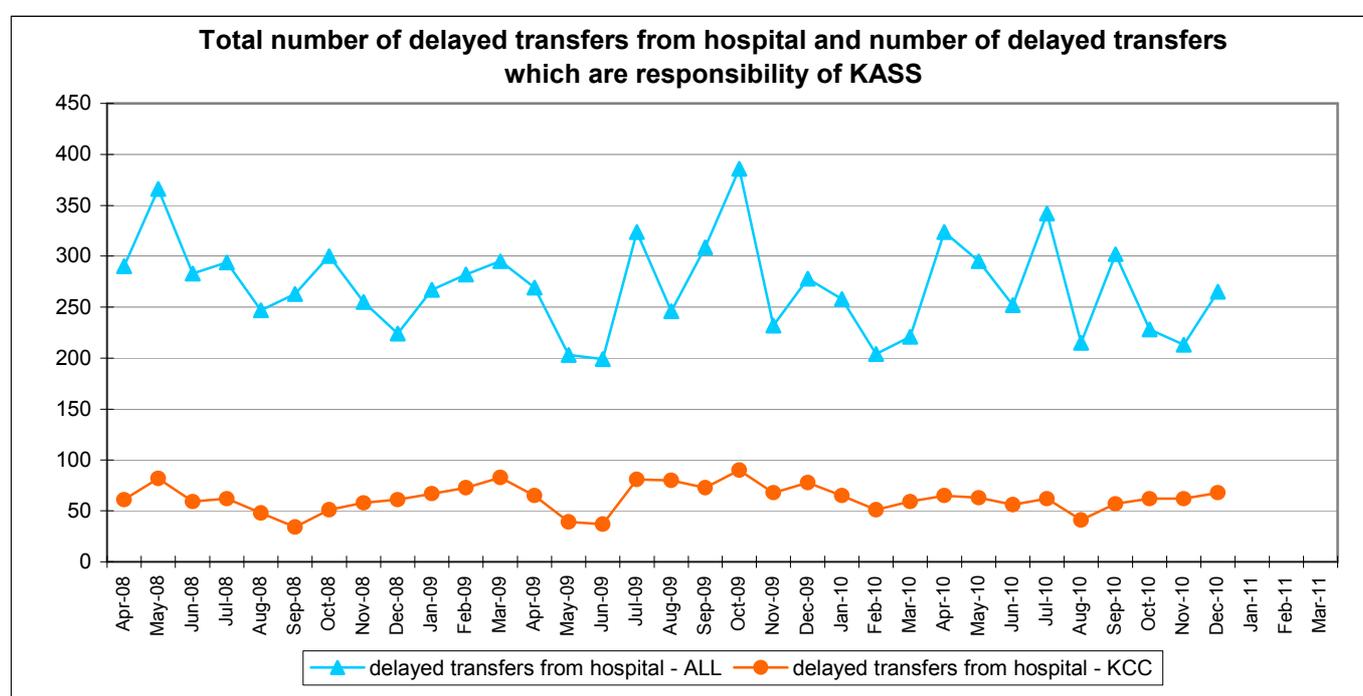


### Comments:

- The forecast unit cost of £388.80 is lower than the affordable cost of £389.91 and this difference of £1.11 creates a saving of £174k 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:

	2008-09		2009-010		2010-11	
	ALL	KASS responsibility	ALL	KASS responsibility	ALL	KASS responsibility
April	290	61	269	65	324	65
May	366	82	203	39	295	63
June	283	59	199	37	252	56
July	294	62	324	81	342	62
August	247	48	246	80	215	41
September	263	34	309	73	302	57
October	300	51	386	90	228	62
November	255	58	232	68	213	62
December	224	61	278	78	265	68
January	267	67	258	65		
February	282	73	204	51		
March	295	83	221	59		

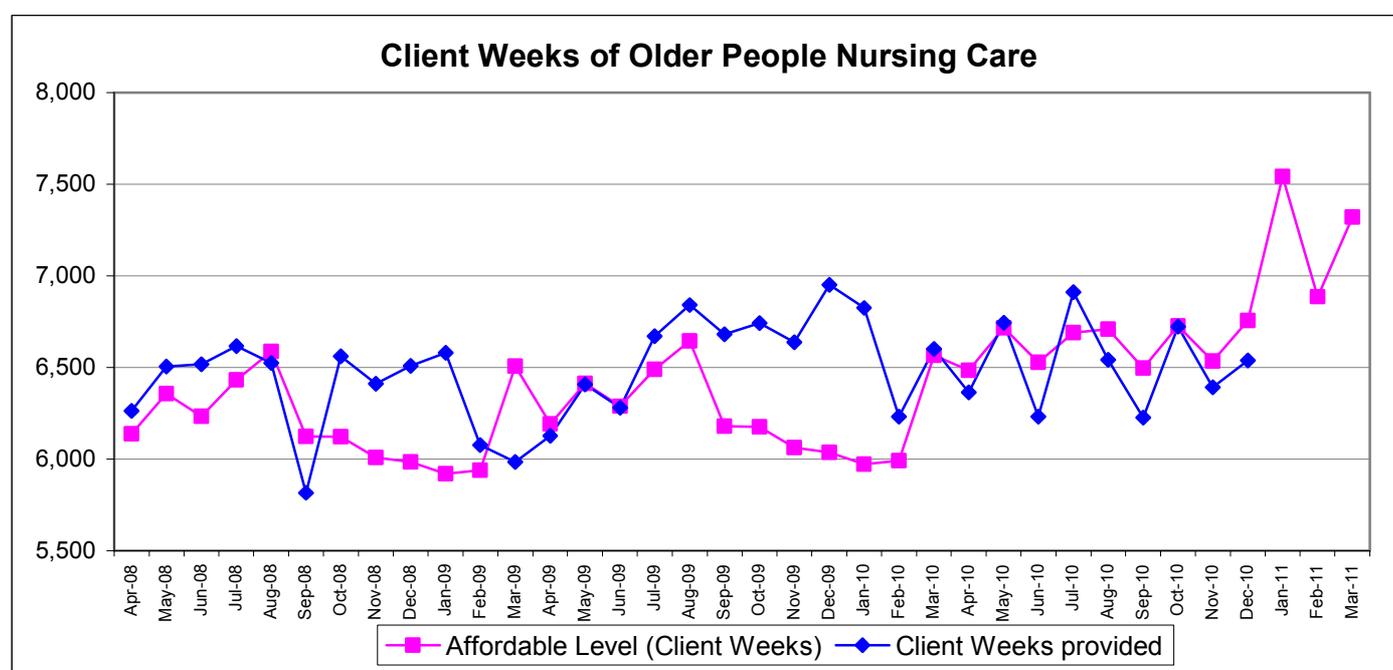


#### Comments:

- The Delayed Transfers of Care (DTCs) show the numbers of people whose movement from an acute hospital has been delayed. Generally, the main reasons for delay are 'Patient Choice' (just over 25%), with the reasons 'Awaiting non-acute NHS care' and 'Awaiting assessment' being the next highest (approx. 19% each). 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.
- This activity information is obtained from the KASS hospital teams who monitor delayed discharges on a weekly basis and validate the figures with the Hospital Trust.

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

	2008-09		2009-10		2010-11	
	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	6,137	6,263	6,191	6,127	6,485	6,365
May	6,357	6,505	6,413	6,408	6,715	6,743
June	6,233	6,518	6,288	6,279	6,527	6,231
July	6,432	6,616	6,489	6,671	6,689	6,911
August	6,586	6,525	6,644	6,841	6,708	6,541
September	6,124	5,816	6,178	6,680	6,497	6,225
October	6,121	6,561	6,175	6,741	6,726	6,722
November	6,009	6,412	6,062	6,637	6,535	6,393
December	5,984	6,509	6,037	6,952	6,755	6,539
January	5,921	6,580	5,973	6,824	7,541	
February	5,940	6,077	5,992	6,231	6,885	
March	6,507	5,985	6,566	6,601	7,319	
<b>TOTAL</b>	<b>74,351</b>	<b>76,367</b>	<b>75,008</b>	<b>78,992</b>	<b>81,382</b>	<b>58,670</b>



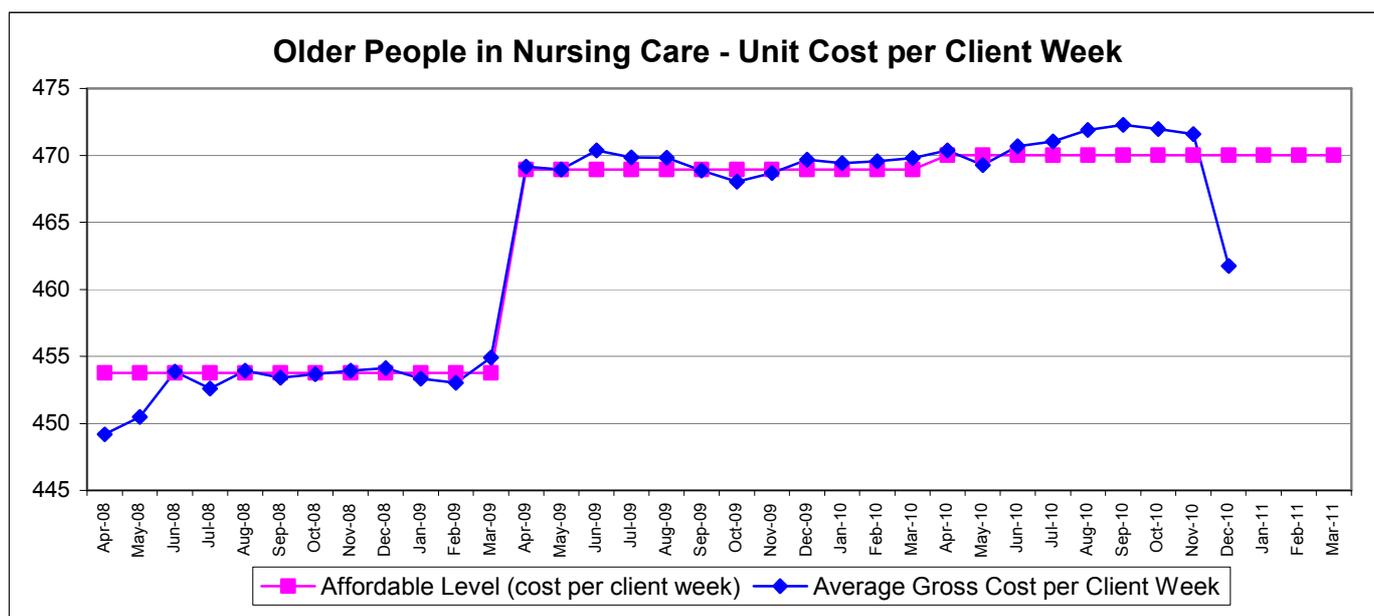
### Comment:

- The affordable level for the period January to March has been adjusted since the last quarter to reflect the additional winter pressures and re-ablement funding from health referred to in section 1.1.3.1.
- 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 2008-09 was 1,332, at the end of 2009-10 it was 1,374 and at the end of December 2010 was 1,372. In nursing care, there is not the same distinction between clients with dementia, as with residential care.
- The current forecast is 79,696 weeks of care against an affordable level of 81,382 a difference of -1,686 weeks. Using the forecast unit cost of £461.75, this reduction in activity reduces the forecast by £779k, as highlighted in section 1.1.3.2.b.
- To the end of December 58,670 weeks of care have been delivered against an affordable level of 59,637, a difference of -967 weeks.
- There are always pressures in permanent nursing care which may occur for many reasons. Increasingly, older people are entering nursing care only when other ways of support have been explored. This means that the most dependent are those that enter nursing care and consequently

are more likely to have dementia. In addition, 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 nursing care.

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

	2008-09		2009-10		2010-11	
	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	453.77	449.18	468.95	469.15	470.01	470.36
May	453.77	450.49	468.95	468.95	470.01	469.27
June	453.77	453.86	468.95	470.37	470.01	470.67
July	453.77	452.61	468.95	469.84	470.01	471.03
August	453.77	453.93	468.95	469.82	470.01	471.90
September	453.77	453.42	468.95	468.88	470.01	472.28
October	453.77	453.68	468.95	468.04	470.01	471.97
November	453.77	453.92	468.95	468.69	470.01	471.58
December	453.77	454.13	468.95	469.67	470.01	461.75
January	453.77	453.33	468.95	469.42	470.01	
February	453.77	453.02	468.95	469.55	470.01	
March	453.77	454.90	468.95	469.80	470.01	

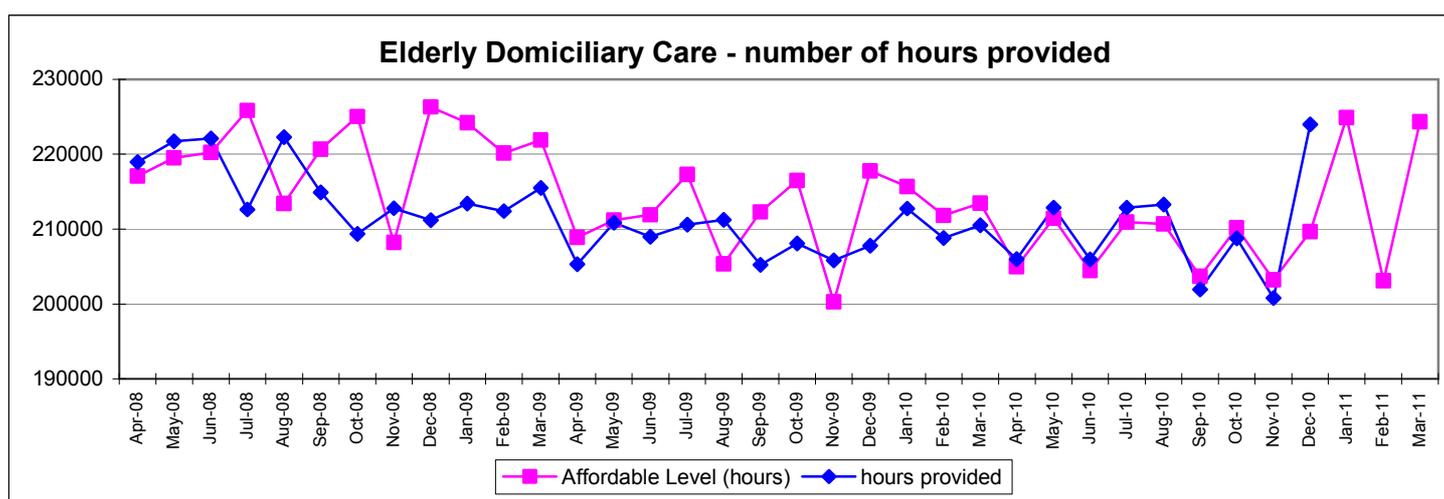
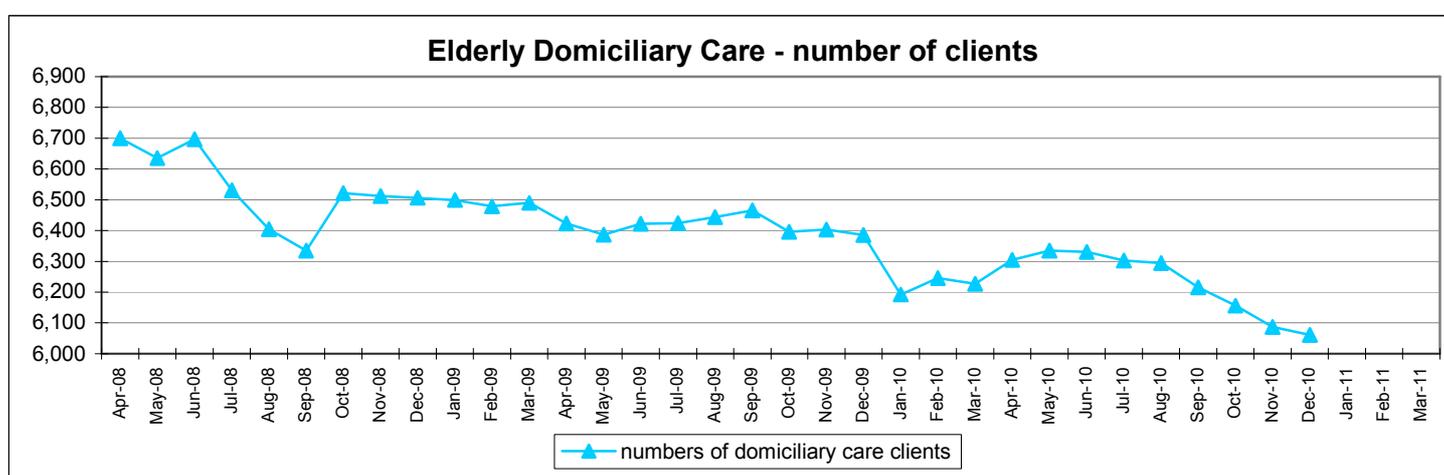


#### Comments:

- As with residential care, the unit cost for nursing care will be affected by the increasing proportion of older people with dementia who need more specialist and expensive care.
- The forecast unit cost of £461.75 is lower than the affordable cost of £470.01 and this difference of £8.26 reduces the position by £672k when multiplied by the affordable weeks, as highlighted in section 1.1.3.2.b
- The unit cost has reduced significantly in December due to an error identified in the previously reported figure.

## 2.3.1 Elderly domiciliary care – numbers of clients and hours provided:

	2008-09			2009-10			2010-11		
	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	217,090	218,929	6,700	208,869	205,312	6,423	204,948	205,989	6,305
May	219,480	221,725	6,635	211,169	210,844	6,386	211,437	212,877	6,335
June	220,237	222,088	6,696	211,897	208,945	6,422	204,452	205,937	6,331
July	225,841	212,610	6,531	217,289	210,591	6,424	210,924	212,866	6,303
August	213,436	222,273	6,404	205,354	211,214	6,443	210,668	213,294	6,294
September	220,644	214,904	6,335	212,289	205,238	6,465	203,708	201,951	6,216
October	225,012	209,336	6,522	216,491	208,051	6,396	210,155	208,735	6,156
November	208,175	212,778	6,512	200,292	205,806	6,403	203,212	200,789	6,087
December	226,319	211,189	6,506	217,749	207,771	6,385	209,643	223,961	6,061
January	224,175	213,424	6,499	215,686	212,754	6,192	224,841		
February	220,135	212,395	6,478	211,799	208,805	6,246	203,103		
March	221,875	215,488	6,490	213,474	210,507	6,227	224,285		
<b>TOTAL</b>	<b>2,642,419</b>	<b>2,587,139</b>		<b>2,542,358</b>	<b>2,505,838</b>		<b>2,521,376</b>	<b>1,886,399</b>	



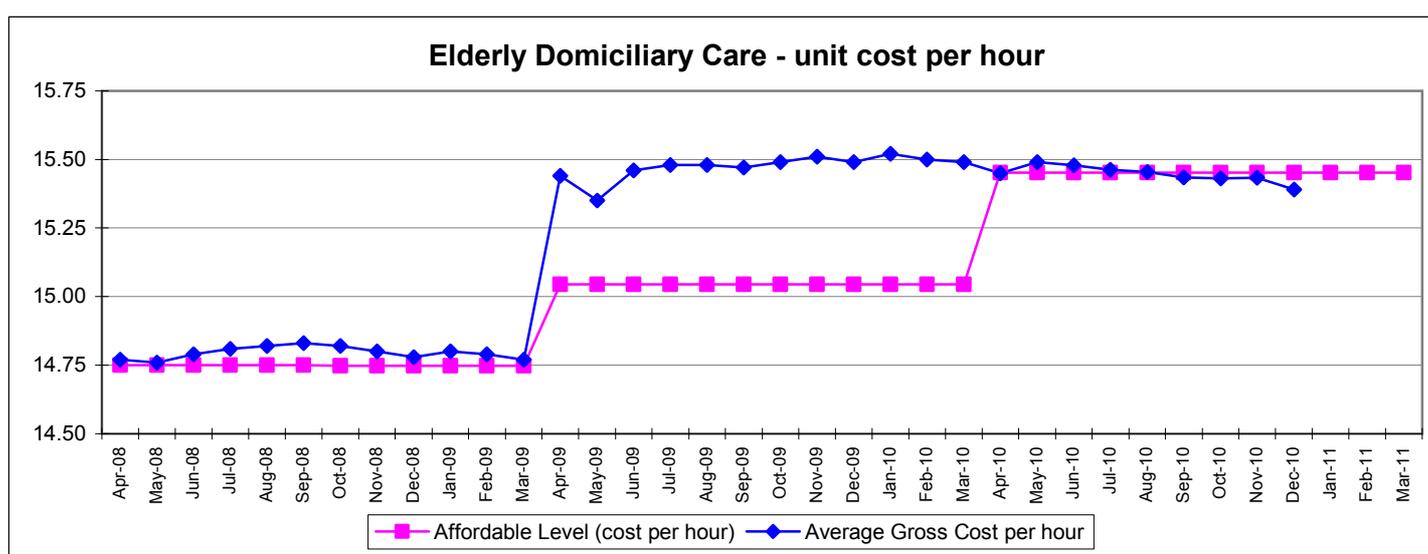
## Comment:

- The affordable level for the period January to March has been adjusted since the last quarter to reflect the additional winter pressures and re-ablement funding from health referred to in section 1.1.3.1.
- Actual hours of care have been updated for previous months to reflect late data entry and provides a more accurate trend.
- Figures exclude services commissioned from the Kent Enablement At Home service.

- The current forecast is 2,558,748 hours of care against an affordable level of 2,521,376, a difference of +37,372 hours. Using the forecast unit cost of £15.393 this additional activity increases the forecast by £575k, as highlighted in section 1.1.3.2.c. We are expecting an increase in permanent clients in the final quarter of the year, which explains why the year to date (YTD) appears low when compared to this forecast.
- To the end of December 1,886,399 hours of care have been delivered against an affordable level of 1,869,147, a difference of +17,252 hours. The higher figures in July and August follow a trend in previous years where the figures for the summer months appear to peak and then drop again.
- While the number of clients receiving domiciliary care has been decreasing over the past two years, this trend appears to have slowed, and flattened out as the number of clients forecast is now 6,194 133 more than the current figure of 6,061. In addition, the intensity of care appears to have increased such that clients are receiving more hours per week on average than in previous years as a result of the implementation of Self Directed Support (SDS) within the Directorate.

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

	2008-09		2009-10		2010-11	
	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	14.75	14.77	15.045	15.44	15.45	15.45
May	14.75	14.76	15.045	15.35	15.45	15.49
June	14.75	14.79	15.045	15.46	15.45	15.48
July	14.75	14.81	15.045	15.48	15.45	15.46
August	14.75	14.82	15.045	15.48	15.45	15.45
September	14.75	14.83	15.045	15.47	15.45	15.44
October	14.75	14.82	15.045	15.49	15.45	15.43
November	14.75	14.80	15.045	15.51	15.45	15.43
December	14.75	14.78	15.045	15.49	15.45	15.39
January	14.75	14.80	15.045	15.52	15.45	
February	14.75	14.79	15.045	15.50	15.45	
March	14.75	14.77	15.045	15.49	15.45	

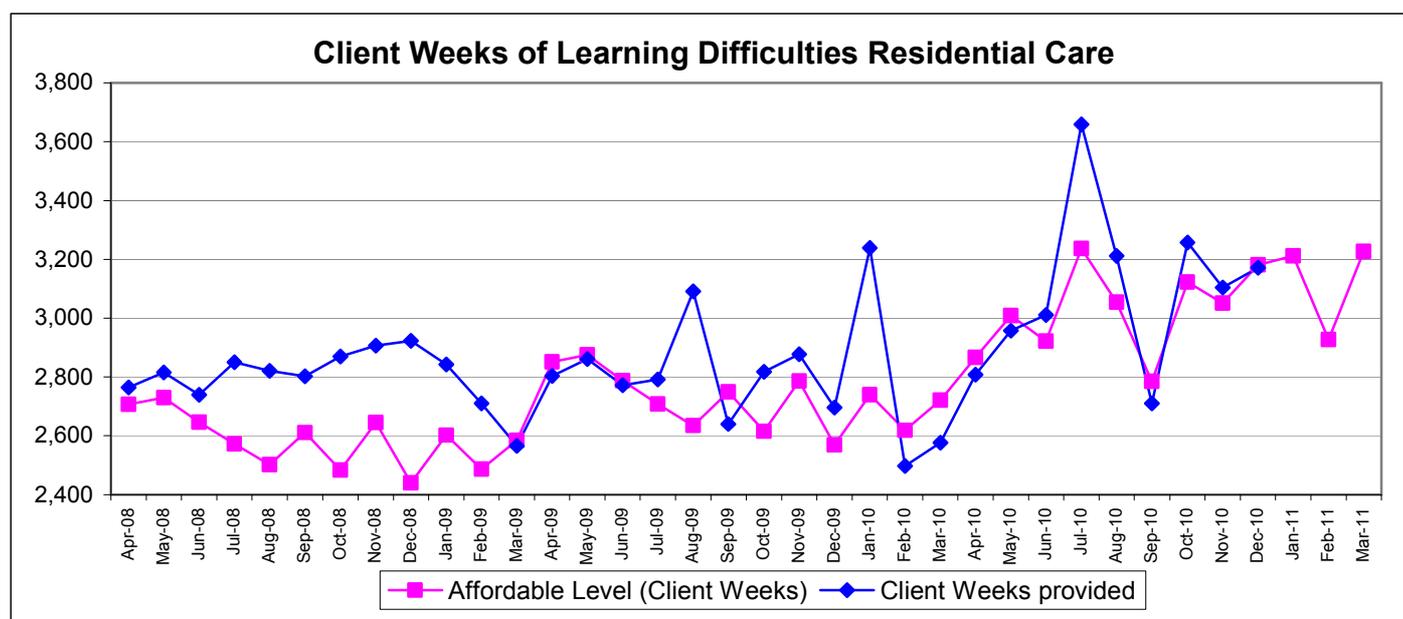


#### Comments:

- The forecast unit cost of £15.393 is slightly lower than the affordable cost of £15.452 and this difference of £0.059 creates a saving of £147k 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):

	2008-09		2009-10		2010-11	
	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	2,707	2,765	2,851	2,804	2,866	2,808
May	2,730	2,815	2,875	2,861	3,009	2,957
June	2,647	2,740	2,787	2,772	2,922	3,011
July	2,572	2,850	2,708	2,792	3,236	3,658
August	2,502	2,821	2,635	3,091	3,055	3,211
September	2,611	2,803	2,750	2,640	2,785	2,711
October	2,483	2,870	2,615	2,818	3,123	3,257
November	2,646	2,906	2,786	2,877	3,051	3,104
December	2,440	2,923	2,569	2,696	3,181	3,171
January	2,602	2,842	2,740	3,238	3,211	
February	2,487	2,711	2,619	2,497	2,927	
March	2,584	2,565	2,721	2,576	3,227	
<b>TOTAL</b>	<b>31,011</b>	<b>33,611</b>	<b>32,656</b>	<b>33,662</b>	<b>36,593</b>	<b>27,888</b>

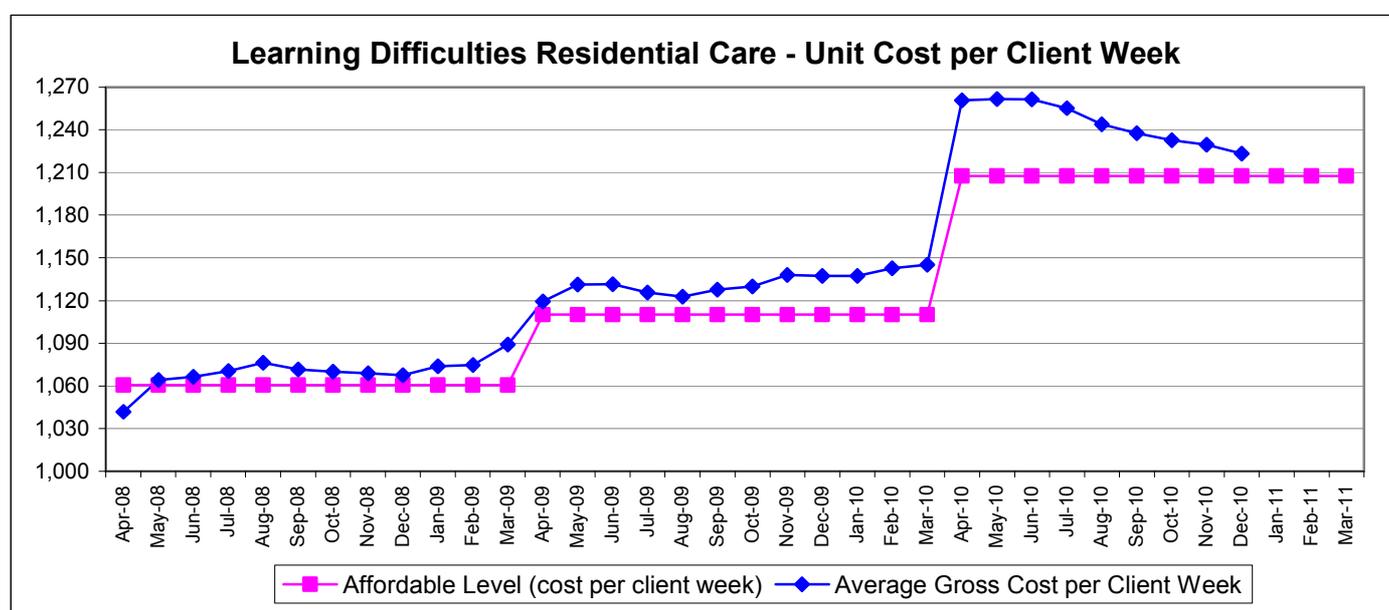


#### Comments:

- 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 2008-09 was 640, at the end of 2009-10 it was 632 and at the end of December 2010 it was 708 of which 114 are S256 clients.
- The current forecast is 37,645 weeks of care against an affordable level of 36,593 a difference of +1,052 weeks. Using the forecast unit cost of £1,223.31 this additional activity adds £1,287k to the forecast, as highlighted in section 1.1.3.3.a. We are expecting an increase in both permanent clients, and non permanent episodes in the remaining months of the year, which explains why the year to date (YTD) appears slightly low when compared to this forecast.
- To the end of December 27,888 weeks of care have been delivered against an affordable level of 27,228, a difference of +660 weeks.

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

	2008-09		2009-10		2010-11	
	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	1,060.70	1,041.82	1,110.15	1,119.42	1,207.58	1,260.82
May	1,060.70	1,064.19	1,110.15	1,131.28	1,207.58	1,261.67
June	1,060.70	1,066.49	1,110.15	1,131.43	1,207.58	1,261.46
July	1,060.70	1,070.50	1,110.15	1,125.65	1,207.58	1,255.21
August	1,060.70	1,076.27	1,110.15	1,122.81	1,207.58	1,243.87
September	1,060.70	1,071.59	1,110.15	1,127.79	1,207.58	1,237.49
October	1,060.70	1,070.02	1,110.15	1,130.07	1,207.58	1,232.68
November	1,060.70	1,068.95	1,110.15	1,137.95	1,207.58	1,229.44
December	1,060.70	1,067.59	1,110.15	1,137.28	1,207.58	1,223.31
January	1,060.70	1,073.71	1,110.15	1,137.41	1,207.58	
February	1,060.70	1,074.67	1,110.15	1,142.82	1,207.58	
March	1,060.70	1,089.10	1,110.15	1,145.12	1,207.58	

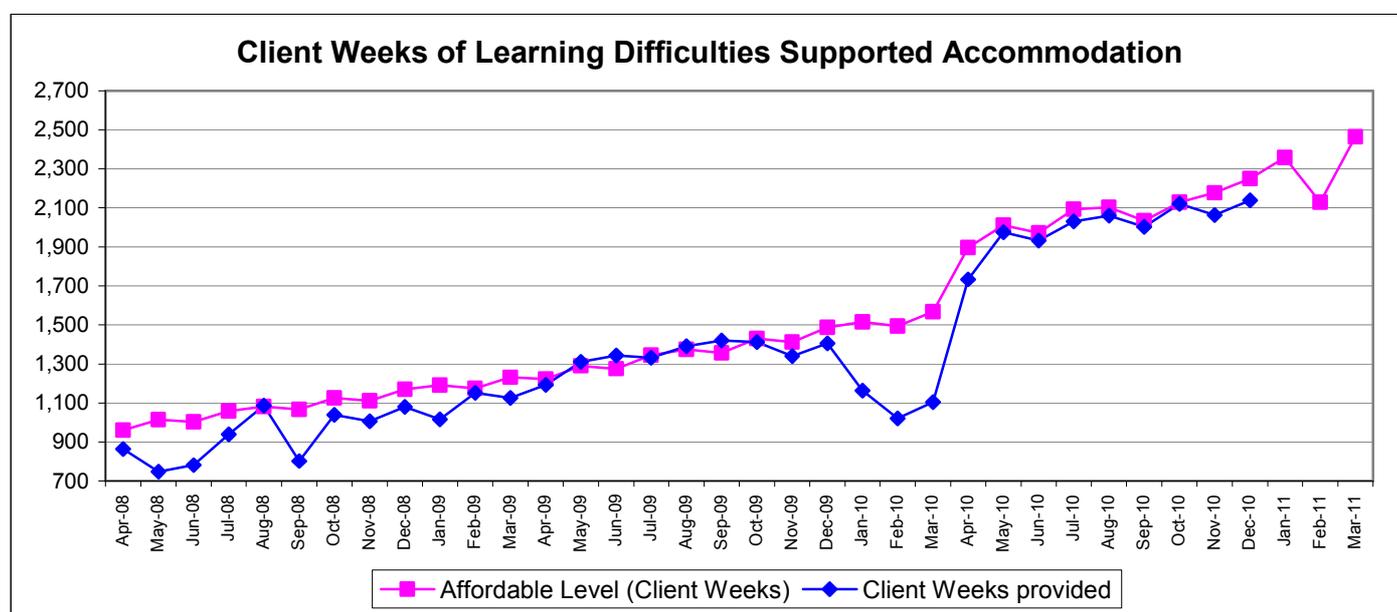


### Comments:

- Clients being placed in residential care are those with very complex and individual 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 £1,200 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 those with very high cost – some of whom can cost up to £2,000 per week. In addition, no two placements are alike – the needs of people with learning disabilities are unique and consequently, it is common for average unit costs to increase or decrease significantly on the basis of one or two cases.
- The forecast unit cost of £1,223.31 is higher than the affordable cost of £1,207.58 and this difference of £15.73 adds £576k 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:

	2008-09		2009-10		2010-11	
	Affordable Level (Client Weeks)	Client Weeks of LD supported accommodation provided	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	1,221	1,192	1,841	1,752
May	1,014	747	1,290	1,311	1,951	1,988
June	1,003	782	1,276	1,344	1,914	1,956
July	1,058	939	1,346	1,333	2,029	2,060
August	1,081	1,087	1,375	1,391	2,034	2,096
September	1,067	803	1,357	1,421	1,951	2,059
October	1,125	1,039	1,431	1,412	2,080	2,119
November	1,110	1,006	1,412	1,340	2,138	2,063
December	1,169	1,079	1,487	1,405	2,210	2,137
January	1,191	1,016	1,515	1,163	2,314	
February	1,174	1,151	1,493	1,021	2,088	
March	1,231	1,125	1,567	1,105	2,417	
<b>TOTAL</b>	<b>13,183</b>	<b>11,639</b>	<b>16,770</b>	<b>15,438</b>	<b>24,967</b>	<b>18,229</b>



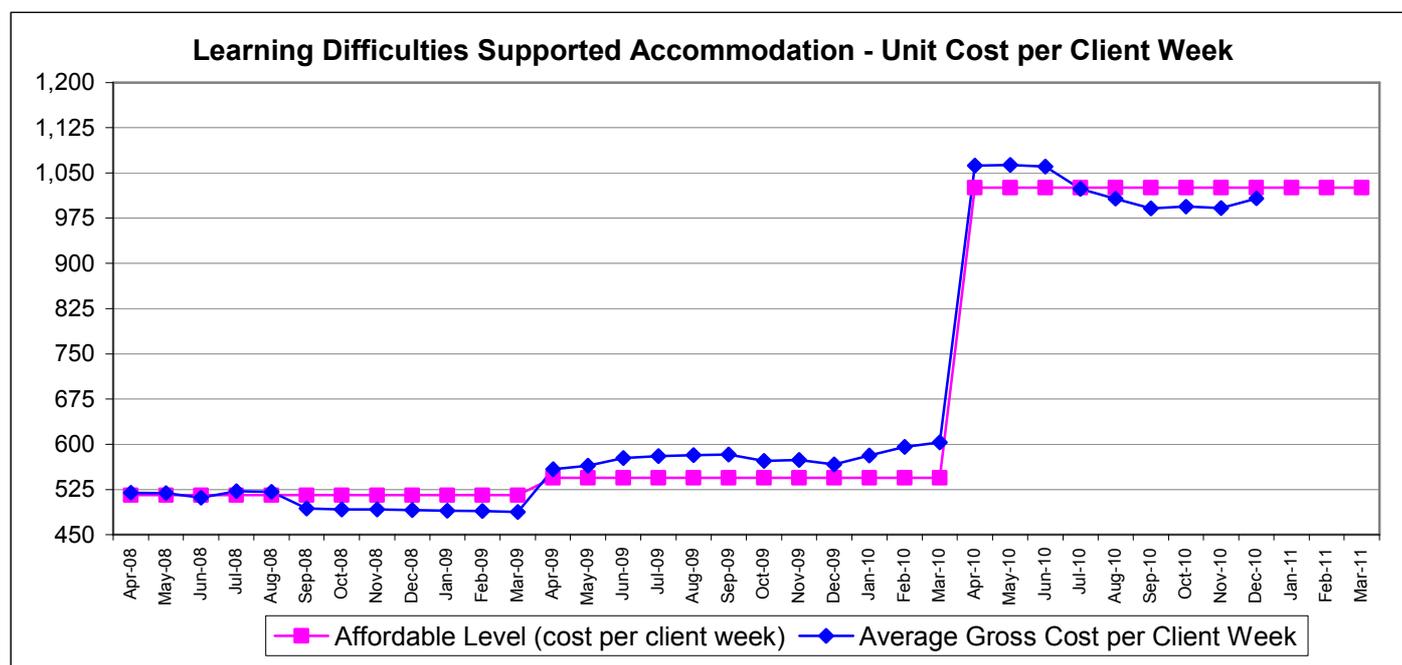
#### Comments:

- The affordable level of weeks has been amended to reflect the additional transfer of S256 clients and their funding from Health. It also now includes Ordinary Residence clients. The overall weeks have been increased to reflect the latest average hours per week for clients in receipt of supported living. This service is counted in hours rather than weeks and the process for converting to weeks for this report uses the latest average hours per week.
- The above graph reflects the number of client weeks of service provided. The actual number of clients in LD supported accommodation at the end of 2008-09 was 233, at the end of 2009-10 it was 309 and at the end of December 2010 was 487. This increase is almost solely due to S256 clients.
- The current forecast is 25,678 weeks of care against an affordable level of 24,967, a difference of +711 weeks which relates entirely to non-S256 clients. Using the forecast unit cost of £1,007.95 this increased activity creates a pressure of £716k as highlighted in section 1.1.3.3.d.
- To the end of December 18,229 care have been delivered against an affordable level of 18,148 a difference of +81 weeks. The year to date looks low compared to forecast and affordable as there are approximately 1,000 weeks included within the forecast relating to Ordinary Residence clients who have yet to show within the year to date activity. The forecast assumes that we take responsibility for the majority of these clients from April 2010 but they will only appear in actual activity once responsibility is confirmed.

- Like residential care for people with a learning disability, every case is unique and varies in cost, depending on the individual circumstances. Although the quality of life will be better for these people, it is not always significantly cheaper. The focus to enable as many people as possible to move from residential care into supported accommodation means that increasingly complex and unique cases will be successfully supported to live independently.

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

	2008-09		2009-10		2010-11	
	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	515.41	519.60	544.31	558.65	1,025.67	1,062.38
May	515.41	519.40	544.31	564.49	1,025.67	1,063.22
June	515.41	511.10	544.31	577.33	1,025.67	1,060.59
July	515.41	522.30	544.31	580.27	1,025.67	1,023.90
August	515.41	521.40	544.31	581.76	1,025.67	1,007.58
September	515.41	493.33	544.31	583.26	1,025.67	991.20
October	515.41	491.85	544.31	572.59	1,025.67	993.92
November	515.41	491.47	544.31	574.24	1,025.67	991.56
December	515.41	490.83	544.31	566.87	1,025.67	1,007.95
January	515.41	489.75	544.31	581.53	1,025.67	
February	515.41	488.90	544.31	595.89	1,025.67	
March	515.41	487.60	544.31	603.08	1,025.67	

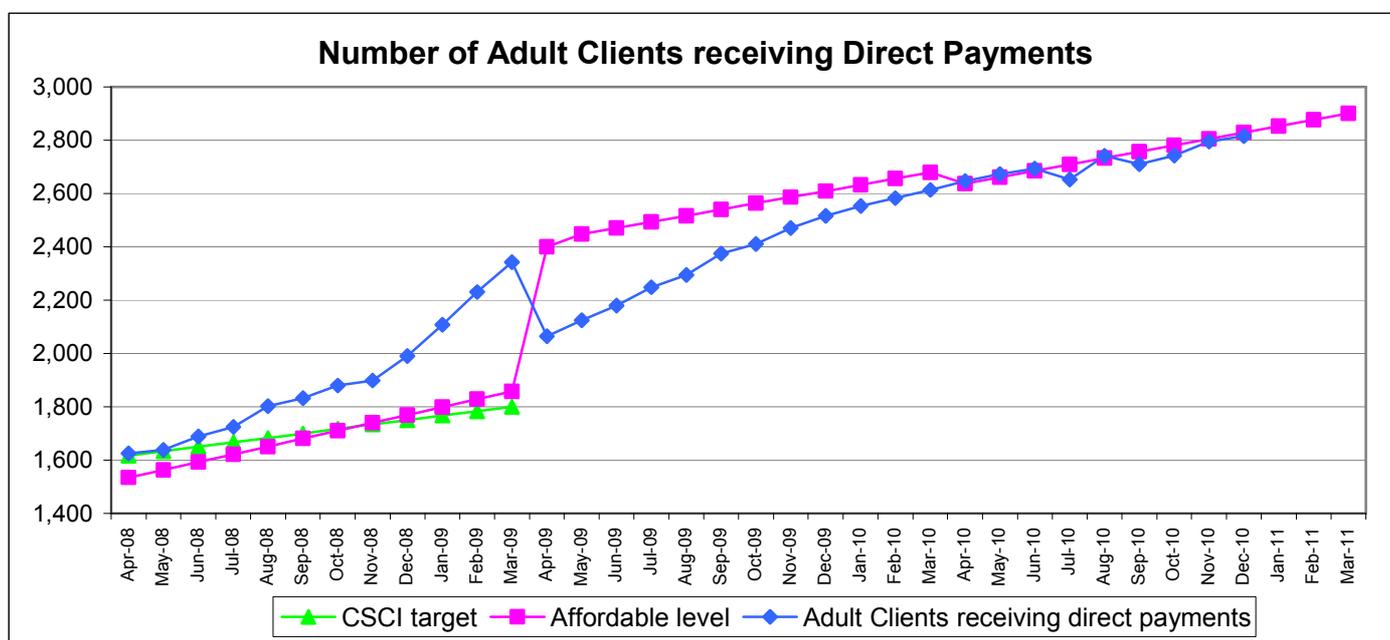


#### Comments:

- The affordable unit cost has been changed again in Quarter 3, to reflect the inclusion of new S256 clients and their funding, transferred from Health.
- The forecast unit cost of £1,007.95, which is lower than the affordable cost of £1,025.67. This difference of -£17.72 creates a saving of £442k when multiplied by the affordable weeks, as highlighted in section 1.1.3.3.d. As referred to in section 1.1.3.3.d, there are three distinct groups of clients: Section 256 clients, Ordinary Residence clients and other clients. Each group has a very different unit cost which are combined to provide an average unit cost for the purposes of this report.

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

	2008-09			2009-10		2010-11	
	CSCI Target	Affordable Level	Adult Clients receiving Direct Payments	Affordable Level	Adult Clients receiving Direct Payments	Affordable Level	Adult Clients receiving Direct Payments
April	1,617	1,535	1,625	2,400	2,065	2,637	2,647
May	1,634	1,564	1,639	2,447	2,124	2,661	2,673
June	1,650	1,593	1,689	2,470	2,179	2,685	2,693
July	1,667	1,622	1,725	2,493	2,248	2,709	2,653
August	1,683	1,651	1,802	2,516	2,295	2,733	2,741
September	1,700	1,681	1,832	2,540	2,375	2,757	2,710
October	1,717	1,710	1,880	2,563	2,411	2,780	2,742
November	1,734	1,740	1,899	2,586	2,470	2,804	2,795
December	1,750	1,769	1,991	2,609	2,515	2,828	2,815
January	1,767	1,799	2,108	2,633	2,552	2,852	
February	1,783	1,828	2,231	2,656	2,582	2,876	
March	1,800	1,857	2,342	2,679	2,613	2,900	



## Comments:

- The activity being reported is as per the Department of Health definition for counting Direct Payments, which includes anyone who has received a Direct Payment during the preceding 12 months, but includes only those that are 'on-going'. i.e. in April the figures include clients who have received an on-going Direct Payment between 1<sup>st</sup> May 2009 and 30<sup>th</sup> April 2010, and the December figures includes clients who have received an on-going Direct Payment between 1<sup>st</sup> January 2010 and 31<sup>st</sup> December 2010. This compares with what was reported last year.

### 3. SOCIAL CARE DEBT MONITORING

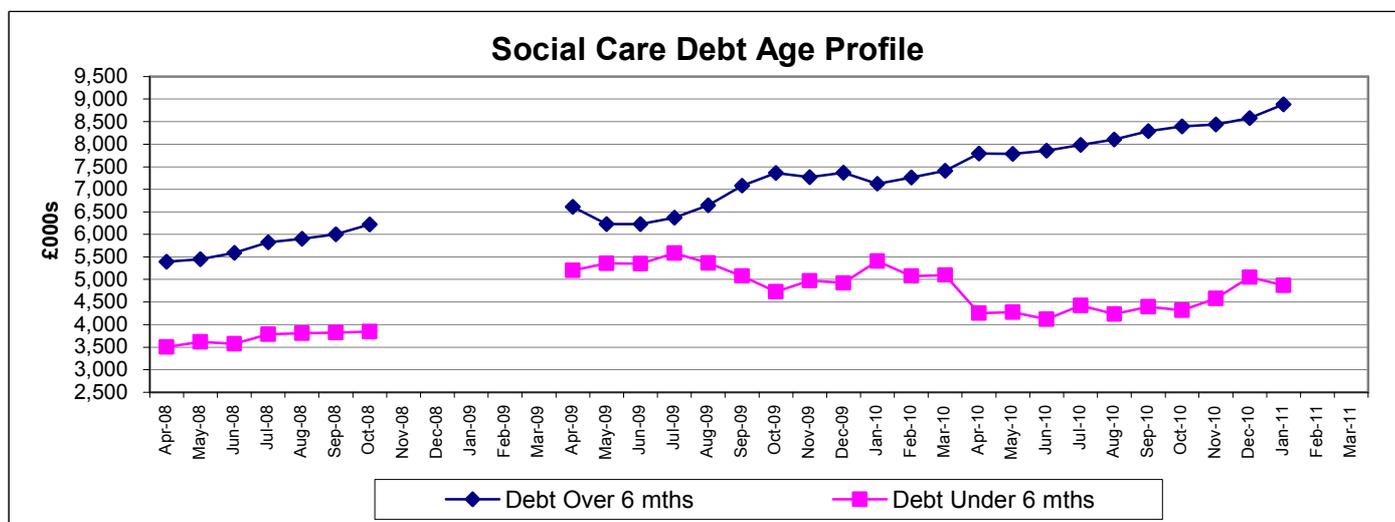
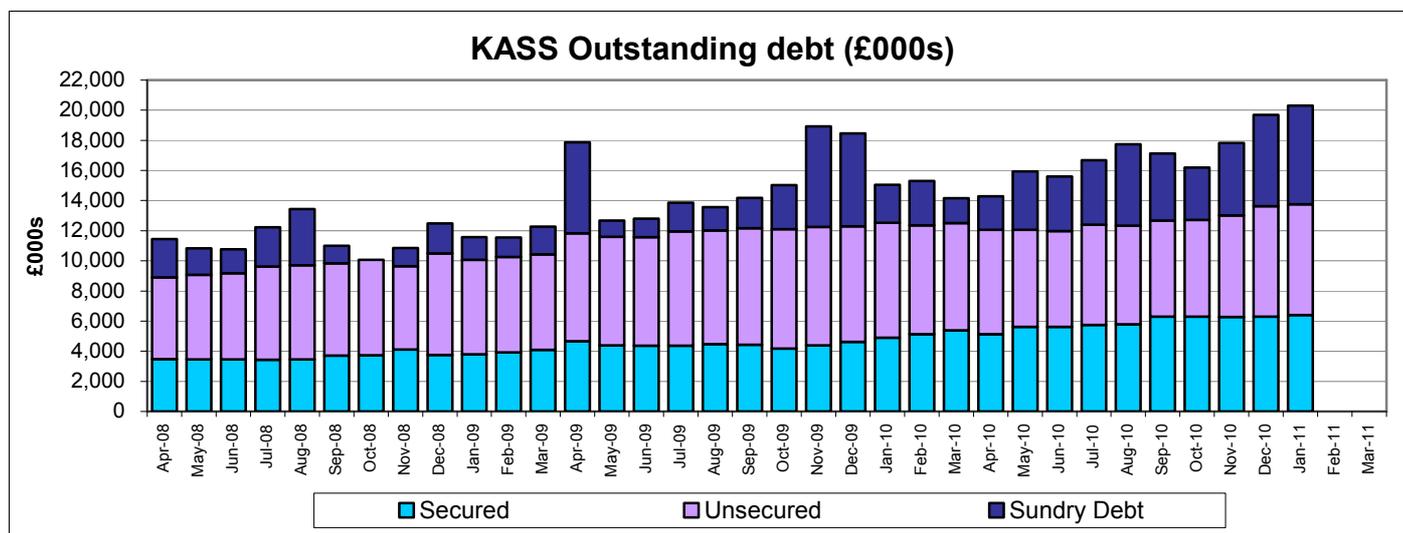
The outstanding due debt as at the January 2011 was £20.313m compared with October's figure of £16.200m (reported to Cabinet in November) excluding any amounts not yet due for payment (as they are still within the 28 day payment term allowed). Within this figure is £6.560m of sundry debt compared to £3.489m at the end of October. The amount of sundry debt can fluctuate for large invoices to health. Also within the outstanding debt is £13.753m relating to Social Care (client) debt which is an increase of £1.042m from the last reported position to Cabinet in November (October position). The following table shows how this breaks down in terms of age and also whether it is secured (i.e. by a legal charge on the client's property) or unsecured, together with how this month compares with previous months. For most months the debt figures refer to when the four weekly invoice billing run interfaces with Oracle (the accounting system) rather than the calendar month, as this provides a more meaningful position for Social Care Client Debt. This therefore means that there are 13 billing invoice runs during the year. It also means that as the Directorate moved onto the new Client Billing system in October 2008, the balance will differ from that reported by Corporate Exchequer who report on a calendar month basis, apart from the period November 2008 to March 2009, when the figures are based on calendar months, as provided by Corporate Exchequer, because reports at that time were not aligned with the four weekly billing runs. From April 2009 the debt figures revert back to being on a four weekly basis to coincide with invoice billing runs. The age of debt cannot be completed for the months between November 2008 and March 2009 as the switch to Client Billing meant that all debts transferring on to the new system became "new" for purposes of reporting therefore it was not possible to show ageing until April.

Now that the full client debt monitoring and recovery function has been fully integrated into KASS, we have been able to develop bespoke reports that accurately reflect the ageing of Social Care debt. This has therefore meant that since April there has been some slight changes to how debt is categorised between that which is over six months and that which is under six months and this has resulted in slightly more debt being classed as over six months.

Debt Month	Social Care Debt						
	Total Due Debt (Social Care & Sundry Debt) £000s	Sundry Debt £000s	Total Social Care Due Debt £000s	Debt Over 6 mths £000s	Debt Under 6 mths £000s	Secured £000s	Unsecured £000s
Apr-08	11,436	2,531	8,905	5,399	3,506	3,468	5,437
May-08	10,833	1,755	9,078	5,457	3,621	3,452	5,626
Jun-08	10,757	1,586	9,171	5,593	3,578	3,464	5,707
Jul-08	12,219	2,599	9,620	5,827	3,793	3,425	6,195
Aug-08	13,445	3,732	9,713	5,902	3,811	3,449	6,264
Sep-08	11,004	1,174	9,830	6,006	3,824	3,716	6,114
Oct-08	*	*	10,071	6,223	3,848	3,737	6,334
Nov-08	10,857	1,206	9,651			4,111	5,540
Dec-08	12,486	2,004	10,482			3,742	6,740
Jan-09	11,575	1,517	10,058			3,792	6,266
Feb-09	11,542	1,283	10,259			3,914	6,345
Mar-09	12,276	1,850	10,426			4,100	6,326
Apr-09	17,874	6,056	11,818	6,609	5,209	4,657	7,161
May-09	12,671	1,078	11,593	6,232	5,361	4,387	7,206
Jun-09	12,799	1,221	11,578	6,226	5,352	4,369	7,209
Jul-09	13,862	1,909	11,953	6,367	5,586	4,366	7,587
Aug-09	13,559	1,545	12,014	6,643	5,371	4,481	7,533
Sep-09	14,182	2,024	12,158	7,080	5,078	4,420	7,738
Oct-09	15,017	2,922	12,095	7,367	4,728	4,185	7,910
Nov-09	18,927	6,682	12,245	7,273	4,972	4,386	7,859
Dec-09	18,470	6,175	12,295	7,373	4,922	4,618	7,677
Jan-10	15,054	2,521	12,533	7,121	5,412	4,906	7,627
Feb-10	15,305	2,956	12,349	7,266	5,083	5,128	7,221
Mar-10	14,157	1,643	12,514	7,411	5,103	5,387	7,127

Debt Month	Total Due Debt (Social Care & Sundry Debt) £000s	Sundry Debt £000s	Social Care Debt				
			Total Social Care Due Debt £000s	Debt Over 6 mths £000s	Debt Under 6 mths £000s	Secured £000s	Unsecured £000s
Apr-10	14,294	2,243	12,051	7,794	4,257	5,132	6,919
May-10	15,930	3,873	12,057	7,784	4,273	5,619	6,438
Jun-10	15,600	3,621	11,979	7,858	4,121	5,611	6,368
Jul-10	16,689	4,285	12,404	7,982	4,422	5,752	6,652
Aug-10	17,734	5,400	12,334	8,101	4,233	5,785	6,549
Sep-10	17,128	4,450	12,678	8,284	4,394	6,289	6,389
Oct-10	16,200	3,489	12,711	8,392	4,319	6,290	6,421
Nov-10	17,828	4,813	13,015	8,438	4,577	6,273	6,742
Dec-10	19,694	6,063	13,631	8,577	5,054	6,285	7,346
Jan-11	20,313	6,560	13,753	8,883	4,870	6,410	7,343
Feb-11							
Mar-11							

\* In October 2008, KASS Social Care debt transferred from the COLLECT system to Oracle. The new reports were not available at this point, hence there is no data available for this period. The October Social Care debt figures relate to the last four weekly billing run in the old COLLECT system.



- The age of debt cannot be completed for the months between November 2008 and March 2009 as the switch to Client Billing meant that all debts transferring on to the new system became "new" for purposes of reporting therefore it was not possible to show ageing until April (i.e. once these debts became 6 months old in the new system).

# ENVIRONMENT, HIGHWAYS & WASTE DIRECTORATE SUMMARY

## JANUARY 2010-11 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.
- Cash limits have been adjusted since the last full monitoring report to reflect a number of technical adjustments to budget.
- The inclusion of new 100% grants (ie grants which fully fund the additional costs) awarded since the budget was set. These are detailed in Appendix 2 of the executive summary.

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	62,942	-12,724	50,218	2,719	-245	2,474	Find & fix (1) completion +£0.532m, find & fix (2) +£0.588m, contract re-procurement +£0.130m, winter +£1.627m, energy -£0.093m, legal -£0.090m, roadworks income £0.235m
Public Transport Contracts	21,490	-2,977	18,513	1,011	-115	896	Freedom Pass +£1.356m/-£0.115m income, public transport - £0.345m
Waste Management	69,945	-1,973	67,972	-2,769	-298	-3,067	Prices +£1.0m, tonnage -£2.1m, contracting -£1.443m, transfer stations -£0.177m, recycling income -£0.298m
Environmental Group	9,814	-4,560	5,254	-166	137	-29	Moratorium -£0.029m, energy loan fund gross -£0.111m / income +£0.111m
Planning & Development Group	770	-15	755	-3	0	-3	Moratorium
Planning Applications	1,134	-477	657	-6	0	-6	Moratorium
Transport Strategy Group	503		503	0	0	0	
Strategic Management	850		850	-29	0	-29	PA vacancy
Resources	5,192	-129	5,063	-763	20	-743	Moratorium -£0.169m, vacancies -£0.197m, pensions -£0.040m, other £0.058m, under recovery income +£0.020m & -£0.3m MIDAS rephasing
Support Services purchased from CED	1,768		1,768	0	0	0	
<b>Total E, H &amp; W</b>	<b>174,408</b>	<b>-22,855</b>	<b>151,553</b>	<b>-6</b>	<b>-501</b>	<b>-507</b>	£0.3m of this is for the rephasing of the MIDAS project - see 1.1.3.18

### 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:

#### **Kent Highways Services (KHS):**

- 1.1.3.1 The original pothole find and fix programme concluded in September last year. The project was a combination of revenue and capital expenditure, with £5.948m of funding found in revenue (Government £2.448m, reserves £2.5m and KHS redirection £1m). The revenue element of the programme has cost an extra £0.532m to complete. The remainder of the expenditure was on capital and was found from efficiencies in the existing capital budget.
- 1.1.3.2 A further pot hole programme has also been introduced as a result of the recent spell of adverse weather. This is expected to cost approximately £0.588m in this financial year, with further spend in the new financial year (level yet to be determined).
- 1.1.3.3 KHS is incurring additional costs of £0.130m for the re-procurement of the highways term maintenance contract, which will come into effect from September 2011. KHS are using a competitive dialogue process with the bidders, to ensure the most appropriate and cost-effective final solution for the new contract.
- 1.1.3.4 In previous reports, a revenue contribution was declared for some emergency works for subsidence on Boughton Hill (£0.250m). This contribution can no longer be afforded in revenue and alternative savings have been found in capital to accommodate this.
- 1.1.3.5 Since the last detailed report to Cabinet in November, there have been two snow emergencies, which have added considerable pressure to the highways budget. Early indications of costs reported in the last exception report have proved insufficient. The extended period of bad weather in some parts of the county has caused salting and snow clearance costs to escalate to £2.020m above budget. A drawdown from the emergency conditions reserve of £0.4m will offset this, leaving a £1.620m pressure on the budget.
- 1.1.3.6 Savings in energy bills of £0.093m and legal fees of £0.090m have offset some of this pressure and this has also been helped by an overachievement of income in the road works budget of £0.235m.
- 1.1.3.7 The Freedom Pass numbers continue to grow due to the popularity of the pass and the number of journeys now being undertaken. Over 26,000 passes have been issued so far against a budget of 24,000. This brings a forecast net pressure of £1.241m, (£1.356m costs and £0.115m additional income), but it is now offset by an underspend of £0.345m on the public transport budgets (mainly from improved contracting in the support to socially necessary but uneconomic bus services).

#### **Waste Management:**

- 1.1.3.8 The RPI index for April was much higher than budgeted, which has put significant price pressure on some of the Waste contracts. The Allington waste to energy price per tonne is £2.38 more than the budgeted figure which increases costs (assuming minimum tonnage through Allington of 325,000 tonnes) by £0.773m. Inflation on other disposal and Household Waste Recycling Centre has increased the total price pressure on waste to £1.0m.
- 1.1.3.9 This price pressure will be offset by overall tonnage being less than the budgeted 760,000 tonnes. It is expected that overall tonnage for the year will be 30,000 tonnes below the affordable level. This will give a saving of around £2.1m at an average disposal cost per tonne of £70 (up from £68). During September and October, tonnage started to rise above previous years' levels but this seems to have settled down again now – although the adverse weather in December affected disposal patterns, but this was rectified in January.
- 1.1.3.10 Savings from improved contracting and a reduction on Church Marshes dilapidations have been delivered in relation to Transfer stations (£0.177m). There have also been improvements on recycling contracts for hardcore, tyres and batteries (£0.075m).

- 1.1.3.11 The materials recycling budget has delivered a significant underspend of £0.946m, from recycling materials being diverted from Allington to more cost effective disposal sites. The new wood recycling contract has also done even better than previously reported and will save approximately £0.497m for the rest of this financial year.
- 1.1.3.12 Income is expected to exceed target by £0.298m. This is largely due to sales of recyclable materials, particularly metals, for which the average price per tonne has risen from an average of £67 in 2009-10 to £106 in 2010-11

### **Environment**

- 1.1.3.13 Moratorium savings of £0.029m have been found in the environment budgets
- 1.1.3.14 There are some balancing gross and income changes, mainly from the energy loan fund, where repayments and consequent transfer back to reserves have been £0.111m lower than originally

### **Planning**

- 1.1.3.15 Moratorium savings of £0.009m have been found in the planning budgets

### **Resources and Strategic Management**

- 1.1.3.16 Staff vacancies of £0.226m have been held in order to help offset the pressure on the Freedom Pass and other highway issues; (£0.197m within Resources and £0.029m within Strategic Management).
- 1.1.3.17 £0.169m of savings have been achieved to help meet the moratorium target. These have come from training, IT, events, other directorate-wide budgets and other various small savings e.g. Legal.
- 1.1.3.18 The MIDAS replacement project has taken on a wider aspect and now involves developing an end to end Oracle solution for the Environment Services as well as Highways. As a consequence of this, the project delivery has been further restructured and therefore the expected re-phasing in to 2011-12 has increased from £0.2m reported in the last quarter to £0.3m.

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

(shading denotes that a pressure has an offsetting saving, which is directly related, or vice versa)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
EHW	Snow emergencies	+2,027	EHW	Waste tonnage	-2,100
EHW	Freedom Pass: increased demand	+1,356	EHW	Materials Recycling: more cost effective disposal	-946
EHW	Waste contract prices including Allington WtE incinerator	+1,000	EHW	New wood recycling contract	-497
EHW	Pothole Find and fix programme 2	+588	EHW	Drawdown from Emergency conditions reserve towards snow emergencies	-400
EHW	Pothole Find and fix programme 1	+532	EHW	Public transport underspend mainly from improved contracting	-345
EHW	Term maintenance re-procurement costs	+130	EHW	MIDAS financial system replacement rephasing	-300
EHW	Energy loan fund: reduction in repayments due to lower take-up	+111	EHW	Increased recycling income	-298
			EHW	Road works income	-235
			EHW	Staff vacancies within Resources & Strategic Management	-226
			EHW	Moratorium savings	-207
			EHW	Transfer Stations improved contracting and reduced dilapidations	-177
			EHW	Increase in Freedom Pass income	-115
			EHW	Energy loan fund: reduction in transfer to reserves due to lower level of repayments	-111
		<b>+5,744</b>			<b>-5,957</b>

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

Vacancies in Resources and Strategic Management are being deliberately held in order to achieve this position.

Moratorium savings of £0.207m on non-essential expenditure have also been delivered.

**1.1.5 Implications for MTFP:**

All current year pressures and savings have been fully addressed in the 2011-13 MTFP.

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

*(Details of any **committed** projects included in the forecast as underspending, for which roll forward will be required)*

The MIDAS replacement project will be rephased by £0.3m into 2011-12, leaving a real underspend on the Directorate of £0.207m

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

The residual forecast underspend of £0.207m has come from the moratorium on non-essential spend. This is earmarked, to contribute towards the £1m roll forward of underspend from the authority wide moratorium required to support the 2011-12 budget

## 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 in the 2011-14 MTFP as agreed by county council on 17 February 2011, any further adjustments are detailed in section 4.1.

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

	Prev Yrs Exp £000s	2010-11 £000s	2011-12 £000s	2012-13 £000s	Future Yrs £000s	TOTAL £000s
<b>Environment, Highways &amp; Waste Portfolio</b>						
Budget	100,869	151,498	85,741	76,439	313,747	728,294
Adjustments:						
Revised Budget	100,869	151,498	85,741	76,439	313,747	728,294
Variance		-11,374	8,187	622	584	-1,981
<b>split:</b>						
- real variance		-2,809	+828			-1,981
- re-phasing		-8,565	+7,359	+622	+584	0
<b>Real Variance</b>		<b>-2,809</b>	<b>+828</b>	<b>0</b>	<b>0</b>	<b>-1,981</b>
<b>Re-phasing</b>		<b>-8,565</b>	<b>+7,359</b>	<b>+622</b>	<b>+584</b>	<b>0</b>

### 1.2.3 Main Reasons for Variance

Table 4 below, details all forecast capital variances over £250k in 2010-11 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>						
	Highways Major Maintenance	phasing	254			
			<b>+254</b>	<b>+0</b>	<b>+0</b>	<b>+0</b>
<b>Underspends/Projects behind schedule</b>						
	Ashford Drivers Roundabout	phasing		-3000		
	East Kent Access Rd Ph2	phasing		-2331		
	Sittingbourne Northern Relief Rd	real		-2000		
	Victoria Way Ph 2	phasing		-809		
	Non TSG land Compensation	phasing	-721			
	Victoria Way Ph 2	real		-396		
	Reshaping Highways Accommod	phasing		-372		
	Country Park Access	phasing	-350			
	Household Waste Recycling & Transfer Stations	phasing		-295		
	Old Residual Schemes	real	-283			
	Sittingbourne Northern Relief Rd	phasing		-272		
	A2 Slip Road	phasing	-254			
			<b>-1,608</b>	<b>-9,475</b>	<b>-0</b>	<b>-0</b>
			<b>-1,354</b>	<b>-9,475</b>	<b>-0</b>	<b>-0</b>

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

##### 1.2.4.1 Ashford Drivers Roundabout, Junction 9 and Footbridge - re-phasing of -£3.000m

This scheme is made up of two elements, a conventional road works scheme and a feature pedestrian and cycle bridge over the M20.

The bridge element of the project is complex due to its design and the contractor's erection methodology. The erection of the bridge will require the closure of the M20 which is not permitted over Easter and Bank Holidays. The bridge was due to be erected in March but this has been revised to May with full completion at the end of June.

The road works have generally made good progress but the severe winter weather has had some impact. The combined re-phasing is £3.0m.

Revised phasing of the scheme is now as follows:

	Prior Years	2010-11	2011-12	2012-13	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget	1,524	16,628				18,152
Forecast	1,524	13,628	3,000			18,152
Variance	0	-3,000	+3,000	0	0	0
<b>FUNDING</b>						
<b>Budget:</b>						
grant	1,524	16,628				18,152
TOTAL	1,524	16,628	0	0	0	18,152
<b>Forecast:</b>						
grant	1,524	13,628	3,000			18,152
TOTAL	1,524	13,628	3,000	0	0	18,152
<b>Variance</b>	<b>0</b>	<b>-3,000</b>	<b>+3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 1.2.4.2 East Kent Access Road (EKA) Phase 2 - re-phasing of -£2.331m

EKA phase 2 is the improvement of the A299 and the A256 leading to the Lord of the Manor junction and connecting with phase 1 at the Richborough power station site.

The construction of the scheme started in autumn 2009 and is progressing well with completion due in April 2012 which is nearly 6 months ahead of the contract programme.

Due to a recent issue with piling design, which is now resolved, and the adverse winter weather the profile of expenditure has been revised. We are advised that this delay will be recovered and the completion date remains unchanged.

Revised phasing of the scheme is now as follows:

	Prior Years	2010-11	2011-12	2012-13	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget	10,970	46,331	25,571	912	3,217	87,001
Forecast	10,970	44,000	27,902	912	3,217	87,001
Variance	0	-2,331	+2,331	0	0	0
<b>FUNDING</b>						
<b>Budget:</b>						
Ex Developer	24					24
prudential			1598	62	915	2575
prudential/revenue					2302	2302
grant	10,946	46,331	23,973	850		82,100
TOTAL	10,970	46,331	25,571	912	3,217	87,001
<b>Forecast:</b>						
Ex Developer	24					24
prudential			1598	62	915	2575
prudential/revenue					2302	2302
grant	10,946	44,000	26,304	850		82,100
TOTAL	10,970	44,000	27,902	912	3,217	87,001
<b>Variance</b>	<b>0</b>	<b>-2,331</b>	<b>+2,331</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

There is a real variance of -£1.981m (-£2.809m in 2010-11 and -£0.828m in 2011-12) which is detailed as follows:

#### **Sittingbourne Northern Relief Road real -£2.000m** (in 2010-11):

This scheme was started in autumn 2009 and is progressing well, with completion expected in October 2011. A prudent view has been maintained on the predicted outturn until the engineered earth works, foundations and abutments of the major bridge structures over Kemsley light rail and Milton Creek had made substantial progress; and the effects on progress over winter fully assessed. A major review of cost and risk has been carried out and this has allowed the forecast of the scheme cost to be reduced by £2.0m at this stage. This real saving has been reported to the Department for Transport (DfT).

#### **Victoria Way, Ashford +£0.404m** (-£0.396m in 2010-11 and +£0.800m in 2011-12): The net overspend is made up as follows:

The under spend of £0.396m relates to the commuted sum for the future maintenance which will be a charge to revenue. Funding is made available through the grant from Community Infrastructure Fund (CIF) and had been included against the capital project. This will be claimed in 2010-11 and held as a receipt in advance in revenue.

The £0.8m increase to the scheme relates to additional works that will be carried out on behalf of UK Power Network (previously EDF). There is a formal agreement in place with the company to fund this work.

#### **Old residual schemes - Newtown Road Bridge -£0.283m** (in 2010-11)

This scheme was mainly funded from Growth Area Funding (GAF) and was completed in December 2008. Network Rail designed and managed the contract and claimed the costs back from KCC. An estimated sum was paid towards the final settlement of the project costs. Final settlement has been agreed and is £0.283m less than the estimate. This has been refunded by Network Rail. The reduction to the project cost will result in GAF funding having to be returned.

#### **Preliminary Design Fees (Smart Link) -£0.089m** (in 2010-11):

The Smart Link preliminary design fee and strategic support from Ashford Futures has been funded from GAF, with the actual construction to be funded by DfT as a Local Transport Plan scheme. DfT has advised no bids for major schemes will be accepted for the time being. Based on this advice no further preliminary work is being done and the Ashford's Future's fees have been reduced by £0.089m.

Overall this leaves a residual balance of -£0.012m on a number of other projects.

### 1.2.6 General Overview of capital programme:

#### (a) Risks and action being taken to alleviate risks

##### **East Kent Access Phase 2:**

The construction contract is progressing well and main influences on outturn are third party costs, such as network rail fees and track possessions costs, final costs of utility diversions and in particular contract price fluctuation-inflation. These aspects are all being actively managed except for contract price fluctuation, which to some extent is outside of our control.

Further value engineering is also being pursued but opportunities are inevitably limited at this stage of a project. Forecast outturn has at times been more than the approved funding of £87.0m but they are on a downwards trend and are expected to continue reducing as the project progresses and risk factors reduce. We are confident that the scheme will be delivered within the agreed funding of £87.0m, but the inflation factors remain a concern given the current economic conditions.

DfT has been approached with a view to diverting £1m of the underspend on Sittingbourne Northern Relief Road to the East Kent Access scheme. This is still under consideration but if approved, would reduce KCC's liability and help offset the inflation issue.

**Victoria Way, Ashford**

This complex scheme involves major utility diversions and new utilities including combined heat and power apparatus to serve new developments, and has had a major impact on cost and delivery of the programme. All major risks have materialised and after allowing for acceleration costs there is only a small contingency remaining.

The delays to this scheme were a major concern with the Community Infrastructure Fund (CIF) funding expiring on the 31 March 2011. However, Homes and Communities Agency (HCA) have agreed to a restructure of CIF funded Ashford projects. The result is expenditure currently funded from GAF will be switched to CIF, allowing the GAF funding, which is not time limited, to be re-phased and therefore covering the expenditure on this scheme that will occur in the new financial year.

**Ashford Drivers Roundabout, Junction 9 and footbridge**

This scheme is made up of two elements, a conventional road works scheme and a striking feature pedestrian and cycle bridge over the M20. The complexity of the bridge design, interfacing of the fabrication and erection constraints has had a major effect on cost and delivery of the programme.

The junction 9 cost of works and risk has increased, and the contingency is expected to be fully utilised. The cost of works at Drivers Roundabout has reduced significantly. The project is currently in balance overall.

The re-phasing into 2011-12 was a major concern with the Regional Infrastructure Funding (RIF) expiring on the 31 March 2011. The GAF funding towards extra cost of the bridge is not time limited.

DfT has agreed, subject to confirmation by Business Innovation & Skills who have taken over the management of RIF from SEEDA, to vire the under spend on Drivers to the M20 Junction 9 and to carry forward £0.5m into 2011-12.

This remains a high risk scheme until the bridge is erected in May. If the overall cost exceeds the current budget then KCC would look for additional GAF support or have a call on future S106 contributions.

**Rushenden Relief Road**

KCC has taken responsibility for completing the Relief Road because SEEDA was unable to secure the full funding required. KCC will forward fund from Prudential Borrowing but will be entering into a S106 Agreement with SEEDA, such that KCC will have a charge on the land held by SEEDA with a view to recovering its costs in time.

**1.2.7 Project Re-Phasing**

Cash limits are changed for projects that have re-phased by greater than £0.100m to reduce the reporting requirements during the year. Any subsequent re-phasing greater than £0.100m will be reported and the full extent of the rephasing will be shown. The proposed re-phasing is detailed in the table below.

	2010-11	2011-12	2012-13	Future Years	Total
	£'000	£'000	£'000	£'000	£'000
<b>Country Park Access</b>					
Amended total cash limits	+1,218	+900			+2,118
re-phasing	-350	+350			0
<b>Revised project phasing</b>	<b>+868</b>	<b>+1,250</b>	<b>0</b>	<b>0</b>	<b>+2,118</b>
<b>Highways Major Maintenance</b>					
Amended total cash limits	+39,245	+26,907	+31,797	+58,149	+156,098
re-phasing	+254	-254			0
<b>Revised project phasing</b>	<b>+39,499</b>	<b>+26,653</b>	<b>+31,797</b>	<b>+58,149</b>	<b>+156,098</b>
<b>A2 Slip Road</b>					
Amended total cash limits	+1,000	+670	+57		+1,727
re-phasing	-254	+254			0

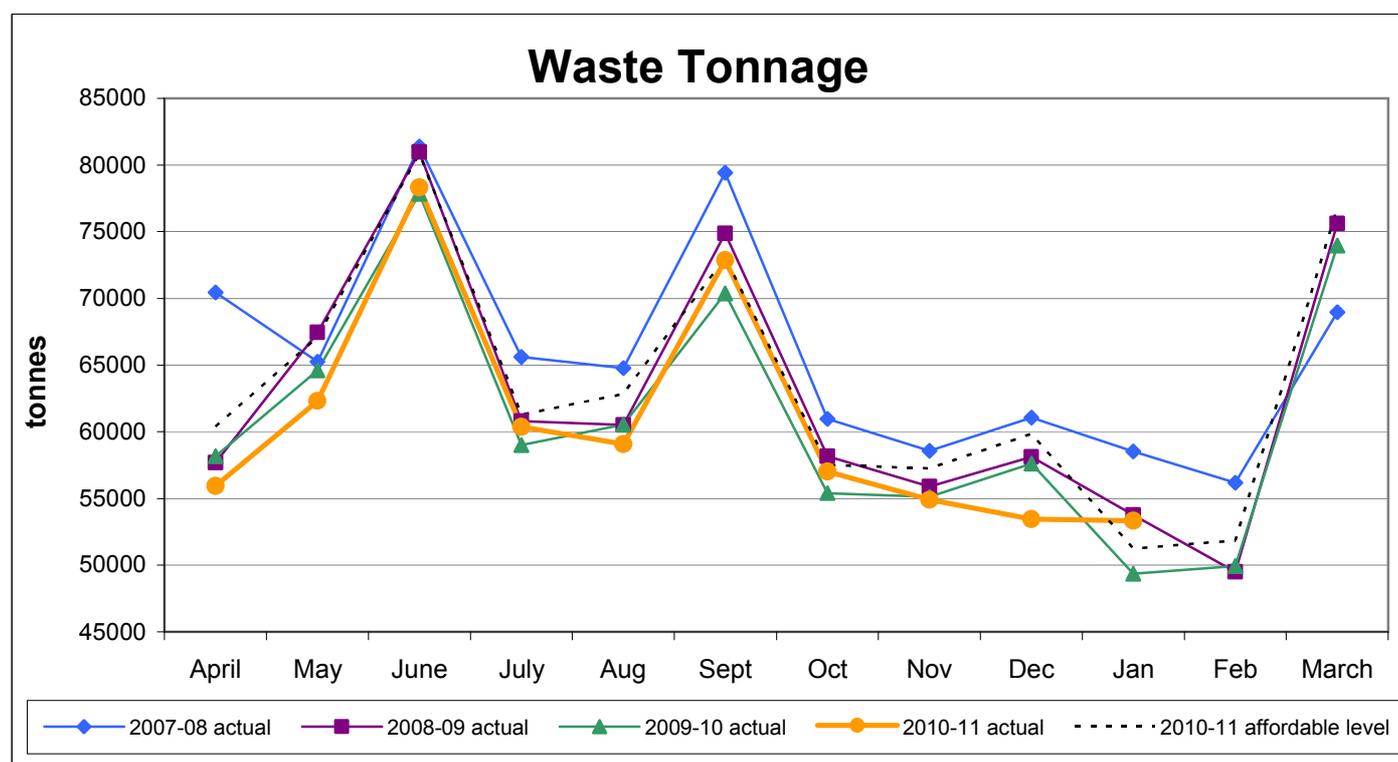
	2010-11	2011-12	2012-13	Future Years	Total
	£'000	£'000	£'000	£'000	£'000
<b>Non TSG Land;Compensa</b>					
Amended total cash limits	+1,630	+1,963	+458	+771	+4,822
re-phasing	-721	+627	+249	-155	0
<b>Revised project phasing</b>	<b>+909</b>	<b>+2,590</b>	<b>+707</b>	<b>+616</b>	<b>+4,822</b>
<b>Archaeological Resource</b>					
Amended total cash limits		+700	+200		+900
re-phasing		-700	+200	+500	0
<b>Revised project phasing</b>	<b>0</b>	<b>0</b>	<b>+400</b>	<b>+500</b>	<b>+900</b>
<b>Household waste recycling</b>					
Amended total cash limits	+3,009	+1,500	0	+500	+5,009
re-phasing	-295	+295			0
<b>Revised project phasing</b>	<b>+2,714</b>	<b>+1,795</b>	<b>0</b>	<b>+500</b>	<b>+5,009</b>
<b>Sittingbourne Northern RR</b>					
Amended total cash limits	+12,895	+7,163	+1,703	+1,100	+22,861
re-phasing	-272	+272			0
<b>Revised project phasing</b>	<b>+12,623</b>	<b>+7,435</b>	<b>+1,703</b>	<b>+1,100</b>	<b>+22,861</b>
<b>East Kent Access 2</b>					
Amended total cash limits	+46,331	+25,571	+912	+3,217	+76,031
re-phasing	-2,331	+2,331			0
<b>Revised project phasing</b>	<b>+44,000</b>	<b>+27,902</b>	<b>+912</b>	<b>+3,217</b>	<b>+76,031</b>
<b>Rushenden Link Road</b>					
Amended total cash limits	+1,406	+1,756	+70	+600	+3,832
re-phasing	-147	+147			0
<b>Revised project phasing</b>	<b>+1,259</b>	<b>+1,903</b>	<b>+70</b>	<b>+600</b>	<b>+3,832</b>
<b>Kent Accommodation</b>					
Amended total cash limits	+2,560	+2,012			+4,572
re-phasing	-372	+372			0
<b>Revised project phasing</b>	<b>+2,188</b>	<b>+2,384</b>	<b>0</b>	<b>0</b>	<b>+4,572</b>
<b>Victoria Way Ph1</b>					
Amended total cash limits	+13,359	+2,012			+15,371
re-phasing	-809	+570		+239	0
<b>Revised project phasing</b>	<b>+12,550</b>	<b>+2,582</b>	<b>0</b>	<b>+239</b>	<b>+15,371</b>
<b>Drovers Roundabout J9</b>					
Amended total cash limits	+16,628				+16,628
re-phasing	-3,000	+3,000			0
<b>Revised project phasing</b>	<b>+13,628</b>	<b>+3,000</b>	<b>0</b>	<b>0</b>	<b>+16,628</b>
<b>Kent Thames Strategic Prog.</b>					
Amended total cash limits	+256	+2,637	+8,140	+134,047	+145,080
re-phasing	-173	0	+173		0
<b>Revised project phasing</b>	<b>+83</b>	<b>+2,637</b>	<b>+8,313</b>	<b>+134,047</b>	<b>+145,080</b>
<b>Total re-phasing &gt;£100k</b>	<b>-8,470</b>	<b>+7,264</b>	<b>+622</b>	<b>+584</b>	<b>0</b>
<b>Other re-phased Projects below £100k</b>	<b>-95</b>	<b>+95</b>			<b>0</b>
<b>TOTAL RE-PHASING</b>	<b>-8,565</b>	<b>+7,359</b>	<b>+622</b>	<b>+584</b>	<b>0</b>

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

### 2.1 Waste Tonnage:

	2007-08	2008-09	2009-10	2010-11	
	Waste Tonnage	Waste Tonnage	Waste Tonnage	Waste Tonnage *	Affordable Level
April	70,458	57,688	58,164	55,937	60,394
May	65,256	67,452	64,618	62,316	67,096
June	81,377	80,970	77,842	78,327	80,826
July	65,618	60,802	59,012	60,350	61,274
August	64,779	60,575	60,522	59,082	62,842
September	79,418	74,642	70,367	72,862	73,065
October	60,949	58,060	55,401	57,022	57,526
November	58,574	55,789	55,138	54,908	57,252
December	61,041	58,012	57,615	53,440	59,825
January	58,515	53,628	49,368	53,330	51,260
February	56,194	49,376	49,930		51,845
March	68,936	76,551	73,959		76,795
<b>TOTAL</b>	<b>791,115</b>	<b>753,545</b>	<b>731,936</b>	<b>607,574</b>	<b>760,000</b>

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



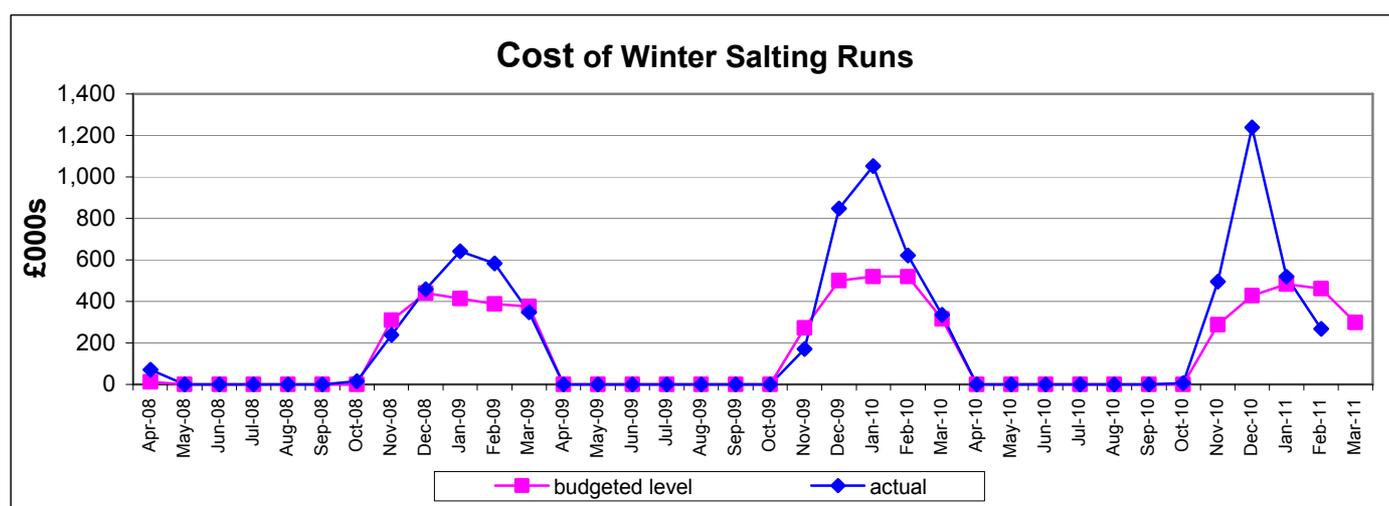
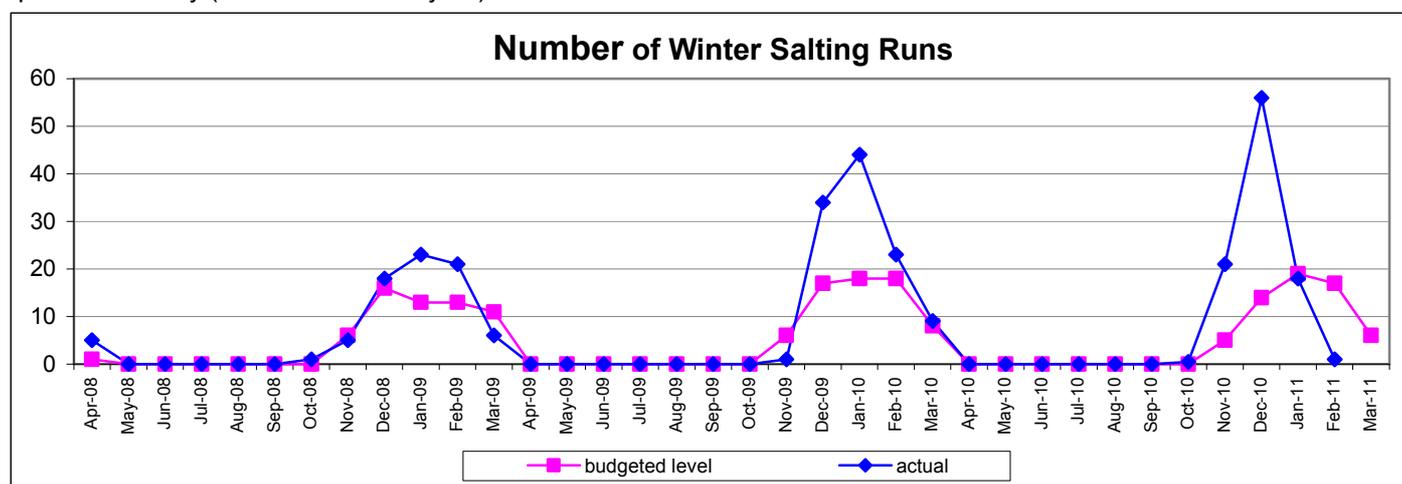
#### Comments:

- Despite the September and October tonnage showing an increase on previous years, waste volumes are forecast to remain below the affordable level for 2010-11. It is estimated that outturn tonnage will be 30,000 tonnes below budget based on current figures. However waste may start to increase again at any point, and continued falls in waste cannot be relied upon. The December figure is significantly below forecast but it is assumed that this was because of the bad weather and indeed has been reversed during January.

## 2.2 Number and Cost of winter salting runs:

	2008-09				2009-10				2010-11			
	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	Budgeted Level	Actual £000s	Budgeted Level £000s	Actual	Budgeted Level	Actual £000s	Budgeted Level £000s	Actual	Budgeted level	Actual £000s	Budgeted Level £000s
April	5	1	70	13	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-	-
July	-	-	-	-	-	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-	-	-	-	-
October	1	-	16	-	-	-	-	-	0.5	-	6	-
November	5	6	239	310	1	6	171	273	21	5	494	288
December	18	16	458	440	34	17	847	499	56	14	1,238	427
January	23	13	642	414	44	18	1,052	519	18	19	519	482
February *	21	13	584	388	23	18	622	519	1	17	268	461
March	6	11	348	375	9	8	335	315	-	6	-	299
<b>TOTAL</b>	<b>79</b>	<b>60</b>	<b>2,357</b>	<b>1,940</b>	<b>111</b>	<b>67</b>	<b>3,027</b>	<b>2,125</b>	<b>96.5</b>	<b>61</b>	<b>2,525</b>	<b>1,957</b>

\* part month only (as at 18<sup>th</sup> February 11)

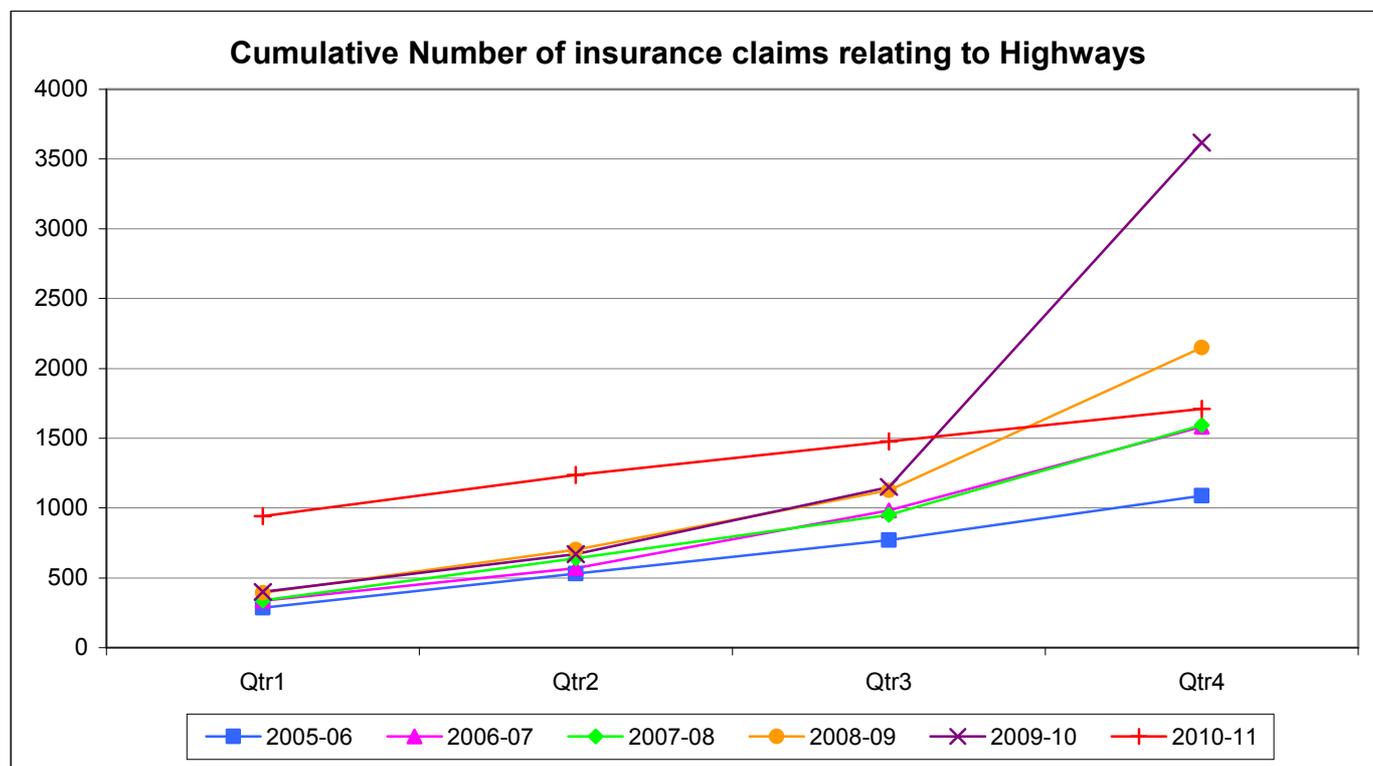


Comment:

- 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.

## 2.3 Number of insurance claims arising related to Highways:

	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
	Cumulative no. of claims					
April – June	286	335	337	392	399	942
July – Sept	530	570	640	702	669	1,238
Oct – Dec	771	982	950	1,125	1,151	1,478
Jan - Mar	1,087	1,581	1,594	2,150	3,616	1,710



## 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 11 February 2011.
- The number of claims rose sharply at the end of 2008-09 and 2009-10. The particularly adverse weather conditions and the consequent damage to the highway seems a major factor with this along with some possible effect from the economic downturn. Claims for the first three quarters 2010-11 are also significantly above previous years (and will increase as more claims for that period are received in subsequent months).
- The Insurance section continues to work closely with Highways to try to reduce the number of successful claims and currently the Authority is managing to achieve a rejection rate on 2010-11 claims where it is considered that we do not have any liability, of about 92%.

## COMMUNITIES DIRECTORATE SUMMARY JANUARY 2010-11 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.
- Cash limits have been adjusted since the last full monitoring report to reflect a number of technical adjustments to budget.
- The inclusion of new 100% grants (i.e. grants which fully fund the additional costs) awarded since the budget was set. These are detailed in Appendix 2 of the executive summary.

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>							
Kent Drug & Alcohol Action Team	18,520	-16,230	2,290	0	0	0	
Youth Offending Service	6,757	-3,012	3,745	16	-133	-117	Reduced staff costs due to advancement of planned restructuring, offset by increased training, running costs and a revision to previous forecast for secure accommodation. Additional income from CFE to fund training programme and increased income from YJB to fund various projects.
Youth Services	12,506	-5,652	6,854	-486	5	-481	Reduced staff costs from vacancy management and advancement of planned restructure, offset by increased premises and running costs. Underspend on youth opportunities fund which is part of 11-13 MTFP roll forward.
Supporting People	32,314	-220	32,094	0	0	0	
Community Learning & Skills (Adult Education (incl KEY))	17,072	-17,172	-100	-419	419	0	Reduced fees income arising from fall in fee paying learner numbers & reduction in granton Train to Gain (TTG) and Apprentices contracts, plus various other variances; mitigated by management action (vacancy management & reduced running costs).
Arts Unit	2,035	37	2,072	14	-28	-14	Additional costs associated with Arts Council England NI11 project offset by reduced internal recharges; Income from (ACE) NI11 project.

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
Libraries, Archives & Museums	22,626	-3,045	19,581	-46	-68	-114	Reduced gross costs arising from enhanced vacancy management, offset by contributions towards capital projects, increased running costs and internal recharges. Additional internal & external income, offset by shortfall in AV and merchandise income.
Sports, Leisure & Olympics	3,214	-1,585	1,629	9	-19	-10	
Supporting Independence	4,058	-3,281	777	-13	-55	-68	+£74k on Future Jobs Fund based on current intake, match funded by income from DWP; -£19k fewer apprentices than anticipated matched by reduced income; -£50k underspend on Community Programme; -£85k Planned promotions for Apprentice Workshops/Employer Events did not occur
Kent Community Safety Partnership	5,215	-382	4,833	-64	-17	-81	Reduced staff costs mainly due to part year Community Warden vacancies offset by contribution towards directorate vacancy savings target. Additional income from Future Jobs Fund.
Coroners	2,702	-475	2,227	198	26	224	Continuation of pressure reported in 2009-10, regarding long inquests and Body storage contract. Income variance relates to Medway Council SLA.
Emergency Planning	828	-199	629	15	0	15	
Kent Scientific Services	1,271	-780	491	-48	58	10	Reduced staff costs arising from vacancy management, offset by higher than anticipated price increases of chemical & safety equipment. Income variance relates to an income target, which at present is deemed as not achievable.
Registration	3,840	-3,027	813	-55	-151	-206	Reduced staff & running costs. Increased fees and internal income.
Trading Standards	3,655	-322	3,333	-155	3	-152	Reduced staff costs due to vacancies being held, where possible, offset by contributions towards directorate vacancy savings target; reduced spend on staff related, premises & transport costs. Reduced fees income
Policy & Resources	1,669	-361	1,308	-42	12	-30	Reduced staff costs arising from vacancy management, offset by one-off contribution towards directorate pressures.

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
Business Development & Support	715	-228	487	-81	89	8	Reduced costs and income from Regulatory Training Services (RTS) due to lower than anticipated take up of services, combined with reduced income from internal clients.
Strategic Management	929		929	-40	0	-40	Reduced staff costs due to vacancy management, offset by a recharge of graduate fee and contribution towards directorate pressures.
Centrally Managed directorate budgets	1,266	-1,228	38	50	-109	-59	Centrally held vacancy management savings target offset by internal recharge income from Trading Standards & Community Safety and contribution from Libraries towards dilapidation costs.
Support Services purchased from CED	4,760		4,760	0	0	0	
<b>Total Communities controllable</b>	<b>145,952</b>	<b>-57,162</b>	<b>88,790</b>	<b>-1,147</b>	<b>32</b>	<b>-1,115</b>	
<b>Assumed Management Action</b>						<b>0</b>	
<b>Forecast after Mgmt Action</b>				<b>-1,147</b>	<b>32</b>	<b>-1,115</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 Youth Service: -£486k Gross, £5k Income, -£481k Net

The variance is largely due to the unspent Youth Opportunities Fund (YOF) (£387k), formerly a government grant, which has now been un-ringfenced

The recently approved 2011-2013 MTFP reflects the roll forward of this £387k underspend relating to YOF to fund the apprenticeship programme in 2011-12.

The service has also made savings on gross expenditure, mainly through vacancy management and advancement of planned restructuring (-£195k). This is being offset by increased premises and other running costs.

#### 1.1.3.2 Supporting People

Commitments are in place that will result in gross expenditure being close to £2,913k in excess of the agreed cash limit for floating support. This is a demand led service provided by the unit, to assist customers to remain within their homes. Demand currently exceeds the resources allocated at the time of budget build and, therefore, additional support has been provided to cope with the increase in demand. These costs will be met by a drawdown from the existing supporting people earmarked reserve and, therefore, a balanced position is being forecast with regard to the main grant.

As a result of the 10 June Government savings announcement, the service was notified of a reduction in the Area Based Grant for supporting people administration of £736k. Cabinet, at its meeting in July, agreed that this reduction could be met by a drawdown from the supporting people earmarked reserve and the cash limit has been reduced accordingly to reflect this drawdown. However, the current forecast for supporting people administration indicates a modest underspend of -£43k, therefore the estimated drawdown from the reserve will be reduced accordingly to give a nil net effect on administration.

Overall therefore, the current estimated drawdown from the reserve is £2,870k (£2,913k - £43k) in order to present a balanced outturn position. This is in addition to the budgeted drawdown of £736k.

#### 1.1.3.3 Community Learning & Skills: -£419k Gross, +£419k Income, £0k Net

A shortfall in fees income (£119k) has arisen due to contributions from employers on Train to Gain courses not being realised. Fees were planned for these courses to test the market in readiness for Government changes, but market forces have meant this target has not been realised and a majority of employers continue to engage without contributing fees. This is illustrated by the activity in section 2.1 where non fee earning enrolments are above target, whereas fee earning enrolments are below target.

The remainder of the shortfall is due to a reduction in grant income predominantly in the Train to Gain scheme (£287k). There has been a marginal reduction in learner numbers, but the majority of the grant reduction is due to changes made by the Skills Funding Agency (SFA) resulting in the average grant per learner reducing by as much as 50% in many cases.

This pressure is being mitigated through management action, including vacancy management, targeted savings on running costs and by one-off reductions, together with reducing the number and frequency of courses. The service remains confident that a balanced budget will be delivered at the end of the year, despite this pressure and the in-year grant reductions that the service has had to absorb.

#### 1.1.3.4 Libraries: -£46k Gross, -£68k Income, -£114k Net

The service has made savings on gross expenditure, mainly through vacancy management and advancement of planned restructuring (-£609k), £494k of which has been earmarked as a revenue contribution towards capital projects including the Radio Frequency Identification project (RFID) which will provide an electronic check-out service for customers and the Beaney, Canterbury.

Also, savings have been made on premises costs (-£203k) which have been achieved from one-off rates rebates for three libraries and reduced spend on utilities, savings have been realised on staff related costs (-£39k), due to early retirement costs for the mobile library & Kent School Library Advisory Team (KSLAT) reviews not being charged until October 2011. This is being partly offset by internal recharges (+£96k), other running costs (+£94k), grants to voluntary organisations (+£49k) as a one-off contribution to Kent Cultural Trading; specialist fees (+£49k) and third party payments (£18k)

Libraries are forecasting a reduction in their Audio Visual and merchandising income streams of £129k, due to activity below target in Quarter 3, as illustrated in section 2.2 below. The budget was set at a lower level than in the prior year but even then; revised targets have not been met. Therefore, the forecast for the year has been reduced accordingly.

Income targets set for Kent on Canvas and the Centre for Kentish Studies (CKS) shop are no longer achievable which results in a shortfall of £20k and £12k respectively. This is being partly offset by increased external contributions (£104k), mainly from recharges to various organisations and increased internal income (£120k).

### 1.1.3.5 Supporting Independence (-£13k gross, -£55k income, -£68k net)

- a) An increased intake of the long term unemployed on the Future Jobs Fund has led to increased gross and income of £74k as cost are matched-funded by the Department of Works and Pensions (DWP). This has been off-set by reduced activity on the Apprenticeship Scheme reducing both gross and income by £19k. Planned expenditure on promotional events/workshops for Welfare reform and Apprentices will not go ahead in 2011, which will realise further savings of -£85k.

There has been a reduction in the Community Programme (-£50k) as suitable projects/providers could not be identified.

### b) Vulnerable Workers

The Vulnerable worker's programme supports young offenders, young parents, care leavers and young people with physical or mental health issues into apprenticeships. The project seeks to engage employers across the private sector in offering vulnerable workers short term placements of six-months by making a contribution towards their salaries. A target of 80 young people will be recruited by KCC to undertake a variety of apprenticeships supported by KCC and partners throughout the project. Due to delays in the project 15 apprentices are currently in placements with a further 4 due to start imminently.

The programme will be funded by a drawdown from reserves of up to £482k, phased over two years, as a consequence of the late start to the project. Expenditure of £92k is being forecast for 2010-2011, which will be met in part, from a drawdown from reserves of £46k, with the remaining costs met by, underspends elsewhere within the Supporting Independence service. The balance of £436k is expected to be drawn down in 2011-12.

### c) Margate Taskforce

The main focus of the project is to seek agreement with Thanet District Council to set-up a selective licensing scheme for private landlords in Margate Central and Cliftonville West wards to be funded from KCC's share of the Local Area Agreement Performance Reward Grant, which is held in reserves. To date we have spent £500k of an earmarked £750k, which has been matched by a drawdown from reserves.

### 1.1.3.6 Community Safety: -£64k Gross, -£17k Income, -£81k Net

The service has made savings of -£64k on gross expenditure, mainly through enhanced vacancy management (-£135k); targeted savings on running costs (-£55k) and savings on grants paid to voluntary organisations (-£13k) mainly due to the restorative justice and positive ticketing projects not proceeding, but these are largely offset by a £129k internal recharge to contribute towards directorate pressures and other minor variances. The income variance is mainly due to additional internal income from the Future Jobs Fund for funding and training of support wardens.

### 1.1.3.7 Coroners: +£198k Gross, +£26k Income, +£224k Net

The pressures affecting the service, and our inability to control Coroners' expenditure, have been fully documented in recent years.

Despite additional funding in each of the last three years to address the issue of long inquests and increasing pressures on Mortuary costs, the service continues to experience pressures due to a rise in the number of deaths that are deemed suspicious and subsequently referred.

The main existing pressures arise from specialist fees and premises costs associated with long inquests +£171k.

The specialist fees pressure is being exacerbated by one of the coroners continuing to use an external provider for toxicology and other laboratory services, instead of using Kent Scientific Services. Negotiation remains ongoing in this respect to ensure that our in-house laboratory is used.

The service has recently been notified of an increase in Post Mortem and Body Storage charges from Dartford & Gravesham NHS Trust in the region of £150k, which follows changes to the methodology employed in calculating service income. The Head of Service and the Head of Finance have met with the Trust and have brokered an agreement, whereby the increase charges will be phased incrementally over the next three years, with only £50k of the increase charged to 2010-2011.

These pressures are being partially offset because invoices relating to 2009-10 have come in at less than the estimated creditor provisions established at the end of the year.

#### 1.1.3.8 Registration: -£55k Gross, -£151k Income, -£206k Net

The service has made savings on gross through vacancy management (-£107k) and targeted savings on running costs (-£28k). These are being offset largely by increased premises costs, mainly due to an increase in rent and rates for the Archbishop's Palace, Maidstone (£11k); increased internal recharges due to electrical and IT maintenance work for the Old Town Hall, Dartford (£28k); staff related costs (£14k); transport costs (£7k) and a reduction in the planned drawdown from reserves to cover the cost of the software development of the Ceremonies and Registration Appointments (CARA) booking system (+£20k).

The income variance of -£151k is mainly due to an expected increase in the level of income for ceremonies, as well as a modest increase in income derived from the registration of births and deaths and income from Area Offices for sale of advertising space.

#### 1.1.3.9 Trading Standards: -£155k Gross, +£3k Income, -£152k Net

The service has made savings on gross expenditure, mainly through enhanced vacancy management and advancement of staff restructuring of £278k, offset by £150k internal recharge to contribute towards directorate pressures and reduced spend on staff related, premises and transport costs. A minor shortfall in fees income accounts for the income variance.

#### 1.1.3.10 Centrally Managed Budgets: +£50k Gross, -£109k Income, -£59k Net

Within the directorate's centrally managed budget, is an in-year pressure of £279k which relates to a centrally held vacancy management savings target. This is being offset by contributions (internal recharge income) from the Trading Standards (£150k) and Community Safety (£129k) units, which have achieved savings through vacancy management and advancement of staff restructuring.

An underspend of -£100k is being reported on the Secure Accommodation contingency held within centrally managed budgets to address the volatility in demand for young offenders being held in remand. Reduced in-year activity has meant this contingency will not be required and can now contribute towards offsetting an unachievable income target of £229k also held within centrally managed budgets.

In addition, there is reduced spend on the property budget of -£120k, together with further underspends of -£119k on property pay as you go activities, as part of the contribution towards the moratorium on non essential expenditure.

The correction of an error in the 2010-2013 MTFP has resulted in a base pressure of £57k which is being mitigated by contributions (internal recharge income) from Policy and Resources £40k and Strategic Management £17k.

There are other small pressures amounting to +£53k.

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

(shading denotes that a pressure has an offsetting saving, which is directly related, or vice versa)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
CMY	Supporting People: planned increase in the level of Floating Support and small underspend on administration	+2,870	CMY	Drawdown from Supporting People reserve.	-2,870
CMY	Supporting Independence: Forecast spend on Margate Taskforce funded by drawdown from reserves.	+500	CMY	Libraries: vacancy management & advancement of planned restructuring	-609
CMY	Libraries: revenue contributions to capital programme	+494	CMY	Supporting Independence: Drawdown from reserves to match spend on Margate Taskforce.	-500
CMY	CLS: reduction in grant for Train to Gain following changes in funding levels per learner imposed by Skills funding Agency	+287	CMY	CLS: Vacancy management and targeted savings on running costs	-406
CMY	Centrally Managed Budgets: centrally held vacancy management savings target (offset by savings within Trading Standards & Community Safety).	+279	CMY	Youth Service: Unspent YOF funding to roll forward to 2011-12 to fund apprenticeship programme.	-387
CMY	Centrally Managed Budgets: Unachievable Income Targets	+229	CMY	Centrally Managed Budgets: increased internal recharge income from Trading Standards & Community Safety towards centrally held directorate pressures.	-279
CMY	Coroners: long inquest costs	+171	CMY	Trading Standards: vacancy management & advancement of planned restructuring	-278
CMY	Trading Standards: increased internal recharge for contribution towards directorate pressures	+150	CMY	Libraries: income contributions from internal and external partners.	-224
CMY	Community Safety: increased internal recharge for contribution towards directorate pressures.	+129	CMY	Libraries: reduced spend on utilities and one-off rates rebates	-203
CMY	Libraries: reduced forecast on audio visual income stream and anticipated shortfall in merchandising income.	+129	CMY	Youth Service: Vacancy Management and restructure of the Service	-195
CMY	CLS: shortfall in contributions from employers for Train to Gain courses	+119	CMY	Registration: increased income from ceremonies & registration of births & deaths.	-146
			CMY	Community Safety: Vacancy management & targeted savings on running costs	-135
			CMY	Centrally Managed Budgets - Reduced spend on Property budget.	-120
			CMY	Centrally Managed Budgets: Property Pay as You Go Services - reduced spend on commissioned work.	-119
			CMY	Registration: Staff savings achieved though vacancy management.	-107
			CMY	Centrally Managed Budgets - Unused contingency for Secure Accommodation costs.	-100
		<b>+5,357</b>			<b>-6,678</b>

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

##### Community Learning & Skills

In order to mitigate against the grant reduction from the Skills Funding Agency of £469k, the service has enacted management action devised to deliver a balanced budget. (This was reported in the first full monitoring report to Cabinet in September and cash limits were amended to reflect this grant reduction, hence no variance reflected in this report).

##### Vacancy management

Due to the current financial climate and volatility regarding grant funding, the directorate has informed units to maintain and extend vacancies wherever possible, as well as bring forward any planned restructures, but on the basis that front line provision should not be adversely affected. In addition, services have also been asked to monitor and reduce all non essential expenditure.

##### Grant Reductions

A few directorate units have been notified of reduced grant income from internal and external partners during the year. In all cases, management action has been enacted to contain expenditure and to deliver a balanced budget position.

##### Supporting People

The service expects to drawdown £2.870m from its reserve, as reported in section 1.1.3.2 above, to address costs required to service existing contracts. The level of drawdown required, has been exacerbated by the removal of the administration grant in-year.

##### Moratorium on non essential expenditure

In order to deliver a balanced budget outturn, the directorate had, very early in the year, imposed a moratorium of non essential expenditure which has contributed largely to current reported levels of underspends.

To maximise the level of savings, and to ensure the delivery of a balanced budget, the directorate has brought forward, wherever possible, planned savings proposals that were not due for commencement until next year.

In addition, the directorate has attempted to increase its levels of underspending without there being an adverse impact on frontline activities and without setting units targets based on headroom or specific expenditure lines.

#### 1.1.5 **Implications for MTFP:**

All current year pressures have been fully addressed in the 2011-2013 MTFP.

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

*(Details of any **committed** projects included in the forecast as underspending, for which roll forward will be required)*

The Youth Opportunities Fund, a grant from GOSE, was un-ringfenced during the year, and the Youth Service communicated the end of YOF as it stood, with some £487k unallocated, until the authority decided how the funding would be best spent.

It was agreed by the Leader and the Director of Finance that internal restrictions were placed on these funds and it was to be used to fund an apprenticeship scheme. This has not been possible in the current financial year for a variety of reasons. The service will endeavour to commence this in 2011-2012.

The provisional plan is to continue with YOF, albeit on a reduced scale, with the view of appointing some apprentices to work alongside Youth workers which will incur expenditure in the region of £100k in 2010-11.

The service, therefore, requires the roll forward of the balance of unspent YOF funding of £387k to fund the apprenticeship scheme in 2011-12 and this roll forward is already built into the recently approved 2011-12 budget.

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

N/A

## 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 in the 2011-14 MTFP as agreed by county council on 17 February 2011, any further adjustments are detailed in section 4.1.

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

	Prev Yrs Exp £000s	2010-11 £000s	2011-12 £000s	2012-13 £000s	Future Yrs £000s	TOTAL £000s
<b>Communities Portfolio</b>						
Budget	14,051	27,204	12,946	3,392	6,038	63,631
Adjustments:						
- December re-phasing		-465	465			
- Virement from KASS for Library Modernisation		47				47
- Library Modernisation		20				20
Revised Budget	14,051	26,806	13,411	3,392	6,038	63,698
Variance	0	-324	+613	0	0	+289
<b>split:</b>						
- real variance		-4	293			289
- re-phasing		-320	320			0
<b>Real Variance</b>	<b>0</b>	<b>-4</b>	<b>293</b>			<b>289</b>
<b>Re-phasing</b>	<b>0</b>	<b>-320</b>	<b>320</b>			<b>0</b>

### 1.2.3 Main Reasons for Variance

Table 4 below, details all forecast capital variances over £250k in 2010-11 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					
			+0	+0	+0	+0
<b>Underspends/Projects behind schedule</b>						
	None					
			0	-0	-0	-0
				-0		-0

**1.2.4 Projects rephasing by over £1m:**

None

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

There is a real variance of +£0.289m (-£0.004m in 2010-11 and +£0.293m in 2011-12) which is detailed as follows:

**Modernisation of Assets -£0.004m** (in 2010-11): The reduction reflects adjustments to contributions from the revenue budget.

**The Beaney +£0.290m** (in 2011-12): The additional costs have arisen due to recently identified essential additional works to the façade and roof. Revenue savings of £0.040m at the temporary library have been earmarked to help fund these costs. Bids for funding are being submitted to the Heritage Lottery Fund (HLF) and Viridor Credits to cover £0.250m. A virement from revenue underspend in the Finance portfolio is requested as a standby facility in case the bids are unsuccessful as detailed in Annex 6.

**Edenbridge Centre +£0.003m** (in 2011-12): The revised total project cost is now approved and the cash limit need to be adjusted. The project funding is in place and there are no outstanding funding matters.

The underlying real budget variance is £0.250m in 2011-12.

**1.2.6 General Overview of capital programme:**

(a) Risks (mitigations in section b below):

**Library Modernisation Programme** – consists of several large individual projects, which if delayed could result in significant re-phasing of costs into 2011-12. As this programme is linked to the Modernisation of Assets budget, delays in relation to DDA and planned maintenance would also ensue.

**The Beaney** – The existing building needs significant restoration to the façade and roof, the cost of which may not be covered by the project contingency. The contingency has already been depleted and subsequently boosted in relation to archaeology costs. Any delay in repairing the façade and roof will have an impact on the programme and add to the project costs. Any weather related delays will be an additional call on the contingency.

**Turner Contemporary**– the external funding target of £2.9m, underwritten by KCC, may not be reached, therefore causing a potential funding shortfall.

**Ashford Gateway Plus** – Delays from changes to specification or as a result of inclement winter weather could lead to additional costs.

**Ramsgate Library** – the Administrator has now agreed that final snagging can be undertaken and it is anticipated that this will be possible in line with the project budget; however there is small risk that this position may alter.

**Kent History & Library Centre** – project funding could be affected by both the state of the property market, by virtue of reduced capital receipts/land value, and rising costs.

**Gravesend Library** – weather related delays to the programme could result in additional costs if the schedule cannot be adhered to.

**New community facilities at Edenbridge** – the project is partially dependent upon external partner funding and without this in place the KCC share of the project costs will rise.

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

**Library Modernisation Programme** – the Library Modernisation Advisory Group, including support from the Property Group, is overseeing this programme and co-ordinating appropriate project management, design development, estates and financial advice and linking into the Modernisation of Assets programme as appropriate. Expenditure has been profiled over the coming year for each of the key locations.

**The Beaney** – Following a full assessment of all risks by the project managers a schedule of associated costs has been produced. Additional funding is being sought to increase the contingency and a bid for additional HLF grant funding has been submitted, with a further bid to Viridor Credits now being prepared. Further value engineering will follow to ensure the allocated budget and contingency is sufficient to cover the remaining risks.

KCC are working closely with the specialist consultants and Canterbury City Council – our partners in this venture – to ensure that this risk is mitigated and that the project is kept on schedule with regards to timing and cost

**Turner Contemporary**– Turner Contemporary Art Trust has been established to raise funds to meet the funding target and a number of donations have been made in recent months, although the funding target has still to be fully mitigated.

**Ashford Gateway Plus** – although a 5 week extension of time has been granted, this has not added any additional cost. The snow in December has delayed the external works, but the internal programme remains on target with the partition walls, flooring, glazing and M&E works progressing to plan. Specification changes are being strictly controlled and where approved will require either further value engineering or to be fully funded to ensure that there is no financial liability to the authority.

**Ramsgate Library** – the outstanding defects liability has been costed by the Quantity Surveyor and formed part of the settlement negotiations. The programme of work is now being put in place and the costs monitored against the QS report to ensure they do not exceed the funds available.

**Kent History and Library Centre** – Following a fall in the residential property market a revised funding strategy has been devised, which still relies on income from the sale of Springfield, where negotiations are continuing, to present a balance budget.

**Gravesend Library** – extension of time was granted with the completion now expected in late June. In December a number of unavoidable delays have occurred, but currently the contractors are reporting that these weather related delays can be recovered later in the project and should not result in any additional costs. It is anticipated that the building will be watertight by mid February allowing the contractor to recover lost time.

**New community facilities at Edenbridge** – Heads of Terms and the Developer Agreement have been completed with a number of potential partners and with most funding being confirmed as available, thus alleviating the risk to the authority that funding will not be in place at the required juncture. This significantly reduces the risk associated with this project.

## 1.2.7 Project Re-Phasing

Cash limits are changed for projects that have re-phased by greater than £0.100m to reduce the reporting requirements during the year. Any subsequent re-phasing greater than £0.100m will be reported and the full extent of the rephasing will be shown. The proposed re-phasing is detailed in the table below.

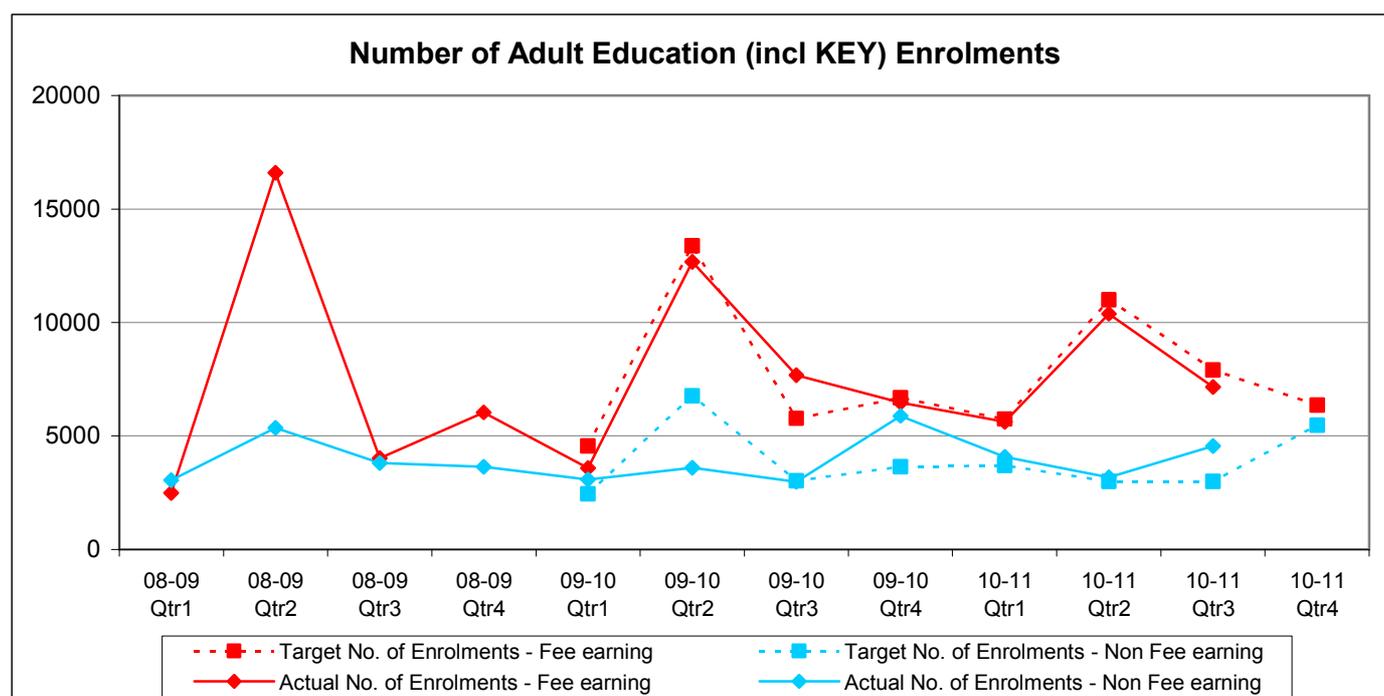
	2010-11	2011-12	2012-13	Future Years	Total
	£'000	£'000	£'000	£'000	£'000
<b>Modernisation of Assets</b>					
Amended total cash limits	+2,631	+1,748	+2,084	+4,168	+10,631
re-phasing	-224	+224			0
<b>Revised project phasing</b>	<b>+2,407</b>	<b>+1,972</b>	<b>+2,084</b>	<b>+4,168</b>	<b>+10,631</b>
<b>Total re-phasing &gt;£100k</b>	<b>-224</b>	<b>+224</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other re-phased Projects below £100k</b>	<b>-96</b>	<b>+96</b>			
<b>TOTAL RE-PHASING</b>	<b>-320</b>	<b>+320</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

### 2.1 Number of Adult Education & KEY enrolments:

	2008-09			2009-10					
	ACTUALS			TARGET			ACTUALS		
	Fee earning	Non fee earning	TOTAL	Fee earning	Non fee earning	TOTAL	Fee earning	Non fee earning	TOTAL
Apr - Jun	2,496	3,049	<b>5,545</b>	4,560	2,456	<b>7,016</b>	3,589	3,087	<b>6,676</b>
Jul - Sept	16,590	5,360	<b>21,950</b>	13,377	6,774	<b>20,151</b>	12,667	3,598	<b>16,265</b>
Oct - Dec	4,024	3,816	<b>7,840</b>	5,776	3,029	<b>8,805</b>	7,680	2,986	<b>10,666</b>
Jan - Mar	6,039	3,639	<b>9,678</b>	6,689	3,651	<b>10,340</b>	6,474	5,880	<b>12,354</b>
<b>TOTAL</b>	<b>29,149</b>	<b>15,864</b>	<b>45,013</b>	<b>30,402</b>	<b>15,910</b>	<b>46,312</b>	<b>30,410</b>	<b>15,551</b>	<b>45,961</b>

	2010-11					
	TARGET			ACTUALS		
	Fee earning	Non fee earning	TOTAL	Fee earning	Non fee earning	TOTAL
Apr - Jun	5,750	3,700	<b>9,450</b>	5,619	4,075	<b>9,694</b>
Jul - Sept	11,000	3,000	<b>14,000</b>	10,382	3,186	<b>13,568</b>
Oct - Dec	7,900	3,000	<b>10,900</b>	7,155	4,550	<b>11,705</b>
Jan - Mar	6,368	5,462	<b>11,830</b>			
<b>TOTAL</b>	<b>31,018</b>	<b>15,162</b>	<b>46,180</b>	<b>23,156</b>	<b>11,811</b>	<b>34,967</b>



#### Comments:

- The Skills Funding Agency (SFA) grants depend partly on enrolments to courses and are subject to a contract agreement with SFA. 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. Student enrolments are gathered via a census at three points during the academic year. 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.

- Enrolments with fees have reduced by 6% against target, leading to a shortfall in fee income of £119k (3.2%) as a result of Train to Gain fees due from employers not being realised. Adult Learning provision fees are not affected by the downturn in learners, due to a change in profile of courses with higher fees, in line with government direction, which means there are more courses with higher fees.

The increase in enrolment for courses without fees is due to:

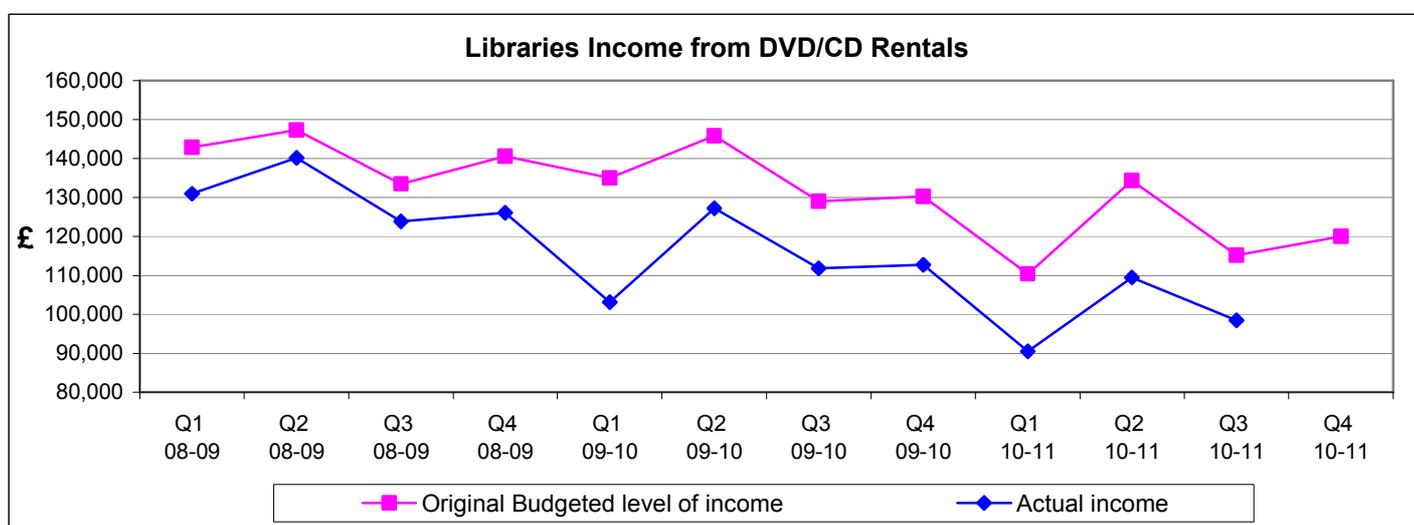
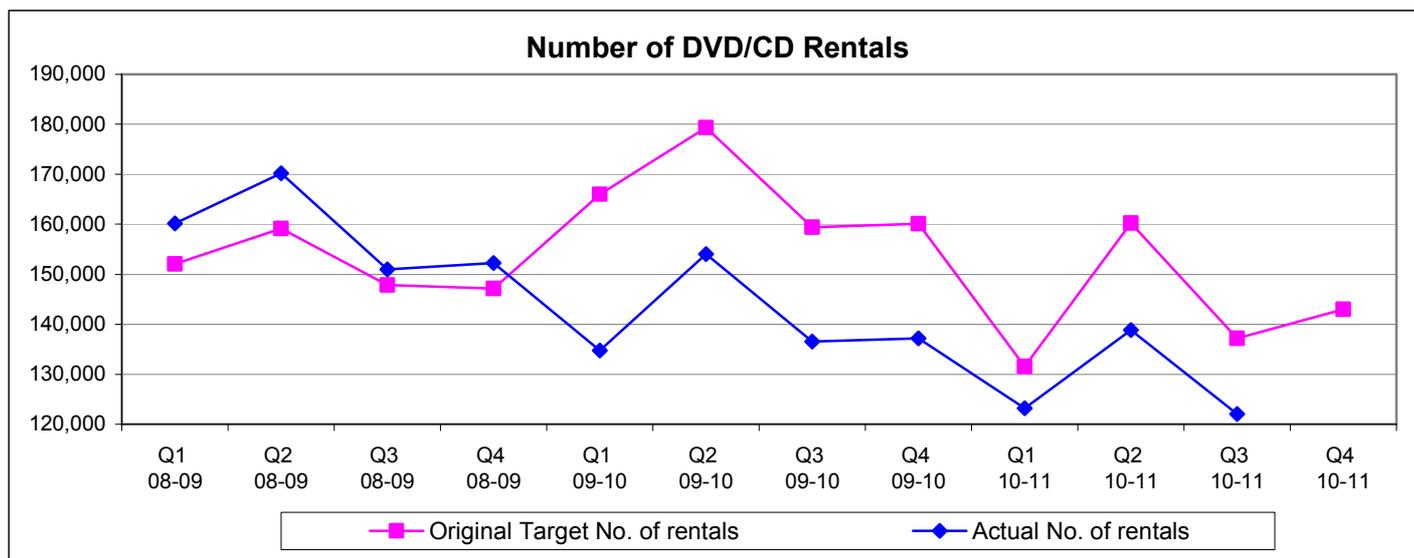
- a) increased enrolments on Family Learning courses whereby courses are being offered/delivered earlier in the academic year to secure grant funding,
- b) Train to Gain courses offered to employers, where fees were planned to test the market in readiness for Government changes, but market forces have meant this target has not been realised and a majority of employers continue to engage without contributing fees.
- c) Additionally a small project called "aiming high" has funded additional non paying fee learners.

Grant income is down against target predominantly in the Train to Gain funding stream with the forecast effect of £287k shortfall. There has been a marginal reduction in learner numbers on this programme and this is due to uncertainties related to the Comprehensive Spending Review and the subsequent announcement of the cessation of the Train to Gain scheme. However, the significant impact on financial drawdown of the grant is as a result of changes to funding imposed by the Skills Funding Agency which has reduced the average financial drawdown per learner in many cases by as much as 50%.

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

	2008-09				2009-10			
	No of rentals		Income (£)		No of rentals		Income (£)	
	Budgeted target	actual	budget	actual	Budgeted target	actual	Budget	actual
April – Jun	152,059	160,162	142,865	130,920	166,000	134,781	135,000	103,135
July – Sep	159,149	170,180	147,232	140,163	179,300	154,044	145,800	127,156
Oct – Dec	147,859	150,968	133,505	123,812	159,400	136,516	129,000	111,827
Jan – Mar	147,156	152,249	140,533	126,058	160,100	137,172	130,200	112,775
<b>TOTAL</b>	<b>606,223</b>	<b>633,559</b>	<b>564,135</b>	<b>520,953</b>	<b>664,800</b>	<b>562,513</b>	<b>540,000</b>	<b>454,893</b>

	2010-11			
	No of rentals		Income (£)	
	Budgeted target	actual	Budget	actual
April – Jun	131,600	123,201	110,400	90,569
July – Sep	160,200	138,853	134,400	109,462
Oct – Dec	137,200	122,036	115,200	98,429
Jan – Mar	143,000		120,000	
<b>TOTAL</b>	<b>572,000</b>	<b>384,090</b>	<b>480,000</b>	<b>298,460</b>



## Comments:

- 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, which has resulted in a forecast reduction in AV income of £87k. Demand for spoken word materials and DVDs has remained reasonably stable despite the introduction of downloadable books.
- Research undertaken by the service in order to mitigate this actual and forecast decline, indicates issues can be increased if loans are offered for longer periods at a reduced fee. The service has also identified that it has a niche market for certain genres where demand can be sustained and there is little competition e.g. old TV shows.
- The service has reviewed its marketing strategy and set more realistic levels of rentals both in terms of volume and value. The service increased income budgets from other merchandising to offset the loss of income from AV issues, but is also now falling short on this.
- Issues and income achieved during 2010-2011 are significantly below target levels, partly due to adverse weather condition culminating in the closure of several Libraries. The snow closures had a significant impact on fines and charges; and a fines amnesty was offered to customers as a gesture of goodwill on the days libraries had to close due to weather conditions. Despite the adverse weather conditions and the impact of library closures, income from the sale of merchandise increased during the period, but is still below the planned target.
- The service is currently working on an exit strategy for the audio visual rental service, in acknowledgment of the continual decline in demand and that merchandising income is no longer sufficient to plug the gap. In the budget build for 2011-2012, the service has reduced planned expenditure on AV materials and also revised the expected income target as part of a strategy to move towards reducing reliance on this form of income.
- The actual number of rentals includes those from visits to lending libraries, postal loans and reference materials.
- To enable better comparison of AV issues and income data, the actual income reported for the previous quarter is changed from the figure previously reported, to reflect the late banking of income which has taken place during the current quarter but relates to rentals issued within the previous quarter. The number of rentals reported previously remains unchanged. It is likely that this adjustment will be required in each report.

# CHIEF EXECUTIVES DIRECTORATE SUMMARY

## JANUARY 2010-11 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.
- Cash limits have been adjusted since the last full monitoring report to reflect a number of technical adjustments to budget.
- The inclusion of new 100% grants (ie grants which fully fund the additional costs) awarded since the budget was set. These are detailed in Appendix 2 of the executive summary.

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>Localism &amp; Partnerships portfolio</b>							
Democratic Services:							
- core service	4,912	-3	4,909	-144	-11	-155	Release of Members' annual IT fund & other Supplies & services moratorium savings
- support to directorates	260	-260	0	0	0	0	
<b>TOTAL Democratic Services</b>	<b>5,172</b>	<b>-263</b>	<b>4,909</b>	<b>-144</b>	<b>-11</b>	<b>-155</b>	
International Affairs Group	572	-35	537	-15	-7	-22	moratorium savings
Kent Partnerships	414	-48	366	-10	-4	-14	moratorium savings
County Council Elections	255		255	0	0	0	
Public Consultation	100		100	0	0	0	
Provision for Member Community Grants	853		853	0	0	0	
Local Scheme Spending recommended by Local Boards	468		468	0	0	0	
District Grants for Local Priorities	808		808	0	0	0	
Budget Managed by this portfolio	8,642	-346	8,296	-169	-22	-191	
<b>Less</b> Support Costs delegated to Service Directorates	<b>-260</b>	<b>260</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total L&amp;P portfolio</b>	<b>8,382</b>	<b>-86</b>	<b>8,296</b>	<b>-169</b>	<b>-22</b>	<b>-191</b>	
<b>Corporate Support &amp; Performance Management portfolio</b>							
Personnel & Development:							
- core service & PAYG activity	7,447	-5,446	2,001	-86	-190	-276	Addt costs & income from trading activities. - £70k of underspends subject to committed roll fwd
- support to directorates	3,679	-3,679	0	0	0	0	
<b>TOTAL P&amp;D</b>	<b>11,126</b>	<b>-9,125</b>	<b>2,001</b>	<b>-86</b>	<b>-190</b>	<b>-276</b>	
Business Solutions & Policy:							
- ISG core service & PAYG activity	14,857	-12,741	2,116	697	-699	-2	IT project contractors funded by income
- ISG support to directorates	15,130	-15,130	0	0	0	0	
- Central Policy	656	0	656	-16	-1	-17	moratorium savings
- Performance, Improvement & Engagement	691		691	-28	-42	-70	moratorium savings
<b>TOTAL Business Solutions</b>	<b>31,334</b>	<b>-27,871</b>	<b>3,463</b>	<b>653</b>	<b>-742</b>	<b>-89</b>	

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
Finance Group:							
- Procurement & Audit	320	-34	286	45	-23	22	Balanced with underspend in Finance portfolio below
- Audit support to directorates	735	-735	0	0	0	0	
<b>TOTAL Audit &amp; Procurement</b>	<b>1,055</b>	<b>-769</b>	<b>286</b>	<b>45</b>	<b>-23</b>	<b>22</b>	
Property Group:							
- core service	5,583	-4,416	1,167	-187	-139	-326	Rates rebate, vacancy savings & addt costs & income from trading activities.
- support to directorates	5,443	-5,443	0	0	0	0	
<b>TOTAL Property Group</b>	<b>11,026</b>	<b>-9,859</b>	<b>1,167</b>	<b>-187</b>	<b>-139</b>	<b>-326</b>	
Legal Services	6,789	-7,764	-975	1,301	-1,754	-453	£664k disbursements costs & income; addt costs & income from trading activities
Strategic Management Unit	431		431	0	0	0	
Kent Works	0	0	0	42	1	43	
Corporate Communications	1,832	-215	1,617	-67	18	-49	moratorium savings
Strategic Development Unit	2,604	-631	1,973	16	-16	0	Workplace transformation saving on 17 KHA rent, offset by costs of redeployments
Contact Kent	5,517	-2,248	3,269	24	-24	0	
Centrally Managed Budgets	2,013	-184	1,829	277	-37	240	£231k centrally held base saving on delegated budgets which is offset by savings on other budget lines within the portfolio
Support Services purchased from CED	4,094		4,094	0	0	0	
PFI Grant		-605	-605	0	0	0	
Dedicated Schools Grant		-4,289	-4,289	0	0	0	
Budget Managed by this portfolio	77,821	-63,560	14,261	2,018	-2,906	-888	
<b>Less</b> Support Costs delegated to Service Directorates	<b>-24,987</b>	<b>24,987</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total CS&amp;PM</b>	<b>52,834</b>	<b>-38,573</b>	<b>14,261</b>	<b>2,018</b>	<b>-2,906</b>	<b>-888</b>	
<b>Finance Portfolio</b>							
Finance Group:							
- core service	6,015	-4,046	1,969	-349	327	-22	Vacancies held & reduced drawdown from Funds. Underspend offsets Finance Group (procurement) overspend in CS&PM portfolio above
- support to directorates	1,577	-1,577	0	0	0	0	
<b>TOTAL Finance Group</b>	<b>7,592</b>	<b>-5,623</b>	<b>1,969</b>	<b>-349</b>	<b>327</b>	<b>-22</b>	
<b>Less</b> Support Costs delegated to Service Directorates	<b>-1,577</b>	<b>1,577</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Finance portfolio</b>	<b>6,015</b>	<b>-4,046</b>	<b>1,969</b>	<b>-349</b>	<b>327</b>	<b>-22</b>	
<b>TOTAL CORPORATE POC</b>	<b>67,231</b>	<b>-42,705</b>	<b>24,526</b>	<b>1,500</b>	<b>-2,601</b>	<b>-1,101</b>	

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
<b>Public Health &amp; Innovation portfolio</b>							
Kent Department of Public Health	794	-227	567	-38	-11	-49	
<b>Regeneration &amp; Economic Development portfolio</b>							
Supporting Business	2,468	-590	1,878	-74	8	-66	Staff vacancy savings
Growth Areas	1,694	-466	1,228	27	-64	-37	Kent Thameside Board agreed to addt funding of £64k to support equivalent addt costs
Kent wide & Strategic Projects	4,222	-1,011	3,211	0	0	0	Underspend on projects offset by transfer to Regeneration Fund
Research & Intelligence Group	435	-101	334	99	-90	9	Addt staff costs off-set by income
Kent Film Office	110		110	0	0	0	
Resources	604	-137	467	-5	0	-5	
<b>TOTAL Regen &amp; ED</b>	<b>9,533</b>	<b>-2,305</b>	<b>7,228</b>	<b>47</b>	<b>-146</b>	<b>-99</b>	
<b>Total Directorate Controllable</b>	<b>77,558</b>	<b>-45,237</b>	<b>32,321</b>	<b>1,509</b>	<b>-2,758</b>	<b>-1,249</b>	
<b>Assumed Management Action:</b>							
- L&P portfolio						0	
- CS&PM portfolio						0	
- Finance portfolio						0	
- PH&I portfolio						0	
- Regen & ED portfolio						0	
<b>Forecast after Mgmt Action</b>				<b>1,509</b>	<b>-2,758</b>	<b>-1,249</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:

#### **Localism & Partnerships portfolio**

1.1.3.1 **Democratic Services:** Variance on gross spend of **(-£144k)** is due primarily to the release of -£83k for annual IT support to Members which is not needed in the current year. Other reductions have been made in response to the moratorium on non-essential spend.

#### **Corporate Support & Performance Management portfolio:**

1.1.3.2 **Personnel & Development:** Learning & Development now have a variance on gross spend of **(+£100k)** and income of **(-£145k)** reflecting recent additional demand for Leadership and Managerial qualifications. Several other units within P&D are underspending on gross by **(-£210k)** but less than £100k each. £70k of this is required to roll forward to 2011-12 to fund the re-phasing of some of the workstreams required to deliver the changes to Total Contribution Pay (TCP) arrangements. Further details are provided in section 1.1.6 below.

1.1.3.3 **Information Systems (Business Solutions & Policy):** The main variances are **(+£690k)** on gross spend and income **(-£690k)** reflecting the increased demand for additional IT Pay-as-you-go projects. Project demand is difficult to predict during budget setting.

- 1.1.3.4 Property Group: Variance on gross spend of **(-£198k)** due to the receipt of a rates rebate for Invicta House and Sessions House. Further variance on gross spend for **(-£120k)** due to the Director of Property post not being filled until the new financial year, plus other vacancy freezes. Variances on gross spend **(+£140k)** and income **(-£140k)** reflect the increased demand for additional Pay-as-you-go projects. Project demand is difficult to predict during budget setting.
- 1.1.3.5 Legal Services: Variances on gross spend **(+£637k)** and income **(-£1090k)** reflect the additional work that the function has taken on over and above that budgeted for, responding to both internal and external demand. Variances of **(+/-£664k)** are due to increased costs & their recovery for Disbursements.
- 1.1.3.6 Strategic Development Unit: Workplace Transformation: Variance on Gross Spend **(-£240k)** is generated from saving the 4<sup>th</sup> quarter's rent for 17 Kings Hill Avenue, due to the closure of that office in December 2010. There is also a gross variance of **+£240k** due to the costs of one-off alterations and cabling costs to existing buildings needed to expand occupancy to accommodate these displaced staff.
- 1.1.3.7 Centrally Managed Budgets: Budgeted base savings on delegated budgets of £231k have been held within Centrally Managed Budgets, but these savings have been achieved by in-year opportunities on other service lines within the portfolio. There is therefore a pressure on this budget, which is offset by underspending elsewhere within the portfolio resulting in an overall underspend forecast for the portfolio.

#### **Finance portfolio:**

- 1.1.3.8 Pensions & Insurance Teams: The main variances are **(-£325k)** on gross spend, which has arisen due to a freeze on recruitment to staff vacancies in the Pensions and Insurance teams. A corresponding variance on income **(+£325k)** is due to the reduced drawdown from the Pension and Insurance Funds.

#### **Regeneration and Economic Development portfolio:**

- 1.1.3.9 We have encountered delays in a number of regeneration projects due to uncertainty around the future of regional development agencies and other partners, and the new arrangements for local enterprise partnerships. We are proposing that the consequential underspend of £953k is transferred into the Regeneration Fund and will be used to fund the projects in future years subject to the approval of the Regeneration Board. This is consistent with the future strategy for regeneration projects and staffing where increasingly funds are proposed to be provided through the Regeneration Fund rather than base revenue budget. **Cabinet is asked to agree this additional transfer to the Regeneration Fund of £953k.** (This transfer is assumed in the position reported in table 1 above).

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

(shading denotes that a pressure has an offsetting saving, which is directly related, or vice versa)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
R&ED	Transfer to the Regeneration Fund of underspend due to delayed and rephased projects because of uncertainty around partners' future & the new arrangements for Local Enterprise Partnerships	+953	CSPM	Legal income resulting from additional work (partially offset by increased costs)	-1,090
CSPM	Information Systems costs of additional pay as you go activity	+690	R&ED	Underspend due to delayed and rephased projects because of uncertainty around partners' future & the new arrangements for Local Enterprise Partnerships	-953
CSPM	Legal Services increased costs of Disbursements	+664	CSPM	Information Systems income from additional pay as you go activity	-690
CSPM	Legal services cost of additional work (offset by increased income)	+637	CSPM	Legal Services increased income relating to Disbursements	-664
FIN	Reduced drawdown from Pension & Insurance funds to reflect reduced salary costs	+325	FIN	Vacancy freeze within pensions & insurance	-325
CSPM	Workplace Transformation - One-off costs re: alterations for displacements from Kings Hill Avenue	+240	CSPM	Workplace Transformation - 4th Qtr rent for 17 King's Hill Avenue	-240
CSPM	Centrally Managed Budgets: centrally held base saving on delegated budgets which is offset by savings on other budget lines within the portfolio	+231	CSPM	Property - Rates rebate	-198
CSPM	Property - Increased staff costs for pay as you go activity	+140	CSPM	P&D - increased demand for leadership and managerial qualifications	-145
CSPM	P&D - increased demand for leadership and managerial qualifications (offset by income)	+100	CSPM	Property - increased income for pay as you go projects	-140
			CSPM	Property - Vacancy management including Director of Property post	-120
		<b>+3,980</b>			<b>-4,565</b>

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

Management action to date has been to freeze vacancies in a number of units and to restrict non-essential spend in order to generate maximum underspend in 2010-11 and to contribute towards the authority wide £1m moratorium saving required to roll forward to 2011-12 to balance the budget.

Localism & Partnerships portfolio:

The portfolio is able to offer -£163k towards the £1m moratorium saving.

Corporate Support & Performance Management portfolio:

Of the overall underspend in Corporate Support, approximately -£152k results from the moratorium. However, the -£198k rates rebate within the Property Group can also be used to contribute towards the £1m moratorium savings target.

### 1.1.5 Implications for MTP:

All current year pressures have been fully addressed in the 2011-13 MTFP.

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

*(Details of any **committed** projects included in the forecast as underspending, for which roll forward will be required)*

#### **Personnel & Development:**

##### **Total Contribution Pay -£70k**

Personnel & Development were awarded a one-off £300k in the 2010/11 MTFP to deliver the changes to the TCP arrangements. The full extent and scope of the changes have taken time to define and the following workstreams have had to be re-phased to 2011/12:

- The migration of 17,000 non teaching Kent Scheme Staff in Maintained Schools to the new Kent Scheme Pay Ranges on Oracle - It has been agreed that Kent Scheme Staff in Schools will switch over to the new pay ranges and TCP assessment process during 2011/12.
- Changes to the back end processes to accommodate the collection of the new assessment ratings for school based staff and calculation of pay entitlement (consolidated & non consolidated) derived from appropriate performance assessment category.
- Production of a file to advise external payroll providers of changes in pay stemming from the application of the new TCP process for school based staff.
- Changes to the Kent Scheme Handbook as a result of the extension of the revised Kent Scheme to school based staff
- Changes to the TCP Self Service Module to accommodate the new senior grades KR 16 - KR20 and automatic calculation of pay (consolidated & non consolidated) based on the assessment level achieved.
- Refinement & development of TCP process & system as a result of issues highlighted during the 2010/11 cycle.

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

N/A

## 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 in the 2011-14 MTFP as agreed by county council on 17 February 2011, any further adjustments are detailed in section 4.1.

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

	Prev Yrs Exp	2010-11	2011-12	2012-13	Future Yrs	TOTAL
	£000s	£000s	£000s	£000s	£000s	£000s
<b>Corporate Support Services &amp; Performance Management</b>						
Budget	8,953	15,453	11,162	7,053	5,613	48,234
Adjustments:						
- Workplace transformation		180	-180			0
						0
Revised Budget	8,953	15,633	10,982	7,053	5,613	48,234
Variance		-3,234	3,166	200	0	132
<b>split:</b>						
- real variance		+132				+132
- re-phasing		-3,366	+3,166	+200		0
<b>Localism &amp; Partnerships Portfolio</b>						
Budget	0	503	500	500	15,000	16,503
Adjustments:						
						0
Revised Budget	0	503	500	500	15,000	16,503
Variance		0	0	0	0	0
<b>split:</b>						
- real variance		0	0	0	0	0
- re-phasing		0	0	0	0	0
<b>Regeneration &amp; Economic Development Portfolio</b>						
Budget	15,312	11,571	9,889	8,242	5,480	50,494
Adjustments:						
						0
Revised Budget	15,312	11,571	9,889	8,242	5,480	50,494
Variance		-4,675	4,160	-480	-480	-1,475
<b>split:</b>						
- real variance		-88	-427	-480	-480	-1,475
- re-phasing		-4,587	+4,587			0
<b>Directorate Total</b>						
Revised Budget	24,265	27,707	21,371	15,795	26,093	115,231
Variance	0	-7,909	7,326	-280	-480	-1,343
<b>Real Variance</b>	<b>0</b>	<b>+44</b>	<b>-427</b>	<b>-480</b>	<b>-480</b>	<b>-1,343</b>
<b>Re-phasing</b>	<b>0</b>	<b>-7,953</b>	<b>+7,753</b>	<b>+200</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 2010-11 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>						
			<b>+0</b>	<b>+0</b>	<b>+0</b>	<b>+0</b>
<b>Underspends/Projects behind schedule</b>						
R&ED	Capital Regeneration Fund	phasing			-3,645	
CS&PM	Gateways Programme	phasing		-1,282		
CS&PM	Sustaining Kent Maintaining the Infrastructure	phasing		-1,123		
R&ED	East Kent Empty Property Initiatives	phasing		-600		
CS&PM	Web Platform	phasing		-396		
R&ED	Swale Parkland	phasing		-342		
CS&PM	Modernisation of Assets	phasing		-300		
			<b>0</b>	<b>-4,043</b>	<b>-3,645</b>	<b>-0</b>
				<b>-4,043</b>	<b>-3,645</b>	<b>-0</b>

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

##### 1.2.4.1 Capital Regeneration Fund - +£0.053m (-£3.645m of re-phasing in 2010-11 and +£3.645m of re-phasing and +£0.053m real in 2011-12)

There are various bids under consideration but no expenditure will occur in 2010-11. Alongside this re-phasing is a real overspend of £0.053m due to a real underspend on the Dover Priory Station Approach Road project, the underspend will be returned to the Capital Regeneration Fund for re-allocation to new projects. (see real underspend in S.1.2.5 below).

Revised phasing of the scheme is now as follows:

	Prior Years	2010-11	2011-12	2012-13	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget		3,645	1,420	1,980	5,000	12,045
Forecast			5,118	1,980	5,000	12,098
Variance	0	-3,645	+3,698	0	0	+53
<b>FUNDING</b>						
<b>Budget:</b>						
Prudential		3374	1420	1980	2500	9274
Capital receipt		271			2,500	2,771
TOTAL	0	3,645	1,420	1,980	5,000	12,045
<b>Forecast:</b>						
Prudential			4847	1980	2500	9327
Capital receipt			271		2,500	2,771
TOTAL	0	0	5,118	1,980	5,000	12,098
<b>Variance</b>	<b>0</b>	<b>-3,645</b>	<b>+3,698</b>	<b>0</b>	<b>0</b>	<b>+53</b>

### 1.2.4.2 Gateways Programme – re-phasing of -£1.282m

The Gateways Programme is made up of a number of projects. Individual projects within the programme have re-phased and are detailed below:

- **Swanley – re-phasing of -£0.292m:** the ownership of the building is unresolved and KCC are to take the building back.
- **Sheerness – re-phasing of -£0.310m:** delays to the building programme will mean that this building will not open until July 2011.
- **Canterbury – re-phasing of -£0.296m:** delayed due to ongoing discussions where the Gateway should be sited.
- **Gateways General – re-phasing -£0.284m:** delay in the procurement of Gateway Cluster Information System.
- **West Kent Mobile – re-phasing -£0.050m:** not commissioned due to the slow uptake of the Migrant Impact Fund.
- **East Kent Mobile – re-phasing -£0.050m:** will not be commissioned until 2011-12.

Revised phasing of the scheme is now as follows:

	Prior Years	2010-11	2011-12	2012-13	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget	3,061	1,579	820	730		6,190
Forecast	3,061	297	1,902	930		6,190
Variance	0	-1,282	+1,082	+200	0	0
<b>FUNDING</b>						
<b>Budget:</b>						
capital receipt	1435	309	256			2000
prudential	1571	1270	564	730	0	4135
external other	55					55
TOTAL	3,061	1,579	820	730	0	6,190
<b>Forecast:</b>						
capital receipt	1435	297	268			2000
prudential	1571		1634	930		4135
external other	55					55
TOTAL	3,061	297	1,902	930	0	6,190
<b>Variance</b>	<b>0</b>	<b>-1,282</b>	<b>+1,082</b>	<b>+200</b>	<b>0</b>	<b>0</b>

### 1.2.4.3 Sustaining Kent – Maintaining the Infrastructure – re-phasing of -£1.123m

There have been delays to the Unified Communications stream of the capital programme due to issues surrounding implementation. A second stream of the programme is the Sessions Data Centre this has been re-phased due to property issues surrounding the changes to the building.

Revised phasing of the scheme is now as follows:

	Prior Years	2010-11	2011-12	2012-13	future years	Total
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>BUDGET &amp; FORECAST</b>						
Budget	2,371	4,700	2,926		250	10,247
Forecast	2,371	3,577	4,049		250	10,247
Variance	0	-1,123	+1,123	0	0	0
<b>FUNDING</b>						
<b>Budget:</b>						
Revenue	147				0	147
Prudential/revenue	2224	4700	2926		250	10100
TOTAL	2,371	4,700	2,926	0	250	10,247
<b>Forecast:</b>						
Revenue	147					147
Prudential/revenue	2224	3577	4049		250	10100
TOTAL	2,371	3,577	4,049	0	250	10,247
<b>Variance</b>	<b>0</b>	<b>-1,123</b>	<b>+1,123</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

There is a real variance of -£1.343m (+£0.044m in 2010-11, -£0.427m in 2011-12, -£0.480m in 2012-13 and -£0.480m in later years) which is detailed as follows:

**Kent Thameside Regeneration Partnership -£1.440m** (-£0.480m per annum 2011-12 to 2013-14): The Government's Comprehensive Spending Review confirmed the abolition of the Thames Gateway Programme which previously part-funded the KTRP Executive Team. As a result the Partnership is to be wound up with effect from 31 March 2011.

**Dover Priory Station Approach Road -£0.088m** (in 2010-11): Original contribution from Network Rail (NR) included £0.035m of their own fees. These fees were not charged to the project in cash terms but were deducted from the £0.7700m NR contribution. £0.053m represents a reduction in the contingency required by the project. These funds are returned to the Regeneration Capital Fund in financial year 2011-12 for re-allocation to new projects (please see S.1.2.4.1 above).

**Modernisation of Assets +£0.100m** (in 2010-11): Some of the works to Sessions House this year have been funded from a revenue contribution to capital outlay.

**EIS Generator +£0.032m** (in 2010-11). The Education Information Systems team at Oxford Road have purchased a generator for their site. The size of the purchase requires it to be accounted for as capital expenditure which is to be met from a revenue contribution.

Taking these into account, there is no underlying real variance.

### 1.2.6 General Overview of capital programme:

- (a) Risks
- (b) Details of action being taken to alleviate risks

### 1.2.7 Project Re-Phasing

Cash limits are changed for projects that have re-phased by greater than £0.100m to reduce the reporting requirements during the year. Any subsequent re-phasing greater than £0.100m will be reported and the full extent of the re-phasing will be shown. The possible re-phasing is detailed in the table below.

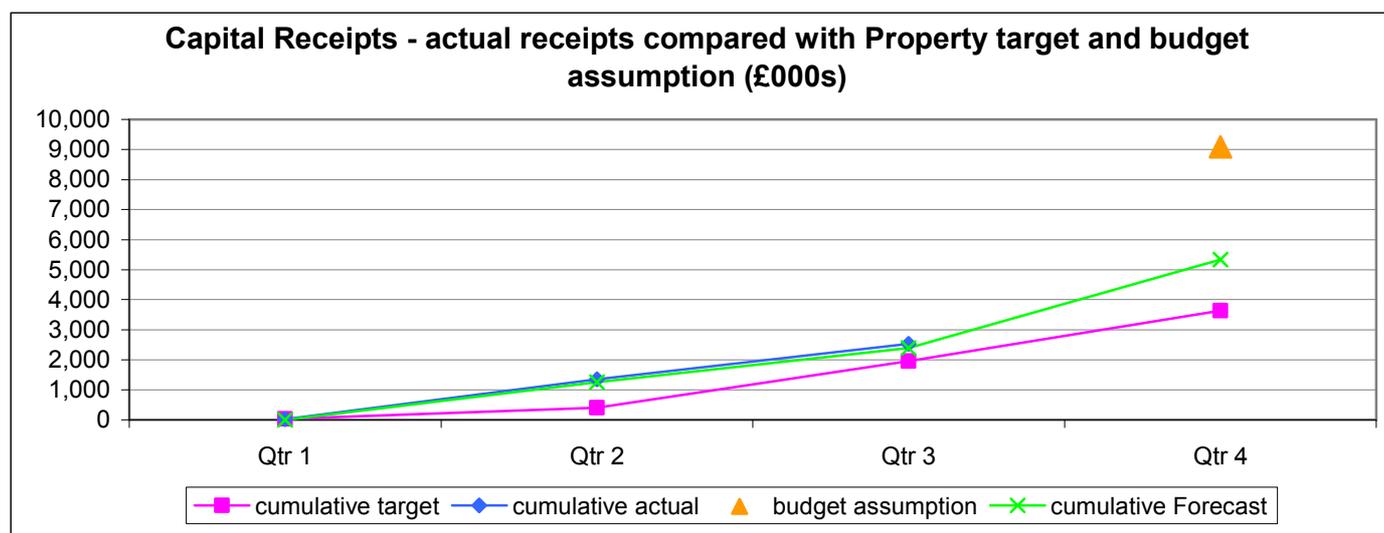
	2010-11	2011-12	2012-13	Future Years	Total
	£'000	£'000	£'000	£'000	£'000
<b>Capital Regen Fund</b>					
Amended total cash limits	+3,645	+1,420	+1,980	+5,000	+12,045
re-phasing	-3,645	+3,645	0	0	0
<b>Revised project phasing</b>	<b>0</b>	<b>+5,065</b>	<b>+1,980</b>	<b>+5,000</b>	<b>+12,045</b>
<b>Gateways Programme</b>					
Amended total cash limits	+1,579	+820	+730		+3,129
re-phasing	-1,282	+1,082	+200		0
<b>Revised project phasing</b>	<b>+297</b>	<b>+1,902</b>	<b>+930</b>	<b>0</b>	<b>+3,129</b>
<b>Sustaining Kent - Maintaining the Infrastructure</b>					
Amended total cash limits	+4,700	+2,926	0	+250	+7,876
re-phasing	-1,123	+1,123	0		0
<b>Revised project phasing</b>	<b>+3,577</b>	<b>+4,049</b>	<b>0</b>	<b>+250</b>	<b>+7,876</b>
<b>East Kent Empty Property Initiative</b>					
Amended total cash limits	+2,824	+1,500	+262		+4,586
re-phasing	-600	+600			0
<b>Revised project phasing</b>	<b>+2,224</b>	<b>+2,100</b>	<b>+262</b>	<b>0</b>	<b>+4,586</b>
<b>Swale Parklands</b>					
Amended total cash limits	+672	+249			+921
re-phasing	-342	+342			0
<b>Revised project phasing</b>	<b>+330</b>	<b>+591</b>	<b>0</b>	<b>0</b>	<b>+921</b>
<b>Web Platform</b>					
Amended total cash limits	+790				+790
re-phasing	-396	+396			0
<b>Revised project phasing</b>	<b>+394</b>	<b>+396</b>	<b>0</b>	<b>0</b>	<b>+790</b>
<b>Modernisation of Assets</b>					
Amended total cash limits	+922	+1,250	+1,250	+3,000	+6,422
re-phasing	-300	+300			0
<b>Revised project phasing</b>	<b>+622</b>	<b>+1,550</b>	<b>+1,250</b>	<b>+3,000</b>	<b>+6,422</b>
<b>Oracle Release 12</b>					
Amended total cash limits	+1,017	+300			+1,317
re-phasing	-150	+150			0
<b>Revised project phasing</b>	<b>+867</b>	<b>+450</b>	<b>0</b>	<b>0</b>	<b>+1,317</b>
<b>Property Asset Management System</b>					
Amended total cash limits	+180	+94	+50		+324
re-phasing	-125	+125			0
<b>Revised project phasing</b>	<b>+55</b>	<b>+219</b>	<b>+50</b>	<b>0</b>	<b>+324</b>
<b>Total re-phasing &gt;£100k</b>	<b>-7,963</b>	<b>+7,763</b>	<b>+200</b>	<b>0</b>	<b>0</b>
<b>Other re-phased Projects below £100k</b>	<b>+10</b>	<b>-10</b>			
<b>TOTAL RE-PHASING</b>	<b>-7,953</b>	<b>+7,753</b>	<b>+200</b>	<b>0</b>	<b>0</b>

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

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

	2010-11			
	Budget funding assumption £000s	Cumulative Target Profile £000s	Cumulative Actual Receipts £000s	Cumulative Forecast receipts £000s
April - June		36	25	0
July - September		399	1,345	1,250
October - December		1,960	2,532	2,395
January - March		3,630		5,335
<b>TOTAL</b>	<b>9,091</b>	<b>3,630</b>	<b>2,532</b>	<b>5,335</b>

The budget funding assumption has been updated to reflect the proposed 2011-14 budget. The cumulative target profile shows the anticipated receipts at the start of the year totalled £3.630m. The difference between this and the budget funding assumption is mainly attributable to timing differences between when the receipts are anticipated to come in and when the spend in the capital programme will occur. There are banked receipts achieved in prior years which were not required to be used for funding until 2010-11.



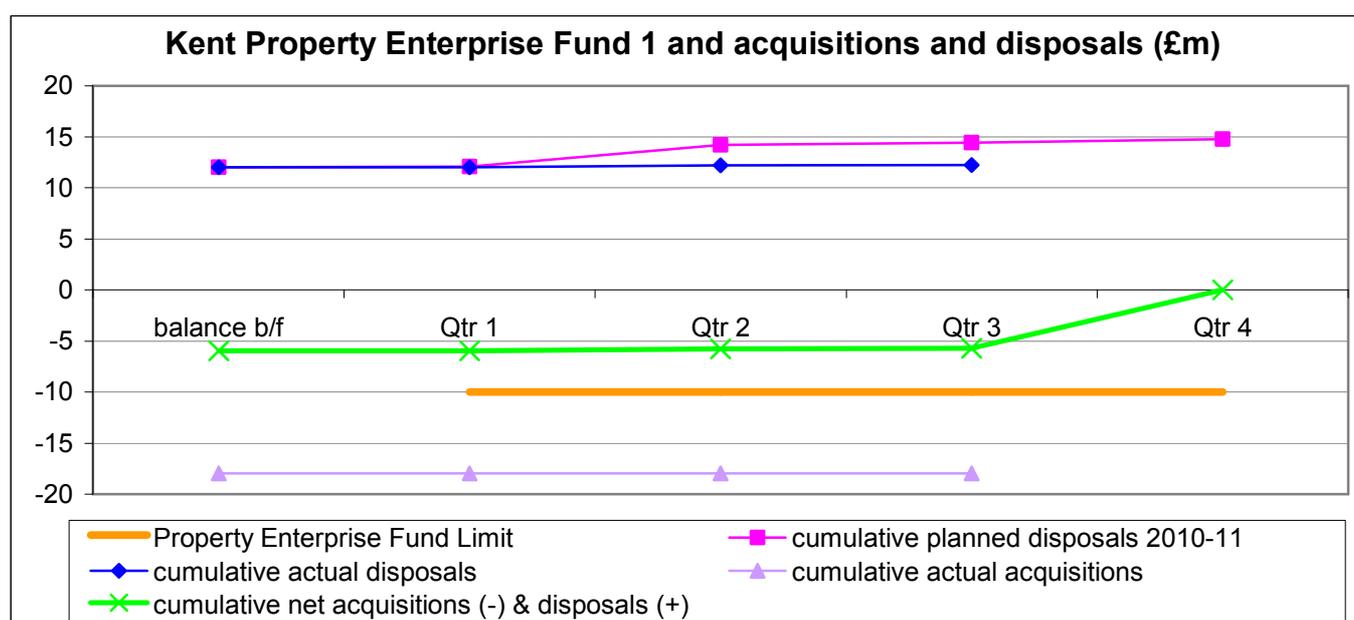
#### Comments:

- The table below compares the capital receipt funding required per the capital programme this year, with the expected receipts available to fund this.
- Property Group are actually forecasting a total of £5.335m to come in from capital receipts during the year. Taking into consideration the receipts banked in previous years and receipts from other sources there is a forecast a surplus of £0.743m in 2010-11. This is due to receipts being forecast to be achieved during 2010-11 which are earmarked to fund spend in future years of the programme.

	2010-11 £'000
Capital receipt funding per revised 2010-13 MTP	8,941
Property Groups' actual (forecast for 10-11) receipts	5,335
Receipts banked in previous years for use	1,459
Capital receipts from other sources	2,890
<b>Potential Surplus Receipts</b>	<b>743</b>

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

	2010-11				
	<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		12.019	12.019	-17.967	-5.948
April - June	-10	12.102	12.019	-17.967	-5.948
July - September	-10	14.199	12.209	-17.967	-5.758
October - December	-10	14.420	12.253	-17.967	-5.714
January - March	-10	14.778			0

Background:

- County Council approved the establishment of the Property Enterprise Fund 1 (PEF1), 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 the disposal of assets are realised. It is anticipated that the Fund will be in surplus at the end of the 10 year period.

Comments:

The balance brought forward from 2009-10 on PEF1 was **-£5.948m**.

A value of **£3.014m** has been identified for disposal in 2010-11. This is the risk adjusted figure to take on board the potential difficulties in disposing some of the properties.

As at the 31 January 2011 there have been three disposals which amounted to £0.367m.

The fund has been earmarked to provide **£1m** for Ashford Library and **£0.309m** for Gateways in this financial year.

At present there are no committed acquisitions to report, however forecast outturn for costs of disposals (staff and fees) is currently estimated at **£0.173m**.

### Forecast Outturn

Taking all the above into consideration, the Fund is expected to be in a deficit position of £4.417m at the end of 2010-11.

<b>Opening Balance – 01-04-10</b>	-£5.948m
Planned Receipts (Risk adjusted)	£3.014m
Costs	-£0.173m
Acquisitions	-
Other Funding:	
- Ashford Library	-£1.000m
- Gateways	-£0.309m
<b>Closing Balance – 31-03-11</b>	<b>-£4.417m</b>

### Revenue Implications

In 2010-11 the fund is currently forecasting £0.038m of low value revenue receipts but, with the need to fund both costs of borrowing (£0.457m) against the overdraft facility and the cost of managing properties held for disposal (net £0.168m), the PEF1 is forecasting a £1.522m deficit on revenue which will be rolled forward to be met from future income streams.

### 2.3 Capital Receipts – Kent Property Enterprise Fund 2 (PEF2):

County Council approved the establishment of PEF2 in September 2008 with a maximum permitted overdraft limit of £85m, but with the anticipation of the fund broadly breaking even over a rolling five year cycle. However, due to the slower than expected recovery, breakeven, is likely to occur over a rolling seven to eight year cycle. The purpose of PEF2 is to enable Directorates to continue with their capital programmes as far as possible, despite the downturn in the property market. The fund will provide a prudent amount of funding up front (prudential borrowing), in return for properties which will be held corporately until the property market recovers.

#### Overall forecast position on the fund

	2010-11 Forecast
	£m
<b>Capital:</b>	
Opening balance	-33.274
Properties to be agreed into PEF2	-15.011
Forecast sale of PEF2 properties	13.088
Disposal costs	-0.654
Closing balance	-35.851
<b>Revenue:</b>	
Opening balance	-2.153
Interest on borrowing	-1.383
Holding costs	-1.035
Closing balance	-4.571
<b>Overall closing balance</b>	<b>-40.422</b>

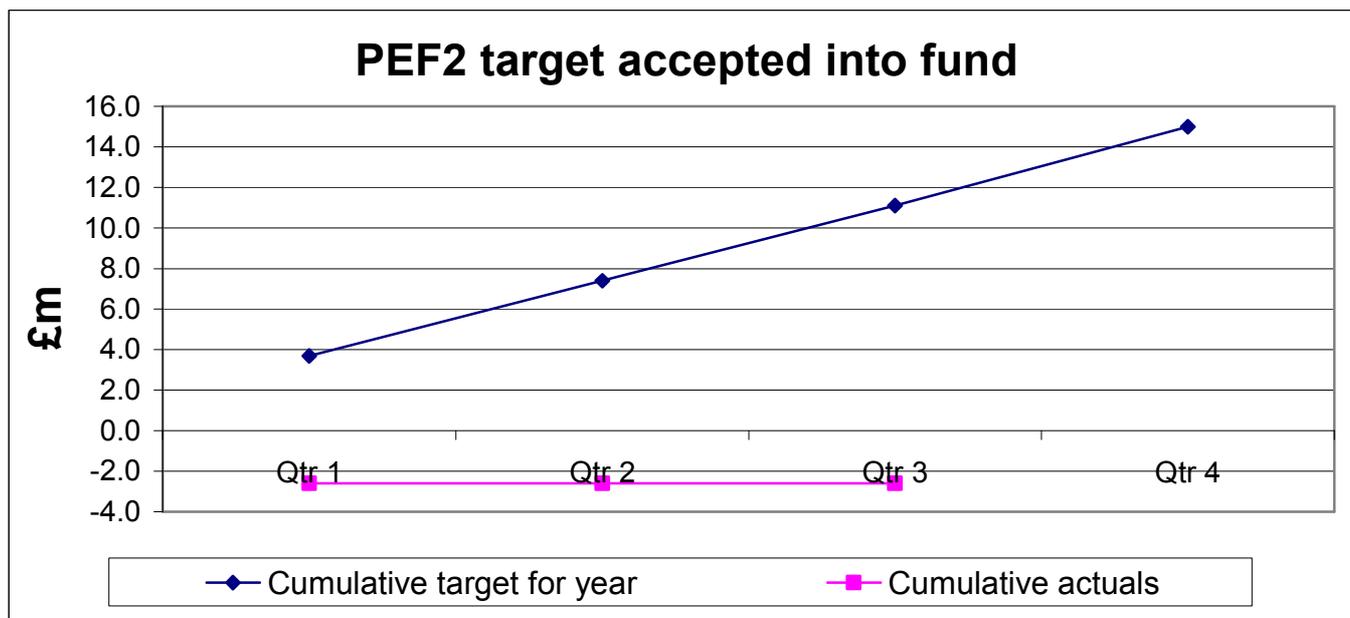
The forecast closing balance for PEF2 is -£40.422m, this is within the overdraft limit of £85m.

The target receipts to be accepted into PEF2 during 2010-11 equate to the PEF2 funding requirement in the 2011-14 budget book, and achievement against this is shown below:

	2010-11	
	Cumulative target for year	Cumulative actuals
	£m	£m
Balance b/fwd	-2.6	-2.6
Qtr 1	3.7	-2.6
Qtr 2	7.4	-2.6
Qtr 3	11.1	-2.6
Qtr 4	15.0	

#### Comments:

- The above table shows a £2.6m deficit which is the net of a £5.4m deficit within CFE and £2.8m of PEF2 achieved in 2008-09 by KASS and EH&W that was not required until later years.
- To date no properties have been transferred into PEF2. Corporate Property and Directorates continue to work together to enable properties to be transferred into the fund.



### PEF2 Disposals

To date seven PEF2 properties have been sold and five are in the process of completing. The cumulative profit on disposal to date is £0.92m. Large profits or losses are not anticipated over the lifetime of the fund.

### Interest costs

At the start of the year interest costs on the borrowing of the fund for 2010-11 were expected to total £1.56m.

Latest forecasts show interest costs of £1.38m, a decrease of £0.18m. This is because there has been a decrease in the number of properties to be transferred into PEF2 to fund the capital programme.

Interest costs on the fund are calculated at a rate of 4%.

## FINANCING ITEMS SUMMARY JANUARY 2010-11 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.
- Cash limits have been adjusted since the last full monitoring report to reflect a number of technical adjustments to budget.
- The inclusion of new 100% grants (ie grants which fully fund the additional costs) awarded since the budget was set. These are detailed in Appendix 2 of the executive summary.

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; Performance Management portfolio</b>							
Contribution to IT Asset Maintenance Reserve	2,352		2,352			0	
Audit Fees & Subscriptions	764		764	-202		-202	subscriptions -£112k; audit fees -£90k
Contribution from Commercial Services		-6,960	-6,960			0	
<b>Total Corporate Support &amp; PM</b>	<b>3,116</b>	<b>-6,960</b>	<b>-3,844</b>	<b>-202</b>	<b>0</b>	<b>-202</b>	
<b>Finance Portfolio</b>							
Insurance Fund	3,479		3,479	600		600	increase in liability claims
Modernisation of the Council	3,810		3,810			0	
Environment Agency Levy	344		344	1		1	
Joint Sea Fisheries	264		264	15		15	
Interest on Cash Balances / Debt Charges	126,054	-10,043	116,011	-10,694	1,446	-9,248	2010-11 write down of discount saving from 2008-09 debt restructuring; saving on leasing costs; in year MRP reduction; savings on new borrowing; lower than expected costs of PEF
Transferred Services Pensions	22		22			0	
PRG	-1,500	0	-1,500			0	
Contribution to/from Reserves & Provisions	1,948		1,948	1,508		1,508	transfer of 10-11 write down of discount saving from 08-09 debt restructuring to reserves; transfer of MRP saving to reserves to fund potential impact on future years; drawdown of insurance reserve to cover pressure on Insurance Fund; review of balance sheet
Drawdown from Kings Hill reserve	-1,000		-1,000			0	
ABG Centrally Held Allocations	124		124	-124		-124	moratorium saving

Budget Book Heading	Cash Limit			Variance			Comment
	G	I	N	G	I	N	
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
Restructure	161		161	700		700	tfr to restructure reserve to fund P&D and ICT support during transformation of council
<b>Total Finance</b>	<b>133,706</b>	<b>-10,043</b>	<b>123,663</b>	<b>-7,994</b>	<b>1,446</b>	<b>-6,548</b>	
<b>Total Controllable</b>	<b>136,822</b>	<b>-17,003</b>	<b>119,819</b>	<b>-8,196</b>	<b>1,446</b>	<b>-6,750</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:

#### **Corporate Support & Performance Management portfolio:**

1.1.3.1 There is an underspend of £0.112m on the local authority subscriptions budget and a £0.090m underspend on the External Audit Fee budget.

#### **Finance portfolio:**

##### 1.1.3.2 Insurance Fund:

A forecast pressure on the Insurance Fund is largely due to an increase in the value of outstanding liabilities, as a result of a continued rise in the number of liability claims recorded for 2010 (currently more than twice the annual average since 2001), together with some notable increases in reserves for some claims. This will be met by a drawdown from the Insurance Reserve (see 1.1.3.4(c) below).

##### 1.1.3.3 Interest on Cash Balances and Debt Charges:

- a) There is a saving of £1.016m which relates to the write-down in 2010-11 of the £4.024m discount saving on debt restructuring undertaken at the end of 2008-09. (£2.362m was written down in 2008-09 and 2009-10, therefore leaving a further £0.646m to be written down over the period 2011-12 to 2012-13).
- b) There is an in-year saving in the Minimum Revenue Provision (MRP). This used to be based on 4% of our capital financing requirement but 2008-09 was the last year we were able to calculate it that way. Thereafter we must make an amount of MRP which we consider prudent. We have adopted the asset life method. This method provides authorities with the option of applying MRP over the life of the asset once it is in operation, so for assets that are not yet operational and still under construction we effectively have an "MRP holiday". MRP is based on capital expenditure incurred in the previous year and therefore cannot be calculated until the previous year's accounts have been finalised and audited. Due to the re-phasing in the capital programme during 2009-10, fewer assets became operational than anticipated and therefore MRP in 2010-11 is £1.9m less than budgeted. However, once these assets do become operational we will incur MRP in the following year, therefore we need to transfer this £1.9m to reserves in order to fund the potential impact in future years of this re-phasing.  
As this method of calculating MRP is very complex and it is only the second year of calculating it this way, we were also holding a contingency of £0.7m (1.5% of the MRP budget) in case of any adverse impact compared to the budgeted amount; this contingency has now be released.
- c) There is a saving on leasing costs of £0.116m.
- d) There are savings of £6.044m on debt charges largely due to delays in taking new borrowing and achieving lower interest rates on new borrowing than assumed in the budget, together with lower than expected costs of the Property Enterprise Fund.
- e) There is a pressure of £0.664m on the interest on cash balances budget which is due to:
  - The downgrade of the Spanish sovereign rating resulting in the policy decision to remove £40m on call deposit with Santander UK and to place these funds with the Government's Debt Management Office has resulted in a reduction in the interest rate from 0.8% to 0.25%.

- The transfer out of Pension Fund cash, which now has to be handled separately, and a reduction in government grants following the emergency budget has had an adverse impact on our cashflow and consequently our interest returns.
- Reduced cash balances compared to that assumed when the budget was set due to policy of internalising debt, as reported in the cash balances financial health indicator in Appendix 3.
- Reduced interest returns due to the impact of maturing long-term deposits.

#### 1.1.3.4 Contributions to/from reserves & provisions:

- As planned, the £1.016m write down of the discount saving earned from the debt restructuring in 2008-09, will be transferred to the Economic Downturn reserve.
- As referred to in 1.1.3.1(b) above, £1.9m will be transferred to reserves in order to fund the potential impact in future years of the current year saving on MRP.
- In addition, £0.6m will be drawdown from the Insurance Reserve to fund a forecast pressure on the Insurance Fund (see 1.1.3.1 above)
- As part of the balance sheet management process, regular reviews of balances held within the balance sheet are undertaken. Following this latest review and settlement of some of our outstanding liabilities, £0.807m has been identified which can be released back to revenue as it is no longer required.

#### 1.1.3.5 ABG Centrally Held Allocations:

As a consequence of the moratorium on non essential spend, the centrally held ABG allocations will not be spent.

#### 1.1.3.6 Restructure:

A contribution of £0.7m is to be made to the Restructure reserve to fund the anticipated costs of Personnel & Development and ICT support through the transformation of the Council, over the short to medium term. These projects were recommended for funding by the Restructure Sub-Group and approved by the Leader, but were not to be funded from the existing £2m in the Restructure reserve.

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

(shading denotes that a pressure has an offsetting saving, which is directly related, or vice versa)

Pressures (+)			Underspends (-)		
portfolio		£000's	portfolio		£000's
FIN	Contribution to reserves of in year MRP saving to cover potential impact in future years	+1,899	FIN	Treasury savings - lower debt charges & lower than expected costs of Property Enterprise Fund	-6,044
FIN	Contribution to economic downturn reserve of 2010-11 write down of discount saving from 2008-09 debt restructuring	+1,016	FIN	In year Minimum Revenue Provision saving as a result of 2009-10 re-phasing of the capital programme	-1,899
FIN	Contribution to restructure reserve to fund P&D & ICT support during transformation of council	+700	FIN	2010-11 write down of discount saving from 2008-09 debt restructuring	-1,016
FIN	Treasury - pressure on the interest on cash balances budget	+664	FIN	release of provisions following review of balance sheet	-807
FIN	Pressure on Insurance Fund due to rise in liability claims	+600	FIN	release of Minimum Revenue Provision contingency	-739
			FIN	Drawdown from Insurance Reserve to cover pressure on Insurance Fund	-600
			FIN	ABG Centrally held allocations moratorium saving	-124
			FIN	savings on leasing costs	-116
			CSPM	local authority subscriptions	-112
		<b>+4,879</b>			<b>-11,457</b>

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

The moratorium on non-essential spend has delivered £124k of savings, which are reflected in the £6.750m underspend reported in table 1.

**1.1.5 Implications for MTFP:**

All ongoing pressures and savings from the current year have been fully addressed in the 2011-13 MTFP.

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

N/A

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

A virement of £0.250m from the underspending on the debt charges budget to the Libraries budget within the Communities portfolio is requested to fund a stand-by facility for an increase in the cost of the Beaney project within the Communities capital programme, by way of revenue contribution to capital, should alternative external funding not be realised. This funding will not be required until 2011-12, so this underspend will be required to roll forward in order to make the revenue contribution to capital next financial year, if necessary. If alternative external funding is secured and this stand-by facility is not required, then the £250k revenue funding will be returned to general reserves. **Cabinet is asked to agree this virement.**

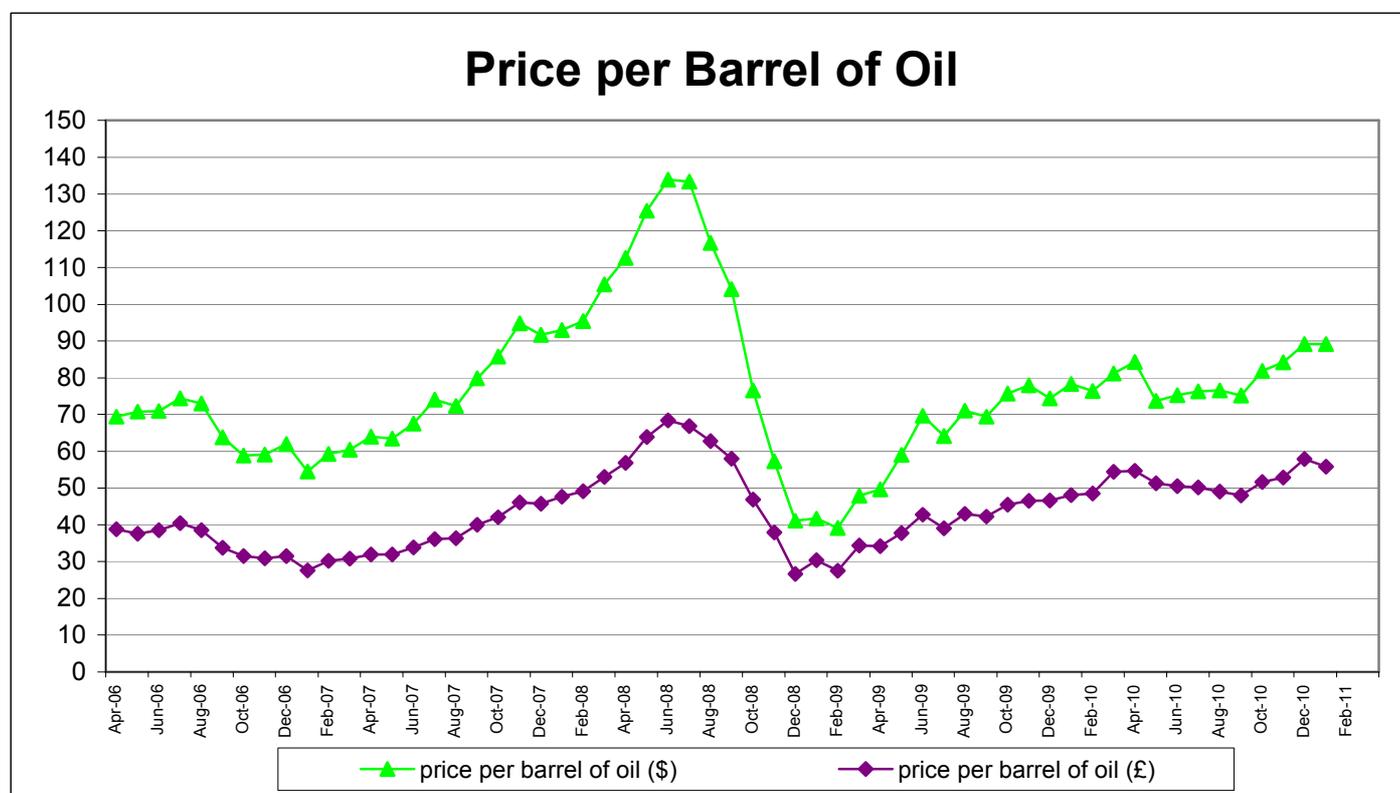
**1.2 CAPITAL**

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	2009-10	2010-11
	\$	\$	\$	\$	\$
April	69.44	63.98	112.58	49.65	84.29
May	70.84	63.45	125.40	59.03	73.74
June	70.95	67.49	133.88	69.64	75.34
July	74.41	74.12	133.37	64.15	76.32
August	73.04	72.36	116.67	71.05	76.60
September	63.80	79.91	104.11	69.41	75.24
October	58.89	85.80	76.61	75.72	81.89
November	59.08	94.77	57.31	77.99	84.25
December	61.96	91.69	41.12	74.47	89.15
January	54.51	92.97	41.71	78.33	89.17
February	59.28	95.39	39.09	76.39	
March	60.44	105.45	47.94	81.20	



#### Comments:

- The figures quoted are the West Texas Intermediate Spot Price in dollars per barrel, monthly average price.
- The dollar price has been converted to a sterling price using exchange rates obtained from the HMRC website.

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**By:** Paul Carter, Leader  
 Katherine Kerswell, Group Managing Director

**To:** Cabinet – 4<sup>th</sup> April 2011

**Subject:** ANNUAL BUSINESS PLANS 2011/12

**Classification:** Unrestricted

**Summary:** Invites Cabinet to approve Annual Business Plans for 2011/12

## 1. Introduction:

1.1 Kent County Council's overall strategic direction is set out in Bold Steps for Kent, our Medium-Term Plan. The financial framework within which Bold Steps must be delivered is articulated in the Medium Term Financial Plan and Budget Book which were approved by the County Council on 17th February. The Annual Business Plans specify how each unit will contribute towards delivering Bold Steps for Kent, and in particular how we will transform services, innovate, and increase efficiency in order to meet the needs of Kent communities, businesses and individuals during the very tough times ahead.

## 2. Business Plans 2011/12:

2.1 Because the Annual Business Plans were developed during the *Change to Keep Succeeding* restructuring, which is still underway, there are no Directorate-level plans yet for the new Directorates. Directorate-level plans reflecting the new structure will be prepared and approved by Cabinet in July.

2.2 The Annual Business Plans are based on units in the old structure, most of which will transfer in entirety within the new structure although some will be divided between new directorates. We have therefore taken a light-touch approach to the development of these plans because further work is needed during 2011-12. Indeed, we want to take a fresh approach to business planning in the new organisation, making it fit for purpose in the light of the design principles, and reflecting the reduced capacity the organisation has in its 'back office'.

2.3 On the basis of each Cabinet Member's recommendation, Cabinet is asked to approve the Annual Business Plans as listed in Appendix 1.

2.4 The plans have been made available to the Chairman and Lead Spokesmen of Cabinet Scrutiny Committee, and two copies have been placed in the Members lounge. Further copies are available upon request

to the named contact officer below, and the plans will be accessible on the KCC website (kent.gov.uk).

**3. Recommendation:**

- 3.1 Cabinet is asked to approve the Annual Business Plans listed in Appendix 1.

**Background Documents:**

*Medium Term Financial Plan 2011-13 & Budget Book 2011-12*

**Contact Officer:**

*David Whittle, Policy Manager  
Corporate Policy  
E-mail: [david.whittle@kent.gov.uk](mailto:david.whittle@kent.gov.uk),  
Tel: 01622 696969*

## Appendix 1

<b>Children, Families and Education Directorate</b>		<b>Kent Adult Social Services Directorate</b>
1. Learning Group		1 Business Support
2. Specialist Children's Services Group		2 Gypsy and Traveller unit
3. Commissioning and Partnership Group		3 Sensory
4. Resources and Planning Group		4 Community Equipment
5. Capital programme and Infrastructure Group		5 Mental health
		6 Learning Disability
<b>Communities Directorate</b>		7. Kent Supported Employment Unit
1 Sport, Leisure & Olympics Service		8. Older People/physical disability
2 Arts Development Unit		<b>Environment, Highways and Waste Directorate</b>
3 Libraries & Archives		1. Country Parks
4 Community Learning and Skills		2. Countryside Access
5 Community Safety Unit		2 Kent Highways Service
6 Emergency Planning		3 Planning and Environment
7 Registration Service		4. Waste management
8 Coroners Service		<b>Chief Executive's Directorate</b>
9 Trading Standards		1 Commercial Services
10 Kent Scientific Services		2 Communications & Media Centre
11 Youth Service		3 Corporate Finance
12 Youth Offending Service		4 Governance and Law
13 Kent Drug & Alcohol Action Team		7 Personnel & Development
14 Supporting People		8 Property Group
15 Supporting Independence		9 Public Health
		8 Strategic Development Unit
		9 International Affairs Group
		10 ISG
		11 Kent Forum Unit
		12 Corporate Policy and Performance
		13 Regeneration and Economy
		14 Strategy and Research

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By: Roger Gough - Cabinet Member Business Strategy, Performance & Health Reform  
Katherine Kerswell - Group Managing Director

To: Cabinet – 4 April 2011

Subject: Core Monitoring Report

Classification: Unrestricted

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**Summary :** The purpose of this report is to inform Cabinet of the key areas of performance and activity across the authority.

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### **Introduction**

1. The third quarterly Core Monitoring report for 2010/11 is attached and this provides information up to the end of December 2010. The last Core Monitoring report was provided to Cabinet on 29 November.

### **Core Monitoring**

3. The Core Monitoring report contains key activity and performance information for the Corporate Management Team and Cabinet Members.
4. Publication of the Core Monitoring report on the external web site is also an important element of our transparency agenda.
5. Relevant sections of this Core Monitoring report are also being discussed in the March/April round of POSCs.
6. Changes to the format of the report for this quarter are:
  - The inclusion of data notes for each indicator to show technical details which may be relevant in the interpretation of the data presented
  - A new 'at a glance' header for each indicator to clearly show the RAG rating.

### **Future Reports**

7. A final closedown report for 2010/11 is currently planned, which will come to Cabinet on 20 June.
8. The new reporting framework for 2011/12 is under development and will replace the current Core Monitoring. The new framework will deliver a single performance management process for the organisation and will incorporate the monitoring of "Bold Steps for Kent" and other the key strategies and priorities for the authority.

## **Recommendation**

9. Members are asked to NOTE this report.

*Contact officer:- Richard Fitzgerald, Performance Manager, Chief Executives  
Dept. Tel 01622 22(1985)/ Email richard.fitzgerald@kent.gov.uk*

# **Kent County Council**

## **Core Monitoring Report**

**Presented to Cabinet  
4 April 2011**

**Including Information up to the end of  
December 2010**



## Contents

Description	Page	Previous Status	Current Status
Key to interpreting the data	4		
<b>Overall Summary of Performance</b>	<b>5 - 7</b>		
<b>Council-wide Indicators</b>			
Contact Kent : calls answered within 20 seconds	8	<b>Green</b>	<b>Green</b>
Gateways	9	Provided for information only	
Complaints	10		
Staffing numbers (FTE)	11		
Staffing age profile	12	<b>Amber</b>	<b>Amber</b>
Staffing equalities – disability	13	<b>Amber</b>	<b>Amber</b>
Staffing equalities – ethnicity	14	<b>Amber</b>	<b>Amber</b>
Staff turnover	15	Information only	
Staff sickness absence	16	<b>Amber</b>	<b>Amber</b>
CO2 emissions from KCC non-schools estate	17	<b>Amber</b>	<b>Amber</b>
CO2 emissions from schools	17	<b>Red</b>	<b>Red</b>
<b>Children, Families and Education</b>			
<b>Commentary</b>	<b>18 – 19</b>		
Foundation Stage pupil attainment	20	<b>Amber</b>	<b>Green</b>
Key stage 2 attainment – all children	21	<b>Red</b>	<b>Red</b>
Key stage 2 attainment – looked after children	22	<b>Red</b>	<b>Amber</b>
GCSE results – all children	23	<b>Amber</b>	<b>Amber</b>
GCSE results – children with free school meals	24	<b>Red</b>	<b>Red</b>
GCSE results – looked after children	25	<b>Amber</b>	<b>Red</b>
Young people not in education, employment or training	26	<b>Green</b>	<b>Green</b>
Secondary schools inspections	27	<b>Green</b>	<b>Green</b>
Primary schools inspections	27	<b>Red</b>	<b>Red</b>
Early years and childcare providers inspections	27	<b>Amber</b>	<b>Green</b>
Schools in special measures	28	<b>Amber</b>	<b>Amber</b>
SEN assessments	29	<b>Amber</b>	<b>Amber</b>
Pupil exclusions	30	<b>Amber</b>	<b>Amber</b>
Pupil absence – secondary schools	31	<b>Amber</b>	<b>Amber</b>
Children’s social services - referrals	32	<b>Amber</b>	<b>Red</b>
Children with child protection plan	33	<b>Red</b>	<b>Red</b>
Number of looked after children (LAC)	34	<b>Green</b>	<b>Amber</b>
Asylum service – young people now aged 18+	35	<b>Red</b>	<b>Red</b>
LAC placed by other local authorities	36	<b>Red</b>	<b>Red</b>
Social worker vacancies	37	<b>Amber</b>	<b>Amber</b>

Description	Page	Previous Status	Current Status
<b>Kent Adult Social Services</b>			
<b>Commentary</b>	<b>38 – 40</b>		
Direct payments/Personal budgets	41	Amber	Amber
Older people in residential care	42	Amber	Amber
Older people in nursing care	43	Amber	Amber
Domiciliary care for older people	44	Amber	Amber
Learning disability residential care	45	Red	Red
<b>Environment, Highways and Waste</b>			
<b>Commentary</b>	<b>46 – 47</b>		
Household waste tonnage	48	Amber	Amber
Recycling/composting	49	Amber	Amber
Municipal waste taken to landfill	50	Green	Green
Congestion - Maidstone	51	Amber	Amber
Freedom pass	52	Amber	Amber
Routine highways repairs within 28 days	53	Red	Amber
Pothole repairs – average repair time	54	Red	Red
Streetlight faults repaired - KCC	55	Green	Amber
Streetlight faults repaired - UKPN	56	Red	Red
Road traffic casualties	57	Amber	Green
<b>Communities</b>			
<b>Commentary</b>	<b>58 – 59</b>		
Library visits	60	Amber	Amber
Library book issues	61	Red	Red
KCC apprenticeships	62	Green	Green
New entrants to the youth justice system	63	Red	Amber
Young offenders in education, employment and training	64	Amber	Amber
Adult education enrolments	65	Green	Green
Drug users leaving treatment free of dependency	66	Green	Green
Supporting People – people achieving independent living	67	Amber	Amber
<b>Appendix</b>			
Comparative benchmarks	68		

## General notes on interpreting the data included in this report

A selection of key indicators for the core areas of activity and performance of the council is included in this report. Indicator values are shown by graph and data tables, including Direction of Travel and RAG ratings (see tables below for a key to interpreting these).

A range of presentation styles are provided for different indicators depending on the information available. In some cases we provide the most recent results for the last four financial year quarters, while for other indicators we provide annual data for the last few years with the most recent quarter's data also shown.

Where relevant and available, the indicators are provided with comparative data showing national averages or other suitable benchmark information. See the Appendix for more information on the comparative benchmarks used.

It should be noted that past annual data provided in this report is generally validated data which is public domain and available in many cases within the remit of national statistics.

However, quarterly data provided in this report and all information subsequent to March 2010 is classed as provisional local management information which in some cases is provided on an estimated basis. This data is likely to be subject to future revisions.

### Key to RAG (Red/Amber/Green) ratings

		RAG Ratings
Green		Performance is significantly better than the most recently published national average/benchmark or exceeds local targets where set
Amber		Performance not significantly different from most recently published national average or close to but not exceeding local target
Red		Performance significantly worse than the most recently published national average or significantly behind local targets where set
N/a		Data not available in order to assess performance

### Key to DoT (Direction of Travel) ratings

		DoT Ratings
		Improvement in performance or change in activity levels with a positive impact on budgets and resources
		Fall in performance or change in activity levels with a negative impact on budget and resources
		No change in performance or activity levels

## Overall Summary of Performance

This is our third Core Monitoring report for 2010/11. It provides information on key activity and performance for the third financial quarter, up to the end of December 2010.

The publication of this report is part of our transparency agenda, making the information and data we use as an organisation more open to public scrutiny.

The main concern in quarter three was the poor Ofsted report for our children’s social services received in November. An Improvement Plan has been drawn up and various actions to improve the service are now underway. The improvement of services for vulnerable children is the top priority for the council.

Overall performance for the indicators included in the Core Monitoring is as follows:

RAG Status	Indicators in each category		
	Previous	Current	Change
Green	9	10	+1
Amber	27	27	
Red	14	13	-1
Total	50	50	

### The following areas have shown improvement:

- Attainment for Kent children is now significantly better than the national average at Foundation Stage and Ofsted inspection results for early years settings are also now much better than the national average
- Attainment for looked after children at Key Stage 2 has improved and is now close to the national average
- Response times for routine highway repairs improved and came closer to target in the last quarter
- The numbers of people with serious injury in road traffic accidents in Kent has significantly reduced this year and the rate of reduction is significantly better than the last published national average
- The number of new entrants to the youth justice system has reduced this year and is close to the last published national average.

### The following areas have shown a drop in performance:

- GCSE results for looked after children have fallen significantly behind the national average and actions to address this are in the Improvement Plan
- Referrals to children social services have become significantly higher than the last published national average and work is underway with partners around appropriate thresholds for making referrals, to reduce this pressure on the service
- The number of looked after children has increased rapidly this year and is now closer to the national average
- Average response times for streetlight repair where KCC is responsible fell slightly behind the target of 28 days in the last quarter, due to increased service demands and staff being diverted into winter maintenance works.

**Areas where we have maintained a high level of performance (Green RAG status) are:**

- Our contact centre and location switchboards continue to answer more than 80% of calls received within 20 seconds, which is the standard industry benchmark level
- The number of young people aged 16 to 18 not in education, employment or training in Kent continues to be significantly lower than the national average
- Ofsted inspection results for secondary schools continue to be significantly ahead of the national average
- The percentage of household waste taken to landfill in Kent is significantly lower than the national average, due to good recycling rates and the use of incineration to dispose of waste
- The number of apprenticeships provided by KCC continues to be ahead of the target set
- Adult education enrolments in Kent continue to exceed target
- Success rates for drug treatment services continue to be significantly better than national average.

**Areas of continuing concern where performance is rated with a Red RAG status are:**

- Carbon dioxide emissions from schools have increased and our target for a 10% reduction by 2010 has not been met – with the changing nature of our role with schools, we need to re-examine to what extent we will be able to influence this situation in the future
- Pupil attainment at Key Stage 2 remains significantly behind the national average as do the related primary school Ofsted inspection results – a KCC member Select Committee is looking at this issue
- Attainment results for children with free school meals is significantly below the national average and the above mentioned Select Committee will also investigate this issue
- The number of children with child protection plans continues to increase and remains significantly above the national average – this is being addressed in the Improvement Plan
- The number of unaccompanied asylum seeker children, now aged over 18 and continuing to be supported by KCC continues to be above past levels and KCC continues to work with national agencies to influence this situation
- The number of looked after children placed in Kent by other local authorities continues to be significantly higher than the average for other local authorities and KCC continues to press the case for this practice to change
- The number of adults with learning disability supported in residential care continues to be significantly above the national average resulting in budget pressures
- Average response times for repairing potholes in the quarter was much better than the previous quarter but still significantly behind target
- Average response times for repairing streetlights where the network operator is responsible showed good improvement this quarter but remained some way behind the target level
- The number of library book issues continues to be significantly below the national average and has dropped due to a number of refurbishments in major libraries.

It should be noted that more than one of the areas of concern listed above is not directly within the control of KCC, but the issue remains a concern to us and we will continue to monitor the indicator and take actions to influence the issue.

Further details on these areas of concern and the actions to address them can be found in the main body of this report.

#### **Other points to note:**

- Residents are making good use of Kent's Gateway facilities to access public services with transaction levels in the last quarter being 27% above the same time last year
- The number of complaints received each quarter this year has held fairly steady and we continue to learn from resident feedback to improve our services
- We are continuing to press the case with national government for the necessary investment in vital strategic infrastructure in Kent and in December we launched our proposals for transport infrastructure in the document "Growth Without Gridlock"
- We continue to deliver more personalised adult social services with the successful roll-out of Self Directed Support, giving more people control and choice over the support we provide, through the allocation of Personal Budgets.

#### **Looking Forward**

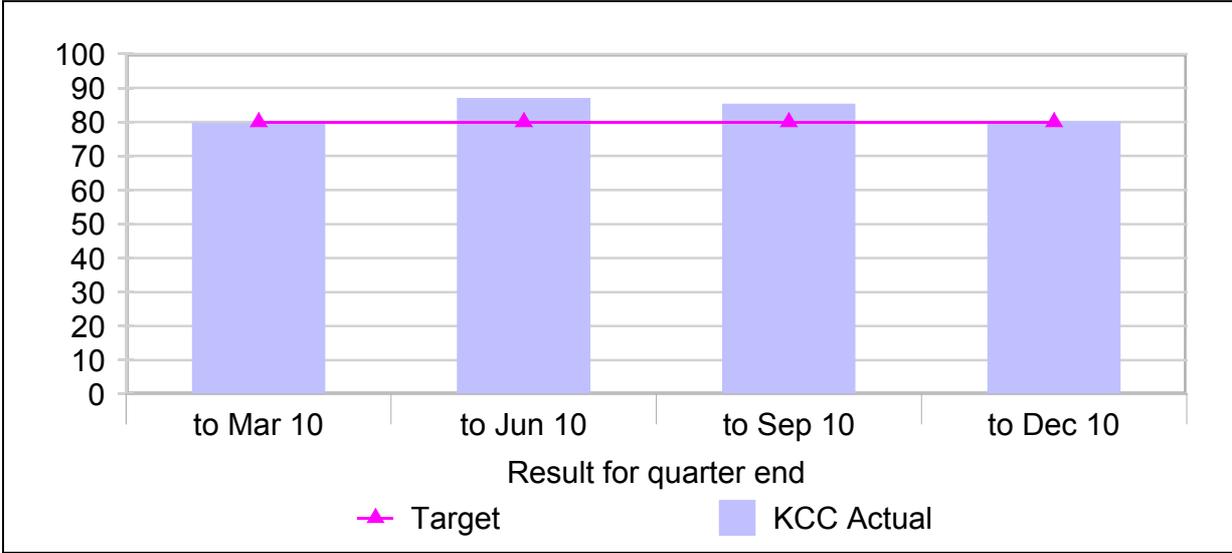
In December we published our new medium term plan, "Bold Steps for Kent", which sets out the council's ambitions and priorities up to 2014/15. These are centred on three aims of 'helping the Kent economy to grow', 'putting the citizen in control' and 'tackling disadvantage'. At the same time the council approved "Change to Keep Succeeding" which will ensure the organisation is lean and flexible, safeguarding frontline services by focussing on efficiencies and innovative approaches to delivery.

Our recent budget settlement from the government, combined with the decision not to increase council tax means we will have to find £95 million of efficiencies and savings in financial year 2011/12. "Change to Keep Succeeding" will help us deliver this and "Bold Steps for Kent" will help us maintain a focus on key priorities, during a time of great change and financial consolidation.

Future reports for 2011/12 will report on progress against the key priorities in "Bold Steps for Kent" which includes many of the items already reported within Core Monitoring and particularly those listed as areas of continuing concern.

**Katherine Kerswell  
Group Managing Director  
Kent County Council**

<b>Contact Kent : Percentage of calls answered within 20 seconds</b>	<b>Green</b>
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Higher value is better	Quarter end Mar 10	Quarter end Jun 10	Quarter end Sept 10	Quarter end Dec 10
KCC Result	79.6%	87.0% ↑	85.3% ↓	80.1% ↓
Target	80%	80%	80%	80%
RAG Rating	●	★	★	★
Calls received	304,000	261,000	270,000	269,000

Contact Kent currently supports 87 different services on a 24 hours a day, 7 days a week, 365 days a year basis. The range of services provided includes library book renewals, reporting pot-holes, arranging temporary housing for Maidstone residents and handling reporting of child protection concerns for both new and existing cases. This requires a high level of customer service skills, dealing with different needs and conversing with a wide range of callers. The services with the highest volumes of calls received are Libraries, Highways and Registrations.

Call answering response rates for Contact Kent are slightly down from earlier in the year but continue to be above the target benchmark. The target level of 80% is a standard industry benchmark and there are significant diminishing returns on resource input in attempting to perform significantly above this level.

December 2010 was the busiest on record for Contact Kent, and saw a very high level of calls due to adverse winter and snow conditions.

Detailed performance information for the complete year is as follows :

	2009 Full year	2010 Full year
Percentage of calls that were answered	94%	95%
Average wait time	15 seconds	13 seconds
Average abandon time	57 seconds	1 min 9 sec

<b>Transactions and footfalls at Gateway facilities</b>	<b>Information only</b>
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The Kent public sector Gateways have been hugely popular with residents, creating a single point of access to a wide range of public services in convenient town centre locations.

### Transactions

	<b>Oct – Dec 09</b>	<b>Jan – Mar 10</b>	<b>Apr – Jun 10</b>	<b>Jul – Sep 10</b>	<b>Oct – Dec 10</b>
Ashford	8,461	8,829	11,126	12,958	13,519
Dover	8,239	11,514	11,780	11,735	10,267
Maidstone	10,576	13,244	12,652	16,742	10,646
Tenterden	4,534	4,633	6,030	4,987	3,235
Thanet	21,835	29,807	33,586	32,385	33,267
Tonbridge	9,246	15,991	17,640	21,029	13,949
Tunbridge Wells	11,927	17,516	13,409	11,999	10,154
<b>TOTAL</b>	<b>74,818</b>	<b>101,534</b>	<b>106,223</b>	<b>111,835</b>	<b>95,037</b>

### Footfall

	<b>Oct – Dec 09</b>	<b>Jan – Mar 10</b>	<b>Apr – Jun 10</b>	<b>Jul – Sep 10</b>	<b>Oct – Dec 10</b>
Ashford	16,607	17,495	22,103	24,735	20,207
Tenterden	59,653	61,209	56,940	63,672	59,608
Thanet	99,386	109,813	104,764	121,012	96,652
Tunbridge Wells	27,840	34,018	30,952	28,407	30,615
<b>TOTAL</b>	<b>203,486</b>	<b>222,535</b>	<b>214,759</b>	<b>237,816</b>	<b>207,082</b>

We now have more than a year's data for public use of Gateway facilities. This has revealed that the quarter to October to December is the quietest period of the year. Gateway transactions in the quarter were 15% lower than the previous quarter but 27% ahead of the same time last year. Similarly footfall was 13% down against last quarter but 2% ahead of the same time last year.

Future plans include embedding the Gateway approach across the full range of KCC services.

#### Data Notes:

- Variations between quarters reflect seasonal variations and other changes to services offered or advertised at any given time.
- Footfall counters are not currently installed at Maidstone, Dover or Tonbridge.
- Thanet and Tenterden Gateway footfall includes library visitors but library transactions are not counted under Gateway transactions.

<b>The number of complaints made to the council by residents</b>	<b>Information only</b>
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<b>Service area</b>	<b>Qtr 1 2010/11</b>	<b>Qtr 2 2010/11</b>	<b>Qtr 3 2010/11</b>	<b>Year to date</b>
Kent Highway Services (KHS)	534	532	646	1,712
Adult Social Services	139	126	123	388
Children, Families & Education	131	104	125	360
Environment & Waste	103	95	44	242
Risk Management & Insurance	96	49	51	196
Community Learning & Skills	32	49	38	119
Libraries & Archives	45	25	23	93
Other services	30	26	27	83
Gateways and contact centre	27	21	10	58
Commercial Services	11	27	18	56
Youth Service	5	12	18	35
Media Centre	1	3	30	34
Supporting People	8	12	5	25
<b>Total</b>	<b>1,162</b>	<b>1,081</b>	<b>1,158</b>	<b>3,401</b>

Lessons learned from complaints received are published within the '**You said, we did**' section of our website which illustrates the changes that are made as a result of complaints received.

The number of complaints this year has been similar each quarter at around 1,100. The majority of complaints received by the council this year have been in relation to Kent Highways Services (49% of complaints).

Complaints about highways increased during the severe weather of December 2010 and were mostly in relation to a perceived lack of action around clearing of ice and snow from pavements and side roads. The approach taken to these complaints was to advise customers at the first point of contact what the published policy was and then direct them to the website rather than logging the requests as enquiries.

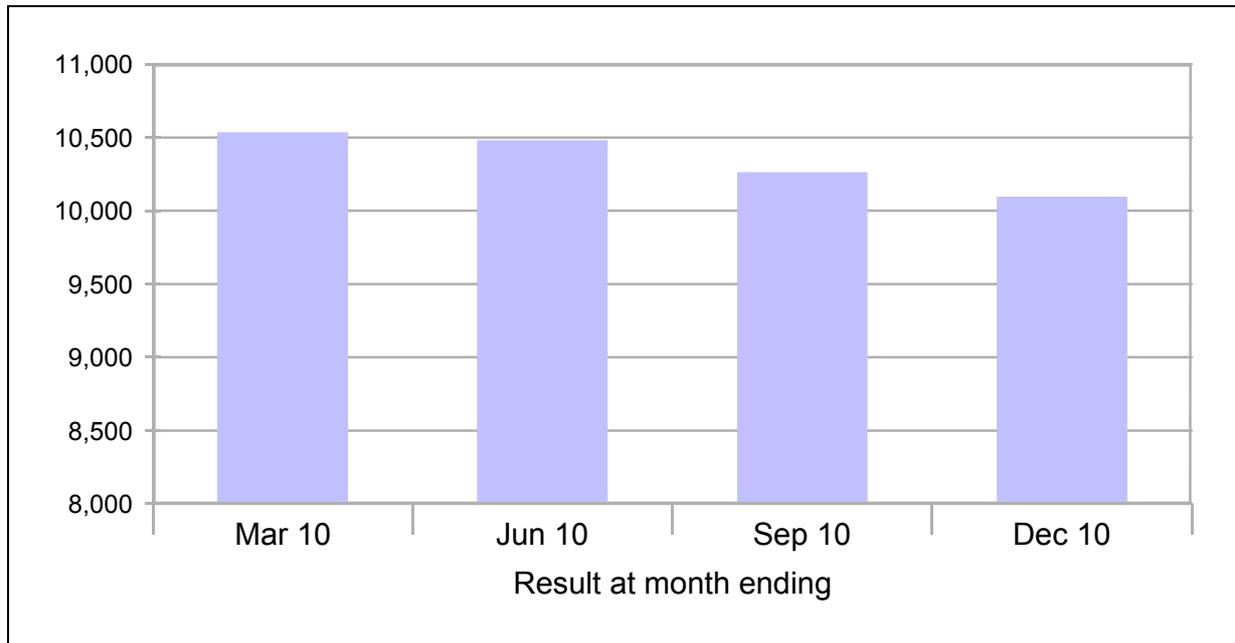
KHS staff also adopted a very transparent approach with customers, letting them know what could and couldn't be implemented under the KHS winter policy. Additional information about the winter actions being taken was also put onto our website.

There was an increase in complaints to the Media Centre in the last quarter due to the Kent Traffic and Travel site not working at all times during the bad weather, the cost of Around Kent and the fact that we ran out of the Battle of Britain CD's advertised in Around Kent.

**Data Notes:**

- Data presented here shows the number of complaints received, although within this some individuals may have complained about more than one issue. Figures may not therefore agree to other published data on complaints where the analysis is looks at the number of issues complained about.

<b>Number of full time equivalent staff employed by KCC (excluding schools)</b>	<b>Information only</b>
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	Mar 10	Jun 10	Sept 10	Dec 10
Staffing numbers – FTE	10,531	10,477	10,259	10,094

The current financial year shows a drop in staffing levels as funding becomes reduced and the council prepares for further funding reductions in the years to follow, as government reduces the national budget deficit.

The staff reductions in the year by directorate were:

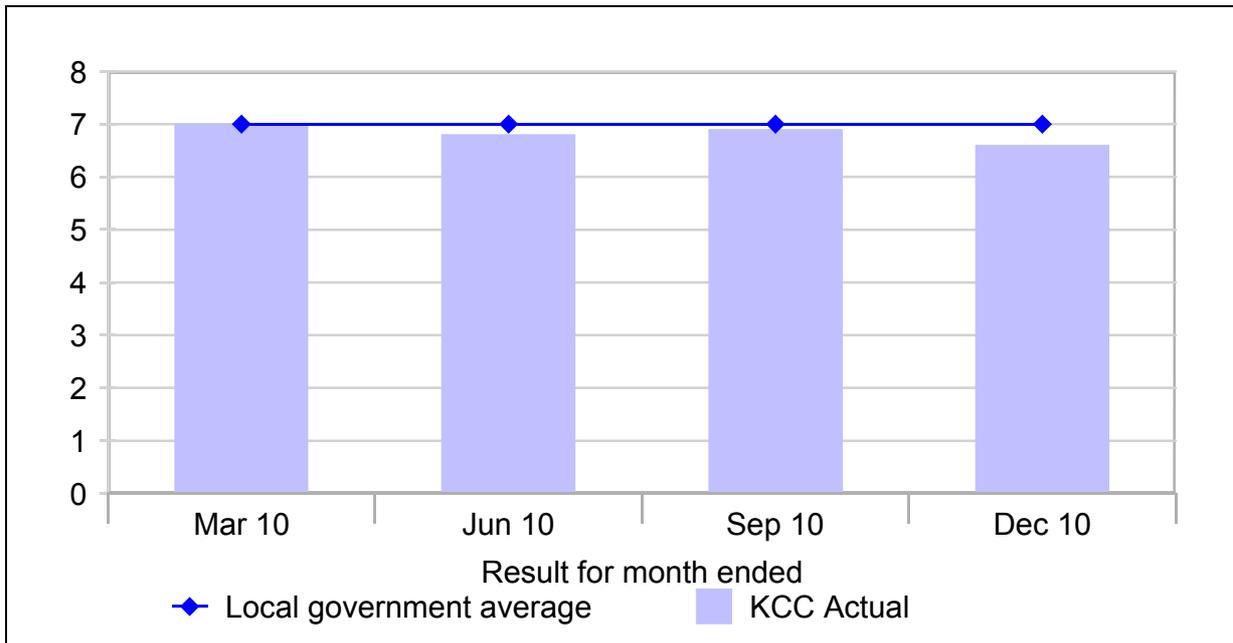
- Children, Families and Education: 127
- Communities: 94
- Environment, Highways and Waste: 11
- Chief Executives: 67
- Adult Social Services: 84

**Data Notes:**

- Data taken from KCC HR Business intelligence system, staff demographics.

**Staff aged under 25 years old (as a percentage of headcount)**

**Amber**



Higher value is better	Mar 10	Jun 10	Sep 10	Dec 10
Staff aged under 25	7%	6.8% ↓	6.9% ↑	6.6% ↓
Local government average	7.0%	7.0%	7.0%	7.0%
RAG Rating	●	●	●	●
Count of staff aged < 25	1,023	998	977	926

Of staff leavers during the current financial year, a disproportionate number have been from the younger age group which the council has set a priority to support.

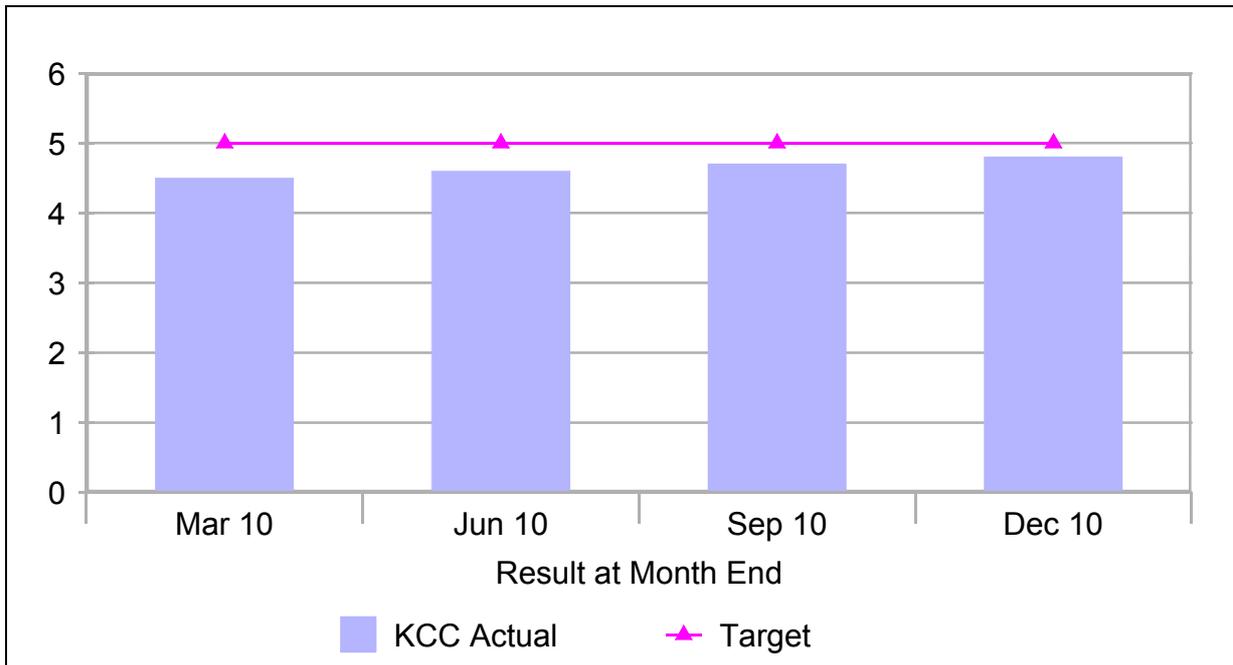
Future actions to address this include the commitment for KCC to take on at least 350 additional apprenticeships over the next four years.

**Data Notes:**

- Data taken from KCC HR Business intelligence system, staff demographics.
- Local government average is taken from the Labour Force Survey.

**Percentage of staff headcount from BME groups**

**Amber**



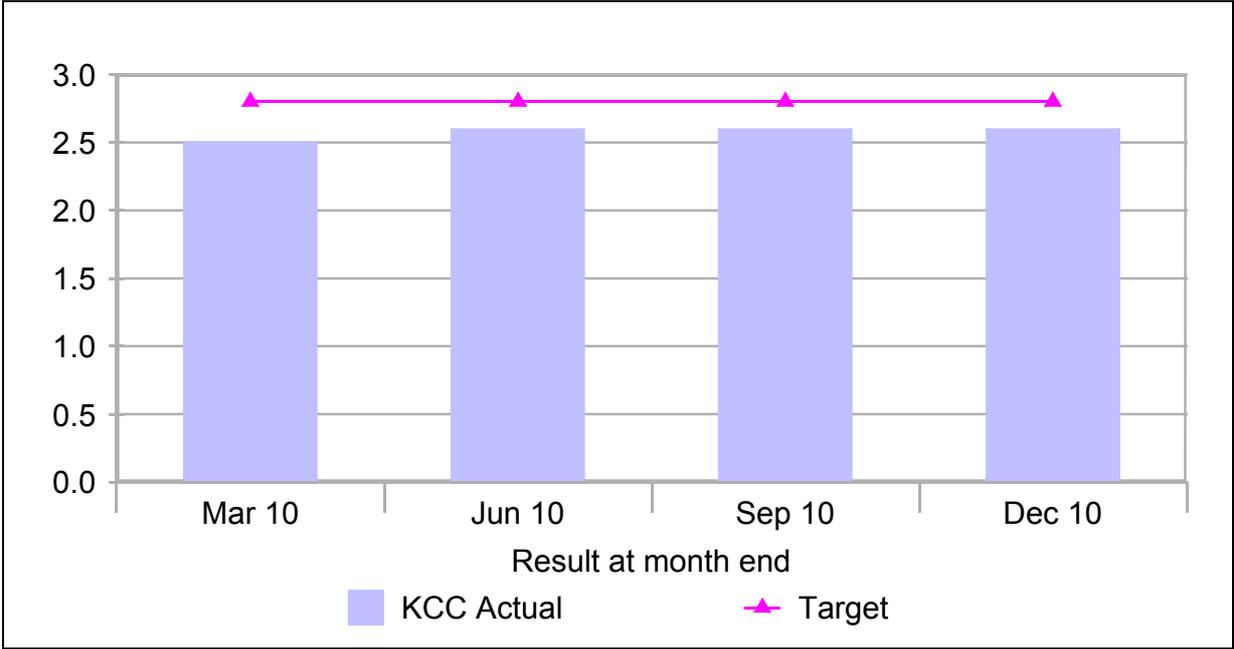
Higher value is better	Mar 10	Jun 10	Sept 10	Dec 10
BME staff	4.5%	4.6% ↑	4.7% ↑	4.8% ↑
Target	5%	5%	5%	5%
RAG Rating	●	●	●	●

Progress is being made on attracting and retaining staff from black and minority ethnic groups with numbers continuing to increase.

Data Notes:

- Data taken from KCC HR Business intelligence system, staff demographics.

<b>Percentage of staff declaring a disability (DDA definition)</b>	<b>Amber</b>
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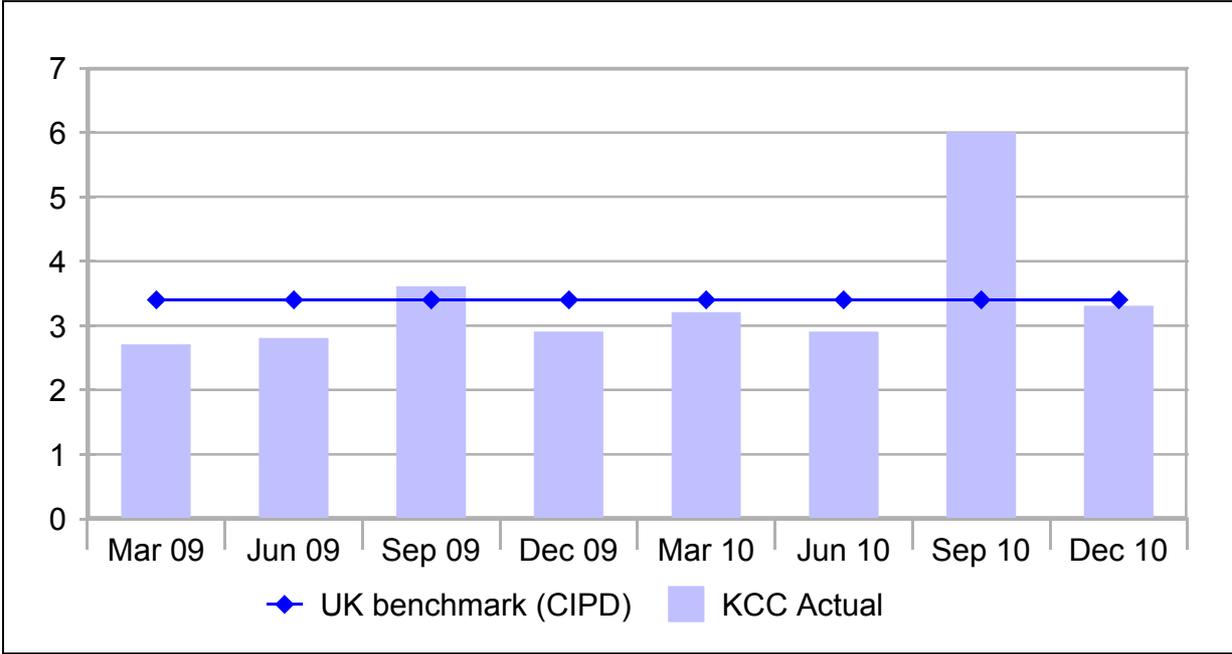
Higher value is better	Mar 10	Jun 10	Sept 10	Dec10
Staff with disability	2.5%	2.6% ↑	2.6% ↔	2.6% ↔
Target	2.8%	2.8%	2.8%	2.8%
RAG Rating	▲	●	●	●
Count of staff with disability	283	286	285	273

The percentage of staff with a disability has been holding at a steady rate all year.

**Data Notes:**

- Data taken from KCC HR Business intelligence system, staff demographics.

<b>Staffing turnover (leavers as a percentage of headcount)</b>	<b>Not rated</b>
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	Quarter to Mar 10	Quarter to Jun 10	Quarter to Sept 10	Quarter to Dec 10
Staff turnover actual	3.2%	2.9%	6.0%	3.3%
UK Benchmark	3.4%	3.4%	3.4%	3.4%
RAG Rating	Not rated – ideal is to be close to the benchmark over the medium term			

The number of staff leavers has fallen back to the benchmark in the last quarter, following a quarter of high turnover, despite the continuing reductions in staffing numbers.

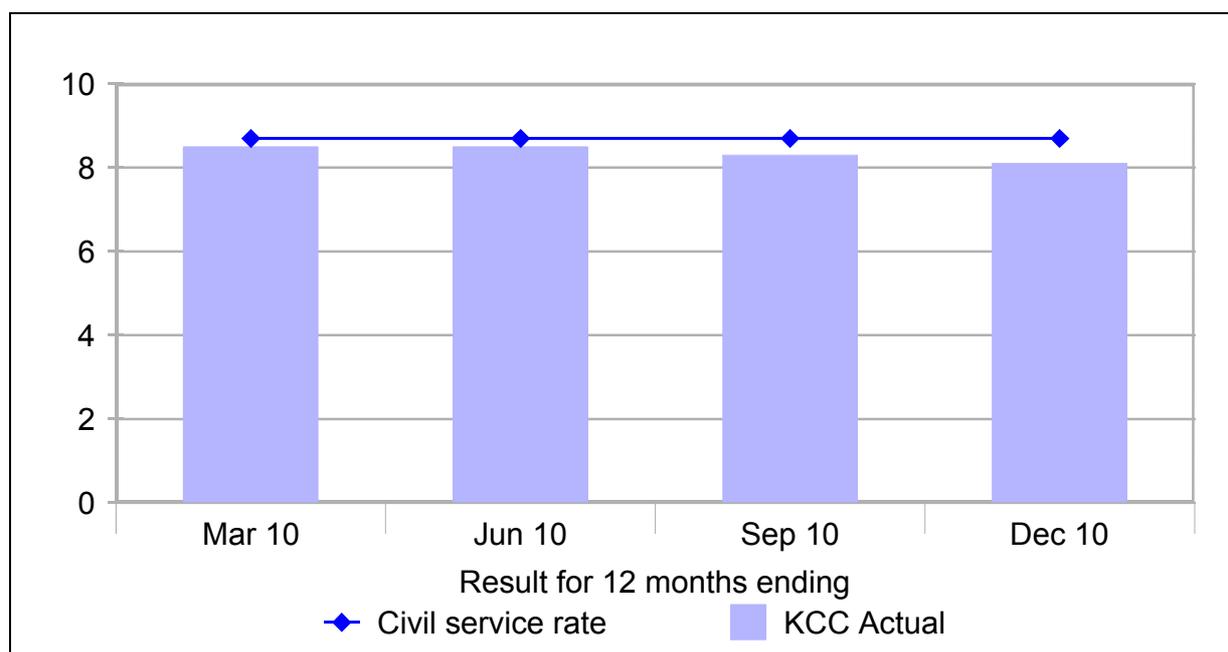
The high level of turnover in the previous quarter was mostly down to re-structuring within the Children, Families and Education directorate.

**Data Notes:**

- Data taken from KCC HR Business intelligence system.
- UK Benchmark provided by the Chartered Institute of Personnel and Development.

**Staff sickness – average days lost per FTE  
(rolling 12 months)**

**Amber**



Lower value is better	12 months ending Mar 10	12 months ending Jun 10	12 months ending Sept 10	12 months ending Dec 10
Staff sickness actual	8.5	8.5 ↔	8.3 ↑	8.1 ↑
Civil service rate	8.7	8.7	8.7	8.7
RAG Rating	●	●	●	●

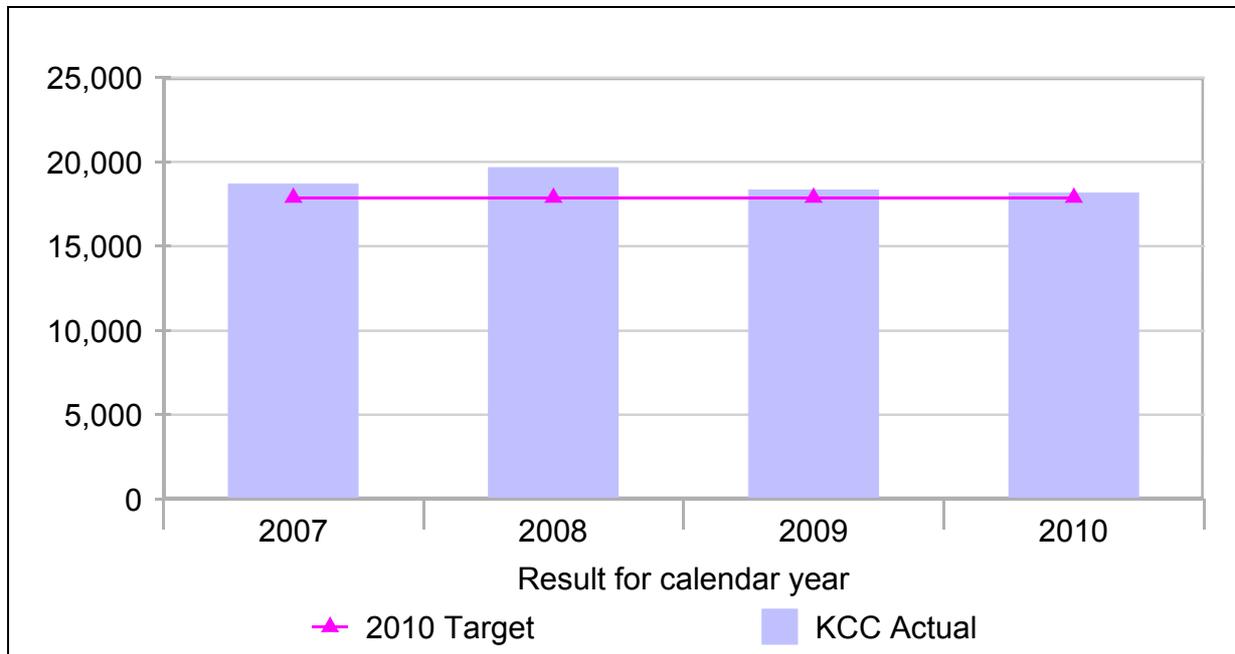
Staff sickness levels continue to reduce with the reduction reported last quarter now exceeded by another quarter of low absence rates.

Sickness days in the last 12 months averaged 8.1 per full time employee which is down from the 8.3 previously reported for the 12 months ending September 2010.

**Data Notes:**

- Data taken from KCC HR Business intelligence system
- There is no available benchmark for local authorities
- The civil service is used as a benchmark as there are a number of factors in the civil service workforce, which are similar to a large local authority such as KCC. These are the size of organisation, age and gender balance of the workforce, all of which will impact on the sickness rate recorded.
- Note the previous reports shows data by quarter which was not cumulative. The change to showing data as cumulative 12 month totals has reduced the in-year RAG rating of Green, to the Amber now shown.

<b>Tonnage of carbon emissions from KCC non-schools estate, excluding schools</b>	<b>Amber</b>
<b>Tonnage of carbon emission from schools</b>	<b>Red</b>



Lower result is better	2007	2008	2009	2010 Provisional
KCC non-schools result	18,700	19,700 ↓	18,300 ↑	18,200 ↑
Target		17,900	17,900	17,900
RAG Rating		▲	●	●
Schools result (not graphed)	69,700	76,700 ↓	75,700 ↑	77,400 ↓
Target		59,400	59,400	59,400
RAG Rating		▲	▲	▲

KCC had a target for a 10% reduction in carbon emissions by 2010 compared to 2004. This target has not been met, and instead a growth in emissions has been seen, primarily due to a 50% increase in electricity use in the schools estate.

Non-school buildings emissions have reduced by 8%, just below target. Although good savings are being achieved in our larger estate buildings, the large number of smaller, very old and inefficient properties is holding back performance.

Whilst energy efficiency projects with a payback of less than 5 years continue to be implemented, we expect to see a step change in the next few years as the council reduces the number of county offices through better use of space and delivers several improvements through its ICT infrastructure and flexible working practices.

The increase in schools emissions is due to various reasons including an increase in the size of the physical estate (additional school buildings), a significant increase in use of ICT in schools, longer 'hours of business' e.g. the Extended Schools Programme and new schools with higher energy use than those which they replace. The programme for supporting schools to reverse the upward trend in emissions is being further developed, including exploring different funding mechanisms.

# Children, Families and Education

## Education and Attainment

### Key Strategic Challenges

The key strategic challenges facing education services are:

- Putting in place a substantive senior management team and third tier structure
- Articulating a clear vision of the role of the local authority in the light of the coalition government's education reforms
- Preparing for the delivery of support services to schools within a traded structure
- Delivering the 2011/12 medium term financial strategy
- Putting in place transitional arrangements to accommodate the departure of the existing senior management team.

### Areas of strength

Exceptional progress has been made in our Foundation Stage results this year. Kent has now moved from being lower quartile nationally in 2006 to upper quartile in 2010. Our investment in children's centres and quality early years learning is paying off with many centres achieving their accreditation and celebrating successful outcomes. In time, we expect that progress in the early years will contribute to children's success throughout the primary phase.

Overall GCSE attainment remains strong in Kent, with the key indicator remaining well above national performance. There has also been impressive improvement by Kent schools in the National Challenge. In 2008, Kent had 33 schools below the 30% floor target of 5+ A\*-C GCSEs including English and Maths. This reduced to 21 in 2009 and this year it has reduced to 5.

The success of both early years' provision and secondary schools is reflected in strong performance in Ofsted inspections of these providers.

The percentage of young people aged 16 to 18 not in education, employment or training (NEET) remains significantly below national rates, and does not appear to have been adversely affected so far by the economic downturn.

### Areas of weakness

Primary attainment remains a concern, with the gap to national performance for the main indicator at Key Stage 2 unchanged over several years. This has also contributed to poorer performance in school inspections, where attainment is an important factor, and an increase in the number of schools going into special measures.

It is of concern that the attainment gap between children from disadvantaged backgrounds is higher in Kent than the national average, and is not closing to any significant degree at Key Stage 2 or at GCSE level. This is particularly relevant for children looked after by the local authority.

## **Children's Social Care**

### **Key Strategic Challenges**

The key strategic challenges facing children's social care are to:

- Deliver rapid improvement in safeguarding and services for looked after children in response to the unfavourable Ofsted inspection report of November 2010
- Put in place a compelling workforce strategy to plug front line gaps and create a sustainable workforce
- Create a framework for commissioning preventive services and to reduce the costs and numbers of looked after children
- Implement a comprehensive performance and quality assurance framework
- Ensure that the Children's Trust arrangements and Kent Safeguarding Children's Board engages partners and makes a positive difference to outcomes for children and young people
- Putting in place a fit for purpose internal process to work with the national Integrated Children's System
- Delivering the 2011/12 Medium Term Plan.

### **Key Areas of Achievement**

- Development of the Virtual School
- Improved quality of management information reporting
- Completion of draft Improvement Plan.

### **Key Performance Issues**

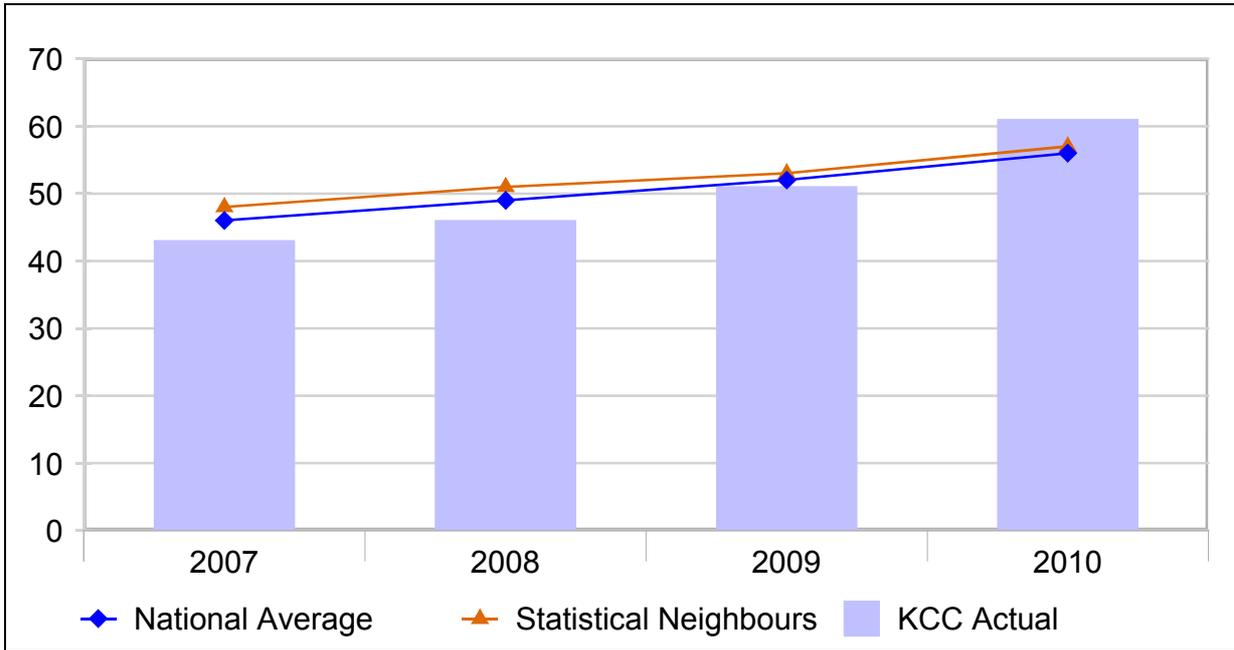
Underlying performance across all indicators remains inadequate and is in line with the findings of the Ofsted inspection. Too many contacts are defined as referrals which overload our assessment teams. Timeliness of initial and core assessments are poor and performance is constrained by the numbers of unallocated cases and incomplete assessments in the system. Too many reviews are undertaken out of timescale and the generic nature of our long-term teams is compromising the quality of case planning for looked after children.

The Improvement Plan is focussed on supporting front line staff to work effectively while putting in place the systems changes required to support them in this role. Progress has to be made across each of the following six domains if improvement is to be sustainable:

- Confident leadership
- An organisation fit for purpose
- Effective partnerships making the difference
- High quality practice
- Robust performance management
- Becoming an employer of choice.

An additional budget has been put in place to support the Improvement Plan and additional support from within the council is being sought to drive the various elements. The External Improvement Board met for the first time in February and it endorsed this approach to improvement while recognising the considerable challenges ahead.

<b>Percentage of children with a good level of development at Foundation Stage</b>	<b>Green</b>
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Higher result is better	Summer 2007	Summer 2008	Summer 2009	Summer 2010
KCC Result	43%	46% ↑	51% ↑	61% ↑
National average	46%	49%	52%	56%
RAG Rating	●	●	●	★
Statistical neighbours	48%	51%	53%	57%

A good level of development for the Early Years Foundation Stage is at least 78 points, with at least 6 points in each of the Personal, Social and Emotional Development (PSED) and the Communication, Language and Literacy (CLL) scales.

The 2010 Foundation Stage assessments, taken in a child's first year of Reception, show a significant improvement. 61% of children now reach the level of development considered as good. This is the fifth year in succession that Kent's Foundation Stage outcomes have shown improvement, and Kent's performance now exceeds national performance, and is in the upper quartile of all authorities.

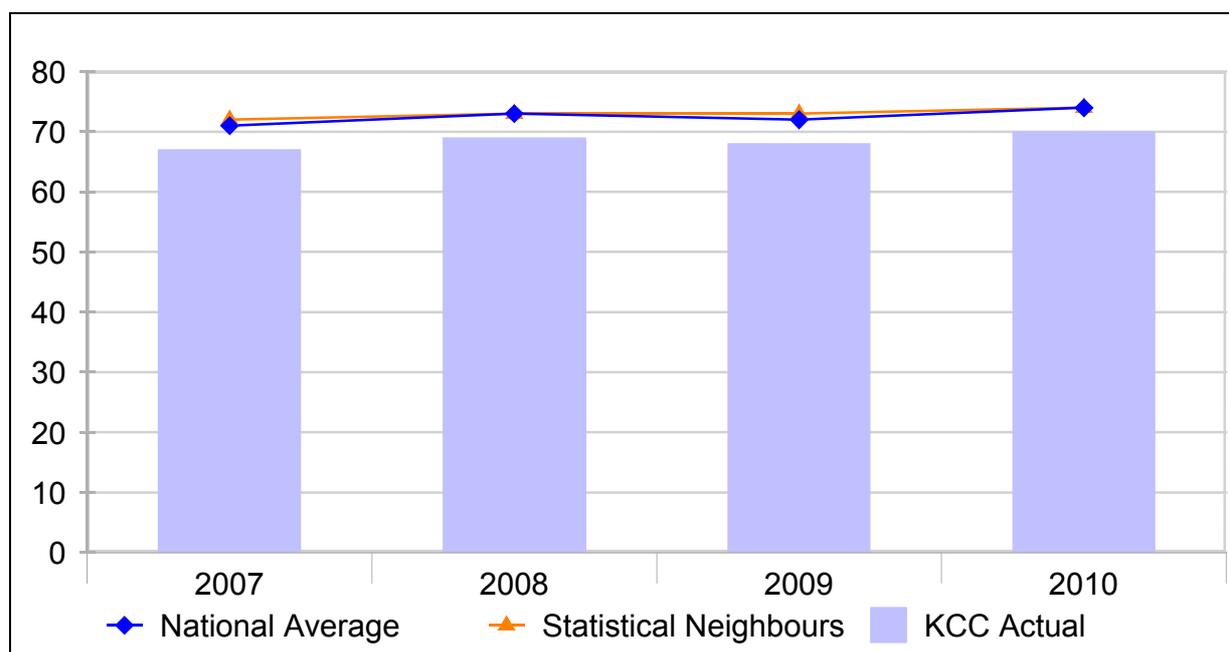
In addition, for the fourth year in succession Kent has reduced the achievement gap between children in the lowest 20% of the cohort and their peers, further extending performance when compared against the national average.

**Data Notes:**

- Source: DfE, 2008-10 from Statistical First Release, 28/2010, 12 October 2010.

**Percentage of pupils achieving level 4 or above in Key Stage 2 tests for both English and maths combined**

**Red**



Higher result is better	Summer 2007	Summer 2008	Summer 2009	Summer 2010
KCC Result	67%	69% ↑	68% ↓	70% ↑
National average	71%	73%	72%	74%
RAG Rating	▲	▲	▲	▲
Statistical neighbours	72%	73%	73%	74%
Children with results	15,980	16,430	16,040	14,900

Kent's 2010 result for this indicator shows an improvement of 2% compared to 2009, but the gap to national average continues to be 4%; this gap has persisted for several years. However, KCC has closed the gap with statistical neighbours to 4% from 5%. The gap between Kent pupils eligible for free school meals and those eligible nationally is even higher, provisionally at 7%.

Current actions for improvement include :

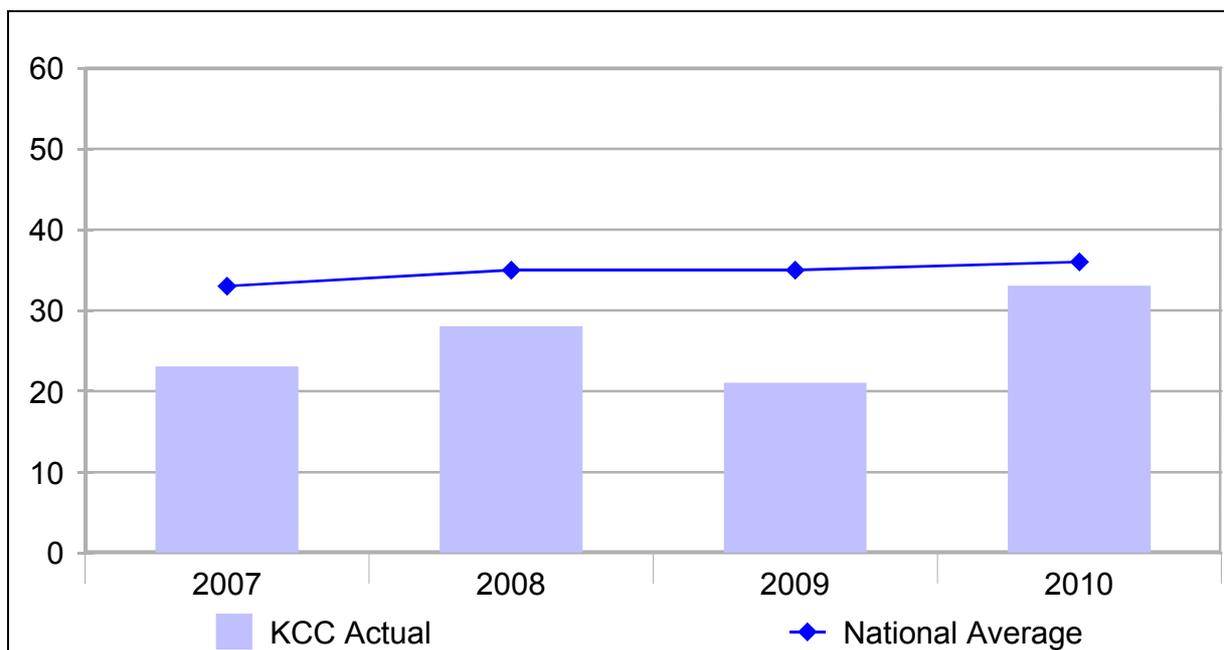
- Supporting primary schools to set high expectations for all children
- Ensuring that schools have detailed pupil tracking to identify those children not on target to reach level 4 and plans to support them
- Investigation into Key Stage 2 attainment by the new educational attainment select committee
- Deployment of the new district structure that is supporting and challenging all schools around leadership and management, the quality of teaching and learning and assessment practices.

Data Notes:

- Source : DfE, Statistical First Release 36/2010, 14 December 2010.
- Results for 2010 should be read with caution as there was a SATs boycott by 26% of schools nationally and by 6% of Kent schools.
- National figures include Independent schools but this has negligible impact.
- Pupil numbers rounded to nearest 10.
- The performance thresholds on this indicator have been reassessed so that a 4% gap to national average now results in a Red RAG rating (previously shown as Amber).

**Percentage of 'children looked after' achieving level 4 or above in Key Stage 2 tests for both English and maths combined**

**Amber**



Higher result is better	Summer 2007	Summer 2008	Summer 2009	Summer 2010
KCC Result LAC	23%	28% ↑	21% ↓	33% ↑
National average LAC	33%	35%	35%	36%
RAG Rating	▲	▲	▲	●
All children	67%	69%	68%	70%
Children eligible to sit exams	40	40	55	40

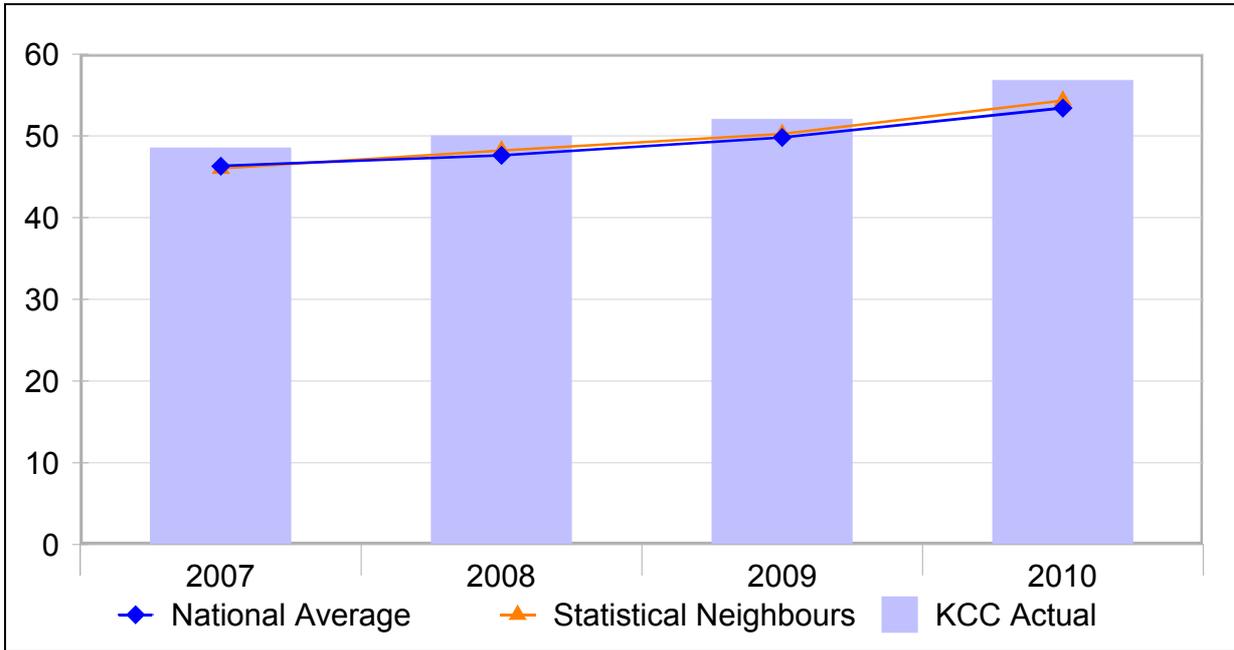
2010 results show an improvement in both English and maths attainment by 'looked after children'. This was most noticeable in maths with the latest result now slightly exceeding national performance. The improvement in the English result narrows the gap with national performance but remains some way behind.

Attainment for looked after children was an area highlighted as in need of improvement in the 2010 Ofsted inspection. In response, actions are included in the Improvement Plan, including the aim to increase capacity in the education for looked after children team.

**Data Notes:**

- Source: DfE, Statistical First Release, 38/2010, 16 December 2010.
- Statistical Neighbour figures are not included as small cohorts for several of these authorities create disproportionate volatility in their results.
- Eligible children are those children looked after continuously for at least 12 months at 31 March excluding those children in respite care.
- Numbers of children are rounded to the nearest 5.
- Some eligible children did not sit the test in 2010 due to the boycott by some schools.

<b>Percentage of pupils achieving 5 GCSE A* to C, including English and maths</b>	<b>Amber</b>
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Higher result is better	Summer 2007	Summer 2008	Summer 2009	Summer 2010
KCC Result	48.5%	50.0% ↑	52.0% ↑	56.8% ↑
National average	46.3%	47.6%	49.8%	53.4%
RAG Rating	●	●	●	●
Statistical neighbours	46.0%	48.2%	50.2%	54.3%
Pupils at Key stage 4	16,950	16,990	16,700	16,800

Kent's GCSE results for this indicator improved by 4.8% compared to last year, which is 0.4% ahead of the provisional result previously reported.

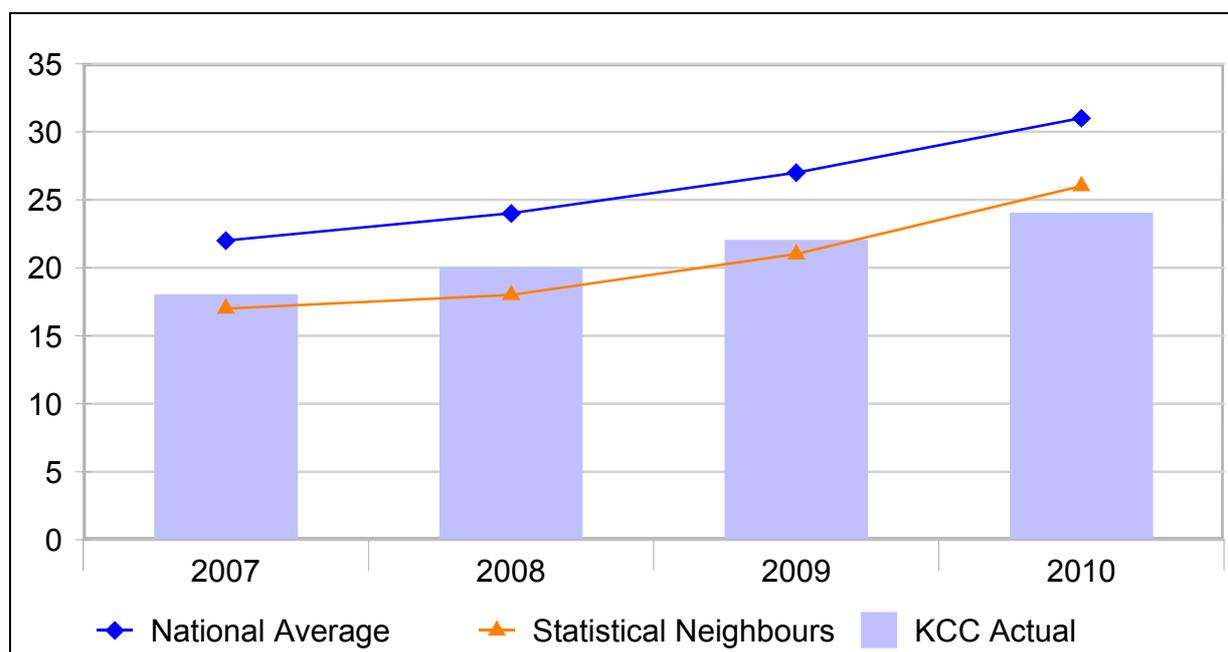
Performance continues to be ahead of the national average, and for 2010 is now 3.4% above (2.2% in 2009). However Kent's performance is not within the upper quartile of all authorities.

**Data Notes :**

- Source: DfE, Statistical First Release 01/2011, 12 January 2011.
- Revised data for 2010 was released in January 2011.
- Results for 2010 include iGCSE for the first time – this makes no difference to the national average.
- Equivalent qualifications include vocational GCSEs and BTECs.
- National figures include independent schools, hospital schools and pupil referral units.
- Local authority figures are for maintained schools including grammar schools and include City Technology Colleges and Academies, but exclude hospital schools and pupil referral units.
- Pupil numbers rounded to nearest 10.

**Percentage of pupils known to be eligible for free school meals achieving 5 GCSE A\* to C, including English and maths**

**Red**



Higher result is better	Summer 2007	Summer 2008	Summer 2009	Summer 2010 Provisional
KCC Result	18%	20% ↑	22% ↑	24% ↑
National average	22%	24%	27%	31%
RAG Rating	●	●	▲	▲
Statistical neighbours	17%	18%	21%	26%
Pupils eligible for free school meals	1,350	1,340	1,380	1,490

GCSE results for children eligible for free schools meals achievement is below both the national average and our statistical neighbours' average.

Although there has been an improvement year on year for the attainment of Kent pupils with free school meals, the rate of improvement has been lower than that seen nationally. The gap to national average has widened in the last two years.

Current actions for improvement include:

- New District Heads' teams are focusing on reductions in gaps between all vulnerable groups and the majority of children.
- Newly formed Officer Management Groups are focused on supporting all vulnerable groups, including children with free school meals.

Data Notes:

- Source: DfE, Statistical First Release, 37/2010, 16 December 2010.
- Figures are for maintained schools, including Academies and City Technology Colleges.
- Pupil numbers rounded to nearest 10.

<b>Educational achievement of looked after children (LAC) at GCSE level</b>	<b>Red</b>
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### Percentage of looked after children achieving any GCSE passes at A\*-G

Higher result is better	Summer 2007	Summer 2008	Summer 2009	Summer 2010
KCC Result	66.0%	46.0% ↓	65.9% ↑	68.5% ↑
National average	63.7%	65.6%	71.5%	78.0%
RAG Rating	●	▲	●	▲
Number eligible to sit tests	110	105	110	130

### Percentage of looked after children achieving 5 or more A\*-C GCSEs, including English and maths

Higher result is better	Summer 2007	Summer 2008	Summer 2009	Summer 2010
KCC Result	N/A	7.5%	8.1% ↑	4.6% ↓
National average	6.9%	8.6%	9.8%	11.6%
RAG Rating	●	●	●	▲
Number eligible to sit tests	110	105	110	130

Achievement of looked after children in Kent at GCSE remains behind the national average, and includes a fall in the achievement of 5 or more A\*-C grades. Although to put this in perspective, the drop in achievement is accounted for by only 3 less children failing to achieve the required standard.

Attainment for looked after children was an area highlighted as in need of improvement in the 2010 Ofsted inspection. Actions are included in the Improvement Plan, including the aim to increase capacity in the education for LAC team. Other actions include:

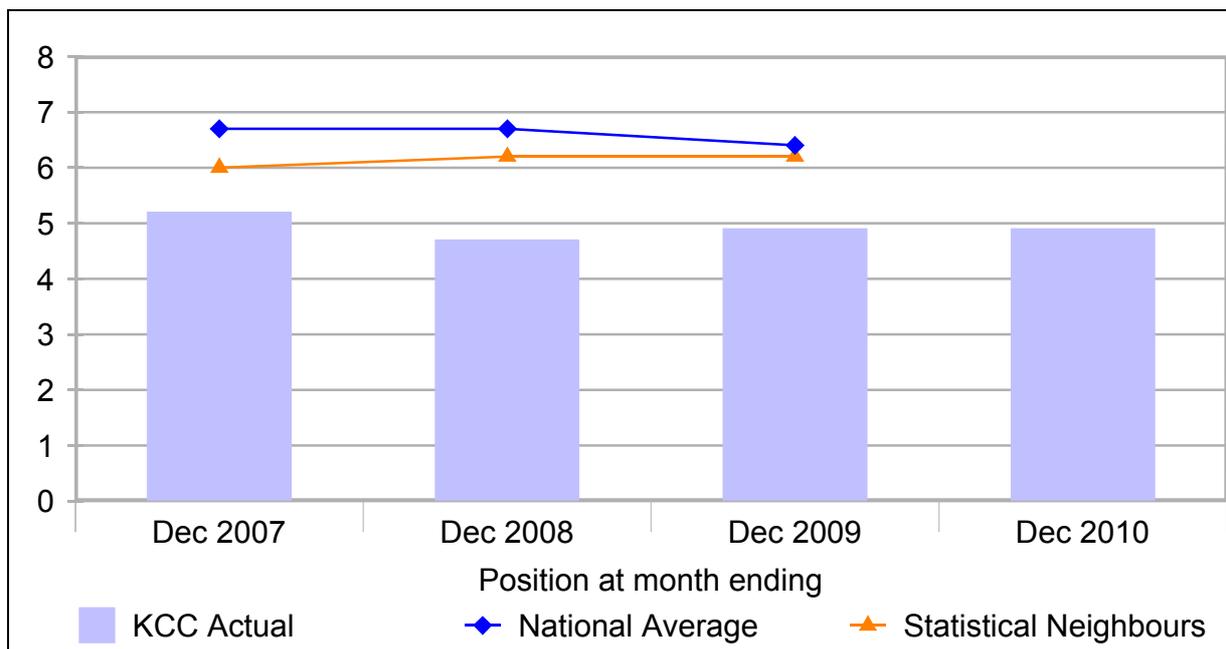
- The creation of the Virtual School Kent (VSK) offers opportunities to improve service delivery and outcomes. The agreement that the VSK should give priority to looked after children focus's the limited resources available.
- The multi agency nature of the VSK and the development of partnerships with agencies sitting outside of it, enables better access to other services which impact upon children's learning e.g. speech and language services; CAMHS.

#### Data Notes:

- Source: DfE, latest data from, Statistical First Release, 38/2010, 16 December 2010.
- Statistical Neighbour figures are not included as the small cohorts for several of these authorities create disproportionate volatility in their results when making year on year comparisons.
- Eligible children are those children looked after continuously for at least 12 months at 31 March excluding those children in respite care.
- Numbers of children are rounded to the nearest 5.
- There is no result for Kent in the second table for 2007 as DfE suppresses the data when any number involved in the calculation is less than 5.

**Percentage of young people aged 16 to 18 who are not in education, employment or training (NEET)**

**Green**



Lower result is better	Dec 2007	Dec 2008	Dec 2009	Dec 2010 Provisional
KCC Result	5.2%	4.7% ↑	4.9% ↓	4.9% ↔
National average	6.7%	6.7%	6.4%	N/a
RAG Rating	★	★	★	★
Statistical neighbours	6.0%	6.2%	6.2%	N/a

There was an expectation that the number of young people not in education, employment or training (NEET) would increase due to the downturn in the national economy. However, so far this has not occurred. Performance in Kent remains reasonably stable and significantly better than the national average.

A key reason why no increase has occurred is that more pupils are now staying on into school 6<sup>th</sup> form, with staying on rates up to 67% in 2009 compared to 62% in 2008.

Note: previous in-year data showed a higher rate of NEETs and the RAG rating was shown as Amber. However the data is quite seasonal, and the final end of year result is back to a RAG rating of Green, with results showing little change compared to the same time last year.

**Data Notes:**

- Source of 2007-2009 data, DCLG. Source of 2010 data, Connexions Kent and Medway.
- School 6<sup>th</sup> form data from Management Information Unit, CFE, KCC.
- Figures shown for December each year are in fact the average of November, December and January, in line with the definition of the former national indicator.
- The NEET figures reported exclude those young people whose situation is unknown – for Kent this is usually about 3% of the cohort. The amount of “unknowns” reduces each year as the data collection improves.
- The RAG rating for December 2010 is based on comparison to the most recently published national average – December 2009.

<b>Ofsted: Overall effectiveness of secondary schools</b>	<b>Green</b>
<b>Ofsted: Overall effectiveness of primary schools</b>	<b>Red</b>
<b>Ofsted: Overall effectiveness of Early Years providers</b>	<b>Green</b>

The key Ofsted judgement for school's overall effectiveness has four grades: outstanding, good, satisfactory and inadequate. The data below shows inspection results where the judgement was better than satisfactory and includes the latest grade received by those providers which are still active.

<b>Secondary</b> (excluding academies)	Aug 2009	Aug 2010	Nov 2010
KCC	68%	75% ↑	76% ↑
National	60%	64%	67%
RAG Rating	★	★	★
Active settings included	95	89	84

<b>Primary</b>	Aug 2009	Aug 2010	Nov 2010
KCC	55%	55% ↔	56% ↑
National	65%	67%	67%
RAG Rating	▲	▲	▲
Active settings included	448	447	448

<b>Early years and childcare*</b>	Aug 2009	Aug 2010	Nov 2010
KCC	62%	68% ↑	70% ↑
National	63%	66%	67%
RAG Rating	●	●	★
Active settings included	2,053	2,059	2,024

Kent secondary schools perform better in inspections than the national average. Academies in Kent however do less well with 27% being good or outstanding, compared to 54% nationally.

More Kent primary schools fail to achieve a good or outstanding inspection result than the national average, with only a slight improvement on the previous period and a widening gap with national performance due to school attainment floor targets being a limiting factor in the new Ofsted framework.

Schools which are satisfactory or below are subject to focused support from the school improvement team.

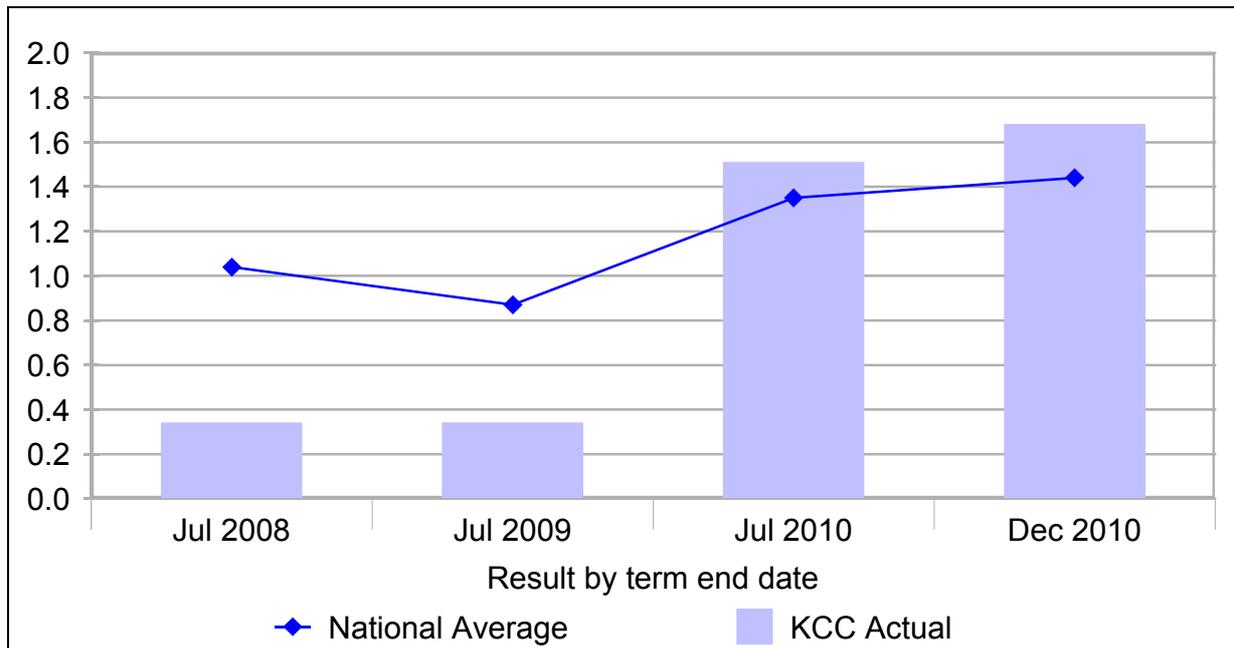
Early Years' results have significantly improved over the last 4 years and since 2009 have exceeded national performance.

**Data Notes:**

- Source: Calculated from Ofsted Performance Profile for Kent, 2 December 2010.
- Secondary results only show those schools maintained by the local authority, so do not include Academies.
- Inspection data includes reports published prior to 1<sup>st</sup> December 2010.
- Early years and childcare consists of childminders, domestic childcare and non-domestic childcare.

**Percentage of schools in special measures**

**Amber**



Lower result is better	Jul 2008	Jul 2009	Jul 2010	Dec 2010
KCC Result	0.34%	0.34% ↔	1.51% ↓	1.68% ↓
National average	1.04%	0.87%	1.35%	1.44%
RAG Rating	★	★	●	●
Number of schools	2	2	9	10

At the end of December 2010, 9 primary schools and 1 secondary school were in special measures. Internal monitoring suggests all are making satisfactory progress.

The rate of schools in special measures in Kent has increased since 2009, and is now above the national rate.

The Standards and School Improvement Unit identifies schools most in need of support, and ensures rigorous tracking and monitoring of pupil progress through the provision of additional support. Pupil progress is a key element of school inspection, and it is vital to correctly identify where every child is in their learning and to ensure that they have appropriate targets to move their learning forward.

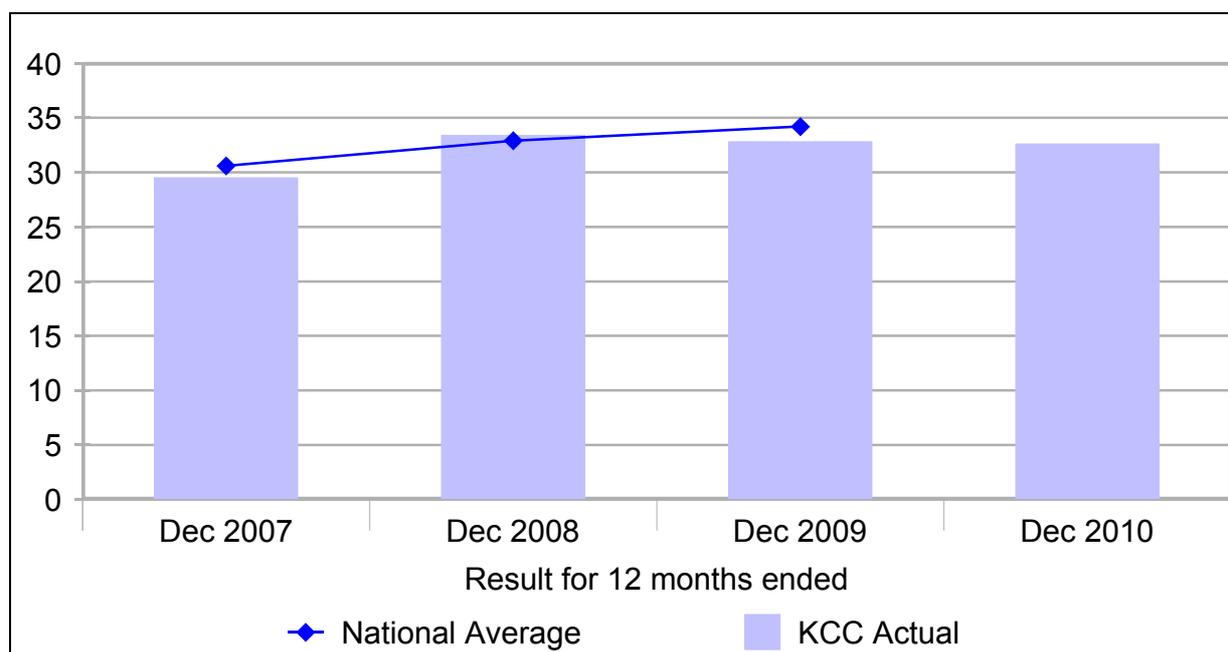
Kent's new strategy is to identify schools that are vulnerable and intervene early to establish priorities for improvement. The District Heads coordinate the support for schools which can include the use of the wider children's services.

**Data Notes:**

- Source: Jul 2010 calculated from Ofsted, Data on schools causing concern, summer term 2010, 23 November 2010. Dec 2010 calculated from report by Learning Group, CFE, KCC.

## SEN assessments per 10,000 pupils in all schools

Amber



Lower result is better	Year ended Dec 07	Year ended Dec 08	Year ended Dec 09	Year ended Dec 10 Provisional
KCC Result	29.5	33.4 ↓	32.8 ↑	31.6 ↑
National average	30.6	32.9	34.2	N/a
RAG Rating	●	●	●	●
New assessments started	690	770	760	730

The number of new assessments for Special Educational Need (SEN) reduced slightly in the 12 months to December 2010, although the rate has remained reasonably steady over the last three years. It is likely to remain below national rates unless these show a substantial drop when published later in the year.

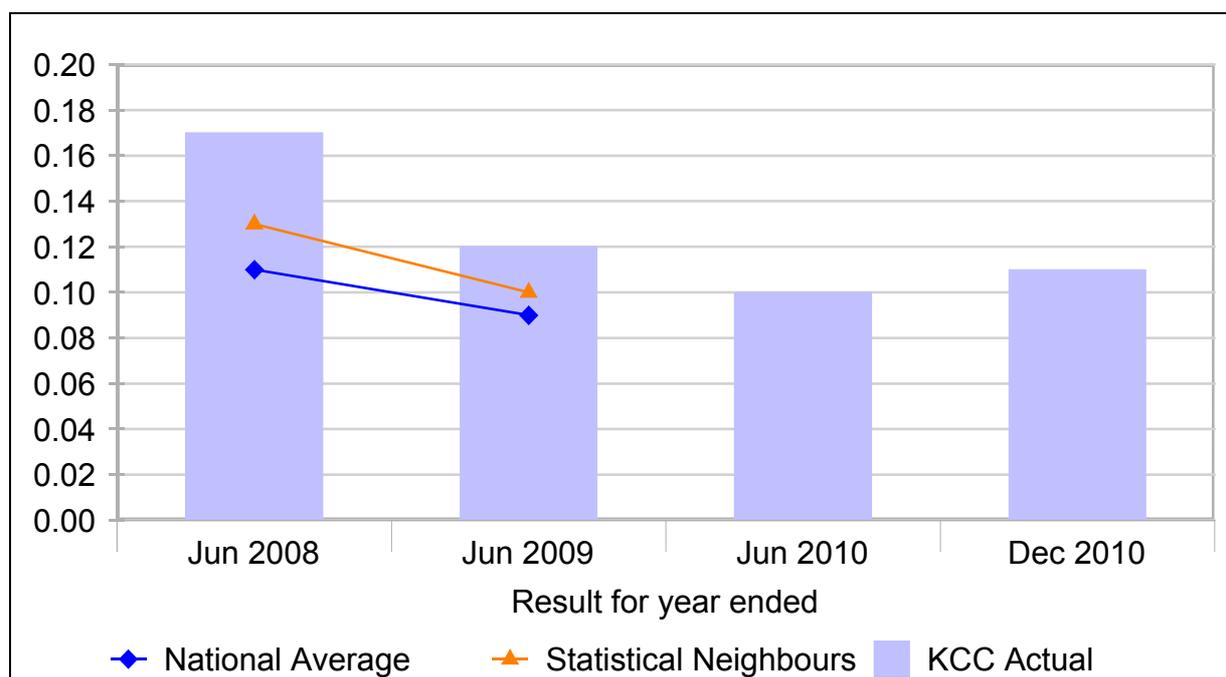
At January 2010 2.8% of pupils in Kent schools had a statement of SEN, which compares to a national rate of 2.7%. In 2007 the rates were 2.8% in Kent and 2.8% nationally, so the levels have been fairly constant over time.

### Data Notes:

- Source: Dec 10, Management Information Unit, CFE, KCC. Prior years from DfE Statistical releases.
- KCC data relates to assessments started, but national data relates to assessments completed.
- The RAG rating for December 2010 is based on comparison to the most recently published national average – December 2009.

**Percentage of pupils permanently excluded from schools (including academies) each year**

**Amber**



Lower result is better	Year ended Jun 08	Year ended Jun 09	Year ended Jun 10	Year ended Dec 10 Provisional
KCC Result	0.17%	0.12% ↑	0.10% ↑	0.11% ↓
National average	0.11%	0.09%	N/a	N/a
RAG Rating	▲	●	●	●
Statistical neighbours	0.13%	0.10%	N/a	N/a
Number of exclusions	370	260	210	231

Data for the 12 months to December shows an increase on the previous period, but the number of exclusions remains at a low level compared to previous years. Following a number of years of no change in the figures, the gap to the national average was significantly reduced during the year to June 2009.

There are higher rates of exclusions in academies and schools in the National Challenge programme.

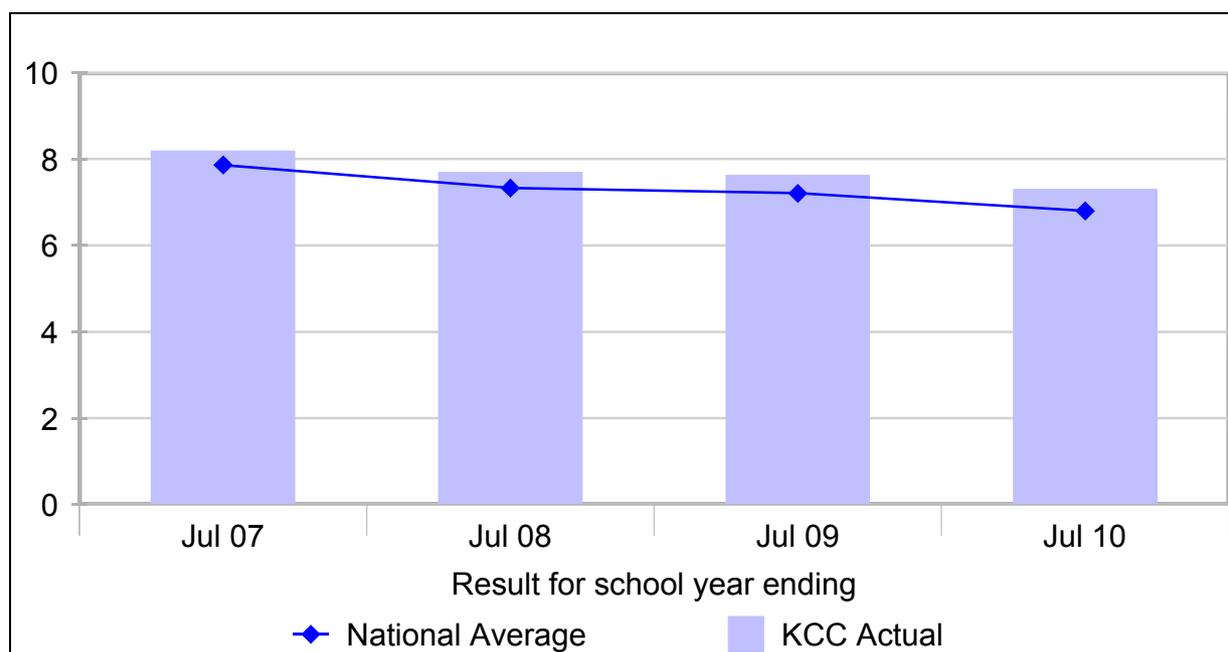
Actions include working collaboratively with advisers in the Learning Group to ensure creative and flexible curriculum development and delivery, as well as a positive learning environment, to minimise the risk of exclusion. There will be ongoing work with localities of schools to ensure alternative provision meets changing needs.

**Data Notes:**

- Source: 2007-2009 data, DfE, latest year, Statistical First Release 22/2010, 29 July 2010
- Source: 2010 data, Management Information Unit, KCC.
- There is very long delay in publication of national data for exclusions, with 2008/09 data the most recently published.
- The RAG rating for December 2010 is based on comparison to the most recently published national average – June 2009.

**Secondary school pupil absence – percentage of sessions missed**

**Amber**



Lower result is better	Year ended Jul 07	Year ended Jul 08	Year ended Jul 09	Year ended Jul 10 Provisional
KCC Result	8.2%	7.7% ↑	7.6% ↑	7.3% ↑
National average	7.9%	7.3%	7.2%	6.8%
RAG Rating	●	●	●	●
Persistent absence - Kent	6.8%	6.0%	5.5%	5.1%
Persistent absence – England	6.7%	5.6%	4.9%	4.5%

The secondary school absence rate has improved for the third year in a row, but remains above the national rate. The percentage of pupils with persistent absence has also fallen but also remains above the national level.

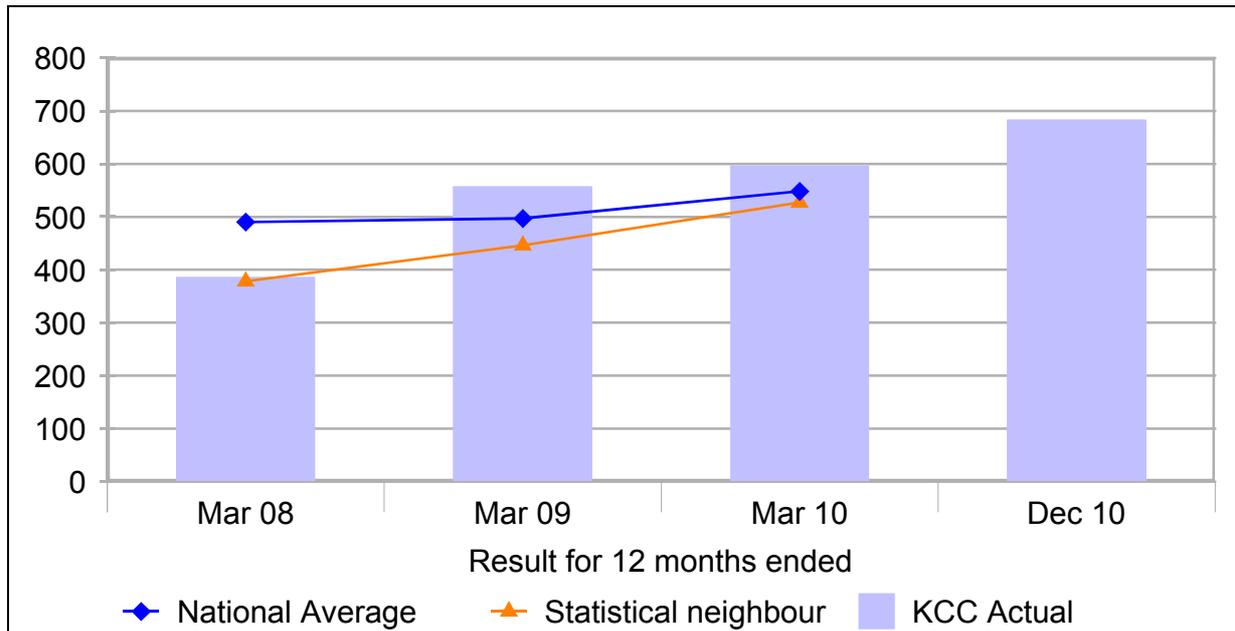
Actions include working collaboratively with a wide range of partners to identify the key issues impacting on school and pupil performance, and directing resources to meet local need. This includes working with advisers in the Learning Group to highlight the link between attendance and attainment, and with preventative services to further develop early intervention measures. The Attendance and Behaviour Service will build on the work of the National Strategies programme (e.g. through use of audit and data analysis tools) to support schools in all phases to improve attendance.

**Data Notes:**

- Source: DfE, latest year, Statistical First Release, 29/2010, 19 October 2010.
- Data for year ended July 2010 in based on autumn and spring terms only.
- July 10 data includes maintained secondary schools, city technology colleges and academies.
- Data used for previous years did not include academies, though there would be little impact on figures due to fewer schools having been academies.
- Persistent absentees are defined as having 64 or more sessions (half-days) of absence (authorised and unauthorised) during the year.

**Referrals to children's social services  
per 10,000 children aged under 18**

**Red**



Lower result is better	Year ended Mar 08	Year ended Mar 09	Year ended Mar 10	Year ended Dec 10 Provisional
KCC Result	386	557 ↓	596 ↓	683 ↓
National average	490	497	548	N/a
RAG Rating	★	▲	●	▲
Statistical neighbours	378	446	527	N/a
Number of referrals	12,000	17,400	18,600	21,300

The rate of referrals to children's social services in Kent continues to increase, up 15% on last year and 3% since September 2010, and the levels seen this year are significantly above the last published national rate.

The comparatively low rate of referrals which go on to initial assessment suggests a significant number are not meeting the threshold necessary to go on to initial assessment.

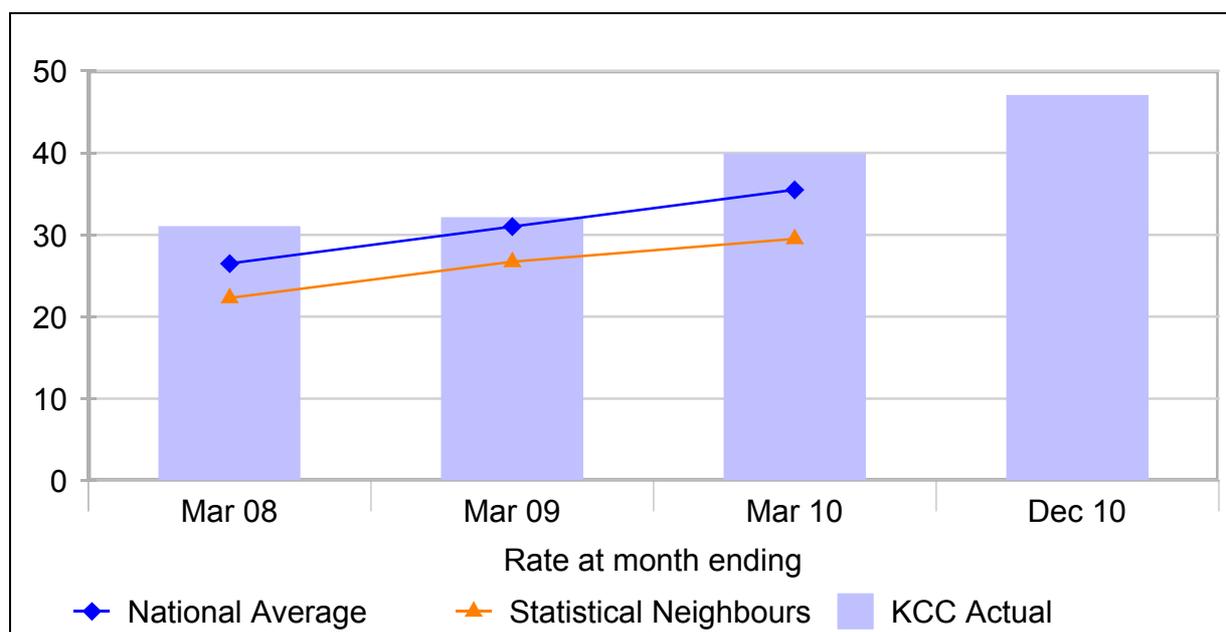
Action being taken is detailed in the Improvement Plan. This includes work with partners around thresholds for accessing social care.

**Data Notes:**

- Source: DfE, latest data from Statistical First Release 28/2010, 30 November 2010
- December 2010 result calculated using data from Management Information Unit, KCC, and 2009 mid-year population data from the Office for National Statistics. The provisional nature of this data means it is subject to future change.
- The data for the year to March 2010 is based on the new Children in Need (CIN) census. The results should be treated with caution as this is the first full year of the CIN census.
- Referral numbers rounded to nearest 100.
- Although the data table shows a change of RAG rating from Amber to Red as this compares current position to last year-end, this indicator was also rated Red in last quarter's report.
- The RAG rating for December 2010 is based on comparison to the most recently published national average – March 2010.

**Number of children with a child protection plan per 10,000 children aged under 18**

**Red**



Lower result is better	As at end of Mar 08	As at end of Mar 09	As at end of Mar 10	As at end of Dec10 Provisional
KCC Result	31.0	32.1 ↓	39.9 ↓	47.0 ↓
National average	26.5	31.0	35.5	N/a
RAG Rating	▲	●	▲	▲
Statistical neighbours	22.3	26.7	29.5	N/a
Children with plans	950	1,000	1,240	1,470

The number of children subject to a child protection plan continues to increase, being 18% up on last year, and 8% since September. Further increase is anticipated, given the rise in referral activity. There is a national trend of increased child protection activity and this is being investigated by a number of agencies including the Association of Directors of Children's Services.

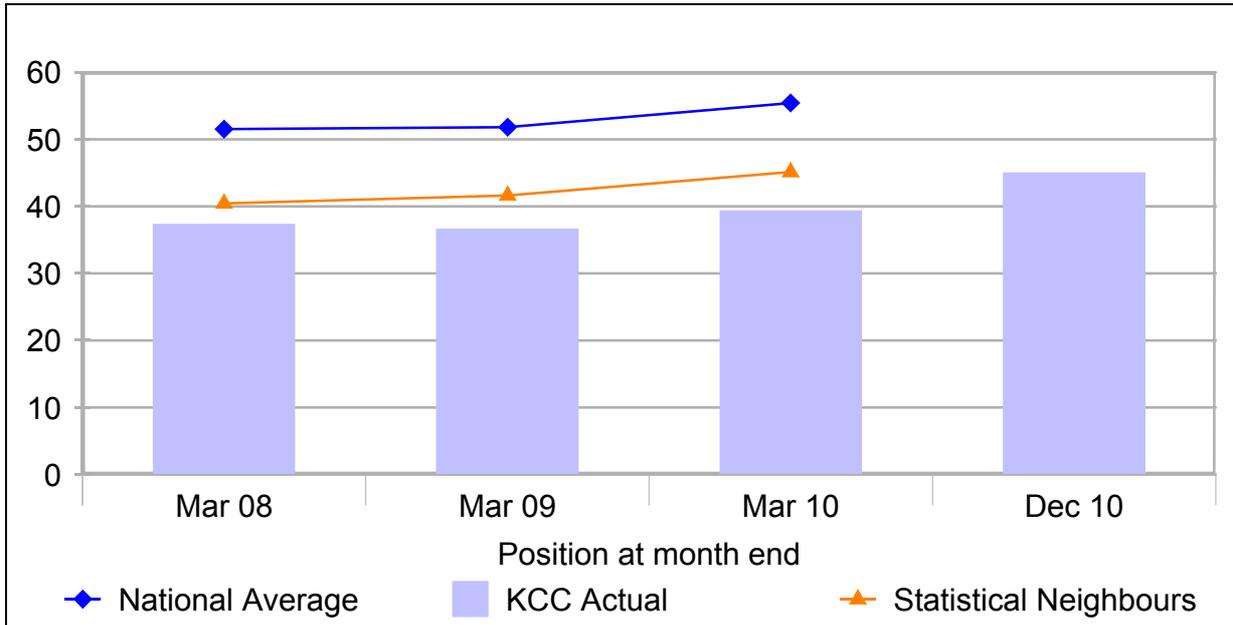
Action being taken is detailed in the Improvement Plan and includes: a review of current cases where children have been subject to a child protection plan for over 18 months; strengthening child protection processes, including core assessments, reports and multi-agency working; work to strengthen the independent chairs quality assurance function to ensure that cases are robustly managed and to drive forward planning.

**Data Notes:**

- Source: DfE, latest data from Statistical First Release 28/2010, 30 November 2010.
- Provisional rates calculated using data from Management Information Unit, KCC.
- The provisional nature of this data means it is subject to future change.
- The data for the year to March 2010 is based on the new Children in Need (CIN) census. The results should be treated with caution as this is the first full year of the CIN census.
- Number of children rounded to nearest 10.
- The RAG rating for December 2010 is based on comparison to the most recently published national average – March 2010.

**Number of children looked after, excluding unaccompanied asylum seeker children, per 10,000 children**

**Amber**



Lower result is better	As at end of Mar 08	As at end of Mar 09	As at end of Mar 10	As at end of Dec 10 Provisional
KCC Result	37.3	36.6 ↑	39.3 ↓	45.0 ↓
National average	51.5	51.8	55.4	N/a
RAG Rating	★	★	★	●
Statistical neighbours	40.4	41.6	45.1	N/a
Number of children	1,160	1,140	1,225	1,400

There has been a large increase in the numbers of looked after children (LAC) in Kent this year, with the rate up by 14% since last year, and by 4% since September 2010. This brings the rate up to the same as statistical neighbours and closer to the national average.

It is possible that the number of looked after children in Kent will continue to rise in line with the significant increase in children subject to child protection plans.

There are a number of pieces of work are underway in which will impact on numbers, as well as improving the services provided to looked after children, including:

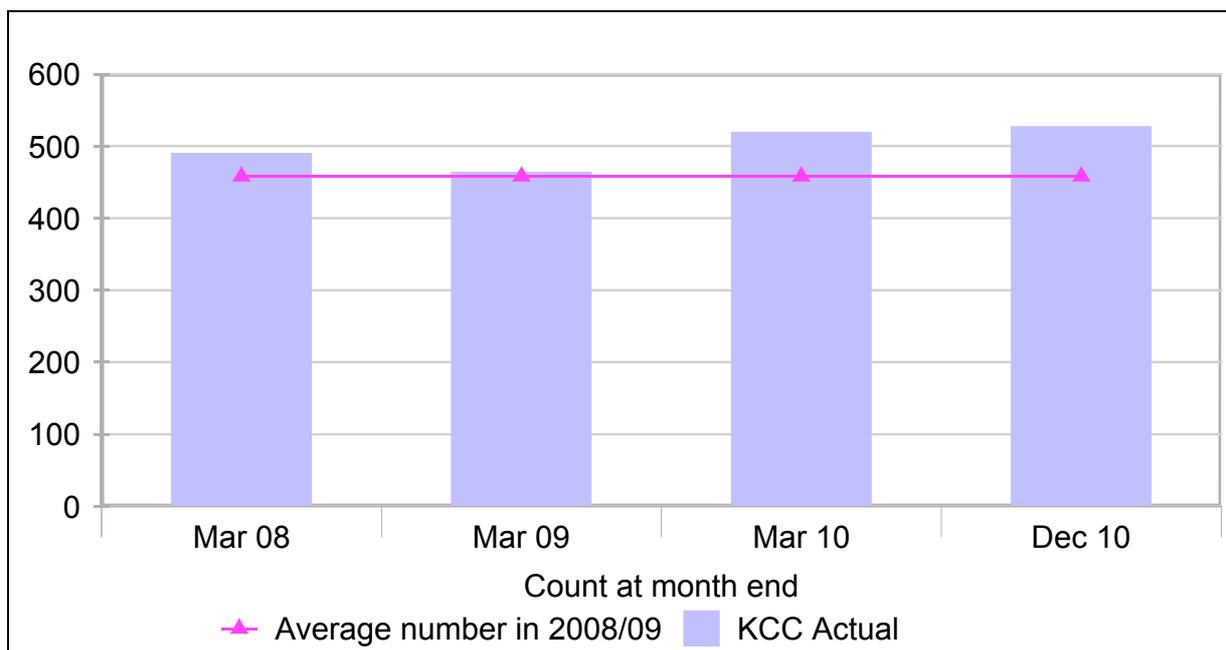
- work to develop the looked after children strategy
- multi-agency homelessness protocols implemented in response to the Southwark Judgement
- all LAC cases have been reviewed as part of the Ofsted inspection response.

**Data Notes:**

- Source: DfE, latest data from Statistical First Release 27/2010, 30 September 2010.
- Provisional rates calculated using data from Management Information Unit, KCC, and 2009 mid-year population data from the Office for National Statistics.
- Number of children rounded to nearest 5.
- Due to small cohort sizes for this indicator, significant difference to national average is calculated at 20% difference.

**Number of unaccompanied asylum seeker children supported by the local authority, who are now aged 18 and above**

**Red**



Lower result is better	As at end of Mar 08	As at end of Mar 09	As at end of Mar 10	As at end of Dec 10 Provisional
KCC Result	490	464 ↑	519 ↓	527 ↓
2008/09 Average	458	458	458	458
RAG Rating	▲	●	▲	▲

The number of over 18s supported by the KCC has slightly increased in 2009/10. However, the total number of UASC of all ages has been on a reducing trend, with a December total of 812, which is 42 less than the same time last year.

The decision making process regarding returning unaccompanied minors to their originating home country is made by the Home Office and therefore is not within the local authority's power to influence. The new regulations and guidance being issued by Government under volume 3 of the Children Act 1989, from April 2011, means that unaccompanied asylum seeking children will lose their rights as care leavers once their entitlement to remain in this country has been removed. This will mean that the local authority will have reduced responsibilities for them, even while they remain living in this country.

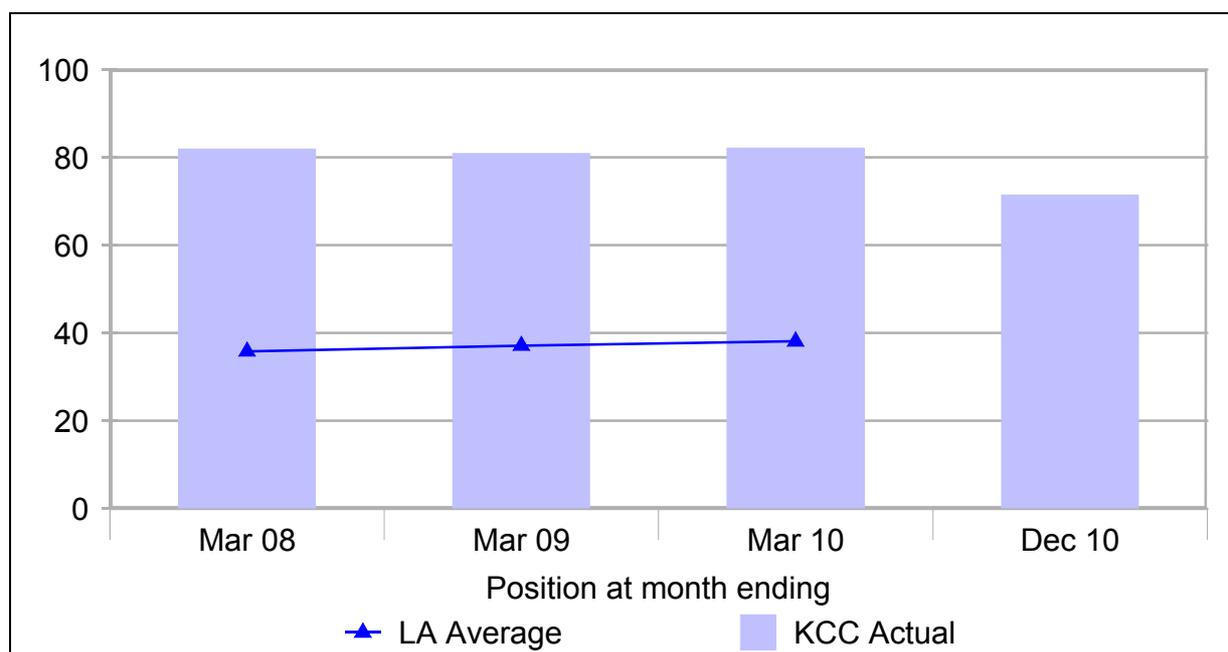
It was agreed with the UK Border Agency (UKBA) that the local team would work in partnership with KCC to prepare young people for their return to their country of origin, for those who are classified as having All Rights of Appeal Exhausted (ARE). This is still in the early stages of development due to restructuring of UKBA locally.

**Data Notes:**

- Source: Management Information Unit, CFE, KCC.

**Children looked after placed in an area by other local authorities, as a percentage of the number of local looked after children**

**Red**



Lower result is better	As at end Mar 08	As at end Mar 09	As at end Mar 10	As at end Dec 10 Provisional
KCC Result (DfE data)	82%	80% ↑	80% ↔	71% ↑
Average – all local authorities	35.8%	37.1%	38.1%	N/a
RAG Rating	▲	▲	▲	▲
Numbers placed in Kent (local data)	1,225	1,400	1,420	1,385

The number of children placed into Kent by other local authorities remains high when compared with the average rate of placements into other areas and has varied little since the increase seen in 2008/09. The rate in the graph above shows a reduction this year but this is due to an increase in the numbers of local looked after children, and is not due to a reduction in numbers placed into Kent by other local authorities.

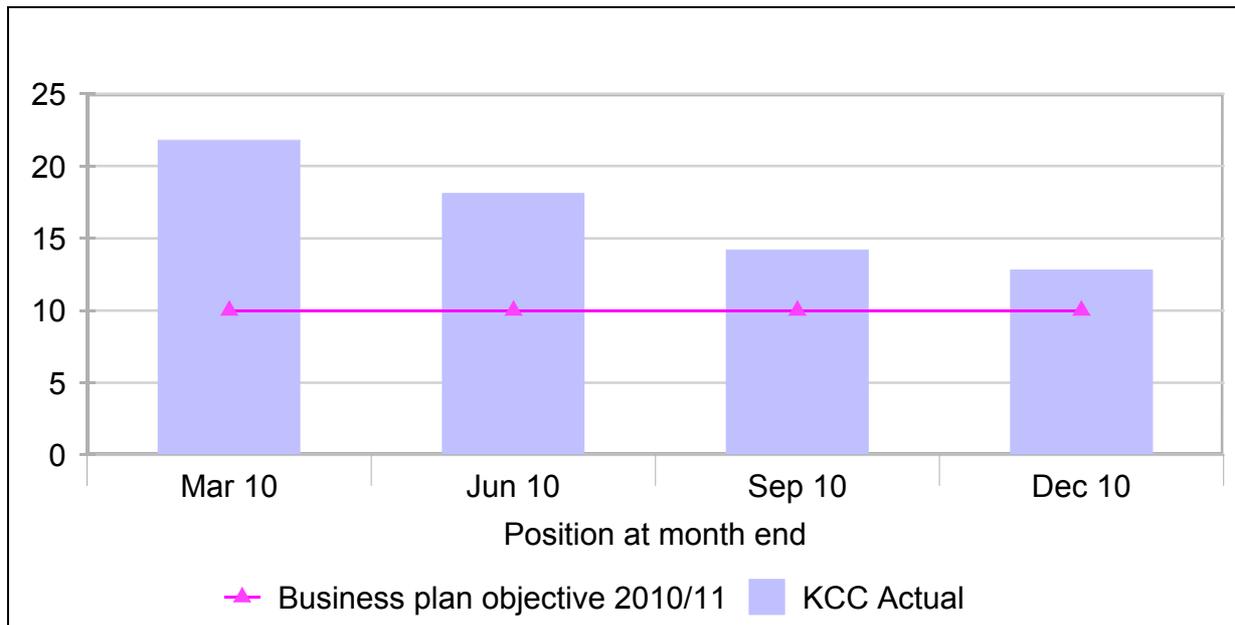
Placement of looked after children by other local authorities within Kent has a significant impact on local health services, schools and the youth offending service. The new sufficiency duty starting from 1 April 2011 requires local authorities to secure, where reasonably practicable, sufficient accommodation in their local authority area. It is unclear how far this will alter current practice.

**Data Notes:**

- Source: Mar 10, from DfE, SFR 27/2010, 30 September 2010. Provisional from Management Information Unit, CFE, KCC.
- Numbers of LAC rounded to nearest 5.
- The RAG rating for December 2010 is based on comparison to the most recently published national average – March 2010.
- Kent local data shows a higher number than DfE data, as local data includes those placed who are over 18 years old (i.e. care leavers).

**Children's social worker vacancies  
as a percentage of posts (all grades)**

**Amber**



Lower result is better	As at end Mar 10	As at end Jun 10	As at end Sep 10	As at end Dec 10
KCC Result	21.8%	18.1% ↑	14.2% ↑	12.8% ↑
Plan 2010/11	10%	10%	10%	10%
RAG Rating	▲	▲	●	●

Social worker vacancies have declined in the periods shown in line with expectations following the proactive recruitment strategy which has attracted newly qualified social workers and social workers from overseas.

Please note that the 9% figure quoted in press releases was the position at end of November and it then increased by the end of December. The longer term trend remains one of reduction.

A number of posts are currently held by agency staff and these are not shown as vacancies in the above graph. Actual permanent staff vacancies including the posts currently held by agency staff are at 20% of the budgeted establishment level.

**Data Notes:**

- Source: District children social service teams self-assessments supplied to Management Information Unit, CFE, KCC.
- Plan 2010/11 shows the target in the CFE business plan for that year.
- Posts held by agency staff are not counted as vacancies in the above graph.

## **Kent Adult Social Services**

### **Annual Performance Assessment Outcome**

The Care Quality Commission (CQC) published their Annual Performance Assessment of all adult social services in November 2010. Kent Adult Social Services (KASS) was awarded an overall performance rating of 'performing well' and was judged as 'excellent' in three out of seven outcomes and 'performing well' in the remaining four outcomes. The directorate has been awarded an overall performance rating of 'performing well'. An action plan is being implemented to focus on those areas that were highlighted in the report as needing further development.

### **Future of Older Person's Service Provision**

A decision has been made about the future of in-house older people's services following extensive consultation and scrutiny by members of the council, and has been widely publicised. We are working with each individual service user and their carers to plan any change at a pace appropriate to them and with staff to support them through the formal processes.

### **Transforming Services: Self Directed Support**

In October we set out proposals for the future of social care in Kent. These proposals will help us deliver the aims of "Bold Steps for Kent" and will reshape the organisation so that it can deliver personalisation, increased choice and control, at a time of reduced resources and increased demand.

Our proposal is that by 2014/15 we will be a strategic and joint commissioning organisation, contracting services from a range of providers. We will provide a role of market shaping and we will also provide quality assurance and financial oversight of commissioned services. We will aim to put the citizen in control by encouraging and enabling more people to self manage the services they receive from the funding we provide. We will retain a strong role in safeguarding vulnerable adults and will provide a 'fully managed' service where a 'safety net' is assessed as necessary.

### **Safeguarding**

We received a judgement of performing well in safeguarding (maintaining personal dignity and respect) in our annual CQC performance assessment. Alongside this judgement our Cabinet member wanted to be assured that quality of practice and continuous improvement were embedded across the directorate. An independent audit of safeguarding case files has been commissioned. Senior Managers and elected Members will be presented with the findings and an action plan will be developed from recommendations made.

### **NHS Support for Social Care 2010/11 - 2012/13**

Additional funding streams have been allocated to the NHS for joint working with local authorities to promote better services for patients leaving hospital, part of which can be used for increasing capacity of current services, such as enablement, and to invest in a broader range of social care services to help improve health.

The first tranche of funding announced was £70m (nationally) for 'post discharge and enablement' services in 2010/11 and was targeted at patients leaving hospital. Of this, £1.8m has been made available for Kent and plans have been developed with the two Kent primary care trusts (PCTs) to utilise these funds. The second tranche of funding, announced in January, included a figure of £150m in 2011/12 and indicative funding of £300m in 2012/13 to continue to develop these services. The actual amount for Kent has not yet been announced, but on a pro rata basis we could expect £3.8m and £7.7m respectively.

Within the second tranche of funding, £162m was designated as 'Winter Pressures Funding' for 2010/11. This funding will be focussed on a broader range of social care services to improve general levels of health. Of this funding, £4.1m has been allocated to Kent PCTs for 2010/11. Whilst plans have been agreed jointly, the funds must be transferred to Kent under Section 256 of the 2006 NHS Act. Allocations have been made for future years to continue with these services and this funding is referred to as 'specific PCT allocations for social care', with £648m allocated in 2011/12 and £622m in 2012/13. Kent's share of these funds is £16.2m and £15.7m respectively.

## **Mental Health**

'Live It Well', a mental health strategy for the next five years was launched in October. It sets out how KCC, PCTs and local partners across Kent and Medway plan to develop Kent's mental health services with a more personalised approach, which focuses on prevention, health and wellbeing, improving access and reducing discrimination and stigma.

## **Learning Disability**

We continue to transform services for people with a learning disability. In 2009 the responsibility and funding for the commissioning of social care for adults with a learning disability transferred from the National Health Service to KCC. We are now at the end of this process and 440 people have been transferred. From 2011, KCC will be responsible for the commissioning, contract and review of all social care services in Kent for people with a learning disability.

## **Service Demand**

Demand on services continues to increase. Referrals represent the incoming demand on the council. Early indications for 2010/11 are that referral rates will increase by 3.2%. During the first 6 months of 2010/11 there were 17,281 referrals.

## **Personal Budgets and Direct Payments**

We continue to be on target to meet the Putting People First national target that by April 2011, 30% of eligible individuals will be in receipt of a Personal Budget.

As at 31 December 2010, 6,430 individuals were in receipt of a Personal Budget. This is good progress and an increase from 5,200 people as at 30 September 2010.

## **Residential and Nursing care**

Generally we are seeing a reduction in the numbers of older people moving into residential care. This reflects the impact that our preventative services are having in supporting people to remain independent and stay at home for as long as possible.

However there is an increase in demand for residential care for people with dementia.

The increase of clients with dementia is also resulting in a rise in the number of clients and weeks of care provided for people aged 65 in nursing care. However Kent has historically maintained a lower level of usage of nursing care than the national average and for this quarter the numbers have been stable.

The number of clients with a learning disability moving into residential care has increased from 632 in March to 707 in December. This includes those transferring from the NHS as described above and reflects the growing numbers of people with complex conditions who are living longer. These individuals often have very complex and individual needs which make it difficult for them to remain in the community, in supported accommodation/supporting living arrangements, or receiving a domiciliary care package and are often placements which attract a high cost.

## **The Impact of Preventative services**

The continued development and rollout of preventative services is reducing the demand for traditional services such as domiciliary and residential care. The number of people who continue to receive a service are fewer, but with a higher level of need.

Enablement, intermediate care, telecare and telehealth and increased take up of direct payments as well as further development of voluntary sector provision are providing effective alternatives.

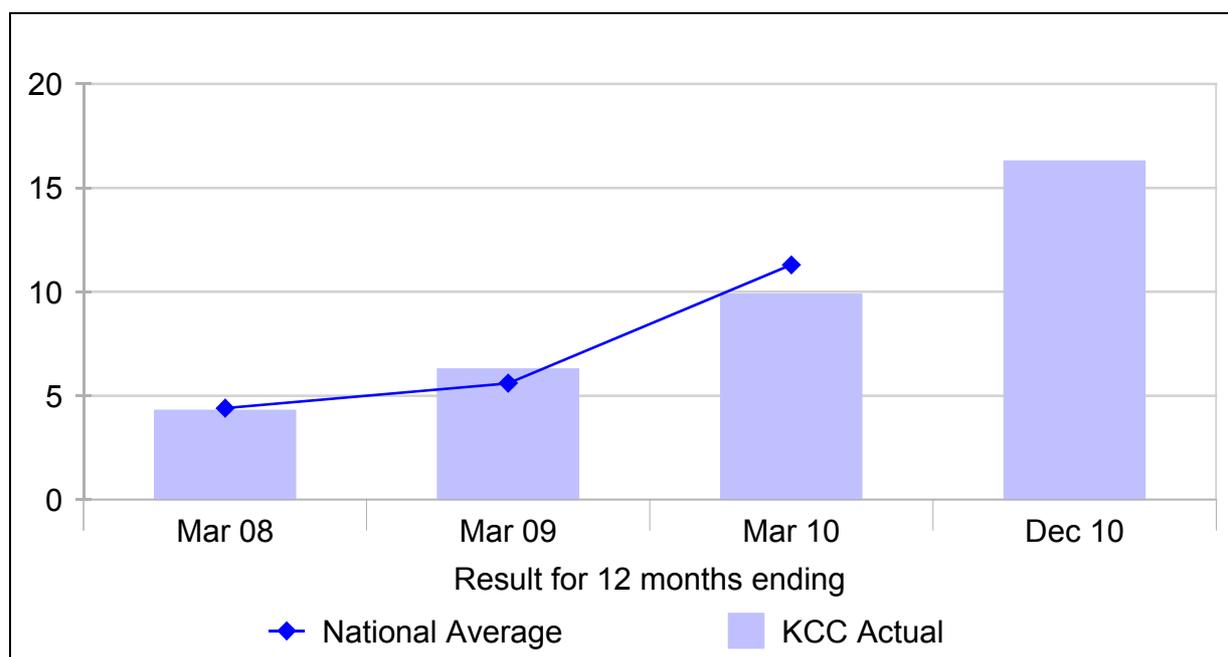
The recent evaluation of the outcomes of the Kent Telehealth Pilot reported:

- an estimated average saving of £1,878 per patient over a six month period in 2006/7
- a reduction in unscheduled hospital appointments and A&E visits
- improved quality of life with more independence and peace of mind.

In response to these findings assistive technology services will be mainstreamed. We are working closely with the NHS to ensure that telehealth is embedded in to care pathways as a standard. Plans to integrate telecare and telehealth equipment in to the Community Equipment Stores (a partnership between Health and Social Care) will be in place by early spring.

**Percentage of clients with community based services, excluding carers, who received direct payments and/or a personal budget**

**Amber**



Higher result is better	Mar 08	Mar 09	Mar 10	Dec 10 Provisional
KCC Result	4.3%	6.3% ↑	9.9% ↑	16.3% ↑
National average	4.4%	5.6%	11.3%	N/a
RAG Rating	●	●	●	●
Number of clients	1,680	2,350	3,910	6,430

2009/10 was the first year of significant roll out of Self Directed Support with new clients being offered Personal Budgets for the first time.

Kent has seen continued increases in take up of Personal Budgets during the nine months from April to December 2010. The December position of 6,430 clients compares to the September position of 5,200 clients.

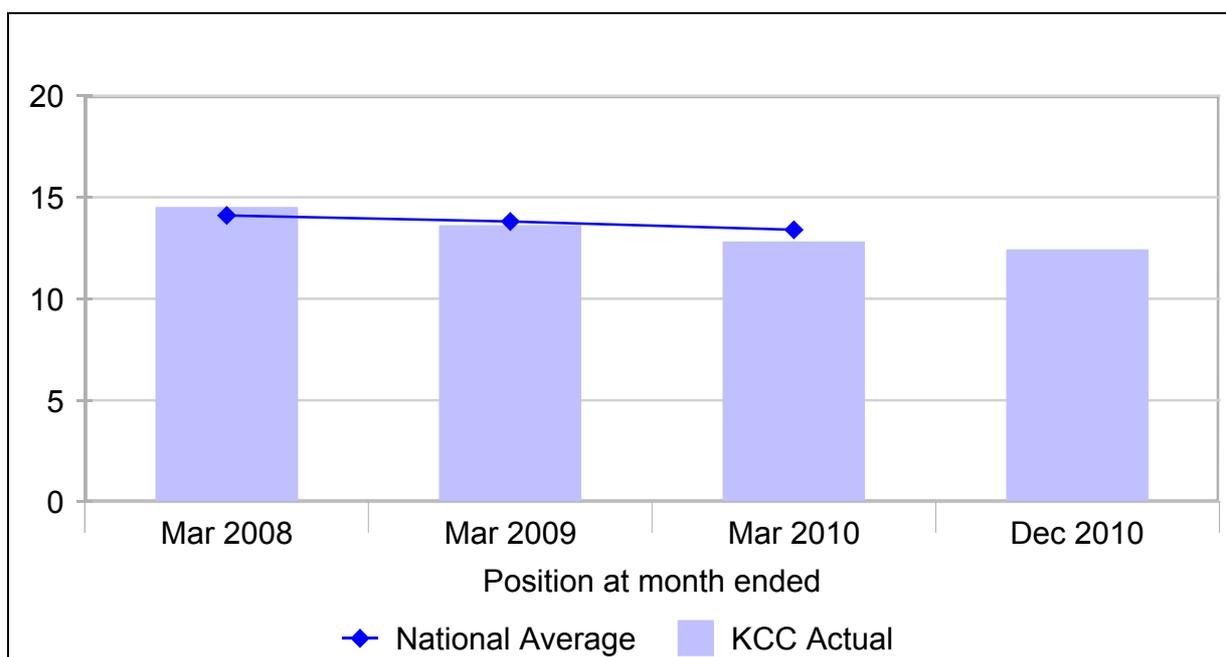
There is a national target of 30% take up of personal budgets by April 2011. Although the numbers above seem some way behind this target, actions are in place to substantially increase this number in the final quarter of the year. Numbers are continuing to rapidly increase since December and the target is likely to be met.

**Data Notes:**

- The indicator shown is different from the previous national indicator which included carers.
- Previous year data and national benchmarks are taken from the National Adult Social Care Intelligence Service.
- Client data rounded to nearest 10.
- The indicator measures all clients receiving a service in the year and is not just a snapshot of clients at a given date.

**Older people supported in residential care, permanent placements per 1,000 people aged 65 and over**

**Amber**



Lower result is better	Mar 08	Mar 09	Mar 10	Dec 10 Provisional
KCC Result	14.5	13.6 ↑	12.8 ↑	12.4 ↑
National average	14.1	13.8	13.4	N/a
RAG Rating	●	●	●	●
Number of clients	3,500	3,350	3,240	3,140

The long term trend for the total number of clients aged over 65 in residential care continues to show a decline with Kent showing a similar fall and rate of provision to national levels.

The number of clients placed in permanent independent sector residential care at the end of December was 2,782 up from 2,751 in March 2010 (excluding preserved rights clients).

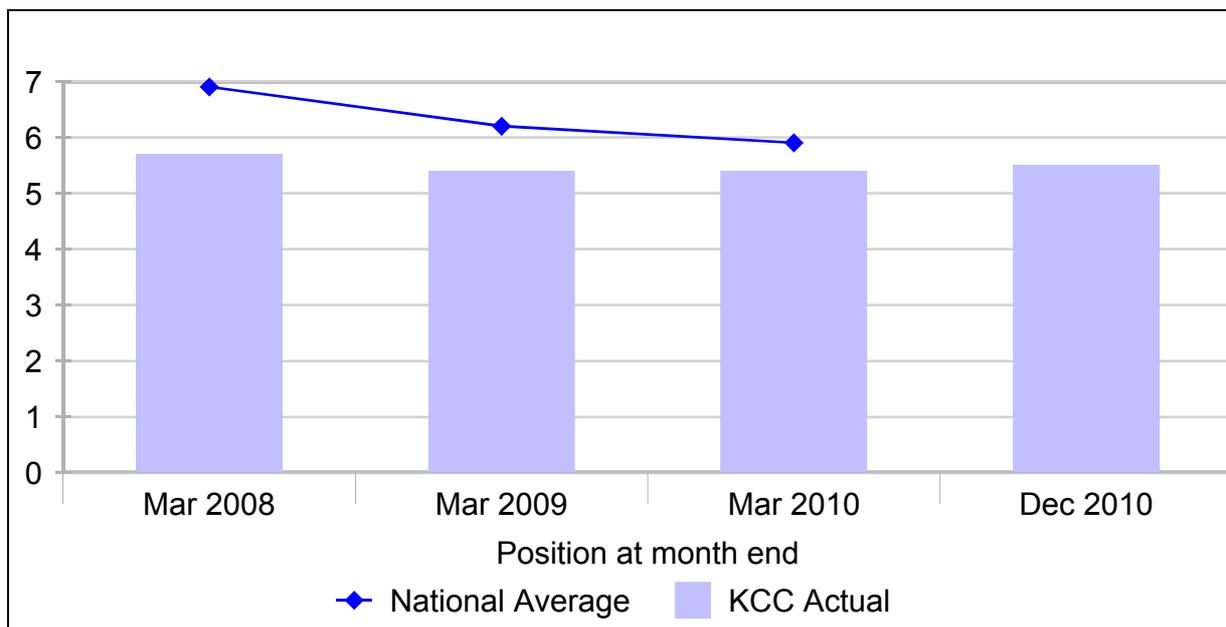
There are also ongoing pressures relating to clients with dementia and the number of clients with dementia in independent sector provision increasing from 1,195 in March to 1,255 in December.

**Data Notes:**

- Previous year data and national benchmarks are taken from the National Adult Social Care Intelligence Service.
- Data includes all clients whether placed in in-house provision or with external providers.
- Client data rounded to nearest 10.

**Older people supported in nursing care,  
permanent placements per 1,000 people aged 65 and over**

**Amber**



Lower result is better	Mar 08	Mar 09	Mar 10	Dec 10 Provisional
KCC Result	5.7	5.4 ↑	5.4 ↔	5.5 ↓
National average	6.9	6.2	5.9	N/a
RAG Rating	★	★	●	●
Number of clients	1,390	1,340	1,370	1,390

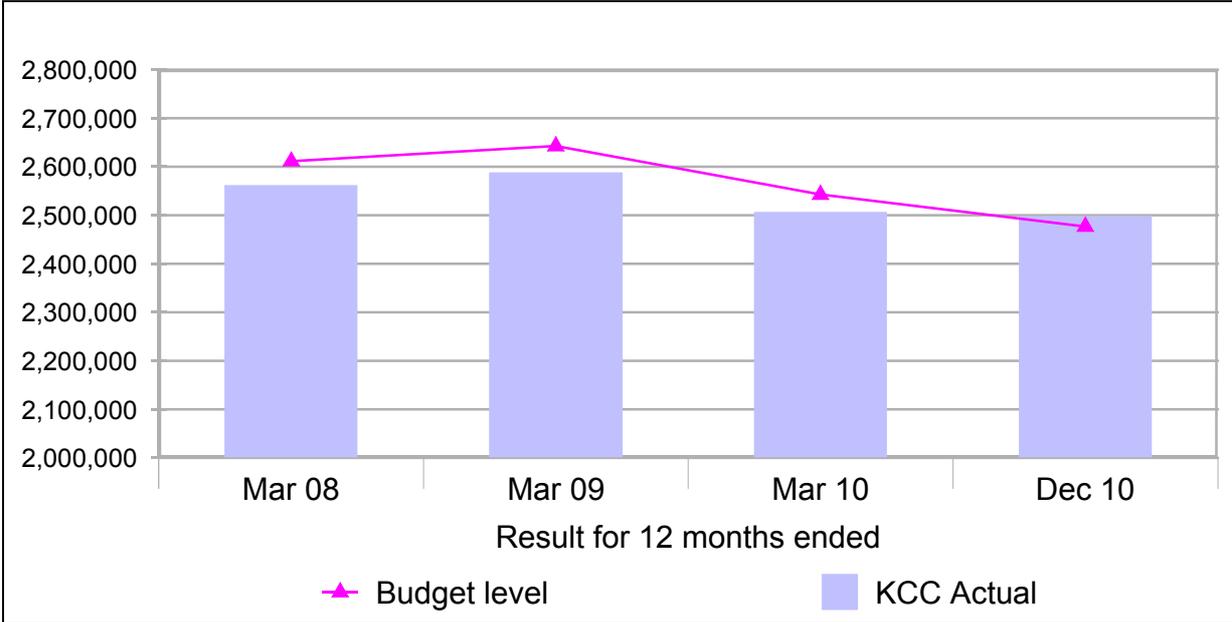
The number of clients aged over 65 in permanent placements of nursing care increased in the first quarter of the financial year (to 1,420) but have been reducing since. The levels remain slightly above those seen in the previous 2 years.

Kent has historically maintained a lower level of usage of nursing care than the national average, although the national average has been reducing significantly in the last few years.

**Data Notes:**

- Previous year data and national benchmarks are taken from the National Adult Social Care Intelligence Service.
- Data includes all clients whether placed in in-house provision or with external providers.
- Client data rounded to nearest 10.

<b>Hours of independent domiciliary home care funded by KCC and provided to people aged 65 and over</b>	<b>Amber</b>
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Lower result is better	Year ended Mar 08	Year ended Mar 09	Year ended Mar 10	Year ended Dec 10 Provisional
Hours care provided (000's)	2,561	2,587 ↓	2,506 ↑	2,497 ↑
Budget level	2,611	2,642	2,542	2,477
RAG Rating	●	●	●	●
Number of clients	6,740	6,490 ↑	6,230 ↑	6,060 ↑

Client numbers with externally provided domiciliary provision were 6,060 in December which is down from 6,230 in March. The number of hours of care provided in the last 12 months however has only slightly reduced. Currently the hours provided are 0.8% over the amount provided for in the budget.

The number of hours of externally purchased domiciliary care has decreased since 2008/09 and this was expected due to other services being provided such as intermediate care, telecare and telehealth and increased take up of direct payments as well as further development of provision through voluntary sector provision.

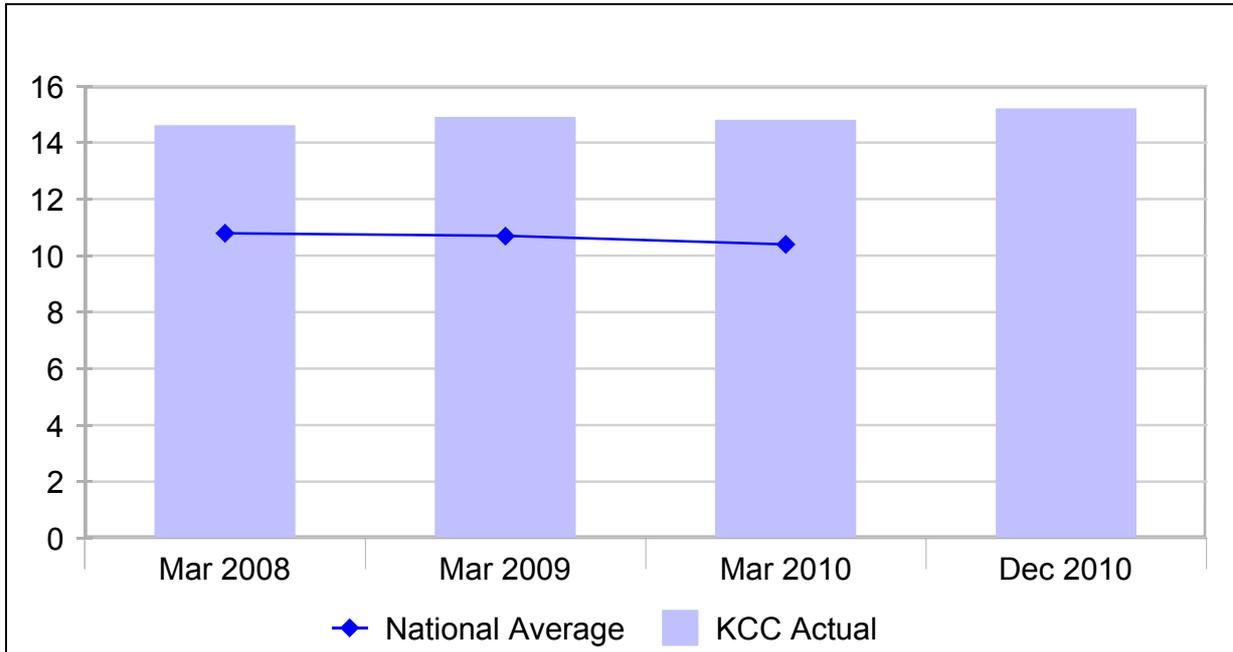
In addition, with the introduction of enablement, more people are able to return home with minimal or no care package. However, although the numbers of people who continue to receive a service are fewer, those that do may receive a more intensive care package.

Data notes:

- Client data rounded to nearest 10.

**Adult clients with learning disability supported in residential care, per 10,000 population aged 18 to 64**

**Red**



Lower result is better	Mar 08	Mar 09	Mar 10	Dec 10 Provisional
KCC Result	14.6	14.9 ↓	14.8 ↑	15.2 ↓
National average	10.8	10.7	10.4	N/a
RAG Rating	▲	▲	▲	▲
Number of clients	1,230	1,260	1,250	1,290

Demographic pressures and the NHS transfer continue to impact on Learning Disability Services, particularly residential care.

In addition, Kent has a higher than average proportion of preserved rights clients, which will impact on any benchmarking analysis. These are clients who have been in long term care, some of whom would have been placed in Kent from other parts of the country. Responsibility for these clients transferred from government to local authorities some time in the past and government provides a specific grant to meet the costs of care for these clients.

The number of clients in residential care excluding those with preserved rights at the end of December 2010 was 707, up from 632 in March. This includes NHS transfer figures.

**Data Notes:**

- Previous year data and national benchmarks are taken from the National Adult Social Care Intelligence Service.
- Client data rounded to nearest 10.

## **Environment, Highways and Waste**

### Waste

The overall tonnage of municipal waste continues to fall but at a slower rate than in previous years. Recycling performance remains on an upward trend, although the percentage of Kent's waste recycled and composted is not now set to change significantly until the full roll out of new services in Dover, Shepway and Maidstone during the next financial year.

Assuming recyclates markets remain stable, this is projected to increase Kent's overall recycling by a further 2-3%. Recyclate quality and contamination strongly influence marketability and therefore income derived, so extra emphasis is being placed on communications with the public about the careful separation of materials.

Further improvements have been made to Household Waste Recycling Centres (HWRC) to make them not only easier for the public to use, but to ensure the quantity and quality of recycled material is maximised. This minimises the amount of waste that needs to be disposed of via waste to energy or landfill. A modern new HWRC site to serve the Lydd/New Romney area is well advanced and will open in spring 2011.

### Kent Highway Services

There has been an overall improvement in highway repairs indicators over the last quarter, although pothole repairs times for the quarter remained significantly behind target.

The response time to streetlight repairs dipped marginally below target, though this is largely a seasonal trend with a three-fold increase in reported faults from levels in the summer, and response times were impacted by the diversion of staff onto emergency winter maintenance tasks. Streetlight repair time for UKNP showed good improvement in the quarter but performance remains behind target.

The damage caused by the snow and ice at the end of 2010 has been followed by a short and targeted find and fix programme where highway safety has been directly affected, and this will be followed in the spring by a larger programme of permanent repairs. The winter response provided by KHS benefitted from a number of key improvements over last year to assist the travelling public, including the earlier filling of salt bins, provision of salt bags to local communities and co-ordinated support from district councils. During the severe weather the number of highway related enquiries handled by the Contact Centre rose to 17,500 compared to a monthly average of 14,000, with 70% of these being resolved directly.

The procurement of the new highways maintenance contract remains on track and to programme. The Invitation to Submit Detailed Solutions (ISDS) stage from the three short listed contractors (May Gurney, Enterprise and Colas) was completed in January 2011 and final tenders will be submitted by the end of March, with the contract to be awarded in June 2011 for operational commencement in September 2011. The capital planned maintenance programme for 2010/11 is on schedule and all schemes currently in the programme are forecast for delivery within the current financial year and to budget.

During this period, the Government announced a significant in-year funding reduction of around £4.1 million in the Integrated Transport programme for local schemes. Working closely with Members, modifications were made to the project programme for the current year, resulting in a smaller programme of 74 local schemes going ahead within the revised budget of £4.7million.

On 1 April 2011, the responsibility for the statutory senior citizens and disabled concessionary travel scheme will transfer to KCC from the district councils. Current estimates suggest that there will be an overall funding shortfall from Government of £1.5m in 2011/12 and £1.0m in 2012/13 and these figures have needed to be budgeted for.

### Planning and Environment

The withdrawal of Pfizer from Sandwich emphasises the importance of securing further strategic infrastructure improvements for the area to underpin the economic and social future of the site and the wider area. We have been working closely with Network Rail on the business case for a Thanet Parkway station and line speed enhancements which could make a significant contribution to improving transport connections to and from London, and we have submitted a bid to the Regional Growth Fund for this.

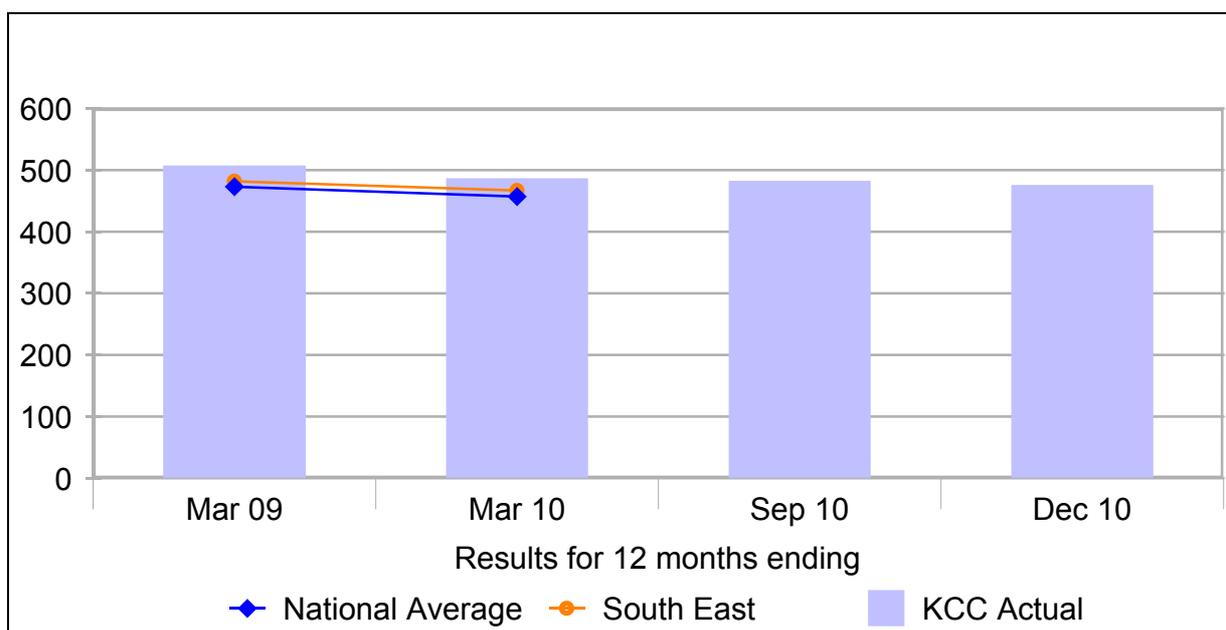
In December 2010 KCC launched “Growth Without Gridlock”, its bold 20 year vision for improvements in Kent’s road and rail infrastructure which will be needed to deliver managed economic growth. The strategy takes forward the overarching proposals set out in “Bold Steps for Kent” and incorporates other long-term transport objectives. KCC has submitted to the Department for Transport (DfT) its reports on the economic case for, and capacity issues of, the lower Thames crossing. The DfT plan to commission a detailed feasibility assessment of the options for an additional crossing in February 2011 and we are continuing to work closely with them. The consultation period for the third Local Transport Plan ended on 31 December, and we are now evaluating the many suggestions and comments. The draft Rail Action Plan for Kent has been launched for consultation, drawing on the extensive views expressed at the second Rail Summit in October 2010. A third Rail Summit will take place in April 2011.

The consultation on the Core Strategy for the Minerals and Waste Development Framework received 1,200 comments from 85 individuals and organisations. An initial summary of responses was reported to the Informal Member Group in January 2011 and a full analysis will be completed by the end of March to coincide with the production of the draft ‘Strategy & Directions’ document.

Funding from DEFRA has been confirmed to take forward our new statutory responsibilities as lead strategic authority on surface water flood risk. Work has commenced on the required Preliminary Flood Risk Assessment for Kent, guided by the Members of the Strategic Flood Risk Committee. At officer level a Kent Flood Risk Partnership has been established with key organisations involved in operational roles and with senior District Council officers.

## Kilograms of household waste collected per resident

Amber



Lower figure is better	Year ended Mar 09	Year ended Mar 10	Year ended Sep 10	Year ended Dec 10 Provisional
KCC Result	507	486 ↑	482 ↑	475 ↑
National Average	473	457	N/a	N/a
RAG Rating	●	●	●	●
South East	482	467	N/a	N/a

The total tonnage of household waste produced in Kent continues to decline and the amount collected per resident has been moving closer to the national average in recent years.

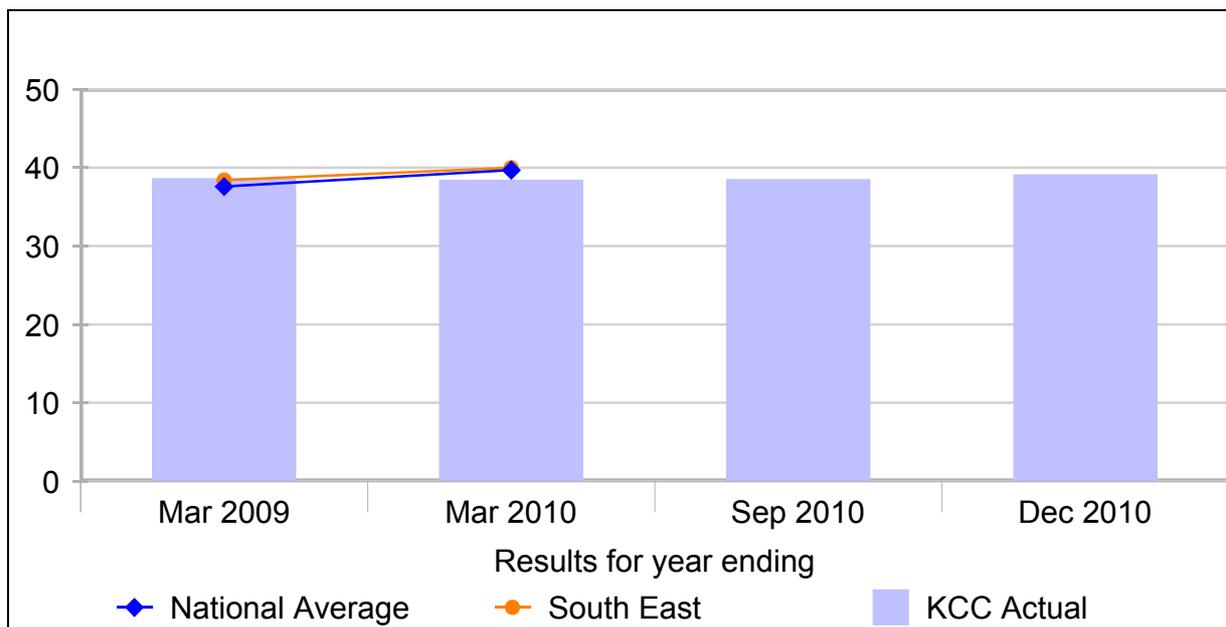
The forecast for the year ending March 2011 is for the kilograms collected per resident to be lower than the previous year for the fourth year running.

### Data Notes:

- Data extracted from KCC monitoring systems and national WasteDataFlow system.
- Recent data is provisional in nature as it includes some estimated tonnage figures which are based on previous trends; this may change slightly as final, validated information becomes available.
- The RAG ratings for September and December are based on comparison to the most recently published national average – March 2010.

**Percentage of household waste recycled or composted**

**Amber**



Higher figure is better	Year ended Mar 09	Year ended Mar 10	Year ended Sep 10	Year ended Dec 10 Provisional
KCC Result	38.6%	38.4% ↓	38.5% ↑	39.1% ↑
National average	37.6%	39.7%	N/a	N/a
RAG Rating	●	●	●	●
South East	38.4%	40.0%	N/a	N/a

The percentage of Kent's household waste recycled or composted has levelled off in recent years, as no significant additional district council kerbside recycling schemes have been put in place. However there has been a slight increase this year with a rate of 39.1% for the last 12 months. Plans for new collections are being implemented in Maidstone, Dover and Shepway in 2011, which should lead to a further increase in the level of recycling.

Over the next few years, as collection services are reviewed and contracts re-tendered, it is expected that the introduction of additional recycling and composting services will be possible.

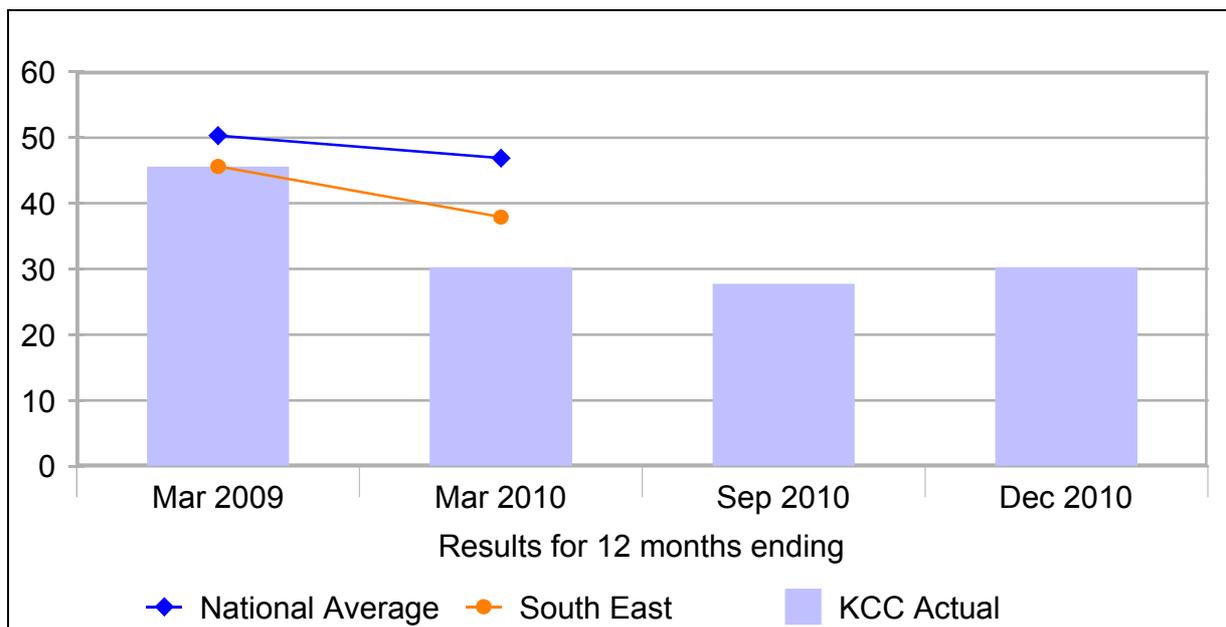
Current national targets are to achieve a household waste recycling rate of 45% by 2015 and 50% by 2020.

**Data Notes:**

- Data extracted from KCC monitoring systems and national WasteDataFlow system.
- Recent data is provisional in nature as it includes some estimated tonnage figures which are based on previous trends; this may change slightly as final, validated information becomes available.
- The RAG ratings for September and December are based on comparison to the most recently published national average – March 2010.

**Percentage of municipal waste taken to landfill**

**Green**



Lower figure is better	Year ended Mar 09	Year ended Mar 10	Year ended Sep 10	Year ended Dec 10 Provisional
KCC Result	45.5%	30.2% ↑	27.7% ↑	30.2% ↓
National average	50.3%	46.9%	N/a	N/a
RAG Rating	●	★	★	★
South East	45.6%	37.9%	N/a	N/a

In recent years Kent has been significantly ahead of the national and south east averages for the percentage of municipal waste going to landfill.

Currently nearly 40% of waste is recycled or composted with 30% being managed via the Allington waste to energy plant. A further reduction in waste going to landfill is forecast for the future, and plans are in place to landfill less than 15% by 2013/14.

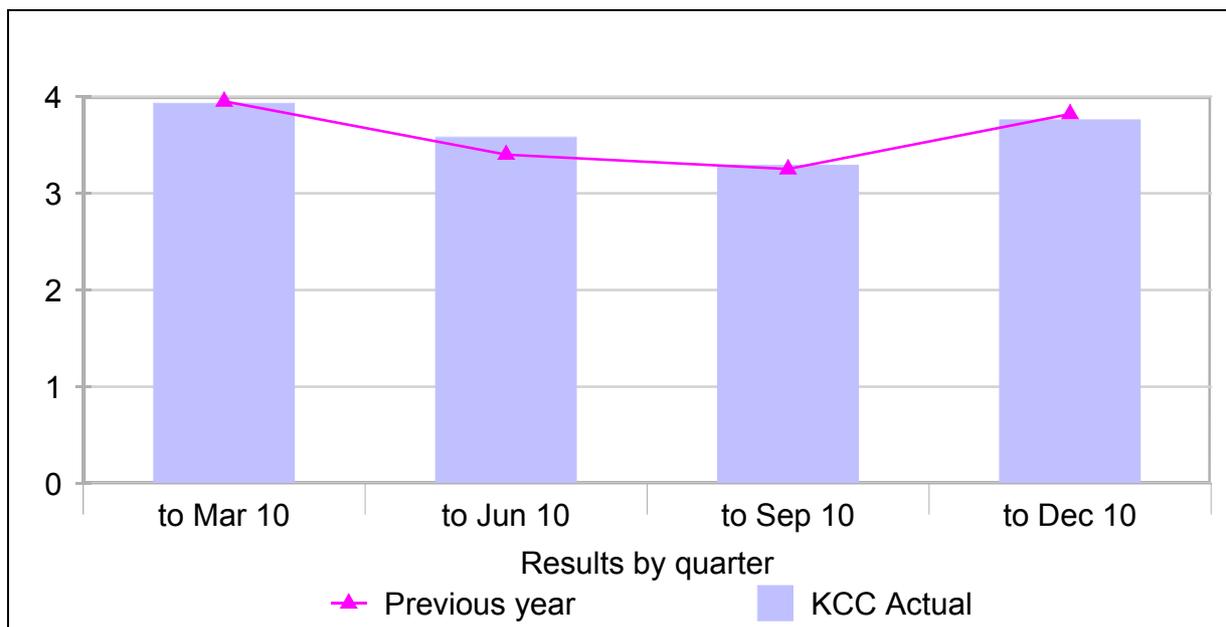
Between September and December 2010 there was an increase in the amount of waste going to landfill, as waste was temporarily diverted from Allington to landfill, due to maintenance work at the facility.

**Data Notes:**

- Data extracted from KCC monitoring systems and national WasteDataFlow system.
- Recent data is provisional in nature as it includes some estimated tonnage figures which are based on previous trends; this may change slightly as final, validated information becomes available.
- The RAG ratings for September and December are based on comparison to the most recently published national average – March 2010.

**Average minutes per mile for AM peak travel time in Maidstone on inbound links**

**Amber**



Lower figure is better	Qtr to Mar	Qtr to Jun	Qtr to Sept	Qtr to Dec
KCC Result 2010	3.93	3.58	3.29	3.76
Previous year	3.95	3.40	3.25	3.82
RAG Rating	●	●	●	●

Average journey times into Maidstone have been similar this year to last year and a clear seasonal pattern has emerged now that we have collected data for two full years.

Journey time data for a sample of routes in Tunbridge Wells is programmed to be available from February 2011. Our budget plans for 2011/12 include further Automatic Number Plate Recognition (ANPR) cameras for Dartford.

Continued investment in this area helps us to understand those issues that affect journey times and cause travel delays, improving our network intelligence and allowing us to use this information to improve journey reliability.

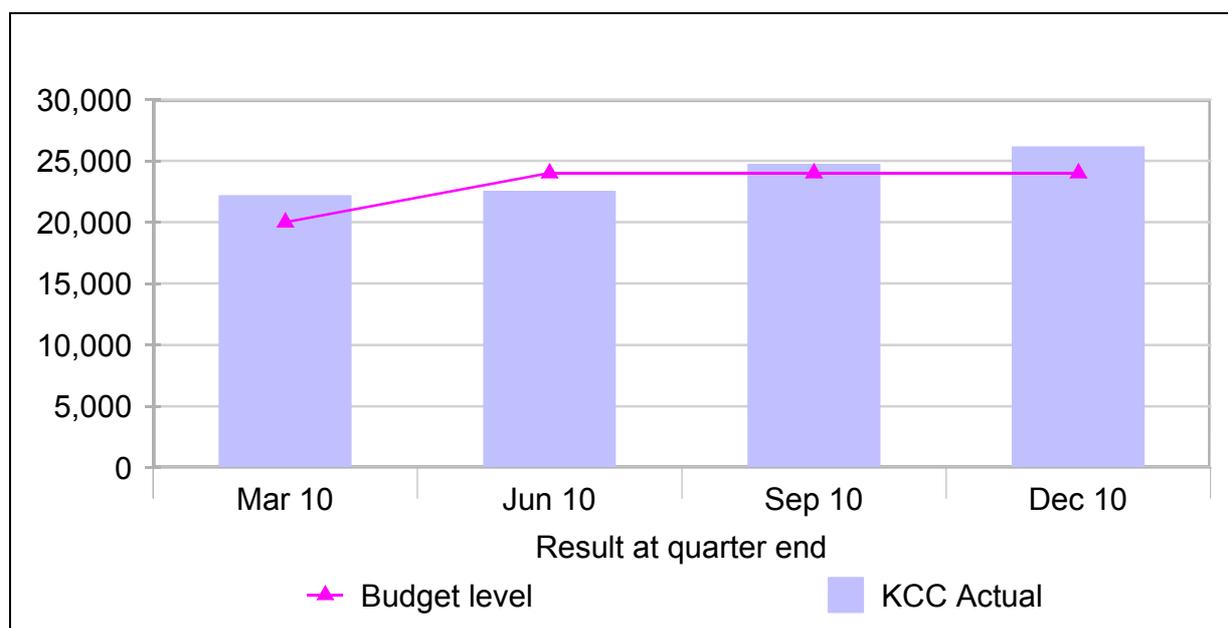
A more dynamic measure of journey time reliability has been developed and in future we intend to report the proportion of weekdays when the average journey time is higher than an established and acceptable threshold level.

**Data Notes:**

- Data has been subject to a very slight revision from the figures previously reported due to more accurate calculation of quarterly averages (i.e. full weighting of daily averages by traffic volumes experienced).
- Data is now assessed by comparison to the previous year's result, measured on a consistent basis. Previously the assessment was made against a target based on an old baseline measurement which was not collected on a consistent basis.
- The change in assessment method has resulted in the indicator now being reported as Amber (previously Green).

## Number of Freedom passes in issue

**Amber**



Lower figure is better in terms of cost	Qtr ended Mar 10	Qtr ended Jun 10	Qtr ended Sept 10	Qtr ended Dec 10
KCC Result	22,200	22,600	24,700	26,100
Budget level	20,000	24,000	24,000	24,000
RAG Rating	▲	●	●	●

The Kent Freedom Pass continues to be a great success with the start of the new academic year. As of December 2010, 26,100 passes had been issued. This is 24% higher than for the equivalent period last year.

While this is good news in terms of the success of the scheme it also presents a budget pressure as the number of passes issued now exceeds the level provided for in the budget.

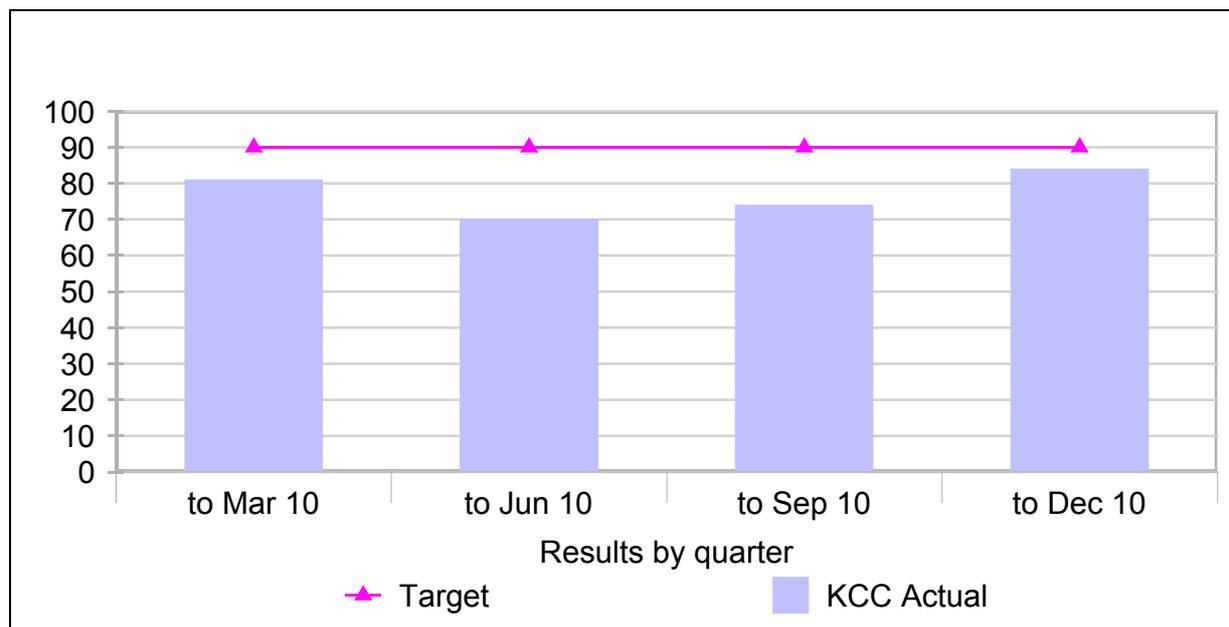
Survey work in the year has indicated that some 6% of pass holders have now chosen a different school as a consequence of the scheme, indicating that the scheme has allowed new choices for users of the pass.

#### Data Notes:

- Freedom passes are issued by academic year. Most passes are issued at the beginning of the year in the quarter to September, but new applications continue to be made throughout the year.

**Percentage of routine highway repairs completed within 28 days**

**Amber**



Higher figure is better	Qtr to Mar 10	Qtr to Jun 10	Qtr to Sept 10	Qtr to Dec 10
KCC Result	81%	70% ↓	74% ↑	84% ↑
Target	90%	90%	90%	90%
RAG Rating	●	▲	▲	●

Performance has been on an improving trend since June and results for this quarter are now close to our 90% target with 85% of routine highway repairs due for completion within December completed within the 28 days target.

The recent winter weather has significantly increased the number of routine highway repairs reported by the public and we are working hard to keep up with this volume. Enquiries in December rose to over 3,500 per week compared to an average summer volume of around 1,500 per week.

Due to the hard winter last year we had over 2,500 enquires that had reached over 100 days old during August. We have now reduced this backlog to almost zero. Furthermore, over this period we have seen enquiries that are between 29-99 days old fall from over 1,600 to less than 500.

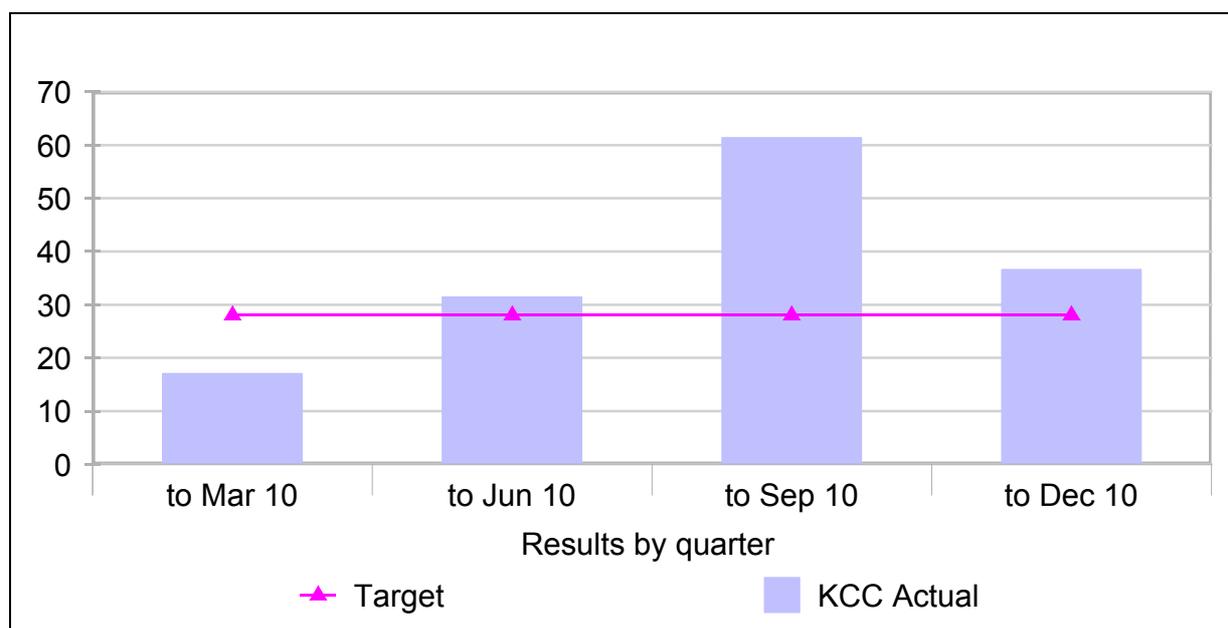
Keeping on top of the backlog of enquiries will continue be a top priority and we are currently monitoring on a weekly basis both the number of enquiries that are open as well as those that are going above the 28 day target.

**Data Notes:**

- The indicator only measures new requests completed within 28 days and does not show the amount of backlog or how quickly backlogs are addressed.

## Average number of days to repair potholes

Red



Lower figure is better	Qtr to Mar 10	Qtr to Jun 10	Qtr to Sept 10	Qtr to Dec 10
KCC Result	17.1	31.5 ↓	61.4 ↓	36.6 ↑
Target	28	28	28	28
RAG Rating	★	●	▲	▲

Significant work to clear the backlog of potholes was completed before the onset of the recent winter weather. This resulted in a high average repair time being reported last quarter.

Average repair time improved significantly this quarter and although for the month of December the average repair time met the 28 day target, for the quarter as a whole performance was still some way behind target.

As a result of the snow and ice in December, we are receiving a significant increase in pothole enquiries. To help with the level of repairs required we have employed extra repair gangs from Ringway, and have also recently mobilised the set of local contractors who successfully delivered the first find and fix programme last summer.

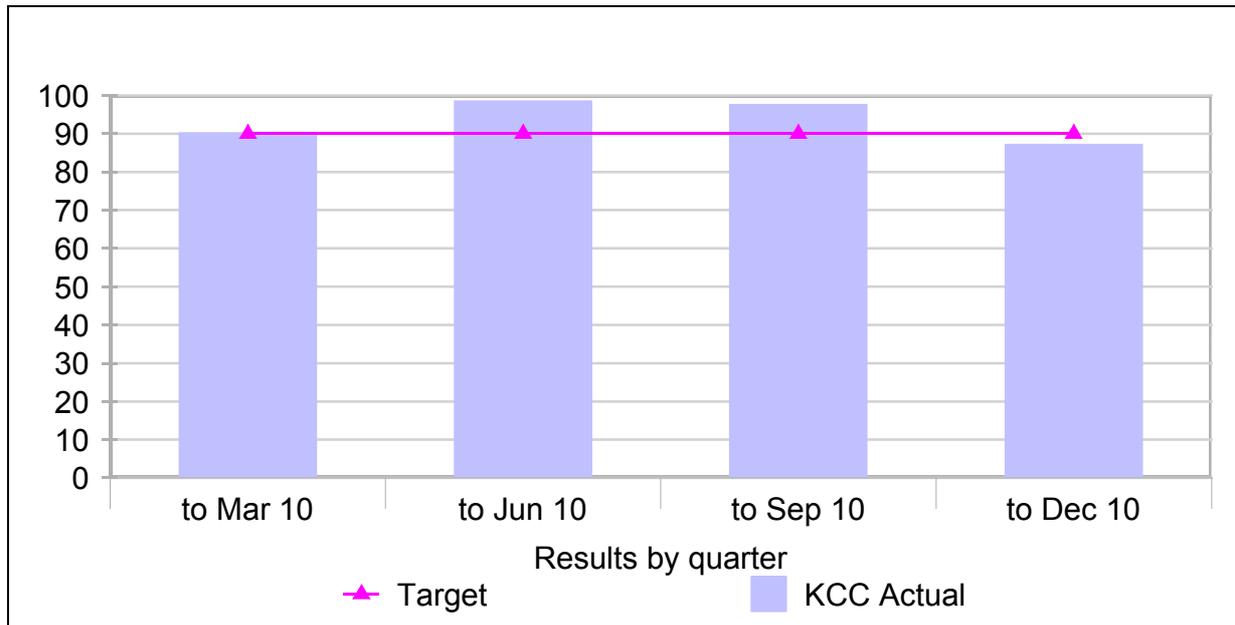
We are currently planning a new find and fix programme for the spring when the weather is more favourable to undertaking permanent road repairs.

### Data Notes:

- This indicator includes all repairs completed during the period being measured, including the backlog.
- The indicator is calculated on the number of jobs, so where several potholes are fixed in the same location at the same time, this is only counted once.

**Percentage of streetlight faults attended to within 28 days – KCC responsible**

**Amber**



Higher figure is better	Qtr to Mar 10	Qtr to Jun 10	Qtr to Sept 10	Qtr to Dec 10
KCC result	90.2%	98.6% ↑	97.7% ↓	87.2% ↓
Target	90%	90%	90%	90%
RAG Rating	★	★	★	●

Performance in the last quarter has dipped slightly below our 90% standard.

There has been a significant increase in the volume of faults - a three-fold increase from levels in the summer. This seasonal variation is due to the longer, dark nights and the subsequent increased public awareness of street lighting.

There was also a period during the bad winter weather when lighting operatives were diverted onto winter maintenance activities for several weeks.

As we approach the spring and summer seasons we expect the performance levels to quickly return to our published standard.

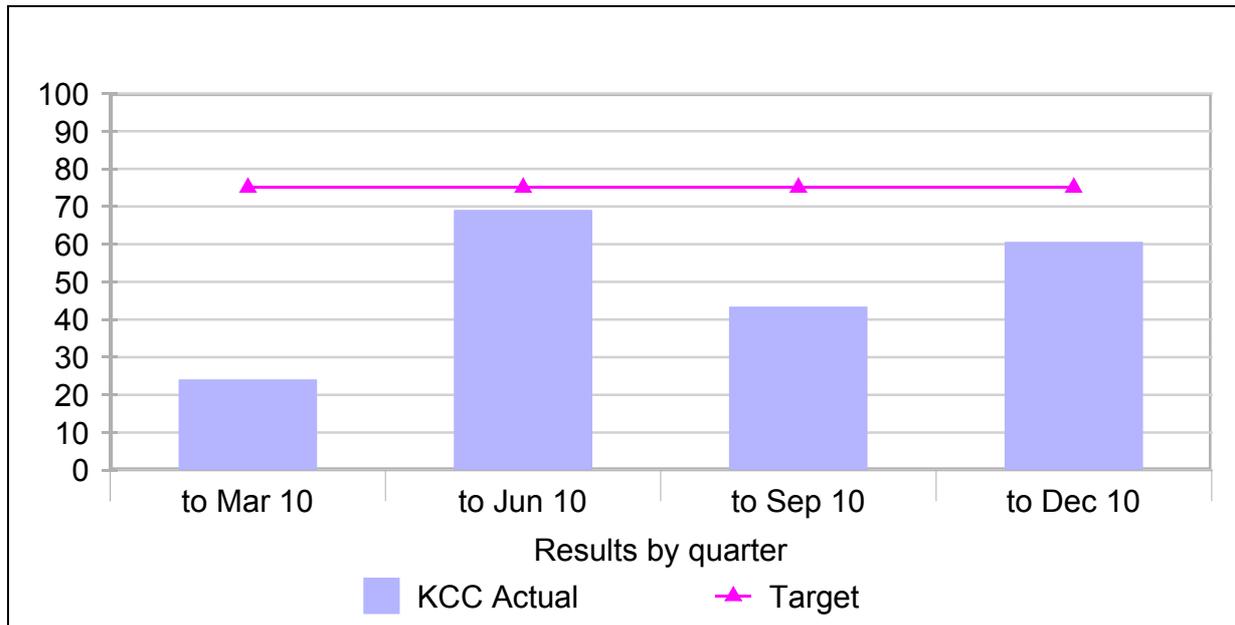
During the quarter to December 2010 we completed 10,081 streetlight repairs (8,141 previous quarter).

**Data Notes:**

- The indicator is calculated on the same basis as the previous national indicator for this service which is on the basis of first attending to the fault. In most cases a fault can be fixed when first attended to by a bulb replacement. However, in a minor number of cases major works such as column replacement are required and these are then scheduled under a different works programme and the completion of these major works are not captured by this indicator.

**Percentage of streetlight faults attended to within 28 days – UKPN responsible**

**Red**



Higher figure is better	Qtr to Mar 10	Qtr to Jun 10	Qtr to Sept 10	Qtr to Dec 10
UKPN Result	24.0%	69.0% ↑	43.3% ↓	60.5% ↑
Target	75%	75%	75%	75%
RAG Rating	▲	●	▲	▲

By working much more closely with UK Power Networks (formerly EDF) we have seen much better performance in work turnaround where their input is needed.

The key ingredient here has been the very successful introduction of the “rent-a-jointer” process that allows KHS to manage the UK Power Networks (UKPN) crews directly.

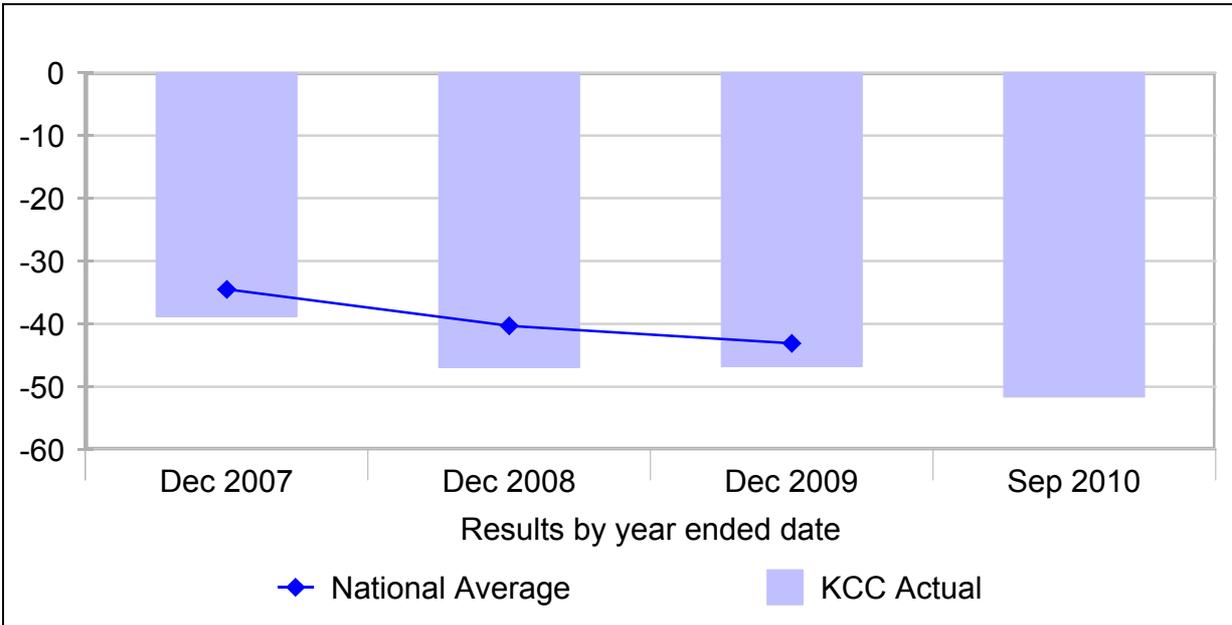
Connections are now carried out through the rent-a-jointer scheme but network faults remain with UKPN.

During the quarter to December 2010 UKPN completed 114 streetlight repairs (453 previous quarter).

**Data Notes:**

- A lower target for completion is set for UKPN repairs due to the works covered by UKPN being more in the nature of major works and not simply bulb replacement.

<b>Percentage reduction in the number of people killed or seriously injured (KSI) on the roads compared to 1994-98 average</b>	<b>Green</b>
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Larger negative figure better	Year ended Dec 07	Year ended Dec 08	Year ended Dec 09	Year ended Sept 10 Provisional
KCC Result	-38.9%	-47.0% ↑	-46.8% ↓	-51.7% ↑
National average	-34.5%	-40.3%	-43.1%	N/a
RAG Rating	★	★	●	★
Number of people KSI	723	627	629	571

Data for the first nine months of the year show a continued and significant reduction in the number of people killed or seriously injured in road traffic accidents.

The reduction achieved in Kent has in most previous years been significantly better than the reduction recorded as the national average.

With the level of reduction seen in Kent in the current year, we expect to continue to be significantly better than the national average when national data becomes available later in 2011. Provisional data to the end of December which is still being validated shows continued reductions being achieved.

**Data Notes:**

- There is a long delay in processing all records and although provisional data is available up to the end of December, it was not sufficiently complete or reliable enough at the time of producing this report to include the information.
- The data table shows a change in RAG rating from Amber to Green as this compares the latest performance with the position at the end of last year. This indicator has however been rated as Green for each quarter so far this year.
- The RAG ratings for September is based on comparison to the most recently published national average – December 2009.

## Communities Directorate

### Background

The services within the Communities Directorate are developing detailed action plans to deliver the very tough KCC 2011-13 Medium Term Financial Plan, as well as preparing for the transition to the new KCC structures as set out in the 'Change to Keep Succeeding' document.

Service plans for 2011/12 are particularly focusing on how services contribute to achieving "Bold Steps for Kent" over the coming four years and concentrating on the critical pieces of work for the year ahead, in light of reduced resources.

The Youth offending service (YOS) is working with partners to prepare for its inspection from 11<sup>th</sup> to 15<sup>th</sup> April, including conducting increased levels of case audits. The inspection will no doubt be challenging but the significant majority of cases audited by YOS so far have been in good order. The service has recently been congratulated by the Chair of the national Youth Justice Board for its ground-breaking work helping young people turn their backs on crime, which has led to an 18% reduction in proven offences across the county.

The new Customer and Communities Directorate is taking shape. The current Communities senior management team is monitoring transition issues to be dealt with during the coming weeks, to make the move to new arrangements as smooth as possible.

### Core Monitoring Indicators

Physical visits and book loans in libraries have been affected by the modernisation programme. Several libraries are currently operating out of temporary accommodation, while refurbishment or new-build projects are in progress. The launch of an eBook loan service has proved popular since its launch in July 2010, with over 7,000 eBooks loaned; 3,500 in the Oct-Dec 2010 period. In addition, the new self-service system in libraries will bring a number of opportunities to increase loans including having library staff spending more time floor walking and helping customers. The offer of public WiFi access in library and archives centres will also be expanded in the first quarter of 2011/12.

A new library strategy will be developed during the coming months to better reflect the needs of new and existing customers.

The Kent Apprenticeship scheme continues to be popular, with 28 new apprentices taking up placements in quarter 3 of 2010/11. Current performance exceeds the "Bold Steps for Kent" target levels at this early stage, although there will be no complacency, as the upcoming re-structuring and tough financial climate will present challenges in the coming years.

The number of first time entrants to the youth justice system in Kent continues to decline (improve), which is testament to positive partnership working in the county during the past few years.

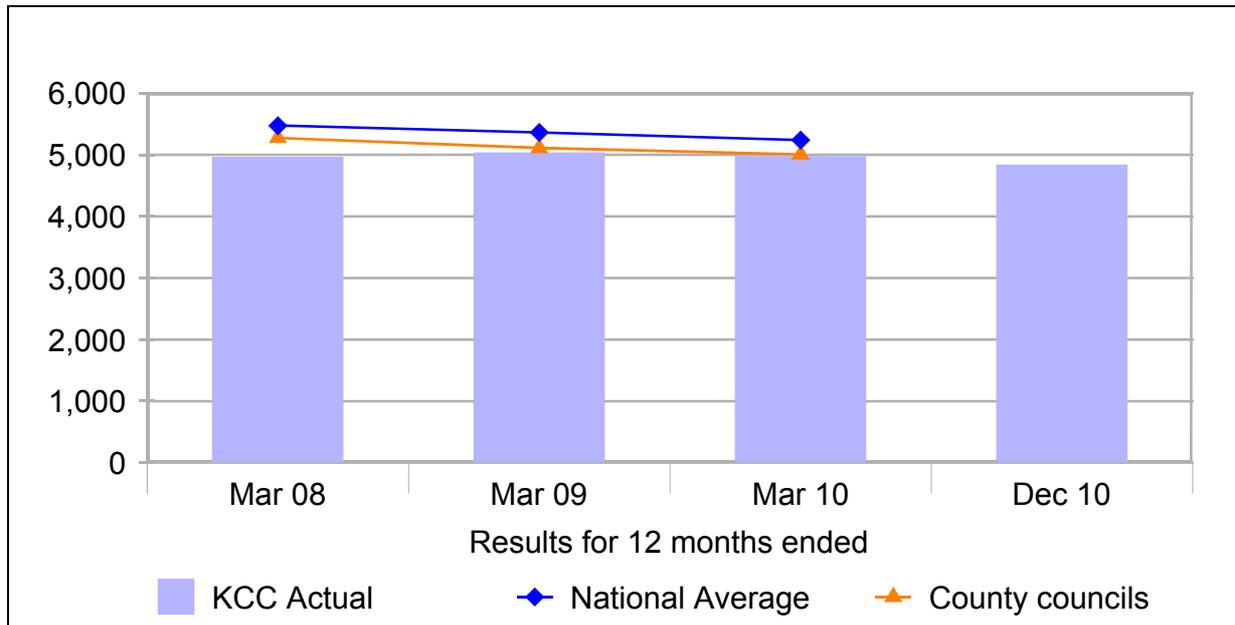
The proportion of young people known to the Youth offending service that are in full-time education, training and employment (ETE) has remained stable in the last quarter and is on par with national average. A range of initiatives such as 'New Skills, New Lives' and apprenticeships, provided in partnership with the Connexions Service, are engaging these young people to reduce their chances of re-offending.

The proportion of adults leaving drug treatment free of dependency is a new indicator included in this report and shows that Kent is performing well above national average on this key measure, which is part of the national drug strategy.

The percentage of clients leaving supported accommodation moving on to independent living has increased over the past two quarters, according to local provisional figures. The totals can fluctuate each quarter and there are some known inconsistencies in reporting nationally, but it is still positive to see Kent performance above the national average, and exceeding the original local target set by the Kent Supporting People Commissioning Body.

**Number of visits to libraries per 1,000 residents**

**Amber**



Higher value is better	Year ended Mar 08	Year ended Mar 09	Year ended Mar 10	Year ended Dec 10 Provisional
KCC Result	4,960	5,030 ↑	4,979 ↓	4,832 ↓
National average	5,475	5,363	5,241	N/a
RAG Rating	●	●	●	●
County council average	5,276	5,112	5,006	N/a

Footfall in Kent libraries is being affected by several temporary library re-locations as part of the modernisation programme, with visits in the first 3 quarters of 2010/11 lower than the first 3 quarters of 2009/10.

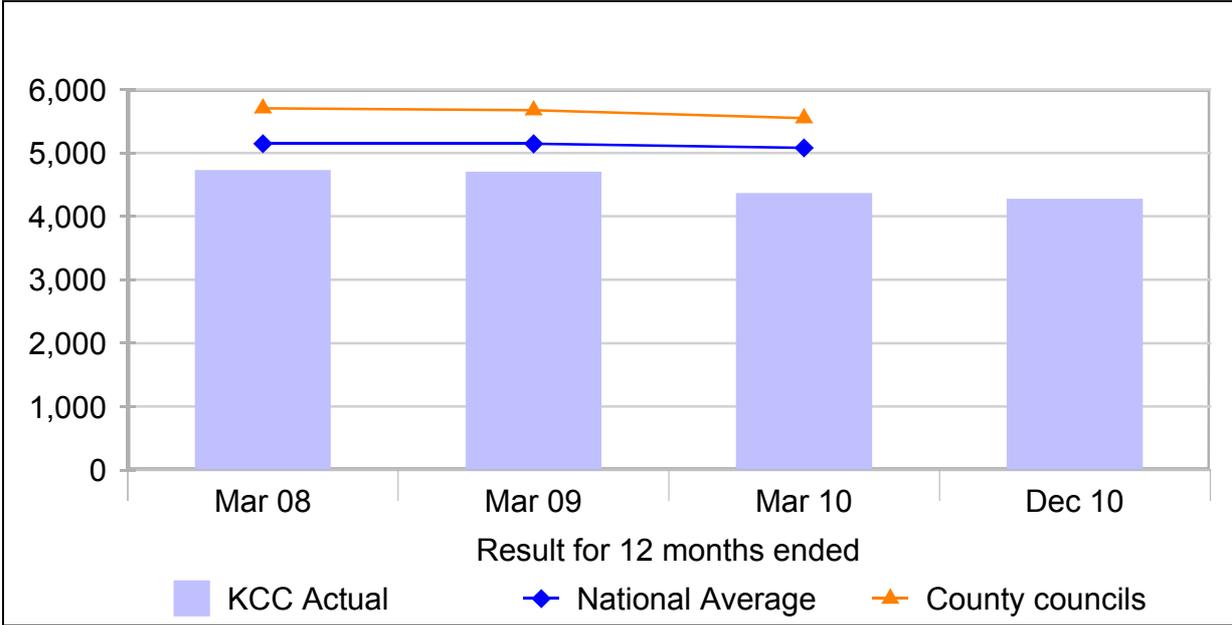
However, the number of activities such as Reading Clubs and Baby Bounce & Rhyme Time continues to increase in 2010/11.

There are 300,000 more 'virtual visits' forecast in 2010/11 compared to 2009/10, reflecting an alternative or complementary way of accessing library services.

**Data Notes:**

- Comparative data drawn from annual CIPFA statistics.
- The RAG ratings for December is based on comparison to the most recently published national average – March 2010.

<b>Number of library book issues per 1,000 residents</b>	<b>Red</b>
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Higher value is better	Year ended Mar 08	Year ended Mar 09	Year ended Mar 10	Year ended Dec 10 Provisional
KCC Result	4,724	4,695 ↓	4,361 ↓	4,269 ↓
National average	5,147	5,143	5,081	N/a
RAG Rating	●	●	▲	▲
County council average	5,705	5,675	5,547	N/a

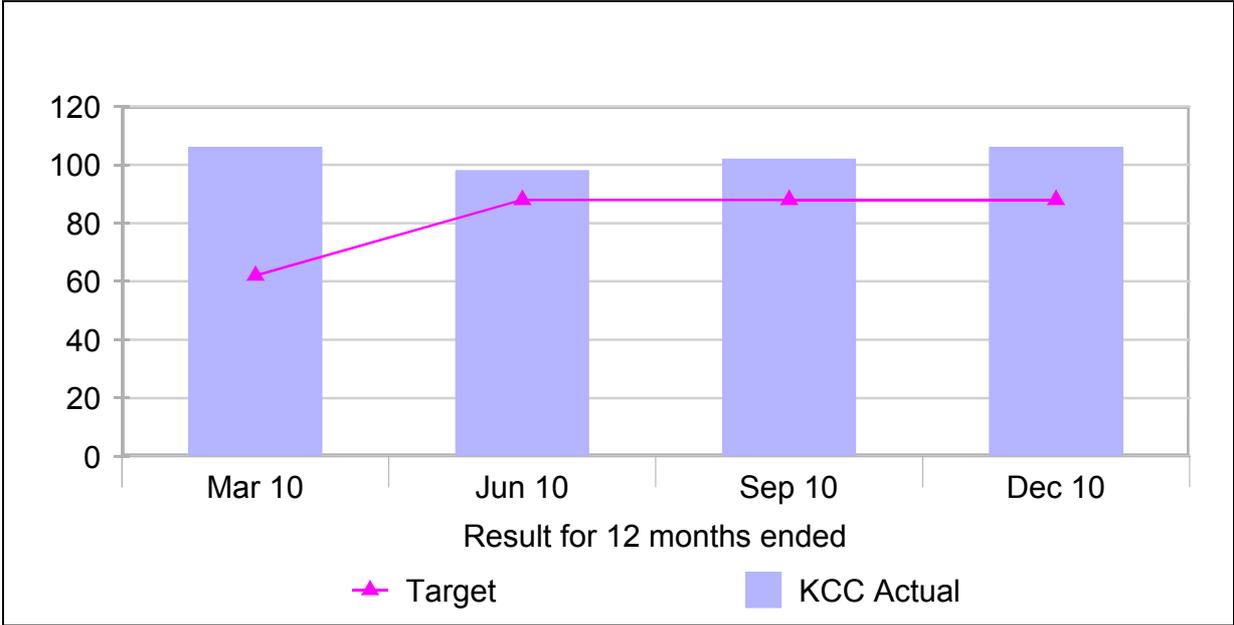
The number of books loaned in Kent has historically been below the national average and other county councils.

More recently, the number of book loans has been affected by the libraries modernisation programme over the past 18 months. In particular, three of the county’s busiest libraries (Gravesend, Ashford and Canterbury) are currently operating out of temporary accommodation.

New initiatives in libraries will bring a number of opportunities to increase loans. These include the self-service system in libraries, allowing library staff to spend more time floor walking and helping customers; and e-books, which can be downloaded 24 hours a day, seven days a week, and taps into a growing market.

- Data Notes:
- Comparative data drawn from annual CIPFA statistics.
  - The RAG ratings for December is based on comparison to the most recently published national average – March 2010.

<b>Number of new starts on the KCC Apprenticeship scheme</b>	<b>Green</b>
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Higher figure is better	Year ending Mar 10	Year ending Jun 10	Year ending Sep 10	Year ending Dec 10
KCC Result	106	98 ↓	102 ↑	106 ↑
Target	63	88	88	88
RAG Rating	★	★	★	★

The number of KCC apprenticeship starts continues to exceed target levels.

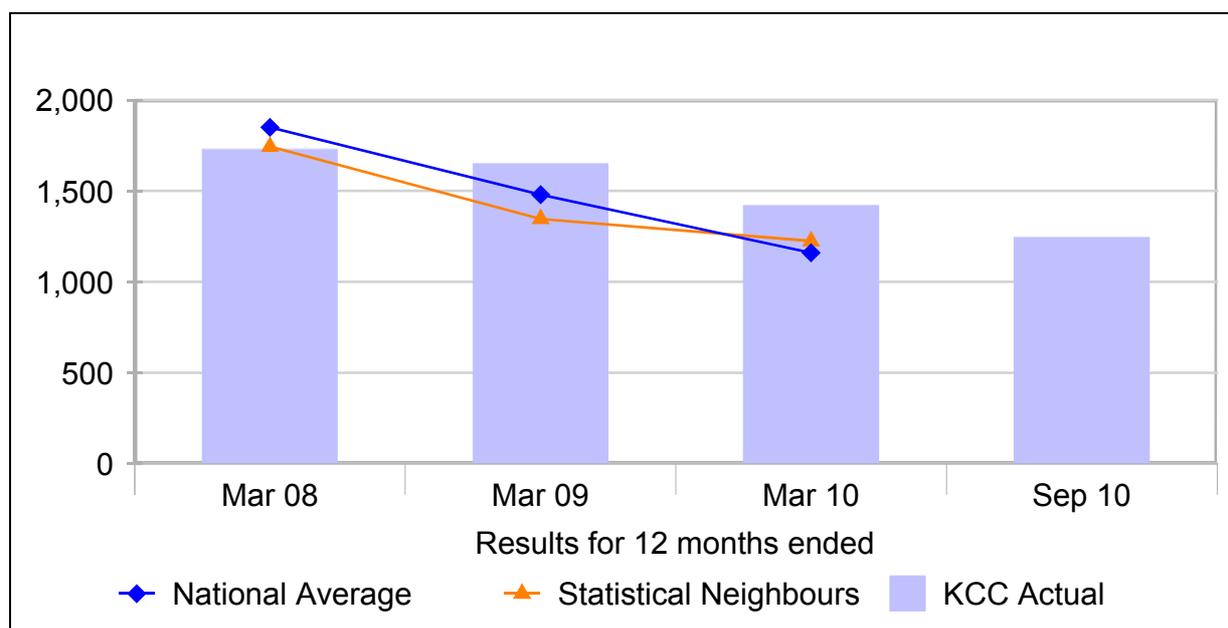
In future, all vacant posts at staff grades KR2-4 and which are considered suitable for an apprenticeship will be filled by apprentices in all cases, unless these is an existing member of staff at risk of redundancy, who would be suitable for and who could be deployed to the position.

**Data Notes:**

- The target level shown for June, September and December 2010 is based on 350 new starts over a four year period, as stated in "Bold Steps for Kent".

**Number of first time entrants to the youth justice system per 100,000 population aged 10 to 17**

**Amber**



Lower value is better	Year ended Mar 08	Year ended Mar 09	Year ended Mar 10	Year ended Sep 10 Provisional
KCC Result (PNC data)	1,730	1,650 ↑	1,420 ↑	1,240 ↑
National average	1,850	1,480	1,160	N/a
RAG Rating	●	●	▲	●
Statistical neighbours	1,744	1,347	1,225	N/a
Number of young people	2,570	2,450	2,080	1,820

The numbers of first time entrants to the youth justice system in Kent continue to reduce (improve), although reductions in recent years have lagged behind those seen nationally.

The reasons for the large drop seen both nationally and locally include: a stronger focus on targeted youth crime prevention strategies, an increasing use of informal sanctions (such as restorative justice approaches) in place of a formal reprimand and changes in police policy with a greater focus on more serious offences.

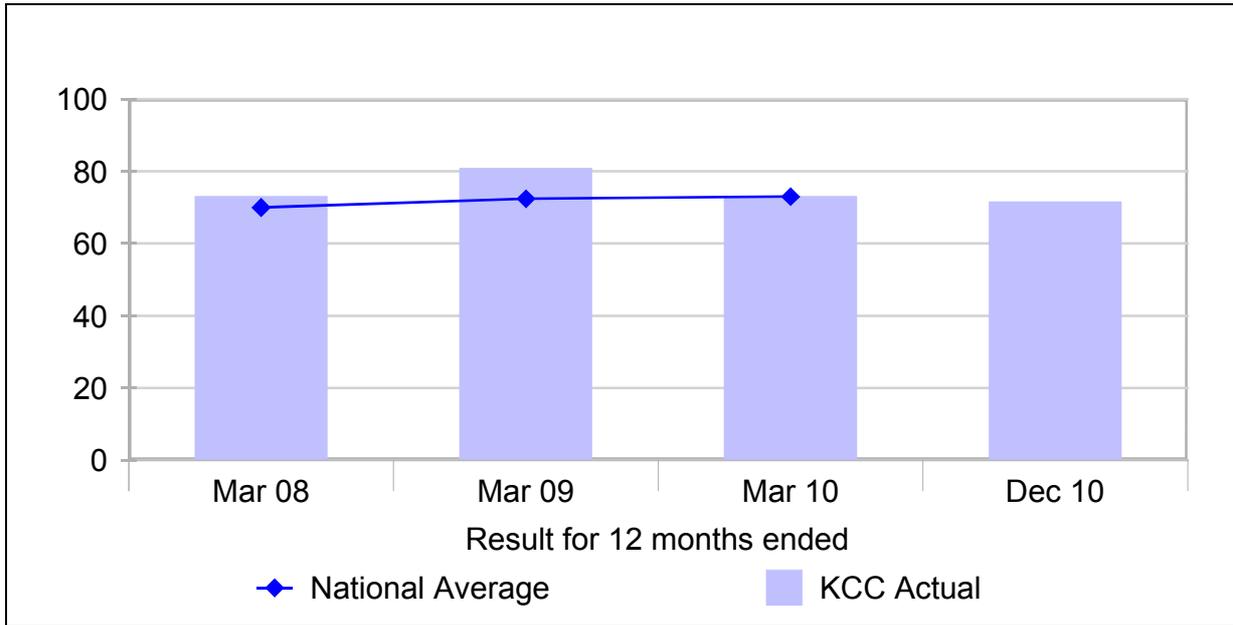
Restorative justice approaches have been implemented by Kent Police during 2010. The youth offending service (YOS) will work with the police to expand “Triage” work in 2011/12 which will lead to closer involvement by YOS staff in police decision making, to enable diversion from the youth justice system of young people coming to their attention. Youth Inclusion Support Panels (YISPs) will be retained in 2011/12 to deliver a preventative strategy.

**Data notes:**

- Data to March 10 is based on national statistics taken from Police National Computer (PNC).
- The data for September 10 is based on local records of young people known to local youth offending teams with an uplift of 8% to account for differences to PNC data.
- The data table shows a change in RAG rating from Red to Amber, as this compares the latest performance with the position at the end of last year. However, this indicator was also rated as Amber in the last quarter’s report.

**Percentage of young offenders in education, employment or training**

**Amber**



Higher value is better	Year ended Mar 08	Year ended Mar 09	Year ended Mar 10	Year ended Dec 10 Provisional
KCC Result	73%	81% ↑	73% ↓	72% ↓
National average	70%	72%	73%	N/a
RAG Rating	●	★	●	●

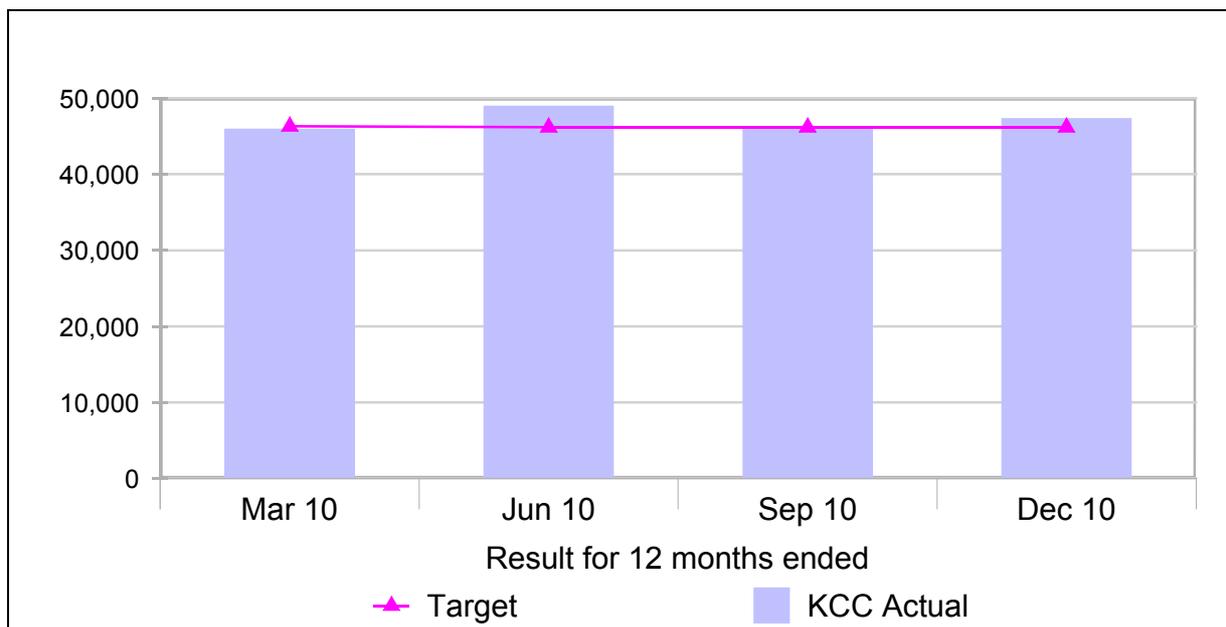
Improved recording methodology adopted by Kent in 2009/10, ensuring that only those young people actively engaged in education, training or employment were included, led to a lower figure being reported.

Performance in 2009/10 matched the national average and 2010/11 sees performance continue at a similar level.

Data notes:

- Data source is YOS Careworks case management system. Data cross-referenced with KCC Education 'Impulse' system.

<b>Number of adult education and Key Training enrolments</b>	<b>Green</b>
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Higher figure is better	Year ended Mar 10	Year ended Jun 10	Year ended Sept 10	Year ended Dec 10 Provisional
KCC Result current yr	46,000	49,000 ↑	46,300 ↓	47,300 ↑
Targets	46,300	46,200	46,200	46,200
RAG Rating	●	★	★	★

Adult education and Key Training enrolments are marginally above target for the year ending December 2010.

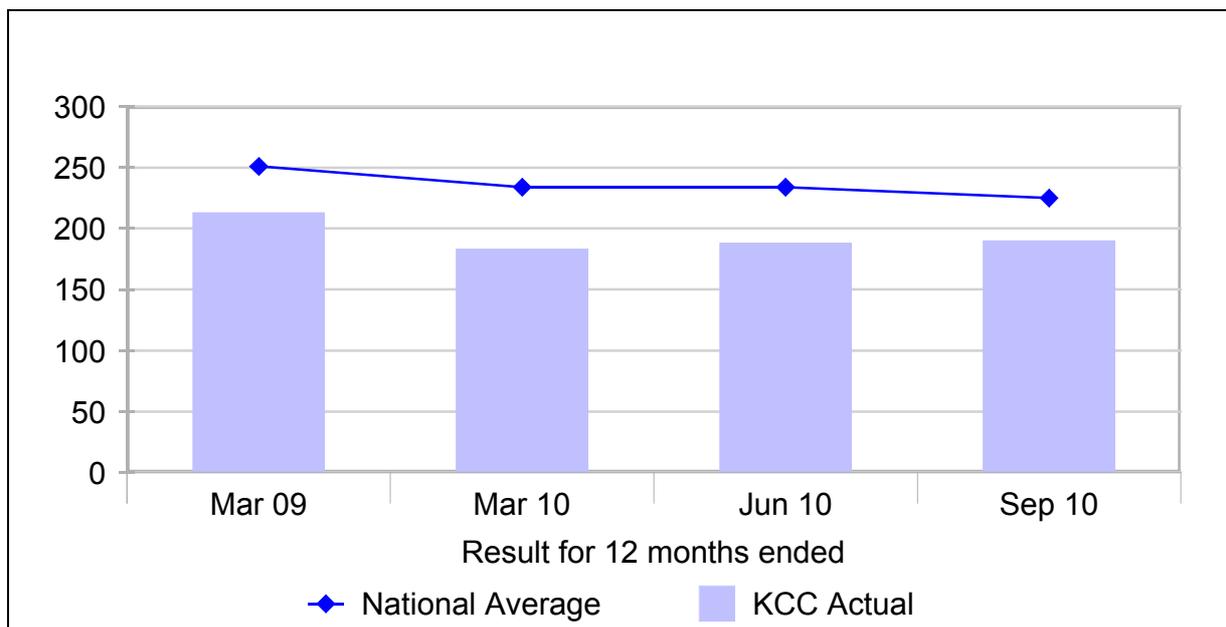
Fee-paying enrolments are slightly down against target but this is compensated for by higher fees on some courses (in line with government direction).

There has been an increase in enrolments for courses without fees due to the client profile of enrolments on Family Learning Courses, and also because additional unplanned funds for community projects under the "aiming high" scheme have been obtained.

Data Notes:

- Learner data produced locally and subject to annual audit by the Skills Funding Agency.

<b>Percentage of adult drug users leaving treatment free of dependency</b>	<b>Green</b>
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Higher value is better	Qtr to Mar 10	Qtr to Jun 10	Qtr to Sept 10	Qtr to Dec 10
KCC Result	67%	63% ↓	56% ↓	58% ↑
National average	42%	43%	43%	42%
RAG Rating	★	★	★	★
Number of adults leaving treatment	176	359	399	391

Previously reported figures showed the number of all adult drug users starting new treatment, which gave an indication of activity but did not focus on outcomes.

The data above now shows successful treatment completions presented as a proportion of those in treatment. This indicator has been identified in the national drug strategy and the draft Public Health Outcomes Framework as being the key measure for drug services.

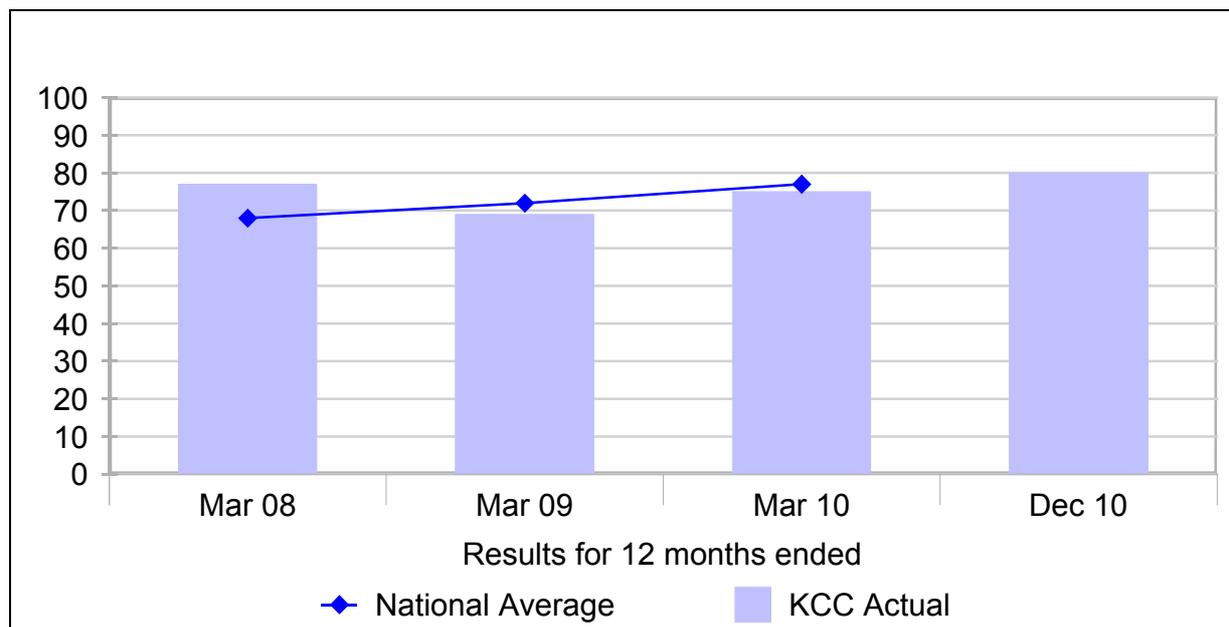
Quarterly results for this indicator show some variation in Kent due to the different types of clients who may be in treatment at any given time. However, Kent retains a higher recorded success rate on this indicator than the national average.

Data notes:

- Data relates to individual quarters rather than cumulative figures.

**Percentage of clients leaving supported accommodation who moved onto independent living**

**Amber**



Higher value is better	Year ended Mar 08	Year ended Mar 09	Year ended Mar 10	Year ended Dec 10 Provisional
KCC Result	77%	69% ↓	75% ↑	80% ↑
National average	68%	72%	77%	N/a
RAG Rating	★	●	●	●
Number of clients moving on	990	1,760	1,880	2,010

The Kent results for the key performance indicator for the Supporting People services have been behind the national average for the last two years but the gap has been reduced and Kent is now close to the national average.

However, Kent results exceed the 71% target originally set by the Supporting People Commissioning Body as part of the Local Area Agreement.

Data notes:

- Client numbers rounded to nearest 10.
- Data for December 2010 is provisional, unvalidated and may be subject to later revision.
- The descriptions of services across the country are not consistent and therefore benchmark comparisons should be treated with caution.

## Appendix: Comparative Benchmarks

In most cases the data is presented with the national average as the comparative benchmark. The national average will refer to data for all English councils.

We are developing the report to include more comparative information where relevant. For some services, the outcomes and performance will be correlated or related to various factors which are different in different places. Often the social and economic background of a local authority area will have a significant influence on the outcomes that are reported for key service areas. There are different comparators for different service areas and these are known as statistical neighbours.

For indicators for children, families and education we have included the average performance for the relevant statistical neighbour list, which is made up of the following local authority areas:

East Sussex
Essex
Lancashire
Northamptonshire
Nottinghamshire
Staffordshire
Warwickshire
West Sussex
Worcestershire
Swindon UA

For indicators relating to libraries we have provided a comparative benchmark for all county councils, as no agreed statistical neighbour list exists for this service but county council areas have similar geography to each other in terms of rural communities, whereas cities and metropolitan areas will have very different factors influencing the delivery of the service.

In relation to staffing data comparative benchmarks for local government and the civil service are used. These are used as workforces are similar in terms of size of organisation, age profile, gender balance and occupation. For example, staff sickness levels are highly influenced by age profile and gender balance of the workforce, the size of the organisation and the type of work. The nearest statistical neighbours for staffing matters such as sickness are therefore organisations which are similar on these characteristics such as other local government bodies and the civil service.

By: Michael Hill OBE, Cabinet Member – Customer & Communities  
Amanda Honey – Corporate Managing Director for Customer & Communities

To: Cabinet - 4 April 2011

Subject: A Community Emergency Plan

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Summary: To brief Members on the introduction of a community emergency plan template (and associated guidance) designed to assist Parish Councils and community groups in dealing with a range of emergencies and crises.

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## Background

1. The capability of a community to deal with a range of emergencies and crises is becoming more important in an ever-developing civil protection agenda. Emergency events in Kent (such as the significant severe weather and flooding) have highlighted the need for better methods to encourage communities to be better prepared and to help themselves.
2. Indeed, research shows that if a community is better prepared and has greater awareness of the hazards it could face, it is more resilient during the emergency and the subsequent recovery period.
3. As community leaders with formal emergency planning duties, KCC Emergency Planning Group and the District Council emergency planning community provide leadership in this area as part of the broader civil protection agenda, thus enhancing resilience at all levels within our communities.
4. A cornerstone of this approach is encouraging parish councils and community groups to consider the development of some simple emergency preparedness measures that may be deployed during an emergency period. This could be particularly useful if severe weather conditions prevent the emergency services or other public services reaching rural communities, thus enabling them to be better prepared for such an eventuality. The plan template and associated guidance are designed to provide a useful tool in which to fulfil this aspiration.
5. An integral part of this approach must include political support and leadership, promoting the values of awareness and preparedness to local communities and the broader public.

## Related Issues

1. The government alone cannot protect people from all the consequences of disasters. Resilience, often at community level, is crucial to ensuring future security and well-being as communities and individuals harness local resources and expertise to help themselves. This kind of community resilience is already organised in some parts of the UK and needs to be supported and extended with local community leaders at the heart of activity.

2. Additionally, it should be stressed that any strategy that supports the building of capability within a community to deal more effectively with major emergencies is complementary and does not replace any major emergency arrangements in place with the resilience community, including those delivered by KCC and District Council partners.
3. The guidance document is self explanatory, however, officer support is always available from the KCC Emergency Planning team and district council emergency planning colleagues.
4. Members will also be interested to know that the Kent Resilience Forum, strongly supported by KCC Emergency Planning, will be launching a new website designed to provide the public with access to a broad range of information about emergency preparedness and self help. It is intended that the Community Emergency plan template and guidance will be available via this medium. The weblink will be [www.kentprepared.org.uk](http://www.kentprepared.org.uk).
5. Further measures are also being pursued to support this work including the opening of a dialogue with Rural Kent to foster support for this approach, engagement with the Kent Forum, utilising communication routes using the Parish Portal, as well as looking at enhancements to Community Warden capability to support emergency planning and response activities.
6. It is also felt that this approach chimes well with the current government focus of promoting “the big society” and its associated values.

### **Recommendations**

1. It is recommended that all Members support this initiative and actively promote it within their constituency.

### **Background Documents**

None

### *Contact*

*David Cloake – Head of Emergency Planning  
01622 694809*

**By:** Sarah Hohler, Cabinet Member for Education, Learning & Skills

Andy Roberts, Interim Director for Education Learning & Skills

**To:** Cabinet – 4 April 2011

**Subject:** PROPOSED CO-ORDINATED SCHEMES FOR PRIMARY AND SECONDARY SCHOOLS IN KENT AND ADMISSION ARRANGEMENTS FOR PRIMARY AND SECONDARY COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2012 /13

**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 2012 and the scheme for In Year Casual Admissions. Cabinet is asked to determine the In Year Casual Admission process, the admission arrangements for the 2012 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, 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. In addition in 2010 a new requirement was introduced to coordinate casual in year admissions. A number of reservations about coordinating in year admissions have been expressed by both the LA and individual admission authorities. There has been a legal duty on the LA to coordinate this since September 2010 and a reluctant agreement has been reached by Kent Admission Authorities to work within the proposed arrangements if determined. Cabinet are requested to agree the Co-ordinated scheme for Admissions to Primary and Secondary schools in Kent for 2012 and determine the proposed admission arrangements for Community and Voluntary Controlled schools.

(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 and Secondary schools in September 2012.

(5) The LA consulted with the Admissions Forum on the proposed changes prior to consultation. The Admissions Forum expressed its continued reservations regarding the duty on the LA to coordinate in year admissions but recognised it is a legal duty and supported the proposed schemes.

### **Consultation and Outcome**

2. (1) The LA consultation ran from the 1 November 2010 to 14 January 2011 and considered the following aspects:

- a) The Primary Co-ordinated Admission Scheme including the In Year admissions process for 2012/13;
- b) The Secondary Co-ordinated Admission Scheme including the In Year admissions process for 2012/13;
- c) Over-subscription criteria for Community and Voluntary Controlled Primary, Infant and Junior schools
- d) Over-subscription criteria for Community and Voluntary Controlled Secondary schools 2012/13.
- e) Published admission numbers for Community and Voluntary Controlled Primary, Infant and Junior Schools 2012/13;
- f) Published admission numbers for Community and Voluntary Controlled Secondary Schools 2012/13;
- g) The relevant statutory consultation areas for Primary and Secondary schools 2012/13;

#### **(a) The Coordinated Primary Admissions Scheme 2012 incorporating the In Year admissions process**

(2) All Admissions Authorities within Kent agreed to the proposed Co-ordinated Primary Admissions Scheme for 2012. The scheme is set out in a similar way to last year following broadly similar scheme dates.

The details of the scheme for determination is located in Appendix A

Feedback from this section of the consultation can be summarised as follows:

Initially, 20 Infant Junior and Primary schools refused to accept the proposed scheme; (Benenden, Boughton-Under-Blean, Brunswick House, Discovery, Eastling, Harcourt, High Halden, Istead Rise, Leeds & Broomfield, Leybourne, Maypole, Newlands, Nonington, Painters Ash, Riverhead, Ryarsh, Stansted, St James' Junior, St Joseph's and Wickhambreaux) stating concerns relating to the LA involvement in Casual in Year Admissions. A great many Kent schools and indeed LA Officers consider that admissions outside of the normal point of entry to schools should be managed by schools and this was the crux of their argument. *(It was made clear that it is presently a legal requirement to administer in year admissions through the LA and as a result each of the schools agreed to work within the scheme. It is clear that many schools and the LA is discontent at this ill thought through duty placed on LAs. Schools raised similar concerns last year most of which were realised, but there is little that can be done without a change in legislation).*

### **(b) The Coordinated Secondary Admissions Scheme 2012 incorporating the In Year admissions process**

(3) The Secondary Coordinated Scheme was agreed by all Kent Admissions Authorities.

The details of the proposed scheme for determination are located in Appendix B

Feedback from this section of the consultation can be summarised as follows:

Two schools initially did not accept the scheme (The North School and Skinners Kent Academy) each raising similar concerns to those raised by primary schools in relations to the LA's role in processing In Year Casual Admissions. Officers explained that it is a legislative requirement that has been placed on the LA and this resulted in them agreeing to work within proposed scheme. The scheme dates have remained broadly similar for the last 3 years with no proposed changes other than the incorporation of the coordination of in year admissions. Feedback has however been received by Medway LA raising concerns that KCC has placed within its scheme a facility for exceptional late applications to be regarded as on time beyond the National closing date of 31 October up until 4 November. This is because the National Closing date falls at the end of half term and as a consequence many parents will not have had the opportunity to discuss the outcome of any selection test results with their primary headteacher before making their secondary school preferences. The scheme dates are similar to last year, but Medway officers have suggested this caused some discontent in Medway as they received a number of complaints from Medway parents that felt they were disadvantaged in not having as long to make their school choices as Kent parents. It is an understandable concern, however it should not be forgotten that the selective process in Medway is different to that in Kent and their process allows appeals against test results that parents will not know the outcome of until after the closing date for applications. The Kent scheme offers no such appeal against a selective decision but presently ensures parents know the outcome of the assessment including an opportunity to discuss this with their child's primary headteacher before the closing date. It is therefore considered to be in the best interest of Kent parents to allow these extra few days when schools will be open to assist parents.

### **(c) The Oversubscription Criteria for Community and Voluntary Controlled Infant Junior and Primary schools in Kent**

The proposed wording for the oversubscription criteria for community and voluntary controlled Infant Junior and Primary Schools is different from that used in 2011. The tick box previously used to indicate that a parent has chosen a particular voluntary controlled school because it is a faith school has been removed. This change has been made following discussion with the relevant Dioceses and the Admissions Forum in order to bring the oversubscription criteria in line with the requirements of the School Admissions Code. In addition, some infant and junior schools which were geographically close together but not formally linked have chosen to become linked. This will allow a sibling connection to be recognised across the two schools, and will allow the Junior school to give priority for admission to children from the linked infant school

Details of the oversubscription criteria for community and voluntary controlled Infant Junior and Primary Schools are located in appendix C (1)

Feedback to this part of the consultation on this can be summarised as follows:

Two Schools commented on the difficulties the tick box caused and welcomed its removal as they had had local siblings denied places in their village school because they had not ticked the box. *(This was always a problem faced each year which caused significant anguish to parents to the extent that some schools simply advised all parents to tick the box)*. Four schools considered that its removal would diminish the ethos of the school and its distinctiveness. *(This is an odd position to take, there was no requirement to show any connection to the church previously, the box was merely used as an indicator as to whether parents were choosing a school because it was a church school – the teachings and ethos of the school needn't change in the slightest – the removal of the box will simply seek to ensure the school's local community has priority)*. Two of the 4 schools suggested they would be keen to introduce faith based oversubscription criteria requiring a commitment to the church to receive priority. *(Any such introduction would require a full consultation by LA in future years and is unlikely to be in keeping with the general position that children should be given priority for admission to their nearest schools)*

One parent raised concerns relating to faith-based criteria and how this prevented her from securing a place in her local schools as a non church-goer. *(Clearly this was aimed at Voluntary Aided schools since no voluntary controlled schools apply such restrictions)*. One parent felt that there should be no distinction between Children in Care and Adopted children when applying priority for admissions. *(Whilst accepting there will often be similar complexities, this would be difficult to introduce in a fair and equitable way. An adopted child becomes part of a family unit, but a child in LA care will often need additional support especially in relation to frequency of moves and benefits associated with settling into school quickly when a placement is found – this is why there is a legal requirement for them to be given priority for admission)*.

### **(d) The Oversubscription Criteria for Community and Voluntary Controlled Secondary schools in Kent**

The proposed wording for the oversubscription criteria for community and voluntary controlled Secondary Schools is broadly similar to that used in 2011. There has been a

change in arrangements proposed for some Ashford secondary schools to try to combat some of the problems faced by children in rural areas unable to secure places in their nearest schools. The change will basically mean that these children will have priority for admission to their nearest school over someone who may live closer but have easy access to alternative schools.

Details of the oversubscription criteria for community and voluntary controlled Secondary Schools in Kent are located in appendix C (2)

Feedback to this part of the consultation can be summarised as follows:

One school raised its concerns (again) in regard to the Dover Grammar Schools being able to admit pupils both through the LA testing arrangements and through their own 'Dover Tests'. It considered that as a result those children at the higher end of the ability range were being drawn out of local non selective schools disproportionately which impacted negatively on those schools. The LA considers this to be a valid point, but the Schools Adjudicator has not upheld either of the challenges brought against the admission arrangements for Dover Grammar School for Boys in recent years. The LA has therefore allowed Dover Grammar School for Girls to use the same dual testing arrangements so that boys and girls are treated in the same way. One school commented on the proposal relating specifically to the North and Towers schools and welcomed the proposed changes. One school commented that the arrangements should continue to be monitored to ensure there is not unintended advantage caused to children living between the two schools. *(It's hard to see how this might happen, because before the change a child living between the two schools would arguably be in a better position to secure one of the preferred schools by the very nature of the place of residence; if anything this makes it more equitable.)*

#### **(e) Published Admission Numbers**

The proposed Published Admission Numbers (PAN) for Community and Voluntary Controlled Primary, Infant and Junior schools are identified in Appendix C (3) and for Community and Voluntary Controlled Secondary schools are detailed in Appendix C (4). Please note that the LA can only determine the admission number for schools where it is the Admissions Authority and the schools listed fall into this category.

#### **(f) Relevant Statutory Consultation Area**

Details of the relevant statutory consultation areas have not changed from 2011/12. Details for the Primary arrangements are in appendix C (5) and Secondary arrangements in appendix C (6).

## Recommendations

7. Cabinet is requested TO ACCEPT AND DETERMINE
- a) The Coordinated Primary Admissions Scheme 2012 incorporating the In Year admissions process as detailed in Appendix A
  - b) The Coordinated Secondary Admissions Scheme 2012 incorporating the In Year admissions process as detailed in Appendix B
  - c) The oversubscription criteria relating to Community and Voluntary Controlled Infant, Junior and Primary schools in Kent as detailed in Appendix C (1)
  - d) The oversubscription criteria relating to Community and Voluntary controlled Secondary schools in Kent as detailed in Appendix C (2)
  - e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools as set out in Appendix C (3)
  - f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools as set out in Appendix C (4)
  - g) The relevant statutory consultation areas for Kent primary schools as detailed in Appendix C (5) and the relevant statutory consultation areas for Kent Secondary Schools as set out in Appendix C (6)

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Appendix A

**Kent County Council  
Co-ordinated Scheme for**

**Primary Admissions**

**Academic Year 2012/13**

**Incorporating Entry to Year R,  
Transfer from Infant School to Junior School  
(Year 2-3)  
And  
Primary In-Year Casual Admissions**

Produced by:  
Admissions and Transport

## Appendix A

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## Appendix A

### Introduction / Background

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Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admission arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools and Year 7 for secondary schools).
  - There is a duty on the LA to secure agreement on the Admissions Scheme from all admission authorities including Academies in Kent. If the LA does not secure this agreement it must inform the Secretary of State no later than the 15 April who will then impose a scheme to which all admission authorities must adhere.
- 
-

## **Section 1 – Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3)**

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3) in September 2012.

Year R applications are for children born between 1 September 2007 and 31 August 2008.

Year 3 applications are for children born between 1 September 2004 and 31 August 2005.

**The Key Scheme dates are:**

<b>Key Action</b>	<b>Scheme Date</b>
<b>Closing date for Applications (Online and RCAF/JCAF)</b>	<b>Saturday 14 January 2012</b>
<b>Summary of applicant numbers sent to all Kent primary, infant and junior schools</b>	<b>By Wednesday 8 February 2012</b>
<b>Full applicant details sent to all Kent primary, infant and junior schools for ranking against their over-subscription criteria</b>	<b>By Friday 10 February 2012</b>
<b>Completed ranked lists returned to the LA by all Kent primary, infant and junior schools</b>	<b>By Thursday 1 March 2012</b>
<b>LA to match all ranked lists in the admissions database</b>	<b>By Wednesday 7 March 2012</b>
<b>Details of pupils being offered sent to all Kent primary, infant and junior schools</b>	<b>By Friday 23 March 2012</b>
<b>Offer e-mails and letters sent to parents</b>	<b>Friday 30 March 2012</b>
<b>Places must be accepted or refused and requests to go on a waiting list submitted to the LA</b>	<b>By Thursday 19 April 2012</b>
<b>Schools send out welcome letters no later than</b>	<b>Friday 20 April 2012</b>
<b>The LA re-allocate any places that have become available to those who have asked to go on the waiting lists for each school</b>	<b>After Tuesday 1 May 2012</b>

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In addition this scheme:

- (a) Allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria.
- (b) Confirms that after 1 May 2012, the LA will consider applicants through the normal waiting list / In-Year procedures.

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

1.

For normal points of entry to school, Kent resident parents will have the opportunity to apply for their child's school place either online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by using a standard paper form known as the Reception Common Application Form (RCAF) or Junior Common Application Form (JCAF). The LA cannot accept multiple applications for the same child. A parent may use either of the above methods, but not both.

2.

The RCAF will be used for the purpose of admitting pupils into Year R (the first year of primary education) and the JCAF for Year 3 of junior schools. Online applications cover both of the above.

3.

The online application or RCAF/JCAF will be used by parents resident in Kent as a means of expressing between 1 and 3 preferences for their child to be admitted to a school within the LA area and schools in other LA areas (including Voluntary Aided (VA) and Foundation schools). The LA will coordinate the preference information with other LA's.

4.

Online applications, RCAFs /JCAFs and supporting publications will:

- (a) Invite parents to express up to **three** preferences in priority order. Preferences can be expressed for Kent and non-Kent schools. Parents **must** complete the application for their home Local Authority (e.g. Kent residents complete Kent applications, Medway residents complete Medway applications, etc).
- (b) Invite parents to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents will receive the offer of one school place only and that:
  - (i) a place will be offered at the highest available ranked preference for which they are eligible,
  - (ii) if a place cannot be offered at any school named on the form, a place will be offered at an alternative school.
- (d) Specify the closing date for applications and where paper RCAFs/JCAFs must be returned to, in accordance with paragraph 9.

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5.

The LA will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method.
- (b) The paper RCAF/JCAF are readily available on request from the LA, Kent maintained primary, infant and junior schools and are also available on the Kent County Council website to print, complete and return.
- (c) A composite prospectus of all Kent maintained primary, infant and junior schools and written explanation of the co-ordinated admissions scheme is readily available on request from the LA, Kent maintained primary, infant and junior schools and is also available on the Kent County Council website to read/print.

6.

Only preferences expressed on a submitted online application (via [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)) or on a paper RCAF/JCAF are valid applications. Completion of a schools' Supplementary Information Form alone does not constitute a valid application.

7.

A Foundation or Voluntary Aided school can ask parents who wish to express it as a preference on their online application or RCAF/JCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested direct from the school or via the LA's website and must be returned to the school by the closing date for applications as defined within the LA co-ordinated admissions scheme. All schools that use SIFs must include the proposed form in their consultation document with other admissions 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 definitions laid out by the LA must be adopted.

8.

Where a school receives a supplementary information form it will not be regarded as a valid application. The parent must also complete an online application or paper RCAF/JCAF for their home Local Authority naming that school. Where schools use supplementary information forms they must confirm with the parent on receipt of their completed form that they have also made a formal application to the LA.

9.

Completed applications must be submitted online and paper RCAF/JCAF returned to the LA or any Kent Primary School by **14 January 2012**.

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 online application or 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;

## Appendix A

- (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 14.

11.

**By 8 February 2012** – The LA will advise all Kent primary, infant and junior schools of the number of preferences expressed for them. Where there are preferences expressed for non-Kent schools, or where a non-Kent resident has expressed a preference for a Kent school, the LA will have also completed any data exchange with other LAs by this date.

12.

**By 10 February 2012** – The LA will advise all Kent primary, infant and junior schools of the full details of all valid applications for their schools to enable them to apply their over-subscription criteria. Only children who appear on the LA list can be considered for places on the relevant offer day.

13.

**By 1 March 2012** – All Kent primary, infant and junior schools **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to the LA for consideration in the allocation process.

14.

**By 7 March 2012** - The LA will match this ranked list against the ranked list of the other schools named on the form and:

- (a) Where the child is eligible for a place at only one of the named schools, that school will be offered.
- (b) 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.
- (c) Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at an alternative school by the home LA.

By this date Kent LA will have completed any data exchange with other LAs to cover situations where a resident in Kent LA's area has named a school outside Kent, or a parent living outside Kent LA has named a Kent school.

15.

**By 23 March 2012** - The LA will inform schools of the pupils to be offered places at their school.

16.

On offer day, **30 March 2012** – The LA will:

- (a) send an offer e-mail after 4pm to those parents who have applied online and provided a valid e-mail address.
- (b) send ALL Parents decision letters. The letter will give:
  - (a) The name of the school at which a place is offered.
  - (b) 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.

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- (c) Information about the right of appeal against the decisions to refuse places at other named schools.
- (d) Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

Schools will send out their welcome letters **no later than 20 April 2012**.

17.

**By 19 April 2012** – parents must inform the LA whether they wish to accept or refuse the place offered on offer day. Acceptances/refusals must be made in writing or via e-mail. Where possible, the LA will provide a mechanism to allow parents to accept or refuse online.

18.

**After 1 May 2012** – The LA will re-allocate any places that have become available since offer day, giving priority to applicants who originally named it as preference on the online applications or RCAF/JCAF and have requested to be placed on the waiting list, according to the individual schools' oversubscription criteria.

19.

**Waiting Lists** - Parents may ask for their child's name to be kept on a waiting list should places become available after 1 May 2012. Applicants will be ranked in the same order as the published oversubscription criteria. Waiting lists will be held by the relevant admissions authority at least until the first day of the Spring Term 2013.

### Late Applications

20.

The closing date for applications in the normal admissions round (as above) is **14 January 2012**. As far as 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 by the LA **before Friday 27 January 2012**.

**Please note** – late applications cannot be made online. Late applicants must complete a paper RCAF/JCAF and return it direct to the LA.

21.

Applications received after 27 January 2012 will not be considered for places on 30 March 2012, but will be included in the re-allocation of places on 1 May 2012 as defined above. Details of these applications will be forwarded to each school expressed as a preference for them to apply their over-subscription criteria.

## Section 2 – Details of the Co-ordinated Scheme for Primary In-Year Admissions

---

### In-Year Casual Admission Form.

1.

There is a standard form, known as the **In-Year Casual Admission Form (IYCAF)**, which residents of the LA area must complete to apply for school places in any year group outside of the normal admissions round. Enquiries can also be made via e-mail ([kentyearadmissions@kent.gov.uk](mailto:kentyearadmissions@kent.gov.uk)).

Parents will be able to obtain information about the process and IYCAFs from the LA's Admissions and Transport Office or from any local Kent school. Information and IYCAFs will also be available on the Kent County Council's website to read and print.

The LA will also make use of **Quick Form Applications (QFA)** for schools that meet the necessary requirements. If a school is more than five places under Published Admission Number (PAN) in a required year group and the parent does not wish to apply for multiple preferences, the Headteacher can sign the QFA to bypass the normal application process. The LA will ensure that the application is valid and ensure that the school can admit the child.

QFAs will not be made available to parents. They will be made available to schools only and can be obtained from the LA's Admissions and Transport Office or from the KentTrustWeb website. Schools should not allow parents to take QFAs from the school office and should themselves ensure that they are forwarded to the LA.

The LA holds the right to remove the use of QFAs from a school that is using them improperly, or change the conditions of their use as required.

Parents must be informed that if they use a QFA to apply for a place, any other applications pending will be discarded.

The LA will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

2.

The IYCAF and QFA will be used for the purpose of admitting pupils to the year group applied for.

3.

The IYCAF 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).

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The QFA may be used by parents resident in the LA area as a means of expressing one preference only for their child:

- (a) to be admitted to a school within the LA area (including VA and Foundation schools and Academies) which has a number of vacant places.

4.

The IYCAF will:

- (a) invite the parent to express school preferences including, where relevant, any schools outside the LA's area and to rank each school according to their order of preference. For admission to Year R – Year 6 parents can express **up to three** preferences.

- (b) invite parents to give their reasons for each preference and give details of any siblings that may be attending any one of the preferred schools.

- (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 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 unless the child already has a place at a local Kent school.

- (d) explain that the LA will contact schools in preference order until a school place is secured. Once the highest available nominated school is allocated, lower preference schools will not be contacted

- (e) specify where it must be returned to.

The QFA will:

- (a) inform the parent that its use limits them to an application for a single preference and is limited to use by schools and academies inside the LA's area. If the parent wishes to express multiple preferences, they will be directed to complete an IYCAF

- (b) inform the parent that use of the form will be considered an acceptance of the offered place.

- (c) inform the parent that any other applications received during the processing of the QFA, including other QFAs, will be discarded.

- (d) allow for the Headteacher of the school to sign by way of confirmation that the necessary places are available. If the LA decides that a QFA has been misused and another pupil has been disadvantaged, the school will be required to admit the additional disadvantaged pupil(s) as required.

5.

The LA will make appropriate arrangements to ensure:

- (a) that the IYCAF is available in paper form on request from the LA and from all maintained primary schools and Academies in the LA area; and

- (b) that the IYCAF is accompanied by a written explanation of the In-Year admissions

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process in an easy to follow format.

6.

IYCAFs and QFAs must be returned to the LA as soon as possible to enable the Admissions and Transport Office to process them quickly, no later than 5 days from receipt.

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### Supplementary Information Forms (SIFs)

7.

All preferences expressed on an IYCAF are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or the LA and returned to the school. All schools that use SIFs must include the proposed form in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted. As QFAs must only be used where a school is five places under PAN in a year group, SIFs will not be required for applications received through this process.

8.

A SIF is not a valid application by itself: this can be made only on the IYCAF (or if the child is resident in another area, the home LA's Common Application Form). When SIFs are received the school must verify with the LA before consideration and ranking of applicants that a IYCAF or neighbouring LA'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 SIF if so requested. 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 oversubscription criteria.

---

9.

a)

#### **Children with Statements of Special Educational Need (SEN) –**

Pupils with a Statement of Special Educational Need do not apply to the LA for a school place through the In Year Admissions processes.

Any application received by the LA for a child with a Statement of Special Educational Need will be referred directly to the SEN & R team, who must have regard to Schedule 27 of the Education Act 1996 ..... "the LA must name the maintained school that is preferred by parents providing that:

*\* the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement*

*\* the child's attendance is not incompatible with the efficient education of other children in the school, and*

*\* the placement is an efficient use of the LEA's resources"*

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Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

*"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."*

Other Authorities looking for Kent school places for statemented pupils will need to contact the SEN & R team in addition to the relevant school.

b)

### **Children in Local Authority Care (LAC)**

When applications are made for young people in the care of other Local Authorities, Kent - as receiving authority - will confirm an offer of a school place with the placing authority.

Where an in-year application is received from the corporate parent of a child in Local Authority Care, Kent Admissions team will expect that in line with Statutory Guidance \*, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency.

Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority, will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is full and such a provision is not considered appropriate, the LA will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admissions Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). The LA will then allocate a place (where it is the admission authority for the school) or contact the school directly and seek a place where it is not. Where a school refuses to admit the child the LA as corporate parent will decide whether to direct the school in question or consider if other education provision may be in the better interest of the child.

*\* Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)*

c)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. 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. This must be confirmed by a letter from the Commanding Officer or the Foreign Office.

10.

Children who are not successful in gaining any place they want will be allocated an available place at an alternative school, and will have the same access to a waiting list and rights to appeal as other applicants.

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## **Determining Offers in Response to the IYCAF**

11.

The LA will act as a clearing house for the allocation of places by the relevant admission

## Appendix A

authorities in response to IYCAFs received. 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 IYCAF 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 14.

12.

Within 5 school days from receipt of a completed IYCAF, the LA will contact the schools in priority order. If the first school cannot offer a place, the next school will be contacted until a place can be secured. The LA will ensure that where there are multiple applicants for the relevant year group on the day the place becomes available, all cases will be considered at the same time to ensure there is no disadvantage. All named schools will then be sent a report on a weekly basis, highlighting all activity for that school within the previous week. This will include, number of preferences, number offered, number of acceptances/refusals.

13.

Wherever possible, the LA will seek a response from schools during the initial contact. This will help ensure applications can be processed as quickly as possible. Where an admissions authority for a school is not in a position to confirm whether a place is available, they will have 5 school days from receipt of details to consider the application, apply the school's oversubscription criteria (if appropriate) and let the LA know whether or not they are able to offer a place at their school. Even if they cannot offer a place, they must still rank the applicant according to their oversubscription criteria and let the LA know what the applicant's position would be on the waiting list, and under which criterion.

14.

The LA will only contact schools in preference order until a school place is secured. Once the highest available nominated school is allocated, lower preference schools will not be contacted. When a positive response has been received from a school, the LA will:

- (a) confirm with the school that an offer will be made
- (b) ensure that the school knows it cannot offer this place to a later applicant
- (c) send an offer to the parent within 2 working days

15.

Where the child is not eligible for a place at any of the named schools, the LA will allocate a place to the child at an alternative school in the LA area.

16.

If a child moves into the area outside the normal admissions round, cannot be offered one of their three preferences and there is no school place available within a *reasonable distance*\* of the home, the LA will offer a place at the nearest school to the child's home, even if it is not one of the parents' preferred schools, and even if doing so will cause a

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breach of infant class size legislation. The school will treat the child as an excepted pupil as defined by section 2.63 of the School Admission Code.

*\* Kent's infant class size plan defines a reasonable distance as a maximum 45 minute journey by any appropriate mode of transport. The same discretion will be used if none of the preferences can be offered and the nearest school with a vacancy is more than two miles away (for a child aged under eight) or more than three miles away (for a child aged over eight).*

17.

If the child is already attending a school in the local area, no alternative school place will be offered.

18.

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 available ranked preference for which the child is eligible.

19.

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.

20.

The LA will provide the relevant school with details of the offer sent to the parents and will inform other LAs of places that can be offered to their residents in its schools.

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### Determining Offers in Response to the QFA

21.

When the LA receives a QFA from the school, the LA will update its roll number data for the school accordingly.

22.

The LA will ensure that the QFA has been used appropriately and in accordance with the rules of usage outlined above.

23.

Where the LA agrees that the QFA has been used correctly, the school can organise an induction for the pupil at the earliest opportunity. No further confirmation will be issued by the LA and the parent will be contacted by the school directly.

24.

Where the LA decides that a QFA has been used inappropriately, the offer will remain valid, but the school will be informed of the LA's decision. The LA may be required to place the school over PAN if other applications received identify that a child has applied at the time and may have been disadvantaged by the form's incorrect use.

## **Appendix A**

### **Offers for IYCAF**

25.

The LA will notify applicants resident in the LA area by letter that they are being offered a place at the allocated school. The letter will give:

- (a) the name of the school at which a place is offered;
- (b) the reasons why the child is not being offered a place at each of the other schools nominated on the IYCAF;
- (c) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- (d) information on how to apply for a place on the waiting list for any school named on the IYCAF.
- (e) 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 of a place within 10 days. It will not inform parents of places still available at other schools.

26.

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.

27.

Kent pupils who have not been offered a place at any of the schools nominated on their IYCAF will be offered a place by Kent LA, as set out in paragraph 16. In the unlikely event that following consultation, no local place can be agreed, the application may be referred to a local panel under the In Year Fair Access Protocol.

28.

Schools will send their welcome letters only after confirmation from the LA that an offer of a place has been made.

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### **Acceptance/Refusal of Places**

29.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to the LA within 10 days of the date of the offer letter. If the LA has not obtained a response within the specified time, it will 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 will it be assumed that a place is not required.

30.

The LA will notify all schools of places accepted/refused by e-mail/letter as soon as possible after receipt of the acceptance/refusal.

### Waiting Lists

31.

The admission authority for each oversubscribed school will keep a waiting list. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list.

32.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria and a copy supplied to the LA. Schools will advise the LA when vacancies arise so that the LA can make an offer of that place to the appropriate child at the top of the list. 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, or children with a Statement of Special Educational Needs apply. To maintain the database, and to make any relevant offer of a place, admission authorities will advise the LA when a place can be offered to a pupil on a waiting list. Waiting lists will be maintained until at least the start of the Spring term in the admission year. A school wishing to maintain a waiting list beyond the end of the spring term must provide the LA with current lists in rank order. Parents whose children are refused admission will be offered a right of appeal (even if their child's name has been put on the waiting list).

### Appeals

33.

All parents have the statutory right to appeal against any decision refusing them a school place, regardless of where they ranked the school on the IYCAF. Parents offered their first preference school will not be invited to appeal for lower preferences but it is their right to do so if they choose to.

34.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the school will inform the LA. The place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list.

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35.

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".

36. The scheme shall apply to every maintained school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal KCC Cabinet Determination.

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## **Appendix A**

37. In any years subsequent to 2011, any or all of the dates specified in this scheme (including those set out in Section 1) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

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### Section 3 – Glossary of Terms

<b>Term</b>	<b>Definition</b>
<b>LA</b>	A Local Authority
<b>The LA</b>	Kent County Council
<b>The LA area</b>	The area in respect of which Kent County Council is the Local Authority
<b>Primary Education</b>	Has the same meaning as in section 2(1) of the Education Act 1996
<b>Primary School</b>	Has the same meaning as in section 5(1) of the Education Act 1996
<b>School</b>	A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained by the LA
<b>Foundation school</b>	Such of the schools as are Foundation schools
<b>VA schools</b>	Such of the schools as are Voluntary Aided schools
<b>VC schools</b>	Such of the schools as are Voluntary Controlled schools
<b>SIF</b>	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided schools which may use them to collect additional information at the time of application in order for them to apply their over subscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.
<b>PAN</b>	Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school's PAN and must not admit pupils above this number.
<b>IYCAF</b>	In Year Casual Admission Form – this is the form used by parents to apply for a school place outside of a school's normal point of entry.

## Appendix A

<b>QFA</b>	Quick Form Applications – This is a form that may be used at a Kent LA school’s discretion where it has more than 5 places in the relevant year group to which a parent wishes to apply for their child. In using a Quick Form a parent is in effect confirming they only wish to be considered for the one school and the school is confirming it has more than 5 places available in the relevant year group. On this basis the LA is able to fast track such an application.
<b>Admission authority</b>	In relation to a Community or VC school means the LA and, in relation to an Academy, Foundation or VA school means the governing body of that school.

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Dated: November 2010

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## Appendix B

**Kent County Council  
Co-ordinated Scheme for**

# **Secondary Admissions**

# **Academic Year 2012/13**

**Incorporating Transfer to Year 7  
and  
Secondary In-Year Admissions**

Produced by:  
Admissions and Transport

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Section 3 – Glossary of Terms	<b>22-23</b>

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### **Contact Details**

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## Introduction / Background

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Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admission arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year 7 for secondary schools, Year R for infant and primary schools and Year 3 for junior schools) and also for all year groups throughout the academic year (In-Year Admissions).
  - There is a duty on the LA to secure agreement from all admission authorities including academies in Kent. If the LA does not secure agreement from all the admission authorities and academies in Kent it must inform the Secretary of State who will impose a scheme to which all schools and academies must adhere.
  - Cranbrook School is the only school in Kent where the normal point of entry is at Year 9. For Kent residents application forms are available from the school or the KCC website and will be processed broadly in line with the Year 7 transfer arrangements set out in this scheme. (Non Kent parents must apply through their home authority's In Year admissions process.)
-

## Section 1 – Details of the Co-ordinated Scheme for Transfer to Year 7

This section details the Co-ordinated Scheme for Transfer to Year 7 in Secondary Schools in September 2012.

Year 7 applications are for children born between 1 September 2000 and 31 August 2001.

The Key Scheme dates are:

<b>Key Action</b>	<b>Scheme Date</b>
<b>Registration for testing opens</b>	<b>Wednesday 1 June 2011</b>
<b>Closing date for registration</b>	<b>Friday 1 July 2011</b>
<b>Test date for pupils in Kent primary schools</b>	<b>Tuesday 13 &amp; Wednesday 14 September 2011</b>
<b>Test date for out of county pupils</b>	<b>Saturday 17 September 2011</b>
<b>Assessment decision sent to parents</b>	<b>Monday 17 October 2011</b>
<b>National Closing Date for Secondary Common Application Forms (SCAF)</b>	<b>Monday 31 October 2011</b>
<b>Final closing date for exceptional late applications.</b>	<b>Friday 4 November 2011</b>
<b>First data exchange with neighbouring Authorities</b>	<b>By Friday 2 December 2011</b>
<b>Applicant numbers to schools (plus info for those needing to arrange additional testing)</b>	<b>By Friday 9 December 2011</b>
<b>Applicant details sent to schools to apply oversubscription criteria – ranking lists sent</b>	<b>By Tuesday 3 January 2012</b>
<b>Ranked lists returned to LA by all schools</b>	<b>No later than Friday 20 January 2012</b>
<b>Secondary schools sent lists of allocated pupils - primary schools informed of destination of their pupils</b>	<b>By Tuesday 21 February 2012 (<i>note – during half term</i>)</b>
<b>National Offer Day: e-mails sent after 4pm and letters sent 1<sup>st</sup> class post</b>	<b>Thursday 1 March 2012</b>
<b>Schools send out welcome letters</b>	<b>Not before Tuesday 6 March 2012</b>
<b>Date by which places should be accepted or declined</b>	<b>Thursday 22 March 2012</b>
<b>LA re-allocate places that have become available from the schools' waiting lists. Note- In year applications received during these periods will be included in the reallocations.</b>	<b>Monday 2 April 2012 Friday 4 May 2012 Friday 8 June 2012 Friday 6 July 2012</b>

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In addition this scheme:

- (a) allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against their over-subscription criteria.
- (b) Confirms that after **2 April 2012**, the LA will consider applicants through the normal waiting list / In-Year procedures.

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

1.

For the normal point of entry to schools, Kent resident parents will be able to apply for their child's school place either online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by using a standard paper form known as the Secondary Common Application Form (SCAF). The LA cannot accept multiple applications for the same child: a parent may use either of the above methods, but not both. 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 for a school place by completing a SCAF online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or on paper, and receives a written explanation of the co-ordinated admissions scheme.

2.

The SCAF will be used for the purpose of admitting pupils to the first year of secondary education in the specified year, and any successive year in which this scheme is still in force.

3.

The SCAF 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).

4.

The SCAF will:

- (a) invite parents to express **up to four** preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference. Kent residents **must** complete a Kent SCAF. Residents outside Kent **must** complete their home Local Authority's SCAF (e.g. Medway residents complete a Medway SCAF etc).
- (b) invite parents to give their reasons for each preference including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.

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(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 available ranked preference for which they are eligible for a place; and
- (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 for applications and where paper SCAFs must be returned to.

5.

The LA will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method.
- (b) That the paper SCAF is readily available on request from the LA, from all Kent maintained primary schools and is also available on the Kent County Council website to print, complete and return.
- (c) That a composite prospectus of all Kent secondary schools and a written explanation of the co-ordinated admissions scheme is readily available on request from the LA, from all Kent maintained primary schools and is also available on the Kent County Council website to read/print.

6.

Completed applications must be submitted online and paper SCAFs returned to the LA or any Kent primary school by **31 October 2011**. This is a National Closing Date set by Department for Education which falls at the end of Kent's half term. Due to holidays, some parents may not be able to discuss with primary school headteachers suitable schools before this date, consequently to support parents applications will be accepted by the LA as 'on time' as long as they are received **no later than 4 November 2011**.

7.

To help the LA ensure that everyone who needs to make an application has done so, primary schools may ask parents for a note of their online application reference, or – if they have concerns – may ask the online admissions team to check that an online application has been submitted by parents of children attending their school. This is an important safeguarding measure schools are encouraged to support.

### **Supplementary Information Forms (SIFs)**

8.

Only applications submitted on a SCAF (online or paper) are valid. Completion of a school's Supplementary Information Form alone does not constitute a valid application. Where schools use supplementary information forms they must confirm with the parent on receipt of their completed form that they have also made a formal application to the LA.

9.

A school can ask parents who wish to name it, or have named it, on their SCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription

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criteria to the application. Where a SIF is required it must be requested from the school or the LA and returned to the school. All schools that use SIFs must include the proposed form in their consultation document and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted.

10.

If a child is resident in another area, the home area's online or paper SCAF 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 SIF if so requested. 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 oversubscription criteria.

### Testing

11.

The Kent schools that require children to sit the Kent grammar school tests are listed below:

Barton Court Grammar School	Judd School
Borden Grammar School	Maidstone Grammar School
Chatham House Grammar School	Maidstone Grammar School for Girls
*Chaucer Technology School	Norton Knatchbull
Clarendon House Grammar School	Oakwood Park Grammar School
Dane Court Grammar School	Queen Elizabeth's Grammar School
Dartford Grammar School	Simon Langton Girls' Grammar School
Dartford Grammar School for Girls	Simon Langton Grammar School for Boys
**Dover Grammar School for Boys	Sir Roger Manwood's School
**Dover Grammar School for Girls	Skinner's School
Folkestone School for Girls	Tonbridge Grammar School
Gravesend Grammar School	Tunbridge Wells Girls' Grammar School
Gravesend Grammar School for Girls	Tunbridge Wells Grammar School for Boys
Harvey Grammar School	Weald of Kent Grammar School
Highsted Grammar School	Wilmington Grammar School for Boys
Highworth Grammar School for Girls	Wilmington Grammar School for Girls
Invicta 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 'Procedure for Entry to Secondary Education' (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".

12.

Registration for the Kent grammar school tests will open on **1 June 2011**. Parents wishing their children to sit the Kent grammar school tests are required to register with the Kent Admissions Team (either online or using a paper registration form) no later than **1 July 2011**.

13.

Children who are not registered for the Kent grammar school tests by the closing date for registration will not be entered into the Kent test taking place:

for in-County pupils on **13 and 14 September 2011**

for out-County pupils on **17 September 2011** (practice test **10 September 2011**)

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 2012.

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 "quartermaster 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, this 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 **2 April 2012**.

14.

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 2012:

(a) illness on one or both test dates, confirmed by a doctor's certificate;

(b) a move into the Kent LA area after the closing date for test registration. (NB: This can only be arranged if parents have provided proof of residency and return the late paper SCAF before **9 December 2011**.)

Outside these specific circumstances, children who have not registered for testing but want a grammar school place will not have an opportunity to sit the test until after **2 April 2012**. Parents would need to submit a Late Secondary Application Form to the LA.

Parents will need to follow the late applications process set out in the LA's booklet "Admission to Secondary School in Kent 2012".

15.

Following the conclusion of the assessment process the LA will write to parents of all registered children advising them of the assessment decision. Letters will be sent by 1<sup>st</sup> class post on **17 October 2011**, to arrive on **18 October 2011**. Where a parent has registered for the Kent Test online, and provided a valid e-mail address, assessment decision e-mails will be sent after 4pm on **17 October 2011**.

16.

Parents will have until **31 October 2011** to complete their online application or return their paper SCAF to the LA. Applications from parents of children who sat the Kent Test but could not discuss their preference options with the primary school headteacher when they received their assessment decision will be accepted by the LA as 'on time' as long as they are received **no later than 4 November 2011**

There is no right of appeal against the assessment decision, but after **1 March 2012** parents may make an admission appeal to an independent appeal panel if their child is refused admission to any school, including a grammar school.

#### **Late applications received after the SCAF closing date but before 9 December 2011**

17.

The closing date for applications in the normal admissions round is **31 October 2011**. As far as is reasonably practicable applications for places in the normal admissions round that are received after that date but before **9 December 2011** 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).

18.

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 **9 December 2011**, where it is confirmed by the appropriate authority that the family will be resident in Kent by **1 September 2012**.

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 an alternative school, and will have the same access to a waiting list / rights to appeal as other applicants.

#### **Late applications received on or after 9 December 2011 but before 2 April 2012**

19.

The LA will hold these late applications until they are processed on **2 April 2012**.

Applications made after **2 April 2012** will be processed in accordance with the LA's reallocation processes as published in the booklet 'Admission to Secondary School in Kent 2012'. Reallocation of places means that the LA will offer any vacant places to pupils on a school's waiting list (please refer to paragraphs 35 and 36 below) on the dates specified in the timetable above.

#### **Applications Made Direct to Schools**

20.

Applications made on the SCAF and returned direct to any school must be forwarded to the LA immediately. Where only the Supplementary Information Form (SIF) is received the school must inform the LA immediately so it can verify whether an application 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**

21.

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to SCAFs 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 25.

22.

**By 9 December 2011** 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.

23.

**By 3 January 2012** 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.

24.

**No later than 20 January 2012** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria and provide the LA with a list of all applicants ranked according to the school's oversubscription criteria.

25.

**By 16 February 2012** the LA will match this ranked list against the ranked lists of the other schools named and:

- (a) where the child is eligible for a place at only one of the named schools, will allocate a place at that school to the child;
- (b) where the child is eligible for a place at two or more of the named schools, will allocate a place to the child at whichever of these is the highest ranked preference;
- (c) where the child is not eligible for a place at any of the named schools, will allocate a place to the child at an alternative school.

26.

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.

27.

Where Kent 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. Kent LA will notify the home authority of the determination so that the home authority can make an offer of the highest ranked school.

28.

**By 21 February 2012** 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 2012**

29.

**On 1 March 2012** the LA will

- (a) send an offer e-mail after 4pm to those parents who have applied online and provided a valid e-mail address.
- (b) Send ALL parents decision letters. The letter will give:
  - (i) the name of the school at which a place is offered;
  - (ii) the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
  - (iii) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
  - (iv) advice on 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;*
  - (v) advice on how to find 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.

30.

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 2012**.

31.

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 an alternative school in the LA area, following consultation with individual schools. This place will be offered on **1 March 2012**.

32.

Secondary schools and Academies will send their welcome letters **no earlier than Tuesday 6 March 2012**.

33.

### **Acceptance/Refusal of Places - 22 March 2012**

On **22 March 2012** the LA will check to see whether a response from each pupil who was offered a place on **1 March 2012** has been received. Acceptances/refusals must be made in writing or via e-mail. Where possible, the LA will provide a mechanism to allow parents to accept online. If a response has not been received by **22 March 2012**, it will 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 will it be assumed that a place is not required.

34.

After **2 April 2012** the LA will reallocate any vacant places that have become available at all schools on the dates specified within this scheme.

### **Waiting Lists**

35.

The admission authority for each oversubscribed school will keep a waiting list. This will include details of the following:

- (a) all applicants who named the school on the SCAF and were not offered a place on **1 March 2012** and who have asked to be included on the school's waiting list;
- (b) late applicants whose applications were/are sent to the school by the LA.

*(A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.)*

36.

Applicants will be listed in order of priority, in accordance with the school's oversubscription criteria. The LA will initially reallocate vacant places on **2 April 2012** and subsequently on the dates specified in this scheme. If a school has reached its Published Admission Number an applicant cannot be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or with SSEN apply. The Authority will maintain a database from March to September 2012, for the purpose of reallocation and the processing of any new applications received post 2 April 2012. To maintain the database, admission authorities must advise the LA when a place becomes available in order that the LA can offer it to the highest ranked pupil on the waiting list, and advise whether the parent has accepted or declined the offer. Admissions Authorities must ensure the LA is provided with a current copy of the waiting list where parents have made direct contact with the school.

## Appeals

37.

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.

38.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school after **2 April 2012** the school will inform the LA. The place can then be offered in the next reallocation without the appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. *(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 ranked higher on the school's waiting list.)*

## Applications after 2 April 2012 for Year 7 places

39.

New applicants for Year 7 places who apply after **2 April 2012** and before **6 July 2012** must apply to the LA by completing the paper Late Secondary Application Form. 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 and to ask for their child's name to be put on a waiting list.

## Section 2 – Details of the Co-ordinated Scheme for Secondary In-Year Admissions

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### In-Year Casual Admission Form.

1.

There is a standard form, known as the **In-Year Casual Admission Form (IYCAF)**, which residents of the LA area must complete to apply for school places in any year group outside the normal admissions round. Enquiries can also be made via e-mail ([kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk)).

Parents will be able to obtain information about the process and IYCAFs from the LA's Admissions and Transport Office or from any local Kent school. Information and IYCAFs will also be available on the Kent County Council's website to read and print.

The LA will also make use of **Quick Form Applications (QFA)** for schools that meet the necessary requirements. If a school is more than five places under its 'Published Admission Number' (PAN) in a required year group and the parent does not wish to apply for multiple preferences, the Headteacher can sign the QFA to bypass the normal application process. The LA will ensure that the application is valid and ensure that the school can admit the child.

QFAs will not be made available to parents. They will only be made available to schools and can be obtained from the LA's Admissions and Transport Office or from the KentTrustWeb website. Schools should not allow parents to take QFAs from the school office and should themselves ensure that they are forwarded to the LA.

The LA holds the right to remove the use of QFAs from a school that is using them improperly, or change the conditions of their use as required.

Parents must be informed that if they use a QFA to apply for a place, any other applications pending will be discarded.

The LA will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

2.

The IYCAF and QFA will be used for the purpose of admitting pupils to the year group applied for.

3.

The IYCAF must be used by parents resident in the LA area as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, 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)

## Appendix B

The QFA may be used by parents resident in the LA area as a means of expressing one preference only for the purposes of section 86 of the School Standards and Framework Act 1998, for their child:

- (a) to be admitted to a school within the LA area (including VA and Foundation schools and Academies) which has a number of vacant places.

### 4.

The IYCAF will:

- (a) invite the parent to express school preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference. For Admission to any year from Year 7 to Year 11 parents can express **up to four** preferences.
- (b) invite parents to give their reasons for each preference and give details of any siblings that may be attending any one of the preferred schools.
- (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 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 unless the child already has a place at a local Kent school.
- (d) explain that the LA will contact schools in preference order until a school place is secured. Once the highest available nominated school is allocated, lower preference schools will not be contacted
- (e) specify where it must be returned to.

The QFA will:

- (a) inform the parent that its use limits them to an application for a single preference and is limited to use by schools and academies inside the LA's area. If the parent wishes to express multiple preferences, they will be directed to complete an IYCAF.
- (b) inform the parent that use of the form will be considered an acceptance of the offered place.
- (c) inform the parent that any other applications received during the processing of the QFA, including other QFAs, will be discarded.
- (d) allow for the Headteacher of the school to sign by way of confirmation that the necessary places are available. If the LA decides that a QFA has been misused and another pupil has been disadvantaged, the school will be required to admit the additional disadvantaged pupil(s).

### 5.

The LA will make appropriate arrangements to ensure:

- (a) that the IYCAF and QFA are available in paper form on request from the LA and from all maintained secondary schools and Academies in the LA area; and

(b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

6.

IYCAFs and QFAs must be returned to the LA as soon as possible to enable the Admissions and Transport Office to process them quickly, and no later than 5 school days from receipt.

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### **Supplementary Information Forms (SIFs)**

7.

All preferences expressed on an IYCAF are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or the LA and returned to the school. All schools that use SIFs must include the proposed form in their consultation document, and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted. As QFAs can only be used where a school is five places under PAN in a year group, SIFs will not be required for applications received through this process.

8.

A SIF is not a valid application by itself: this can be made only on the IYCAF (or if the child is resident in another area, the home LA's Common Application Form). When SIFs are received the school must verify with the LA before consideration and ranking of applicants that a IYCAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. The school should also send the LA a copy of the Supplementary Information Form if so requested. 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 oversubscription criteria.

### **Schools which have entrance tests**

9.

Parents wishing to apply for a Kent maintained school that tests pupils before admission are required to name the school on their IYCAF and the LA will contact them further regarding testing arrangements. In most circumstances schools will set their own entry tests other than for normal points of entry. Applications will be held as pending until results of these tests are received.

10.

a)

**Children with Statements of Special Educational Need (SSEN) –**

Pupils with a Statement of Special Educational Need do not apply to the LA for a school place through the In Year Admissions process.

Any application received by the LA for a child with a Statement of Special Educational Need will be referred directly to the Special Educational Needs & Resources team, who must have regard to Schedule 27 of the Education Act 1996 ..... " *the LA must name the maintained school that is preferred by parents providing that:*

*\* the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement*

*\* the child's attendance is not incompatible with the efficient education of other children in the school, and*

*\* the placement is an efficient use of the LEA's resources"*

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

*"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."*

Other Authorities looking for Kent school places for statemented pupils will need to contact the SEN & R team in addition to the relevant school.

b)

**Children in Local Authority Care (LAC)**

When applications are made for young people in the care of other Local Authorities, Kent (as receiving authority) will confirm an offer of a school place with the placing authority.

Where an in-year application is received from the corporate parent of a child in Local Authority Care, Kent Admissions team will expect that in line with Statutory Guidance \*, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency.

Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority, will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is full and such a provision is not considered appropriate, the LA will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admissions Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). The LA will then allocate a place (where it is the admission authority for the school) or contact the school directly and seek a place where it is not. Where a school refuses to admit the child the LA as corporate parent will decide whether to direct the school in question or consider if other education provision may be in the better interest of the child.

*\* Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)*

c)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. 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. This must be confirmed by a letter from the Commanding Officer or the Foreign & Commonwealth Office.

11.

Children who are not successful in gaining any place they want will be allocated a place at an alternative school, and will have the same access to a waiting list and rights to appeal as other applicants.

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### **Determining Offers in Response to the IYCAF**

12.

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to IYCAFs received. 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 IYCAF 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 15.

13.

Within 5 school days from receipt of a completed IYCAF, the LA will contact schools in priority order. If the first school cannot offer a place, the next school will be contacted. The LA will ensure that, where there are multiple applicants for the relevant year group on the day the place becomes available, all cases are considered at the same time to ensure the correct child is offered a place and no disadvantage is caused. All named schools will then be sent a report on a weekly basis, highlighting all activity for that school within the previous week. This will include number of preferences, number offered, number of acceptances/refusals.

14.

Wherever possible, the LA will seek a response from schools during the initial contact. This will help ensure applications can be processed as quickly as possible. Where an admission authority for a school is not in a position to confirm whether a place is available, they will have 5 school days from receipt of details to consider the application, apply the school’s oversubscription criteria (if appropriate) and let the LA know whether or not they are able to offer a place at their school. Even if they cannot offer a place, they must still rank the applicant according to their oversubscription criteria and let the LA know what the applicant’s position would be on the waiting list, and under which criterion. (Where a school requires an entry test it must inform the LA when the child will next be able to sit their entry test).

15.

The LA will only contact schools in preference order until a school place is secured. Once the highest available nominated school is allocated, lower preference schools will not be contacted. When a positive response has been received from a school, the LA will:

- (a) confirm with the school that an offer will be made
- (b) ensure that the school knows not to offer this place to a later applicant
- (c) send an offer to the parent within 1 working day

Where the child is not eligible for a place at any of the named schools, the LA will allocate a place to the child at an alternative school in the LA area.

16.

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.

17.

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.

18.

The LA will provide the relevant school with details of the offer sent to the parents and will inform other LAs of places that can be offered to their residents in its schools.

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### **Determining Offers in Response to the QFA**

19.

When the LA receives a QFA from the school, the LA will update its roll number data for the school accordingly.

20.

The LA will ensure that the QFA has been used appropriately and in accordance with the rules of usage outlined above.

21.

Where the LA agrees that the QFA has been used correctly, the school can organise an induction for the pupil at the earliest opportunity. No further confirmation will be issued by the LA and the parent will not be contacted by the LA directly.

22.

Where the LA decides that a QFA has been used inappropriately, the offer will remain valid, but the school will be informed of the LA’s decision. The LA may be required to place the school over PAN if it becomes apparent that a child who had applied at the same time was disadvantaged.

## **Offers for IYCAF**

23.

The LA will notify applicants resident in the LA area by letter that they are being offered a place at the allocated school. The letter will give:

- (a) the name of the school at which a place is offered;
- (b) the reasons why the child is not being offered a place at each of the other schools nominated on the IYCAF;
- (c) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools; except where children have been allocated their highest preference school.
- (d) information on how to apply for a place on the waiting list for any school named on the IYCAF other than where parents have been allocated their highest preference school. (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);
- (e) information on how to find 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 of a place within 10 days. It will not inform parents of places still available at other schools.

24.

Parents who reside in other LAs, but who have applied for a Kent school / schools, will be notified of whether or not they are being offered a place at a Kent school by their home LA.

25.

Kent pupils who have not been offered a place at any of the schools nominated on their IYCAF will be offered a place by Kent LA at an alternative school, following consultation with individual schools. If no school in the local area has places available, the application may be referred to a local panel under the In Year Fair Access Protocol.

26.

Schools will send their welcome letters only after confirmation from the LA that an offer of a place has been made.

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## **Acceptance/Refusal of Places**

27.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to the LA within 10 days of the date of the offer letter. If the LA has not obtained a response within the specified time, it will 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 will it be assumed that a place is not required.

28.

The LA will notify all schools of places accepted/refused by e-mail/letter as soon as possible after receipt of the acceptance/refusal.

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### **Waiting Lists**

29.

The admission authority for each oversubscribed school will keep a waiting list at least until the end of the first term. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list. A copy of the waiting list must be provided to the LA and updated each time there is a change. *(A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.)*

30.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. Schools will advise the LA when vacancies arise so that the LA can make an offer of that place to the appropriate child at the top of the waiting list. 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 or children with Statements of Special Education Needs apply. To maintain the database, and to make any relevant offer of a place, admission authorities will advise the LA when a place can be offered to a pupil on a waiting list. Waiting lists will be maintained until at least the start of the Spring term in the admission year. A school wishing to maintain a waiting list beyond the end of the spring term must provide the LA with current lists in rank order. Parents whose children are refused admission will be offered a right of appeal (even if their child's name has been put on the waiting list).

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### **Appeals**

31.

All parents have the statutory right to appeal against any decision refusing them a school place, regardless of where they ranked the school on the IYCAF.

32.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the school will inform the LA. The place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. *(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.)*

33.

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".

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34.

The scheme shall apply to every maintained secondary school and Academy in the LA area (except special schools).

35.

In any years subsequent to 2012, any or all of the dates specified in this scheme (including those set out in Section 1) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

### Section 3 – Glossary of Terms

<b>Term</b>	<b>Definition</b>
<b>The LA</b>	means Kent County Council acting in its capacity as local authority
<b>The LA area</b>	means the area in respect of which the LA is the local authority
<b>Primary education</b>	has the same meaning as in section 2(1) of the Education Act 1996
<b>Secondary education</b>	has the same meaning as in section 2(2) of the Education Act 1996
<b>Primary school</b>	has the same meaning as in section 5(1) of the Education Act 1996
<b>Secondary school</b>	has the same meaning as in section 5(2) of the Education Act 1996
<b>School</b>	means a community, foundation or voluntary school (but not a special school) which is maintained by the LA, and Academies
<b>Foundation schools</b>	means such of the schools as are foundation schools
<b>VA schools</b>	means such of the schools as are voluntary-aided schools
<b>Academies</b>	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) and/or those established under the Academies Act 2010.
<b>Admission authority</b>	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
<b>The specified year</b>	means the school year beginning at or about the beginning of September 2012, and at the same time in any successive year in which this scheme is still in force
<b>Admission arrangements</b>	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
<b>Casual admission</b>	means any application for a place in the first year of secondary education that is received after 2 April 2012, including those received during the academic year commencing in September 2012 (and in the September of any successive years in which this scheme is in force), and applications for a place in any other year

Appendix B

	group received at any time from the commencement of the scheme.
<b>Eligible for a place</b>	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.
<b>SCAF</b>	refers to the Secondary Common Application Form, completed online or on paper
<b>The Kent grammar school tests</b>	Tests in Verbal reasoning, Non-Verbal reasoning and Mathematics devised by an external body (GL Assessment) for admission to Kent grammar schools
<b>The Kent Procedure for Entrance to Secondary Education (PESE)</b>	the system for determining entry to Kent Grammar Schools
<b>SIF</b>	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided schools which may use them to collect additional information at the time of application in order for them to apply their over subscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.
<b>PAN</b>	Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school's PAN and must not admit pupils above this number.
<b>IYCAF</b>	In Year Casual Admission Form – this is the form used by parents to apply for a school place outside of a school's normal point of entry.
<b>QFA</b>	Quick Form Applications – This is a form that may be used at a Kent LA's school's discretion where it has more than 5 places in the year group to which a parent wishes to apply for their child. In using a Quick Form a parent is in effect confirming they only wish their child to be considered for the one school and the school is confirming it has more than 5 places available in the relevant year group. On this basis the LA is able to fast track such an application.

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## **Appendix C (1)**

# **Kent County Council**

# **Admissions Arrangements**

# **for**

# **Academic Year 2012/13**

# **to**

# **Community and Voluntary Controlled**

# **Primary, Infant, Junior and Secondary**

# **Schools in Kent**

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Produced by:  
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## Introduction / Background

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Each year, the Local Authority is required to determine admission arrangements for Community and Voluntary controlled schools it must include:

- The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number for those schools
- Relevant Consultation areas

Following consultation with admission authorities, neighbouring LAs, Dioceses, parent groups and relevant parents, KCC Cabinet determined the following arrangements.

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## Linked Infant and Junior Schools

For the purposes of Admissions from September 2012:

St Crispin's Infant School is linked to St Saviour's Junior School;

St Stephen's Infant School is linked to St Stephen's Junior School;

A sibling link will now be valid if a sibling is attending either the linked infant or junior school at the time of entry.

## Oversubscription Criteria for Community and Voluntary Controlled Infant Junior and Primary Schools

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.

## Appendix C

- **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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, as with excepted pupils as defined in the School Admissions Code.

- **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these 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.

The over-subscription criteria for **Eastchurch CE Primary School** on the Isle of Sheppey 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.

- **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). 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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, as with excepted pupils as defined in the School Admissions Code.

- **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- **Nearness of children's homes to a point equidistant between the Eastchurch site and the Warden Bay site of Eastchurch CE Primary School** - we use the distance between the child's permanent home address and the equidistant point between the Eastchurch site and the Warden Bay site of Eastchurch CE Primary School. This is 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 equidistant between the two school sites as specified by Ordnance Survey. The same coordinate for the equidistant point is used for everybody. These straight line measurements are used to determine how close each applicant's address is to the equidistant point and children will be ranked in order of shortest distance first.

## Appendix C (2)

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### Oversubscription Criteria for Community and Voluntary Controlled Secondary Schools

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Following the Schools Adjudicator's decision in 2007 that Dover Grammar School for Boys will continue to use a dual testing arrangement to determine eligibility for admission (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 at the time – consequently in 2012 Dover Grammar School for Girls will continue to include in its oversubscription criteria that: "Entry is through the Kent age 11 assessment procedure or the Dover test."

#### Oversubscription criteria for Community and Voluntary controlled secondary schools will be applied in the following order:

- **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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

- **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 Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- **Children resident within the same scheme of education as the school** – 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 'Admission to Secondary School in Kent Booklet'. 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, with those living closest having priority. 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 “Admission to Secondary School in Kent” booklet provided by the LA.

- **Children not resident within the same scheme of education as the 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 with those living closest having priority. 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 “Admission to Secondary School in Kent” booklet provided by the LA.

### **Oversubscription criteria for Astor College for the Arts will be applied in the following priority order:**

- **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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

- **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 Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents’/guardians’, physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

- **Children resident within the same scheme of education as the school** – 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 ‘Admission to Secondary School in Kent Booklet’. 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 with those living closest having priority. 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 “Admission to Secondary School in Kent” booklet provided by the LA.

- **Children not resident within the same scheme of education as the 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 with those living closest having priority. 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 “Admission 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.

### **Oversubscription criteria for Towers School will be applied in the following priority order:**

- **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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

- **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 Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents’/guardians’, physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- **Children resident within the same scheme of education as the school.** – 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 ‘Admission to Secondary School in Kent’ booklet. Applicants within this category will be prioritised as follows:
  - i. **Children who live nearer to Towers School than any other maintained non selective secondary school or academy** – Children will be ranked according to the distance from their home to the Towers with those living

closest being ranked highest. 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.

- ii. **Children who live nearer to any other maintained non selective secondary school or academy than Towers School** – Children for whom Towers is not their nearest non selective secondary school or academy will be ranked according to the distance from their home to Towers with those living closest being ranked highest. 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.

- **Children not resident within the same scheme of education as the school –:**

- i. **Children who live nearer to Towers School than any other maintained non selective secondary school or academy** – Children will be ranked according to the distance from their home to Towers with those living closest being ranked highest. 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.

- ii. **Children who live nearer to any other maintained non selective secondary school or academy than Towers School** – Children for whom Towers is not their nearest non selective secondary school or academy will be ranked according to the distance from their home to Towers with those living closest being ranked highest. 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.

**Oversubscription criteria for The North School will be applied in the following priority order:**

- **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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

- **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 Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

- **Children resident within the same scheme of education as the school.** – 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 'Admission to Secondary School in Kent Booklet'. Applicants within this category will be prioritised as follows:

- i. **Children who live nearer to The North School than any other maintained non selective secondary school or academy** – Children will be ranked according to the distance from their home to the North School with those living closest being ranked highest. 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.

- ii. **Children who live nearer to any other maintained non selective secondary school or academy than The North School** – Children for whom the North School is not their nearest non selective secondary school or academy will be ranked according to the distance from their home to the North School with those living closest being ranked highest. 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.

- **Children not resident within the same scheme of education as the school –:**

- i. **Children who live nearer to The North School than any other maintained non selective secondary school or academy** – Children will be ranked according to the distance from their home to the North School with those living closest being ranked highest. 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.

- ii. **Children who live nearer to any other maintained non selective secondary school or academy than The North School** – Children for whom the North School is not their nearest non selective secondary school or academy will be ranked according to the distance from their home to the North School with those living closest being ranked highest. 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.
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## Appendix C (3)

### Published Admission Numbers for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2012 Published Admission Number
2270	Aldington Primary School	Ashford	Primary	Community	30
2272	East Stour Primary School	Ashford	Primary	Community	60
2275	Victoria Road Primary School	Ashford	Primary	Community	30
2276	Willesborough Infant School	Ashford	Infant	Community	120
2278	Bethersden Primary School	Ashford	Primary	Community	20
2279	Brook Community Primary School	Ashford	Primary	Community	15
2280	Challock Primary School	Ashford	Primary	Community	30
2282	Great Chart Primary School	Ashford	Primary	Community	60
2285	Mersham Primary School	Ashford	Primary	Community	28
2286	Hamstreet Primary School	Ashford	Primary	Community	45
2287	Rolvenden Primary School	Ashford	Primary	Community	14
2288	Smarden Primary School	Ashford	Primary	Community	15
2289	Smeeth Community Primary School	Ashford	Primary	Community	20
2290	Tenterden Infant School	Ashford	Infant	Community	60
2574	Downs View Infant School	Ashford	Infant	Community	90
2625	Godinton Primary School	Ashford	Primary	Community	60
2675	Linden Grove Primary School	Ashford	Primary	Community	60
2686	Furley Park Primary School	Ashford	Primary	Community	60
3133	Kennington CEJ School	Ashford	Junior	Voluntary Controlled	90
3134	John Mayne CEP School	Ashford	Primary	Voluntary Controlled	20
3136	Brabourne CEP School	Ashford	Primary	Voluntary Controlled	15
3138	St. Mary's CEP School, Chilham	Ashford	Primary	Voluntary Controlled	15
3139	High Halden CEP School	Ashford	Primary	Voluntary Controlled	15
3140	Kingsnorth CEP School	Ashford	Primary	Voluntary Controlled	60
3142	Pluckley CEP School	Ashford	Primary	Voluntary Controlled	17
3143	St. Michael's CEP School	Ashford	Primary	Voluntary Controlled	30
3144	Tenterden CEJ School	Ashford	Junior	Voluntary Controlled	60
3145	Woodchurch CEP School	Ashford	Primary	Voluntary Controlled	20
3199	Egerton CEP School	Ashford	Primary	Voluntary Controlled	30
3284	Lady Joanna Thornhill (Endowed) Primary School	Ashford	Primary	Voluntary Controlled	60
3893	Phoenix Community Primary School	Ashford	Primary	Community	30
3905	Beaver Green Community Primary School	Ashford	Primary	Community	60
3909	Ashford Oaks Community Primary School	Ashford	Primary	Community	60
-	<b>Goat Lees Primary School</b>	<b>Ashford</b>	<b>Primary</b>	<b>New school</b>	<b>30</b>
-	<b>Repton Park Primary School</b>	<b>Ashford</b>	<b>Primary</b>	<b>New school</b>	<b>30</b>
2258	Blean Primary School	Canterbury	Primary	Community	60
2259	Chartham Primary School	Canterbury	Primary	Community	45
2261	Hersden Community Primary School	Canterbury	Primary	Community	15
2263	Herne Bay Infant School	Canterbury	Infant	Community	120
2264	Hampton Primary School	Canterbury	Primary	Community	85
2265	Hoath Primary School	Canterbury	Primary	Community	9

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2266	Petham Primary School	Canterbury	Primary	Community	15
2268	Westmeads Community Infant School	Canterbury	Infant	Community	60
2269	Whitstable Junior School	Canterbury	Junior	Community	75
2569	Briary Primary School	Canterbury	Primary	Community	60
2604	Kingsmead Primary School	Canterbury	Primary	Community	30
2607	Parkside Community Primary School	Canterbury	Primary	Community	30
2611	St. Stephen's Infant School	Canterbury	Infant	Community	90
2612	Pilgrims' Way Primary School	Canterbury	Primary	Community	30
2643	Swalecliffe Community Primary School	Canterbury	Primary	Community	90
3119	Adisham CEP School	Canterbury	Primary	Voluntary Controlled	20
3120	Barham CEP School	Canterbury	Primary	Voluntary Controlled	30
3122	Bridge & Patricbourne CEP School	Canterbury	Primary	Voluntary Controlled	56
3123	Chislet CEP School	Canterbury	Primary	Voluntary Controlled	12
3124	Reculver CEP School	Canterbury	Primary	Voluntary Controlled	75
3126	Littlebourne CEP School	Canterbury	Primary	Voluntary Controlled	15
3128	Sturry CEP School	Canterbury	Primary	Voluntary Controlled	60
3129	St. Alphege CEI School	Canterbury	Infant	Voluntary Controlled	60
3130	Wickhambreaux CEP School	Canterbury	Primary	Voluntary Controlled	15
3289	St. Peter's Methodist Primary School, Canterbury	Canterbury	Primary	Voluntary Controlled	30
3295	Herne CEI School	Canterbury	Infant	Voluntary Controlled	90
3910	Joy Lane Primary School	Canterbury	Primary	Community	60
2062	Darenth Community Primary School	Dartford	Primary	Community	30
2066	Maypole Primary School	Dartford	Primary	Community	60
2069	St. Albans Road Infant School	Dartford	Infant	Community	90
2072	Westgate Primary School	Dartford	Primary	Community	30
2075	York Road Junior School & Language Unit	Dartford	Junior	Community	90
2120	Bean Primary School	Dartford	Primary	Community	30
2123	Knockhall Community Primary School	Dartford	Primary	Community	60
2438	Joyden's Wood Junior School	Dartford	Junior	Community	70
2500	Joydens Wood Infant School	Dartford	Infant	Community	70
2657	Temple Hill Community Primary and Nursery School	Dartford	Primary	Community	75
2676	West Hill Primary School	Dartford	Primary	Community	70
2679	Brent Primary School, The	Dartford	Primary	Community	60
2684	Wentworth Primary School	Dartford	Primary	Community	70
2685	Gateway Community Primary School, The	Dartford	Primary	Community	30
2689	Craylands School, The	Dartford	Primary	Community	30
3020	Sedley's CEP School	Dartford	Primary	Voluntary Controlled	15
3021	Stone St. Mary's CEP School	Dartford	Primary	Voluntary Controlled	60
3296	Langafel CEP School	Dartford	Primary	Voluntary Controlled	45
3914	Oakfield Community Primary School	Dartford	Primary	Community	90
3915	Manor Community Primary School	Dartford	Primary	Community	90
3919	Dartford Bridge Community Primary School	Dartford	Primary	Community	30
5229	Fleetdown Primary School	Dartford	Primary	Community	60
2307	Warden House Primary School	Dover	Primary	Community	60
2309	Priory Fields School	Dover	Primary	Community	60
2310	Barton Junior School	Dover	Junior	Community	60
2312	River Primary School	Dover	Primary	Community	60
2313	St. Martin's School	Dover	Primary	Community	30
2315	White Cliffs Primary College for the Arts	Dover	Primary	Community	30
2316	Shatterlocks Infant School	Dover	Infant	Community	55
2318	Langdon Primary School	Dover	Primary	Community	10
2320	Eythorne Elvington Community Primary	Dover	Primary	Community	20

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	School				
2321	Lydden Primary School	Dover	Primary	Community	12
2322	Preston Primary School	Dover	Primary	Community	20
2326	Wingham Primary School	Dover	Primary	Community	30
2327	Worth Primary School	Dover	Primary	Community	10
2454	Aycliffe Community Primary School	Dover	Primary	Community	20
2471	Whitfield and Aspen School	Dover	Primary	Community	57
2531	Vale View Community School	Dover	Primary	Community	30
2532	St. Margaret's-at-Cliffe Primary School	Dover	Primary	Community	30
2559	Capel-le-Ferne Primary School	Dover	Primary	Community	30
2626	Sandwich Infant School	Dover	Infant	Community	56
2627	Sandwich Junior School	Dover	Junior	Community	60
2648	Aylesham Primary School	Dover	Primary	Community	60
2659	Sandown School	Dover	Primary	Community	60
3163	Downs CEP School, The	Dover	Primary	Voluntary Controlled	60
3167	Eastry CEP School	Dover	Primary	Voluntary Controlled	30
3168	Goodnestone CEP School	Dover	Primary	Voluntary Controlled	10
3169	Guston CEP School	Dover	Primary	Voluntary Controlled	22
3171	Nonington CEP School	Dover	Primary	Voluntary Controlled	12
3172	Northbourne CEP School	Dover	Primary	Voluntary Controlled	20
3173	Kingsdown & Ringwoud CEP School	Dover	Primary	Voluntary Controlled	30
3175	Sibertswold CEP School	Dover	Primary	Voluntary Controlled	30
3177	Temple Ewell CEP School	Dover	Primary	Voluntary Controlled	20
3911	Hornbeam Primary School	Dover	Primary	Community	30
3916	Green Park Community Primary School	Dover	Primary	Community	45
2094	Cobham Primary School	Gravesham	Primary	Community	30
2095	Cecil Road Primary and Nursery School	Gravesham	Primary	Community	54
2109	Higham Primary School	Gravesham	Primary	Community	30
2110	Culverstone Green Primary School	Gravesham	Primary	Community	30
2116	Lawn Primary School	Gravesham	Primary	Community	20
2119	Shears Green Infant School	Gravesham	Infant	Community	120
2431	Shears Green Junior School	Gravesham	Junior	Community	120
2444	Riverview Junior School	Gravesham	Junior	Community	120
2458	Istead Rise Primary School	Gravesham	Primary	Community	45
2462	Riverview Infant School	Gravesham	Infant	Community	120
2509	Singlewell Primary School	Gravesham	Primary	Community	30
2519	Vigo Village School	Gravesham	Primary	Community	30
2525	Painters Ash Primary School	Gravesham	Primary	Community	60
2634	Chantry Primary School	Gravesham	Primary	Community	30
2658	Westcourt School	Gravesham	Primary	Community	30
2666	Wrotham Road Primary School	Gravesham	Primary	Community	60
2670	Dover Road Community Primary School	Gravesham	Primary	Community	90
2674	Kings Farm Primary School	Gravesham	Primary	Community	52
3018	Rosherville CEP School	Gravesham	Primary	Voluntary Controlled	20
3019	Shorne CEP School	Gravesham	Primary	Voluntary Controlled	30
3900	Whitehill Primary School	Gravesham	Primary	Community	90
3903	Raynehurst Primary School	Gravesham	Primary	Community	60
2161	Boughton Monchelsea Primary School	Maidstone	Primary	Community	30
2163	East Farleigh Primary School	Maidstone	Primary	Community	30
2165	Headcorn Primary School	Maidstone	Primary	Community	30
2166	Hollingbourne Primary School	Maidstone	Primary	Community	15
2168	Lenham Primary School	Maidstone	Primary	Community	30
2169	Platts Heath Primary School	Maidstone	Primary	Community	13
2170	Loose Junior School	Maidstone	Junior	Community	90
2171	Brunswick House Primary School	Maidstone	Primary	Community	60
2172	East Borough Primary School	Maidstone	Primary	Community	60

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2173	Oak Trees Community School	Maidstone	Primary	Community	27
2174	Molehill Copse Primary School	Maidstone	Primary	Community	45
2175	North Borough Junior School	Maidstone	Junior	Community	75
2176	Park Way Primary School	Maidstone	Primary	Community	45
2180	South Borough Primary School	Maidstone	Primary	Community	30
2183	Marden Primary School	Maidstone	Primary	Community	40
2192	Staplehurst School	Maidstone	Primary	Community	75
2193	Sutton Valence Primary School	Maidstone	Primary	Community	30
2474	St. Paul's Infant School	Maidstone	Infant	Community	90
2491	Madginford Park Junior School	Maidstone	Junior	Community	90
2520	Madginford Park Infant School	Maidstone	Infant	Community	90
2536	Loose Infant School	Maidstone	Infant	Community	90
2548	Barming Primary School	Maidstone	Primary	Community	60
2552	Sandling Primary School	Maidstone	Primary	Community	60
2578	Kingswood Primary School	Maidstone	Primary	Community	20
2586	Senacre Wood Primary School	Maidstone	Primary	Community	30
2653	West Borough Primary School	Maidstone	Primary	Community	60
2677	Coxheath Primary School	Maidstone	Primary	Community	30
3061	Bredhurst CEP School	Maidstone	Primary	Voluntary Controlled	15
3067	Harrietsham CEP School	Maidstone	Primary	Voluntary Controlled	20
3069	Leeds & Broomfield CEP School	Maidstone	Primary	Voluntary Controlled	12
3072	St. Michael's CEJ School, Maidstone	Maidstone	Junior	Voluntary Controlled	45
3073	St. Michael's CEI School, Maidstone	Maidstone	Infant	Voluntary Controlled	40
3081	Thurnham CEI School	Maidstone	Infant	Voluntary Controlled	90
3083	Ulcombe CEP School	Maidstone	Primary	Voluntary Controlled	13
3090	St. Margaret's CEP School, Collier Street	Maidstone	Primary	Voluntary Controlled	17
3091	Laddingford St. Mary's CEP School	Maidstone	Primary	Voluntary Controlled	13
3092	Yalding St. Peter & St. Paul CEP School	Maidstone	Primary	Voluntary Controlled	20
3897	Bell Wood Community Primary School	Maidstone	Primary	Community	45
3898	Greenfields Community Primary School	Maidstone	Primary	Community	45
3906	Palace Wood Primary School	Maidstone	Primary	Community	60
2088	Crockenhill Primary School	Sevenoaks	Primary	Community	30
2130	Dunton Green Primary School	Sevenoaks	Primary	Community	30
2133	Halstead Community Primary School	Sevenoaks	Primary	Community	25
2134	Four Elms Primary School	Sevenoaks	Primary	Community	16
2136	Kemsing Primary School	Sevenoaks	Primary	Community	30
2137	Leigh Primary School	Sevenoaks	Primary	Community	20
2138	Otford Primary School	Sevenoaks	Primary	Community	60
2141	Amherst School	Sevenoaks	Junior	Community	96
2147	Weald Community Primary School	Sevenoaks	Primary	Community	25
2148	Shoreham Village School	Sevenoaks	Primary	Community	15
2459	Riverhead Infant School	Sevenoaks	Infant	Community	90
2511	Hartley Primary School	Sevenoaks	Primary	Community	60
2615	High Firs Primary School	Sevenoaks	Primary	Community	30
2632	Sevenoaks Primary School	Sevenoaks	Primary	Community	60
2636	Edenbridge Primary School	Sevenoaks	Primary	Community	60
2682	New Ash Green Primary School	Sevenoaks	Primary	Community	60
3010	St. Paul's CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3015	Fawkham CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3025	Chiddingstone CEP School	Sevenoaks	Primary	Voluntary Controlled	25
3035	Seal CEP School	Sevenoaks	Primary	Voluntary Controlled	30
3037	St. John's CEP School, Sevenoaks	Sevenoaks	Primary	Voluntary Controlled	30
3043	Sundridge & Brasted CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3054	Crockham Hill CEP School	Sevenoaks	Primary	Voluntary Controlled	20
3055	Churchill CEP School	Sevenoaks	Primary	Voluntary Controlled	45
3201	St. Lawrence CEP School	Sevenoaks	Primary	Voluntary Controlled	10

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3298	West Kingsdown C.E. (V.C.) Primary School	Sevenoaks	Primary	Voluntary Controlled	45
3896	Downsview Primary	Sevenoaks	Primary	Community	30
3907	Hextable Primary School	Sevenoaks	Primary	Community	60
3908	Horizon School	Sevenoaks	Primary	Community	30
2296	Mundella Primary School	Shepway	Primary	Community	30
2298	Hawkinge Primary School	Shepway	Primary	Community	45
2300	Sellindge Primary School	Shepway	Primary	Community	15
2510	Cheriton Primary School	Shepway	Primary	Community	58
2524	Palmarsh Primary School	Shepway	Primary	Community	15
2545	Sandgate Primary School	Shepway	Primary	Community	60
2568	Morehall Primary School	Shepway	Primary	Community	30
2645	Lydd Primary School	Shepway	Primary	Community	40
2650	Dymchurch Primary School	Shepway	Primary	Community	30
2691	St. Nicholas C of E Primary School	Shepway	Primary	Voluntary Controlled	54
2692	Churchill School, The	Shepway	Primary	Community	60
3137	Brookland CEP School	Shepway	Primary	Voluntary Controlled	15
3146	Bodsham CEP School	Shepway	Primary	Voluntary Controlled	13
3148	Christ Church CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	60
3149	St. Martin's CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	30
3150	St. Peter's CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	15
3153	Seabrook CEP School	Shepway	Primary	Voluntary Controlled	15
3154	Lyminge CEP School	Shepway	Primary	Voluntary Controlled	30
3155	Lympne CEP School	Shepway	Primary	Voluntary Controlled	30
3158	Stelling Minnis CEP School	Shepway	Primary	Voluntary Controlled	15
3159	Stowting CEP School	Shepway	Primary	Voluntary Controlled	15
3160	Selsted CEP School	Shepway	Primary	Voluntary Controlled	15
3200	Brenzett CEP School	Shepway	Primary	Voluntary Controlled	20
3902	Hythe Bay C of E Primary School	Shepway	Primary	Voluntary Controlled	56
3904	Castle Hill Community Primary School	Shepway	Primary	Community	58
2223	Bobbing Village School	Swale	Primary	Community	30
2226	Eastling Primary School	Swale	Primary	Community	15
2227	Ethelbert Road Primary School	Swale	Primary	Community	30
2228	Davington Primary School	Swale	Primary	Community	60
2229	Graveney Primary School	Swale	Primary	Community	15
2230	Iwade Community Primary School	Swale	Primary	Community	60
2231	Lower Halstow School	Swale	Primary	Community	20
2232	Luddenham School	Swale	Primary	Community	30
2233	Lynsted and Norton School	Swale	Primary	Community	15
2235	Minster in Sheppey Primary School	Swale	Primary	Community	60
2237	Queenborough Primary School	Swale	Primary	Community	50
2239	Rodmersham School	Swale	Primary	Community	10
2242	Richmond Primary School	Swale	Primary	Community	60
2245	Rose Street School	Swale	Primary	Community	30
2246	Sheldwich Primary School	Swale	Primary	Community	30
2249	Regis Manor Community School	Swale	Primary	Community	60
2251	Milton Court Primary School	Swale	Primary	Community	30
2252	Murston Junior School	Swale	Junior	Community	45
2254	Canterbury Road Primary School	Swale	Primary	Community	30
2434	West Minster Primary School	Swale	Primary	Community	60
2435	South Avenue Infant School	Swale	Infant	Community	60
2463	Minterne Community Junior School	Swale	Junior	Community	90
2513	Oaks Community Infant School, The	Swale	Infant	Community	90
2516	Lansdowne Primary School	Swale	Primary	Community	30
2534	Bysing Wood Primary School	Swale	Primary	Community	30
2595	Grove Park Community School	Swale	Primary	Community	60

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2614	South Avenue Junior School	Swale	Junior	Community	60
2622	Murston Infant School	Swale	Infant	Community	45
2629	Holywell Primary School Upchurch	Swale	Primary	Community	30
3106	Eastchurch CEP School	Swale	Primary	Voluntary Controlled	60
3108	Ospringe CEP School	Swale	Primary	Voluntary Controlled	40
3109	Hernhill CEP School	Swale	Primary	Voluntary Controlled	30
3110	Milstead and Frinsted CEP School	Swale	Primary	Voluntary Controlled	10
3111	Newington CEP School	Swale	Primary	Voluntary Controlled	30
3112	Selling CEP School	Swale	Primary	Voluntary Controlled	26
3117	Teynham Parochial CEP School	Swale	Primary	Voluntary Controlled	30
3282	Boughton-under-Blean & Dunkirk Primary School	Swale	Primary	Voluntary Controlled	30
3891	Kemsley Primary School	Swale	Primary	Community	30
2328	St. Mildred's Primary Infant School	Thanet	Infant	Community	90
2329	Callis Grange Nursery & Infant School	Thanet	Infant	Community	90
2331	Drapers Mills Primary School	Thanet	Primary	Community	90
2335	Salmestone Primary School	Thanet	Primary	Community	60
2337	St. Crispin's Community Primary Infant School	Thanet	Infant	Community	90
2338	Dame Janet Community Junior School	Thanet	Junior	Community	90
2339	Dame Janet Community Infant and Nursery School	Thanet	Infant	Community	90
2340	Ellington Infant School	Thanet	Infant	Community	90
2345	Priory Infant School	Thanet	Infant	Community	60
2523	Upton Junior School	Thanet	Junior	Community	128
2553	Northdown Primary School	Thanet	Primary	Community	45
2596	Chilton Primary School	Thanet	Primary	Community	60
2603	Bromstone Primary School, Broadstairs	Thanet	Primary	Community	60
2617	Cliftonville Primary School	Thanet	Primary	Community	90
2647	Newlands Primary School	Thanet	Primary	Community	60
2672	Palm Bay Primary School	Thanet	Primary	Community	45
3178	Birchington CEP School	Thanet	Primary	Voluntary Controlled	60
3179	Holy Trinity & St. John's CEP School, Margate	Thanet	Primary	Voluntary Controlled	60
3181	Westgate-on-Sea, St. Saviour's CEJ School	Thanet	Junior	Voluntary Controlled	90
3182	Minster CEP School	Thanet	Primary	Voluntary Controlled	60
3183	Monkton CEP School	Thanet	Primary	Voluntary Controlled	15
3186	St. Nicholas at Wade CEP School	Thanet	Primary	Voluntary Controlled	30
3196	Christ Church CEJ School, Ramsgate	Thanet	Junior	Voluntary Controlled	60
3917	Garlinge Primary School	Thanet	Primary	Community	60
3918	Newington Community Primary School and Nursery	Thanet	Primary	Community	60
2065	Discovery School, The	Tonbridge & Malling	Primary	Community	90
2132	Hadlow School	Tonbridge & Malling	Primary	Community	25
2155	Slade Primary School	Tonbridge & Malling	Primary	Community	45
2156	Sussex Road Community Primary School	Tonbridge & Malling	Primary	Community	60
2158	Aylesford Primary School	Tonbridge & Malling	Primary	Community	45
2164	East Peckham Primary School	Tonbridge & Malling	Primary	Community	30
2167	Ightham Primary School	Tonbridge & Malling	Primary	Community	28
2185	Mereworth Community Primary School	Tonbridge & Malling	Primary	Community	30

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2187	Offham Primary School	Tonbridge & Malling	Primary	Community	30
2188	Plaxtol Primary School	Tonbridge & Malling	Primary	Community	16
2189	Ryarsh Primary School	Tonbridge & Malling	Primary	Community	30
2190	Shipbourne School	Tonbridge & Malling	Primary	Community	8
2191	St. Katherine's School	Tonbridge & Malling	Primary	Community	90
2453	Woodlands Junior School	Tonbridge & Malling	Junior	Community	96
2484	Woodlands Infant School	Tonbridge & Malling	Infant	Community	90
2514	Brookfield Infant School	Tonbridge & Malling	Infant	Community	60
2530	Tunbury Primary School	Tonbridge & Malling	Primary	Community	80
2539	Stocks Green Primary School	Tonbridge & Malling	Primary	Community	30
2562	Lunsford Primary School	Tonbridge & Malling	Primary	Community	30
2661	Cage Green Primary School	Tonbridge & Malling	Primary	Community	60
2662	Long Mead Community Primary School	Tonbridge & Malling	Primary	Community	30
2667	St. Stephen's (Tonbridge) Primary School	Tonbridge & Malling	Primary	Community	30
2680	Kings Hill School	Tonbridge & Malling	Primary	Community	60
3033	Hildenborough CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
3057	St. Peter's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	20
3059	St. Mark's CEP School, Eccles	Tonbridge & Malling	Primary	Voluntary Controlled	20
3062	Burham CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	28
3079	Stansted CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	15
3082	Trottiscliffe CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	12
3084	Wateringbury CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	36
3086	West Malling CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	28
3088	Wouldham, All Saint's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	20
3089	St. George's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
3899	St. James the Great Primary and Nursery School	Tonbridge & Malling	Primary	Community	30
5223	Brookfield Junior School, Larkfield	Tonbridge & Malling	Junior	Community	64
2127	Paddock Wood Primary School	Tunbridge Wells	Primary	Community	90
2128	Capel Primary School	Tunbridge Wells	Primary	Community	30
2135	Horsmonden Primary School	Tunbridge Wells	Primary	Community	30
2139	Pembury School	Tunbridge Wells	Primary	Community	60
2142	Sandhurst Primary School	Tunbridge Wells	Primary	Community	25
2465	Claremont Primary School	Tunbridge Wells	Primary	Community	60
2482	Langton Green Primary School	Tunbridge Wells	Primary	Community	30
2490	Bishops Down Primary School	Tunbridge Wells	Primary	Community	60

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2649	Sherwood Park Community Primary School	Tunbridge Wells	Primary	Community	60
2651	Broadwater Primary School	Tunbridge Wells	Primary	Community	30
3022	Benenden CEP School	Tunbridge Wells	Primary	Voluntary Controlled	25
3023	Bidborough CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3027	Cranbrook CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3029	Goudhurst & Kilndown CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3032	Hawkhurst CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3034	Lamberhurst St. Mary's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	20
3049	St. James' CEJ School	Tunbridge Wells	Junior	Voluntary Controlled	68
3050	St. John's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	90
3052	St. Marks CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3053	St. Peter's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	20
3198	Frittenden CEP School	Tunbridge Wells	Primary	Voluntary Controlled	15
3294	St. Matthew's High Brooms CEP School	Tunbridge Wells	Primary	Voluntary Controlled	60
3297	Southborough CEP School	Tunbridge Wells	Primary	Voluntary Controlled	60

## Appendix C (4)

### Published Admission Numbers for Community and Voluntary Controlled Secondary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2012 Published Admission Number
4196	Towers School, The	Ashford	High	Community	243
4246	North School, The	Ashford	High	Community	215
4528	Norton Knatchbull School, The	Ashford	Grammar	Voluntary Controlled	149
4091	Community College Whitstable, The	Canterbury	High	Community	210
4534	Simon Langton Girls' Grammar School	Canterbury	Grammar	Voluntary Controlled	155
4026	Dartford Technology College	Dartford	High	Community	145
4250	Swan Valley Community School	Dartford	High	Community	150
4109	Dover Grammar School for Girls	Dover	Grammar	Community	120
4113	Astor College for the Arts	Dover	High	Community	240
4169	Walmer Science College	Dover	High	Community	143
4040	Northfleet School for Girls	Gravesham	High	Community	175
4059	Swadelands School - Specialist Sch. & Sports College	Maidstone	High	Community	150
4523	Maidstone Grammar School for Girls	Maidstone	Grammar	Voluntary Controlled	175
4219	Hextable School	Sevenoaks	Wide ability	Community	150
4101	Harvey Grammar School, The	Shepway	Grammar	Community	150
4242	Abbey School	Swale	High	Community	210
4247	Sittingbourne Community College	Swale	High	Community	210
4172	Hartsdown Technology College	Thanet	High	Community	180
4045	Tunbridge Wells Grammar School for Boys	Tunbridge Wells	Grammar	Community	180

## **Appendix C (5)**

### **Proposed Statutory Consultation Area for Kent Primary Infant and Junior schools**

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 primary, infant or junior school concerned. However because the consultation is distributed across all Kent Admissions Authorities via the Kent County Council Website, admission authorities and parents outside the relevant areas are also able to view arrangements. If respondents are located outside of the 3 mile radius of the Primary school in question the LA and schools may or may not choose to have regard to the comments.

## **Appendix C (6)**

### **Proposed Statutory Consultation Area for Kent Secondary schools**

#### **Proposed Statutory Consultation Area**

The LA is required to define “relevant areas” within which the admissions authorities of all maintained schools must conduct their 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.

The relevant statutory consultation areas continue to be the designated districts and adjoining parishes detailed overleaf:

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<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, Shepherdswell 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, Wateringbury, 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 & Fairseat.
<b>Gravesham</b>	Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted & Fairseat, 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 & Fairseat, 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.

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**By:** Jenny Whittle, Cabinet member for Specialist Children's Services  
Malcolm Newsam, Interim Corporate Director for Families and Social Care

**To:** Cabinet – 4 April 2011

**Subject:** Governance Arrangements for Children's Social Care Improvement

**Classification:** Unrestricted

### **Improvement Board**

1. (1) The purpose of the Kent Improvement Board is to support rapid and sustainable improvement of services in the county that safeguard children and/or support looked after children. Its key roles are to agree, monitor and report progress on the actions in the Kent Children's Services Improvement Plan. That will include monitoring the targets set out in the Kent Improvement Notice issued by the Secretary of State in January 2011.

(2) The Board has appointed an independent chair, Liz Railton, which has been approved by the Parliamentary under Secretary of State for Children and Families. The Chair will report directly to the Minister and the Leader of the Council on progress on a quarterly basis.

(3) The Board meets monthly and its membership includes:

- The Independent Chair
- KCC Group Managing Director
- KCC Lead Member for Children's Services
- KCC Corporate Director Families and Social Care
- KCC Director of Specialist Services Children Families and Education
- Department for Education observer
- The Chair of the Kent Safeguarding Children's Board
- The Primary Care Trust Chief Executive
- Kent Police

(4) The Board's work will be reported periodically to:

- KCC Cabinet
- KCC Vulnerable Children's Policy Overview & Scrutiny Committee
- Kent Children's Trust Board
- Kent Safeguarding Children's Board
- County Council
- PCT Executive Boards

### **Governance within Kent County Council**

2. Attached as an Appendix is a diagram illustrating the governance arrangements for Children's Social Care Improvement. There is top level ownership of the Improvement Plan within the Council, as follows:

- a. The Leader will receive quarterly reports from the Chair of the Improvement Board and will meet regularly with the Cabinet Member for Specialist Children's Services and the Corporate Director Families and Social Care
- b. The Cabinet Member for Specialist Children's Services and Group Managing Director will have a key leadership role within the Improvement Board
- c. Progress on the Improvement Plan will be monitored by Cabinet and the Vulnerable Children's Policy Overview & Scrutiny Committee. The Vulnerable Children's Policy Overview & Scrutiny Committee will set up a **Children's Services Improvement Panel** to offer support and challenge and to provide the detailed monitoring of progress
- d. The Children's Services Improvement Panel will be cross party (based on proportionality) and comprise eight Members, chaired by the Cabinet Member for Specialist Children's Services. It will replace the CSS Improvement and Development Steering Group (a Member and Officer working group) and the Children's Champion Board. It will meet after the Vulnerable Children's Policy Overview and Scrutiny Committee and will receive detailed progress reports on the Improvement Plan and up to date management and performance data. The meeting will not be webcast, however papers will be published.
- e. The Children's Services Improvement Panel will be supported by two key groups:

(i) **The Corporate Parenting Panel (CPP):** This Panel will be responsible for ensuring the best possible social, emotional, health and educational outcomes for all looked after children. Alongside all its other duties, it will be responsible for listening to the experiences of Looked after Children and feeding this into the Children's Services Improvement Panel. The Panel will be chaired by the Mrs Ann Allen (Chairman of the Children's Champion Board and Vulnerable Children and Partnerships POSC), and will have a cross party (based on proportionality) Membership of eight Members. It will also include two foster carers and two representatives from the Children in Care Council. The CPP will also act as the governing body of the Virtual School for Looked after Children.

(ii) **Staff Advisory Group:** this will be the forum in which front-line staff, including managers, will be able to report directly to Members their experience of the improvement plan. Members of the group will include the Cabinet Member for Specialist Children's Services and Deputy Cabinet Member, social workers, principal social workers and team leaders who are responsible for delivering front-line Children's Specialist services. The group will feed back views about the extent to which the improvement actions being taken is impacting on their day to day responsibilities and they will make suggestions about any further action required. They will also assist Elected Members in understanding the support they can provide to front-

line workers. In addition the Cabinet Member for Specialist Children's Services will engage with a series of meetings with front line staff

Both the Corporate Parenting Panel and Staff Advisory Group will be held privately, in order to allow staff and carers the freedom to discuss their views. This operates to good effect in Education, where the Members' Monitoring Group supports the identification of performance trends that feed through to Policy Overview and Scrutiny.

### **Recommendations**

3. Cabinet is requested TO APPROVE the revised governance arrangements outlined within this report.

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Interim Corporate Director for Families and Social Care  
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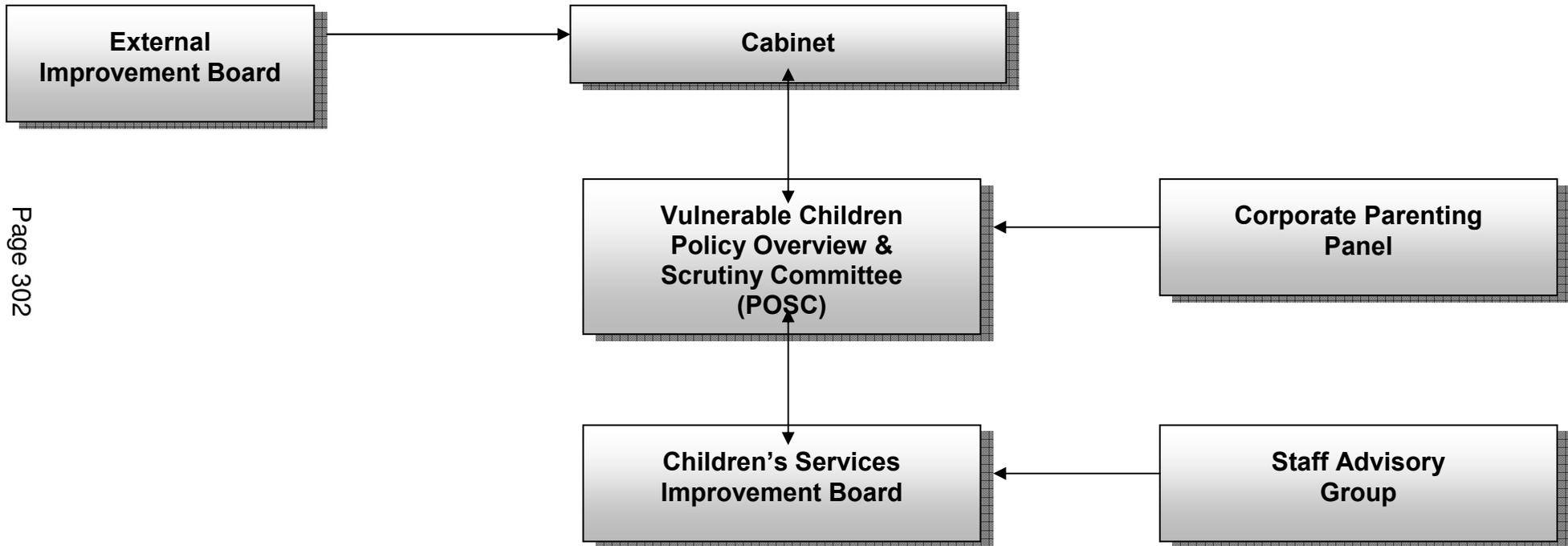
### Background Documents

Kent Improvement Notice issued by the Secretary of State in January 2011.

### Other Information

None

## Revised Governance Arrangements



By: Jenny Whittle, Cabinet Member, Specialist Children's Services  
Malcolm Newsam, Interim Corporate Director Families & Social Care

To: Cabinet

Date: 4 April 2011

Subject: Governance Arrangements for Children's Social Care Improvement

**Note – this report provides updated additional details to item 9.**

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Summary: This report outlines the proposed governance arrangements for Children's Social Care Improvement.

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### **Improvement Board**

1. (1) The purpose of the Kent Improvement Board is to support rapid and sustainable improvement of services in the county that safeguard children and/or support looked after children. Its key roles are to agree, monitor and report progress on the actions in the Kent Children's Services Improvement Plan. That will include monitoring the targets set out in the Kent Improvement Notice issued by the Secretary of State in January 2011. This report was considered by Vulnerable Children and Partnerships Policy Overview and Scrutiny Committee on 30 March and Cabinet on 4<sup>th</sup> April and any amendments will be reported back to the county council at this meeting.

(2) The Board has appointed an independent chair, Liz Railton, which has been approved by the Parliamentary under Secretary of State for Children and Families. The Chair will report directly to the Minister and the Leader of the Council on progress on a quarterly basis

(3) The Board meets monthly and its membership includes:

- The Independent Chair
- KCC Lead Member for Children's Services
- KCC Corporate Director Families & Social Care
- KCC Director of Specialist Children's Services
- Department for Education observer
- The Chair of the Kent Safeguarding Children's Board
- The Primary Care Trust Chief Executive
- Kent Police

(4) The Board's work will be reported to:

- KCC Cabinet
- KCC Vulnerable Children's Policy Overview & Scrutiny Committee
- Kent Children's Trust Board
- Kent Safeguarding Children's Board
- County Council

- PCT Executive Board

(5) The Board's membership and Terms of Reference are set out in **Appendix 1** to this report.

## **Governance within Kent County Council**

2. Attached as **Appendix 2** is a diagram illustrating the governance arrangements for Children's Social Care Improvement. There is top level ownership of the Improvement Plan within the Council, as follows:

- a. The Leader will receive quarterly reports from the Chair of the Improvement Board and will meet regularly with the Cabinet Member for Specialist Children's Services and the Interim Managing Director of Children, Families and Education
- b. The Cabinet Member for Specialist Children's Services and Managing Director will have a key leadership role within the Improvement Board
- c. Progress on the Improvement Plan will be monitored by Cabinet and the Vulnerable Children's Policy Overview & Scrutiny Committee<sup>1</sup>. The Vulnerable Children's Policy Overview & Scrutiny Committee will set up a Children's Services Improvement Panel to offer support and challenge and to provide the detailed monitoring of progress
- d. The Children's Services Improvement Panel will be cross party (based on proportionately) and comprise no less than eight Members, chaired by the Cabinet Member for Specialist Children's Services. It will replace the CSS Improvement and Development Steering Group (a Member and Officer working group) and the Children's Champion Board. It will meet on a monthly basis and will receive detailed progress reports on the Improvement Plan and up to date management and performance data. The meeting will not be webcast, however papers will be published.
- e. The Children's Services Improvement Panel will be supported by two key groups:
  - (i) **The Corporate Parenting Panel (CPP):** This Panel will be responsible for ensuring the best possible social, emotional, health and educational outcomes for all looked after children. Alongside all its other duties, it will be responsible for listening to the experiences of Looked after Children and feeding this into the Children's Services Improvement Panel. The Panel will be chaired by Mrs Ann Allen (Chairman of the Vulnerable Children and Partnerships POSC), and will have a cross party Membership consisting of 9 County Council members. It will also include two foster carers and two representatives from the Children in Care Council. The CPP will also act as the governing body of the Virtual School for Looked after Children.

<sup>1</sup> Subject to approval of County council on 6<sup>th</sup> April 2011, Vulnerable Children and Partnerships Policy Overview and Scrutiny Committee (POSC) will change to Families & Social Care Policy Overview and Scrutiny Committee (POSC)

- (ii) **Staff Advisory Group:** this will be the forum in which front-line staff, including managers, will be able to report directly to Members their experience of the improvement plan. Members of the group will include the Cabinet Member for Specialist Children's Services and Deputy Cabinet Member, social workers, principal social workers and team leaders who are responsible for delivering front-line Children's Specialist services. The group will feed back views about the extent to which the improvement actions being taken is impacting on their day to day responsibilities and they will make suggestions about any further action required. They will also assist Elected Members in understanding the support they can provide to front-line workers. In addition the Cabinet Member for Specialist Children's Services will engage with a series of meetings with front line staff

The Children's Services Improvement Panel, Corporate Parenting Panel and the Staff Advisory Group will be held, informally without webcast in order to allow for in-depth discussion regarding performance and ensuring staff and carers have the freedom to discuss their views. It is not intended that these be formal committees or sub-committees of either the Council or the Cabinet. They have been established to monitor and deliver the objectives set out in the Kent Improvement Notice.

### **3. Recommendations**

Cabinet is asked to:

- (i) note the request to County Council to formally disband the Children's Champion Board, and
- (ii) note and endorse the request for County Council to approve the establishment of the:
- (a) Kent Improvement Board and draft terms of reference, as set out in Appendix 1
  - (b) Children's Services Improvement Panel and draft terms of reference, as set out in Appendix 3
  - (b) Corporate Parenting Panel and draft terms of reference, as set out in Appendix 4.

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## **KENT SAFEGUARDING AND LOOKED AFTER CHILDREN'S IMPROVEMENT BOARD**

### **DRAFT TERMS OF REFERENCE**

#### **Purpose**

The Kent Children's Services Improvement Board will ensure effective, cross-partnership oversight of the Safeguarding and Looked After Children Improvement Plan and Programme in order to ensure delivery of all requirements outlined in the Improvement Notice issued by the Secretary of State in January 2011.

#### **Status of the Board**

The Board will report to the Leader and Cabinet of Kent County Council (KCC). The Chair of the Improvement Board will report progress on a quarterly basis to the Parliamentary Under-Secretary of State at the Department for Education (DfE) and the Leader of KCC, including specific commentary against the targets set out in the Improvement Notice.

#### **Chair**

- The Board will be chaired by an independent chair.
- Liz Railton CBE, Director of National Programmes and SERCO Education and Children's Services, has been jointly appointed by KCC and the DfE to undertake this role.
- If the Chair is unable to attend any meeting then she shall appoint an appropriate person from the existing Board membership to deputise in her absence.

#### **Board Membership**

- Liz Railton CBE, Independent Chair
- Katherine Kerswell, KCC Managing Director
- Jenny Whittle, KCC Cabinet Member for Specialist Children's Services
- Malcolm Newsam, KCC Interim Corporate Director for Families and Social Care
- Alastair Pettigrew, KCC Interim Director of Specialist Children's Services
- Oena Windibank, Interim KSCB Independent Chair
- Ann Sutton, Chief Executive, East Coast Kent PCT
- Lorraine Goodsell, Acting Director of Commissioning (Child Health)
- Marion Dinwoodie, Chief Executive, West Kent PCT
- Maria Shepherd, Detective Superintendent, Kent Police

#### **Others in Attendance**

- Julian Ward, Department for Education – Observer.

- Senior colleagues from KCC and partner organisations will attend and report to the Board as required.

### **Meeting Frequency**

The Board will meet on a monthly basis and a schedule of meetings will be agreed for 2011 in the first instance.

### **Quorum**

The Improvement Board has no quorum. It will be a matter for the Chair to determine whether there are sufficient members either present or able to attend to undertake the necessary business of the Board.

### **Alternates**

Members of the Board will be required to attend in person or send their apologies. Deputies cannot attend in place of Board Members. For others attending the Board to support its work, deputies may attend with the prior agreement of the Chair.

### **Roles and Responsibilities**

The Board will:-

1. Consider, comment upon and agree the detail of the KCC Safeguarding and Looked After Children Improvement Plan which will provide the focus for the Board's work.
2. Ensure that the requirements of the Improvement Notice, as issued by the DfE, are adequately and appropriately addressed within the Council's Improvement Plan.
3. Receive proposals for addressing the key performance issues identified within the Improvement Notice and monitor progress including the receipt of relevant performance management information.
4. Oversee, monitor and challenge progress on the implementation of the Council's Improvement Plan.
5. Advise on the implementation of the Improvement Plan, assessing risk and addressing issues that arise that may have an impact on the progress of the plan e.g. resourcing issues.
6. Assure itself that front-line practitioners and partners are all being appropriately engaged in addressing the key performance issues identified within the Improvement Plan.
7. Agree the future workplan of the Board.
8. Support the Chair in agreeing the key issues to be formally reported to the Leader and Cabinet of KCC and the DfE as part of the formal

reporting requirements and in addition, ensure effective communication of the programme's progress to the Kent Children's Trust, Kent Safeguarding Children's Board, PCT Executive Board and staff within individual partner organisations.

### **Dissolution of the Board**

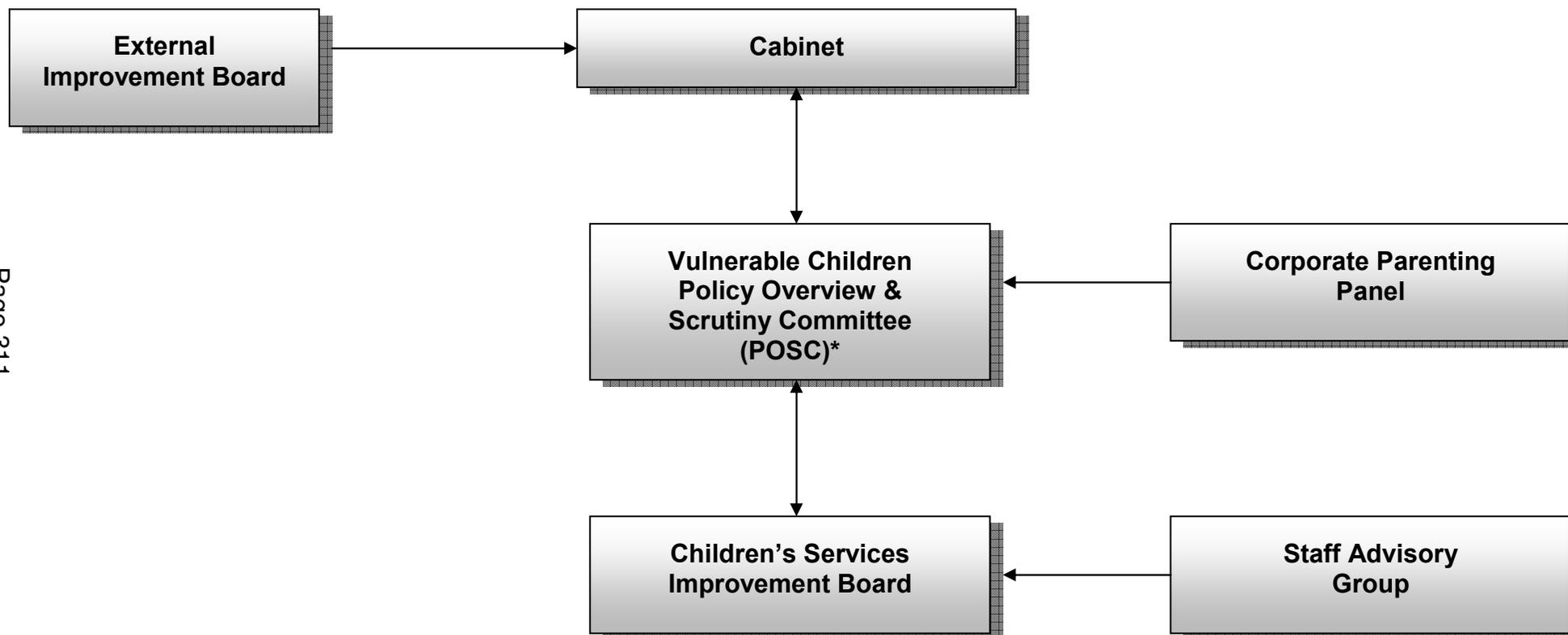
The Board will be dissolved by a joint decision of the Parliamentary Under-Secretary of State for Children and Families and KCC, following a recommendation from the Board that all of the key requirements in the Improvement Notice have been sufficiently met and are sustainable. Any change in the Board membership will need to be agreed with the DfE, KCC and the Independent Chair.

### **Administration**

KCC will be responsible for the preparation of the agenda and papers for the meetings of the Board, in consultation with the Independent Chair. Papers will be distributed to Board Members at least 5 days in advance of any meeting. KCC will also be responsible for the administration, clerking and hosting of the Board meetings and will ensure that minutes are taken and distributed to Board Members within one week of a Board meeting. The Chair will agree minutes before circulation.

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## Revised Governance Arrangements



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\* Subject to approval of County council on 6<sup>th</sup> April 2011, Vulnerable Children and Partnerships Policy Overview and Scrutiny Committee (POSC) will change to Families & Social Care Policy Overview and Scrutiny Committee (POSC)

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## CHILDRENS SERVICES IMPROVEMENT PANEL

### DRAFT TERMS OF REFERENCE APRIL 2011

1. The Kent Children's Services Improvement Panel will ensure effective, cross-party oversight of the improvement priorities outlined in the Kent Improvement Notice issued by the Secretary of State in January 2011.
2. Develop expertise that enables Members to act as the champions for Kent children who are in need, with a particular focus on those in need of protection;
3. Review the progress of the improvement plan; consider relevant statistical information, including staffing levels.
4. Consider reports regarding the quality of delivery and management of risk associated with the protection and safeguarding of children, *including those submitted to the Improvement Board*.
5. Work alongside the Staff Advisory Group and user groups in order to gather feedback from all those involved in Child Protection and Safeguarding;
6. Work with the Corporate Parenting Panel to ensure that they are able to conduct their targeted Corporate Parenting roles and responsibilities
7. Report in a timely manner to the relevant local Member(s) as and when such may be required.
8. Support all Members build their understanding of the levels and responsibilities associated with Corporate Parenting and Safeguarding.

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## CORPORATE PARENTING PANEL

### REVISED TERMS OF REFERENCE, APRIL 2011

1. To develop expertise that enables Members to fulfil their role as Corporate Parents and act as Champions for Kent children who are looked after;
2. To consider statistical information that includes staffing levels, relevant indicators from the National Indicator Set (NIS) and national Looked After Children returns.
3. To consider reports from the Kent Safeguarding Children Board (KSCB), Kent Children's Trust Board, and in relation to Looked After Children, and any changes to relevant legislation and guidance;
4. To work alongside the Staff Advisory Group and Children in Care Council in order to gather feedback from all those involved in and working with or on behalf of Looked After Children. This will include ongoing engagement with Foster Carers and other user groups;
5. To lead on ensuring that the targeted Corporate Parenting roles and responsibilities of the Local Authority are being met, including:-
  - a) To be aware of national expectations regarding the service to Looked After Children and Care Leavers, including those contained in Every Child Matters, the Healthy Care Initiative and the Care Matters agenda;
  - b) To have access to qualitative as well as quantitative information on the service, and to ensure that Corporate Parenting Panel Members have enough background knowledge to understand and evaluate this information;
  - c) To consider ways in which the Corporate Parenting Panel will hear and respond to the views of Looked After Children, their parents and carers;
  - d) To have an understanding of the arrangements that need to be in place in order to be an effective Corporate Parent;
  - e) To undertake an in-depth analysis of the needs of the County Council's care population and all aspects of the service required to meet those needs, so there is clear evidence to inform future action.
  - f) To take action continually, in conjunction with officers and partner agencies, to improve the service and ensure it responds to changing needs.
  - g) To report in a timely manner to the relevant local Member(s) as and when such may be required.

- h) To support the Chairman of the Corporate Parenting Panel in undertaking their specialist Level 3 Corporate Parenting responsibilities.
- i) To highlight issues relevant for scrutiny
- j) To act as the Governing Body to the Virtual School for Kent.

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**By:** Bryan Sweetland, Cabinet Member, Environment, Highways and Waste  
Mike Austerberry, Managing Director, Environment, Highways and Waste  
Paul Crick, Director of Planning and Environment

**To:** Cabinet – 4 April 2011

**Subject:** **RAIL ACTION PLAN FOR KENT**

**Classification:** Unrestricted

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### **Summary**

Kent County Council (KCC) is the largest local authority in the rail operating area currently served by Southeastern Railway. As such KCC is a principal stakeholder in the re-franchising process which will be undertaken by the Department for Transport (DfT) in the period leading up to the award of the new rail franchise for Kent in April 2014. The purpose of this report is to present the Council's Rail Action Plan for Kent for approval and to make recommendations which would deliver the Action Plan's intended outcomes.

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## **1. Introduction**

- (1) The Rail Action Plan for Kent sets out the principal objectives of KCC to ensure that the new rail franchise for Kent - which is due to commence in April 2014 - delivers a rail service that meets the needs of the county's residents, commuters and visitors. It is not concerned with changing the existing franchise operated by Southeastern Railway, although KCC will continue to press for improvements in its current operation.
- (2) The Plan lists in detail the rail routes which need addressing in today's network, and recommends improvements to be incorporated in the new franchise specification. It also recognises the need for the level of rail fares charged in Kent to offer better value for money so as to encourage economic growth throughout the county, and the need for the rail system to operate with greater resilience in adverse weather conditions.

## **2. Relevant priority outcomes**

- (1) 'Growth without Gridlock' recognises the potential of Kent's rail network to meet these challenges and to stimulate economic growth. The delivery of High Speed domestic rail services in December 2009 has transformed journey times for many passengers, but the new timetable introduced by Southeastern has also caused serious problems for others. This Rail Action Plan for Kent addresses all these issues, and using 'Growth

without Gridlock' as a starting point seeks to develop a strategy for an improved rail network that will better serve the people in Kent from 2014 onwards.

- (2) The draft Local Transport Plan 3 (LTP3) has incorporated the strategy of 'Growth without Gridlock' which identifies the need for major transport improvements for which KCC will lobby, such as enhancements to the classic rail network. The County Council also seeks to maximise the potential of High Speed 1 (HS1), by ensuring that the new franchise from 2014 onwards makes the most effective use of this rail infrastructure and the Class 395 High Speed trains.
- (3) The Action Plan is therefore intended to deliver the following priority outcomes:
  - (a) To represent the people of Kent in the stakeholder consultation which will be managed by the DfT for the new Integrated Kent Franchise which is due to commence in April 2014;
  - (b) To ensure that all the needs of Kent's rail passengers are met by the new franchise service specification, and that the benefits of both High Speed and Mainline services are maximised for the good of all;
  - (c) To influence the delivery of a modern, reliable, useful and value-for-money railway in Kent so that economic growth, employment, education and leisure opportunities will be opened up to all Kent's residents and visitors.

### **3. Principal Proposals for Inclusion in new Integrated Kent Franchise**

KCC's key requirements for each route of the new franchise are listed below. They do not refer to every section of route within Kent, but reflect the principal causes of concern raised by MPs, KCC Members, Rail User Groups and individuals before, during and after our Rail Summits held in March and October 2010:

- (1) There should be a regular peak-period Mainline service to designated West End and City stations on each principal rail route in Kent. By West End is meant Charing Cross or Victoria; by City is meant Blackfriars or Cannon Street. There should also be a regular off-peak period service to a designated West End station from each major town in Kent. In addition there should be a regular peak and off-peak service to Stratford and St Pancras from stations served by High Speed;
- (2) Connectivity at Dover Priory between Mainline from Sandwich / Deal and High Speed to St Pancras must be improved from the present 49 minute wait during off-peak periods. The extension of High Speed from Dover Priory to Ramsgate via Deal / Sandwich should also be included in the new franchise specification as this can be delivered within existing rolling-stock resources;

- (3) Connectivity at Ashford between Mainline from Dover / Folkestone and Mainline via Maidstone East has already have been improved off-peak towards London from the December 2010 timetable change – this principle should now be applied to peak periods in both directions; also need for improved connections between Marshlink service (operated by Southern) and Southeastern services;
- (4) Connectivity at Sittingbourne between the Sheerness branch and High Speed / Mainline services needs to be improved, removing the existing long connection periods;
- (5) Journey times on Mainline between stations on the North Kent line and Victoria / Cannon Street have been greatly increased with the new timetable – there needs to be a realignment of the station stopping pattern to reduce these journey times; the peak period High Speed service east of Faversham should however be retained, as these journeys would still need to operate as empty coaching stock if they were withdrawn from the public timetable;
- (6) Network Rail has engaged with KCC in funding GRIP (Governance of Rail Investment Process) 1-2 studies into route enhancement schemes for Ashford-Thanelt with the potential of saving up to eight minutes journey time between Ashford and the proposed Thanet Parkway, which would support opportunities for growth following the planned closure of Pfizer's by reducing journey times on High Speed and Mainline between London and Thanet; and Ashford-Hastings (Marshlink) where KCC will continue to press for electrification of Ashford-Ore as a longer-term objective for improving services on Marshlink, although this project is not included in Kent Route Utilisation Strategy (RUS);
- (7) Parkway Stations – 'Growth without Gridlock' proposed development of parkway stations at Thanet for Manston Airport and Isle of Thanet – Network Rail has already produced GRIP stage 1-2 report with KCC support for the parkway station, and funding is being pursued by KCC through the Regional Growth Fund (RGF), local businesses and developers including a contribution towards the upgrading of the route between Ashford and Thanet; Maidstone – for park & rail to/from Maidstone East and London on Mainline service; and Westenhanger - off M20 junction 11;
- (8) The present level of service provided on the Maidstone East line is completely unacceptable, and the new franchise must address this omission above all else – initially there should be an hourly service all day between Maidstone East and Blackfriars (using paths currently allocated to half of the First Capital Connect service from Sevenoaks via Otford) so as to provide a direct service all day to the City; this should be replaced by an all day half-hourly Thameslink (Key Output 2) service to Blackfriars, Farringdon, St Pancras and north from 2018, with the Maidstone East line becoming the principal Kent route for the full Thameslink service south of the Thames;

- (9) Southeastern is due to commence operation of High Speed peak period services along the Medway Valley line from St Pancras via Stratford, Gravesend and Strood to Maidstone West from May 2011 – the new franchise should include this service all day, with additional stops at Maidstone Barracks and Snodland to fill the serious gap that exists in rail provision for the county town of Kent; KCC also supports the aspiration of Medway Council for a new station at a new location in Rochester, provided that this can be funded externally as its redevelopment is not included in the Kent RUS;
- (10) The Cannon Street service from Hastings via Tunbridge Wells, Tonbridge and Sevenoaks should be retained and not replaced by new Thameslink (Key Output 2) service in 2018 which would anyway only operate as far south as Tunbridge Wells – principal Kent termini for Thameslink (Key Output 2) service should be Maidstone East (via Otford and West Malling) and Sevenoaks (via Otford and Bat & Ball); the planned reduction in paths to Cannon Street post-2018 from 25 trains per hour (tph) to 22tph should be met by an equitable reduction in Cannon Street services between Metro and all Mainline Kent / Hastings services;
- (11) Through Gatwick – Tonbridge – Ashford hourly all day service in partnership with Gatwick Airport Ltd and operator of new franchise for Southern operating area could commence in 2015 – not part of IKF but would affect route between Tonbridge and Ashford; KCC will continue to work with Gatwick Airport Ltd, Network Rail and existing franchisee to deliver this objective;
- (12) KCC intends to lobby Government to ensure that a requirement to introduce Smartcard ticketing is included in the new IKF. This would provide the potential for integrated bus/rail ticketing;
- (13) The County Council would also expect to see ongoing improvements to the station environment (cleanliness, comfort, security, information, customer service etc) and to integration with other modes of transport (i.e. the whole journey experience); there is also a pressing need for increased parking capacity at many stations, coupled with on-street parking controls by local authorities on roads in immediate vicinity of stations;
- (14) The planned growth in Thames Gateway (Kent) and Ashford will require a significant increase in capacity on High Speed services to Stratford (for City Docklands via Docklands Light Railway) and St Pancras. This Action Plan includes in its proposed service specification an increase in the peak High Speed service from 2 trains per hour (tph) to 4tph between Ashford, Ebbsfleet, Stratford and St Pancras to meet this increased demand beyond 2014. As this increase would require additional class 395 rolling stock it is an aspiration for future delivery, but is included now to meet the demand for growth in High Speed rail passenger journeys which will result from the planned housing development in Kent's two Growth Areas between now and 2026; also proposed for delivery during the course of the new franchise is an increase in off-peak High Speed service from 1tph

to 2tph (divide/join at Ashford) to Canterbury West, Folkestone West, Folkestone Central and Dover Priory;

- (15) KCC also intends to seek assurances from the DfT and the rail industry that all available options to acquire modern rolling stock, both electric and diesel, are explored, so as to provide the new Integrated Kent Franchise, and other franchises serving the county, with sufficient resources which will enable it to deliver the enhanced rail service for Kent set out in this Action Plan.

(Source: Final version - Rail Action Plan for Kent, KCC, paragraph 6.4)

#### **4. Financial Implications**

There are no direct financial implications for the Council arising from the Action Plan, but there will be significant officer time involved in delivering the Action Plan and its outcomes.

#### **5. Consultation and Communication**

Extensive consultation has already taken place with MPs, KCC Members, district councils, town and parish councils, neighbouring authorities, RUGs and interested individuals as part of the Action Plan process following two Rail Summits, so as to ensure as wide a range as possible of stakeholder engagement within Kent. Many of the consultees have responded by strongly welcoming KCC's initiative in establishing a Rail Action Plan for Kent.

#### **6. Sustainability Implications**

The outcomes of the Action Plan would result in a continued increase in passenger journeys by rail within Kent, encouraging use of this sustainable mode of transport and increasing modal shift from car to public transport in accordance with the Council's core objectives.

#### **7. Conclusions**

- (1) The renewal of the Integrated Kent Franchise (IKF) in 2014 will be a pivotal moment in the provision of rail services in Kent. KCC intends to be at the forefront of the DfT's stakeholder engagement process to ensure that Kent is offered the best possible rail service beyond 2014 within the budgetary and physical constraints available.
- (2) This Rail Action Plan for Kent (RAPK) will form the basis of KCC's response to the DfT's consultation on the new IKF. We have consulted with all our stakeholders to ensure that as wide a range of opinion as possible has contributed to this presentation of Kent's case in standing up for residents and commuters for the future of rail services in our county.

- (3) Once the new franchisee is announced KCC intends to engage with the new operator before they take over the IKF, to ensure that their plans for Kent's railways meet the needs of all the county's residents and visitors - not just for a few years beyond 2014 but throughout the 2020s.

#### **8. Recommendations to Cabinet:**

- (1) **To approve the Rail Action Plan for Kent as the basis for KCC's participation in the Department for Transport's (DfT) consultation process for the new Integrated Kent Franchise;**
- (2) **To present the approved version of Rail Action Plan for Kent to the third KCC Rail Summit in April 2011;**
- (3) **To present the approved Rail Action Plan for Kent to the DfT as the basis of KCC's contribution to the consultation process for the new Integrated Kent Franchise;**
- (4) **To recommend that the DfT changes both the present franchise service specification and the new Integrated Kent Franchise specification to require the franchisee to report all performance indicators separately for High Speed and Mainline services;**
- (5) **To recommend that the DfT, with effect from January 2012, changes the current regulated fares policy which permits the franchisee to raise fares above the base level by a further 5%, so that the maximum increase in Kent equals that elsewhere in England at RPI +3%;**
- (6) **To ensure that KCC's interests are fully represented in the final franchise service level specification for the new Integrated Kent Franchise;**
- (7) **To continue to consult widely with MPs, KCC Members, district councils, town and parish councils, neighbouring authorities, Rail User Groups and interested individuals so as to ensure as wide a range as possible of stakeholder engagement within Kent;**
- (8) **To engage with the chosen operator of the Integrated Kent Franchise well before commencement of the new franchise on 1 April 2014.**

#### **Contact Officer**

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## **Background Documents**

The following background documents were used in the preparation of this report and the Rail Action Plan for Kent:

- (1) Integrated Kent Franchise – Stakeholder Briefing Document (Strategic Rail Authority, London, January 2005)
- (2) Memorandum of Understanding regarding the setting up of a European Network of High Speed Regions (Kent County Council, Region Nord-Pas de Calais, Gemeente Breda, Brabantstad - Brussels, February 2009)
- (3) Connecting Local Communities – Network Rail CP4 Delivery Plan: Route Plans 2009 – Route 1: Kent (Network Rail, London, March 2009)
- (4) The Modern Railway – A Special Modern Railways Publication (Ian Allan Publishing Ltd, Hersham, Surrey, 2009)
- (5) Unlocking Kent's Potential: Opportunities and Challenges (Kent County Council, Maidstone, 2009)
- (6) Kent Route Utilisation Strategy (RUS) (Network Rail, London, January 2010)
- (7) 21<sup>st</sup> Century Kent – A Blueprint for the County's Future (Sir Terry Farrell, London, January 2010)
- (8) Ashford to Ramsgate journey time enhancements – GRIP 1 stage (Network Rail, London, May 2010)
- (9) Local Transport Plan for Kent 2011-2016 – Draft for Consultation (Kent County Council, September 2010)
- (10) Kent Rail Summits – Representations received before, during and after (KCC, Maidstone, March 2010 and October 2010)
- (11) Growth Without Gridlock – A Transport Delivery Plan for Kent (Kent County Council, Maidstone, December 2010)

## **Appendices**

### **Appendix A – Rail Action Plan for Kent**

This appendix comprises the following documents:

Rail Action Plan for Kent – main document

Appendix 1 – Actions and timescales

Appendix 2 – Table of proposed rail service specification

Appendix 3 – Supporting evidence of RUGs and individuals

Appendix 4 – Consultation responses

## **Appendix B – Equalities Impact Assessment**

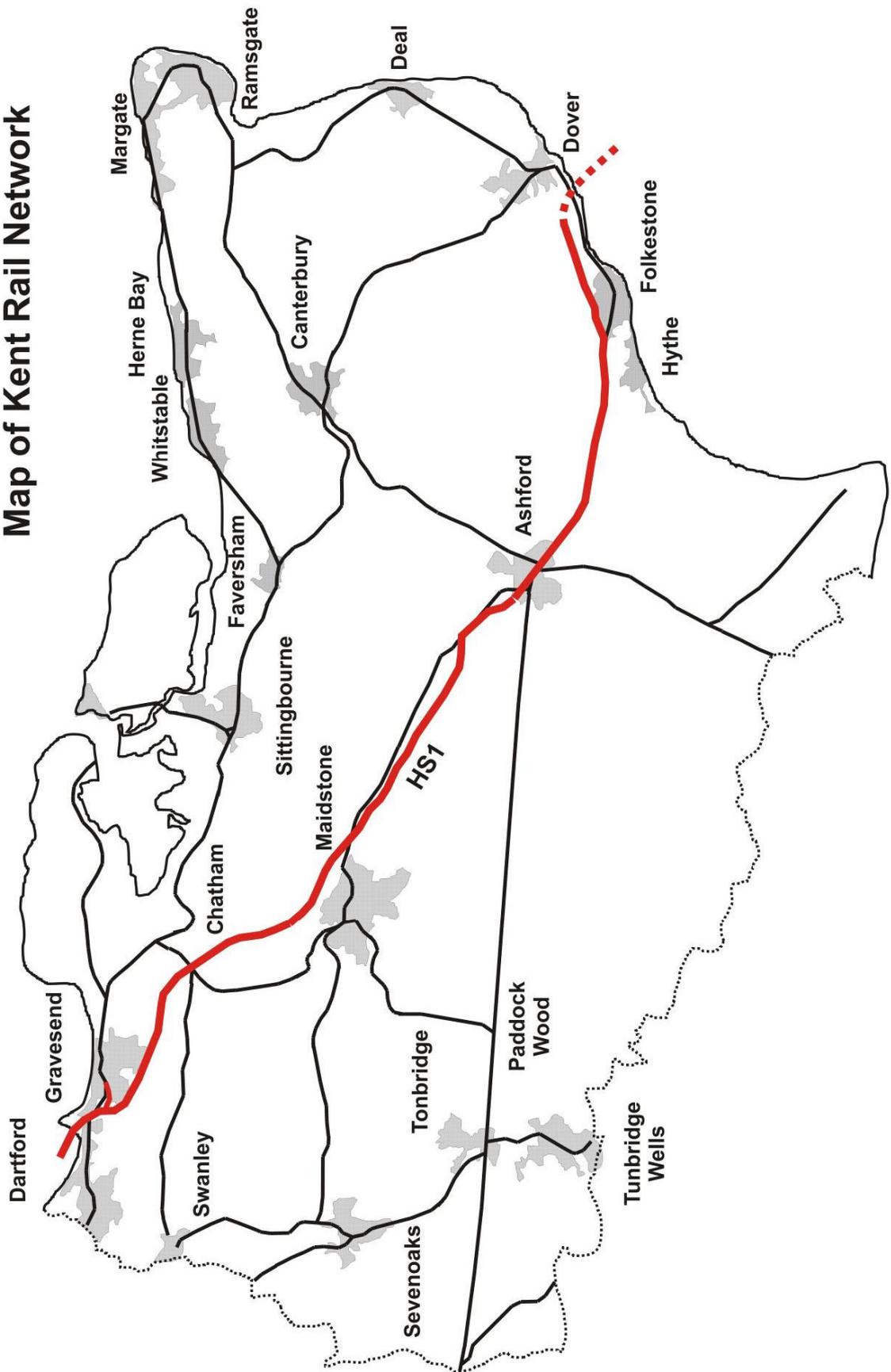
# **RAIL ACTION PLAN FOR KENT**

**Final for Cabinet  
4 April 2011**



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# Map of Kent Rail Network



## **FOREWORD**

**By Bryan Sweetland  
KCC Cabinet Member for Environment, Highways & Waste**

We live in exciting and challenging times. We need to ensure that the right conditions are in place for the economic regeneration and growth that we all want to see in Kent. Only from economic growth can we provide for our children's future and create the opportunities for business, education, employment and leisure that are so crucial to the life of the County of Kent and its people.

The rail service in Kent is a key driver of these noble objectives. A modern, efficient, safe, punctual and reliable rail service that takes people where they need to go at a time of day that meets their needs is central to the transport objectives of Kent County Council. Only by ensuring the provision of good rail links to the right London termini, and between stations within Kent, can we enjoy a rail service that not only meets the needs of today's travellers, but that is able to respond to the ever increasing pressures of tomorrow's passengers too.

The location of Kent between London and continental Europe offers great potential for our county. We intend to continue to ensure that both Ebbsfleet and Ashford international stations are well served by through rail services to European capitals, by Eurostar and - in the future - by the proposed Deutsche Bahn services.

So Kent County Council will work hard to stand up for Kent's residents and commuters, acting as a community leader, influencing the decision-making process which will result in the award of a new Integrated Kent Franchise in 2014. We must all ensure that, whoever is the provider, Kent will enjoy the very best rail service which will meet the needs of all its residents and visitors.

**Bryan Sweetland**



## EXECUTIVE SUMMARY

- i Kent's Transport Strategy is encapsulated in two key documents: 'Growth without Gridlock' (December 2010); and 'Local Transport Plan for Kent 2011-2016' (draft, September 2010). These policies summarise Kent County Council's (KCC) transport policy and inform this Rail Action Plan for Kent.
- ii This Rail Action Plan for Kent sets out the principal objectives of KCC to ensure that the new franchise - which is due to commence in April 2014 - delivers a rail service for Kent that meets the needs of the county's residents and visitors. It is not concerned with changing the existing franchise operated by Southeastern Railway, although KCC will continue to press for improvements in its current operation. The Plan lists in detail the rail routes which need addressing in today's network, and recommends improvements to be incorporated in the new franchise specification. It also recognises the need for the level of rail fares charged in Kent to offer better value for money, so as to encourage economic growth throughout the county.
- iii This Plan therefore sets out the legislative and regulatory framework which determines the structure of the rail industry and the way it affects Kent; the operation of the existing Southeastern franchise and its successes and failures; the need for a new rail service post-2014 which will meet the future needs of economic growth in the county; and the plans of Network Rail to enhance some of the principal routes in Kent and thus improve journey times. The scope of this Plan encompasses all the national passenger rail services in Kent, including those operated by Southern and First Capital Connect (Thameslink), but excludes heritage and preserved railways. It also excludes rail freight, an essential part of the wider transport infrastructure in the county which will be incorporated in KCC's emerging 'Freight Action Plan'.
- iv KCC will also continue to engage with international rail operators and with its partners in Europe to ensure the retention of Kent stops on the existing Eurostar services, the provision of Kent stops on the proposed Deutsche Bahn services, and the possible delivery over time of a new Trans-Manche Metro service linking Kent with Nord-Pas de Calais in partnership with Conseil Regional Nord-Pas de Calais.
- v Following extensive public engagement and consultation, the final version of this Rail Action Plan for Kent will inform KCC's submission to the Department for Transport (DfT) for the awarding of the contract for the delivery of the Integrated Kent Franchise (IKF) from 2014 onwards.

## **1. INTRODUCTION**

- 1.1 Kent County Council (KCC) is the largest local authority in the operating area currently managed by Southeastern Railway. As such KCC is a principal stakeholder in the re-franchising process which will be undertaken by the DfT in the period leading up to the award of the new franchise in April 2014.
- 1.2 The County Council is already engaged with both Southeastern Railway and Network Rail, through stakeholder briefings, Rail Summits, consideration of route and service enhancements, and in many other ways involving regular contact. Other stakeholders such as Medway Council and East Sussex County Council are similarly engaged, and KCC welcomes the opportunity to work collaboratively with others in this way. This Rail Action Plan for Kent (RAPK) is concerned with the administrative county of Kent, but there are seven stations in the Medway Council area to which reference is made: Halling, Cuxton, Strood, Rochester, Chatham, Gillingham and Rainham.
- 1.3 The railway industry is highly regulated and controlled. The following chapters explain both the transport policy context within which KCC operates – and in which this Plan is rooted – and also the legislative and regulatory framework which determines the structures of today’s railway. Our role is to listen, to judge, and to inform: to listen to the many Rail User Groups (RUGs) which represent many of Kent’s rail passengers; to make a judgement about the most effective use of the resources which will be available to serve the rail network in our county; and to inform the franchise-making process of Kent’s collective view.
- 1.4 Kent’s rail network is the result of historic competition between rival railway companies in the 19<sup>th</sup> century; consolidation under the Southern Railway and then British Railways in the 20<sup>th</sup> century; and dramatic change delivered by the present franchise operator with the arrival of High Speed services which have transformed journey times between East Kent and London in the 21<sup>st</sup> century.
- 1.5 KCC does not pretend to know all the answers, but the County Council does value highly its dual role: to develop a strategic rail network which will help to deliver the economic growth we need during the next 30 years; and to represent the genuine aspirations of Kent’s travelling public, standing up for the people of Kent. It is these twin goals that this Rail Action Plan for Kent seeks to deliver.

## **2. KENT'S TRANSPORT POLICY CONTEXT**

- 2.1 Kent County Council's (KCC) current transport strategy is encapsulated in two principal documents: Growth without Gridlock (December 2010); and Local Transport Plan for Kent 2011-2016 (LTP3) (draft for consultation, September 2010).

### **Growth without Gridlock**

- 2.2 KCC's framework for regeneration titled 'Unlocking Kent's Potential: opportunities and challenges' identified the need for an Integrated Transport Strategy as one of the key drivers to deliver long lasting regeneration and economic growth in Kent. 'Growth without Gridlock' addresses the key transport solutions that need to be implemented over the next 20 years, and fully complements the framework for economic growth.
- 2.3 'Growth without Gridlock' recognises the potential of Kent's rail network to meet these challenges. The delivery of High Speed domestic rail services in December 2009 has transformed journey times for many passengers, but the new timetable introduced by Southeastern has also caused serious problems for others. This Rail Action Plan for Kent addresses all these issues, and using 'Growth without Gridlock' as a starting point seeks to develop a strategy for an improved rail network that will better serve the people in Kent from 2014 onwards.

### **Local Transport Plan for Kent 2011-2016**

- 2.4 The preparation and adoption of an LTP is a statutory requirement under the Transport Act 2000, as amended by the Local Transport Act 2008.
- 2.5 LTP3 has incorporated the strategy of 'Growth without Gridlock' which identifies the need for major transport improvements for which KCC will lobby, such as enhancements to the classic rail network. The County Council also seeks to maximise the potential of High Speed 1, by ensuring that the new franchise from 2014 onwards makes the most effective use of this rail infrastructure and the Class 395 High Speed trains.

### **Kent's Rail Network**

- 2.6 The county's rail network (including the Medway Council area) comprises five principal routes: High Speed 1 (HS1) from the Thames Tunnel via Ebbsfleet and Ashford to the Channel Tunnel portal; Mainline from Knockholt via Tonbridge, Ashford and then via both Canterbury West and Dover & Deal to Ramsgate; Mainline from Tonbridge via Tunbridge Wells to Hastings; Mainline from Swanley via the Medway Towns and Faversham to Ramsgate via Herne Bay and to Dover via Canterbury East; and Mainline from Swanley via Otford and Maidstone East to Ashford.

- 2.7 There are also five secondary routes: from Dartford via Gravesend and Strood to Paddock Wood via Maidstone West; from Sittingbourne to Sheerness; from Ashford to Hastings via Appledore and Rye; from Tonbridge to Redhill; and between Oxted and Uckfield via Edenbridge Town.
- 2.8 Appendix 2 sets out in detail the proposed service specification for each of these routes, recommending changes where necessary to the existing franchise specification in order to deliver a rail service that is better suited to the needs of Kent.
- 2.9 KCC has developed close working relationships with Southeastern and Network Rail in recent years, and will continue to work closely with the current rail service franchisee through their stakeholder briefings and KCC's Rail Summits. The County Council has already influenced the development of Network Rail's Route Utilisation Strategy (RUS) for Kent, covering infrastructure development between 2010 and 2020.

### **International Rail Services**

- 2.10 LTP3 also recognises the important role that international rail services will continue to play in the economic regeneration of Kent. The EU's liberalisation of laws restricting the operation of international rail services in 2010 seeks to break existing monopolies in order to stimulate competition for rail services between EU Member States. Deutsche Bahn (DB) has formally proposed and received permission from the EU to operate through rail services from Germany and Holland to the UK, and a DB trial journey with an ICE test train has been viewed favourably by the Channel Tunnel Safety Authority. KCC will lobby for a Kent station stop to be eventually included in this service, which is expected to commence in 2013.

### **Domestic Rail Services**

- 2.11 The domestic rail network is recognised by LTP3 as playing a strategic role in the provision of rail transport to every part of the county. Kent is fortunate to have such an extensive electrified network covering almost the whole county, and the Rail Action Plan for Kent will reflect the priorities of LTP3 in ensuring that access to education, employment, health, retail and leisure facilities will be available wherever possible by rail. However, LTP3 also recognises the serious problems which have arisen on some Mainline routes following the December 2009 timetable change, and these concerns will be included in the Rail Acton Plan for Kent as part of KCC's submission to the DfT for the post-2014 franchise.
- 2.12 The development of Manston Airport and the economic regeneration of Thanet are twin objectives supported by LTP3. The provision of a Parkway station near to Manston, along with the delivery by Network Rail of proposed line speed improvements between Ashford and Ramsgate, would meet both these objectives. These improvement works could reduce running times by up to ten minutes between London and Thanet Parkway,

and a full business case for the scheme is currently being developed with an expected completion date for delivery of the scheme in 2014. The creation of a Parkway station here would be a key driver for the economic regeneration of deprived wards throughout Thanet, and should help to reduce the district's welfare bill of £180 million per annum.

- 2.13 KCC's commitment to integrated transport is recognised with the inclusion in LTP3 of a pledge to work closely with partners to deliver improvements to aid interchange at rail stations for people travelling by sustainable modes. This would include improvements to bus access, cycle parking and walking and cycling routes.
- 2.14 LTP3 supports the continuation of KCC's bi-annual Kent Rail Summits which bring together representatives of Southeastern, Network Rail, Passenger Focus and local Rail User Groups (RUGs). These summits address the problems that Kent's rail passengers are experiencing, as well as the benefits of the High Speed services and future aspirations. The views expressed at these events will be used to inform KCC's response to the draft specification for the next Integrated Kent Franchise, which is due to commence in April 2014.

### **Freight Rail Services**

- 2.15 The scope of this Action Plan excludes rail freight, which is an essential part of the wider transport infrastructure in the county. Issues concerning rail freight will be incorporated in KCC's emerging 'Freight Action Plan', which will address all freight transport issues.

### **3. LEGISLATIVE AND REGULATORY FRAMEWORK**

- 3.1 The Railways Act 1993 privatised British Rail and divided the ownership and maintenance of the infrastructure from the operation of the trains. Ownership of the track, signalling and power systems passed to a new company, Railtrack, and passenger train operations were initially split into 26 separate franchises which were the subject of competitive tendering. Following serious problems in the industry, Railtrack was abolished and replaced by a new public company, Network Rail (NR). Meanwhile the Strategic Rail Authority (SRA), which had been created in 2001 with a remit to improve the overall planning and direction of the railways, was abolished by the Railways Act 2005 which passed most of its functions to the DfT.
- 3.2 The DfT now has overall strategic and financial responsibility for the railways, and is the national authority which procures rail services and projects. A five-year High Level Output Statement specifies what the Government wants to buy from the railway in terms of capacity, performance and safety, and this is accompanied by a Statement of Funds Available and a long-term rail strategy.
- 3.3 NR owns, operates, maintains and develops the main rail network in Great Britain, including tracks, signalling, structures and level crossings. It also owns and operates 18 of the larger stations such as the London termini – others are owned by NR but operated by franchised passenger train operators such as Southeastern.
- 3.4 The Office of Rail Regulation (ORR) is responsible for regulating the national rail network operator NR. Since 2006 it has also become a combined safety and economic regulator, responsible for rail safety. The ORR also grants licences to the Train Operating Companies (TOCs) to operate passenger trains.
- 3.5 Passenger TOCs are granted franchises by the DfT, which specifies and lets contracts to TOCs such as Southeastern to run franchised passenger services for a specified period of time. The TOCs and NR also have to undertake track and station access agreements which require ORR approval.
- 3.6 The TOCs do not own any rolling stock – they lease it from Rolling-Stock Companies (ROSCOS) which generally own these assets for a period of about 30 years. Typically a given asset will therefore be leased by its ROSCO to a number of TOCs during the asset's lifetime. This arrangement safeguards the use of new rolling-stock by ensuring that its ownership is retained by its ROSCO, and it also enables TOCs to operate newer rolling stock than would otherwise be the case if the TOC had to own the asset for the limited period of its franchise.

- 3.7 The Association of Train Operating Companies (ATOC) is a membership based organisation consisting of the TOCs which operate passenger rail services in Great Britain, as well as Eurostar which is not a DfT-regulated operator. ATOC oversees National Rail Enquiries and acts as a trade association for its members. It also facilitates various national concessionary fare schemes and ensures allocation and settlement of ticket revenue between TOCs.
- 3.8 Passenger Focus is the statutory body which represents the concerns of rail passengers. It aims to influence decisions that affect passengers, and to work closely with the rail industry, other passenger groups and the Government to secure improvements to passenger rail services.
- 3.9 Action with Communities in Rural Kent (ACRK) promotes economic activity and improved public transport links in the rural communities of Kent. This body also supports the Kent Community Rail Partnership (CRP) which promotes use of the Sittingbourne-Sheerness and Medway Valley lines in the county. KCC welcomes the support of ACRK and the Kent CRP in our endeavours to improve the quality of rail passenger transport in Kent, which is an essential public service on which so many rural communities depend.
- 3.10 KCC also works closely with the Sussex CRP which supports two of the rural lines operated by Southern which serve Kent: Marshlink between Ashford and Hastings (and beyond) via Ham Street and Appledore; and Oxted to Uckfield via Edenbridge Town, Cowden and Hever.
- 3.11 KCC also calls on the DfT to require the new franchisees for the Southeastern and Southern operating areas to be required as part of the new franchise agreements to work with their respective CRPs, in order to ensure the development of these rural lines in Kent and their continued increase in patronage.
- 3.12 The new IKF should also include a requirement on the new franchise operator to keep open all existing passenger stations in Kent, and not to withdraw regular services from any of them as had originally been proposed by the SRA in January 2005.
- 3.13 To support the CRPs there is an organisation called the Association of Community Rail Partnerships (ACORP). This body provides many services which support the Community Rail Development Strategy and provides a framework for CRPs to improve the effectiveness of local railways in meeting social, environmental and economic objectives. ACORP is sponsored by the DfT, ATOC, NR, several TOCs, Angel Trains ROSCO and Passenger Focus, and provides expert advice and help towards increasing passenger journeys and reducing costs on rural rail routes.

#### **4. EXISTING SOUTHEASTERN FRANCHISE: 2006-2014**

- 4.1 The former Strategic Rail Authority (SRA) published the Integrated Kent Franchise (IKF) Stakeholder Briefing Document (SBD) in January 2005. This set out the requirements of the new franchise for passenger rail services in Kent, which was to run from 1 April 2006 – initially for a period of six years with a possible two-year extension. Southeastern has now met the delivery targets set by the DfT and has been offered, and has accepted, the two-year extension to its initial franchise period from 2012 to 2014.
- 4.2 Prior to the publication of IKF SBD, and following the earlier termination of the Connex South Eastern franchise in November 2003 following that operator's poor record of customer service, punctuality and reliability, the SRA's publicly-owned subsidiary South Eastern Trains (SET) had operated services across south-east London, Kent and East Sussex.
- 4.3 The SRA was very prescriptive. Its IKF SBD set out detailed requirements of level of service, frequency and route pattern. Each station in Kent had the frequency of its service to its specified London termini determined for each peak and off-peak period on Monday to Friday, and while a successful TOC bidding for the franchise could increase this level of service it would do so at its own commercial risk. Some existing services were also excluded from the new IKF – e.g. Maidstone East via West Malling to Cannon Street.
- 4.4 Southeastern Railway was the successful bidder for the IKF, and commenced its delivery of the new franchise on 1 April 2006. At the award stage the DfT was committed to a total revenue subsidy of £585 million over the full period of eight years, with fares to increase at RPI +3% until 2012. Since then, the Comprehensive Spending Review (CSR) has determined that rail fares throughout England will increase by RPI +3% (instead of RPI +1%) from 2012, so the higher than average fare increases experienced in Kent will in future be matched by those elsewhere in England. The original revenue surplus forecast for the final two years of the franchise between 2012 and 2014 has now been replaced with additional revenue subsidy from the DfT to reflect the economic downturn, and so there is no expectation of any financial surplus from the present operator of the IKF.
- 4.5 Southeastern has made significant investment in the rail network in Kent in recent years. Commitments have included a £17.6 million programme to install high quality CCTV on all trains, passenger-load weighing equipment on trains to tackle overcrowding, and improved passenger information systems and station security. The TOC also plans to raise the benchmark for the number of trains arriving within 5 minutes of scheduled time from 89.2% in 2008 to 93.74% in 2014.



- 4.6 In 2006 Southeastern introduced new early morning and late evening services to target increased demand in the shoulder-peaks, and further improvements were made in 2007 to improve capacity and punctuality. The greatest change was the introduction of a completely new timetable in December 2009 which included the delivery of the full Class 395 High Speed service using HS1 to London St Pancras from a range of stations in Kent, and the consequential recasting of Mainline services to the other London termini. It is this last element of the timetable change which has caused serious concerns among RUGs and Passenger Focus, and it is these concerns – amongst others – that KCC wishes to address in this Rail Action Plan for Kent.
- 4.7 There is one further change to the existing service level agreement which has been proposed by the Mayor of London and Transport for London (TfL) for introduction in December 2012. The Mayor and TfL have requested that additional stops at Denmark Hill and Peckham Rye in south London be included on Maidstone East line trains to Victoria. These proposed stops are intended to replace in part the withdrawal of the south London line service between Victoria and London Bridge from this date, when the London Overground service will be extended from Surrey Quays to Clapham Junction.
- 4.8 KCC has already objected to this proposal in the strongest possible terms, as it would have an extremely detrimental effect on rail passengers using the Maidstone East line. This route has already become the cinderella of the Southeastern rail network; to impoverish it still further with these additional stops and longer journey times would cause serious further hardship for the many Kent residents whose daily journeys to and from London on this line are already far longer than appropriate for the county town of Kent.
- 4.9 There is one further aspect of the current Southeastern franchise which has caused extreme concern throughout Kent. The performance of the franchise operator's services during the recent Winter period has been abysmal, with extended delays, cancellations and even overnight journeys, despite the introduction of conductor rail heating at key locations. But it is not primarily these failures which have caused the anger and frustration of Southeastern's commuters: it is overwhelmingly the almost complete lack of accurate and up-to-date information about the delays and cancellations which has caused the greatest complaints.
- 4.10 Responsibility for the provision of passenger information rests with both Southeastern and Network Rail. The poor performance of both organisations in respect of the provision of accurate passenger information during the Winter of 2010/11 clearly needs to be improved in the future. Both Southeastern and Network Rail must radically improve their provision of information, ensuring that it is relevant, accurate and up-to-date when inclement Winter weather strikes again. Anything less will be regarded, not just by KCC, but by stakeholders across the county, as totally unacceptable.

- 4.11 There is also a need for Southeastern's website to be radically improved. While neighbouring suburban and home county rail operators such as South West Trains and Southern displayed accurate information on their websites and at stations about the operation of services, Southeastern initially provided totally inadequate information on its own website which often contradicted that which it had provided for National Rail enquiries on theirs. Specifically, even the 'improved' website - which was introduced after the onset of bad weather in early December 2010 - provides tabs for each rail route, but these do not lead the customer to information about their chosen rail route. Elsewhere the website has a single sheet of information listing delays and cancellations of trains for the whole Southeastern network, and this generic list is in neither route nor time order. The website format used by other rail operators needs to be adopted by Southeastern so that customers can chose a rail route tab and be led to an ordered list for that route alone.
- 4.12 The issue of passenger compensation following disruption to rail services has been the subject of heated debate. The current franchise specification requires Southeastern to reimburse season ticket holders with a 5% refund if the TOC fails to operate at least 82% of its services within +5 minutes or -1 minute of scheduled time. During 2010 Southeastern's punctuality record, calculated on this basis, was 82.04%, and so the TOC was not obliged to make compensation payments for the disruption during the adverse Winter weather. Independent auditing of these figures has confirmed that they are accurate. Since then Southeastern has agreed to introduce a new 'Delay Repay' compensation scheme from Summer 2011. This will enable any passenger whose complete rail journey is delayed by more than 30 minutes to receive compensation, and KCC welcomes this initiative which will clearly benefit passengers.
- 4.13 KCC now strongly recommends that the DfT changes both the present franchise service specification and the new IKF specification to require the TOC to report all performance indicators separately for High Speed and Mainline, just as is done now for Mainline and Metro services. This would present a much more balanced performance report, and demonstrate the relative reliability of High Speed services in adverse weather conditions compared with the relative unreliability of Mainline services. It is right that commuters who purchase tickets for peak period travel should receive reasonable compensation when the service for which they have paid in advance does not operate within the agreed measurements of punctuality.
- 4.14 Finally, KCC warmly welcomes the latest initiative by Southeastern to introduce a peak period High Speed service between Maidstone West and St Pancras calling at Strood, Gravesend and Stratford. The DfT has given approval for this new service which will commence on 23 May 2011. There will be three morning peak departures from Maidstone West at 0656, 0726 and 0756, and three evening peak departures from St Pancras at 1714, 1744 and 1814. This High Speed service will provide a welcome relief for Maidstone commuters, offering for the first time a direct link to St Pancras and a faster journey time to London than the existing Victoria service.

## **5. ECONOMIC GROWTH AND A NEW RAIL SERVICE FOR KENT**

5.1 The SRA had recognised the importance of the influence of local authorities in determining the pattern of rail services that were included in the original IKF SBD when bids were invited for the existing franchise:

“The SRA is aware of the aspirations of regional and local authorities in relation to redevelopment and inward investment. It is essential, therefore, that in the design of new railway services such as that arising from the completion of the CTRL [now HS1], full account is taken of plans for future land use and economic activity. The development of a new franchise that can not only provide services on the existing network, but also offer new domestic links between Kent and London on the CTRL, can only be viewed as a major advance in service provision for the whole of the region.”

5.2 ‘21<sup>st</sup> Century Kent’ identifies the main development areas in Kent and the major infrastructure and other measures needed to support future growth. At the district level, Local Development Frameworks (LDFs) provide a long-term vision and objectives for an area, ensuring that new development is in the right place to meet people’s needs whilst minimising the impact on existing communities, transport and the environment.

5.3 KCC’s principal framework for economic growth is titled ‘Unlocking Kent’s Potential: Opportunities and Challenges (2009-2020)’. This framework identifies the key issues that must be addressed to deliver long-lasting economic growth in the county, and establishes a series of priority areas for action by KCC and its partners for the next 20-25 years.

5.4 ‘Unlocking Kent’s Potential’ redefines regeneration to include not only economic growth but also transformation in education and skills, culture, civic spirit, tackling climate change and improving housing conditions. It sets a clear direction for achieving economic growth and diversifying employment in Kent, and it recognises the key role of transport in the successful delivery of all these objectives.

5.5 The provision of a new rail service for Kent is therefore critical to the county’s regeneration objectives, especially in East Kent where the county’s areas of greatest deprivation are located, as it will provide the primary mode of public passenger transport which should be a driver for new employment, education and business opportunities. This is especially critical in Thanet, where the proposed Thanet Parkway should provide the incentive required for the expansion of Manston Airport and for new economic growth in this district; in Dover, where the aspiration of Dover District Council to have an under the hour service between Dover and London on High Speed, together with enhanced parking at Dover Priory, will be a significant benefit to Dover Pride and to the regeneration of the town; and in Deal and Sandwich, where an improved rail service to these coastal towns should stimulate the local economy in this part of the county.

KCC's aspirations for the new Kent franchise are therefore rooted in the opportunities and challenges set out in 'Unlocking Kent's Potential'.



## **6. TOWARDS THE NEW FRANCHISE: 2014+**

- 6.1 The award of the new franchise agreement for the passenger rail network in south-east London and Kent will be made by the Secretary of State for Transport following a recommendation from the DfT. Between now and April 2014 the DfT will engage in extensive stakeholder consultation, and KCC will have a key role to play in this process as the principal transport authority in the franchise area. To this end we shall also engage with our neighbouring transport authorities within the new Local Enterprise Partnership (LEP), and also with those in Greater London, so as to ensure the delivery of the most effective rail service for the new franchise within the budgetary constraints that will be determined by the DfT.

### **Rail Action Plan for Kent**

- 6.2 This Rail Action Plan for Kent (RAPK) therefore sets out the objectives that KCC wishes to see incorporated in the new franchise. In doing so KCC does not profess to be expert in the operation of the rail network, nor proficient in the most economic allocation of rolling-stock and crew resources. Rather we seek to represent the aspirations of the people of Kent for a new rail service which reflects the needs of our county, drives economic growth, meets the targets of our Growth Areas at Ashford and Thames Gateway (Kent) and of our Growth Points at Dover and Maidstone, and ensures the provision of a reliable, useful, safe, clean and punctual railway which meets the current and future business, education, employment and leisure needs of the people of Kent.
- 6.3 KCC's aspirations for the new franchise therefore seek to realise these objectives. As always, a balance must be struck between that which is desired and that which is deliverable, and this balance will inevitably be determined by the level of revenue subsidy provided by the DfT for the period of the new franchise. The current economic climate will clearly have a significant impact on this, but KCC supports the DfT announcement in January 2011 that longer period rail franchises will now be awarded, generally for up to 15 years. The aspirations contained within the RAPK should not therefore be entirely circumscribed by the DfT's current financial constraints.



## KCC's Key Requirements

6.4 KCC's key requirements for each route of the new franchises serving Kent are listed below. They do not refer to every section of route within Kent, but reflect the principal causes of concern raised by MPs, KCC Members, Rail User Groups and individuals before, during and after our Rail Summits held in March and October 2010:

- (i) There should be a regular peak-period Mainline service to designated West End and City stations on each principal rail route in Kent. By West End is meant Charing Cross or Victoria; by City is meant Blackfriars or Cannon Street. There should also be a regular off-peak period service to a designated West End station from each major town in Kent. In addition there should be a regular peak and off-peak service to Stratford and St Pancras from stations served by High Speed;
- (ii) Connectivity at Dover Priory between Mainline from Sandwich / Deal and High Speed to St Pancras must be improved from the present 49 minute wait during off-peak periods. The extension of High Speed from Dover Priory to Ramsgate via Deal / Sandwich should also be included in the new franchise specification as this can be delivered within existing rolling-stock resources;
- (iii) Connectivity at Ashford between Mainline from Dover / Folkestone and Mainline via Maidstone East has already have been improved off-peak towards London from the December 2010 timetable change – this principle should now be applied to peak periods in both directions; also need for improved connections between Marshlink service (operated by Southern) and Southeastern services;
- (iv) Connectivity at Sittingbourne between the Sheerness branch and High Speed / Mainline services needs to be improved, removing the existing long connection periods;
- (v) Journey times on Mainline between stations on the North Kent line and Victoria / Cannon Street have been greatly increased with the new timetable – there needs to be a realignment of the station stopping pattern to reduce these journey times; the peak period High Speed service east of Faversham should however be retained, as these journeys would still need to operate as empty coaching stock if they were withdrawn from the public timetable;
- (vi) Network Rail has engaged with KCC in funding GRIP (Governance of Rail Investment Process) 1-2 studies into route enhancement schemes for Ashford-Thamet with the potential of saving up to eight minutes journey time between Ashford and the proposed Thanet Parkway, which would support opportunities for growth following the planned closure of Pfizer's by reducing journey times on High Speed and Mainline between London and Thanet; and Ashford-Hastings

(Marshlink) where KCC will continue to press for electrification of Ashford-Ore as a longer-term objective for improving services on Marshlink, although this project is not included in Kent Route Utilisation Strategy (RUS);

- (vii) Parkway Stations – ‘Growth without Gridlock’ proposed development of parkway stations at Thanet for Manston Airport and Isle of Thanet – Network Rail has already produced GRIP stage 1-2 report with KCC support for the parkway station, and funding is being pursued by KCC through the Regional Growth Fund (RGF), local businesses and developers including a contribution towards the upgrading of the route between Ashford and Thanet; Maidstone – for park & rail to/from Maidstone East and London on Mainline service; and Westenhanger - off M20 junction 11;
- (viii) The present level of service provided on the Maidstone East line is completely unacceptable, and the new franchise must address this omission above all else – initially there should be an hourly service all day between Maidstone East and Blackfriars (using paths currently allocated to half of the First Capital Connect service from Sevenoaks via Otford) so as to provide a direct service all day to the City; this should be replaced by an all day half-hourly Thameslink (Key Output 2) service to Blackfriars, Farringdon, St Pancras and north from 2018, with the Maidstone East line becoming the principal Kent route for the full Thameslink service south of the Thames;
- (ix) Southeastern is due to commence operation of High Speed peak period services along the Medway Valley line from St Pancras via Stratford, Gravesend and Strood to Maidstone West from May 2011 – the new franchise should include this service all day, with additional stops at Maidstone Barracks and Snodland to fill the serious gap that exists in rail provision for the county town of Kent; KCC also supports the aspiration of Medway Council for a new station at a new location in Rochester, provided that this can be funded externally as its redevelopment is not included in the Kent RUS;
- (x) The Cannon Street service from Hastings via Tunbridge Wells, Tonbridge and Sevenoaks should be retained and not replaced by new Thameslink (Key Output 2) service in 2018 which would anyway only operate as far south as Tunbridge Wells – principal Kent termini for Thameslink (Key Output 2) service should be Maidstone East (via Otford and West Malling) and Sevenoaks (via Otford and Bat & Ball); the planned reduction in paths to Cannon Street post-2018 from 25 trains per hour (tph) to 22tph should be met by an equitable reduction in Cannon Street services between Metro and all Mainline Kent / Hastings services;

- (xi) Through Gatwick – Tonbridge – Ashford hourly all day service in partnership with Gatwick Airport Ltd and operator of new franchise for Southern operating area could commence in 2015 – not part of IKF but would affect route between Tonbridge and Ashford; KCC will continue to work with Gatwick Airport Ltd, Network Rail and existing franchisee to deliver this objective;
- (xii) KCC intends to lobby Government to ensure that a requirement to introduce Smartcard ticketing is included in the new IKF. This would provide the potential for integrated bus/rail ticketing;
- (xiii) The County Council would also expect to see ongoing improvements to the station environment (cleanliness, comfort, security, information, customer service etc) and to integration with other modes of transport (i.e. the whole journey experience); there is also a pressing need for increased parking capacity at many stations, coupled with on-street parking controls by local authorities on roads in immediate vicinity of stations;
- (xiv) The planned growth in Thames Gateway (Kent) and Ashford will require a significant increase in capacity on High Speed services to Stratford (for City Docklands via Docklands Light Railway) and St Pancras. This Action Plan includes in its proposed service specification an increase in the peak High Speed service from 2 trains per hour (tph) to 4tph between Ashford, Ebbsfleet, Stratford and St Pancras to meet this increased demand beyond 2014. As this increase would require additional class 395 rolling stock it is an aspiration for future delivery, but is included now to meet the demand for growth in High Speed rail passenger journeys which will result from the planned housing development in Kent's two Growth Areas between now and 2026; also proposed for delivery during the course of the new franchise is an increase in off-peak High Speed service from 1tph to 2tph (divide/join at Ashford) to Canterbury West, Folkestone West, Folkestone Central and Dover Priory;
- (xv) KCC also intends to seek assurances from the DfT and the rail industry that all available options to acquire modern rolling stock, both electric and diesel, are explored, so as to provide the new Integrated Kent Franchise, and other franchises serving the county, with sufficient resources which will enable it to deliver the enhanced rail service for Kent set out in this Action Plan.

6.5 Appendix 2 lists the recommended service levels for each route, and incorporates these key requirements for peak and off-peak periods on Monday to Friday. While the recommended service levels are not listed for Saturdays, Sundays and public holidays, the intention would be for these to be broadly the same as today.

- 6.6 KCC also recognises the need for the level of rail fares charged in Kent to offer better value for money, so as to encourage economic growth throughout the county. While KCC recognises that regulated rail fares policy is determined by Government, the County Council will continue to press for a reduction in the annual level of increase in regulated fares charged across Kent, which is currently set by the DfT at RPI +3%.
- 6.7 The County Council will also seek a change in the current regulated fares policy which permits the franchisee to raise fares above this level by a further 5%, provided that an equal number of fares are lowered by an equivalent percentage. It is this combination of formulae which has resulted in the excessive fare increases in Kent of up to 13.8% (see below); this element of fares policy must be reversed from January 2012 so that the maximum increase in the county is the same as elsewhere in England at RPI +3%.
- 6.8 Political pressure must also be used to change the fares policy in Greater London, whereby the Mayor for London and Transport for London are able to require a cap of RPI +2% in the capital. The effect of this in counties such as Kent is an actual increase of RPI +4% (before the further 5% on many fares referred to above). It is inappropriate for Greater London to be given such special treatment, and a level fares increase of RPI +3% should apply throughout the Southeastern franchise.
- 6.9 It is also imperative that the franchise operator ensures that all passengers pay the appropriate fare, whether on High Speed, Mainline or rural CRP supported lines. Those who seek to evade paying fares should be subject to the most severe penalties, as they directly contribute to the cost of the fares paid by the honest majority of passengers who have to make up the lost revenue.

## **7. NETWORK RAIL AND THE KENT RUS: PRINCIPAL PROPOSED ROUTE ENHANCEMENTS IN CP4 (2009-2014) & CP5 (2014-2019)**

- 7.1 The Kent Route Utilisation Strategy (RUS) was published by NR in January 2010. It considers how best to meet capacity challenges on the railway network in Kent between now and 2020. It also covers other passenger services in Kent currently operated by Southern between Ashford and Hastings. The period planned by the Kent RUS covers NR's Control Period 4 (CP4) between 2009 and 2014, and Control Period 5 (CP5) between 2014 and 2019. The first part of the plans in the Kent RUS is therefore planned for delivery within the period of the current franchise operated by Southeastern.
- 7.2 Schemes planned for delivery in CP4 include increasing capacity by means of platform lengthening, with all high peak trains via Tonbridge likely to be 12-car formations within the next few years; some further 8-car operations on the Maidstone East line; and further 12-car formations via Rochester, Gravesend and Dartford are anticipated. Due to platform length constraints at critical sites such as Charing Cross and Tunbridge Wells, all Mainline lengthening requires use of class 375 rolling stock with selective door opening.
- 7.3 Also in CP4, the major East Kent resignalling scheme will commence in December 2011, initially involving the remodelling of the track layout in the Faversham, Margate and Ramsgate areas. The next stage will cover the constrained section of railway through the Medway towns, where it is anticipated that there will be an increase in frequency of trains in the Rochester to Gillingham corridor together with increased turnback capacity.
- 7.4 In the latter half of CP4 a period of significant and extended changes to services across a wide area will commence, linked to the Thameslink Programme remodelling works at London Bridge. Current expectations are that the remodelling will be delivered in two phases. The first of these is envisaged to involve Charing Cross trains being unable to call at London Bridge, while the second is expected to involve Cannon Street trains unable to call. The completion of the Thameslink Programme works at London Bridge, currently scheduled for 2018, will involve an extensive recast of services across Kent and other counties.
- 7.5 There is also a pressing need for a coherent strategy for Ashford International station that satisfies all capacity and performance requirements for High Speed, Mainline, Gatwick, Marshlink and International rail services beyond 2014. NR has already proposed the future conversion of one of the international platforms for High Speed and Mainline domestic use, together all the associated infrastructure changes to the station that would be required, and this option needs to be assessed if Ashford International is to be fit for purpose to meet the increasing demands made upon it by all these passenger rail services.

7.6 The high level of passenger numbers using the busiest stations in Kent should also be a key factor in the determination of future plans for station and route enhancement. The table below demonstrates the very high levels of use at the busiest West Kent stations served by Mainline and Metro, and at the most popular East Kent stations served by High Speed:

<b>Kent Stations</b> With footfall > 1.5M	<b>Footfall</b> <b>2009-10</b>
<b>Tonbridge</b>	3,983,778
<b>Sevenoaks</b>	3,758,990
<b>Tunbridge Wells</b>	3,414,482
Dartford	3,033,670
<b>Ashford International</b>	2,756,090
Gravesend	2,502,232
<b>Sittingbourne</b>	2,034,546
<b>Maidstone East</b>	1,889,886

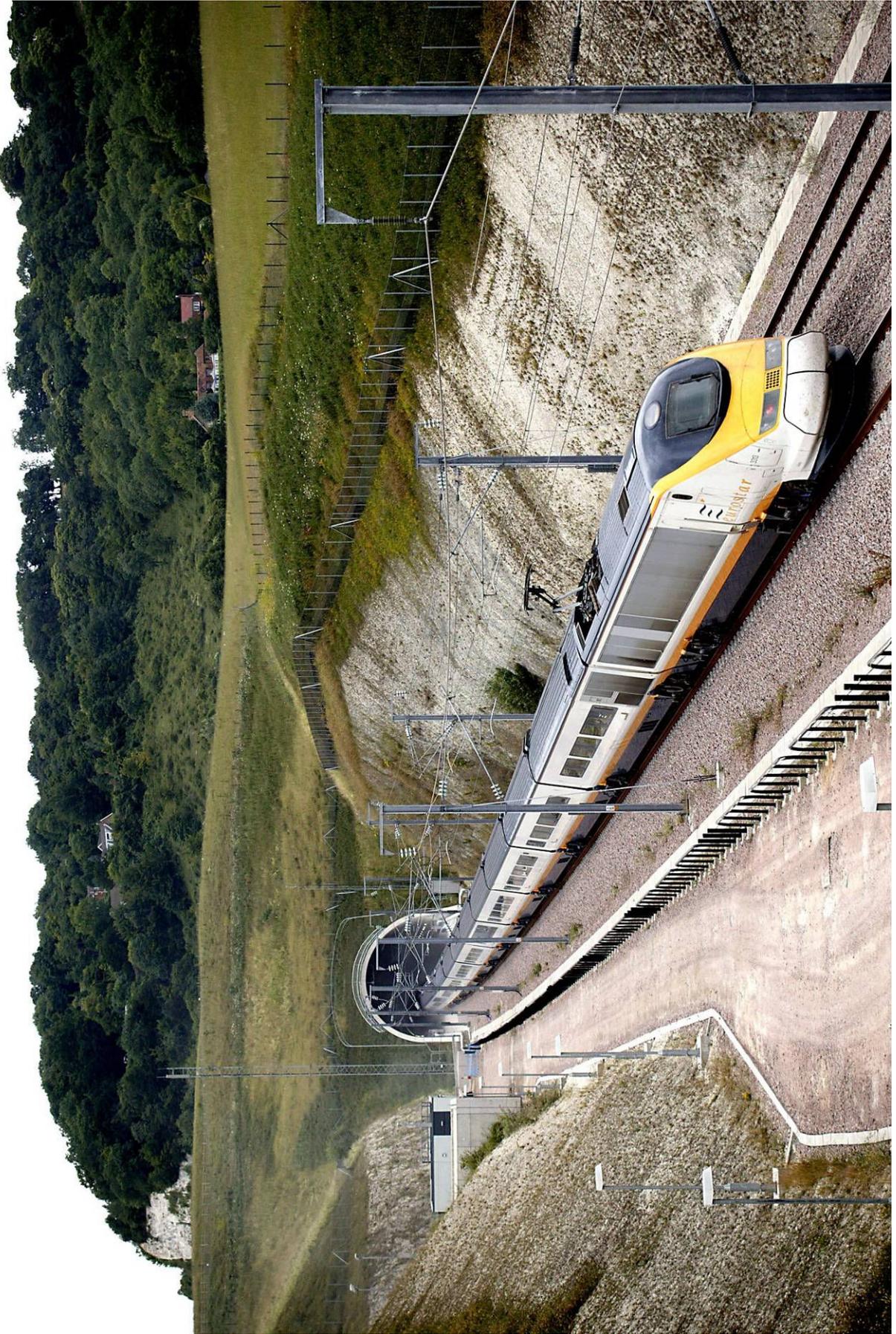
(Source: Office of the Rail Regulator)

7.7 In summary, the Kent RUS proposes the following principal interventions between now and 2020, although it should be noted that most of these would be dependent on funding and rolling stock procurement by the existing and new TOCs of the IKF:

- (i) implement CP4 committed schemes as planned, including Thameslink and train lengthening;
- (ii) commence detailed development of post-Thameslink timetable, with peak services generally modified to run at 15 or 30 minute intervals;
- (iii) further train lengthening in CP5 with approx. 100 extra coaches to ensure all high peak trains and the busiest shoulder peak trains run with maximum capacity;
- (iv) improve access to stations and integration with other transport modes
- (v) prioritise incremental journey time improvements.

## **8. PUBLIC AND STAKEHOLDER ENGAGEMENT**

- 8.1 KCC has invited extensive public and stakeholder engagement in the delivery of its rail Action Plan for Kent (RAPK).
- 8.2 The first stage has been the circulation of the draft RAPK to MPs, KCC Members, District Councils, neighbouring councils, Southeastern, Southern, Network Rail (NR), RUGs and interested individuals in December 2010. Over 60 responses were received by the end of February 2011, and most of the issues raised have been incorporated in the final version. The Rail Action Plan will be presented to Cabinet for approval, and then to the third KCC Rail summit in April 2011.
- 8.3 Once approved by KCC, the RAPK will form the basis of the County Council's formal submission to the DfT for the renewal of the franchise for the south-east London and Kent passenger rail service from April 2014.
- 8.4 KCC welcomes the interest and participation of the RUGs and interested individuals, and a summary of their contributions to date is at Appendix 3. While the majority of the recommendations from the RUGs and individuals have been incorporated in the proposals contained in the RAPK, it has not been possible to incorporate all of them. KCC is concerned to ensure that our proposals for the new franchise are deliverable and achievable, and inevitably some aspirations cannot be included.
- 8.5 The DfT's consultation process is expected to begin in 2011 or 2012, and so KCC's RAPK is appropriately timed to ensure our participation in that process. There will be much further stakeholder and public engagement by the DfT between then and the announcement of the new franchisee, which can be expected at some time in the latter half of 2013.
- 8.6 Whichever company or consortium is successful in their bid for the new IKF, KCC will work closely with them in the period between the announcement of their bid and the commencement of their new franchise operation on 1 April 2014.
- 8.7 KCC also intends to continue close collaboration with NR, who have already engaged positively with plans for investment and route enhancements and whose CP5 also commences in 2014. The desire of KCC to work closely with both NR and Southeastern Railway is being reciprocated and we welcome this ongoing stakeholder engagement.



## **9. INTERNATIONAL RAIL SERVICES**

- 9.1 KCC intends to continue to work with other stakeholders to ensure that Kent remains well connected by rail with Europe. There are four principal ways in which Kent has the potential to be connected by rail with mainland Europe, and KCC will continue to be committed to their development for the benefit of all the residents of Kent.

### **Eurostar**

- 9.2 First, Eurostar commenced services between London, Paris and Brussels in November 1994, and these trains started to serve Ashford International when it opened in 1996. The service from Ashford was initially excellent, with several trains each day to both Paris and Brussels. However, when Ebbsfleet International opened in 2006 the service was drastically reduced, to just three trains each day to and from Paris and none at all to and from Brussels. Following a campaign involving KCC, Ashford BC, Shepway DC and local MPs, and also due to an increase in passenger numbers between London and Brussels, Eurostar reintroduced one daily through service between London, Ashford and Brussels in 2009. The timetable change in 2010 provided a marginally better service between Ashford, Lille and Brussels on Saturdays and Sundays, offering the possibility of day return journeys to both European cities, but diminished the travel options at Ebbsfleet where the last departure to any continental destination is now 1315 every day. KCC will continue to lobby for the retention and expansion of Eurostar services from both Ashford International and Ebbsfleet International, including the now planned through services to Amsterdam in 2014 with the possibility of Geneva in future years.

### **Deutsche Bahn**

- 9.3 Second, following the introduction of competition on High Speed 1 by the EU in 2010, Deutsche Bahn (DB) has indicated its willingness to operate a through service between Frankfurt, Cologne, Brussels and London, with a portion from Rotterdam and Amsterdam joining at Brussels. A test train was operated through to London St Pancras in October 2010 and the Channel Tunnel Inter-Governmental Commission appears to have viewed the test favourably. The issues are safety regulations which restrict the use of trains with distributed power as trains need to be able to be split in two in the event of an emergency, and evacuation procedures which currently require whole trains to be at least 375m long so as to enable passengers to move through the length of the train in order to access the emergency exits to the service tunnel in the event of such an evacuation. If authority is given for DB to operate a through service from Germany it could commence in 2013. KCC will lobby for this service to stop at one of the county's international stations, preferably Ashford International as it is the only one fully connected to the domestic rail network in the county.

## **Trans-Manche Metro**

- 9.4 Third, KCC will continue to participate in the project known as Trans-Manche Metro (TMM) in partnership with Conseil Regional Nord-Pas de Calais. This project is part of the wider EU funded Interreg IV North West Europe – Regions of Connected Knowledge (ROCK) project, in which KCC has replaced the South East England Development Agency (SEEDA) in the work formally undertaken by that body. KCC is committed to part fund the development of the business case for TMM, together with partners in Nord-Pas de Calais and with EU Interreg IV funding. The concept of TMM is to link together the regions of Kent and Nord-Pas de Calais by providing a regular through rail service that would start at London St Pancras and serve Ebbsfleet, Ashford, Calais Frethun, Lille and Brussels. This would facilitate regular movement of passengers for business, education, employment and leisure purposes, and would offer new opportunities to a wide range of Kent business and educational institutes which would be able to develop EU connections served by a frequent international rail service.

## **Eurotunnel**

- 9.5 Fourth, Eurotunnel plc will continue to provide their very successful cross-Channel car, coach and freight carrying shuttle train service between Folkestone and Calais. The company has recently broken its own records of the number of passengers and vehicles carried, and provides an essential part of the total rail service between Kent and the European mainland.
- 9.6 The international dimension of Kent's rail services is paramount to the future economic and demographic development of the county. Reliable rail links to and from our European mainland neighbours will provide the necessary increase in business, education, employment and leisure opportunities that KCC wants to see for the people of Kent, and we intend to ensure that KCC is at the forefront of all these international rail developments by securing the best deal for Kent.

## **10. CONCLUSIONS AND RECOMMENDATIONS**

10.1 The renewal of the Integrated Kent Franchise (IKF) in 2014 will be a pivotal moment in the provision of rail services in Kent. KCC intends to be at the forefront of the DfT's stakeholder engagement process to ensure that Kent is offered the best possible rail service beyond 2014 within the budgetary and physical constraints available.

10.2 This Rail Action Plan for Kent (RAPK) will form the basis of KCC's response to the DfT's consultation on the new IKF, and we shall continue to consult with our own stakeholders and RUGs to ensure that as wide a range of opinion as possible will contribute to the final presentation of Kent's case for the future of rail in the county.

**10.3 The following recommendations are therefore made to the KCC Cabinet:**

- (i) To approve the Rail Action Plan for Kent (RAPK) as the basis for KCC's participation in the DfT's consultation process for the new IKF;**
- (ii) To present the approved version of RAPK to the third KCC Rail Summit in April 2011;**
- (iii) To present the approved RAPK to the DfT as the basis of KCC's contribution to the consultation process for the new IKF;**
- (iv) To recommend that the DfT changes both the present franchise service specification and the new IKF specification to require the franchisee to report all performance indicators separately for High Speed, Mainline and Metro services;**
- (v) To recommend that the DfT, with effect from January 2012, changes the current regulated fares policy which permits the franchisee to raise fares above the base level by a further 5%, so that the maximum increase in Kent equals that elsewhere in England at RPI +3%;**
- (vi) To ensure that KCC's interests are fully represented in the final franchise service level specification for the new IKF;**
- (vii) To continue to consult widely with MPs, KCC Members, district councils, town and parish councils, neighbouring authorities, RUGs and interested individuals so as to ensure as wide a range as possible of stakeholder engagement within Kent;**
- (viii) To engage with the chosen operator of the IKF well before commencement of the new franchise on 1 April 2014.**

## **SOURCES - in chronological order**

Integrated Kent Franchise – Stakeholder Briefing Document (Strategic Rail Authority, London, January 2005)

Memorandum of Understanding regarding the setting up of a European Network of High Speed Regions (Kent County Council, Region Nord-Pas de Calais, Gemeente Breda, BrabantStad - Brussels, February 2009)

Connecting Local Communities – Network Rail CP4 Delivery Plan: Route Plans 2009 – Route 1: Kent (Network Rail, London, March 2009)

The Modern Railway – A Special Modern Railways Publication (Ian Allan Publishing Ltd, Hersham, Surrey, 2009)

Unlocking Kent's Potential: Opportunities and Challenges (Kent County Council, Maidstone, 2009)

Kent Route Utilisation Strategy (RUS) (Network Rail, London, January 2010)

21<sup>st</sup> Century Kent – A Blueprint for the County's Future (Sir Terry Farrell, London, January 2010)

Ashford to Ramsgate journey time enhancements – GRIP 1 stage (Network Rail, London, May 2010)

Local Transport Plan for Kent 2011-2016 – Draft for Consultation (Kent County Council, September 2010)

Kent Rail Summits – Representations received before, during and after (KCC, Maidstone, March 2010 and October 2010)

Growth Without Gridlock – A Transport Delivery Plan for Kent (Kent County Council, Maidstone, December 2010)

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## RAIL ACTION PLAN FOR KENT - APPENDIX 1 - ACTIONS AND TIMESCALES

DATE	ACTION	OFFICERS	ACTIONED
04-Nov-10	Agree RAPK outline structure	PC / SG	Yes
15-Nov-10	First draft of RAPK to NC / PC for approval	SG	Yes
22-Nov-10	Second draft of RAPK to NC / PC for approval	SG	Yes
14-Dec-10	Fourth draft of RAPK to NC / PC for approval	SG	Yes
14-Dec-10	Final draft of RAPK to Leader for approval	PC / SG	Yes
<b>22-Dec-10</b>	<b>Final draft of RAPK to MPs / KCC Members / DCs / NR / SER / SR / RUGs for consultation</b>	<b>NC office</b>	<b>Yes</b>
18-Jan-11	Final draft of RAPK to POSC (EHW) for approval	PC	Yes
28-Feb-11	Deadline for responses from ALL	SG	Yes
03-Mar-11	Final version of RAPK to Cabinet Member BS for approval	PC / SG	Yes
08-Mar-11	Final version of RAPK to CMT for information	PC / SG	Yes
21-Mar-11	Final version of RAPK to Cabinet Briefing for approval	PC / SG	Yes
<b>04-Apr-11</b>	<b>Final version of RAPK to CABINET for approval</b>	<b>PC / SG</b>	<b>Yes</b>
22-Apr-11	RAPK circulated to all stakeholders	BS office	
<b>27-Apr-11</b>	<b>RAPK presented to Rail Summit 3</b>	<b>PC / SG</b>	
2011/12	RAPK to inform KCC response to DfT consultation on new Integrated Kent Franchise for 2014+	PC / SG	

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## RAIL ACTION PLAN FOR KENT

### APPENDIX 2 - TABLE OF PROPOSED RAIL SERVICE NETWORK IN NEW FRANCHISE

The tables of rail services are indicative aspirations for the new Integrated Kent Franchise from 2014+. They include seven stations in the Medway Council area: Halling, Cuxton, Strood, Rochester, Chatham, Gillingham & Rainham, and also other routes operated by First Capital Connect (Thameslink), Southern, and international rail operators, in order to cover the complete national passenger rail network in Kent.

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**MAIDSTONE & EAST KENT (VIA MEDWAY)**  
**TRAINS PER HOUR (tph)**

**PEAK PERIODS**  
**(PEAK DIRECTION)**

**OFF-PEAK PERIODS**

Terminus / Via:	St Pancras	Victoria	Blackfriars	Bromley S	St Pancras	Victoria	Blackfriars	Bromley S
Departure Station			TH				TH	
Swanley (via Maid E)		1	1	1		1	1	1
Eynsford (via Maid E)			1	1			1	1
Shoreham (via Maid E)			1	1			1	1
Offord (via Maid E)		2	1	3		2	1	3
Kemsing		1	1	2			1	1
Borough Green & Wrotham		2	1	3		2	1	3
West Malling		2	1	3		2	1	3
East Malling		1	1	2			1	1
Barming		1	1	2			1	1
Maidstone East		2	1	3		2	1	3
Bearsted		2	1	3		2		2
Hollingbourne		1		1		1		1
Harrietsham		1		1		1		1
Lenham		1		1		1		1
Charing		1		1		1		1
Ashford (via Maidstone East)		2		2		2		2

TH - This service would be reassigned within the FCC franchise and would become part of Thameslink (KO2) in 2018 at 2tph

Terminus / Via:	St Pancras	Victoria	Cannon St	Bromley S	Blackfriars	St Pancras	Victoria	Cannon St	Bromley S
Departure Station									
Swanley (via Chatham)		3		3	1		2		2
Farningham Road		2		2	1		1		1
Longfield		3		3	1		2		2
Meopham		3		3	1		2		2
Sole Street		2		2	1		1		1
Rochester (via Swanley)		3	2	3	1		2		2
Chatham (via Swanley)		5	2	5	1		4		4
Gillingham (via Swanley)		5	2	5	1		4		4
Rainham	2	2	2	2		2	2		2
Newington		1	1	1			1		1
Sittingbourne	2	2	2	2		2	2		2
Teynham		1	1	1			1		1
Faversham	2	2	2	2		2	2		2
Whitstable	2	2	2	2			2		2
Chestfield		1	1	1			1		1
Herne Bay	2	2	2	2			2		2
Birchington	2	2	2	2			2		2
Westgate		1	1	1			1		1
Margate (via Chatham)	2	2	2	2			2		2
Broadstairs (via Chatham)	2	2	2	2			2		2
Dumpton Park (via Chatham)		1	1	1			1		1
Ramsgate (via Chatham)		2	2	2			2		2

Terminus / Via:	St Pancras	Victoria	Cannon St	Bromley S	St Pancras	Victoria	Cannon St	Bromley S
Departure Station								
Selling		2		2		1		1
Canterbury East		2		2		2		2
Bekesbourne		2		2		1		1
Adisham		2		2		1		1
Aylesham		2		2		1		1
Snowdown		2		2		1		1
Shepherds Well		2		2		1		1
Kearsney		2		2		1		1
Dover Priory (via Chatham)		2		2		2		2

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**EAST KENT (VIA ASHFORD)**  
**TRAINS PER HOUR (tph)**

**PEAK PERIODS**  
**(PEAK DIRECTION)**

**OFF-PEAK PERIODS**

Terminus / Via:	St Pancras	Charing X	Cannon St	London B		St Pancras	Charing X	Cannon St	London B
<b>Departure Station</b>									
Sevenoaks (via Ashford)		3	2	5			2		2
Hildenborough (via Ashford)			2	2					
Tonbridge (via Ashford)		3	2	5			2		2
Paddock Wood		3	2	5			2		2
Marden		3	2	5			2		2
Staplehurst		3	2	5			2		2
Headcorn		3	2	5			2		2
Pluckley		3	2	5			2		2
Ashford	4*	3	2	5		2	2		2
Wye		2	1	3			2		2
Chilham		2	1	3			2		2
Chartham		2	1	3			2		2
Canterbury West	2	2	1	3		2**	2		2
Sturry		1	1	2			1		1
Minster		1	1	2			1		1
Minster (via Sandwich)		1							
Westenhanger		2	1	3			2		2
Sandling		2	1	3			2		2
Folkestone West	2	2	1	3		2**	2		2
Folkestone Central	2	2	1	3		2**	2		2
Dover Priory	2	2	1	3		2**	2		2
Martin Mill		2	1	3			1		1
Walmer		2	1	3			1		1
Deal	2	2	1	3		1	1		1
Sandwich	2	2	1	3		1	1		1
Ramsgate (via Ashford)	4	3	2	5		2	2		2
Dumpton Park (via Ashford)									
Broadstairs (via Ashford)	2					1			
Margate (via Ashford)	2					1			

\* Aspiration is for 4tph peak HS service Ashford-St Pancras during period of next franchise

\*\* Aspiration is for 2tph off-peak HS service (join/divide at Ashford) for Canterbury West, Folkestone West, Folkestone Central & Dover Priory during period of next franchise

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**NORTH KENT LINE  
TRAINS PER HOUR (tph)**

**PEAK PERIODS  
(PEAK DIRECTION)**

**OFF-PEAK PERIODS**

Terminus / Via:	St Pancras	Charing X	Cannon St	London B	St Pancras	Charing X	Cannon St	London B
<b>Departure Station</b>								
Dartford		6	6	12		6	2	8
Stone Crossing		2		2		2		2
Greenhithe		4	2	6		4		4
Swanscombe		2		2		2		2
Northfleet		2		2		2		2
Ebbsfleet International	6*				6			
Gravesend	4	4	2	6	4	4		4
Higham		2	2	4		2		2
Strood (via Gravesend)	4	2	2	4	4	2		2
Rochester (via Gravesend)	2	2	2	4	2	2		2
Chatham (via Gravesend)	2	2	2	4	2	2		2
Gillingham (via Gravesend)	2	2	2	4	2	2		2

\* inc additional 2tph from Ashford during course of new IKF - existing 2tph do not call here during peaks

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**COMMUNITY RAIL PARTNERSHIP LINES (KENT CRP)**

**TRAINS PER HOUR (tph)**

**PEAK PERIODS  
(PEAK DIRECTION)**

**OFF-PEAK PERIODS**

**Medway Valley Line**

<b>Terminus / Via:</b>	<b>St Pancras</b>	<b>Strood</b>	<b>Pad Wood</b>	<b>Tonbridge</b>		<b>St Pancras</b>	<b>Strood</b>	<b>Pad Wood</b>	<b>Tonbridge</b>
<b>Departure Station</b>									
Strood	2		2			2		1	1
Cuxton		2	2				2	1	1
Halling		2	2				2	1	1
Snodland	2	2	2			2	2	1	1
New Hythe		2	2				2	1	1
Aylesford		2	2				2	1	1
Maidstone Barracks	2	2	2			2	2	1	1
Maidstone West	2	2	2			2	2	1	1
East Farleigh		2	2				1	1	1
Wateringbury		2	2				1	1	1
Yalding		2	2				1	1	1
Beltring		2	2				1	1	1
Paddock Wood		2					1		1

**TRAINS PER HOUR (tph)**

**PEAK PERIODS  
(PEAK DIRECTION)**

**OFF-PEAK PERIODS**

**Sittingbourne-Sheerness Line**

<b>Terminus</b>	<b>Sitt'bourne</b>					<b>Sitt'bourne</b>			
<b>Departure Station</b>									
Kemsley	2					2			
Swale	2					2			
Queenborough	2					2			
Sheerness-on-Sea	2					2			

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**KENT STATIONS SERVED BY SOUTHERN FRANCHISE**

*These services are not part of the Integrated Kent Franchise but are included here to show the complete set of rail routes in Kent*

**TRAINS PER HOUR (tph)**

**PEAK PERIODS  
(PEAK DIRECTION)**

**OFF-PEAK PERIODS**

**Ashford-Hastings Line  
Marshlink - part of Sussex CRP**

Terminus / Via:	Ashford	Rye	Hastings	Brighton		Ashford	Rye	Hastings	Brighton
<b>Departure Station</b>									
Ham Street	2	2	2*	1		1	1	1	1
Appledore	2	2	2*	1		1	1	1	1

*\* 2tph to/from Hastings would be dependent on NR line speed improvements in CP5*

**Oxted-Uckfield Line**

Terminus / Via:	London B	E Croydon	Oxted	Uckfield		London B	E Croydon	Oxted	Uckfield
<b>Departure Station</b>									
Edenbridge Town	2	2	2	2		1	1	1	1
Hever	2	2	2	2		1	1	1	1
Cowden	2	2	2	2		1	1	1	1

**Tonbridge-Redhill Line**

Terminus / Via:	London B	E Croydon	Redhill	Gatwick**		London B	E Croydon	Redhill	Gatwick**
<b>Departure Station</b>									
Ashford			1	1				1	1
Tonbridge	2	2	3	1		2	2	3	1
Leigh	2	2	2			2	2	2	
Penshurst	2	2	2			2	2	2	
Edenbridge	2	2	2			2	2	2	

*\*\* Gatwick service is aspiration for new Southern area franchise from 2015*

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**INTERNATIONAL SERVICES**

*These services are not part of the Integrated Kent Franchise but are included here to show the complete set of rail routes in Kent*

**ASPIRATION FOR SERVICE 2013+  
TRAINS PER DAY (tpd)**

*X - not for internal UK travel*

<b>Eurostar</b>				
<b>Terminus / Via:</b>	St Pancras	Lille	Brussels	Paris
<b>Departure Station</b>	X			
Ebbsfleet International	10	4	4	6
Ashford International	5	2	2	3

<b>Deutsche Bahn</b>					
<b>Terminus / Via:</b>	St Pancras	Lille	Brussels	Cologne/ Frankfurt	Rotterdam/ Amsterdam
<b>Departure Station</b>	X			(divides @ Brussels)	
Ebbsfleet International					
Ashford International	1		1	1	1

*(out of 3 return jnys proposed by DB)*

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**WEST KENT & HASTINGS LINES**  
**TRAINS PER HOUR (tph)**

**PEAK PERIODS**  
**(PEAK DIRECTION)**

**OFF-PEAK PERIODS**

**Hastings Line**

<b>Terminus / Via:</b>	<b>Blackfriars</b>	<b>Charing X</b>	<b>Cannon St</b>	<b>London B</b>		<b>Blackfriars</b>	<b>Charing X</b>	<b>Cannon St</b>	<b>London B</b>
Dunton Green (stopper)		1	2	3			2		2
Sevenoaks (stopper)			3	3			2		2
Sevenoaks (via Tun Wells)		2	2	4			4		4
Hildenborough (via Tun Wells)		2	2	4			2		2
Tonbridge (via Tun Wells)		2	2	4			4		4
High Brooms		4	2	4			4		4
Tunbridge Wells		4	2	4			4		4
Hastings (via Tun Wells)		2	2	2			2		2

*Note - lower tph for Hastings-CX trains in peaks is because they run fast High Brooms-Waterloo Ea:*

**Swanley-Sevenoaks (via Bat & Ball)**

**Jointly operated with First Capital Connect as part of Thameslink Network**

<b>Terminus / Via:</b>	<b>Blackfriars</b>	<b>Bromley S</b>
<b>Departure Station</b>		
Swanley (via Bat & Ball)	1	1
Eynsford (via Bat & Ball)	1	1
Shoreham (via Bat & Ball)	1	1
Offord (via Bat & Ball)	1	1
Bat & Ball	1	1
Sevenoaks (via Bat & Ball)	1	1

<b>Blackfriars</b>	<b>Bromley S</b>
1	1
1	1
1	1
1	1
1	1
1	1

*This service would revert to 2tph all day once Thameslink (KO2) service to Maidstone East commences in 2018*

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**RAIL ACTION PLAN FOR KENT**

**APPENDIX 3 - SUPPORTING EVIDENCE OF RAIL USER GROUPS (RUGs) AND INDIVIDUALS**

Date Received	RUG / Individual	Rail Route / Service	RAPK response
05-Jan-10	Kent Resident	Cannon St service on Maid East line	New all-day service on Maid East line to Blackfriars
24-Mar-10	Mr Clark MP	T Wells and Tonbridge services	No change
25-Mar-10	Kent Resident	Long jny times on Maid East line	Faster journey times on Maid East line to Vic
25-Mar-10	Kent Resident	New Thanet Parkway station	KCC plans in progress with Thanet DC & developer
27-Mar-10	Kent Resident	Improved Ton-Red service & through Gatwi	RAPK aspiration for new Southern franchise
28-Mar-10	Sevenoaks Rail Travellers Assn	Gatwick-Tonbridge-Ashford through service	RAPK aspiration for new Southern franchise
28-Mar-10	Sevenoaks Rail Travellers Assn	Various Sevenoaks routes	Individual issues inc where possible in RAPK
01-Apr-10	Kent Resident	Whole Southeastern Franchise	Individual issues inc where possible in RAPK
01-Apr-10	Meopham Parish Council	Retention of fast service to Meopham	Slower service due to faster N Kent service to Vic / C S
02-Apr-10	Kent Resident	Cannon St service on Maid East line	New all-day service on Maid East line to Blackfriars
12-May-10	Maidstone / Malling RUG	Cannon St service on Maid East line	New all-day service on Maid East line to Blackfriars
22-Jul-10	Mr Gough MP	Reduction in Farningham Rd service	No change due to need to improve North Kent line jnys
02-Aug-10	Alliance of Kent Commuters	Whole Southeastern Franchise	Individual issues inc where possible in RAPK
03-Aug-10	Kent Resident	Later evening trains to Canterbury	To be inc in detailed submission with faster jny times
05-Aug-10	Kent Resident	Deal connections with HS & longer jny times	Improved connectivity and extension of HS via Deal
08-Aug-10	Kent Resident	Slow Maid East line service to Vic	Faster journey times on Maid East line to Vic
08-Aug-10	Kent Resident	Longer jny times from Thanet to Cannon St	Faster service to Vic / C St on North Kent line
09-Aug-10	Kent Resident	HS to stop at Sandling instead of Folk West	Continue to serve both Folkestone stns on HS as now
09-Aug-10	Kent Resident	Excellent HS service from Ramsgate	Faster jny with NR route enhancement
09-Aug-10	Kent Resident	Longer jny times on Faversham to Vic	Faster service to Vic / C St on North Kent line
10-Aug-10	Kent Resident	Excellent service from Sandling	No change
10-Aug-10	Kent Resident	Excellent HS service from Broadstairs	Faster jny with NR route enhancement
11-Aug-10	Kent Resident	Deal connections with HS & longer jny times	Improved connectivity and extension of HS via Deal
11-Aug-10	Kent Resident	Longer jny times on Broadstairs to Vic	Faster service to Vic / C St on North Kent line
13-Aug-10	Kent Resident	Longer jny times on Faversham to Vic	Faster service to Vic / C St on North Kent line
16-Aug-10	Kent Resident	Longer jny times on Margate to Vic	Faster service to Vic / C St on North Kent line
17-Aug-10	Kent Resident	North Kent line journey times to Vic	Faster service to Vic / C St on North Kent line
18-Aug-10	Kent Resident	Longer jny times on Mainline from Folk C &	No change
19-Aug-10	Kent Resident	Longer jny times on Mainline from Folk C &	No change
24-Aug-10	Kent Resident	Excellent HS service from Folk C & W	Continue to serve both Folkestone stns on HS as now
28-Aug-10	Kent Resident	Long jny time on HS from Ramsgate	Faster jny with NR route enhancement
02-Sep-10	Kent Resident	Deal connections with HS & longer jny times	Improved connectivity and extension of HS via Deal

Date Received	RUG / Individual	Rail Route / Service	RAPK response
10-Sep-10	Gravesham Borough Council	Supports new HS service	Increased HS frequency if Maid W HS trains call at G'e
13-Sep-10	Kent Resident	Connections with Marshlink at Ashford	Improved connectivity for all services at Ashford
13-Sep-10	Teynham Parish Council	Slow Vic / C St on North Kent line	Faster service to Vic / C St on North Kent line
17-Sep-10	Kent Resident	Importance of retaining Vic on Maid E line	Faster journey times on Maid East line to Vic
17-Sep-10	Kent Resident	Cannon St service on Maid East line	New all-day service on Maid East line to Blackfriars
17-Sep-10	Kent Resident	Slow Maid East line service to Vic	Faster journey times on Maid East line to Vic
19-Sep-10	Kent Resident	Cannon St service on Maid East line	New all-day service on Maid East line to Blackfriars
20-Sep-10	Kent Resident	Cannon St service on Maid East line	New all-day service on Maid East line to Blackfriars
20-Sep-10	Kent Resident	Cannon St service on Maid East line	New all-day service on Maid East line to Blackfriars
21-Sep-10	Kent Resident	North Kent HS & Mainline - journey times	Faster journey times on Mainline on N Kent route
21-Sep-10	Kent Resident	Later trains from London to Sitt / Sheerness	To be inc in detailed submission with faster jny times
27-Sep-10	Kent Resident	Slow Vic / C St on North Kent line	Faster service to Vic / C St on North Kent line
28-Sep-10	Kent Resident	Sittingbourne / Sheerness connects with HS	Improved connectivity with HS
29-Sep-10	Kent Resident	Cannon St service on Maid East line	New all-day service on Maid East line to Blackfriars
30-Sep-10	Kent Resident	Slow Vic / C St on North Kent line	Faster service to Vic / C St on North Kent line
30-Sep-10	Kent Resident	Whole Southeastern Franchise	Individual issues inc where possible in RAPK
30-Sep-10	Farningham Parish Council	Reduction in Farningham Rd service	No change due to need to improve North Kent line jnys
01-Oct-10	Kent Resident	Westenhanger Parkway development	No decision likely in short-term but inc in GwG
02-Oct-10	Kent Resident	Slow Vic / C St on North Kent line	Faster service to Vic / C St on North Kent line
04-Oct-10	Kent Resident	Infrastructure improvements	Working with NR on route upgrade schemes
05-Oct-10	Marden Parish Council	Supports new timetable	No change
06-Oct-10	Kent Resident	HS service from Victoria to Medway stations	Not achievable
08-Oct-10	Edenbridge Town Council	Gatwick-Tonbridge to serve Edenbridge	Non-stop between Tonbridge & Redhill so unlikely
11-Oct-10	Kent Resident	Deal connections with HS & longer jny times	Improved connectivity and extension of HS via Deal
12-Oct-10	Kent Resident	Reduced service at Newington	No change due to need to improve North Kent line jnys
14-Oct-10	Kent Resident	Whole Southeastern Franchise	Individual issues inc where possible in RAPK
15-Oct-10	Kent Resident	Slow Vic / C St on North Kent line	Faster service to Vic / C St on North Kent line
16-Oct-10	North Kent RUG	Whole Southeastern Franchise	Individual issues inc where possible in RAPK
16-Oct-10	Alliance of Kent Commuters	Whole Southeastern Franchise	Individual issues inc where possible in RAPK
17-Oct-10	Kent Resident	Whole Southeastern Franchise	Individual issues inc where possible in RAPK
18-Oct-10	Kent Resident	New station at Walderslade	Not achievable
19-Oct-10	Mr Wickham KCC Member	HS to serve Wye	No change due to need to improve HS to Thanet jnys
31-Oct-10	Kent Resident	North Kent HS & Mainline - journey times	Faster journey times on Mainline on N Kent route
01-Nov-10	Kent Resident	Olympic HS services	Discussions in progress between KCC, SER & ODA
02-Nov-10	Kent Resident	North Kent HS & Mainline - journey times	Faster journey times on Mainline on N Kent route
03-Nov-10	Kent Resident	HS to Faversham	No change



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RAIL ACTION PLAN FOR KENT - FINAL VERSION			
Appendix 4 - Consultation Responses (CR)			
CR Number	CR From	CR Issues Raised	RAPK response to CR
1	Southeastern Railway - Mike Gibson	Welcomes KCC role in preparing RAPK Welcomes acknowledgement of SER investment in rail network in Kent, and supports KCC's aspirations for new franchise	Welcome comment and noted Welcome comment and noted
		Criticises KCC's charge of abysmal performance in recent adverse winter weather and requests recognition of role of Network Rail in providing information for passengers	Amended text of para 4.9, and new paras 4.10 and 4.11 to reflect more accurately joint role of SER and NR in provision of information for passengers
2	Network Rail - Richard Howkins	Notes KCC criticism of communication problems in recent adverse winter weather (para 4.9), and recognises responsibility of NR to work with SER to improve communications during future adverse conditions	Amended text of para 4.9, and new paras 4.10 and 4.11 to reflect more accurately joint role of SER and NR in provision of information for passengers
		Section 6 - Towards the New Franchise: 2014+	
		Key Requirements (para 6.4) - NR welcomes the clearly defined aspirations by KCC and offers the following comments in respect of each proposal:	
		(i) Post-Thameslink timetable specification largely fulfils this, but Kent RUS proposals do remove Cannon St service from Canterbury, Dover and Folkestone	(i) Noted - RAPK argues for retention of these Cannon St services
		(ii) Note and support this proposal	(ii) Noted - RAPK now strengthens argument
		(iii) Concern re capacity and constraints at Ashford in response to RAPK call for improved connections	(iii) Noted - agree with NR comment re need for coherent strategy for Ashford that satisfies all capacity and performance requirements

		(iv) Support this proposal if viable	(iv) Noted	
		(v) Understand stopping patterns may be addressed in future timetable, and note operational constraints of HS on N Kent line are west of Faversham	(v) Realignment of stopping pattern is included in RAPK, and RAPK now agrees with NR re HS on N Kent line and removes proposal to withdraw peak-only service east of Faversham	
		(vi) NR commitment to continue development of these schemes for submission for funding for CP5	(vi) Welcome commitment from NR and close working relationship developed between NR and KCC	
		(vii) NR support this proposal provided it is economical and operationally viable	(vii) Welcome support from NR for this proposal	
		(viii) NR note KCC/NR ongoing action but also note that Kent RUS identifies future enhancement of H services via Ashford and via Thames Gateway	(viii) Welcome ongoing support from NR and note Kent RUS future options for HS services	
		(ix) NR reiterates proposal in Kent RUS for Hastings line Cannon St service to be replaced by Thameslink KO2 service to Tunbridge Wells	(ix) Reject Kent RUS proposal for Hastings - Cannon St service, and modify RAPK to identify spread of reductions in Cannon St services to meet required reduction in paths from 25tph to 22tph	
		(x) NR supports development of Parkway stations where economic and operational viability exist	(x) Welcome NR support and partnership working on Manston; retain Maidstone and Westenhanger for future development; remove Appledore (removed from final Growth without Gridlock paper)	
		(xi) NR supports any Gatwick-Kent options which are economically and operationally viable, but has reservations about constraints at Ashford	(xi) Welcome NR support for principle of Gatwick-Kent service, and agree that constraints at Ashford will need to be addressed as part of wider review of infrastructure there	

	(xii) NR supports future development of integrated bus/rail ticketing	(xii) Welcome NR support for ITSO ticketing to be included as requirement in new franchise
	(xiii) NR supports improvements to whole travel experience	(xiii) Noted
	Section 7 - Proposed enhancements in CP4 & CP5	
	NR suggest inclusion of key RUS recommendation of developing HS services to provide extra capacity in Thames Gateway and Ashford	Agreed - this key RUS recommendation will be added to RAPK
	NR reiterates platform capacity constraints at Ashford and identifies need for future conversion of one of the international platforms to meet future HS development	Agreed - this RUS recommendation will be added to RAPK
	NR recommends removal of post-2020 developments from RAPK as these are beyond CP5	Agreed - these will be removed from RAPK
	NR refers to omission of rail freight from RAPK	Noted - RAPK will be amended to clarify its scope, i.e. it is concerned with the Rail Passenger network in Kent; KCC is developing a separate Freight Action Plan which will include rail freight issues
	NR welcomes reference to Action with Communities in Rural Kent and Kent Community Rail Partnership, and strongly supports these organisations and their objectives	Welcomed comment and agreed
	NR welcomes close working relationship with KCC in recent years and looks forward to continuing to work together for benefit of residents of Kent	Welcomed and noted

3	Action with Communities in Rural Kent - Nigel Whitburn	From: Action with Communities in Rural Kent		
		Welcome proposed retention of service levels on CRP lines in Kent	Agreed	
		Would also wish to have weekend & public holiday service levels included	Not included for reasons of clarity, but agree that these should be retained as now	
		Strongly agree with para 6.6 and KCC's intention to press for a reduction in annual level of fare increases	Agreed	
		From: Kent Community Rail Partnership		
		Welcomes recognition of role of Kent CRP and service specification listed in RAPK	Agreed	
		Need to recognise services operated by Southern franchise by new para 3.10, to recognise role of Sussex CRP and Marshlink / Uckfield lines	Agreed - new para 3.10 to be added	
		Support key requirement (iv) for improved connectivity between SwaleRail and Mainline at Sittingbourne	Agreed	
		Would like renewed commitment to electrification of Marshlink line included in requirement (vi)	Although not included in Kent RUS, agree to add this to RAPK requirement (vi)	
		Strongly support requirement (ix) for HS services via Medway Valley line to Maidstone West	Agreed - proposal is for peak & off-peak HS and to include Barracks & Snodland	
		Would like DfT to require new franchisee to work with CRPs as part of new IKF agreement	Agreed - will add new para 3.11 to include this requirement	
		Welcome proposed service specifications and would wish to have Medway Valley service extended to Tonbridge at all times	Agree that this is ideal, but pathing constraints at Tonbridge in peaks preclude this at present - agree Sunday service should be extended to Tonbridge	
		Concern re possible closures of small rural stations	Agree - will add need for new IKF to retain all existing stations - new para 3.12	
		Concern re ticketless travel on CRP lines	Agree - will add need for increased revenue protection - new para 6.9	

4	Gravesham Borough Council - Tony Chadwick	Changes in RAPK appear to reduce Cannon St services to Gravesend and other stations	Agreed - service specification revised to include present level of service	
		Concern re proposed change to Meopham (also applied to Longfield) service	Service specification revised to include present Cannon St service, but change retained to Meopham & Longfield service - this is to speed up North Kent line trains from East Kent by omitting these stops and to replace them with additional Gillingham starter to provide 2tph off-peak & 3tph peak at Meopham & Longfield (with 1tph off-peak & 2tph peak at Sole Street & Farningham Rd)	
		Concern re change to Eurostar timetable at Ebbsfleet which removed all departures to Paris / Brussels after 1315	Agreed - concern noted in international section of RAPK	
5	Bob Parsons	Inclusion of Association of Community Rail Partnerships (ACORP) in list of organisations which support rail industry	Agreed - will include in list of railway organisations - new para 3.13	
		Extensive reorganisation of the IKF, with separate service providers for HS1, Metro, Southeastern Mainline and East Kent Community Services (to be run by KCC)	Disagree - beyond scope of RAPK and not in Kent RUS KCC not able to fund direct rail services	
6	David Tibbals	Reason for lack of Cannon St service from Maidstone line in RAPK	Not in present franchise and lack of paths to CS in new IKF - replaced by proposed new service to Blackfriars	
		Reason for long journey time from Maidstone East to London	Circuitous route of Maidstone East line when constructed	
		When will proposed service to Blackfriars commence and what would journey time be	If accepted by DfT for inclusion in new franchise it could start in May 2014, and the journey time would be about 70 minutes to Maidstone East - but it would provide a direct all-day service between the Maidstone East line and the City	
		Reason for high cost of London season ticket	Regulated fares include season tickets and are pre-determined by DfT franchise policy which sets Southeastern fares at RPI + 3% pa	

7	North Kent Rail User Group - Jackie Davidson	Reduction in travel time between Medway / Swale and St Pancras by construction of new rail link bridge over River Medway	Disagree - not in Kent RUS	
		Re-build Ashford International station with platforms 5/6 becoming international platforms	Disagree - not in Kent RUS	
		Rolling stock ownership by TOC	Disagree - ownership by ROSCOs was determined by Railways Act 1993	
		Raising of punctuality benchmark	Agree with Southeastern proposal	
		Object to Mayor of London and TfL proposal for extra stops at Denmark Hill and Peckham Rye	Agree with objection	
		Poor information on station displays and website	Agree with objection	
		Kent-Essex links through LEP	Agree - KCC will engage with LEP partners	
		Support longer franchises of up to 30 years	Agree with principle, but KCC supports DfT aspiration for longer franchises of 10-15 years	
		Availability of class 395 stock to support proposed new HS services via Deal and to Maidstone West	Current allocation of 29 class 395 stock would be sufficient including maintenance spare sets	
		Through trains to / from Sheerness branch	Disagree - lack of additional stock and pathing restrictions via Medway	
		Object to proposed HS service to Maidstone West	Disagree - proposed HS service would be 2tph all day and would take about 50-55 mins	
		Change Ashford-Hastings line to Southeastern franchise and double-track Appledore-Ore	Disagree with change of franchisee as Southern operate DMUs and Southeastern does not, but agree with aspiration for doubling (and electrification)	
		Suggested move of Rochester station to take 12-car trains	Disagree - but class 375s can be 12-car and serve Rochester with SDO operation	

8	Bearsted Parish Council - Paul Young	Inclusion of Bearsted as stop on proposed service from Maidstone East line to Blackfriars	Agree in peak periods - proposed service would be 1tph in each peak period; in off-peaks proposed service would not serve Bearsted but would terminate in platform 3 at Maidstone East	
9	Hollingbourne Parish Council - John Cobbett	Support sought for new station near Maidstone on HS1	No Plans for new station on HS1 as this is not feasible, but RAPK and Growth without Gridlock retain future option of Maidstone Parkway station on Maidstone East line	
10	Sevenoaks Rail Travellers Association - Roger Johnso	Encourages KCC to lead and facilitate these discussions and welcomes Rail Summits and RAPK	Welcome support and noted	
		Need for KCC to intervene and represent Kent Mainline rail users	Agree - RAPK will act as intervention tool in new IKF consultation process with DfT	
		Need for KCC to campaign to retain existing peak hour services from Sevenoaks to CX and CS	Agree - RAPK rejects replacement of Mainline CS services by Thameslink KO2	
		Need for KCC to campaign for additional capacity on Mainline via Sevenoaks and to ensure London termini served match destinations required by rail passengers	Recognise need for extra capacity but not realistic due to physical constraints of Orpington-Tonbridge section - not in Kent RUS; agree that new IKF should as far as practicable serve London termini required	
		Need for KCC to campaign for expansion in medium term in London termini and access to them	Additional capacity through London Bridge to CX and Blackfriars will be in use from 2018	
		Need for KCC to reiterate support for retention of existing levels of service and to dissuade railheading	RAPK proposal retains principal services through Sevenoaks on Mainline but diverts half Bat & Ball service to Maidstone East to provide interim (pre Thameslink KO2) service from that line to City, so dissuading railheading to Sevenoaks line	
		Need for KCC to act as champion for RUGs to mitigate disruption during post-2012 rebuild of London Bridge	Agree - further Rail Summits will act as forum for RUGs for particular issues such as London Bridge, but this rebuild will cause major disruption to CX and CS services	

	Strongly support KCC proposal for Ashford-Tonbridge-Gatwick service, which should operate every 30 minutes	Welcome support, although KCC proposal is for 60 minute service which would require only two EMU sets	
	Need for KCC to act as facilitator with TOCs, Network Rail and RUGs to promote station/line partnership schemes to improve travel facilities at stations	Agree - RAPK includes support for CRPs and recommends DfT require franchisee to work with CRPs as part of new IKF agreement	
	Request re-naming of tab from "North Kent & Hastings" to recognise West Kent line served by Hastings trains	Agree - tab name will be changed	
	Request retention of at least 12tph in peak in RAPK	Agree - RAPK now amended	
	Proposes post-2018 revised service from Sevenoaks reflecting KO2 and revised London termini	Noted and recognise need for new service pattern to reflect KO2 post-2018	
	Supports longer franchises	Agree - DfT has since announced intention for 15 years +	
	Object to proposed 1tph transfer from Sevenoaks via Bat & Ball to provide Maidstone East with 1tph to Blackfriars; propose instead transfer of whole FCC 2tph to Maidstone East line & replacement with Metro service 2tph from Sevenoaks to Vic via B&B	Disagree - while SRTA proposal has merit there is insufficient rolling stock to provide separate service at present	
	Supports Kent RUS proposal for Maidstone East & Tunbridge Wells to be Kent termini for Thameslink	Agree in part, but cannot support Tunbridge Wells as terminal as this would replace Cannon St service on Hastings line	
	Requests listing of Hastings line as fifth principal route in Kent - para 2.6	Agree - RAPK now includes this	
	Recommends revision to para 6.6 to reflect new TOC regulated fares policy England-wide from 2012	Agree - included in new para 6.7	
	Notes insufficient rolling stock to achieve objectives set out in NR section - para 7.2	Noted - this information provided by NR	
	Requests illustrations of overcrowded trains etc	Noted	

11	Trains 4 Deal - Tom Rowland & Ian Killbery	Welcomes RAPK but concerned about qualified support for HS to Deal / Sandwich being dependent on existing class 395 resources	Agree with request to change text in para 6.4 (ii) to "within existing rolling-stock resources" - peak requirement would be +1 class 395 set
		Retain peak period service to/from Cannon Street for Deal / Sandwich line	Agree - RAPK will be changed to retain 1 tph to/from CS in peak periods
		Explore viability of semi-fast off-peak service between Ashford and Charing X	Disagree - representations from smaller stations on this line have argued strongly for retention of 2tph, and there is no additional resource to reinstate the Ashford stoppers
		Upgrade facilities at Ashford station	Kent RUS and NR have raised need for increase in capacity at Ashford, and future development should include upgrades
		Need for better Mainline connections with Maidstone E service at Ashford	Strongly agree - new timetable for IKF will need to address connections at Ashford with all lines, which will need to include recasting of whole Maidstone East line timetable
		Need for better connections to/from Canterbury would be achieved with 2tph on Deal / Sandwich line inc.HS	Strongly agree - improved connectivity at Dover Priory would be important benefit
		Maximising potential of Mainline network for inter-town travel within Kent is important	Strongly agree - use of Mainline for inter-Kent rail journeys should be encouraged to grow
		Approve KCC objection to current fares policy, and add objection to TfL policy which causes higher fares in Kent	Strongly agree - KCC will lobby through our MPs for removal of 5% variance policy, and removal of RPI +2% in TfL area, so that whole IKF franchise is same as England (all of which will be RPI +3% from Jan 2012)
12	Swanscombe and Greenhithe Town Council Graham Blew	Need for good connection between Ebbsfleet International and Swanscombe stations, with provision for disabled access at Swanscombe	Disagree - principal connection between HS and Mainline is either via Gravesend and then on to HS via Ebbsfleet, or by Fastrack bus to Ebbsfleet; improvements to station facilities can be raised with NR for inclusion in station improvements programme

13	Edenbridge & District Rail Travellers' Association Geoff Brown	Need for proposed Ashford-Gatwick service to call at Edenbridge, providing 2tph all day to/from Tonbridge	Disagree if proposal for Ashford-Gatwick service is retained, as running time would be just under 1 hour if non-stop Tonbridge-Redhill; agree if proposal is changed to Tonbridge-Gatwick, as running time would then permit stop at Edenbridge at no additional cost
14	Edenbridge Town Council - Christine Lane	Need for proposed Ashford-Gatwick service to call at Edenbridge, providing 2tph all day to/from Tonbridge	Tonbridge-Gatwick, as running time would then permit stop at Edenbridge at no additional cost
15	Deena Clements	Need for faster HS service to Thanet	KCC has bid for RGF funding for Thanet Parkway station near Manston; NR has developed GRIP 2 stage on improved line speeds Ashford-Thanet; both schemes would jointly offer reduced HS journey time from Thanet and encourage relocation of London work-based professionals, adding value to local Thanet economy
16	Michael Fulljames	Need for 1tph fast from Canterbury West to Ashford	Disagree - Chilham, Chartham & Wye need 2tph and Marden has argued for retention of 2tph (rather than 1tph with Pluckley as originally proposed to enable 1tph to be semi-fast Ashford-Tonbridge)
		Need for better Eurostar services from Ashford	Agree with need to continue pressure for better international rail services from Ashford
		Disagree with RAPK statement that Ashford is well served by international rail services	Context of RAPK text is success of KCC and others in getting Eurostar to restart Ashford-Brussels service; KCC will continue to argue case for increase in Eurostar and also DB service at Ashford
17	Steven Byrne	Welcomes KCC support for new Maidstone East-City service; rejects TfL proposal for extra stops in London	Agree with both issues and KCC will continue to argue against extra stops
18	Malcolm Kirkaldie	Rejects proposed Thanet Parkway station	Strongly disagree

19	Michael & Eileen Edmondson	Need for faster service on North Kent line to Victoria	Agree - RAPK proposes realignment of stopping pattern to reduce journey times	
		Need for HS1 service to other London termini	Disagree - no benefit from lower speeds using 3rd rail DC current to power 395s on Mainline to other London termini	
20	Karen Bryant	Need for transfer of higher fares charged on SER to passengers using HS	Disagree - HS passengers already pay premium of 30% on portion of journey on HS	
		Complaint re winter emergency service when trains run in sections	Disagree - this arrangement ensures greater reliability but does need much better communication re times & sections	
		Complaint re limited Saturday service on Dec 29-31	Disagree - Saturday timetable reflects reduced demand on these days with extra peak services operated (e.g. to Cannon St)	
		Complaint re congestion in London Bridge area and proposal to remove Hastings-Cannon St trains	Agree - plans for re-build of London Bridge will remove congestion post-2018, and KCC disagrees with Kent RUS proposal to remove Hastings-Cannon St service	
		Complaint re high level of fares on Southeastern	Agree - RPI+3% is higher than elsewhere but from Jan 2012 it will be the norm in England	
		Complaint re lack of compensation forms on Southeastern compared with other TOCs	Agree - compensation should be made more accessible and benchmark for punctuality should be higher than at present	
21	Martin Cuthbert	Need for accurate information during adverse weather	Agree - included in RAPK	
22	Peter Statham	Need for faster journey times on North Kent line to Victoria	Agree - RAPK includes proposal to realign stopping patterns to achieve this	
		Remove HS service east of Gillingham	Disagree - HS service is retained as far as Faversham with peak journeys to/from Broadstairs	
		Change pattern of North Kent line services to facilitate faster journey times from east of Gillingham	Agree in part - RAPK proposal will deliver faster journey times and still ensure smaller stations are served by at least 2tph	
23	Philip Stucken	Objects to HS service from Dover Priory calling at both Folkestone Central and Folkestone West and claims that is only to serve a few wealthy and influential people who lobbied successfully in the past	Absolutely disagree - the inclusion of both stations was the result of the campaign by Shepway DC's Rail for Folkestone Group who secured West as the park & rail station for Shepway and provided a CPZ in the locality to support it	

		Claims that journey time to Dover Priory would be under an hour if Folkestone West were removed from HS	Wrong - it would be reduced from 68 minutes to 66 minutes	
24	Andrew Heenan	Complaint re high level of fares generally and HS supplement in particular	Noted - RAPK raises issue of fares policy and need to reduce average increases in future; HS supplement only applies to portion of journey on HS and not to whole journey	
		Welcomes plans for Thanet Parkway station but concerns re possible failure to deliver quality rail service	Agree - KCC has delivered RGF bid for this and works closely with NR re GRIP 2 study for improved line speeds Ashford-Thamet	
25	Stanford Parish Council - Martin de Wolf	Object to claim of 49 minute wait at Dover Priory for passengers from Deal/Sandwich changing to HS	Disagree - passengers prefer to join HS at start of journey, not at Ashford	
		Object to proposal to serve Deal/Sandwich with HS, and instead propose shuttle service to Minster for HS	Strongly disagree - people of Deal/Sandwich deserve a better service including HS	
		Disagree with RAPK claim that connectivity at Ashford has been improved off-peak between Mainline from Dover/Folkestone and Mainline via Maidstone East	Wrong - Dec 2010 off-peak timetable changed departures from Ashford to Maid E line from .28 to .30, making connections work in practice from .28 arrival from Dover	
		Complaint about other poor connections at Ashford, especially from Hastings/Rye and Canterbury West	Agree - KCC has requested Southern to further retime Marshlink to .20 arrivals and .34 departures, which would deliver better connections; new IKF will need to address overall connectivity at Ashford for all lines	
		Proposes withdrawal of 1tph Charing X service east of Ashford and replacement with second tph HS which would serve smaller stations inc. Westenhanger	Strongly disagree - CX services very heavily used and demand retained from all East Kent stations for 2tph CX service	
		Proposes withdrawal of HS service east of Medway on North Kent line	Strongly disagree - HS service is established to Sittingbourne & Faversham; peak service to/from Broadstairs would run ECS if not public so RAPK now proposes retention	

		Proposes reinstatement of faster Mainline service on North Kent line to Victoria	Agree - RAPK includes proposal to deliver faster Mainline service on North Kent line
		Proposes extending 25kv overhead power to Ashford-Thamet, Ashford-Tonbridge and Ashford-Folkestone	Disagree - none of these proposals is in the Kent RUS, nor are they in NR long-term plans beyond CP5 for 2020+
		Object to RAPK proposals for HS service via Medway Valley line to Maidstone West	Strongly disagree - KCC intends to argue for better services between Maidstone and London termini, both HS via Medway Valley and Mainline via West Malling to Blackfriars
		Supports KCC proposals for Parkway stations at Manston, Maidstone, Westenhanger and Appledore, but argues for new franchise specification to ensure trains stop at these proposed stations	Agree - case for Manston is currently being developed; Maidstone & Westenhanger are included as longer-term options; Appledore is now removed as potential Parkway site
		Questions KCC proposal for Gatwick-Ashford service rather than to Maidstone or Tunbridge Wells	Disagree - intention is to develop case for new Southern franchise post-2015 with one station in East and one in West Kent on direct service to Gatwick
		Proposes methodology to assess improvements in station environment and journey experience	The rail passengers' body Passenger Focus has this statutory role and already uses surveys to assess passenger experiences
		Propose advance purchase tickets available on HS train	This could be a requirement of the new IKF, but would then apply to all off-peak fares
		Welcome RAPK proposal for 2tph at Westenhanger on Mon-Fri; request retention of 1tph on weekends	Noted and agree with 1tph on weekends
26	Richard Dean	Need to improve service on Maidstone East line	Agree - RAPK includes proposals to do so
		Need to improve maintenance of connections at Strood between Medway valley line and HS	Agreed - Southeastern need to ensure maintenance of these connections
		Disagree with RAPK proposal for longer franchises	Disagree - DfT consultation on length of franchises recommends longer periods for future awards, which KCC supports

27	Teynham Parish Council - Christina McIlroy	Disagree with RAPK proposal for only 1tph all day at Teynham	Disagree - reason for retention of 1tph at smaller stations such as Teynham on North Kent line is to enable faster North Kent line journeys to Victoria/Cannon St
28	Richard Pasola	Need faster service on North Kent line to Victoria/Cannon St - should not serve Chestfield, Teynham & Newington as these stations used by comparatively few people	Agree - RAPK proposes faster journey times on North Kent line by realignment of stopping pattern
		Object to lack of compensation by Southeastern, and argue HS and Mainline services should be split for purposes of compensation	Agree - RAPK proposes split between HS and Mainline for purposes of assessing claims for compensation due to punctuality (new para 4.12 & 4.13)
29	Shoreham Parish Council - Barbara Ide	Object to RAPK proposal to reduce Blackfriars service from Shoreham to 1tph between 2014 and 2018	Disagree - RAPK proposal is to divert 1tph south of Otford so that it starts/terminates at Maidstone East rather than Sevenoaks; this would retain 2tph all day at Shoreham
30	Kate Tippen	Object to RAPK proposal to reduce service at Marden 3tph in peak and 1tph off-peak	Agree - RAPK will now propose 5tph in peak and 2tph in off-peak
31	Marden Parish Council - Alison Hooker	Object to RAPK proposal to reduce service at Marden 3tph in peak and 1tph off-peak	Agree - RAPK will now propose 5tph in peak and 2tph in off-peak
		Object to KCC publishing RAPK with original proposal without consultation	Disagree - this IS the consultation!
32	The Whitstable Society - Graham Cox	Need to re-word RAPK to emphasise need to reduce (not increase) journey times between North Kent line stations and Victoria/Cannon Street	Agreed - RAPK will now re-word 6.4(v) to emphasise need to reduce journey times to Victoria/Cannon Street
		Need to withdraw HS east of Faversham to enable faster journey times on Mainline	Disagree - RAPK originally proposed this but these peak HS services would otherwise run ECS and so RAPK now includes them

33	Swale Borough Council - Cllr John Wright	Need for ongoing engagement between districts and KCC over future rail provision in Kent	Agree in principle - rail summits will continue to provide general forum and KCC is always willing to engage on particular issues with any district
		Need for higher profile for Sheerness-Sittingbourne line	Agree - now inc. in RAPK through reference to SwaleRail CRP
		Need for rail freight issues to be included	Scope of RAPK now excludes freight which will be included in KCC's Freight Action Plan
34	New Ash Green Village Association Ltd	Need for southward connections from Ebbsfleet	Agree in principle - this need will have to be met by extension to existing bus network but would have to be viable in present climate
		Need for more local trains serving Longfield	Agree - RAPK now includes extra stopping service from Gillingham which would serve more intermediate stations than current semi-fast trains
		Object to proposed realignment of station stopping pattern in RAPK	Disagree - North Kent service from coast needs to be faster, and Longfield needs extra stopping service to meet need identified above
		Object to proposed diversion of 1tph from Sevenoaks to Maidstone East (Blackfriars service)	Disagree - needs of Maidstone East line need to be addressed now, with reversion to present service when Thameslink starts 2018
		Need for bus and rail integration at Longfield & Meopham	Agree - new IKF timetable needs to be new framework for bus/rail connections wherever possible
		Preference for Ebbsfleet rather than Ashford for new international services as better road access and easy to park & ride	Disagree - Ebbsfleet has very poor domestic rail connections (except HS domestic) and very high parking charges - KCC policy is to encourage modal shift from car to rail (& bus)
		Need for better connections and through tickets from H and Mainline to/from Ashford for international services	Agree - KCC supports re-introduction of inter-availability between international rail and domestic rail service tickets

35	Miriam Wade	Object to proposed HS service to Deal/Sandwich, and prefer shuttle between Ramsgate (or Thanet Parkway) and Dover to connect with HS	Disagree - RAPK now supports proposed HS to Deal/Sandwich which would remove need for connections to CX service at Dover
		Propose new station opposite Pfizer site	Disagree - not funded and not in Kent RUS
36	Shiela Porter - Team Vicar, St George's Deal	Supports proposed HS to Deal/Sandwich	Agree - inc in RAPK
37	Dover JTB - Cllr Trevor Bond	Supports proposes HS to deal/Sandwich, especially in light of Pfizer's demise and need for new investment in East Kent	Agree - inc in RAPK: proposed HS service would link Dover, Deal, Sandwich & Ramsgate
38	Chevening Parish Council	No comment on the proposals	
39	Gerry Atkin	Withdraw HS east of Medway in off-peak	Disagree - HS serviced at Faversham
		Faster Mainline service on N Kent line by removing join/divide at Faversham and running shuttle to Dover	Disagree - faster Mainline services achieved by realignment of stopping pattern
40	Medway Council - Geoff Walters	Propose re-scoping of RAPK to become Rail Action Plan for Kent & Medway with consequent changes to text and scope of RAPK	Disagree - RAPK is rooted in KCC's two key transport strategy documents: 'Growth without Gridlock' and 'Local Transport Plan for Kent 2011-2016 (draft)'. The RAPK will remain a KCC document, but will include stations in Medway served by the IKF
		Replace New Cross Gate with Surrey Quays in 4.7	Agree
		Add reference to conductor rail heating in 4.9	Agree
		Add support for new DfT policy of longer franchises for up to 15 years (announced Jan 2011) in 6.3	Agree
		Add key requirement for regular peak & off-peak service to Stratford & St Pancras from stations served by HS (para 6.4 (i))	Agree
		Supports new station at new location at Rochester (para 6.4 (ix))	Agree in principle if externally funded but not included in Kent RUS

		Supports proposals in RUS for extension of peak Rochester service to Faversham	Disagree - pass jnys east of Medway on HS are below expectation - priority here is for improved jny times on Mainline services
		Supports proposals in RUS for extension of peak Ebbsfleet service to Maidstone West via Strood	Agree - inc in RAPK (para 6.4 (ix)) proposal to develop new HS service on Maid W line and also to inc stop at Strood
		Need for re-instatement of 2tph Cannon Street service in peaks on North Kent line	Agree - now included in RAPK
		Need to replace Rochester-Blackfriars service with additional Cannon St service	Agree in principle if paths can be found, but not possible after KO2 in 2018
		Error on original RAPK service specification showing Cannon Street service calling at Bromley South	Agree - corrected in final version
		Need to retain Rochester stops on fast Victoria service	Disagree - overwhelming demand from Kent Coast for faster North Kent line service; Rochester would retain 2tph off-peak and 5tph peak (3tph Victoria & 2tph Cannon St)
		Need for Medway Valley peak service to serve Tonbridge	Agree in principle but current pathing constraints prevent peak service to Tonbridge - off-peak & weekend service would serve Tonbridge
41	Farningham Parish Council - David Meachin	Concern re high fare increases	Agree - but fares policy for regulated fares is pre-determined by DfT
		Concern re service information during adverse weather	Agree - inc in RAPK at 4.9, 4.10 & 4.11
		Need for better bus/rail integration	Agree in principle
42	kings Hill Parish Council - Hanje Martin	Need for rail service to be seen as part of strategic infrastructure for delivery of economic growth and prosperity for Kent	Agree - introduction & executive summary recognise strategic role of rail service in delivering these objectives
		Requests exclusion of Hs from performance figures and inclusion of figures for 2010	Agree with separation of HS and Mainline services for performance figures - RAPK now recommends this (new para 4.13) Figures for 2010 now inc (new para 4.12)

		Object to all rail travellers paying for HS services even though only some can use it	Disagree - RPI + 3% rather than +1% is not to pay for new HS services
		Strongly object to inclusion of extra Sth London stops at Maidstone east via West Malling line	Agree - para 4.7 summarises KCC's position
		Suggest public consultation to feed in to new franchise	Agree - which is why KCC has set up rail summits and RAPK consultation for all
		New services to other London termini should not be at expense of service to Victoria; journey times need to be speeded up	Agree - Victoria service proposed in RAPK to remain and to be faster all day by omitting smaller stations (cf app 2)
		Believe para 6.6 on fares to be incorrect	Disagree - latest position is summarised in new para 6.7 which reflects policy of RPI +3% for all TOCs in England from Jan 2012 and separate issue of + or - 5% by Southeastern
43	Sevenoaks District Council - Steve Craddock	Welcomes broad outline of RAPK proposals	Welcomed and noted
		Object to RAPK proposal for reduced peak services to Sevenoaks	Agreed - RAPK now amended to retain 12tph in peaks to Sevenoaks
		Object to RAPK proposal to reduce peak services to Swanley	Agree in part - RAPK now proposes 4tph Vic, 2tph CS, 2tph Blackfriars - reason for reduction in Vic service is faster Maid E line
		Object to RAPK proposal to remove 1tph from Sevenoaks via Bat & Ball to Maidstone East line	Disagree - need to provide Maidstone East line with City service until KO2 in 2018
		Concern re disruption during London Bridge rebuild	Agree - para 7.4 summarises present plans for rebuild
44	Tandridge District Council - John Phillips	Support for proposed Gatwick-Redhill-Ashford service	Agree - para 6.4 (xi) includes proposal which would serve Redhill near Tandridge DC
		Propose dualling and electrification of Uckfield line via Oxted and Hurst Green	Agree in principle - would be dependent on proposals in relevant RUS by NR
		Support Uckfield-Lewes extension	Agree in principle - would depend on long-term investment plans by NR in RUS

45	East Sussex County Council - Jon Wheeler	Welcomes opportunity to contribute to RAPK as part of closer partnership working in new LEP	Welcomed and noted	
		Object to proposal in Kent RUS for removal of Cannon St service on Hastings line from 2018	Agree and inc in RAPK - para 6.4 (x)	
		Propose dualling and electrification of Ashford-Ore	Agree and included in RAPK - para 6.4 (vi) now includes support for this objective	
		Aspiration for 2tph all day Ashford-Hastings	Support in RAPK in peaks and would also support all day if improvements above delivered by NR	
		Support for potential new international services stopping at Ashford	Agree and included in RAPK - para 9.2 & 9.3	
		Propose inclusion in RAPK of KCC intention to seek assurance from DfT that new rolling stock be acquired	Agree - now added to RAPK as new para 6.4 (xv)	
		Need for extra rolling stock capacity on Oxted-Uckfield line	Agree - KCC is aware of overcrowding and would support Southern's original proposal for re-worked Ashford-Eastbourne service, releasing stock for Oxted-Uckfield line	
		Need for improved connections between Marshlink ser and Southeastern HS & Mainline services at Ashford	Agree - now added to RAPK as part of para 6.4 (iii)	
		Improved frequency on Marshlink	Agree - now included in RAPK (app 2)	
46	Canterbury City Council - Cllr Mike Patterson	Support RAPK proposal in para 6.4 (v) for improved journey times on North Kent line to Vic/Cannon St	Agree and included in RAPK	
		Disagree with proposal in app 2 for 1tph HS service in off-peak from Cant West to St Pancras	Agree - aspiration for 2tph (probably within period of new IKF rather than at start) now inc in app2 for HS to Cant W	

47	hsdeal blogstop	Need for HS to Deal/Sandwich	Agree - included in RAPK	
48	Transport for London - Matthew Rheinberg	Welcomes KCC's RAPK	Welcomed and noted	
		Advocates of proposed additional stops at Denmark Hill & Peckham Rye for 4 am peak and 5 pm peak	Strongly and absolutely disagree with TfL proposal and with reasons given in support:	
		Kent trains, to/from mix of Maidstone East/Ashford and Gillingham/Rochester; support based on these trains	there would be even slower journey times on these trains; they are already full and there is no spare capacity; nobody from Kent would want to change at Denmark Hill or Peckham	
		being routed via Catford Loop and not Herne Hill and having sufficient capacity; also suggest advantage for Kent passengers by having improved access to Clapham Junction via the new Overground East London Line for interchange to south west London, Sussex and south west England	Rye, then Clapham Junction, to board trains from London termini to these destinations - they would always prefer to board them at the London terminal; TfL also fails to mention existing Bexleyheath line service to Victoria which serves Denmark Hill & Peckham Rye all day with 2tph until about 2000 and that this service could from Dec 2012 be extended to the end of the operating day	
49	Sea Space - Paul Adams	Welcome and support the RAPK	Welcomed and noted	
		Need for improved connections between Marshlink ser and Southeastern HS & Mainline services at Ashford	Agree - now added to RAPK as part of para 6.4 (iii)	
		Propose dualling and electrification of Ashford-Ore	Agree and included in RAPK - para 6.4 (vi) now includes support for this objective	
		Object to proposal in Kent RUS for removal of Cannon St service on Hastings line from 2018	Agree and included in RAPK - para 6.4 (ix)	
		Improved frequency on Marshlink	Agree - now included in RAPK (app 2)	
50	Tonbridge & Malling Borough Council - Mike McCulloch	Welcome and support the RAPK	Welcomed and noted	
		Strong support for KCC rail summits bringing together all parties to ensure improved rail service for Kent	Welcomed and noted	
		Support proposed HS service on Medway Valley line w reference to station stop in T&M	Agree - now inc in RAPK para 6.4 (ix)	

		Need for specific measures to alleviate overcrowding of peak services in West Kent by improved infrastructure	Agree in principle - need to be assessed by NR as part of Kent RUS process	
		Support proposed direct Gatwick service but need to have Tonbridge-Redhill section back in IKF area	Welcome support but disagree with proposed move to IKF of this section; KCC propose this as part of renewal of Southern franchise	
		Need for faster journey times on Maidstone East line - more emphasis required	Agree in principle - RAPK clearly emphasises need for improved journey times by omitting smaller stations and serving them by proposed Thameslink service	
		Problems with station parking and need for station improvements to be given greater emphasis	Agree - now included in RAPK - para 6.4 (xiii)	
51	Martin Hydes	Need for more revenue protection	Agree - now included in RAPK	
		Need for better improved station amenities	Agree	
		Propose abolition of first class seating	Disagree - while demand remains on HS this provides better facilities for those willing to pay and additional revenue for TOC which reduces DfT revenue subsidy from taxpayer	
52	Peter Lee	Need for existing franchise to be terminated in 2012	Disagree - Southeastern have met targets set by DfT and will be expected to be awarded two-year extension to existing franchise to 2014	
		Need for North Kent line changes to be made before 2014	Disagree - RAPK is based on premise that new IKF will be awarded in 2014	
		Need to split HS and Mainline services in franchise	Disagree - but RAPK proposes splitting HS and Mainline for purposes of performance targets	
		Rail Summit to give more opportunity for RUGs and individuals to present their views	Agree - next summit will not involve long presentations	

53	East Kent Friends of the Earth Group - Stuart Cox	Need for HS to Deal/Sandwich	Agree and now included in RAPK	
		Need for improved bus/rail integration	Agree in principle - KCC aim to provide bus/ rail connections for their services whenever possible	
		High fare increases dissuade people from using rail	Agree - fares policy determined by DfT and RAPK argues for easement	
		Kent "Oyster" style card would encourage use of public transport in Kent	Agree - KCC supports this in principle	
54	Raifuture - Chris Fribbins	Proposes joint document with Medway Council	Disagree (see above re Medway response)	
		Propose inclusion of London bridge as a City station	Disagree - reason for distinction is to emphasise need for both West End and City termini for each principal Kent rail route	
		Support possible HS to Deal/Sandwich but would welcome alternative of Mainline circular service	Welcome support for HS and now inc in RAPK	
		Support better connectivity at Ashford	Noted	
		Support better connectivity at Ashford and propose better partnership working with KCRP with statement of support from Medway Valley Line CRP	Noted - support from KCRP already received	
		Support proposed improved journey times on North Ke line	Noted	
		Support proposed improved journey times on Ashford- Thanet and Ashford-Hastings lines	Noted	
		Regrets removal of Cannon St service on Maidstone E line - should have waited for Thameslink KO2 service	Agree - RAPK proposes temporary Thameslink service until KO2 in 2018	
		Welcome proposes HS to Maidstone West - rolling stock availability should be eased by using Rochester starter	Agree in principle - the proposals in RAPK will involve reassignment of some HS stock	
		Suggest further investigating into different options inste of removal of Cannon St service from Hastings line	Agree	

		Need for good bus links to Parkway stations to reduce congestion and carbon footprint	Agree	
		Welcome proposed Gatwick-Kent service but prefer option of service to/from Maidstone West and Medway	Welcome support but disagree with terminal - objective is one West Kent (Tonbridge) and one East Kent (Ashford) station for Gatwick	
		Welcome improvements in station environment	Agree	
		Need for 2tph peak Cannon St service to North Kent line stations west of Medway	Agree - now included in RAPK (app 2)	
		Concern re fares policy being unreasonable	Agree - RAPK states KCC policy at para 6.4	
55	Gravesham Borough Council - Cllr Mike Snelling	Need for effective information systems to deal with major disruption	Agree - para 4.9 now developed with new para 4.10 & 4.11 to emphasise distinct roles of Southeastern and NR	
		Support principle of better connections	Agree - para 6.4(ii), (iii) & (iv)	
		Need to define role of St Pancras	Agree - now inc in para 6.4 (i)	
		Object to removal of stops on North Kent line	Disagree - RAPK proposes reduced timings for Kent Coast trains on North Kent line	
		NR proposal to increase line speeds on North Kent line between Gravesend and Strood - should be explored	Agree and noted	
		Welcome proposed HS service on Maidstone West line	Agree - incl in RAPK	
		Need for allocation of capacity in London to be addressed, inc rebuilding of London Bridge	Agree in principle - issue of London Bridge rebuilding is addressed in RAPK	
		Need to add Dartford & Gravesend to NR CP4 scheme for more 12-car platform capacity on North Kent line	Agree - now inc in RAPK para 7.2	
		Concern re international services at Ebbsfleet	Agree in part - Eurostar services need to be added to pm; KCC intends to present case for DB to serve a Kent station but may not be able to stop twice in county	

		Concern re lack of reference to freight	Noted - now excluded from scope of RAPK and will be covered by KCC's Freight Action Plan
		Concern re apparent loss of Cannon St services from North Kent stations	Agree - RAPK now corrected and these are included (app 2)
		Concern re proposed removal of Meopham from fast Kent Coast trains	Disagree - RAPK proposes faster N Kent line trains and 3tph in peak at Meopham to Vic and 2tph in peak top Cannon St - Vic trains would be 2tph Gillingham stoppers and 1tph Vic semi-fast
56	Helen Grant MP	Concern re Marden which has been identified as area of growth which will necessitate increase in rail service	Agree in principle - RAPK will now propose retaining existing service
		Object to RAPK proposal to reduce service at Marden to 3tph in peak and 1tph off-peak	Agree - RAPK will now propose 5tph in peak and 2tph in off-peak
57	John McCann	Concern re high fares	Agree - RAPK addresses fares policy
		Lack of trolley service	Noted
		Lack of phone or laptop facility	Disagree - inc on HS
58	Frederick Stansfield	RAPK does not sufficiently address inadequacy of Kent rail infrastructure and proposes new rail routes between Kent and various paces throughout the UK	Disagree
59	Shepway District Council - Dave Shore	Supports RAPK and principal objective to ensure that new IKF delivers rail service for Kent that meets needs of residents and visitors.	Welcomed and noted
		Requests detail of new franchise to retain existing level of service in Shepway, especially stops at Folkestone West and Central	Agree - RAPK also proposes increase during course of new IKF to 2tph off-peak to Folkestone West & Central (& Dover P)
60	Tonbridge Line Commuters - Lionel Shields	Welcome RAPK and support main proposals	Welcome and noted

		Concern re capacity constraints between Tonbridge and Orpington	Agree in principle - need for NR to address as part of Kent RUS proposals	
		Propose post-2018 use of new paths to Blackfriars from Tonbridge	Agree in principle - KO2 timetable will change initial new IKF service specification for 2014	
		Tonbridge Line Commuters survey 2010 attached	Noted and welcomed	
61	J Baker	Various proposals for changes to RAPK for services throughout Kent	Noted	
62	Tunbridge Wells Borough Council - Cllr Brian Ransley	Support principle KCC requirements in para 6.4	Welcomed and noted	
		Need for better links from West Kent to Ebbsfleet	Noted	
		Need for better links to/from Gatwick	Agree - inc in RAPK	
63	London Borough of Southwark - Barbara Selby	Supports proposed extra stops in South London	Strongly disagree (see above)	
64	Ian Killbery	HS rolling stock availability - supports HS to Deal	Agree - inc in RAPK	
		Thanet Parkway - need to work for whole district through better bus links to new station	Agree	
		New HS loop service via Thanet stations	Disagree	
65	Swale Borough Council - Cllr Mike Whiting	New metro-style shuttle rail service between Sheernes and Newington / Sittingbourne / Teynham	Disagree - not viable with existing rolling stock or operationally	

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**KENT COUNTY COUNCIL**  
**EQUALITY IMPACT ASSESSMENT**

Please read the EIA GUIDANCE and the EIA flow chart available on KNet.  
**This form dated 17/12/2010 supersedes all previous EIA/ CIA forms**

**Directorate:**            **Environment, Highways & Waste**

**Name of policy, procedure, project or service**

*For example, Flexible Working policy*

**Rail Action Plan for Kent**

**Type**

*What are you impact assessing, a policy, procedure or service?*

**Policy**

**Responsible Owner/ Senior Officer**

*Provide the name of the senior officer or manager responsible for the policy, procedure, project or service*

**Paul Crick, Director of Planning and Environment**

**Date of Initial Screening**

*Please provide the date of your initial screening*

**28.02.11**

## Screening Grid

Characteristic	Could this policy, procedure, project or service affect this group differently from others in Kent? YES/NO	Could this policy, procedure, project or service promote equal opportunities for this group? YES/NO	Assessment of potential impact HIGH/MEDIUM/LOW/ NONE/UNKNOWN		Provide details: a) Is internal action required? If yes, why? b) Is further assessment required? If yes, why? c) Explain how good practice can promote equal opportunities
			Positive	Negative	
<b>Age</b>	Yes	Yes	Low		Promotion of better rail transport supports old and young people who are less likely to have access to private car
<b>Disability</b>	Yes	Yes	Low		Rail travel already incorporates positive measures to assist disabled people, and improved rail travel options will increase choice and mobility for them
<b>Gender</b>	No	No	None		N/A
<b>Gender identity</b>	No	No	None		N/A
<b>Race</b>	No	No	None		N/A
<b>Religion or belief</b>	No	No	None		N/A
<b>Sexual orientation</b>	No	No	None		N/A
<b>Pregnancy and maternity</b>	No	No	None		N/A

## **Part 1: INITIAL SCREENING**

### **Context**

*Explain how this policy, procedure, project or service relates to a wider strategy*

**Rail Action Plan for Kent is rooted in KCC's key regeneration and strategic transport policy policies: 21st century Kent; Growth without Gridlock; and Local Transport Plan 3.**

### **Aims and Objectives**

*Provide a summary of what the policy, procedure, project or service is trying to achieve and how it will be achieved*

**Better rail services for Kent through KCC's influence by participating in the DfT's consultation process for the new franchise for Kent's rail service in 2014**

### **Beneficiaries**

*Set out who the intended beneficiaries?*

**All Kent's residents and visitors**

### **Consultation and data**

*Please record any data/research and/or consultation you have carried out to inform your screening*

**Stakeholder and public consultation on the draft Rail Action Plan for Kent through the KCC website from 23 December 2010 to 28 February 2011 – appendix 4 to main report is attached here as summary of consultation responses**

### **Potential Impact**

*Provide a summary of the results from your initial screening, highlighting where there is any potential positive or adverse impact. If there is no impact on any group or the impact is unknown please state that here.*

### **Adverse Impact:**

**None**

### **Positive Impact:**

**Better rail services for Kent's residents, visitors and businesses**

## JUDGEMENT

### **Option 1 – Screening Sufficient** YES

Following this initial screening our judgement is that no further action is required.

#### **Justification:**

Low beneficial impact on age and disability groups

No effect at all on any other groups

### **Option 2 – Internal Action Required** NO

There is potential for adverse impact on particular groups and we have found scope to improve the proposal

*(Complete the Action Plan at the end of this document)*

### **Option 3 – Full Impact Assessment** NO

*Only go to full impact assessment if an adverse impact has been identified that will need to undertake further analysis, consultation and action*

#### **Sign Off**

*I have noted the content of the equality impact assessment and agree the actions to mitigate the adverse impact(s) that have been identified.*

#### **Senior Officer**

Signed: Paul Crick

Date: 11 March 2011

Name: Paul Crick

Job Title: Director of Planning and Environment

**Directorate Equality Lead**

Signed: Denise Eden-Green

Date: 11 March 2011

Name: Denise Eden-Green

## **Part 2: FULL ASSESSMENT**

### **Name**

*Of the policy, procedure, project or service*

**Responsible Owner/ Senior Officer:**

**Date of Full Equality Impact Assessment:**

### **Scope of the Assessment**

*Set out what the assessment is going to focus on, as directed by the findings from your initial screening*

### **Information and Data**

*State what information/data/research you have used to help you carry out your assessment*

### **Involvement and Engagement**

*Provide details of all the involvement and engagement activity you have undertaken in carrying out this assessment and summarise the main findings*

### **Judgement**

*Set out below the implications you have found from your assessment for the relevant diversity groups. If any negative impacts can be justified please clearly explain why.*

**Action Plan**

*Provide details of how you are going to deal with the issues raised in judgement above and complete the Action plan at the end of this document*

**Monitoring and Review**

*Provide details of how you intend to monitor and review progress against the above actions*

**Sign Off**

*I have noted the content of the equality impact assessment and agree the actions to mitigate the adverse impact(s) that have been identified.*

**Senior Officer**

Signed:

Date:

Name:

Job Title:

**Directorate Equality Lead**

Signed:

Date:

Name:

**Equality Impact Assessment Action Plan**

Protected Characteristic	Issues identified	Action to be taken	Expected outcomes	Owner	Timescale	Cost implications

**By:** Bryan Sweetland, Cabinet Member, Environment, Highways and Waste  
 Mike Austerberry, Managing Director, Environment, Highways and Waste  
 Paul Crick, Director of Planning and Environment

**To:** Cabinet – 4 April 2011

**Subject:** **A LOCAL TRANSPORT PLAN FOR KENT 2011-16**

**Classification:** Unrestricted

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### Summary and Recommendations

1. An overview of the County Council's proposed third Local Transport Plan 2011-16 is presented, explaining the Strategy approach to prioritise local transport improvements for the next five years and the corresponding Implementation Plans which will deliver the Strategy.

It is **recommended** that this proposed third Local Transport Plan for Kent 2011-16 be approved and adopted by the County Council.

### Introduction

2. Kent County Council has a statutory duty to have a third Local Transport Plan (LTP3) in place by 1st April 2011, which replaces the current Local Transport Plan 2006-11. In its guidance, the previous government gave local authorities greater flexibility to decide what to include in their LTP3 and removed the requirements to meet nationally prescribed transport performance indicators. The intention is to make local authorities more accountable to local communities on the quality and delivery of local transport during the plan period.

### Relevant priority outcomes

3. The third Local Transport Plan for Kent has been shaped by the County Council's recently launched 20 year Transport Delivery Plan for Kent – *Growth without Gridlock*. Growth without Gridlock outlines a high-level vision for the transport network needed in Kent to support planned growth in employment and housing. It clearly sets out the strategic transport solutions that are needed along with new and innovative means of funding these proposals. While the Spending Review in October 2010 confirmed that £1.5 billion will be made available for Major Schemes over the period 2011/12 to 2014/15, this is only available for existing committed schemes and for previously-submitted schemes awaiting full DfT appraisal. Therefore, while LTP3 will not directly fund the large strategic transport schemes that are identified, it supports many of the aims and aspirations contained within the 20 year plan and explains the links between these larger schemes and local transport improvements.

## Financial Implications

4. The 2010 Comprehensive Spending Review confirmed that public sector funding for transport will be significantly reduced over the next four years and revenue funding, like capital, will come under significant pressure over the next five years. In response, the strategy outlined in the draft LTP was to seek support for a system of prioritising the Integrated Transport Schemes (transport schemes costing <£5 million) to those measures which will make the greatest contribution to local and national objectives and represent the best value for money. This approach is covered in the main body of this report. Highway maintenance schemes will continue to be prioritised using the formulae set out in KCC's emerging Transport Asset Management Plan.
5. During the draft LTP3 consultation period, the Cabinet Member for Environment, Highways and Waste decided to continue with the successful Members Highway Fund during LTP3 and he was also keen that Crash Remedial Measures continue to be funded. In addition, the A2 Slip Road at Canterbury which has already commenced on site requires funding from the first two years of LTP3. This is set out in the County Council's Medium Term Financial Plan 2011-13 which is summarised below:

	Final Allocation £'000		Indicative Allocation £'000		Estimate £'000
	2011-12	2012-13	2013-14	2014-15	2015-16
<b>IT Investment Plan</b>					
Members Highway Fund	2,200	2,200	2,200	2,200	2,200
Crash Remedial Measures	500	500	500	500	500
A2 Slip Road, Canterbury	670	56			
Integrated Transport Schemes < £1m	2,478	2,466	2,324	2,558	2,558
Total	5,848	5,222	5,024	5,258	5,258
<b>Highways Maintenance Investment Plan</b>					
Highways Maintenance	26,907	31,797	30,516	27,633	27,633

## Legal Implications

6. The Local Transport Act 2008 places a statutory duty on local authorities to prepare a Local Transport Plan (LTP). The announcement by the Coalition Government of its Local Transport Settlement at the end of 2010 and the timing of Cabinet and Full Council has meant that an approval should result in an adopted LTP3 being in place during the first week of April 2011.

## **Main body and purpose of report**

### **LTP3 Strategy**

7. During the summer of 2010, KCC's Transport Policy Team prepared a draft LTP3 to form the basis for public consultation, which took place between October and December 2010. The draft LTP3 was structured around five themes based on the previous Government's five National Transport Goals as set out in the LTP3 Guidance, but made relevant to Kent:
  - Growth Without Gridlock;
  - A Safer and Healthier County;
  - Supporting Independence;
  - Tackling a Changing Climate; and,
  - Enjoying Life in Kent.
8. The approach taken was that the draft LTP3 Strategy should propose a system of prioritising the Integrated Transport Schemes to those measures which will make the greatest contribution to local and national objectives and represent the best value for money. Different ways of doing this were considered and a preferred option was chosen which splits funding between the five LTP3 Themes (budget allocation) and then focuses the investment under each Theme to those areas and locations where the challenges are most acute (spatial distribution). It was subsequently supported by the EHW POSC on 14<sup>th</sup> September 2010 and formed the basis of the draft LTP3 that went out for consultation on 4<sup>th</sup> October 2010. A summary of this approach is shown in Appendix 1.

### **LTP3 Implementation Plans**

9. The Local Transport Act 2008 requires that LTPs contain an Implementation Plan which sets out the proposals for delivery of the objectives contained in the Strategy.
10. Because schemes funded under the Members Highway Fund and Crash Remedial Measures are prioritised annually based on local support and the severity of crashes respectively, they will not be prioritised through the budget allocation/spatial distribution method and will be presented in their own Implementation Plans. This leaves the residual Integrated Transport Schemes to be assessed using this approach and an Implementation Plan for each of the LTP3 Themes is proposed.
11. The challenge with preparing an Implementation Plan of schemes is attaining the balance between setting out clear priorities and measures while allowing local decision making to respond to changing needs during the five year period. For the purposes of presentation in the LTP3, it is proposed to show the budget for each Theme per year as per the methodology. However, the distribution of funding to specific scheme types and areas within each Theme will only be specified for the total five year period, allowing flexibility within individual years on the range of schemes actually implemented under each Theme. This is shown in Appendix 2.

12. There will also be a further Implementation Plan for Highways Capital Maintenance.

### **Consultation and Communication**

13. The draft LTP3 was posted on KCC's website on 4<sup>th</sup> October 2010 and a letter was sent to over 200 stakeholders, informing them of this and asking them to submit their comments. A 12 week consultation period was specified with a closing date of 31<sup>st</sup> December 2010. It was discussed with Cabinet Members at a meeting on 8 November 2010. Consultation included colleagues in the other KCC Directorates and KCC's various strategies such as Living Later Life to the Full and 21<sup>st</sup> Century Kent have influenced and shaped this Plan.
14. When the consultation closed, 60 responses had been received. The majority of comments related to specific points of emphasis and a clearer reference to certain initiatives being pursued by others. There was also a recognition that the local transport planning landscape has shifted significantly in the interim, particularly as *Growth without Gridlock - A Transport Delivery Plan for Kent* was launched on 1<sup>st</sup> December 2010 and that a significant level of updating for the final LTP3 is required.
15. The main concern raised was the priority given to the Growth Areas and Growth Points under the LTP3 theme of Growth Without Gridlock to which 45% of Integrated Transport funding is allocated. There was a corresponding high level of support from those areas that would benefit from this allocation. It was also argued by a number of correspondents that the proposed spatial distribution for Supporting Independence to the coastal urban areas of East Kent precludes disadvantaged areas in rural areas and in Mid and West Kent. KCC's response is that if the allocation relating to housing, employment and deprivation is considered on a ward by ward basis, funding would be spread across the County, moving away from a focused approach where the delivery of complementary packages of schemes can collectively deliver greater benefits. Also, the Members Highway Fund will ensure that LTP3 funding reaches all parts of the County in response to local need. EHW POSC continued to support this approach at their meeting on 18<sup>th</sup> January 2011.
16. Other comments related to the inclusion of major transport infrastructure which though not funded by LTP funding, would conflict with many of the aims of the LTP relating to reducing carbon emissions and reliance on the private car and minimising the detrimental impact on protected environmental areas. Representations were received from Essex County Council and Thurrock Council, objecting to the route shown on page 74 of the draft LTP3, linking the proposed Lower Thames Crossing East of Gravesend to the M11. This line, which was for indicative purposes only, has been removed from the final LTP3 document.

### **Risk and Business Continuity Management**

17. The requirement to prepare an LTP3 Implementation Plan(s) for five years presents the risk of raising public expectations on the level of local transport improvements that will be implemented. It is extremely difficult to predict the

longer term spending pressures that the County will face in the future and therefore there is a risk that the level of measures identified in the Plan(s) are not implemented.

### **Sustainability Implications**

18. Transport has a huge impact on the environment. There has been a 54% increase in carbon dioxide emissions from domestic transport sources since 1980 and emissions from transport could rise to 30% of UK emissions by 2022. Transport also has an impact on communities through noise and severance as well as the impact on habitats through new and existing transport infrastructure. This LTP3 recognises this and 15% of funding is specifically allocated to measures that tackle climate change, by supporting low emission forms of transport and offering better choice for walking, cycling and public transport. These modes are also promoted under many of the other LTP3 Themes such as Supporting Independence and Enjoying Life in Kent as well as measures that Kent Highway Services and other partners are implementing to reduce their carbon footprint.

### **Conclusion**

19. The proposed Local Transport Plan for Kent 2011-16 is a sensible and reasonable response to the current financial situation and it provides a clear and coherent framework to guide decision making during the period of Kent's third Local Transport Plan.
20. The Plan has been made available to the Chairman and Lead Spokesmen of Cabinet Scrutiny Committee, and two copies have been placed in the Members lounge. Further copies are available upon request to the named contact officer below, and the plans will be accessible on the KCC website ([kent.gov.uk](http://kent.gov.uk)).

### **Recommendation**

- 21 It is recommended that this proposed third Local Transport Plan for Kent 2011-16 be approved and recommended for adoption by the County Council.

### **Background Documents**

*KCC, Local Transport Plan for Kent 2011-16: Draft for Consultation, Oct. 2010*

*KCC, Growth without gridlock: A transport delivery plan for Kent, December 2010*

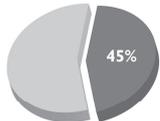
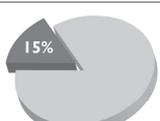
### **Contact Officers**

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## Appendix 1: Proposed Budget Allocation/Spatial Distribution Methodology for Integrated Transport Measures

### Budget allocation/spatial distribution methodology

LTP3 Theme	Budget allocation	Spatial distribution	Scheme type	Value for money assessment
<b>Growth Without Gridlock</b>		 Growth Areas and Growth Points	Schemes that support housing and employment	1* - Access road 2 - Bus rapid transit 3 - Cycle route 4 - Traffic management
<b>A Safer and Healthier County</b>		 Problem sites	Schemes that tackle road casualties, air pollution, poor health etc.	1 - Safety schemes 2 - Safe routes to school 3 - Walking routes 4 - Bus route to hospital
<b>Supporting Independence</b>		 Disadvantaged areas (East Kent coastal towns)	Schemes that provide access to jobs and services for those without access to a private car	1 - Bus improvements 2 - Walking and cycling 3 - Community transport 4 - Public information
<b>Tackling a Changing Climate</b>		 Urban areas	Schemes that promote low emission travel	1 - Low emission vehicles 2 - Travel Plans 3 - Kent Freedom Pass 4 - Walking and cycling
<b>Enjoying Life in Kent</b>		 Countywide	Schemes that improve access to opportunities and reduce impact of transport on Kent and it's communities	1 - Public rights of way improvements 2 - Public realm 3 - Lorry management 4 - Journey planner

\* - Indicative scheme types for illustration only

## Appendix 2: Proposed Budget Allocation per LTP3 Theme 2011-16

	2011-12 £'000	2012-13 £'000	2013-14 £'000	2014-15 £'000	2015-16 £'000	Total £'000
Integrated Transport Schemes <£1m	2,478	2,466	2,324	2,558	2,558	12,384
Growth without Gridlock @ 45%	1,114	1,110	1,046	1,150	1,150	5,570
A Safer and Healthier County @ 15%	372	370	349	384	384	1,859
Supporting Independence @ 15%	372	370	349	384	384	1,859
Tackling a Changing Climate @ 15%	372	370	349	384	384	1,859
Enjoying Life in Kent @ 10%	248	246	231	256	256	1,237

By: Alex King – Deputy Leader  
Peter Sass - Head of Democratic Services and Local Leadership

To: Cabinet – 4 April 2011

Subject: Follow up items and Decisions from Cabinet Scrutiny Committee –  
9 February 2011

Classification: Unrestricted

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Summary: This report sets out the decisions from the Cabinet Scrutiny Committee, items which the Committee has raised previously for follow up.

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### **Cabinet Scrutiny Committee**

1. (1) Attached as Appendix 1 is a rolling schedule of information requested previously by the Cabinet Scrutiny Committee. If the information supplied is satisfactory to the Committee it will be removed following the meeting, but if the Committee should find the information to be unsatisfactory it will remain on the schedule with a request for further information.

(2) The decisions from the meeting of the Cabinet Scrutiny Committee on 9 February 2011 are also set out in **Appendix 1**, together with the response of the relevant Cabinet Member.

### **Policy Overview and Scrutiny Committees**

2. (1) At its meeting on 15 July 2010, the Scrutiny Board agreed that any specific recommendations to Cabinet arising from Policy Overview and Scrutiny Committees should also be fed back to the Cabinet. At the time of writing, there had not been any specific recommendations arising from a Policy Overview and Scrutiny Committee since the last meetings of Cabinet on 21 January and 2 February 2011.

<b>Recommendation:</b>
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3. That the 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*

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## Highways Business Plan IMG – Gulley Emptying Schedules (10 December 2008)

Cabinet portfolio: Mr N Chard

Synopsis: The report to Cabinet Scrutiny Committee consisted of the minutes of the Highways Business Plan IMG held on 2 December 2008. During that meeting, it was resolved that gulley emptying schedules would be provided to Members after the County Council elections.

Reason for call-in: The minutes of the Highways Business Plan IMG of 2 December 2008 formed an item on the Cabinet Scrutiny Committee agenda of 10 December 2008. The Chairman asked that the request from the IMG be actioned.

Recommendations and responses:

### **1. Highways Business Plan IMG 02.12.08: That a list of gulley schedules be supplied to all Members after the elections**

*The gulley emptying schedules would be issued to Members in the next few weeks.*

Date of response: 21 July 2010

Date actioned: Not applicable

*Members have received a map showing gulley emptying routes and schedule information would be available in the next few weeks*

Date of response: 15 September 2010

Date actioned: 15 September 2010

*Members will begin to be provided with the gulley emptying schedules from 18 October onwards*

Date of response: 11 October 2010

Date actioned: 19 October 2010

#### Notes:

20.10.10 A spreadsheet detailing the number of gullies in each parish and when they had been or were due to be emptied was circulated to Members on 19 October 2010. At the meeting of the Cabinet Scrutiny Committee on 20 October 2010, the Chairman expressed concern that the information requested by the Committee had still not been received. The Chairman and Vice-Chairmen will be meeting with officers to discuss a way forward

Following a meeting between the Chairman and the Director of Highway Services, a briefing note has been provided to the Committee on this issue, and further information is expected to be provided to Members before the meeting of Cabinet Scrutiny Committee on 8 December.

20.12.10 - details of 'hotspots' was provided to all Members of the Cabinet Scrutiny Committee, and Mr Burr has requested that if Members have any additional local information Highways would be glad to hear from them. A follow-up report on progress will be provided to Cabinet Scrutiny Committee in the New Year

10.01.11 – A report on the interim approach to the delivery of the highway drainage service was provided to the Cabinet Scrutiny Committee on 10 January.

19.01.11 – The Chairman asked that this item remain outstanding until Mr Burr has provided a final report detailing how the schedules will be handled. This report is expected in Autumn 2011.

## **Review of SEN Units – Outcome of the Evaluation of the Lead School Pilot (15 September 2010)**

Cabinet portfolio: Mrs S Hohler

Synopsis: The report set the context for the SEN Unit Review, presented the findings of the Lead School Pilot evaluation and made recommendations and proposals for the development of a new SEN Strategy to meet the special educational needs of Kent children and young people.

Reason for call-in: This item was called in to enable Members to ask questions about the outcome of the Lead School Pilot, the consultation process and the future funding of SEN Units.

Recommendations and responses:

**1. Ask the Managing Director, Children, Families and Education to ensure that the CFE (Vulnerable Children and Partnerships) Policy Overview and Scrutiny Committee is given a formal opportunity to monitor progress of the SEN review at all appropriate stages.**

*A report will be taken to the CFE (Vulnerable Children and Partnerships) Policy Overview and Scrutiny Committee.*

Date of response: 30 September 2010

Date actioned: awaiting date (will also be discussed at Cabinet on 18 July 2011)

*Subject to the new Committee structure being agreed at the County Council meeting on 6th April, it is anticipated that an update on the SEN Review will be taken to the Education, Learning and Skills Policy Overview and Scrutiny Committee in July 2011. This is dependent on the agreement of the Chairman designate, Leyland Ridings, as the POSC agenda setting meeting is still to take place. The report is also being presented to Cabinet on 18th July 2011.*

Date of response: 2 March 2011

Date actioned: anticipated to be July 2011

## **Inspection of Safeguarding and Looked After Children Services (8 December 2010)**

Cabinet portfolio: Mrs S Hohler

Synopsis: This report to Cabinet summarised the outcome of the Ofsted Inspection of Safeguarding and Looked After Children Services in Kent

Reason for call-in: Members wanted more information on the Inspection of Safeguarding and Looked After Children Services, including why the risk of the judgement had not been identified earlier.

Recommendations and responses:

**3. Welcome the assurances given by the Leader of the Council, the Cabinet Member for Children, Families and Education and the Managing Director, Children Families and Education that the points made during the discussion at Cabinet Scrutiny Committee will be included as part of the recovery plan. These are as follows:**

- a. that a review of the governance arrangements relating to safeguarding would be carried out, including the future role of the Policy Overview and Scrutiny Committees and the Children's Champion Board.
- b. that the current reward policy for front line social workers be reviewed, to ensure the right staff are recruited and retained within the authority.
- c. that a rota between working within Safeguarding and with Looked After Children be considered, to reduce staff 'burn-out'
- d. that concerns around the caseload and training levels of staff are examined
- e. that the previous culture of silence from social workers is examined to ascertain why it had become ingrained within the organisation, and to avoid this happening again
- f. that the use of the Integrated Children's System is reviewed to ensure it is fit for purpose and being used as effectively as possible
- g. that the Council work more closely with the Courts to help reduce the amount of experienced social workers' time depleted through lengthy proceedings
- h. to explore ways in which Members can be involved in Serious Case Reviews, if necessary with bespoke Member training for this purpose
- i. that all Members who serve on the relevant Overview and Scrutiny bodies should be strongly encouraged to be more robust and challenging in performing their role to hold decision-makers to account for their actions, including being better prepared with searching questions prior to the meeting, and that opportunities for specific training on scrutiny questioning techniques should be taken up.
- j. that the need for a 'triage' system be highlighted, in order to effectively prioritise referrals

*Responses a to j (apart from action i which is an action for the party whips) are being considered for inclusion in the recovery plan. An updated recovery plan will be circulated to the Cabinet Scrutiny Committee on 19th January.*

Date of response: 17 December 2010

Date actioned: 11 January 2011

*The Kent Safeguarding and Looked After Children Improvement Plan will be going to Cabinet on 4 April and a copy will be supplied to Cabinet Scrutiny following this, as promised in January. The plan is going through approval at present. The report will be added to the Corporate POSC agenda following Cabinet*

Date of response: 3 March 2011

Date actioned: TBC

**4. Ask the Leader of the Council that the outcome of the meeting with the Minister to discuss safeguarding and looked after children services in Kent be reported back to the Cabinet Scrutiny Committee.**

**5. Ask the Cabinet Member to ensure that the outcomes of the review into the circumstances surrounding the judgement be reported back to the Cabinet Scrutiny Committee, given the seriousness of the subject.**

**6. Ask the Cabinet Member to provide a report on the actual number of social worker posts and historical data on the number of vacancies within the Children, Families and Education Directorate since April 2009.**

**7. Ask the Cabinet Member to provide a report on the number of safeguarding referrals to the Children, Families and Education Directorate from different agencies since April 2009.**

*A report will be produced for Cabinet Scrutiny on 19th January encompassing responses 4 to 7. The author of this report is Helen Davies/Victoria Widden.*

Date of response: 17 December 2010

Date actioned: 11 January 2011

Note: 19.01.11 At the meeting of the Cabinet Scrutiny Committee, it was explained that the Committee had been promised a copy of the County Council's improvement plan. Since this was not due to be finalised until the end of January, the Chairman suggested that the Committee would not pursue the item further until the improvement plan had been produced.

*The Kent Safeguarding and Looked After Children Improvement Plan will be going to Cabinet on 4 April and a copy will be supplied to Cabinet Scrutiny following this, as promised in January. The plan is going through approval at present. The report will be added to the Corporate POSC agenda following Cabinet*

## **Bold Steps for Kent - The Medium Term Plan to 2014 (8 December 2010)**

Cabinet portfolio: Mr P Carter

Synopsis: The report to Cabinet asked Cabinet to endorse of the latest draft of Bold Steps for Kent and make a recommendation to County Council to approve the final version at its meeting on the 16th December 2010.

Reason for call-in: Members wanted more information on Bold Steps for Kent – The Medium Term Plan to 2014.

Recommendations and responses:

### **5. Ask the Leader that any data on the increase in Small and Medium Enterprises (SMEs) accessing KCC contracts be made available**

*Noted and this will be programmed in within the work stream referred to above*

Date of response: 20 December 2010

Date actioned: Not applicable

*Data on the increase in Small and Medium Enterprises (SMEs) accessing KCC contracts will be made available shortly*

Date of response: 7 February 2011

Date actioned: 8 February 2011

### **8. Ask the Leader that ways of engaging members of the public in the Big Society who are not members of Local Strategic Partnerships or other similar bodies be addressed in the Medium Term Plan.**

*Noted. Officers are working on ideas for how the Big Society can really take effect within Kent and how Kent County Council can help that. There are no assumptions in that work stream that only members of LSP's will be engaged in this.*

Date of response: 20 December 2010

Date actioned: n/a

*Officers are working on how the Council will engage with the people of Kent in this very exciting development and are waiting to see how the Localism Bill shapes some of that engagement.*

Date of response: 7 January 2011

Date actioned: TBC

Note: 19.01.11 The Chairman explained that the original request in recommendation 5 was that evidence be provided to the Committee that the activity being undertaken by KCC regeneration staff was being successful in encouraging more SMEs to access the Council's procurement process. It was resolved that Committee was still awaiting this information.

In respect of recommendation 8, the Committee resolved that it will await a report from officers on their proposals relating to the Big Society.

## Older Person's Modernisation (19 January 2011)

Cabinet portfolio: Mr G Gibbens

Synopsis: The report to Cabinet provided a summary of the consultation, shared the final reports and sought sign-off of the recommendations in order for the Cabinet Member for Adult Social Services to make his decisions. All of the 11 individual Cabinet Member decisions were called in for scrutiny by the Cabinet Scrutiny Committee.

Reason for call-in: Members wanted more information on consultations, the movement away from direct provision of services, comparative costs of public and private sector service provision and other issues.

Recommendations and responses:

**1. Thank Mr Gibbens, Mr Mills, Ms Howard and Mr Weiss for attending the meeting and answering Members' questions.**

*Noted*

Date of response: 8 February 2011

Date actioned: : Not applicable

**2. Welcome the assurances given by the Managing Director, Kent Adult Social Services, about the appointment of an independent arbiter, who would be able to hear grievances from affected residents who felt their services were not equivalent or better in the future.**

*Noted*

Date of response: 8 February 2011

Date actioned: : 8 February 2011

**3. Ask the Managing Director, Kent Adult Social Services, to provide an example of a typical care contract to the Committee, in relation to concerns about future costs of any care contract in respect of Extra Care Housing,**

*Attached*

Date of response: 8 February 2011

Date actioned: : 8 February 2011

**4. Ask the Managing Director, Kent Adult Social Services, that additional information be provided about ongoing protection of terms and conditions for any staff transferred under Transfer of Undertakings (Protection of Employment) Regulations to new providers, and how long staff would enjoy this protection.**

*Attached*

Date of response: 8 February 2011

Date actioned: : 8 February 2011

**5. Welcome the assurances given by the Managing Director, Kent Adult Social Services, that further information would be provided to the Committee about the frequency of future inspections by the Care Quality Commission (CQC) of new facilities, recognising the fact that CQC does not regulate Extra Care Housing.**

*The Care Quality Commission (CQC) will undertake an inspection programme dependent on risks or concerns highlighted and this is monitored by an annual questionnaire and feedback from service users or their families and statutory organisations.*

*CQC focus on compliance with the Standards rather than making judgments on quality. Within an Extra Care Housing setting, there will be care provision and the organisation providing the care will be regulated by CQC as a domiciliary care provider.*

Date of response: 8 February 2011

Date actioned: : Not applicable

**6. Welcome the continuing assurances given by the Managing Director, Kent Adult Social Services, that staff affected by the Older Person's Modernisation programme would be supported through the changes in the usual way by KCC.**

*Each unit has an allocated officer from Personnel. They will receive 1:1's, training, pensions advice, application support etc. Staff meetings took place from 27 January – 31 January 2011 to confirm these arrangements.*

Date of response: 8 February 2011

Date actioned: : Ongoing

**7. Welcome the commitment from the Managing Director, Kent Adult Social Services, that the Freedom of Information request from Ms Baldwin be responded to as quickly as possible.**

*Attached*

Date of response: 8 February 2011

Date actioned: : 8 February 2011

**8. Request that the Managing Director, Kent Adult Social Services, provide a report on the details of new legislation relating to pension provision in the private sector, and how this will affect the comparative cost of private sector care provision.**

*Attached*

Date of response: 8 February 2011

Date actioned: : 8 February 2011

**9. Request that the Director of Governance and Law be asked to give his professional opinion as to whether a possible lack of advice and information for the public about the fact that choices in the consultation were restricted, due to the conditions of the Private Finance Initiative bid to Government, had invalidated the consultation process.**

*Director of Governance and Law to feedback separately*

Date of response: 8 February 2011

Date actioned: TBC

**10. Welcome the assurance from the Cabinet Member, Adult Social Services, that he will be as flexible as possible about the timeframe for closure of Sampson Court, if there is a reasonable bid from a social enterprise to take over its operation.**

*The closure plans will progress as stated in the report and be achieved by December 2011. If there is a viable proposal for the site to be developed as a Social Enterprise*

*this would take effect following the closure. Organisations who have expressed an interest in the development/ use of the site after it is closed will be asked to submit a full Business Cases for consideration.*

Date of response: 8 February 2011

Date actioned: Not applicable

**11. Express regret that some local Members were not involved more fully in the process of considering the options relating to each site, and ask that the Group Managing Director urgently raise with the Corporate Management Team the issue of full, timely and ongoing involvement of local Members in the development stage of any decisions affecting their division. The Committee would like to draw Members' attention to:**

**A) Paragraph 22 of Appendix 2 Part 4 of the Constitution:**

***Involvement of Local Members***

***22. (1) In exercising these delegations or in preparing a report for consideration by the Cabinet or a Cabinet Member, officers shall consult the relevant Local Member(s) on any matter that appears to specifically affect their division.***

***(2) Any objection by a Local Member to a proposed course of action shall be the subject of consultation with the relevant Cabinet Member.***

***(3) All reports to the Cabinet or a Cabinet Member shall include the views of Local Members.***

**B) Recommendation R6 from the Informal Member Group on Member Information's report of December 2008:**

***R6. A Local Member Notification Protocol be developed, and electronic alerts introduced to systems, indicating when members need to be consulted and informed and by whom, with current contact details.***

**C) Communications from the Director of Governance and Law to Senior Managers, for example from November 2007, reminding officers of the need to keep Local Members informed and involved in matters affecting their divisions, as enshrined in the Constitution.**

**D) Paragraph 4 of the Procedure for writing and preparing reports to Cabinet, Cabinet members, committees and the council (<http://knet2/policies-and-procedures/reports-to-cabinet-cabinet-members-committees-and-the-council/reports-to-cabinet-cabinet-members-committees-and-the-council>):**

***4. For a proposal which relates to a particular area of the County, it is particularly important that you consult all the local Members concerned***

**Response from the Group Managing Director:**

*The Corporate Management Team have been piloting a new Committee report format which contains a trigger to ensure the early consultation and involvement of local Members in any decision making process. CMT will continue to actively explore*

*mechanisms which ensure early Member involvement and will discuss how this can be implemented at its meeting on 8 March.*

Date of response: 31 January 2011

Date actioned: TBC  
(to be discussed on 8 March 2011)

**Response from Kent Adult Social Services:**

- *Cross Party Scrutiny Leads were invited to a confidential briefing on 10 June 2010*
- *All members and local councillors received a communication on 14 June 2010 advising them of the consultation.*
- *All members and local councillors were all invited to initial meetings in their District in June.*
- *Monthly briefings were issued regarding the process throughout the consultation to all 84 Councillors both in hard copy and emailed.*
- *Specific meetings were requested by Members and officers attended.*
- *An additional Member Briefing was held on 26 July giving those who could not attend the initial meetings another chance to see the presentation and discuss the proposals.*
- *The Community Engagement Managers were contacted informing of the consultation and an offer was made to attend any meetings on request.*
- *Borough Councils requested meetings in addition to those planned and officers attended*
- *The relevant Members of Parliament were all informed. Additional information and face to face meetings were provided where requested including a session for East Kent in October.*

Date of response: 8 February 2011

Date actioned: Not applicable

**12. Welcome the assurance from the Managing Director, Kent Adult Social Services, that a list of what the Council expects to be included in any formal agreement about levels of service provided under alternative arrangements for residents be provided to the Committee.**

*The levels of alternative services required through a partnership arrangement will be developed as part of the commissioning process throughout 2011. Services will be provided to the existing residents of Kiln Court, Blackburn Lodge and Doubleday Lodge.*

Date of response: 8 February 2011

Date actioned: TBC

Note: 9.02.11 – Due to volume of papers provided in response to the recommendations relating to the item, Members resolved that they would need more time to consider their contents before discharging any of the recommendations.

## **Budget 2011/2012 and Medium Term Financial Plan 2011 - 2013 (24 January 2011)**

Cabinet portfolio: Mr J Simmonds

Synopsis: Every year the Council sets its Budget for the next financial year and its Medium Term Financial Plan (MTFP). The final Budget and MTFP are approved at County Council in February.

Reason for call-in: Cabinet Scrutiny Committee is part of the yearly cycle of meetings to discuss the Budget. Various elements of the Budget 2011/12 and Medium Term Financial Plan 2011-2013 were discussed during the meeting of the Cabinet Scrutiny Committee.

Recommendations and responses:

**4. Welcome the assurances given by the Leader that proposals on how reductions to the Early Intervention Grant will be implemented in Kent be put before Members for consultation, including through the relevant Policy Overview and Scrutiny Committee.**

*Details were contained in the section 7 of the report to Cabinet, which was tabled at the meeting on 2 February. CFE have put their proposals in the draft MTP but not final detail on the timing. This will need to go to their next POSC (confirmed in County Council report)*

Date of response: 7 February 2011

Date actioned: Awaiting date of POSC

**5. Welcome the suggestion given by the Leader that research into implementation of a 'living wage' in Kent be undertaken, including mapping the variations in cost of living across the county.**

*Noted. The Leader will keep the Committee informed as the research develops*

Date of response: 8 February 2011

Date actioned: TBC

**6. Ask the Group Managing Director to consider whether changes to the risks that the Council faces also be reported to the Cabinet Scrutiny Committee, no less frequently than every six months.**

*The principle that members are properly informed and able to discuss the risk register of the council and changes to the risk profile and how it fits with the risk appetite of the authority is essential for good governance. I would want to discuss this request with the Head of Internal Audit and the Chairman of the Governance and Audit committee to ensure that we are dealing with the principle of informing and involving members in risk matters is properly met and handled between the different member bodies that exist. Officers are also reviewing how performance in general is reported to members and I would hope all these matters can be assessed and improvements proposed.*

Date of response: 2 February 2011

Date actioned: TBC

**8. Ask that the Managing Directors of all Directorates affected provide detail of any reductions in funding to the voluntary sector.**

*We are working on this but it is not straightforward and we need to identify that element of spend that represents statutory service provision (and which we would have to incur anyway if it weren't delivered in the voluntary sector) and that which represents genuine contributions to voluntary organisations unrelated to statutory services. We will not be able feed this back to CSC on 9<sup>th</sup> February due to the level of work involved.*

Date of response: 7 February 2011

Date actioned: 14 February 2011

## **Medium Term Plan 2011 – 2013 (incorporating the Budget and Council Tax setting for 2011/12) - Update (9 February 2011)**

Cabinet portfolio: Mr J Simmonds

Synopsis: Every year the Council sets its Budget for the next financial year and its Medium Term Financial Plan (MTFP). The final Budget and MTFP are approved at County Council in February.

Reason for call-in: An update on the Medium Term Plan and Budget was tabled at the meeting of Cabinet on 2 February 2011. The Cabinet Scrutiny Committee wished to discuss developments since its Budget meeting on 24 January 2011.

Recommendations and responses:

**1. Thank Mr Simmonds, Miss Carey, Mr Wood, Mr Shipton and Mr Abbott for attending the meeting and answering Members' questions.**

## **KCC Companies (9 February 2011)**

Cabinet portfolio: Mr J Simmonds and Mr R Gough

Synopsis: The Cabinet report the approach to be taken in the forthcoming report to Audit and Governance on a Protocol for KCC Companies

Reason for call-in: Members wished to have more information about the protocol for KCC Companies

Recommendations and responses:

- 1. Thank Mr Pugh, Mr Simmonds, Miss Carey and Mr Wood for attending the meeting and answering Members' questions.**
- 2. Ask that the Acting Director of Finance provide more detail on the checks that are carried out before directors of KCC Companies are appointed.**

*The Acting Director of Finance has provided more detail on the checks that are carried out before directors of KCC Companies are appointed by asking the Director of Law and Governance who has amended the Protocol to include details of such checks.*

Date of response: 25 March 2011

Date actioned: 25 March 2011

- 3. Welcome the preparation of the KCC Companies protocol and note that it will be going to the Governance and Audit Committee for approval.**