



CABINET

Monday, 25th January, 2016, at 10.00 am
Darent Room, Sessions House, County
Hall, Maidstone

Ask for: **Louise Whitaker**
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Tea/Coffee will be available 15 minutes before the meeting.

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UNRESTRICTED ITEMS

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

1. Introduction/Webcasting
2. Apologies and Substitutions
To receive any apologies for absence and notification of substitutions
3. Declaration of Interests by Member in Items on the Agenda for this meeting
To receive any declarations of interest in matters appearing on the agenda.
4. Minutes of the Meeting held on 30 November 2015 (Pages 3 - 10)
To agree the minutes of the meeting from 30 November 2015.
5. Budget 2016-17 and Medium Term Financial Plan 2016-19 (Pages 11 - 46)
To consider and endorse to County Council for agreement, the draft budget and the council tax precept (including the additional Social Care Levy) taking into account proposed amendments from Cabinet Committees and late changes to the draft Budget and MTFP published on 11th January 2016.
6. Revenue and Capital budget monitoring 2015-16 - November (Pages 47 - 162)

To receive for information, the latest monitoring position on both the revenue and capital budgets and to agree necessary changes to the capital programme.

7. Kent Environment Strategy: A strategy for environment, health and economy by Kent County Council (Pages 163 - 212)

To agree and adopt the refreshed Kent Environment Strategy: A strategy for environment, health and economy by Kent County Council.

8. Proposed Co-Ordinated Schemes for Primary And Secondary Schools In Kent and Admission Arrangements for Primary and Secondary Community and Voluntary Controlled Schools 2017 /18 (Pages 213 - 296)

To determine the co-ordinated schemes for Primary & Secondary Admissions in Kent, the 'In-Year' Admission process for Primary & Secondary schools in Kent and the admission arrangements for the 2017/18 school year for Community and Voluntary Controlled Schools

Published 15 January 2016

Peter Sass
Head of Democratic Services

KENT COUNTY COUNCIL

CABINET

MINUTES of a meeting of the Cabinet held in the Darent Room, Sessions House, County Hall, Maidstone on Monday, 30 November 2015.

PRESENT: Mr P B Carter, CBE (Chairman), Mr M A C Balfour, Miss S J Carey (Substitute for Mr J D Simmonds, MBE), Mr G Cooke, Mr M C Dance, Mr G K Gibbens, Mr R W Gough, Mr P M Hill, OBE, Mr P J Oakford and Mr B J Sweetland

UNRESTRICTED ITEMS**138. Apologies and substitutions**
(Item 2)

Apologies for absence were received from the Deputy Leader and Cabinet Member for Finance and Procurement, Mr J Simmonds, who was substituted by the Deputy Cabinet Member for Finance and Procurement, Miss S J Carey.

139. Declarations of Interest
(Item 3)

No declarations of interest were received.

140. Minutes of the Meeting held on 12 October 2015
(Item 4)

The minutes of the meeting held on 2 October 2015 were agreed as a correct record and signed by the Chairman subject to an amendment to minute 132 to reflect the fact that Miss Carey had made a declaration of interest in relation to minute 136 as she is a member of the Kent Fire and Rescue Authority.

141. Corporate Parenting Select Committee Report
(Item 5)

Mrs Z Wiltshire, Chairman of the Corporate Parenting Select Committee, introduced the report. She said that this report was a precis of the one that would be considered by County Council on 10 December 2015 and drew Members attention to their role as corporate parents particularly in relation to decisions about health care, education and living arrangements for young people in care. She said that internal and external witnesses and been invited to give evidence including the Head of the Virtual School Kent, the Corporate Director of Social Care, Health and Wellbeing, foster care representatives, the Youth Offending team designated doctor for East Kent and site visits had been made to hear the views of children and young people, front line social workers and foster carers.

Mrs Wiltshire thanked Members for their input to the committee.

Mrs Cribbon said that among the key issues identified during the investigation were: the importance of selecting foster carers; matching young people with the most suitable carers; support for carers when making decisions relating to education and health care for young people in their care; and support for young people after the age of 18.

Mr Brookbank paid tribute to Mrs Wiltshire's commitment to ensuring the views of young people were heard, urged all Members to be involved in their role as corporate parents and said that HOSC would consider the new contract for Child and Adolescent Mental Health Services in January 2016.

The Cabinet Member for Specialist Children's Services, Mr P Oakford thanked Mrs Wiltshire, the Select Committee and officers for the report. He said the Select Committee's recommendations reflected the continuing work to improve services and welcomed the focus on understanding and supporting the role of all Members as corporate parents.

The Corporate Director for Social Care, Health and Wellbeing, also welcomed the report and its recommendations.

The Leader of the Council hoped that all Members would participate in the debate on the report at the next County Council meeting, referred to the need to provide all members with reliable data relating to their divisions as well as information that articulated the views of young people. He also asked Mr Oakford to circulate a response to the recommendations in the report.

It was RESOLVED that

- i. The Select Committee's work for producing an instructive and timely report be applauded
- ii. The contribution of the witnesses who provided evidence and the officers who supported the Select Committee's work be recognised
- iii. The recommendations be commended to the County Council.

142. Elective Home Education Policy *(Item 6)*

The Cabinet Member for Education and Health Reform, Mr Roger Gough, introduced the report which set out the results of the engagement with the elective home education community on the revised Elective Home Education Policy and sought confirmation of the previous Cabinet decision to adopt following engagement with families.

Mr Gough reminded members that Cabinet had previously considered the EHE policy in January 2015 and had agreed to seek feedback from the EHE community. As a result of this engagement the policy had been amended, the authority's website had been improved and changes had been made to some working practices. He said that the majority of parents who elected to educate their children at home provided suitable education and were to be commended; the policy set out when and how the

authority would intervene on those occasions that the home education provided was not suitable.

He reported that the policy adoption was particularly timely as there had been an increase in the numbers of families registered to educate at home, including young people aged 14-16 and pupils with a history of exclusion and unauthorised absence from school.

The Corporate Director for Education and Young People’s Services, Patrick Leeson, said that the new policy would ensure a reasonable and measured approach which would enable the authority to provide support and advice as well as providing a basis for meeting with the parent(s) if there were any concerns about the suitability of the education being provided.

CABINET	
Elective Home Education Policy	
30 November 2015	
1.	The feedback from the engagement exercise detailed in Appendix 1 of the report be noted
2	It be noted that the policy had been amended in light of the feedback received and appeared at Appendix 2 of the report
3.	The earlier agreement by Cabinet on 28 January 2015 to implement this revised Policy be confirmed
REASON	
1 - 3	To ensure that KCC has a properly considered, fit for purpose and properly adopted policy in relation to Elective Home Education
ALTERNATIVE OPTIONS CONSIDERED	None.
CONFLICTS OF INTEREST	None.
DISPENSATIONS GRANTED	None.

143. Revenue and Capital Budget Monitoring for 2015-16, Quarter 2
(Item 7)

Cabinet received a report providing the budget monitoring position for September 2015-16 for the revenue and capital budgets, including an update on key activity data.

Ms Susan Carey, Deputy Cabinet Member for Finance and Procurement was in attendance in the absence of Mr John Simmonds Cabinet Member and she introduced for Members to key information to which they should have regard, in particular she highlighted the following in relation to the revenue budget:

- i. That the net projected variance against the combined directorate revenue budgets was an overspend of £6.609m, before management action.

- ii. Management action was expected to reduce this to £5.009m. However, there was some minor re-phasing of budgets which would need to roll forward to 2016-17 in order to fulfil legal obligations (detailed in section 3.7 of the report) having allowed for these changes the predicted overspend was £5.301m.
- iii. Some significant underspending was detailed within the forecast, (section 3.8 of the report) this would only be rolled forward to the same initiatives in 2016-17 if the Authority as a whole was sufficiently underspending by year end. Currently, the factoring in of roll forwards, would increase the predicted overspend to £6.586m.
- iv. Directorates had been tasked with creating further management actions to balance the position.

The report, she said, contained mixed messages; improvements had been made since the last monitoring position, largely related to news that the Home Office would increase funding for Unaccompanied Asylum Seeking children, but huge efforts were still required to ensure that a balanced budget was achieved by the year end.

She described in detail some of the issues relevant to each directorate including, in year funding cuts for public health, concessionary fare demand, the waste budget, SEN home to school transport and various demand lead areas of Adult Social Care.

The Leader, Mr Paul Carter, thanked Ms Carey for her comprehensive overview. He was encouraged that the position had improved and grateful that the Home Office had agreed to increase funding for Unaccompanied Asylum Seeking Children but reiterated Ms Carey's warning that with four months until the end of the financial year, much hard work would be needed to deliver a balanced budget. In respect of this work, Andy Wood, Corporate Director of Finance and Procurement reported that Budget Managers had again been reminded to only approve essential spending and that this had been successful in producing savings in the past.

Bot Mr Mathew Balfour, Cabinet Member for Environment and Transport and Andrew Ireland, Corporate Director - Social Care, Health and Wellbeing reminded members of the impact that a cold spell could have on both of their service areas bringing additional pressures that would need to be managed carefully in order that the budget were not adversely affected.

Ms Carey, spoke to the item once more to describe for members the key information relating to the Capital budget, in particular she referred to the following:

- i. That the working budget for the 2015-16 Capital Programme was £374.675m (£336.897m excluding PFI) and the forecast outturn against this budget was £277.124m (£273.381m excluding PFI). The variance, therefore, was -£97.551m (-£63.516m excluding PFI).
- ii. The Capital Budget Monitoring headlines were as follows:
 - a. The majority of schemes were within budget and on time.
 - b. +£0.913m of the -£97.551m variance was due to 'real' variances as follows:
 - i. Home Support Fund & Equipment (SCH&W Adults): -£0.341m. This reflected the lower than anticipated demand for telecare equipment, resulting in a reduction to the anticipated revenue contribution to capital.

- ii. Highway Major Enhancement (GET): + £0.792m. This reflected, in the main, an additional footway scheme at Bank Street, Ashford (+£0.290k) and enhancement works at Star Lane, Thanet (+£0.500k), both were to be funded by additional developer contributions.
 - iii. Disposal Costs (S&CS): +£0.400m. This reflected the capitalisation of security costs to protect the value of KCC assets, and would be funded from the capital proceeds of property disposals. Future year budgets will be considered as part of the 2016-19 MTFP process
 - iv. The remaining +£0.064m of real variances were made up of a number of real over and underspends on a number of projects across the capital programme. Full details were provided in the annexes to the report.
- iii. In addition Ms Carey reported that since the last report the Government had agreed that the Grammar School Annex could go ahead and this project would now be progressed.

No further comments were received.

It was RESOLVED that:

Cabinet 30 November 2015	
1.	That the latest monitoring position on both the revenue and capital budgets be noted.
2.	That the reduction in the Public Health cash limits as identified in annex 4 in response to the in – year government funding cut confirmed on 4 November be agreed.
3.	That the changes to the capital programme cash limits as detailed in the actions column in table 2 of the annex reports and summarised in Appendix 3 be agreed.
Reason	
1.	In order that Cabinet can effectively carry out monitoring requirements.
2.	In order that necessary action to mitigate the funding reduction be legitimately taken.
3.	In order that the budget accurately reflects the real time position and is fit for purpose enabling necessary actions to be taken.
Alternative options considered	None
Conflicts of interest	None
Dispensations granted	None

144. KCC Autumn Budget Statement

(Item 8)

Cabinet received a report setting out the fiscal assumptions underlying the forthcoming 2016/17 budget proposals and Medium Term Financial Plan (MTFP) ahead of the Chancellor's autumn budget statement.

The Leader, Mr Paul Carter, introduced the item and reminded members that the assumptions contained within the report were by no means certainties. There were many unknowns at present that could have a dramatic impact, positively or negatively, on the current assumptions. He reported that clarification had been sought from government on a number of matters.

Ms Carey, Deputy Cabinet Member for Finance and Procurement, agreed with the Leader that information was needed regarding government funding but also explained that the report took into account funding secured from other avenues such as council tax and business rates in order that it was as comprehensive as possible. Despite the need for clarity from government it was expected that the original Local Government Settlement release date of early December would not be met and instead would likely be released at the end of December. At that point more solid assumptions could be made.

Andy Wood, Corporate Director of Finance and Procurement spoke to the item, he reported that one of the potential variables for next year would be the impact of the government's recent announcement regarding the National Living Wage (NLW). While there would be no immediate impact of the NLW on Kent scheme employees as the bottom rate of KR2 scale is already more than £7.20 an hour. There was a much greater potential impact of NLW on contracted services, particularly social care contracts where many employers currently paid minimum wage. It was likely that paying the NLW would be a significant burden for these employers and contracts would have to be renegotiated. However, until information was received as to whether (and if so, how) this government policy would be funded it was difficult to make headway on renegotiation, or include a figure in budget plans.

Ms Carey concluded by reporting that the pattern of rising spending demands and reduced funding identified within the report looked set to continue over the next 3 years but assured members that the budget consultation would help to ensure that any difficult financial decisions reflected the will of residents and that all efforts continued to be made to manage demand as an approach to reducing costs rather than cutting services.

It was RESOLVED that the report be noted.

145. Quarter 2 - Performance Report

(Item 9)

Cabinet received the quarterly performance report for quarter two of 2015-16 informing members of the key areas of performance for the authority and reporting achievement against targets.

Richard Fitzgerald, Business Intelligence Manager – Performance was in attendance and introduced the item to members, in particular he referred to the following;

- i. That overall performance against targets was good. There were no 'red' categories, a positive change from two (2) in quarter one.
- ii. That the Net Direction of Travel was positive with eighteen (18) indicators improving and sixteen (16) showing a fall in performance.
- iii. That there had been 10 changes of RAG status, six of which were positive movements with four improving from Amber to Green and two from Red to Amber. There had been four negative movements, with indicators reducing from Green to Amber. Full details were provided in the report.

It was RESOLVED that the report be noted.

146. Corporate Risk Register - Annual Refresh
(Item 10)

Cabinet received a report setting out the latest version of the Corporate Risk Register for the authority following the annual refresh.

David Whittle, Director of Strategy, Policy, Relationships and Corporate Assurance was in attendance to introduce the item. He reported that the most recent amendments reflected key themes arising from meetings with individual Corporate Management Team officers, Cabinet Members and Directorate Management Teams during the autumn.

He referred to the main amendments contained at paragraphs 1.3 and 1.4 of the report and reminded members that although the formal refresh occurred annually, it was a 'living' document and was reviewed and updated regularly by the Corporate Management Team and Cabinet Members in-year to reflect any significant new risks or changes in risk exposure.

Further comments arising from the presentation of corporate risks to Cabinet Committees and the Governance & Audit Committee during the year had also been taken into account.

The Leader, Mr Paul Carter, asked that given the potential for the Risk Register to change 'in-year' that consideration be given to increasing Cabinet reporting to twice yearly.

It was RESOLVED that the information be noted and officers and members consider the usefulness of increased reporting in the future.

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From: Paul Carter, Leader
 John Simmonds, Cabinet Member for Finance & Procurement
 and Deputy Leader
 Andy Wood, Corporate Director of Finance & Procurement

To: Cabinet 25th January 2016

Decision No:

Subject: **Budget 2016-17 and Medium Term Financial Plan 2016-19**

Classification: **Unrestricted**

Summary: This report relates to the proposed draft budget for 2016-17 and Medium Term Financial Plan (MTFP) 2016-19 to be presented to County Council on 11th February 2016. The proposed draft budget includes a 1.998% council tax increase (up to the referendum limit) and a further 2% through the Social Care Levy. The draft budget represents the Council's response to local budget consultation and consequences of the Spending Review and Autumn Statement 2015 and the provisional Local Government Finance Settlement.

The local budget consultation ran from 13th October 2015 until 24th November 2015 and identifies separately the feedback from the following activities:

- a) Responses directly to the Council either through the website or via other channels
- b) Independent market research conducted by FACTS International via deliberative workshop sessions and face to face interviews, both completed by a representative sample of residents
- c) Staff workshops conducted by FACTS International and KCC
- d) Responses from workshop sessions with representatives from the business and voluntary sectors and Kent Youth County Council.

The provisional Local Government Finance Settlement was announced on 17th December 2015. Responses to the settlement had to be submitted by 15th January 2016.

Recommendation(s):

Cabinet is asked to endorse the draft budget and the council tax precept (including the additional Social Care Levy) taking into account proposed amendments from Cabinet Committees and late changes to the draft Budget and MTFP published on 11th January 2016.

Cabinet Members are asked to bring the black comb-bound draft Budget Book 2016-17, Medium Term Financial Plan 2016-19 (published on 11th January) and the supplementary information (published on 15th January) to this meeting.

Members are reminded that Section 106 of the Local Government Finance Act 1992 applies to any meeting where consideration is given to a matter relating to, or which might affect, the calculation of council tax.

Any Member of a Local Authority who is liable to pay council tax, and who has any unpaid council tax amount overdue for at least two months, even if there is an arrangement to pay off the arrears, must declare the fact that he/she is in arrears and must not cast their vote on anything related to KCC's Budget or council tax.

1. Introduction

1.1 Setting the Council's revenue and capital budgets continues to be exceptionally challenging. Funding from central government (particularly revenue funding) is reducing following the Spending Review announcement on 25th November. This has been exacerbated by the proposed redistribution of Revenue Support Grant (RSG) included in the provisional Local Government Finance Settlement announced on 17th December. Whilst central funding is reducing we continue to face additional spending demands and we cannot fully compensate for these demands and loss of grants through council tax and nor would it be reasonable to do so. As a result the authority will need to find substantial savings in order to balance the budget for 2016-17 and the following years in the MTFP.

1.2 The proposed RSG in the provisional settlement included 3 key changes:

- The transfer of £8.4m of previously separate grants for Care Act 2014 and Lead Local Flood Authority
- A greater reduction than the overall reduction in central government funding for local authorities set out in the Spending Review, with money transferred into other grants (New Homes Business, Business Rate Safety Net, etc.)
- A fundamental change in the methodology for redistribution

In the case of the latter bullet, previously RSG reductions have been based on pro rata reduction to individual elements within the grant including protection for some elements e.g. Learning Disability, Council Tax Freeze, etc. The revised methodology is based on pro rata reduction to the aggregate of all the individual elements (including transfers in the first bullet) and each authority's business rate baseline (including tariff/top-up) and council tax requirement for 2015-16. This afforded no protection for individual elements. The overall impact of these 3 key changes resulted in £18m greater reduction than we had anticipated following the Spending Review. This came with no prior notification nor consultation, and was subject to a short post-announcement consultation period running from 17th December to 15th January. KCC's response to the consultation is included as appendix A.

- 1.3 The Spending Review included a new power for authorities with social care responsibilities to levy a 2% precept on council tax specifically to support adult social care spending. This is in addition to increases up to the 2% referendum threshold (or larger increases subject to a referendum). In response to the scale of budget pressures in social care it is proposed that KCC agrees to levy the additional 2% for social care, as well as increasing council tax up to the 2% referendum threshold. The provisional tax base notification from districts also shows an increase compared to 2015-16 as a result of new dwellings and changes in discounts. Overall the proposed council tax increases and tax base yields an additional £33.7m. This will help towards funding additional spending demands and reductions in central government funding, but falls well short of fully compensating. Therefore, significant savings are required to balance the budget.
- 1.4 The budget proposals show additional spending demands of £79.7m. These include:
- £38.6m of recurring pressures to cover increased costs and rising demands for services
 - £17.8m of legislative demands including changes in employer's national insurance contributions, the transfer of Care Act grant and impact on prices due to the introduction of the National Living Wage
 - £12.4m arising from the one-off use of reserves to support base budget spending in 2015-16
 - £10.9m arising for local policy and revenue investment proposals
- 1.5 We are still awaiting the announcement on a number of specific and ring-fenced grants. Most of these grants are treated as income to offset expenditure and thus have no impact on the net budget requirement. The Council's policy is to limit spending to the amount available from these ring-fenced grants and not to provide top-up from un-ring-fenced grants or council tax.
- 1.6 The capital budget is also under significant pressure. The capital programme has increasingly relied on government grant allocations, developer contributions, external funding and capital receipts over recent years. We have imposed our own fiscal rule to limit the cost of servicing borrowing to fund the capital programme to 15% of net revenue budget. As a consequence of the further reductions in revenue funding it is unlikely any new borrowing will be able to be considered (funding commitments to existing projects and programmes in the capital budget will be honoured) and new schemes will have to be limited to resources available from capital grants and external sources/receipts.
- 1.7 The draft Budget Book 2016-17 and Medium Term Financial Plan 2016-19 was published as planned on 11th January 2016 despite the very late settlement and the unexpected change in RSG distribution, albeit some sections had "to follow" and £4m of savings were "unidentified". Some of the additional sections "to follow" (Sections 1 to 3 of the draft MTFP) are published alongside this report. The three publications combined provide a comprehensive analysis setting out the national context, key financial strategies (revenue, capital, treasury management, risk management) as well as the detailed financial calculations. This additional publication also includes a different presentation of Section 5 of the draft Budget Book; which provides a more detailed breakdown of the 2015-16 budget to enable fuller comparison

of the proposed changes between 2015-16 and 2016-17 for each revenue budget A to Z line. A revised draft Budget Book and MTFP (incorporating the additional publication) will be published as part of the County Council papers for 11th February including any subsequent changes (final grant allocations, tax base, etc. and the identification of the remaining savings necessary to balance the budget).

2. Financial Implications

2.1 The provisional Local Government Finance Settlement included a spending power calculation for each authority setting out the overall change in funding from central government and council tax that the government anticipates for each authority over the four years from 2015-16 to 2019-20. This spending power calculation is reproduced in table 1 below.

Table 1

Core Spending Power of Local Government;					
	2015-16 (adjusted)	2016-17	2017-18	2018-19	2019-20
	£ millions	£ millions	£ millions	£ millions	£ millions
Settlement Funding Assessment	340.0	283.4	241.8	218.2	195.8
Council Tax of which;	549.0	577.2	609.7	644.6	682.2
<i>Council Tax Requirement excluding parish precepts (including base growth and levels increasing by CPI)</i>	549.0	566.0	586.3	608.0	631.1
<i>additional revenue from 2% referendum principle for social care</i>	-	11.2	23.3	36.6	51.1
<i>additional revenue from £5 referendum principle for lower quartile districts Band D Council Tax level</i>	-	-	-	-	-
Improved Better Care Fund	-	-	0.3	17.5	33.7
New Homes Bonus and returned funding	7.9	9.3	9.4	5.9	5.7
Rural Services Delivery Grant	-	-	-	-	-
Core Spending Power	896.9	869.9	861.1	886.2	917.3
Change over the Spending Review period (£ millions)					20.4
Change over the Spending Review period (% change)					2.3%

2.2 The settlement funding assessment (SFA) comprises of the Revenue Support Grant (RSG) and the business rate baseline (which is split between business rate top-up grant and the local share of business rates). The spending power includes the estimates of increases in council tax base and tax rates up to the referendum threshold estimated by Government for each authority. It also includes the Government's estimate of the additional amounts raised through the 2% social care levy each year, the new improved Better Care Fund (BCF) included within the local authority settlement and preferred changes to New Homes Bonus (NHB) which is subject to separate consultation. This is a simplistic view which does not include all funding sources for local authorities (although it does represent the principle sources), and takes no account of additional spending demands.

2.3 Table 2 shows a high level summary of the main revenue equation for 2016-17 and the estimated equation over the three years 2016-19 as set out in the published draft Budget Book and MTFP published on 11th January. This represents a more accurate picture than spending power and shows a real terms reduction of 23% over the three years between 2016-17 to 2018-19.

Table 2	2016-17		3 Year total £m
	£'m	%	
Grant reductions	48.3	13.5%	102.5
Council Tax/Business Rates	-33.7	6.0%	-85.6
Spending Demands	79.7	8.7%	195.0
Savings/Income	-94.3	10.3%	-211.9

2.4 The allocations for individual grants are explained in depth in the MTFP publication. The provisional Local Government Finance Settlement is based on the adjusted 2015-16 RSG and includes the transfers for Care Act and Lead Local Flood Authority (LLFA). The budget and MTFP are based on unadjusted figures as Care Act was factored into the 2015-16 budget as income to offset expenditure (and we have shown the consequential increase in net spending in 2016-17 proposed budget and MTFP within social care pressures now this is part of general funding towards the net budget). LLFA grant was already shown under other grant funding in 2015-16. The grant reductions also include estimated changes to Education Services Grant (ESG) and a number of other minor grants listed in appendix A(ii) of the MTFP, as well as those in the spending power. Table 3 shows a comparison of the change in adjusted RSG and business rate baseline/top-up and other grants.

Table 3	2015-16	2016-17	Change	
	£000s	£000s	£000s	
Original Revenue Support Grant	161,005			
Care Act and LLFA adjustments	8,470			
Adjusted RSG	169,475	111,425	-58,050	-34.3%
Business Rate baseline/top-up	170,540	171,961	+1,421	+0.8%
Settlement Funding Assessment	340,015	283,386	-56,619	-16.7%
New Homes Bonus	7,886	9,325	+1,439	+18.2%
Other un-ring-fenced grants (est.)	18,858	17,306	-1,552	-8.2%
All Central Funding	366,759	310,017	-56,742	-15.5%
Net Central Funding less RSG adj	358,289		-48,272	

2.5 The provisional council tax base notified by districts has increased by 2.1% on 2015-16 due to a combination of factors. We hope to provide an analysis of the underlying reasons identifying separately the effect of new households, changes in discounts and exemptions, and collection rates in the Spring. Detail of the provisional tax base notification is included in Section 2 of the draft Budget Book 2016-17. The additional tax base has been built into the draft budget and MTFP. Section 2 of the draft budget also includes the proposed council tax rates to precept for 2016-17. As outlined in paragraph 1.3 the Council proposes to precept up to the 2% referendum threshold and by the further 2% for social care. The impact of the proposed increase on individual band rates is shown in Table 4.

<u>Table 4</u>	2015-16	2016-17 (excl. Social Care Precept)	2016-17 (incl. Social Care precept)
Band A	£726.66	£741.18	£755.70
Band B	£847.77	£864.71	£881.65
Band C	£968.88	£988.24	£1,007.60
Band D	£1,089.99	£1,111.77	£1,133.55
Band E	£1,332.21	£1,358.83	£1,385.45
Band F	£1,574.43	£1,605.89	£1,637.35
Band G	£1,816.65	£1,852.95	£1,889.25
Band H	£2,179.98	£2,223.54	£2,267.10

- 2.6 When we published the draft budget and MTFP we had only been notified of provisional balance on council tax collection funds from a 6 districts. Since publishing the draft documents we have had provisional notification from 2 other districts. This is sufficient to give us confidence that we can use some of this anticipated Collection Fund balance towards the unidentified savings although we need balances from the remaining 4 districts before this can be confirmed. Collection fund balances are one-off funding and thus would increase the unidentified savings in 2017-18
- 2.7 We are awaiting notification of the County Council's share of the business rates tax base and collection fund balances. This is a relatively small share of overall funding as under the national distribution the County's share is only 9%. We have agreed pooling arrangements with 10 districts and KCC's share is 30% of the additional business rates receipts generated within the pool area. As shown in table 3, the business rate baseline (which effectively affects RSG reduction and business rate top-up grant) has been inflated by 0.8% in line with the uplift in the NNDR multiplier based on September Retail Price Index (RPI).
- 2.8 The additional spending demands for 2016-17 are outlined in more detail in appendix A(ii) of the MTFP. This has been presented in a revised order, firstly identifying additional spending consequences of factors which have already happened and affect 2015-16 (spending pressures identified in monitoring reports and replacing the one-off use of reserves and underspends in the 2015-16 base budget). Forecasts for new demands arising in 2016-17 are split between those affecting the price of goods and services (including KCC staff pay), and demographic pressures from population changes (including increasing complexity). The impact of legislative changes is identified separately. The final set of additional spending demands relate to local decisions including investment in service transformation and service improvements.

2.9 Savings proposals for 2016-17 are also set out in more detail in appendix A(ii) of the MTFP. These are categorised into transformation savings, efficiencies, financing, income generation and policy changes. As indicated in paragraph 1.7, the published draft budget and MTFP had £4m of savings yet to be identified following the late RSG announcement and unexpected changes. In total we had to find an additional £15m as a result of the late changes to RSG and a number of other minor changes which slightly improved the net funding position. These proposals to balance this final aspect of the budget will be included in the revised draft budget and MTFP papers for County Council (white combed).

3. Budget Consultation

3.1 The budget consultation opened on 13th October with a press launch and closed on 24th November. The communication and engagement strategy was aimed at increasing the understanding of the financial challenge, particularly around the growing demand for our services, and to get more engagement with Kent residents. This strategy included the following:

- Press launch on 13th October
- A question seeking views on council tax open from 13th October to 24th November (principally accessed on-line)
- An on-line budget modelling tool to evaluate 20 areas of front line spending open from 13th October to 24th November
- A free text area for any other comments
- A simple summary of updated 2015-18 MTFP published on KCC website
- Web-chat on 16th November with Deputy Cabinet Member for Finance & Procurement, Corporate Director for Finance & Procurement and other finance staff
- Workshops with business and voluntary & community sectors on 18th November
- Workshop session with managers and staff
- Presentation and discussion with Kent Youth County Council on 15th November

3.2 To support the above, independent consultants FACTS International were commissioned to carry out more in-depth research with a representative sample of residents. This included face-to-face interviews with a structured sample of 750 residents, going through the same information as the online materials, and three half-day deliberative workshops with a smaller sample of residents.

3.3 Headline results from the council tax question and online budget modelling tool were reported to January Cabinet Committees, and Appendix B provides an executive summary of the findings from FACTS International's report. The market research and focus groups provide valuable qualitative evidence, and the full report on these will be available as background material for the County Council meeting on 11th February.

3.4 The main conclusions that can be drawn from the consultation are:

- Support for a council tax increase up to the referendum threshold was consistent with last year, with a minority (less than 25% supporting a freeze);
- The prioritisation of support for services is in line with the 2015-16 budget consultation findings, with greatest importance being attached to the most vulnerable residents;
- The greatest support for ways to deliver savings was for options that do not involve reducing services, such as further efficiencies, encouraging volunteers to provide certain services, and raising additional income (but in entrepreneurial ways rather than introducing charges for core services);
- There was recognition by residents and staff that savings have to be found in response to the fiscal consolidation;
- Residents are generally not well informed about the wide range of services KCC provides and what their council tax pays for. This reinforces that we need to find more effective ways of communicating information about how KCC spends public money and the financial challenge we are facing;
- There are no significant differences between the views of residents and staff/businesses/voluntary sector

3.5 The consultation did not include any questions about the 2% Social Care precept, because we were unaware of the possibility of this at the time.

4. Spending Review and Autumn Statement

4.1 The Spending Review and Autumn Statement were announced 25th November. The main points from the announcement affecting KCC and other local authorities are covered in full in Section 2 of the MTFP (paragraphs 2.5 to 2.37), published on 15th January as part of the supplementary information. Section 2 (paragraphs 2.38 to 2.51) also includes a fuller analysis of the provisional Local Government Finance Settlement.

4.2 Guidance on submitting representations in response to the Autumn Statement was published on 14th December. Representations have to be submitted by 29th January 2016. Representations provide an opportunity for interest groups, individuals, or representative bodies to comment on government policy and suggest new policy ideas for inclusion in future Budget and Autumn Statements. New ideas should include policy rationale, costs, benefits and deliverability, and provide clear arguments on how they contribute to the government's stated aims. Representations can also consider likely effectiveness and value for money, revenue implications for the Exchequer and wider macroeconomic implications.

4.3 KCC intends to make a submission. This submission will be largely based on the response to the Local Government Finance Settlement. In particular it will focus on the additional spending demands being placed on local government (including social care) and how these can be contained within a "flat cash" settlement. It will also consider the impact of government funding for, and lack of capacity in local authority budgets, for capital. It will also consider the case for a fundamental review of needs-led redistribution within the local government funding arrangements.

4.4 The final submission will be agreed by the Leader in consultation with other Cabinet members. The impact of the late announcement of the provisional Local Government Finance Settlement and the unexpected changes means that all our efforts have gone in to preparing a response to that particular consultation by 15th January. This means a draft of the Autumn Budget submission cannot be included within these published papers as it is not yet drafted.

5. Other Changes to Draft Publications

5.1 There may need to be some minor changes between the publications approved by County Council and the final Budget Book and MTFP published in March. Where these do not materially affect the budget we will seek delegated authority to make the necessary changes in the final publications.

5.2 There are some amounts which have been held unallocated in the draft publications on 11th January as it was not possible to finalise the allocation of these amounts in time for the printing deadlines. These are identified in appendix A(ii) of the MTFP and include the following:

- £3.2m towards the single pay and reward payments. The value of reward payments for those staff assessed as “achieving”, “achieving above” and “outstanding” need to be set within the overall amount available in the budget¹. The amounts can only be assessed and allocated to directorates once the Total Contribution Pay assessments have been analysed. This analysis will be reported to Personnel Committee and included in the report to County Council. A separate increase in the Kent Scheme pay grades will also need to be confirmed to ensure the scales remain competitive in the same way as previous years. These new scales would only apply to new appointments during 2016-17 as payments for existing appointments are subject to the single reward arrangements. Future increases to the lowest scale (KR2) will need to take account of increases in the National Living Wage
- £4.6m compensation for the removal of the 3.4% rebate on employer’s national insurance contributions for staff included in the pension scheme. This will be allocated at the same time as funding for single pay and reward identified above;
- £4.7m of savings including £4m unidentified and £0.7m from reducing publicity spend pending further investigation to identify essential publicity.

5.3 Any other material changes which emerge before the County Council papers are finalised will be identified and reflected in re-published documents.

¹ this not only includes the additional £3.2m but also the headroom within staffing budgets as result of new appointments starting at the bottom of the grade and one-off reward payments for staff at the top of the grade

6. Conclusions

- 6.1 Setting the 2016-17 budget has proved to be extremely challenging. In the absence of government spending plans or indicative settlements we had to include estimates of potential reductions in central funding in the 2015-18 MTFP. For 2016-17 we estimated a £36m reduction in RSG (22%) as part of overall £33m (10%) reduction in SFA. The budget consultation in the Autumn was based on these funding assumptions, together with £58m estimated additional spending demands and £11m extra raised through proposed council tax increase up to the referendum threshold. This required savings £80m to balance the budget. This formula has now changed significantly, principally as a result of the late and unexpected change in Central Government funding, and the latest position is set out in Table 2.
- 6.2 The published draft budget takes account of views expressed in consultation. In particular the majority of respondents support the proposed council tax increase up to the referendum threshold in order to contribute towards additional spending demands and provide some protection for local services from reductions in central funding. Further work is needed to improve communication of the financial challenge and how the Council spends public money.
- 6.3 Following the Spending Review the funding assumptions continued to look reasonably robust. The additional 2% national social care council tax levy helped to address increased spending demands within social care over and above those identified in the original MTFP (including the new National Living Wage announced in the Summer Budget). However, the late and unexpected changes to RSG distribution had a significant impact on the original assumptions and required additional savings to be identified.
- 6.4 The budget for 2017-18 looks to be even more challenging. The provisional settlement includes further significant reductions in RSG and the improved Better Care Fund will not start to make any significant impact until 2018-19. Even if representations about the RSG redistribution lead to further changes we will still need to find significant savings to compensate for the phasing out of RSG (complete removal of the planned reductions seems highly unlikely). The position for 2017-18 is compounded by the significant one-off use of reserves to support the 2016-17 base budget. At this stage we estimate we will need to find a further £84.5m of savings in 2017-18, of which £56.5m have yet to be identified. Work on the 2017-18 budget has already started.
- 6.5 The unallocated budgets identified in this report will either be resolved for County Council, or treated as in-year adjustments in accordance with the Council's Financial Regulations and procedures.

7. Recommendation(s)

Recommendation(s):

Cabinet is asked to endorse the draft budget and the council tax precept (including the additional Social Care Levy) taking into account proposed amendments from Cabinet Committees and late changes to the draft Budget and MTFP published on 11th January 2016.

8. Background Documents

8.1 Consultation materials published on KCC website can be found at www.kent.gov.uk/budget

8.2 The Chancellor of the Exchequer's Spending Review and Autumn Statement on 25th November 2015 and OBR report on the financial and economic climate

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/479749/52229_Blue_Book_PU1865_Web_Accessible.pdf

<http://budgetresponsibility.org.uk/economic-fiscal-outlook-november-2015/>

8.3 The provisional Local Government Finance Settlement 2016-17 announced on 17th December 2015

<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2016-to-2017>

8.4 Full report and executive summary from FACTS International and workshop sessions with staff, businesses and voluntary sector

www.kent.gov.uk/budget

9. Contact details

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Date: 15th January 2016

Dear Mr Khan

Provisional Local Government Finance Settlement 2016-17

This response to the consultation on the provisional local government finance settlement is on behalf of Kent County Council (KCC). Kent is the largest shire area in the country with a population of around 1.5 million and over 640,000 households. This makes KCC the largest council responsible for services to more people than any other council in the country.

We appreciate that the Secretary of State has sought to address a number of concerns raised by the local government sector. This includes recognition of the pressures in adult social care with the new power to levy a specific 2% council tax precept and the improved Better Care Fund. We recognise that the settlement is against the backdrop of need to tackle the national budget deficit and that local government's chief contribution is through reductions in Revenue Support Grant (RSG).

However, having recognised the need to tackle the deficit we firmly believe that there is not enough money within the overall settlement for local government and flat cash is not good enough over the four year period, and better settlement is needed in the first two years. This is particularly the case for upper-tier authorities where disproportionate additional spending demands are imposed upon them compared to other tiers. This is especially severe for county councils in two tier areas. To give evidence for KCC the spending power shows a £27m reduction in 2016-17 and a further £9m reduction in 2017-18, however, when recurring additional spending demands of £67m each year are factored in this leaves real terms reductions of £94m and £76m respectively. To address this we ask the Secretary of State to consider:

- A fundamental review of the redistribution in the 2016-17 settlement based upon needs led analysis of all the current and future spending demands across all types of authority factoring in all sources of additional income (not just council tax). This should be used to inform revised 2017-18 allocations and redistribution under the proposed new 100% business rates arrangements. It would mean that the offer of a 4 year guaranteed settlement should be withdrawn

- Additional funding in the settlement for 2017-18, especially for county councils. One option would be to bring forward and enhance the introduction of the Better Care Fund. We also request reconsideration of the 80/20 split for New Homes Bonus in two tier areas

Setting the budget continues to be one of the biggest challenges for the council with reducing central funding at the same time as spending demands are rising. This increase in spending demands continues to be overlooked in the settlement which includes a pro rata reduction in central funding for all authorities irrespective of individual circumstances. We note the proposed change in the provisional settlement with the reductions for 2016-17 to 2019-20 pro rata to central funding, business rate baseline/top-up and council tax yields, we will come back to this change in this response. We contend that this disregard of individual circumstances is a fundamental flaw in the settlement and adds significantly to the challenge to find savings in order to balance the budget.

The settlement represents a significant real terms reduction in the council's revenue budget for 2016-17 and future years. This will require the council to make substantial savings as increases in council tax fall well short of the money needed to fund additional spending demands and compensate for reductions in central grants. The county council already has a substantial amount of long term debt taken out under the previous supported borrowing regime, and the ongoing cost of financing this borrowing has not been protected from the significant RSG reductions.

One of the consequences of the further reductions in central funding is that the council will be unable to provide any additional funding towards capital infrastructure (principally roads and schools) over and above central government capital grants and any external funding for individual projects. This will inevitably mean that if the capital grants from other government departments (principally DfE and DfT) prove to be inadequate then there will be a knock on consequence through the deterioration of assets (especially condition of the roads) or provision of inferior quality asset replacement (especially schools where if basic need allocations are inadequate we will be forced to consider mobile accommodation). This is regrettable and we hope the Secretary of State for Communities and Local Government will make these consequences clear to other ministers should they be considering reductions or reprioritisation of capital grants. We are particularly concerned that the Spending Review appears to suggest that capital funding for transport initiatives will be focused on rail (£46.7bn of the £61bn) and the majority of the remaining £13.4bn for roads will be earmarked for the strategic network leaving little for local infrastructure.

Our initial reaction to the settlement was one of dismay that once again Inner London authorities have benefitted from some of the lowest RSG reductions e.g. Westminster 19.7%, Wandsworth 20.6%, Greenwich 21.4%, compared to 34.3% for Kent County Council. We support the objective of providing protection for those authorities with a low council tax base and high social care pressures, which cannot be addressed through the additional social care council tax levy. However, we do not believe the settlement has totally achieved this objective and has resulted in some perverse outcomes, particularly in the low reductions in RSG for Inner London boroughs.

KCC has consistently challenged that the previous Formula Grant which underpins the RSG and business rate distribution favoured Inner London boroughs disproportionately, meaning they received significantly more per capita than other authorities. This has been compounded as London boroughs have become more affluent and can raise more income from other sources e.g. car parking charges. We contend that the effect of both of these deficiencies means London boroughs (particularly Inner London) have much lower council tax band rates than other authorities e.g. Westminster charge £672.74 for a band D property (excluding parishes), while in Kent the average is £1,490.03. A difference of this magnitude cannot be due to better efficiency on the part of the London Borough of Westminster. We contend that the inclusion of each authority's council tax requirement (which includes the impact of these differential band D rates) in the RSG redistribution is the principle reason why London boroughs have fared so well (unjustifiably in our opinion).

The combination of these historical discrepancies in the previous funding arrangements and that the redistribution of RSG has not taken into account the current/projected needs of individual authorities (including population changes) has resulted in unjustifiable funding allocations both in 2016-17 and over the four-year Spending Review period. Given the significance of the impact of the funding reductions KCC believes a fundamental reassessment of the needs and historic factors influencing council tax rates is vital and calls on the Government to reconsider the proposals in the provisional settlement. Reluctantly we accept this now may be unrealistic for 2016-17 but we strongly urge further consideration and consultation for 2017-18.

We are also disappointed that the spending power determination is still misleading. Whilst we welcome this no longer includes specific grants it still takes no account of the additional spending demands councils are facing. Many of these are imposed on us and outside our control. The spending power actually represents our change in funding. The fact that the things we need to spend it on are rising in cost e.g. impact of the National Living Wage, and the demands from residents are rising from increasing population and ever more complex needs, means the published 2.4% increase in spending power for KCC has to go an awful lot further, and is actually a significant reduction in real terms.

Before we address the individual questions there are a number of other specific points we would like to make.

Late Announcement

The announcement of the provisional settlement came very late in the year and more than three weeks after the Autumn Statement/Spending Review announcement. Considering the fundamental changes within the settlement we believe this timing, which only leaves 4 weeks to consider and prepare responses (including bank holidays over the Christmas and New Year period), is far too tight. We not only need to respond to the significant issues in the consultation but at the same time we have to factor the consequences into our budget plans for next year. The County Council has to consider and approve the budget in February. The uncertainty created by the late and unexpected redistribution in the settlement makes preparing the necessary reports and analysis for the proper scrutiny process of the council's budget for 2016-17 virtually impossible.

We had prepared budget plans based on our estimates of the potential settlement. We updated these plans as best we could from the Spending Review announcement using the previous pro rata arrangements, albeit this included very limited information about the levels of RSG for 2016-17 and subsequent years within the Departmental Expenditure Limit (DEL) totals. However, the announcement of the redistribution of RSG means KCC's funding shows a much steeper decline that we could reasonably have anticipated. As a consequence we have to publish budget plans for scrutiny which includes an amount for as yet unidentified savings.

Social Care Spending

We are experiencing particularly acute pressures on adult social care services in Kent. These pressures include £10.3m to meet the cost of activity/cost in the current year and £29.2m of forecast new additional pressures for next year. This means we need to increase the adult social care budget by £39.5m for 2016-17.

The new pressures include the need to address a severe recruitment crisis for care providers (made even greater as a result of the impending introduction of the National Living Wage in April) and the widening gap between the amounts we can afford to pay providers for state funded clients compared to self-funders. This is putting a significant inflationary pressure on prices for social care next year of an estimated £16.4m in 2016-17. The new pressures also include rising demand for social care services as a result of £8.3m due to a range of demographic factors (within this we have particular pressures in Kent on the numbers with learning disabilities arising from a combination of children transferring into adult care/increasing complexity of need and longer life expectancy), and £4.5m for the transfer of Care Act grants into RSG.

These social care pressures are particularly acute in county areas and are exacerbated by historically low levels of funding for social care. The additional 2% social care precept on council tax would raise an additional £11.2m towards addressing these pressures in 2016-17, this falls well short of the total additional spending demands. However, the change in the RSG distribution mechanism means we lose more than this amount from RSG compared to the previous pro rata reduction arrangements.

We are opposed to the changes to the distribution methodology for RSG because they only take into account resources the raised through council tax (which as we have already identified includes a significant historical discrepancy between London and the rest of the country) and takes no account of the additional social care spending needs for individual authorities. As outlined above for Kent these not only arise from rising population and demographic factors but also severe price pressures necessary to stabilise the social care market. For example in Kent the number of over 65 has increased by 12.2% between the 2011 census and the latest 2014 population forecasts compared to national increase of 3.2%, with over 65s now comprising 19.5% of the total population. By 2020 this is age group is forecast to increase by 26.6% compared to the census and will account for 21% of the total population.

We recognise that including spending demands/population changes is a complicated equation, and it is unlikely this can be addressed in time for 2016-17. However, we are very willing to work with the Government on the development of a new social care needs formula, which addresses historical discrepancies and better takes into account of future demographic and price pressures which could be implemented in future years.

We are also concerned over the requirement to report social care spending in RA and RO returns linked to the additional 2% council tax precept. This could prevent the council from making transformational changes in social care aimed at improving outcomes for clients at lower cost. We believe a more effective alternative to the reporting requirements through RA/RO would be to require external auditors to confirm that the additional funds raised through the social care council tax precept have been spent on adult social care as part of the annual accounts audit.

The Government should also consider that in two tier areas the 2% social care levy is only on the upper tier authority's precept whereas in other areas it is levied on the full council tax amount including the lower-tier (and Fire and Rescue in those authorities unaffected by previous local government review and retaining fire functions within the upper tier element). This underlines the need for social care funding to be calculated on need rather than the current arbitrary levels of current council tax requirement across different authorities.

Improved Better Care Fund

The consultation paper includes details of how the additional funding through the improved Better Care Fund (BCF) is included in the spending power calculation. KCC is concerned that these calculations are based on the 2013 adult social care relative needs formula adjusted according to the amount which can be levied through the 2% social care council tax precept. We have already restated our concerns that the relative needs formula provides an unrealistically high per capita funding for some types of authority and the data underpinning this formula is out of date. We are also concerned that this approach will penalise those authorities which are unable to justify levying the additional 2% precept. We accept this is only an illustrative calculation at this stage and will be subject to further consultation.

We suggest that BCF calculations should be based on an updated needs formula and does not make assumptions that councils will raise the additional 2% social care council tax precept. We would also like to see increased BCF allocations made available from 2017-18 to provide additional support towards the considerable pressures on social care spending which include more than the planned escalation in the National Living Wage. This would go some way towards compensating for the sharper than anticipated decline in funding in 2016-17.

Moving on to the specific questions

1. Do you agree with the methodology for allocating central funding in 2016-17, as set out in paragraphs 2.6 to 2.8?

KCC strongly disagrees with the proposed approach to redistribute RSG allocations for 2016-17 and the following years. The methodology results in KCC losing an estimated £12.4m in funding in 2016-17 compared to our calculation of what the 2016-17 RSG would have been under the previous approach based on pro rata reduction of RSG excluding 2015-16 council tax requirement. We contend that the consultation should have illustrated the impact of this change for all authorities rather than leaving individual respondents to make their own calculations (and thus could include different assumptions).

We are also strongly opposed to the aggregation of the individual constituent components in the adjusted 2015-16 RSG into a single amount from which the reductions are made. This aggregation precludes the protection of individual elements which have been protected to date e.g. Learning Disability and Health Reform, Council Tax Freeze, etc. It also means the adjustments to the 2015-16 allocations e.g. Care Act, are not protected from future reductions. We contend this lack of protection has a greater impact on upper tier authorities and thus penalises county councils in particular.

The RSG reductions in 2016-17 and 2017-18 are much greater for county councils than the illustration in the Spending Review. This means we need to find even more savings in both 2016-17 and 2017-18 compared to those we had expected. We can only respond by drawing down from ring-fenced reserves. These reserves will not only need to be replenished at some time in the future, but also means we need to find substantial additional savings in 2017-18 as the use of reserves is only a one-off solution.

KCC has always supported a local government finance system which enables redistribution between authorities, but this redistribution should take into account not only resources but also should reflect spending needs. The proposals as they currently stand clearly do not reflect this. We believe this significant change should only be made following a full and timely consultation. Ideally the changes to RSG should be aligned to other changes in the New Homes Bonus and the increased funding for the improved Better Care Fund, to provide complete transparency in the distribution of resources. However, we reluctantly accept this is now unrealistic for 2016-17 but we strongly urge further consideration and consultation for 2017-18.

2. Do you agree with the proposed methodology for calculation of the council tax requirement for 2016-17, as set out in paragraphs 2.10 and 2.11?

The calculations are correct but as we have already stated we do not believe council tax requirement should be a factor in the redistribution of RSG as it has been applied in the proposed allocations. The four-block model which underpins the existing RSG allocations already includes a resource equalisation element which assesses authorities' ability to raise council tax based on their relative band D equivalent tax base. The proposed RSG distribution is different to the four-block approach as it uses the council tax requirement rather than relative band D equivalent tax base. We contend that the existing resource equalisation is more appropriate as it more accurately reflects the relative tax base (and therefore relative affluence) than the council tax requirement (which as we have already outlined includes all sorts of historical factors that result in significantly different band D charges in individual authorities).

Including the council tax requirement in the calculation of RSG not only therefore takes council tax into account twice in determining RSG, but also protects authorities with low tax rates for a number of historical reasons. If a further adjustment to RSG is needed (particularly to help those most deprived authorities with the lowest tax base) we suggest it should use the same methodology as the resource equalisation rather than actual 2015-16 council tax requirement. As we have already commented we do not think it acceptable to introduce a new adjustment for relative resources, effectively as a 'bolt-on' to the current system, without also reassessing the measures of relative need at the same time.

3. Do you agree with the proposed methodology in paragraph 2.12 for splitting the council tax requirement between sets of services?

This does not impact on KCC, and thus our views should carry less weight, but we think the approach is reasonable.

4. Do you wish to propose any transitional measures to be used?

We have already responded that we believe the changes to RSG should have been subject to a full and timely consultation. The impact on KCC is very significant (and we believe disproportionately unjustifiable), and the very late announcement does not leave sufficient time to undertake proper financial and service planning or budget scrutiny. Ideally, the changes should be delayed by a year, to enable proper consideration to be given to the proposals and other options to be explored.

Alternatively, if this is not feasible at this stage (which we have already reluctantly accepted may be the case), DCLG should treat the changes to the 2016-17 settlement as a 'one-off' and undertake a full and inclusive review taking into account the issues we have raised.

We always think that any funding change should include transitional mechanisms to ensure the impact is manageable. In this instance we believe the changes should have been subject to a floor which limits reductions to manageable proportions, especially as a result of the very late announcement. In particular we believe that the effective negative RSG for some authorities by 2018-19 or 2019-20 could have been avoided through floor protection arrangements. Bearing in mind the objective of assisting those authorities with high social care needs and low tax base we are not convinced in this instance a ceiling would have been appropriate.

5. Do you agree with the Government's proposal to fund the New Homes Bonus in 2016-17 with £1.275 billion of funding held back from the settlement, on the basis of the methodology described in paragraph 2.15?

KCC notes that the contribution from the DCLG Communities DEL to New Homes Bonus (NHB) is reducing by £40m compared to previous years. No justification is provided for this reduction at the same time as NHB is rolling out as originally planned. This means that the contribution from the Local Government DEL is increasing by more than originally planned resulting in greater RSG reduction than implied in the Spending Review (which KCC like most authorities based their funding estimates). We find it very hard to agree with this further reduction in RSG and ask Government to reconsider the timing of the reduction in the DCLG Communities contribution to NHB, which should be the same £250m in 2016-17 as in 2015-16. This reduction should coincide with the reform of NHB in 2017-18.

6. Do you agree with the Government's proposal to hold back £50 million to fund the business rates safety net in 2016-17, on the basis of the methodology described in paragraph 2.19?

KCC does not agree with this proposal. The original principle of business rates retention scheme was that the safety net protection should be self-financing from levy payments. Holding back £50m with the Local Government DEL effectively reduces RSG by a further £50m from the amount implied in the Spending Review (on which we based our funding estimates). KCC suggests the £50m should be returned to 2016-17 RSG and safety net and levy payments adjusted to maintain the original self-financing principle.

7. Do you agree with the Government's proposed approach in paragraph 2.24 to paying £20 million additional funding to the most rural areas in 2016-17, distributed to the upper quartile of local authorities based on the super-sparsity indicator?

KCC agrees with the findings of independent research which identified the additional costs of providing services in rural areas. We have provided evidence to previous spending reviews that peninsular authorities (those like Kent where the majority of the border has no neighbouring authority) also face additional costs in providing services as there is no scope for cross border efficiencies from joint working. We ask again for consideration of this issue.

8. Do you agree with the Government's proposal that local welfare provision funding of £129.6 million and other funding elements should be identified within core spending power in 2016-17, as described in paragraph 2.28?

KCC does not think it appropriate to identify welfare provision and the other spending elements within the spending power when the funding for these has not been protected from the reductions in RSG (we have previously expressed our opposition to the aggregation of funding in RSG with no protection for specific elements). Identifying these elements in the spending power has the effect of implying ring-fencing of the amounts to be spent on these services. If these elements are to be shown in the spending power then corresponding amounts should be specifically identified and protected with the RSG calculation methodology.

KCC does not understand why the Government has proposed to identify the original £129.6m for welfare provision in the 2015-16 settlement (which we commented last year had effectively been top-sliced from RSG with no funding transferred from DWP) and not also the additional £74m included in the final settlement for upper tier authorities. We are concerned that this additional settlement for upper tier authorities has not been included in the 2016-17 RSG despite recognition in 2015-16 that the transfer of welfare provision in the original £129.6m was inadequate. We request that the impact of reductions to the £74m in the 2015-16 final settlement be clearly identified in 2016-17 and future years.

9. Do you agree with the Government's proposal to include all of the grant funding for the Care Act 2014 (apart from that funded through the Better Care Fund) in the settlement, using the methodology set out in paragraph 3.2?

We do not understand why the adjusted baseline for RSG in 2015-16 includes £302.8m for Care Act implementation funding when only £285m was paid to local authorities for activities related to the Care Act. Within the £285m in 2015-16 was £146m for the assessment of clients for the cap on care costs which has now been deferred. This funding for the cap appears to have been reallocated within the elements for universal deferred payments and support for carers etc. We are pleased that the funding for the cap has been transferred into the adjusted 2015-16 RSG (thus honouring the principle that following the deferment this funding would be available towards other pressures on social care spending) but we suggest this should have been transparent in adjustment calculation and not absorbed into the other elements of the Care Act. We would like confirmation of how the £302.8m included in the adjusted 2015-16 settlement has been derived.

We have previously expressed our opposition to aggregating the individual elements within RSG and applying pro rata reduction to the aggregated sum. This means that the individual amounts are no longer separately identifiable. This is particularly the case for Care Act which is effectively lost in RSG reductions. For KCC a total of £8.1m is identified for Care Act in the adjusted 2015-16 RSG (out of a total of £169.5m). The provisional RSG reduces to £9.5m by 2019-20 but it is unclear whether this includes all the original Care Act funding or whether responsibility for the Care Act is increasingly to be borne from council tax (and therefore whether it is part of the additional 2% flexibility). When the Care Act was introduced, assurances were given that new burdens arising from additional responsibilities would be fully funded. This no longer appears to be the case.

KCC would prefer that funding for the Care Act should continue to be provided through a separate un-ring-fenced section 31 grant. This would ensure that funding commensurate with previous assurances is transparent. Alternatively, as we have already suggested for other elements, the funding for Care Act should be separately determined within RSG and explicitly identified for each authority. Including Care Act within the core spending power calculations and not RSG is misleading, for the reasons highlighted above. If neither of these are feasible and it is the government's intention that the new responsibilities under the Care Act are to be borne out of council tax (including the 2% social care flexibility) this should be clearly identified so that councils can explain this to residents in the justification for the additional 2% precept.

10. Do you agree with the Government's proposal to include all 2015-16 Council Tax Freeze Grant in the 2016-17 settlement, using the methodology set out in paragraph 3.3?

KCC did not take up the grant in 2015-16 and thus our views should carry less weight. However, if this funding is transferred into RSG we think it should be protected from reductions (as should previous year's council tax freeze grants) as authorities froze council tax on the understanding that compensating funding would be permanent.

11. Do you agree with the Government's proposal to include all 2015-16 Efficiency Support Grant funding in the settlement and with the methodology set out in paragraph 3.5?

KCC supports this approach

12. Do you agree with the Government's proposal to include funding for lead local flood authorities in the 2016-17 settlement, as described in paragraphs 3.6 and 3.7?

KCC supports this approach as it has been confusing to have some funding for core flooding responsibility included in RSG and some allocated as separate Section 31 grant. However, as already outlined above for Care Act this should not be included within the aggregated amount and should continue to be separately identifiable within RSG and SFA. This would provide a transparent link whether increasingly this responsibility is to be borne from council tax.

13. Do you agree with the Government's proposal to pay a separate section 31 grant to lead local flood authorities to ensure funding for these activities increases in real terms in each year of the Parliament?

KCC welcomes this proposal.

14. Do you have any views on whether the grant for lead local flood authorities described in paragraph 3.8 should be ringfenced for the Spending Review period?

Generally KCC is opposed to ring-fencing and thus would not support any ring-fencing of this section 31 grant.

15. Do you agree with the Government's proposal to adjust councils' tariffs / top ups where required to ensure that councils delivering the same set of services receive the same percentage change in settlement core funding for those sets of services?

KCC is opposed to the Government's proposal to adjust the tariffs/top-ups for those authorities that effectively would otherwise have a negative RSG. We have already commented that floors should have been included in the RSG methodology to avoid this.

16. Do you have an alternative suggestion for how to secure the required overall level of spending reductions to settlement core funding over the Parliament?

KCC welcomes the publication of figures for four years as this is essential for effective financial and service planning. However, these figures need to be derived from a proper, open and transparent process, particularly where responsibilities are effectively transferring from central funding to council tax within the flat cash equation. This would help authorities to explain to tax payers that tax increases are not only to fund spending pressures and service improvements but are also part of the overall fiscal consolidation of public finances. It would also help authorities to explain the conundrum that council tax may increase at the same time as savings need to be found which could include service reductions.

KCC remains unconvinced that the spending power currently provides an accurate picture of the real terms impact on local authorities. Whilst we accept the need for some sort of spending power measure, any measure which fails to take into account the impact of inflation and demographic growth is fundamentally flawed. Similarly, whilst there may be a case that council tax income should be taken into account in a measure of spending power, we are not convinced it is reasonable to include assumptions about increases in council tax. Council tax is a local tax and it is for democratically elected councillors to make decisions on the council tax levels over the next four years. We suggest that it should be a requirement for council's to publish their own spending power figures setting out the combined impact of spending demands, council tax changes and reductions in central funding equivalent to the real change in spending power. This requirement should be included in council tax information so residents are clear about the need for councils to make savings in order to meet the change in real spending power.

One of our previous suggestions is that the 2016-17 settlement should be considered a one-off. If this were agreed then it would not be possible to offer any authority a guaranteed four year settlement. If some authorities are given guaranteed settlements there could effectively be no review for 2017-18 as the scope for headroom to make changes would be restricted. We strongly urge the Secretary of *State* to remove the offer of a guaranteed settlement until after the full review and further consultation on the changes to RSG methodology which we have previously suggested.

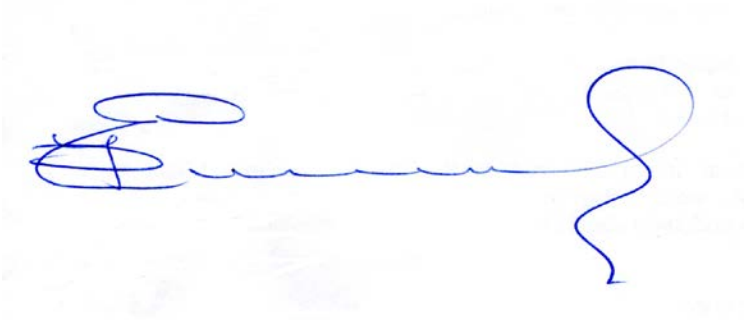
17. Do you have any comments on the impact of the 2016-17 settlement on persons who share a protected characteristic, and on the draft equality statement published alongside this consultation?

The disproportionate effect of the proposed changes to RSG will have a detrimental impact on equalities for KCC residents. These are likely to be significantly greater than those living in London boroughs and metropolitan areas for the reasons we have outlined in this response. Whilst we accept there may be a case for disproportional impact to protect the poorest metropolitan areas with high social care needs and low council tax base we do not accept the same case for London (particularly affluent Inner London boroughs). The draft equality statement fails to recognise this disproportionate impact.

Furthermore, there is a real risk the lack of transparent funding for the Care Act could have an impact on elderly and disabled persons. These risks should be properly acknowledged in the equality statement.

We hope ministers find these comments helpful.

Yours sincerely



John Simmonds
Deputy Leader and Cabinet Member for Finance & Procurement

Kent County Council Budget Consultation 2015: Executive Summary January 2016

THE KCC
BUDGET
2016 - 2017

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The collage features several images: hands holding coins, a green and yellow double-decker bus, a silver trash bin, a long road stretching into the distance, three people working with boxes, a person in a wheelchair, a woman sitting with a child playing with toys, hands holding three white paper figures, and a stack of colorful books.





Key Findings: Council Tax and Service Priorities

- KCC has a mandate to increase Council Tax by 1.99%.
- An increase is acceptable to those seeing this as inevitable and required to pay for services.
- A minority would agree to a greater increase to help protect services – but the expense and uncertainty of a referendum was strongly rejected.

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When asked to prioritise, respondents attached the greatest importance to support for the most vulnerable residents, with universal infrastructure services also considered key, while discretionary “quality of life” services were rated as less important.

- Support for the most vulnerable is not necessarily top of mind for the average resident – but this area of activity was prioritised over more universal infrastructure issues when residents were presented with a choice between the two.
- The prioritisation of services this year is in line with 2015/16 budget consultation findings.



Greater communication by KCC to residents about why Council Tax needs to increase and what it pays for is essential to help taxpayers understand these budget challenges. This will give residents a more informed context when they evaluate the difficult decisions KCC has to make to reduce or restrict services in future.



Key findings: Budget Challenge Awareness and Strategic Options

- Residents are not always necessarily well informed about the services KCC provides and what their Council Tax pays for.
- Deliberative participants were surprised by the wide scope of services provided by KCC and dismayed by the enormity of the task facing KCC in addressing the funding gap.
- When given a range of strategic options for closing the gap, respondents preferred positive options which did not involve reducing services.
- There was widespread belief that there was still more opportunity for KCC efficiencies.
- Income generation by KCC was generally supported where it was interpreted as an entrepreneurial, positive approach, rather than introducing charges for “core services”.

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Key findings: Budget Challenge Awareness and Strategic Options

- Participants disliked strategic options requiring KCC to make a judgement i.e. “most needy”, “least valued” – There was scepticism around how well this could be done fairly and cost-effectively.
- Means testing is a contentious issue: income alone was considered a blunt criterion which could penalise workers/ savers and those living in rural communities – but there was recognition that if it was not possible for KCC to deliver services to everyone, then those most in need should be prioritised.
- There was some appetite for encouraging residents to take greater responsibility and for not letting those who abuse the system continue to get away with this.
- A range of practical concerns were expressed about how options/principles requiring significant cultural change would be implemented.
- Cost/benefit analysis was seen as an important aspect of the evaluation process with a need to fully understand the relationship between potential savings and the administration costs to be able to judge whether an option is worthwhile investing in.

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There was concern that if KCC withdrew some services, this would lead to escalating problems for households with increased demand for statutory services in the long run.

Deliberative: Spontaneous views on spending priorities

- There was a widespread lack of understanding about which services are provided by KCC (as opposed to District Councils). Key themes were the perception that care standards have fallen, pothole repairs are inadequate, and waste collection/disposal is inefficient.

- Social care recognised as KCC's responsibility by some participants, but not spontaneously mentioned by many others.
- Considered essential services which protect the vulnerable, particularly the elderly.
- Some participants perceived standards of care have suffered as a result of cuts to frontline services.

- Complaints about highway maintenance top of mind for many participants; some perceived this had deteriorated recently.
- Many perceived that KCC does not spend efficiently or effectively e.g. some roads resurfaced at great expense (e.g. central Maidstone) or traffic calming measures introduced (Tonbridge) whilst potholes on local roads are not repaired adequately, so that the problem recurs (false economising).
- Some complaints about partial street lighting leading to personal safety concerns.



- Waste collection spontaneously discussed in almost all groups at the events; participants were largely unaware that this was not managed by KCC.
- Some complained about inconsistencies in recycling and collection policies.
- Some felt this was an area where efficiencies could be made (e.g. fewer collections, less bins, less waste management companies involved).

*Larger words = more mentions



Response to proposal to increase Council Tax: Summary

KCC has a mandate to increase Council Tax by 1.99% with the majority of respondents and participants in favour of an increase.

- However, the degree to which this was supported varied between responses to the online survey on the KCC website and the face to face random and demographically representative survey.
- **Page 40** Respondents in the online survey on the KCC website were **more supportive** of an increase in Council Tax with over three quarters (76%) in favour, compared to a more even split between the respondents surveyed face to face who were almost evenly split between those favouring some level of increase in Council Tax (51%) and those favouring no increase (49%)*.
- Participants at the beginning of the deliberative events more closely resembled the on-street respondents with 57% in support of an increase and 42% in favour of no increase or a reduction in Council Tax.
- However, this proportion did change as a result of their deliberations so that by the end of the events 68% were in support of an increase and 32% were in favour of no increase or a reduction.
- Although the base size for the deliberative events is small, this movement demonstrates that the better informed residents are of the budget challenges facing KCC and the scope of services it provides, the more supportive they are of an increase in Council Tax.
- It also shows that deliberative event participants by virtue of being more informed moved closer to the position held by those respondents motivated to complete the question on the KCC website, who by definition were respondents who were more aware and interested in this issue than the average Kent resident.

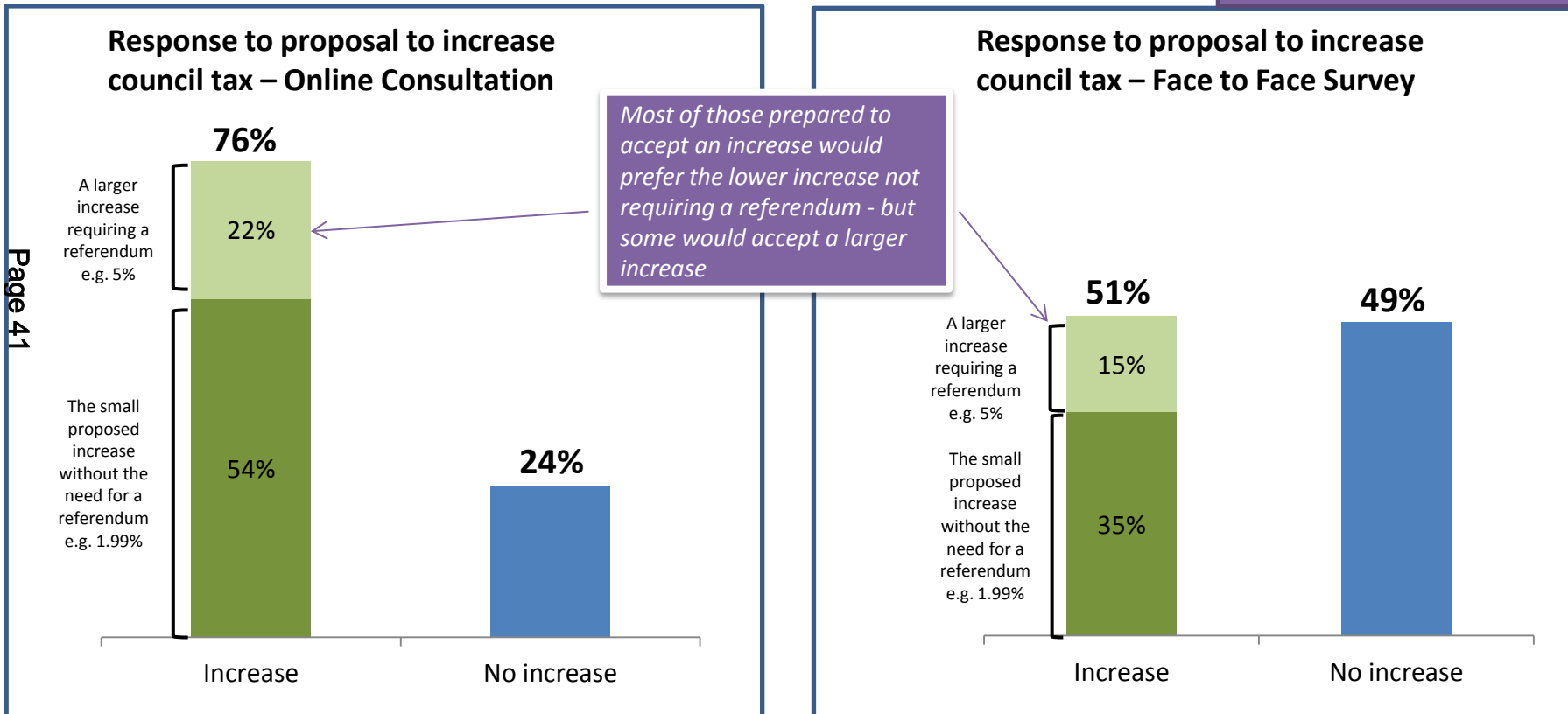
*Unfortunately the online Council Tax question did not capture any information on the nature of respondents answering. It is therefore unclear what proportion of online respondents are KCC staff for example and whether this may have had an impact on the overall results. Although based on small numbers, the deliberative events suggest that staff are more likely to accept an increase in Council Tax than the general public. We would therefore suggest that, in future, respondents answering the online Council Tax question are asked to give some information about themselves. Being able to identify whether respondents are members of KCC staff would allow further analysis in this area to be conducted.

Council Tax: Quantitative data

Significant Findings:

- Those working full time were significantly more likely to accept an increase in Council Tax.
- Those who were retired were also significantly more likely to accept an increase.
- Men were significantly more likely than women to accept a higher increase over 2%.
- See Annex 3 for further detail.

- Strong support for an increase in Council Tax in the online consultation.
- Views of face to face respondents are more mixed – but just over half would accept an increase.
- Differences likely to reflect differing interest in/ knowledge of budget issues/ challenges.



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Bases: Face to face survey = 757 respondents, Online consultation = 1693 respondents.

Question: KCC is proposing a small increase in Council Tax to contribute towards the additional spending demands being placed on council services and to provide some protection for local services from the savings that would otherwise need to be found...How much Council Tax would you be willing to pay towards the financial challenge the authority faces next year?. Illustrations of the equivalent monetary increase per week and per year were given. The "No increase" option was framed as "No increase and make equivalent cuts to and make equivalent cuts to services (of around £11m per year) on top of the estimated £80m already needed to balance the budget"

“Max Diff” exercise: Summary

- Highest priority placed on services to protect the most vulnerable
- Essential infrastructure activity (with universal impact) next most important
- Discretionary “Quality of life” services least important

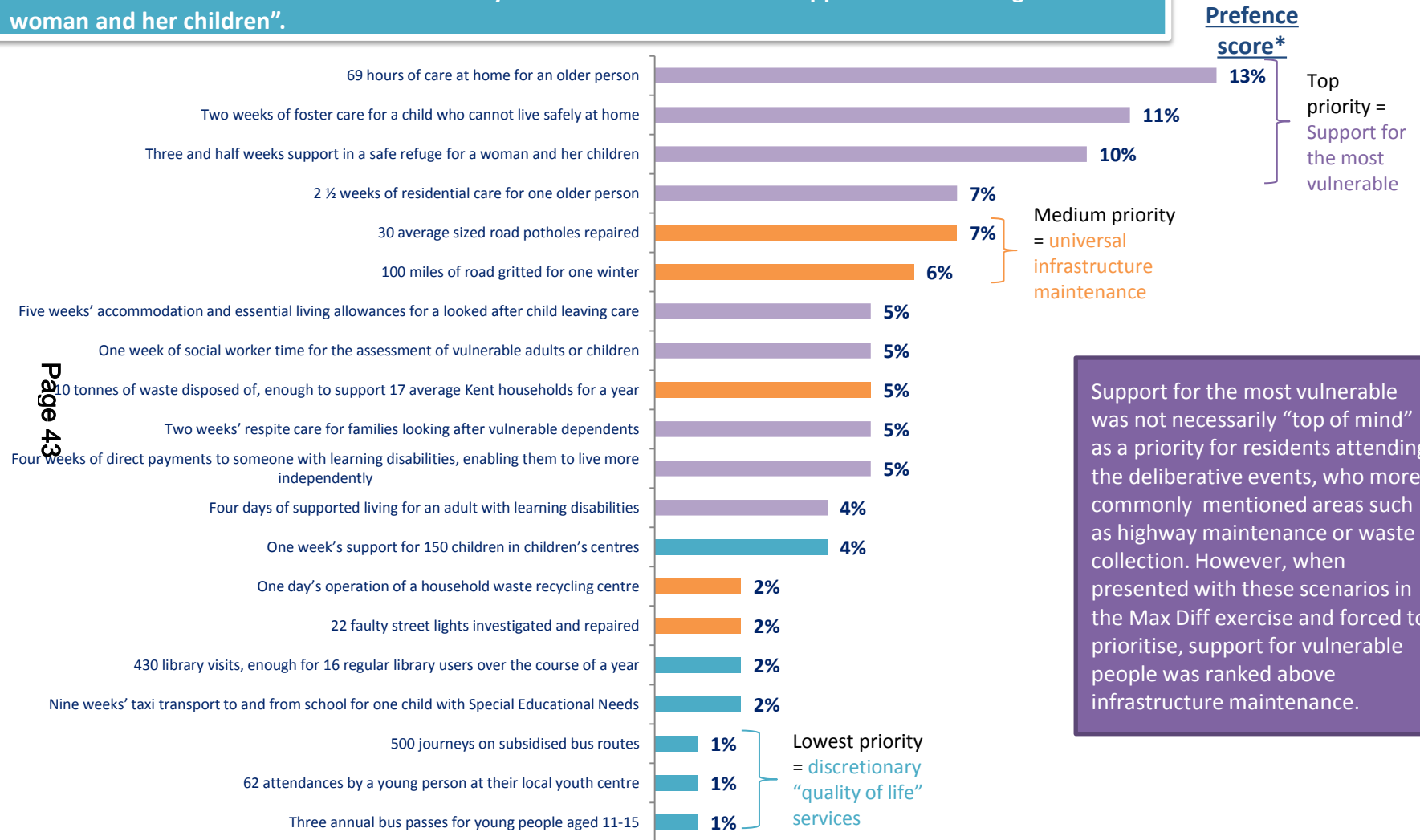
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	Which services?	Who does it impact?
ABSOLUTE PRIORITY Care of society’s most vulnerable	<ul style="list-style-type: none"> • Care at home • Foster care • Refuge 	<ul style="list-style-type: none"> • Elderly • Children • Women
Important Essential infrastructure needs	<ul style="list-style-type: none"> • Potholes • Gritting 	<ul style="list-style-type: none"> • All residents
Less important Support care services	<ul style="list-style-type: none"> • Respite • Assessment • Accommodation 	<ul style="list-style-type: none"> • Families with vulnerable dependents • Children leaving care • Those with learning disabilities
Less important Lower priority infrastructure needs	<ul style="list-style-type: none"> • Waste disposal • Recycling • Street light faults • Subsidised bus routes 	<ul style="list-style-type: none"> • All residents
Less important Discretionary “quality of life” services	<ul style="list-style-type: none"> • Libraries • Youth centres • Taxi transport • Bus passes 	<ul style="list-style-type: none"> • Young people • Children with special educational needs

Note the ranking is **relative** – residents do value discretionary/ quality of life services and would prefer them to be protected if a choice did not have to be made.

“Max Diff” exercise: Detail

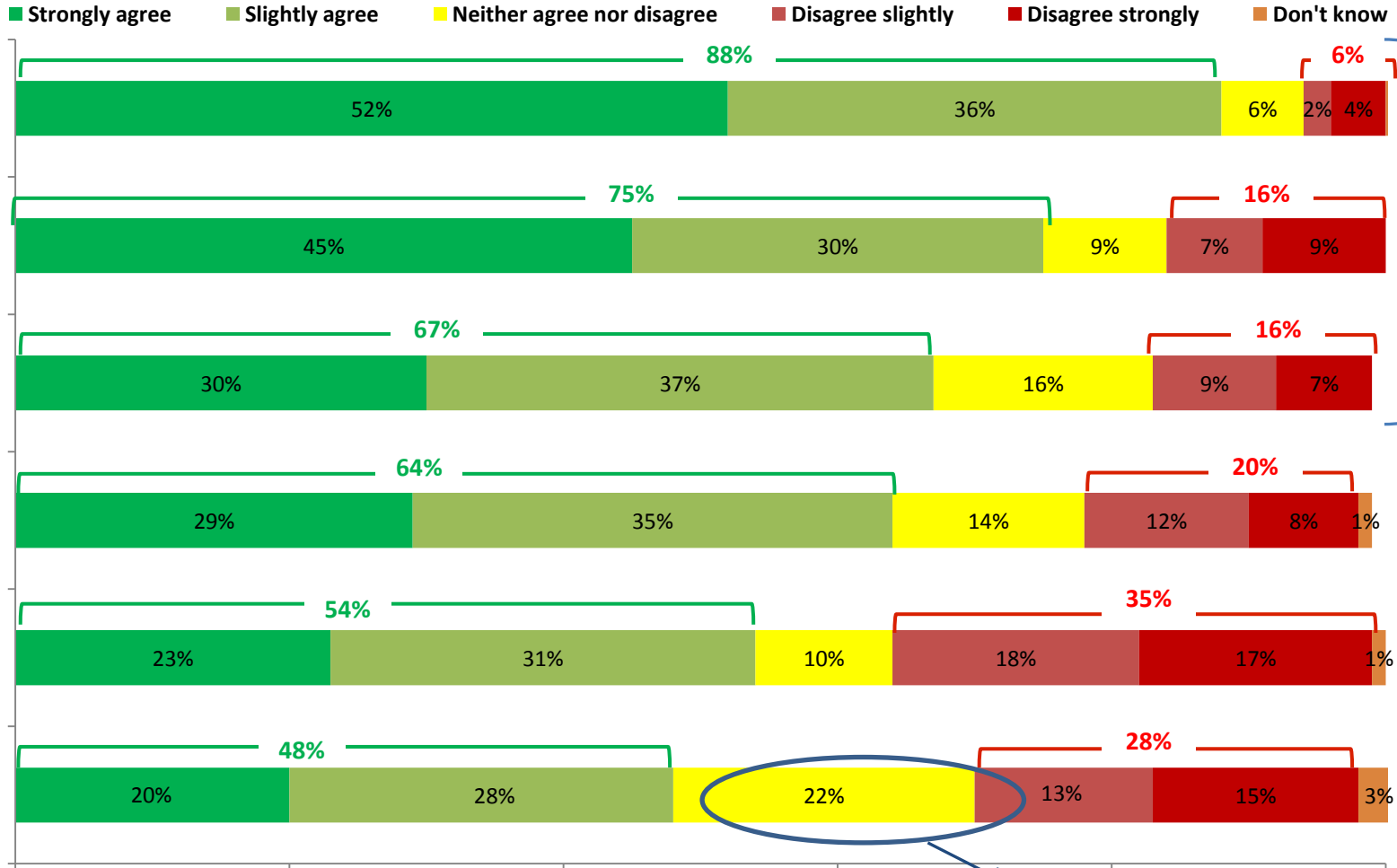
The top ranked service area tested is “69 hours of care at home for an older person”, followed by “2 weeks of foster care for a child who cannot live safely at home” and “3.5 weeks support in a safe refuge for a woman and her children”.



Support for the most vulnerable was not necessarily “top of mind” as a priority for residents attending the deliberative events, who more commonly mentioned areas such as highway maintenance or waste collection. However, when presented with these scenarios in the Max Diff exercise and forced to prioritise, support for vulnerable people was ranked above infrastructure maintenance.

Online response to Strategic Policy Options

• Respondents favoured positive, pro-active approaches felt not to threaten service delivery.



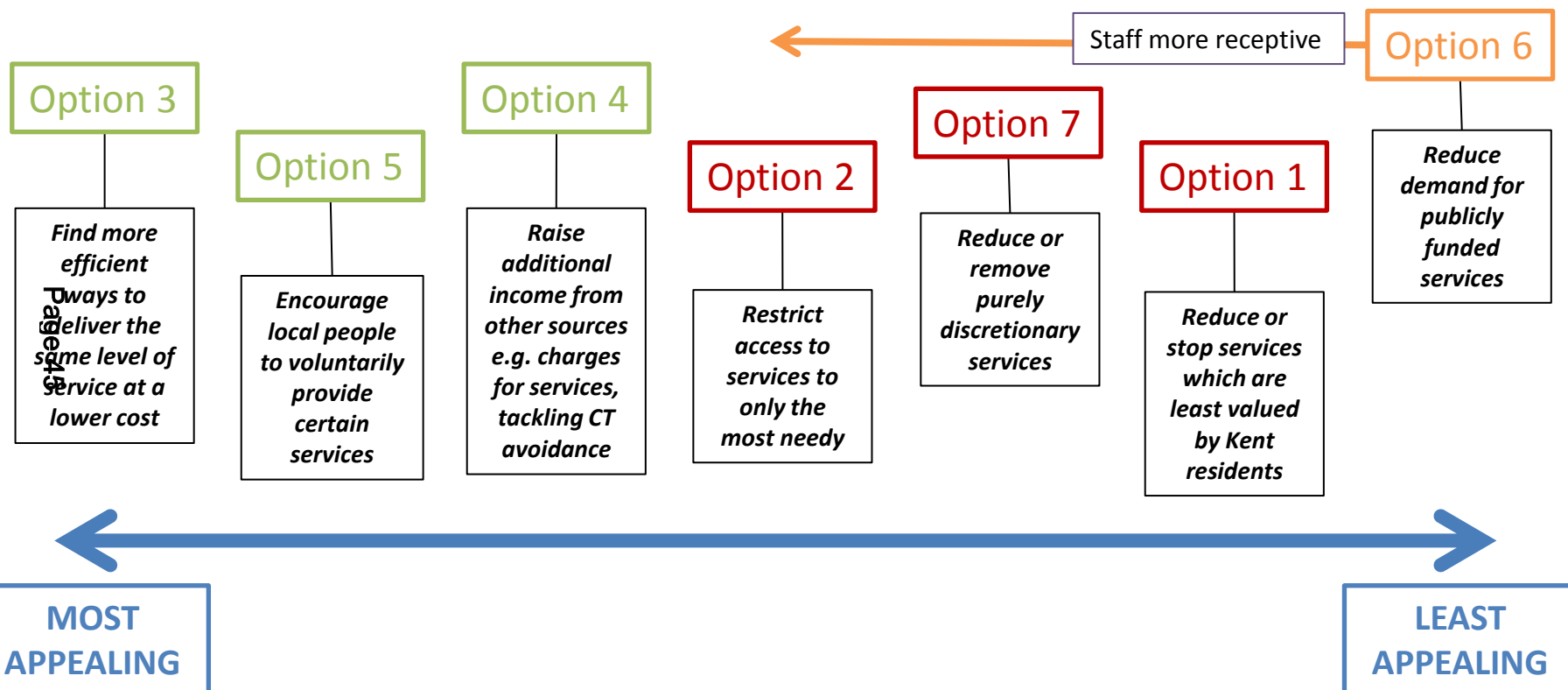
These 3 options attract the strongest level of support and the lowest level of rejection

Base: 1147 – 1155
From Q4. Keeping in mind the growing demands for services and a need to balance the budget, how strongly do you agree or disagree with the following actions KCC could potentially take?

Strong proportion of “neither/ nor” responses. Reflects qualitative findings that residents may struggle to understand how this option might work in practice.

Deliberative response to Strategic Policy Options: overview

- Consistent: Strongest appeal = options that do not threaten to reduce existing services; positive, proactive alternatives
- Participants were reluctant to endorse options cutting essential frontline services / involving means testing



Methodology: Group exercise to work together to map these options on a spectrum from least appealing to most appealing. Group discusses each in turn and works to come to a consensus. Diagram reflects general view across all groups. In some cases, respondents found identifying a distinct order quite difficult.

Deliberative Response to 3 Broad Principles: Overview

- Unenthusiastic response consistent with views on strategic options.

Penalising people who abuse the services by fining them or withdrawing Council services from them e.g. fines for traffic violations, withdrawal of services for those in arrears on Council Tax, fines for those who don't recycle waste correctly.

Better targeting of current universal services so that they are provided only to those most in need e.g. young person's travel card means tested by parental income, families to make financial contribution towards cost of care services for relatives (including looked after children). getting children to school, etc. In these cases services would no longer be available.

Stop providing services which the council is not obliged by law to provide e.g. support for those not meeting the criteria for care intervention, subsidised bus routes, community wardens, etc.

PREFERRED =
LEAST
UNAPPEALING

LESS PREFERRED
= MOST
UNAPPEALING

From: John Simmonds, Deputy Leader and Cabinet Member for Finance & Procurement
Andy Wood, Corporate Director of Finance & Procurement
Corporate Directors

To: CABINET - 25 January 2016

Subject: **REVENUE AND CAPITAL BUDGET MONITORING FOR 2015-16 - NOVEMBER**

Classification: **Unrestricted**

1. SUMMARY

1.1 This report provides the budget monitoring position for November 2015-16 for both revenue and capital budgets. Due to revenue finance resources being focused predominately on preparing the 2016-17 budget, which is a separate item on the agenda for this meeting, no activity data is supplied in this report.

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1.2 The format of this report is:

- An executive summary which provides a high level financial summary and highlights only the most significant issues
- Appendix 1 provides a summary of the proposed capital programme cash limit changes
- There are seven annexes to this executive summary report, as detailed below:
 - **Annex 1** **Education & Young People's Services**
 - **Annex 2** **Social Care, Health & Wellbeing** - Specialist Children's Services
 - **Annex 3** **Social Care, Health & Wellbeing** - Adults
 - **Annex 4** **Social Care, Health & Wellbeing** - Public Health
 - **Annex 5** **Growth, Environment & Transport**
 - **Annex 6** **Strategic & Corporate Services**
 - **Annex 7** **Financing Items**

2. RECOMMENDATIONS

Cabinet is asked to:

- i) **Note** the report, including the latest monitoring position on both the revenue and capital budgets.
- ii) **Agree** the changes to the capital programme as detailed in the actions column in table 2 of the annex reports and summarised in Appendix 1.

3. SUMMARISED REVENUE MONITORING POSITION

- 3.1 The net projected variance against the combined directorate revenue budgets is an overspend of £0.861m, before management action, but management action is expected to reduce this to an underspend of -£0.539m. However, there is some minor re-phasing of budgets which we will need to roll forward to 2016-17 to fulfil our legal obligations, detailed in section 3.7, therefore this changes the position to an underspend of -£0.231m as shown in the headline table below. There is also some significant underspending within the forecast, detailed in section 3.8, which we would ideally like to roll forward in order to continue with these initiatives in 2016-17. However, this will only be possible if the Authority as a whole is sufficiently underspending by year end. If we allow for this, then this changes the position to an **underlying overspend of £1.036m**. Directorates have been tasked with coming up with management action to balance this position as, with the budget savings already required over the medium term, we must avoid going into 2016-17 in an overspending position. Management action of £0.3m is expected to be delivered within Education & Young People Services and £1.1m within Adult Social Care. The annexes to this report provide the detail of the overall forecast position which is summarised in table 1 below.
- 3.2 Once again this is a report of mixed messages, as again the position has improved significantly, by -£5.55m after allowing for assumed management action and roll forward requirements, which is extremely good news, but the majority of the improvement is in respect of the release of £4.2m of uncommitted Care Act monies resulting from the Government announcement to delay the implementation of phase 2 Care Act reforms. We were awaiting the draft funding settlement for 2016-17 before releasing this money in case it was assumed in the settlement that this funding would be required for future social care pressures such as National Living Wage. This is one-off funding and therefore does not assist with resolving the underlying base problem, which for both Adult and Children's Social Care (excluding Asylum) has increased this month by £1.9m and £0.7m respectively. However, this increase in the underlying social care pressures has been more than offset by improvements in the positions for Financing Items (-£1.3m), Strategic & Corporate Services (-£1.4m) and Growth, Environment & Transport budgets (-£1.1m) and Asylum (-£0.2m). This leaves a residual forecast overspend after management action and roll forward requirements of £1.036m, which will still be a challenge to resolve, especially as we are now almost 10 months into the financial year. We must avoid going into 2016-17 in an overspending position considering the further substantial budget savings required next year.
- 3.3 Usually this report does not attempt to explain movements month on month, but explains why we have a forecast variance. However, due to finance resources being focussed predominately on 2016-17 budget build, resulting in no activity data being included in this report, the format of this report is different to usual and instead shows the position as reported at quarter 2 together with the movement by each A-Z service line in table 1 of each of the directorate annex reports. The headline movement, which for this month is a £5.548m reduction in the forecast overspend (excluding schools), as shown in table 1 below, is mainly due to:

E&YP (excluding schools) - the position has only marginally changed by +£0.003m since the last report, but within this there are some larger offsetting movements: notably a +£0.7m increase in the combined position for SEN and mainstream home to school transport mainly due to an increase in SEN students and savings from retendered contracts not being as high as previously anticipated; +£0.3m Youth Offending Service, as a result of the in year Youth Justice Board grant cut and increased pressure on staffing budgets; and small increases totalling +£0.2m within Youth, Community Learning & Skills and Assessment & Support of Children with SEN; but these pressures are offset by -£0.6m underspending on the Kent 16+ Travel Card as a result of a reduction in estimated journey costs; -£0.3m within Early Years & Childcare following re-badging of eligible expenditure to be funded by DSG; -£0.2m delivery of management action within School Improvement relating to the Intervention Fund, and -£0.1m increase in capital maintenance grant to fund excess school premises maintenance costs. There are a number of movements in the forecasts against the DSG funded budgets totalling -£1m, but in accordance with regulations these will be matched by an overall increase in the transfer to the central DSG reserve of £1m as we cannot use this underspending to offset pressures elsewhere within the directorate budget.

E&YP (schools delegated budgets) - the position has deteriorated by £8.9m since the last report which largely reflects an expected drawdown of reserves of £9m for the remaining Kent schools based on their six month monitoring returns. In addition the expected drawdown relating to academy converters has increased by £0.1m, but this is offset by a reduced drawdown from the schools unallocated DSG reserve of £0.2m as a result of a reduction in the pressure on the High Needs budgets.

SCH&W (SCS - Asylum) - a reduction in the Asylum costs of £0.192m following a slow down in migrant activity since October. There were 211 referrals in October but this reduced to 51 in November and provisional data shows 41 for December and 6 for the first 8 days of January. As a result of this lower level of migrant activity, the forecast has been reduced to assume 50 referrals per month for the rest of the financial year, whereas the previous forecast assumed 100 for November and 75 per month thereafter.

SCH&W (SCS) - Within the other Specialist Children's Services (excluding Asylum), the position has deteriorated by £0.7m which largely reflects an increase in the use of residential care as a result of a lack of suitable independent foster placements (+£0.5m). Due to the high unit cost of this type of care, even a small increase in placements can produce a significant variance. In addition, there has been an increase in the costs of care for care leavers (+£0.2m); an increase in Special Guardianship Orders within the Adoption & other permanent care arrangements service (+£0.1m) and an increase in social care staffing costs (+£0.1m). These have been partially offset by a reduction in the pressure on Family Support Services (-£0.2m).

SCH&W (Adults) - the overall Adult Social Care position has improved by -£2.3m, but this reflects the release of Care Act funding of -£4.2m following the Government announcement to delay implementation of phase 2 Care Act reforms, offset by a net increase in adult social care pressures of +£1.9m. This £1.9m increase in social care pressures predominately relates to nursing & residential care for older people and those with a physical disability (+£1.3m, of which +£0.5m relates to 2014-15 costs for which insufficient creditor provision was raised); supported living arrangements (+£0.7m) predominately for learning disability clients; increase in the commissioning of additional block domiciliary related contracts for older people (+£0.2m); support for carers (+£0.2m); increased demand for occupational therapy equipment (+£0.2m) and additional commissioning of Deprivation of Liberty Safeguard assessments (+£0.3m). These increases in the position are partially offset by a £1m increase in the underspend on direct payments across all client groups.

GE&T - the underspend has increased by £1.1m but within this there are some large offsetting movements: +£1.5m relating to pothole repairs and drainage projects following an extension to the find & fix campaign and a +£0.1m increase in the pressure on the concessionary fares budget are more than offset by a -£0.7m forecast underspend on the Young Person's Travel Pass budget due to fewer than budgeted number of passes in circulation and journeys being taken; a -£0.5m underspend against the adverse weather budget due to the mild conditions throughout October to December resulting in fewer salting runs than budgeted; a -£0.4m increase in forecast income relating to Kent Permit Scheme and streetworks; -£0.2m as a result of increased registration service income mainly from ceremonies; a -£0.2m improvement in the waste forecast; a -£0.2m reduction in staffing costs within strategic management and directorate support, together with a number of other smaller movements including -£0.3m on the highways related budgets of streetlight maintenance, tree maintenance, grass cutting & weed control, highways improvements, drainage and road safety.

S&CS - the underspend has increased by £1.4m, which is mainly due to forecast underspending against the Member Grant Scheme of -£0.7m; an increase in the underspending against the Corporate Landlord budgets of -£0.2m, the Business Services Centre of -£0.2m, Finance & Procurement of -£0.1m and Business Strategy of -£0.1m.

FI - a further increase in the forecast interest on cash balances as a result of higher cash balances, investing for longer durations and increased dividends (-£283k), together with forecast additional Education Services Grant due to fewer than anticipated schools converting to academies this year (-£500k) and an increase in the estimated retained levy as a result of being in a Business Rate pool with 10 of the Kent District Councils (-£477k). In addition, the underspend on the Insurance Fund has reduced (+£298k), mainly due to the impact of an increase in insurance premiums from January 2016 and an anticipated further levy payment relating to the Municipal Mutual Scheme of Arrangement, which is expected to generate a further clawback from the Council to meet outstanding liabilities for the insurer. This will result in a reduction in the transfer to the Insurance reserve at the end of the financial year (-£298k).

3.4 HEADLINE POSITION (EXCL SCHOOLS) (£'000)

	Cash Limit	Variance Before Mgmt Action	Management Action - already in place	Net Variance after Mgmt Action	Last Report	Movement
Directorate Totals	+930,038	+861	-1,400	-539	+5,009	-5,548
Adjustments: - Legally committed roll fwd (see section 3.7 for detail)		+308	-	+308	+292	+16
Underlying position (incl. legally committed roll fwd requirements only)	+930,038	+1,169	-1,400	-231	+5,301	-5,532
- Roll fwd / re-phasing required to continue / complete existing initiatives (see section 3.8 for detail)		+1,267	-	+1,267	+1,285	-18
Underlying position (incl. ALL roll fwd requirements)	+930,038	+2,436	-1,400	+1,036	+6,586	-5,550

Table 1 Directorate position - net revenue position before and after management action together with comparison to the last report

Annex	Directorate	Budget £'000	Net Variance (before mgmt action) £'000	Management Action already in place £'000	Net Variance (after mgmt action) £'000	Last Report £'000	Movement £'000
1	Education & Young People's Services	72,134.9	-381	-300	-681	-684	+3
2	Social Care, Health & Wellbeing - Specialist Children's Services	133,033.7	+309	-	+309	-360	+669
	Social Care, Health & Wellbeing - Asylum	280.0	+2,045	-	+2,045	+2,237	-192
	<i>Sub Total SCH&W - Specialist Children's Services</i>	<i>133,313.7</i>	<i>+2,354</i>	<i>-</i>	<i>+2,354</i>	<i>+1,877</i>	<i>+477</i>
3	Social Care, Health & Wellbeing - Adults	350,459.3	+5,987	-1,100	+4,887	+7,179	-2,292
4	Social Care, Health & Wellbeing - Public Health	-193.2	-	-	-	-	-
5	Growth, Environment & Transport	173,493.0	-1,119	-	-1,119	-37	-1,082
6	Strategic & Corporate Services	71,952.2	-1,571	-	-1,571	-177	-1,394
7	Financing Items	128,878.0	-4,409	-	-4,409	-3,149	-1,260
	TOTAL (excl Schools)	930,037.9	+861	-1,400	-539	+5,009	-5,548
1	<i>Schools (E&YP Directorate)</i>	<i>-</i>	<i>+15,701</i>	<i>-</i>	<i>+15,701</i>	<i>+6,758</i>	<i>+8,943</i>
	TOTAL	930,037.9	+16,562	-1,400	+15,162	+11,767	+3,395

3.6 The **Revenue** Budget Monitoring headlines are as follows:

- a) We have suffered in year government funding cuts in relation to Public Health grant of £4.033m and Youth Justice Board grant of £0.139m. See section 3.10 below for further details.
- b) The position included in this report for Asylum is a pressure of £2.045m, and this reflects the latest grant offer from the Home Office of the new weekly rates of £200 for age 18 and over (from £150), £700 for 16 and 17 year olds (from £637) and £1,050 for under 16's (from £798). A condition of this grant offer is that it is subject to a Home Office audit of our costs. The position also reflects the impact of migrant activity up to the end of November and assumes 50 new referrals per month for the remainder of the financial year. Provisional figures show that there were 41 referrals in December and six for the first eight days of January, so we remain on track against this forecast. Also included within the forecast is the fit out costs for a new temporary reception centre. We are seeking to recoup these one-off costs from Government.
- c) There is now a small forecast overspend on Specialist Children's Services (exc. Asylum). The net position of +£0.309m includes an underspend of -£0.151m relating to the re-phasing of the Kent Safeguarding Children Board costs into 2016-17 which is required to roll forward in order to meet our obligation to the board under the terms of the multi agency agreement. The underlying £0.460m overspend mainly relates to pressures on children's social care staffing as a result of increased costs of agency social workers due to the ongoing difficulties in recruiting to posts and the establishment of additional Adolescent Support Team posts targeted at increasing the proportion of young people re-united with their families within the early weeks of care, together with pressures on Care Leavers, Family Support Services and Residential Care, which results from a lack of suitable independent foster care placements. These pressures are largely offset by underspending on adoption, fostering, safeguarding and strategic management & directorate support budgets. The position assumes that the transformation savings will be delivered in line with the savings profiles agreed with our transformation partner.
- d) The pressure of £5.987m within Social Care, Health & Wellbeing - Adults is largely the net effect of a continuation of increased activity experienced in the final quarter of 2014-15 on residential and homecare services for older people and physically disabled clients, together with significant pressures on residential care for mental health clients, the supported living service for learning disabled and physically disabled clients, day care for learning disability clients and support for carers. In addition, revised phasing of the anticipated delivery of phase 2 transformation savings is adding to this pressure in the current year. These pressures are partially offset by further delivery of phase 1 transformation savings, increased non residential charging income as a result of the pressures on domiciliary care, supported living and day care, staff vacancy savings, underspending on direct payments for older people and learning disability clients, learning disability residential care and the use of so-far uncommitted funding held within Other Adult Services and Adult Social Care Staffing, including the release of £4.2m of Care Act funding following the Government announcement to delay implementation of phase 2 Care Act reforms and some of the funding provided in the budget for social care prices following completion of the prices review. Management action within older people and physical disability services of £1.1m is forecast which is expected to reduce the pressure to £4.887m (see Annex 3 for further information).
- e) A high profile social care provider has recently failed their Care Quality Commission inspection and has gone into liquidation. This is likely to result in additional costs for our adult social care services as we need to find alternative placements at short notice for clients who are currently with this provider. The impact of this will be reflected in future reports.

- f) Within Education & Young People's Services, the pressure on the SEN Home to School Transport budget has increased to a forecast overspend of £2.096m but this is partially offset by a continuation from last year of the reduced demand for mainstream home to school transport (-£0.800m) and an underspend on the Kent 16+ Travel Card mainly due to a reduction in estimated journey costs (-£0.590m). In addition, the Directorate is showing a net pressure in relation to costs associated with the new Early Help Module; refurbishment costs for Youth Centres and costs of cabling and wireless routers in Children's Centres; a staffing pressure with the Youth Offending Service partly due to staffing levels not reducing in line with reductions in income streams; shortfalls against income targets for nursery provision, early years training and school improvement, together with a pressure on the Community Learning & Skills service due to costs associated with service redesign and a reduction in contract/grant income. These pressures are partially offset by lower than budgeted annual pension capitalisation costs; an underspend across the area and district Early Help & Preventative Services teams due to vacancies and staff appointed below the budget assumption of mid point of grade; advisor vacancies within School Improvement; increased income from non statutory psychology traded services; savings on commissioned services and legal fees, and delivery of management action relating to the Intervention Fund. In addition, significant underspending is forecast relating to the Kent Employment Programme and the Troubled Families Programme but, if possible, roll forward is required to continue these schemes in 2016-17. As a result, the directorate as a whole is forecasting a net underspend excluding schools of £0.381m, with management action of £0.3m estimated to improve this to an underspend of £0.681m. However, in order to fund the roll forward requirements, an underspend of £1.357m is required, so the directorate is investigating options to cover the shortfall of £0.676m in order to achieve this position, particularly from maximising trading income from schools and academies through aggressive marketing campaigns as well as reviewing all discretionary non staffing expenditure.
- g) A net pressure on the high needs education budgets (+£2.378m) and other schools related pressures (+£2.958m) will be met by a drawdown from the schools unallocated DSG reserve. School reserves are also forecast to reduce by £1.309m as a result of an expected 12 schools converting to academies, and by £9.056m for the remaining Kent schools based on their 6 month monitoring returns. Overall the school reserves are therefore currently forecast to reduce by £15.701m to £38.308m.
- h) The Growth, Environment and Transport Directorate is forecasting an underspend of £1.119m. Within this position are some larger offsetting variances, the most significant are a pressure on Concessionary Fares of +£0.536m due to increased usage and a pressure on the highways maintenance budgets of +£1.440m, mainly due to pothole and drainage works following an extension to the find and fix campaign (+£1.462m) and streetlight maintenance (+£0.287m) offset by underspending on adverse weather (-£0.467m). These pressures are more than offset by underspending on the highways management budgets of -£1.290m mainly due to a rebate following a reconciliation of winter 2014-15 usage of streetlight energy and a lower than budgeted electricity price increase for 2015-16 (-£0.523m), together with an underspend on traffic management largely relating to increased income from the Kent Permit Scheme and streetworks (-£0.508m); an underspend on the Young Person's Travel Pass of -£0.737m due to fewer than budgeted passes in circulation and a reduction in the number of journeys estimated to be taken in the year; additional registration income mainly from ceremonies of -£0.359m and underspends within the strategic management & directorate support budgets of -£0.488m mainly as a result of an underspending on staffing and early retirement costs; together with a number of smaller variances across the other service units.

- i) The high waste volumes experienced during 2014-15 have continued into the first eight months of 2015-16 with a forecast overspend of £2.063m currently reported. This is more than offset by savings on management fees at waste facilities sites, in-vessel composting, higher than anticipated income from recyclables, lower cost of waste to energy disposal, contract savings at Household Waste Recycling Centres and transfer stations and a re-phasing of works at closed landfill sites into 2016-17, giving an overall small net underspend on the waste budgets of -£0.020m. The tonnage for the first eight months of 2015-16 was 7,800 tonnes above the affordable level for this period and the current forecast pressure on waste tonnage of £2.063m assumes tonnage will be 707,500 tonnes for the full year, 17,000 tonnes above the budgeted level of 690,500 tonnes. This forecast appears high when comparing to year to date tonnage, but it assumes that waste volumes will remain at similar levels to those experienced last year for the remainder of this financial year.
- j) We have now received the quarter 2 reconciliation of journey numbers for both the Young Person's Travel Pass and Concessionary Fares from our external travel partners, which has resulted in a £0.737m underspend being declared against the Young Person's Travel Pass budget and a small increase of £0.133m in the pressure on Concessionary Fares.
- k) The forecast underspend for Public Health has increased by £0.188m to £0.698m which will be transferred to the Public Health reserve in line with government guidelines, for use in future years. This position is after the cash limits have been reduced to reflect the £4.033m in year government funding cut as a result of the Government's austerity measures. Please see section 3.10 (i) for further details.
- l) Within Strategic & Corporate Services an underspend of £1.571m is now reported with pressures within the Contact Centre, Gateways & Customer Relationship and ICT being more than offset by underspending mainly within Property & Infrastructure, Communications & Consultation, Business Services Centre, Finance & Procurement, Business Strategy and Human Resources. In addition an underspend is now forecast against the budget for Member Community Grants based on the level of projects anticipated to be approved before the end of the financial year.
- m) Within Financing Items, increased interest on cash balances; a forecast increase in Education Services Grant as fewer schools are anticipated to convert to academy status this financial year than assumed at the time the budget was set; higher than expected Business Rate compensation grant for the impact of measures introduced by the Government in the 2012, 2013 and 2014 Autumn Statements; a retained levy as a result of being in a business rate pool with 10 of the Kent District Councils and an underspend against the external audit fee all contribute to a forecast underspend of £4.409m. The accounting treatment for the retained levy has only been agreed this financial year, hence why this was not factored into the 2015-16 budget build, but it has been reflected in the draft 2016-17 budget.
- n) The centrally held procurement and commissioning saving has transferred in year from Finance & Procurement, within Strategic & Corporate Services (annex 6) to Financing Items (annex 7). The detailed action plan from our project partner (KPMG) on how this will be delivered has been finalised. This contains a number of proposals for delivering these savings in future years, but for the current year the recommendation is that this be delivered from tactical savings across the authority. The impact of these savings is also currently being reported within Financing Items.
- o) Many of the pressures and savings highlighted in the headlines above have implications for the 2016-19 MTFP, as they are expected to be ongoing. The recently published draft 2016-17 budget, includes an element of budget re-basing for these pressures and savings.

3.7 Details of Committed Roll Forward/Re-phasing requirements

The headline table on page 5 shows that within the current forecast revenue position there is a requirement to roll forward £0.308m to 2016-17, relating to initiatives where we have a legal obligation to provide the funding. This relates to:

▪ re-phasing of Kent Youth Employment programme in to 2016-17 (see annex 1)	+90 k
▪ re-phasing of Kent Children's Safeguarding Board in to 2016-17. This represents KCC's share of the underspend of the KCSB. Under the terms of the multi-agency agreement, KCC has an obligation to provide this funding to the Board. The underspending relating to partners contributions is held in a Fund (see annex 2)	+151 k
▪ re-phasing of Kent & Medway Safeguarding Vulnerable Adults Committee in to 2016-17. This represents KCC's share of the underspend of the Committee. Under the terms of the multi-agency agreement, KCC has an obligation to provide this funding to the Committee. The underspending relating to partners contributions is held in a Fund (see annex 3)	+67 k
	<hr/>
	+308 k

These roll forward requirements are included as we have a legal obligation and therefore legally we have no choice. All the time that we are in an overspend position for the authority, any other roll forwards, where there is no legal obligation, may not be possible.

8 Details of Roll Forward/Re-phasing required to complete existing initiatives, if the outturn position allows:

In addition to the roll forward requirements that we are legally obliged to provide for, which are detailed above, there is some significant underspending within the forecast which we would ideally like to roll forward in order to continue with these initiatives in 2016-17. The Authority as a whole would need to achieve an underspending position at year end of at least -£1.575m in order to fund all of these (£1.267m as detailed below and +£0.308m per section 3.7 above). We are currently forecasting a small underspend of -£0.539m after the anticipated delivery of £1.4m of management action, so we have a shortfall of £1.036m as highlighted in the headline table on page 5, which will need to be addressed before roll forward for these initiatives can be considered. These initiatives are:

▪ Kent Youth Employment programme (see annex 1)	+716 k
▪ Tackling Troubled Families (see annex 1)	+551 k
	<hr/>
	+1,267 k

In line with usual practice, if an underspending position is achieved by the end of the financial year, **all** roll forward proposals will be subject to Cabinet approval in the summer, in view of the overall outturn position and the pressures facing the authority over the medium term.

3.9 Revenue budget virements/changes to budgets

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, including the inclusion of new 100% grants (i.e. grants which fully fund the additional costs) awarded since the budget was set.
- Cash limits for the A-Z service analysis have been adjusted since the budget was set to reflect a number of technical adjustments, including the further centralisation of budgets and to reflect where responsibility for providing services has moved between directorates/divisions.

The Public Health cash limits have been adjusted, as approved by Cabinet in November, to reflect the in year government grant reduction referred to in section 3.10 below.

3.10 Potential in year cuts to Government funding levels

Making an early start on tackling the public finances in this Parliament, the Chancellor announced in the Queen's Speech in early June that the in-year budget review process was completed and provided details of the savings by Government Department. Some of these cuts have had a direct impact on our finances in the current year and, potentially, future years. Details which have been announced so far include:

Public Health

- As reported to Cabinet on 6 July in the first monitoring report for 2015-16, the Government announced that £200m of in year savings from the Department of Health are to come from public health budgets devolved to local authorities. National consultation setting out possible options on reducing Local Authority (LA) public health allocations ran from 31 July to 28 August. The options included:
 - (1) take a larger share from LAs that are significantly above their target allocation;
 - (2) take a larger share of the savings from LAs that carried forward unspent PH reserves into 2015-16;
 - (3) apply a flat rate percentage reduction to all LAs allocations;
 - (4) apply a standard percentage reduction to every LA unless an authority can show that this would result in particular hardship.

The Department of Health's stated preferred option was to apply a 6.2% reduction across the board (option 3 above), which for Kent equates to a cut in funding of £4.033m. On this basis, the service identified options for dealing with an in-year 2015-16 budget reduction of this level, but a reduction of this size requires cuts to service levels.

Our response to the consultation was that option 1 was our preferred option. Kent is currently below our target allocation.

On 4 November, the DoH announced that, despite their preferred option only being backed by a quarter of respondents to the consultation, on balance this remained their preference as it is the option most consistent with the underpinning principles for managing the saving that the DoH has set out: it delivers the £200 million, it is the least disruptive to services and it is compliant with the Public Sector Equality Duty and the health inequality duty. The saving has therefore been taken via a reduction to the fourth quarterly instalment of the PH grant and the PH cash limits shown in annex 4 have been reduced accordingly.

ii) **Adult Education**

- The Skills Funding Agency (SFA) announced a 3.9% cut to adult skills budget and discretionary learner support allocations, which was made in response to the £450m in year savings required of the Department for Business, Innovation & Skills. Additionally, the SFA will attempt to save money by withdrawing all funding for mandated English for speakers of other languages (ESOL) provision for the 2015-16 funding year. This 3.9% cut has been made across the board to non-apprenticeship allocations. The impact on the Community Learning & Skills budget was a reduction in funding of £0.359m but the service has been able to cease some direct service costs and with the implementation of management action the residual impact is estimated at £0.1m, and this is included in the E&YP directorate forecast reflected in this report.

iii) **Youth Offending Service**

- The formal consultation regarding a 14% (£12m) in year government cut in Youth Offending Team grant from Youth Justice Board (YJB) concluded in September. We, and other local authorities, responded to YJB stating that an in year cut in grant would be too detrimental to the service and suggested that the reduction should be taken from the central YJB budget. The YJB met on 28 October to consider the consultation responses and to make a decision on how to achieve the reduction. On 5 November the YJB announced that £9m of the required reduction will need to be taken from the 2015-16 grant, which equates to a 10.6% reduction in the annual allocation. This equates to approximately a £0.139m reduction in our YJB funding and the impact is reflected in the E&YP directorate forecast included within this report.

SUMMARISED CAPITAL MONITORING POSITION

The working budget for the 2015-16 Capital Programme is £374.799m (£337.021m excluding PFI). The forecast outturn against this budget is £271.114m (£267.371m excluding PFI) giving a variance of -£103.685m (-£69.650m excluding PFI). The annexes to this report provide the detail, which is summarised in table 2 below.

4.2 **Table 2** Directorate capital position

Directorate	2015-16 Cash Limit per Budget Book £'000	2015-16 Working Budget £'000	2015-16 Variance £'000	Real Variance £'000	Re-phasing Variance £'000	Annex
Education & Young People's Services	144,784	168,423	-43,901	91	-43,992	1
Social Care, Health & Wellbeing - Specialist Children's Services	902	1,959	-443	-	-443	2
Social Care, Health & Wellbeing - Adults	30,049	51,070	-40,901	-412	-40,489	3
Social Care, Health & Wellbeing - Public Health	-	360	-180	-	-180	4
Growth, Environment & Transport	101,707	125,205	-15,603	1,105	-16,708	5
Strategic & Corporate Services	20,582	27,782	-2,657	411	-3,068	6
Financing Items	-	-	-	-	-	7
TOTAL	298,024	374,799	-103,685	1,195	-104,880	

4.3 The **Capital** Budget Monitoring headlines are as follows:

- a) The majority of schemes are within budget and on time.
- b) +£1.195m of the -£103.685m variance is due to **real** variances as follows:

Home Support Fund & Equipment (SCH&W Adults) -£0.341m. This reflects the lower than anticipated demand for telecare equipment resulting in a reduction in the anticipated revenue contribution to capital.

Innovation Investment Initiative (i3) (Kent & Medway Growth Hub) (GET) +£1.000m. This reflects new funding from the Government's Local Growth Fund for the provision of loans to small and medium enterprises with the potential for innovation and growth, to help improve their productivity and create jobs.

Highway Major Enhancement (GET) +£0.760m reflects in the main an additional footway scheme at Bank Street, Ashford (+£0.260k) and enhancement works at Star Lane, Thanet (+£0.500k), both to be funded by additional developer contributions.

Incubator Development (GET) +£0.700m reflects loan advances to businesses following the receipt of new external funding from the Growing Places Fund.

Regional Growth Fund - Expansion East Kent (GET) +£0.470m reflects the use of interest earned on grant balances in line with the grant agreement.

Integrated Transport Schemes (GET) +£0.465m for purchase of additional buses and community transport minibuses to be funded from a revenue contribution.

Marsh Millions (GET) +£0.400m reflects expected match funding from partners.

No Use Empty - Rented Affordable Homes - Extension (GET) -£0.264m reflects in the main a forecast reduction in the anticipated level of HCA funding based on the current number units which fit the HCA criteria for support.

Middle Deal Transport Improvements (GET) -£0.750m. The match funding for this project will be held by a third party and will therefore not pass through KCC's books.

Lorry Park (GET) -£2.000m. This scheme is no longer progressing following the announcement in the 2015 Spending Review that the Government has allocated funds for a new permanent lorry park. However, KCC will continue to work with Highways England in regard to provision of an overnight solution in addition to the proposed lorry storage facility.

Disposal Costs (S&CS) +£0.400m. This reflects the capitalisation of security costs to protect the value of KCC assets, to be funded from the capital proceeds of property disposals. Future year budgets will be considered as part of the 2016-19 MTFP process.

The remaining +£0.355m of real variances are made up of a number of real over and underspends on a number of projects across the capital programme. The annexes to this report provide the detail.

- c) -£104.880m of the -£103.685m variance relates to **rephasing** on a number of projects. The main projects comprising the rephasing are as follows:

Special School Review Phase 2 (EYP) -£20.464m. Rephasing following significant delays at the planning and contract execution stages of a number of complicated projects which has impacted on start dates.

Grammar School Annex at Sevenoaks (EYP) -£9.177m. Works had halted pending the outcome of the Secretary of State decision. Following approval on 15th October 2015, contract documentation will now be worked through prior to any construction contract being agreed.

Basic Need Programme (EYP) -£7.600m. The curriculum analysis and pre-construction work for Secondary school expansions has taken considerable time which has resulted in a delay to design work and preparing planning applications. No delivery delays are expected.

Annual Planned Enhancement Programme (EYP) -£2.878m of works are being rephased into next financial year as a result of difficulties in obtaining access to schools within school term time and gaining upfront consent from utility companies. In addition, the planning/tendering phases of emerging enhancement works are starting now with the work scheduled for the 2016 Easter and Summer holidays.

Modernisation Programme (EYP) -£1.544m. A programme of works has now been finalised with some projects due to complete in the next financial year. The budget is being reprofiled accordingly.

Pupil Referral Units (EYP) -£1.113m. The requirements for the North West Kent PRU provision have been revised following a review with works now due to commence next summer. Works for West Kent PRU will commence in April 2016 when new premises can be accessed.

Early Help Single System (EYP) -£1.100m. This project is now progressing following the outcome of the back office procurement decision with the original budget allocation being re-profiled to reflect the revised project plan.

Nursery Provision for Two Year Olds (EYP) -£0.366m. New premises are being sought for additional nursery provision in Gravesham with works due to commence in 2016-17. There will be no impact on overall cost.

Priority School Build Programme (PSPB) (EYP) +£0.250m. Forward rephasing of part of the 2016-17 budget to reflect early enabling works for KCC funded alterations prior to the commencement of PSPB schemes.

PFI - Excellent Homes for All (SCH&W) -£34.035m. Unforeseen contamination of sites in the form of asbestos has impacted on the start of construction of the new buildings as the sites needed to be cleared and decontaminated.

OP Strategy - Specialist Care Facilities (SCH&W Adults) -£3.162m. The Accommodation Strategy has identified a need to incentivise the market in Swale and Sandwich alongside the consultation of the future of the KCC care homes in those areas. Market engagement has commenced in Swale and will commence on the Sandwich project in the next six months which will inform what capital investment is needed. However, a formal procurement exercise will be required for both projects. Therefore the budget is being rephased into 2016-17.

Care Act ICT Implementation (SCH&W Adults) -£1.312m. System reviews are required to ascertain what developments are needed to support the Care Act implementation and changes to business processes.

Learning Disability Good Day Programme - Community Hubs and Initiatives (SCH&W Adults) -£1.178m. The KCC Asset Management Strategy stipulates a requirement to review all KCC properties when looking for alternative accommodation. In order to meet this requirement some projects are being rephased into next year.

Developer Funded Community Schemes (SCH&W Adults) -£0.759m. Planned contributions towards projects will now be made next year as Providers reconsider their business plans and developments following the Autumn Statement.

SELEP projects (GET):

M20 Junction 4 Eastern Over Bridge -£2.105m;
Sittingbourne Town Centre Regeneration -£1.700m;
A26 London Road/Staplehurst Road/Yew Tree Junction -£0.900m;
Middle Deal Transport Improvements -£0.700m;
Sustainable Access to Maidstone Employment Areas - £0.670m;
A28 Sturry Rural Integrated Transport Package -£0.500m;
Tonbridge Town Centre Regeneration -£0.381m;
A28 Chart Road, Ashford -£0.380m;
Kent Thameside LSTF -£0.328m;
Rathmore Road Link -£0.288m;
Kent Sustainable Intervention Programme for Growth -£0.200m;
Sturry Link Road - Canterbury +£0.080m; and
Maidstone Gyratory Bypass: +£0.840m.

Rephasing of schemes following realignment of cost and associated funding due to nature of SELEP schemes. The budgets will be amended as part of the 2016-19 budget process.

LED Conversion (GET) -£2.500m rephasing as the tender invitation has been extended and therefore the start of works will not commence until March 2016.

Sittingbourne Northern Relief Road -£1.000m, East Kent Access Phase 2 -£0.800m and Rushenden Link Road -£0.542m (GET).
Rephasing to cover land compensation payments in future years.

Thanet Parkway (GET) -£1.500m rephasing following delays to completion of GRIP (Governance for Railway Investment Projects) Stage 3 as station design option selection and approval process has taken longer than anticipated. The planning application cannot be submitted until GRIP stage 3 has been completed.

Empty Property Initiative (GET) -£0.956m rephasing to reflect realignment of the loan payment spend profile to match that of the expected loan repayments.

Broadband Contract 1 (GET) -£0.963m rephasing following extension of the contract completion date for the Satellite scheme from December 2015 to December 2017 following a variation of contract by Government.

Integrated Transport Schemes (GET) -£0.509m reflects a scheme at the Bat & Ball junction, Sevenoaks which has been rephased to summer 2016-17 following other works being carried out by utility companies in the area over summer 2015 plus rephasing across a number of smaller schemes within the programme which have been reprofiled.

Dartford Library Plus (GET) -£0.418m. This project will now progress in 2016-17 with anticipated completion by March 2017.

Modernisation of Assets (S&CS) -£2.908m rephasing following the development of a forward modernisation programme by the TFM providers. This has meant that large programmes of work are being re-phased to later years although priority work is continuing in the current financial year.

Electronic Document Management Solution (S&CS) -£1.200m. Phase 1 has been delivered and completed. The project board has proposed the closure of the current project and to use the phase 1 assets and acquired knowledge to inform a re-scoped business requirement for a phase 2 EDMS delivery which will take place next financial year.

LIVE Margate (S&CS) -£0.831m. Rephasing following the elongated tender phase of a property purchase and the cancellation of a proposed strategic acquisition due to unforeseen difficulties surrounding the release of legal charges.

Herne Bay Gateway (S&CS) -£0.430m. This project will now start next financial year following the need for value engineering to ensure that the project is viable and represents value for money.

Property Investment & Acquisition Fund (S&CS) +£2.775m. A strategic acquisition approved in November will complete this financial year. However, the bringing forward of budget into 2015-16 could create a potential funding issue.

The remaining -£1.428m rephasing comprises minor rephasing across the capital programme. The annexes to this report provide the detail.

4.4 Capital budget virements/changes to cash limits

- Any cash limit changes due to virements are in accordance with the virement rules contained within the constitution and have received the appropriate approval via the Leader, or relevant delegated authority.
- **Cabinet is asked to approve further changes to the capital programme cash limits resulting from this round of monitoring, which are identified in the actions column in table 2 of the annex reports. For ease of reference these are all summarised in Appendix 1.**

5. CONCLUSIONS

- 5.1 The overall forecast overspend position, after taking into account the requirements to roll forward, has reduced by -£5.750m from +£8.186m to +£2.436m since the quarter 2 monitoring position provided to Cabinet in November. Management action of £1.4m is proposed, which is expected to reduce this position to +£1.036m, a reduction of £5.550m since the last report. Within this position is a -£0.192m reduction in the Asylum forecast reflecting the impact of the slowing down of migrant activity during November from the high levels experienced from June through to October. Migrant activity was again slightly lower in December than our assumptions contained within this forecast and, at the time of writing this report, has remained low during the start of January, so we appear to still be on track against this latest forecast and it may potentially reduce slightly should migrant activity remain at these lower levels. Excluding Asylum, the position for all other services has therefore improved this month by £5.358m, which is very encouraging. However, within this movement is a -£4.227m reduction in the Adult Social Care forecast relating to the release of Care Act funding following the Government announcement to delay implementation of phase 2 Care Act reforms. This is one-off funding and therefore does not assist with resolving the underlying base problem, which has increased this month for both Adult and Children's Social Care (excluding Asylum). These increases in the social care pressures since the last report have been more than offset by a net improvement in the positions of the other directorates, particularly Strategic & Corporate Services, Financing Items and Growth, Environment & Transport. We must however not be complacent, this residual forecast pressure of £1.036m remains a cause for concern as:
- i) the delivery of the £1.4m management action is by no means certain,
 - ii) we may still not have reached the peak of our adult social care forecast, as there is nothing built into the forecast for possible increased activity during the winter period or for the impact of the high profile social care provider recently going into liquidation.
 - ii) we are almost 10 months into the financial year so there is little time left to take any offsetting action.
- 5.2 It is essential that the position is managed down to at least a balanced position before the end of the financial year, considering the further substantial budget savings required to balance the 2016-17 budget, and with further government funding cuts expected in the medium term. We are all aware that the easier savings options have already been taken, meaning that managing an in year pressure becomes harder and harder each year. By the time Cabinet considers this report we only have two months left of the financial year in which to turn this position around. Corporate Directors have urged their Directorate Management Teams to limit spend wherever possible and this has already had an impact, as reflected by the improvement in the position since the last report. Managers have, and will continue to be kept posted on KNet. We have, so far, resisted any moratorium on specific activity, and we expect this to remain the case, but in view of the risks identified in paragraph 5.1 above, this will be kept under constant review.
- 5.3 Excluding the position on Asylum, the Authority is now expecting to be in an underspending position of -£1.009m by the end of the financial year.
- 5.4 If we do not resolve the residual £1.036m underlying pressure (including Asylum) before the year end, then roll forward to continue with the re-phasing of the Kent Youth Employment Programme and the Troubled Families Programme in to 2016-17, as identified in section 3.8, may not be possible.
- 5.5 There are a number of ongoing emerging issues that have been addressed in the recently published draft 2016-17 budget / 2016-19 MTFP and these are highlighted in the annexes to this report and/or in the headlines above.

6. RECOMMENDATIONS

Cabinet is asked to:

- i) **Note** the report, including the latest monitoring position on both the revenue and capital budgets.
- ii) **Agree** the changes to the capital programme cash limits as detailed in the actions column in table 2 of the annex reports and summarised in Appendix 1.

7. BACKGROUND DOCUMENTS

None

8. CONTACT DETAILS

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2015-16 NOVEMBER SUMMARY OF PROPOSED CAPITAL PROGRAMME CASH LIMIT CHANGES

Directorate	Project	2015-16	2016-17	2017-18	Funding	Description
		£'000	£'000	£'000		
Cash limit change due to revised external/grant funding availability:						
GET	Incubator Development	700			Other External Funding	Additional contribution from the Growing Places Fund.
S&CS	Swanley Gateway	6			Developer Contributions	Additional developer contributions.
Cash limit change due to virement of funding between projects:						
GET	Highway Major Enhancement Programme	50			Grant	Transfer of funding to Tonbridge Town Centre for footways works
GET	Tonbridge Town Centre Regeneration	50			Grant	Transfer of funding from Highway Major Enhancement Programme for footways works

EDUCATION AND YOUNG PEOPLE'S SERVICES DIRECTORATE
NOVEMBER 2015-16 MONITORING REPORT

1. REVENUE

	Cash Limit	Variance Before Mgmt Action	Mgmt Action	Net Variance after Mgmt Action	Roll forwards		Variance after Mgmt Action & Roll Fwd
					committed	uncommitted	
Total (excl Schools) (£k)	+72,135	-381	-300	-681	+90	+1,267	+676
Schools (£k)	-	+15,701	-	+15,701	-	-	+15,701
Directorate Total (£k)	+72,135	+15,320	-300	+15,020	+90	+1,267	+16,377

1.2 **Table 1** below details the revenue position by A-Z budget:

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
Education & Young People's Services						
Delegated Budget:						
Schools & Pupil Referral Units Delegated Budgets	674,103.3	-674,103.3	0.0	+15,701	+1,188 +2,958 +2,612 +8,943	Drawdown from school reserves for 12 expected academy converters Expected drawdown from the schools unallocated reserve to fund other in year schools related pressures Expected drawdown from the schools unallocated reserve to fund in year High Needs pressures Movement from quarter 2 - increase in value of reserves drawdown for the 12 academy converters +£121k; expected drawdown of reserves for remaining Kent schools based on schools six month monitoring +£9,056k; reduction in the value of drawdown from schools unallocated reserves to fund in year High Needs pressures -£234k
TOTAL DELEGATED	674,103.3	-674,103.3	0.0	+15,701		

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
Non Delegated Budget:							
E&YP Strategic Management & directorate support budgets	9,797.8	-8,704.2	1,093.6	+266	+264	Pressure on the Information and Intelligence team including £220k of costs associated with the new Early Help Module <i>(includes a DSG variance of +£92k)</i>	The Early Help Module pressure is expected to be ongoing and will be reflected in the 2016-19 MTFP
					+239	Additional Area Education staffing costs together with plans to capitalise staffing costs for basic need provision not now going ahead <i>(includes a DSG variance of +£220k)</i>	
					-211	Underspend on legal fees	Part of this saving is expected to be ongoing and will be reflected in the 2016-19 MTFP
					-24	Other minor variances	
					-2	Movement from quarter 2	
<u>Children's Services - Early Help</u>							
- Children's Centres	8,389.1	-2,076.5	6,312.6	-85	+129	Underachievement of savings on commissioned contracts due to only a part year effect being delivered in 2015-16 and the percentage saving applied being lower than anticipated	
					-127	Other minor variances across a number of centres, all less than £100k in value	
					-87	Movement from quarter 2	
- Early Intervention & Prevention	20,447.9	-5,353.1	15,094.8	-615	-673	Underspend across area and district EH&PS teams, mainly due to staffing vacancies and staff budgeted to be at mid point of scale but appointed at the bottom of scale <i>(includes a DSG variance of -£206k)</i>	
					+150	Refurbishment costs for Youth Centres including Whitstable and Tunbridge Wells	
					+125	ICT costs for wireless routers, cabling etc in Children's Centres	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross £'000	Income £'000	Net £'000	Net £'000		
					£'000 -187 Net savings on commissioned services <i>(includes a DSG variance of -£11k)</i> +32 Other minor variances -62 Movement from quarter 2	
	28,837.0	-7,429.6	21,407.4	-700		
Children's Services - Education & Personal						
- 14 - 24 year olds	2,986.0	-941.0	2,045.0	-806	-794 Kent Youth Employment programme placements; £90k of this underspend will need to be rolled forward to fund our legal obligation to continue with the current placements. If required, the remaining £704k of the underspend could be used to help with achieving an overall balanced outturn position for the authority as a whole, but this would mean that no further placements can be made. -12 Movement from quarter 2 - an additional roll forward request of £12k for Kent Youth Employment Programme	
- Attendance & Behaviour	2,587.9	-2,449.3	138.6	-316	-116 Staff savings due to vacancies and staff budgeted at mid point of scale but appointed at the bottom of scale <i>(includes a DSG variance of -£106k)</i> -95 DSG variance - underspend on individual tuition due to staff vacancies and fewer tutors being used	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross £'000	Income £'000	Net £'000	Net £'000		
					-37 Other minor underspends -68 Movement from quarter 2 - <i>includes: an increase in DSG underspend, mainly on non-staffing headings, for individual tuition -£134k; increased penalty notice income from pupils being absent from school -£122k (includes as DSG variance of -£111k); increase in staffing costs +£139k (includes a DSG variance of +£126k); other minor movements +£49k</i>	
- Early Years & Childcare	6,369.7	-4,939.8	1,429.9	+410	+316 Shortfall in the budgeted surplus for the 3 nursery provisions +297 Under recovery of Early Years Training income -211 Underspend on Sufficiency and Sustainability staff (<i>includes a DSG variance of -£181k</i>) +67 Other minor variances -359 Movement from quarter 2 - includes a base underspend following re-badging of expenditure now to be funded from DSG -£300k and other minor movements -£59k +300 <i>DSG Movement from quarter 2 - re-badging of eligible Early Years expenditure to be funded from DSG</i>	A management action plan has been put in place to improve the premises through building renovation work, alongside a marketing campaign, which should increase the level of income in 2016-17.
- Early Years Education	56,493.0	-56,493.0	0.0	0		
- Education Psychology Service	2,966.8	-675.0	2,291.8	-227	-147 Increased income for non statutory psychology traded services -32 Other minor variances -48 Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Individual Learner Support	7,151.5	-6,671.4	480.1	-21	+25 Quarter 2 reported position	
					-46 Movement from quarter 2	
- Statemented Pupils	4,809.8	-4,809.8	0.0	-164	-245 DSG variance - reduced therapy statemented support costs	
					-192 DSG variance - recoupment income received for other local authority pupils in Kent schools	
					-173 DSG variance - reduction in general statemented support costs	
					-125 DSG variance - an increase in places in SEN provision has led to a reduction in Individual Tuition costs	
					+300 DSG variance - increase in Severe Complex Accessibility Funding (SCAF) agreements for 2 year old nursery pupils	
					-18 DSG variance - Other minor variances	
					+289 DSG movement from quarter 2 - increase in SCAF agreement costs +£168k; reduction in forecast underspend for therapy costs +£52k; other minor movements +£69k	
- Youth Service	2,962.2	-1,726.2	1,236.0	+106	+77 Net shortfall in the budgeted surplus for the outdoor education sites. A marketing campaign for Bewl and Kent Mountain Centre may help to improve this position. The previously reported shortfall associated with the change of use of the Appledore Unit at the Swattenden Centre to a reception centre for unaccompanied asylum seeking children, is now being fully reimbursed from the Asylum service.	
					-18 Other minor variances	
					+47 Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Youth Offending Service	2,202.7	-1,771.1	431.6	+656	+329	Staffing pressure, due partly to staff being budgeted at mid point of scale but existing staff are being paid above this, and partly as staffing levels have not reduced in line with reduced income streams. This position could deteriorate further once the full implications of the recently announced in year Youth Justice Board grant reduction have been assessed
					+11	Other minor variances
					+316	Movement from quarter 2 - includes an increase in pressure due to an in year reduction in grant from the Youth Justice Board +£139k (see reference above); further increase in staffing pressure +£166k and other minor movements of +£11k
	88,529.6	-80,476.6	8,053.0	-362		
<u>Children's Services -Other Children's Services</u>						
- Safeguarding	512.1	-150.0	362.1	-65	-68	Quarter 2 reported position
					+3	Movement from quarter 2
<u>Community Services</u>						
- Community Learning & Skills (CLS)	13,826.4	-15,366.1	-1,539.7	+784	+632	Pressure due to costs associated with the service redesign, a reduction in contract income with no corresponding reduction in costs and a requirement to fund the additional costs of total contribution pay.
					+100	An in year cut of £359k has been announced by the Skills Funding Agency. Some direct delivery costs can cease and management action has been implemented to reduce other costs but this leaves a residual problem of £100k.
					-1	Other minor variances
					+53	Movement from quarter 2

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
- Supporting Employment	806.6	-335.0	471.6	0			
- Troubled Families Programme	4,783.2	-2,514.9	2,268.3	-551	-581	Underspend due to projects supporting families spanning financial years. In addition, due to the payment by results element of the programme, the grant has increased in year but the projects associated with this increase do not begin until the income is received. If the directorate and the authority as a whole achieve an underspending position sufficient to allow it, roll forward of this £581k will be requested in order to continue supporting families, in 2016-17, as part of the Tackling Troubled Families government initiative.	
					+30	Movement from quarter 2 - the roll forward request will be reduced by £30k	
	19,416.2	-18,216.0	1,200.2	+233			
School & High Needs Education Budgets							
- Exclusion Services	2,495.4	-2,495.4	0.0	0			
- High Needs Further Education Colleges - Post 16 year olds	2,338.0	-2,338.0	0.0	+397	+673	<i>Schools unallocated DSG variance - increased costs of high needs placements for post 16 students in colleges</i>	<i>This pressure is expected to be ongoing and will be included as part of the 2016-17 budget setting process</i>
					-276	<i>Schools Unallocated DSG movement from quarter 2 - reduced costs of high needs placements</i>	
- High Needs Independent Sector Providers - Post 16 year olds	4,591.0	-4,591.0	0.0	-590	-590	<i>Schools unallocated DSG variance - reduction in costs of independent sector placements for post 16 students</i>	<i>This saving is expected to be ongoing and will be included as part of the 2016-17 budget setting process</i>
- High Needs Independent Special School placements	19,650.4	-19,650.4	0.0	+2,781	+2,781	<i>Schools unallocated DSG variance - increase in costs of independent special school places</i>	<i>This pressure is expected to be ongoing and will be included as part of the 2016-17 budget setting process</i>

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- PFI Schools Scheme	23,810.0	-23,810.0	0.0	0		
	52,884.8	-52,884.8	0.0	+2,588		
<u>Schools Services:</u>						
- High Needs Pupils - Recoupment	1,500.0	-1,500.0	0.0	-210	+281 Schools unallocated DSG variance - increase in costs of Kent children with high needs receiving education in other local authority schools -533 Schools unallocated DSG variance - additional income from other local authorities with pupils in Kent schools +42 Schools Unallocated DSG movement from quarter 2	This pressure is expected to be ongoing and will be included as part of the 2016-17 budget setting process This saving is expected to be ongoing and will be included as part of the 2016-17 budget setting process
- Other Schools Services	6,779.3	-6,885.5	-106.2	+294	+306 DSG variance - Pressure on budget for mobile classrooms to fulfil basic need +137 Work in excess of capital maintenance funding on school premises including for asbestos, planned maintenance and tree surveys -28 Other minor variances -121 Movement from quarter 2 - includes an increase in capital maintenance grant to fund the excess capital maintenance costs -£137k and other minor movements of +£16k	
- Redundancy Costs	1,363.7	-1,363.7	0.0	-500	-500 DSG movement from quarter 2 - reduction in the expected number of school staff redundancies	
- School Improvement	8,909.1	-6,108.6	2,800.5	-913	+443 Shortfall in budgeted income targets for teams across the units +108 Increased costs of moderation training and school visits -224 Net underspend on advisor vacancies partially offset by the costs of consultants covering some of the vacant posts	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross £'000	Income £'000	Net £'000	Net £'000		
					£'000 -73 Support team staff vacancies -32 Other minor variances -1,135 Movement from quarter 2 - <i>DSG variance on school collaboration projects which will continue into the summer term -£947k</i> ; underspend on the Intervention fund -£200k following delivery of management action; other minor variances +£12k	
- Schools Staff Services	2,617.6	-2,514.6	103.0	-23	-18 Quarter 2 reported position -5 Movement from quarter 2	
- Teachers & Education Staff Pension Costs	8,416.3	-2,684.0	5,732.3	-904	-917 Reduced annual capitalisation costs +13 Movement from quarter 2	Part of this saving is expected to be ongoing and will be reflected in the 2016-19 MTFP
	29,586.0	-21,056.4	8,529.6	-2,256		
<u>Transport Services</u>						
- Home to School/College Transport (SEN)	21,599.5	-900.0	20,699.5	+2,096	+1,384 Higher than budgeted numbers of pupils travelling +111 Lower than budgeted recoupment income from other local authorities -70 Other minor variances +671 Movement from quarter 2 - increase in SEN school transport costs due to a small increase in pupil numbers and savings from re-tendered contracts not being as high as previously anticipated +£359k; rise in college transport costs due to increased numbers of SEN students +£292k; other minor movements +£20k	This pressure is expected to be ongoing and will be reflected in the 2016-19 MTFP
- Mainstream HTST	8,795.0	-50.0	8,745.0	-800	-868 Fewer than budgeted numbers of pupils travelling +68 Movement from quarter 2	This saving is expected to be ongoing and will be reflected in the 2016-19 MTFP

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Kent 16+ Travel Card	3,452.4	-2,575.0	877.4	-590	-10 -580	Quarter 2 reported position Movement from quarter 2 - includes a -£563k reduction in estimated journey costs and other minor movements of -£17k
	33,846.9	-3,525.0	30,321.9	+706		
Assessment Services						
- Assessment & Support of Children with Special Education Needs	8,503.1	-7,336.0	1,167.1	+155	+107 -103 +85 +66	<i>DSG variance - additional Occupational Therapy and Communication equipment</i> Underspend on general non staffing costs to offset the pressure on Occupational Therapy and Communication equipment (<i>includes a DSG variance of -£92k</i>) Other minor variances Movement from quarter 2
	8,503.1	-7,336.0	1,167.1	+155		
TOTAL NON DELEGATED	271,913.5	-199,778.6	72,134.9	+565		
- <i>Transfer to(+)/from(-) DSG reserve</i>				-946	+419 +41 +972 -2,612	Net transfer to the Central DSG reserve to offset: <i>DSG variances of -£419k explained above</i> <i>A number of other smaller DSG variances totalling -£41k</i> <i>Movement from quarter 2 - DSG underspend on the central DSG budget (to offset -£977k of movements explained above, together with +£5k of other smaller movements)</i> Net transfer from the Schools Unallocated DSG reserve to offset: <i>DSG variances of +£2,612k on High Needs Education & recoupment and Early Years</i>

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross £'000	Income £'000	Net £'000	Net £'000		
					+234	<i>Movement from quarter 2 - DSG reduced overspend on the central High needs budget</i>
TOTAL NON DELEGATED after tfr to/from DSG reserve	271,913.5	-199,778.6	72,134.9	-381		
Total E&YPS	946,016.8	-873,881.9	72,134.9	+15,320		
Assumed Mgmt Action				-300	-500	As reported at Quarter 2
					+200	<p>Movement from quarter 2: delivery of £200k of management action is now reflected within School Improvement above therefore outstanding management action is now forecast to be £300k.</p> <p>Whilst the forecast at this stage is an underspend of £381k (excl. schools), identified management actions of £300k are expected to increase this underspend to £681k, but roll forward of £90k is required to fund the continuation of current placements under the Kent Youth Employment Programme, and if possible roll forward of the remaining £716k underspend against this programme and £551k against the Troubled Families Programme is required for these schemes to continue into 2016-17. To enable this an underspending position of £1,357k (£90k+£716k+£551k) for the directorate will need to be achieved, as well as an underspending position for the overall authority as a whole. The directorate is therefore now looking at options to cover the remaining £676k required to achieve this position and is committed to achieving this by the end of the financial year.</p> <p>Despite the improvements seen to the forecast within Early Help and Preventative Services, the Directorate remains committed to implementing management action which it estimates will deliver savings in the region of £300k. It believes that some of this will come from maximising trading income from schools and academies through aggressive marketing campaigns as well as reviewing all discretionary non staffing expenditure.</p>
Total E&YPS Forecast after mgmt action	946,016.8	-873,881.9	72,134.9	+15,020		

3. CAPITAL

3.1 The Education and Young People's Services Directorate has a working budget (excluding schools) for 2015-16 of £168,423k . The forecast outturn against the 2015-16 budget is £124,522k giving a variance of -£43,901k.

3.2 **Table 2** below details the Education and Young People's Services Capital Position by Budget Book line

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Rolling Programmes									
Annual Planned Enhancement Programme	9,000	13,656	-2,878	-2,878	Rephasing	Rephasing of a number of works as a result of difficulties in obtaining access to schools within school term time and gaining upfront consent from utility companies. In addition, the planning/tendering phases of emerging enhancement works are starting now with the work scheduled for the 2016 Easter and Summer holidays.	Amber		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Pupil Referral Units	1,209	1,627	-1,113	-1,113	Rephasing	The requirements for the North West Kent PRU provision have been revised, work will commence next summer. Works for West Kent PRU cannot commence until April 2016 when new premises can be accessed.	Green	£803k rephasing has previously been reported.	
Youth - Modernisation of Assets	0	23	-23	-23	Real - Prudential	To part fund additional project costs on Integrated Youth Service - Youth Hub Reprovision	Green		
Individual Projects									
Basic Need Schemes - to provide additional pupil places:									
Basic Need Programme	61,767	68,745	-7,600	-7,600	Rephasing	The curriculum analysis and pre-construction work for Secondary school expansions has taken considerable time which has resulted in a delay to design work and preparing planning applications. No delivery delays are expected.	Green	£7,600k rephasing has previously been reported.	
Basic Need - Aylesham Primary School	0	0	0	0				Project to commence in later years.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Goat Lees Primary School, Ashford	0	25	0	0			Green		
Repton Park Primary School, Ashford	0	109	0	0			Green		
Modernisation Programme - Improving and upgrading school buildings including removal of temporary classrooms:									
Modernisation Programme - Future Years	2,000	3,479	-1,544	-1,544	Rephasing	A programme of works has now been finalised and the budget is being reprofiled accordingly.	Green	Rephasing has previously been reported.	
St Johns / Kingsmead Primary School, Canterbury	0	70	0	0			Amber	A £650k payment due from Canterbury Diocese as part of the contract is overdue.	
Special Schools Review - major projects supporting the special schools									
Special Schools Review phase 1	0	628	0	0			Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Special Schools Review phase 2	47,200	49,540	-20,464	-20,464	Rephasing	<p>The Foreland School has experienced delays in contract execution which has impacted on commencement of works. Both Ridge View and Portal House are still at Planning Stage. Ridge View has experienced significant delays due to planning issues at the original site, an alternative has now been found.</p> <p>Following objections to planning permission for Portal House, a review and redesign has been necessary. Enabling works are underway and a revised planning application has now been submitted.</p> <p>Five Acre Wood has also experienced significant delays at Planning stage, Planning approval has now been given and work will commence on the school following completion of the farm works.</p>	Green	Rephasing has previously been reported.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Academy Projects:									
Astor of Hever (St Augustine's Academy), Maidstone	0	19	0	0			Green		
Dover Christ Church	3,000	2,760	0	0			Green		
Skinnners Academy	0	140	0	0			Green		
Spires Academy	0	0	0	0			Green	Project complete except for clearance of remaining creditors.	
John Wallis	0	0	0	0			Green	Project complete except for clearance of remaining creditors.	
Wilmington Enterprise College	0	0	0	0			Green	Project complete except for clearance of remaining creditors.	
The Knole Academy	0	0	0	0			Green	Project complete except for clearance of remaining creditors.	
Duke of York Academy	0	0	0	0			Green	Project complete except for clearance of remaining creditors.	
Academy Unit Costs	233	798	0	0			Green		
BSF Wave 3 Build Costs	500	498	0	0			Green		
BSF Unit Costs	0	51	0	0			Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Other Projects:									
Primary Improvement Programme	0	4	0	0			Green		
Canterbury Family Centre	0	4	-4	-4	Real - Prudential		Green	Project Complete	
Integrated Youth Service - Youth Hub Reprovision	0	713	47	47	Real - £45k Prudential, £2k Capital Receipt		Amber	Unforeseen additional project costs. To be funded from underspends elsewhere within the programme.	
Nursery Provision for Two Year Olds	0	637	-366	-366	Rephasing	New premises being sought for additional nursery provision in Gravesham with works to commence in 2016/17. There will be no impact on overall cost.	Amber		
One-off Schools Revenue to Capital	0	40	23	23	Real - Revenue		Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Platt CEPS	0	85	0	0			Green		
Grammar School annex at Sevenoaks	10,000	9,677	-9,177	-9,177	Rephasing	Works had halted pending the outcome of the Secretary of State decision. Following approval, contract documentation will now be worked through prior to any construction contract being agreed.	Green	Sevenoaks Grammar was approved by the Secretary of State for Education on 15 October 2015.	
Trinity Free School, Sevenoaks	7,000	11,898	0	0			Green		
EYPS Single System (previously known as Early Help Single System)	1,800	1,800	-1,100	-1,100	Rephasing	This project is now progressing following the outcome of the back office procurement decision.	Green	Rephasing has previously been reported.	
Ashford North Youth Centre	0	0	50	50	Real - Developer Contribution		Green		
Priority School Build Programme	0	0	250	250	Rephasing	Early enabling works where KCC is funding alterations prior to PSBP schemes commencing	Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Universal Infant Free School Meals	1,075	1,207	0	0			Green		
The Piggery, Swattenden	0	42	-2	-2	Real - Capital Receipt		Green		
Vocational Education Centre	0	148	0	0			Green		
Total	144,784	168,423	-43,901	-43,901					

1. Status:

Green – on time and within budget

Amber – either delayed completion date or over budget

Red – both delayed completion and over budget

SOCIAL CARE, HEALTH & WELLBEING DIRECTORATE
SPECIALIST CHILDREN'S SERVICES
NOVEMBER 2015-16 MONITORING REPORT

1. REVENUE

	Cash Limit	Variance Before Mgmt Action	Mgmt Action	Net Variance after Mgmt Action	Roll forwards		Variance after Mgmt Action & Roll Fwd
					committed	uncommitted	
Total excl Asylum (£k)	+133,034	+309	-	+309	+151	-	+460
Asylum (£k)	+280	+2,045	-	+2,045	-	-	+2,045
Total (£k)	+133,314	+2,354	-	+2,354	+151	-	+2,505

1.2 Table 1 below details the revenue position by A-Z budget:

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
Specialist Children's Services						
Strategic Management & Directorate Support budgets	5,408.5	-257.9	5,150.6	-545	-118	Lower than anticipated spend in the Access to Resource Team, the Central Support Team and the Management Information Unit, principally due to vacancy management
					-326	Appropriate recharge of overheads to the Asylum Service.
					-59	Other minor variances
					-42	Movement from quarter 2
Children's Services - Children in Care (Looked After)						
- Fostering - In house service	24,165.6	-252.2	23,913.4	+125	+376	Forecast +1,004 weeks above affordable level of 52,485 weeks
					+191	Forecast average unit cost +£3.63 above affordable level of £371.10
					-165	Lower than anticipated costs in the County Fostering Team relating primarily to recruitment and training costs, including lower use of specialists
						Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build	
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
					-188	Higher than anticipated income from recharges to the Asylum Service owing to greater Asylum activity	
					-170	Other minor variances each below £100k, such as lower than anticipated spend on Fostering Related Payments	
					+81	Movement from quarter 2	
- Fostering - Commissioned from Fostering Agencies	8,184.3	0.0	8,184.3	-233	-232	Forecast -247 weeks below affordable level of 8,812 weeks	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					+107	Forecast average unit cost +£12.17 above affordable level of £925.36	
					-29	Other minor variances	
					-79	Movement from quarter 2	
- Legal Charges	6,769.0	0.0	6,769.0	+91	+50	Quarter 2 reported position	
					+41	Movement from quarter 2	
- Residential Children's Services - in house services (short breaks units)	3,227.4	-682.4	2,545.0	-115	-63	Quarter 2 reported position	
					-52	Movement from quarter 2	
- Residential Children's Services - commissioned from independent sector	13,625.9	-2,567.7	11,058.2	+319	-777	Forecast -233 weeks below affordable level of 2,660 weeks, partially due to young people becoming care leavers (see care leavers below)	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					+684	Forecast average unit cost +£256.98 above affordable level of £3,079.85	
					+310	Children with a Disability: Forecast +113 weeks above affordable level of 1,489 weeks	
					-340	Children with a Disability: Forecast average unit cost -£228.67 below affordable level of £2,968.70	
					+264	Lower than anticipated service income, mainly relating to fewer contributions for care costs agreed to date from Health & Education as a result of the reduced activity levels	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
					-300	Lower than anticipated spend on Secure Accommodation based on year to date usage
					-44	Other minor variances
					+522	Movement from quarter 2 - Increased usage of residential placements, partly due to insufficient availability of suitable independent Foster Placements. The high unit cost for this type of provision means that even a small increase in activity can produce significant increases in cost.
- Virtual School Kent	4,863.0	-3,430.6	1,432.4	-104	-104	Minor variances each below £100k
	60,835.2	-6,932.9	53,902.3	+83		
Children's Services - Children in Need						
- Family Support Services	10,944.5	-1,660.0	9,284.5	+103	+241	Informal Arrangements: Following the rates and charges reviews the majority of Informal Arrangements were expected to become Child Arrangement Orders, the budget for which is within the "Adoption & other permanent care arrangements" A-Z service line below. However, the rates and charges reviews of these current informal arrangements have only recently been completed resulting in higher than expected costs for Informal Arrangements and a compensating lower than expected cost for Child Arrangement Orders (see "Adoption & other permanent care arrangements" below).

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
					+74	Other minor variances
					-212	Movement from quarter 2 - Reductions in a number of areas, particularly across disability lines, including: lower Section 17 payments, reduced spend on day care (partly due to day care packages being reviewed or ending) and lower spend on other preventative services.
Children's Services - Other Social Services						
- Adoption & other permanent care arrangements	12,908.8	-104.0	12,804.8	-326	+523	Guardianship: Primarily due to the full year effect of an increase in Special Guardianship Orders (SGOs) in the previous year. In addition, finalising the rates and charges review in 2015-16, has increased the number of SGOs. (Part of the remit of the Rates & Charges reviews is to establish the type of legal arrangement in place and re-categorise accordingly)
					-495	County Adoption Team: fewer adoption arrangements are being made due to fewer children requiring this permanent care arrangement, so current vacancies are being managed
					-107	Adoption Allowances underspend due to fewer adoptions arrangements being made which require financial support

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build	
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
					-152	Child Arrangement Orders: As a result of the Rates and Charges Review, most continuing services were expected to become Child Arrangement Orders, so the cash limit was held on this A-Z service line, awaiting further information. This underspend partly offsets increases in Guardianship, which has been one of the outcomes of the Rates and Charges Review.	
					-241	Child Arrangement Orders: offsets the pressure relating to Informal Arrangements within the "Family Support Services" A-Z service line	
					+146	Movement from quarter 2 - predominately due to increased numbers of SGOs.	
- Asylum Seekers	19,619.1	-19,339.1	280.0	+2,045	+211	Pressure relating to under 18 Unaccompanied Asylum Seeking Children (UASC) due to costs being greater than grant receivable and due to ineligibility.	Negotiations continue with Central Government regarding rates for increased numbers of Unaccompanied Asylum Seeking Children and the additional costs incurred by KCC. National dispersal of some young people to other local authorities is mitigating part of the current pressure on this service. Current increased migrant activity levels are likely to produce an additional pressure in future years as more young people reach age 18.
					+223	Fitting out costs of new temporary reception centre. We are seeking to recoup these costs from Central Government.	
					+1,803	Pressure mainly relating to ineligible over 18's (of which £342k relates to direct costs for All Rights Exhausted (ARE) clients), together with a pressure on eligible over 18's due to costs exceeding grant receivable (see activity section 2.6 below), including infrastructure costs.	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
					-192	Movement from quarter 2 - numbers of additional unaccompanied asylum seeking children, whilst remaining high, have slightly reduced from the previously predicted level due to a slowing down of migrant activity since the high levels experienced in October.
- Care Leavers	6,657.1	-2,105.4	4,551.7	+283	+253	Higher than expected costs for 16 and 17 year olds requiring this service in order to provide stability and continuity whilst they continue their education as they prepare to leave care. This is partly due to individuals being placed in a broader variety of placements including 'step down' placements from residential care.
					+99	Higher than anticipated staffing and related costs
					-164	Lower than anticipated costs on Supported Lodging provision contract
					-81	Other minor variances
					+176	Movement from quarter 2 - initial results of an ongoing validation exercise of current placements suggest an increase in costs of care for young people requiring this service, however as this work continues the forecasts will be revised accordingly. There is also a small increase in staffing costs.

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
- Safeguarding	5,819.3	-1,003.9	4,815.4	-232	-125	KCC's share of re-phasing into 2016-17 of Kent Safeguarding Children Board funding. This will be required to roll forward to meet our obligation to the board under the terms of the multi-agency agreement.	
					-123	Other minor variances each below £100k, including underspending as a result of staff being appointed at below the budget assumption of mid-point point of grade.	
					+16	Movement from quarter 2, including a movement of -£26k in KCC's share of the re-phasing of the Kent Safeguarding Children Board funding which will be required to roll forward, and other minor offsetting variances of +£42k.	
	45,004.3	-22,552.4	22,451.9	+1,770			
<u>Assessment Services</u>							
- Children's social care staffing	46,410.7	-3,886.3	42,524.4	+943	+3,555	Pressure on staffing budgets for Non-Disability teams due to appointment of agency staff due to difficulties in recruiting to salaried posts. Part of this forecast overspend is linked to the increased numbers of Asylum young people and is offset by the increased recharge below.	This pressure will need to be addressed in the 2016-19 MTFP
					-2,617	Higher than expected recharged costs to Asylum service for social care staffing (offsetting part of the above staff costs) due to increased activity	
					+170	Establishment of additional Adolescent Support Team posts targeted at increasing the proportion of young people re-united with their families within early weeks of care.	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
					+189	Pressure on staffing budgets for Disability teams due to appointment of agency staff as a result of difficulties in recruiting to salaried posts
					-148	Lower other non-staffing spend in Disability teams predominately due to lower than anticipated staff travel costs
					-100	Additional income relating to Occupational Therapy equipment for 2014-15, for which no debtor was raised in the 2014-15 accounts
					-178	Other minor variances each below £100k, including costs and income for Non-Disability teams and Children's Equipment
					+72	Movement from quarter 2
Total SCH&W (SCS)	168,603.2	-35,289.5	133,313.7	+2,354		
Assumed Mgmt Action						
Total SCH&W (SCS) Forecast after mgmt action	168,603.2	-35,289.5	133,313.7	+2,354		

3. CAPITAL

3.1 The Social Care, Health and Wellbeing Directorate - Children's Services has a working budget for 2015-16 of £1,959k . The forecast outturn against the 2015-16 budget is £1,516k giving a variance of £443k.

3.2 **Table 2** below details the Social Care, Health & Wellbeing Directorate's - Children's Services Capital Position by Budget Book line.

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Individual Projects									
Transforming Short Breaks	70	112	0				Green		
ConTROCC	556	925	-210	-210	Rephasing	Due to the scale of the project it has been agreed that the Children's provider portal will be rolled out on a phased basis. The scope of phase 2 has increased therefore delivery timescales have been extended but costs will remain within current budget. The final phase is the rollout to internal fostering providers.	Amber	Phase 1 went live in July 2015. Phase 2 completion has moved from December 2015 to May 2016. Phase 3 is scheduled for August 2016.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Early Help Module (EHM)	276	922	-233	-233	Rephasing	Phase 4 will be delivered next financial year as the Commissioning Services function is currently being redefined.	Amber	Phase 1 went live in June 2015. Phase 2 went live in November 2015. Phase 3 to go live in May 2016. Phase 4 to go live in September 2016.	
Total	902	1,959	-443	-443					

1. Status:

Green – on time and within budget

Amber – either delayed completion date or over budget

Red – both delayed completion and over budget

SOCIAL CARE, HEALTH & WELLBEING DIRECTORATE
ADULTS SERVICES
NOVEMBER 2015-16 MONITORING REPORT

1. REVENUE

1.1	Cash Limit	Variance Before Mgmt Action	Mgmt Action	Net Variance after Mgmt Action	Roll forwards		Variance after Mgmt Action & Roll Fwd
					committed	uncommitted	
Total (£k)	+350,459	+5,987	-1,100	+4,887	+77	-	+4,964

1.2 **Table 1** below details the revenue position by A-Z budget:

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000		
Social Care, Health & Wellbeing - Adult Social Care						
Strategic Management & Directorate Support budgets	8,104.1	-1,144.5	6,959.6	-720	-276 Staff vacancies within Access to Resources Team -242 Staff vacancies across teams within operational support -144 Reduced demand for a number of office support services (including postage, printing and stationery) +112 Higher than anticipated legal costs -97 Other minor variances -73 Movement from quarter 2	
<u>Support to Frontline Services:</u>						
- Adults Social Care Commissioning & Performance Monitoring	4,045.2	-623.8	3,421.4	-122	-145 Delays in recruitment to vacancies within the Performance & Information Management team -18 Other minor variances +41 Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000		
	£'000	£'000	£'000	£'000	£'000		
<u>Adults & Older People:</u>							
- Direct Payments							
- Learning Disability (aged 18+)	17,686.1	-69.5	17,616.6	-373	+531	Forecast +1,899 weeks above affordable level of 63,397 weeks	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					+74	Forecast average unit cost +£1.17 above affordable level of £278.27	
					+647	One-off direct payments	
					-1,234	Recovery of unspent funds from clients	
					-143	Other local authority income relating to prior year costs for a client who has recently been transferred under Ordinary Residence status	
					+26	Other minor variances	
					-274	Movement from quarter 2 - reduction in activity and unit cost (-£260k), along with an increase in recovery of unspent funds from clients (-£179k) & other minor movements (-£45k), partially offset by an increase in one-off direct payments (+£210k)	
- Mental Health (aged 18+)	1,052.9	-84.3	968.6	+51	+150	Forecast +1,467 weeks above affordable level of 9,968 weeks	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-33	Forecast average unit cost -£3.26 below affordable level of £105.31	
					+92	One-off direct payments	
					-115	Recovery of unspent funds from clients	
					+5	Other minor variances	
					-48	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000	£'000	
	£'000	£'000	£'000	£'000	£'000		
- Older People (aged 65+)	14,432.6	0.0	14,432.6	-1,407	-418	Forecast -2,235 weeks below affordable level of 78,040 weeks	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					+243	Forecast average unit cost +£3.11 above affordable level of £184.00	
					+439	One-off direct payments	
					-1,224	Recovery of unspent funds from clients	
					-9	Other minor variances	
					-438	Movement from quarter 2 - increase in the recovery of unspent funds from clients (-£298k); along with a reduction in activity (-£100k) and other minor movements (-£40k).	
- Physical Disability (aged 18-64)	12,097.9	0.0	12,097.9	+294	+1,178	Forecast +5,979 weeks above affordable level of 60,472 weeks	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-100	Forecast average unit cost -£1.65 below affordable level of £198.65	
					+718	One-off direct payments	
					-1,321	Recovery of unspent funds from clients	
					+27	Other minor variances	
					-208	Movement from quarter 2 - increase in the recovery of unspent funds from clients (-£135k); along with other minor movements (-£73k)	
Total Direct Payments	45,269.5	-153.8	45,115.7	-1,435			
- Domiciliary Care							
- Learning Disability (aged 18+)	989.5	-14.0	975.5	-316	-271	Forecast -19,626 hours below affordable level of 64,081 hours	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-3	Forecast average unit cost -£0.05 below affordable level of £13.87	
					+12	Other minor variances	
					-54	Movement from quarter 2	
- Older People (aged 65+) - in house service (KEaH)	7,888.9	-5,415.4	2,473.5	+145	+188	Higher usage of Kent Enablement at Home Service (KEaH) than anticipated for Older People clients	
					-43	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
- Older People (aged 65+) - Commissioned Service	£'000	£'000	£'000	£'000	£'000	
	17,263.8	-10,157.1	7,106.7	+9,182	+7,106	Forecast +485,679 hours above affordable level of 1,168,456 hours
					+292	Forecast average unit cost +£0.25 above affordable level of £14.38
					+1,696	Revised phasing of anticipated delivery of phase 2 transformation savings resulting from work completed by our Transformation Partners during the design stage of the savings programme
					+185	Commissioning additional block domiciliary related contracts primarily related to providing additional support within Extra Care Sheltered Housing.
				+13	Other minor variances	
				-110	Movement from quarter 2 - allocation of prices budget from other adult services A-Z service line to help offset prices pressure (-£411k), partially offset by the commissioning of additional block domiciliary related contracts (+£249k) and other minor movements (+£52k)	
- Physical Disability (aged 18-64) - in house service	579.4	0.0	579.4	0		
- Physical Disability (aged 18-64) - Commissioned Service	2,313.5	0.0	2,313.5	+2,883	+2,512	Forecast +180,203 hours above affordable level of 189,847 hours
					+34	Forecast average unit cost +£0.18 above affordable level of £13.76
					+372	Revised phasing of anticipated delivery of phase 2 transformation savings resulting from work completed by our Transformation Partners during the design stage of the savings programme

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000		
	£'000	£'000	£'000	£'000	£'000		
					+1	Other minor variances	
					-36	Movement from quarter 2	
Total Domiciliary Care	29,035.1	-15,586.5	13,448.6	+11,894			
- Non Residential Charging							
- Learning Disability (aged 18+)	0.0	-3,191.3	-3,191.3	-501	-391	The forecast over-recovery of client contributions towards non-residential care services is linked to the current net pressure being forecast on other learning disability community based services (such as Domiciliary, Day Care, Direct Payments & Supported Living) highlighted in this report.	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-110	Movement from quarter 2 - additional client contributions received towards non-residential care services linked to the increase in activity on other learning disability community based services (i.e. Supported Living)	
- Older People (aged 65+)	0.0	-7,516.3	-7,516.3	-1,247	-1,087	The forecast over-recovery of client contributions towards non-residential care services is linked to the current net pressure being forecast on other older people community based services (such as Domiciliary, Day Care, Direct Payments & Supported Living) highlighted in this report.	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-160	Movement from quarter 2 - additional client contributions received towards non-residential care services	
- Physical Disability (aged 18-64) / Mental Health (aged 18+)	0.0	-1,298.5	-1,298.5	-456	-406	The forecast over-recovery of client contributions towards non-residential care services is linked to the current net pressure being forecast on other physical disability community based services (such as Domiciliary, Day Care, Direct Payments & Supported Living) highlighted in this report.	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000		
	£'000	£'000	£'000	£'000	£'000		
					-53	Other minor variances	
					+3	Movement from quarter 2	
Total Non Residential Charging Income	0.0	-12,006.1	-12,006.1	-2,204			
- Nursing & Residential Care							
- Learning Disability (aged 18+)	80,876.3	-6,597.4	74,278.9	-1,842	-2,751	Forecast -2,251 weeks below affordable level of 68,129 weeks	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					+212	Leading to a shortfall in client contributions	
					+1,276	Forecast average unit cost +£18.73 above affordable level of £1,203.48	
					-123	Independent Sector: forecast average unit client contribution -£1.80 above affordable level of -£92.56	
					-613	Release of unrealised creditors	
					+64	Other minor variances	
					+93	Movement from quarter 2 - increase in the average unit cost of residential placements (+£221k) and a reduction in the anticipated level of unrealised creditors (+£107k) are partially offset by reductions in activity (-£221k) and other minor movements (-£14k)	
- Mental Health (aged 18+)	8,414.1	-1,006.5	7,407.6	+1,116	+1,218	Forecast +1,855 weeks above affordable level of 12,652 weeks	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-73	Leading to an increase in client contributions	
					+262	Forecast average unit cost +£20.74 above affordable level of £636.00	
					+73	Independent Sector: forecast average unit client contribution +£5.75 below affordable level of -£45.06	
					-364	Movement from quarter 2 - allocation of prices budget from other adult services A-Z service line to help offset prices pressure (-£359k), along with other minor movements (-£5k)	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build	
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
- Older People (aged 65+) - Nursing	37,654.6	-16,250.7	21,403.9	+55	-2,827 +1,086 +645 +884 -24 +291	Forecast -5,570 weeks below affordable level of 73,815 weeks Leading to a shortfall in client contributions Forecast average unit cost +£8.74 above affordable level of £498.75 Independent Sector: forecast average unit client contribution +£11.97 below affordable level of -£206.97 Other minor variances Movement from quarter 2 - increase in the average unit cost of nursing placements (+£193k), along with other minor movements of +£98k (including an increase in activity of +£63k)	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
- Older People (aged 65+) - Residential - in house service	20,057.6	-5,468.8	14,588.8	+291	+135 +156 +88 -20 -68	Additional agency staff to cover staff vacancies, along with higher than anticipated usage of agency staff for specialist care/nursing roles at Gravesham Place. Increase in running costs for Gravesham Place associated with a recharge from Health for staff, clinical items, utilities and unitary charge. Other minor variances for Gravesham Place including reduced health income associated with Registered Nursing Care Contributions (RNCC) Other minor variances within other residential units Movement from quarter 2	
- Older People (aged 65+) - Residential - commissioned service	55,564.5	-29,367.8	26,196.7	+2,089	-4,024 +1,867 +598	Forecast -9,449 weeks below affordable level of 139,119 weeks Leading to a shortfall in client contributions Forecast average unit cost +£4.30 above affordable level of £421.49	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build	
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
					+605	Independent Sector: forecast average unit client contribution +£4.35 below affordable level of -£201.90	
					+1,941	Revised phasing of anticipated delivery of phase 2 transformation savings resulting from work completed by our Transformation Partners during the design stage of the savings programme	The revised timing of the anticipated delivery of phase 2 transformation savings will be addressed in the 2016-19 MTFP
					+188	Health have indicated that they will not contribute to an element of running costs for an integrated care centre. Although negotiations continue, it is considered prudent to reflect this as a pressure until the situation is resolved.	
					+118	Health have indicated that they will no longer contribute towards the cost of short term residential placements within East Kent, previously received through a long standing agreement. Although negotiations continue, it is considered prudent to reflect this as a pressure until the situation is resolved.	
					-2	Other minor variances	
					+798	Movement from quarter 2 - 2014-15 related costs where insufficient creditors were set up at the end of the financial year (+£419k) along with an increase in activity (+£578k) and unit cost (+£202k); this is partially offset by the allocation of prices budget from other adult services A-Z service line to help offset prices pressure (-£114k) and an increase in client contributions (-£287k)	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build	
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
- Physical Disability (aged 18-64)	13,489.3	-1,729.9	11,759.4	-195	-481	Forecast -563 weeks below affordable level of 15,841 weeks	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					+62	Leading to a shortfall in client contributions	
					-30	Forecast average unit cost -£1.91 below affordable level of £857.27	
					-15	Independent Sector: forecast average unit client contribution -£0.95 above affordable level of -£109.20	
					+269	Movement from quarter 2 - 2014-15 related costs where insufficient creditors were set up at the end of the financial year (+£105k) along with an increase in activity (+£186k); this is partially offset by other minor movements (-£22k)	
Total Nursing & Residential Care	216,056.4	-60,421.1	155,635.3	+1,514			
- Supported Living							
- Learning Disability (aged 18+) - in house service	3,787.4	-1,593.7	2,193.7	-338	-100	Completion of the Pathway to Independence project pilot at lower cost than anticipated	
					-279	Local action plans in place to pool resources in preparation for move to Kent Pathways Service, leading to overall reduction in staffing costs as vacancies and secondments are not being filled	
					+21	Other minor variances	
					+20	Movement from quarter 2	
- Learning Disability (aged 18+) - shared lives scheme	3,579.3	-246.9	3,332.4	+147	+137	Forecast +48,849 hours above affordable level of 1,069,507 hours	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-43	Forecast average unit cost -£0.04 below affordable level of £2.84	
					+27	Other minor variances	
					+26	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000		
	£'000	£'000	£'000	£'000	£'000		
- Learning Disability (aged 18+) - other commissioned supported living arrangements	31,377.8	-118.5	31,259.3	+3,343	+3,236	Forecast +328,227 hours above affordable level of 3,183,542 hours	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-159	Forecast average unit cost -£0.05 below affordable level of £9.91	
					-327	Release of unrealised creditors	
					+124	Estimated costs of unfilled block-purchased supported living placements	
					+11	Minor other variances	
					+458	Movement from quarter 2 - increases in activity and marginal increase in unit costs totalling +£694k, partially offset by further release of unrealised creditors of -£257k; balance of +£21k is due to other minor movements	
- Older People (aged 65+) - in house service	4,825.0	-4,825.0	0.0	+10	+10	Movement from quarter 2	
- Older People (aged 65+) - commissioned service	395.9	0.0	395.9	+21	+44	Forecast +7,718 hours above affordable level of 48,688 hours	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-122	Forecast average unit cost -£2.50 below affordable level of £8.23	
					+24	Other minor variances	
					+75	Movement from quarter 2	
- Physical Disability (aged 18-64) / Mental Health (aged 18+) - in house service	107.4	-107.4	0.0	0			
- Physical Disability (aged 18-64) / Mental Health (aged 18+) - commissioned service	4,404.5	-210.2	4,194.3	+1,698	+542	Mental Health forecast +44,421 hours above affordable level of 177,381	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					+43	Mental Health forecast average unit cost +£0.24 above affordable level of £11.95	
					+1,389	Physical Disability forecast +231,187 hours above affordable level of 300,791 hours	
					-322	Physical Disability forecast average unit cost -£1.07 below affordable level of £7.08	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
					-53	Other minor variances	
					+99	Movement from quarter 2	
Total Supported Living	48,477.3	-7,101.7	41,375.6	+4,881			
- Other Services for Adults & Older People							
- Adaptive & Assistive Technology	6,106.6	-3,666.2	2,440.4	-120	-190	Estimated savings following the renegotiation of the equipment contract affecting occupational therapy equipment, telecare and the pooled budget arrangement with health to provide equipment	Savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-341	Lower than anticipated demand for telecare leading to a reduction in anticipated revenue contribution to capital	
					+175	Higher than anticipated demand for occupational therapy equipment	
					-11	Other minor variances	
					+247	Movement from quarter 2 - predominately due to additional demand for occupational therapy equipment	
- Community Support Services for Mental Health (aged 18+) - in house service	1,383.8	-64.4	1,319.4	-70	-72	Quarter 2 reported position	
					+2	Movement from quarter 2	
- Community Support Services for Mental Health (aged 18+) - commissioned service	1,716.5	-693.9	1,022.6	-73	-71	Quarter 2 reported position	
					-2	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000	£'000	
	£'000	£'000	£'000	£'000	£'000		
- Day Care							
- Learning Disability (aged 18+) - in house service	6,627.5	-70.7	6,556.8	-221	-102	Countywide reduction in Agency and contracted staffing costs resulting from 1:1 costs now being commissioned externally within the supported living service (now within the activity reported on the Learning Disability - other commissioned supported living A-Z line)	Savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-120	Reduced costs of staff following the recent restructure of day care services and more effective management of resources	
					+17	Other minor variances	
					-16	Movement from quarter 2	
- Learning Disability (aged 18+) - commissioned service	7,029.7	0.0	7,029.7	+951	+824	Pressure reflecting current demand for services provided by the independent sector	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					+131	Leading to an increase in transport related costs	
					+57	Other minor variances	
					-61	Movement from quarter 2	
- Older People (aged 65+) - in house	877.9	-45.0	832.9	-38	-30	Quarter 2 reported position	
					-8	Movement from quarter 2	
Older People (aged 65+) - commissioned service	945.1	0.0	945.1	-146	-130	Underspend reflecting current demand for services provided by the independent sector	Demographic pressures & savings are expected to be ongoing & will need to be addressed in the 2016-19 MTFP
					-16	Movement from quarter 2	
- Physical Disability (aged 18-64)	974.2	0.0	974.2	-39	-23	Quarter 2 reported position	
					-16	Movement from quarter 2	
Total Day Care	16,454.4	-115.7	16,338.7	+507			

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Other Adult Services	3,864.8	-3,695.3	169.5	-3,022	-3,275	Realignment of the prices budget will be reflected in the 2016-19 MTFP
					-1,074	
					+169	
					+79	
					+1,079	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Safeguarding	2,331.7	-702.1	1,629.6	-11	-358	There are only part year costs in 2015-16 from the processing of additional Deprivation of Liberty cases as a result of a phased approach to recruitment but budget allows for the full year effect.
					+35	Other minor variances, each below £100k, including -£77k relating to KCC's share of re-phasing into 2016-17 of Kent & Medway Safeguarding Vulnerable Adults Committee. This will be required to roll forward to meet our obligation to the Committee under the terms of the multi-agency agreement.
					+312	Movement from quarter 2 - additional commissioning of Deprivation of Liberty assessments by an external agency.
- Social Support						
- Carers - in house service	3,550.9	-0.3	3,550.6	+84	+69	Quarter 2 reported position
					+15	Movement from quarter 2
- Carers - commissioned service	10,440.9	-6,172.1	4,268.8	+911	+430	Higher than anticipated spend on supporting carers via external provision (including services provided by voluntary organisations)
					+387	Lower than anticipated client income for Social Support to Carers
					-150	Lower than anticipated demand for Carers direct payments
					+244	Movement from quarter 2 - increases in provision of services to support carers (respite services) (+£134k), along with 2014-15 related costs where insufficient creditors were set up at the end of the financial year (£110k)

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000		
	£'000	£'000	£'000	£'000	£'000		
- Information & Early Intervention	6,517.0	-2,254.9	4,262.1	-99	-100	Lower than anticipated demand for advocacy services	
					-17	Other minor variances	
					+18	Movement from quarter 2	
- Social Isolation	6,269.2	-2,288.5	3,980.7	+66	+115	Payments to voluntary organisations as a result of higher than anticipated demand for Learning Disability services	
					-48	Other minor variances	
					-1	Movement from quarter 2	
Total Social Support	26,778.0	-10,715.8	16,062.2	+962			
- Support & Assistance Service (Social Fund)	1,481.5	0.0	1,481.5	0			
Total Other Services for Adults & Older People	60,117.3	-19,653.4	40,463.9	-1,827			
<u>Community Services</u>							
- Local Healthwatch & NHS Complaints Advocacy	1,138.4	-705.9	432.5	-117	-2	Quarter 2 reported position	
					-115	Movement from quarter 2 - reduction in the anticipated demand for advocacy services	
<u>Housing Related Support for Vulnerable People (Supporting People)</u>							
- Administration	536.1	-150.0	386.1	-31	-32	Quarter 2 reported position	
					+1	Movement from quarter 2	
- Adults - Learning Difficulties	3,352.2	0.0	3,352.2	-26			
- Adults - Physical Difficulties	138.5	0.0	138.5	0			
- Adults - Mental Health (aged 18+)	2,904.3	0.0	2,904.3	-58			
- Older People (aged 65+)	3,891.5	0.0	3,891.5	-46			
- Other Adults	7,421.6	0.0	7,421.6	0			
- Young People	3,677.9	0.0	3,677.9	0			
Total Housing Related Support for Vulnerable People	21,922.1	-150.0	21,772.1	-161			

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
<u>Public Health</u>						
- Drug & Alcohol Services (LASAR)	429.9	0.0	429.9	-40	-25	Quarter 2 reported position
					-15	Movement from quarter 2
<u>Assessment Services</u>						
- Adult Social Care Staffing	44,648.7	-11,237.9	33,410.8	-5,676	-895	Delays in the recruitment to vacancies within the Mental Health assessment teams and the usage of locum/agency staff. This is partly due to recent staffing reviews along with general difficulties in recruiting to speciality mental health practitioners.
					-190	Delay in implementation of new Care Planning Management System
					-412	Delays in the recruitment to vacancies across Learning Disability assessment teams
					-154	Use of so-far uncommitted funding held within Adult Social Care staffing to offset spending on new Care Act responsibilities within the Older People Domiciliary Care A-Z budget line above
					+132	Other minor variances, each below £100k
					-4,157	Movement from quarter 2 - increased underspend resulting from the Government announcement to delay the implementation of phase 2 Care Act reforms (-£4,227k), offset by other minor variances (+£70k)
Total SCH&W (Adults)	479,244.0	-128,784.7	350,459.3	+5,987		

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
Assumed Mgmt Action				-1,100	-1,100	Plans are being refined to reduce the overall pressure on Older People and Physical Disability Services, centred around reducing the demand for domiciliary and residential services and increasing client contributions. Latest estimates suggest up to a £1,100k reduction can be achieved.
Total SCH&W (Adults) Forecast <u>after</u> mgmt action	479,244.0	-128,784.7	350,459.3	+4,887		

2. SOCIAL CARE DEBT MONITORING

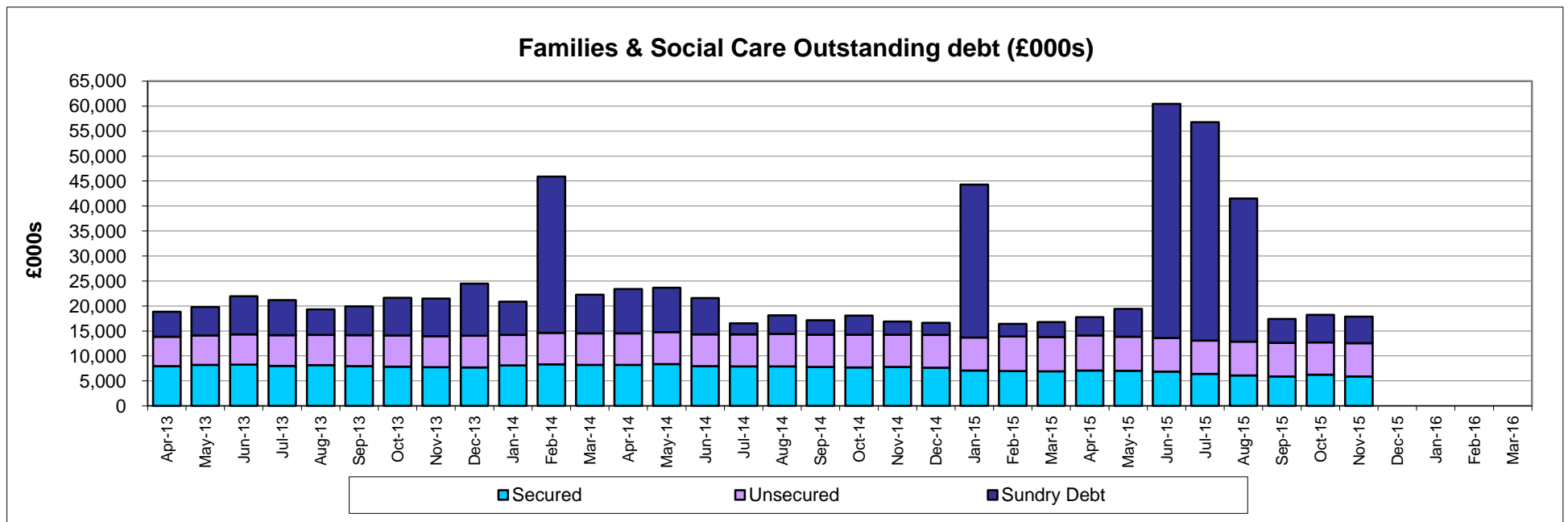
The outstanding debt as at the end of November was £17.848m compared with September's figure of £17.391m excluding any amounts not yet due for payment (as they are still within the 28 day payment term allowed). Within this figure is £5.298m of sundry debt compared to £4.794m in September. It is not unusual for sundry debt to fluctuate for large invoices to Health. As previously reported, in June invoices were raised across the East Kent Clinical Commissioning Groups (CCGs) for the Better Care Fund (BCF) totalling £43m. There is minimal risk around this debt as it is secured by a signed Section 75 agreement, meaning that the CCGs are legally obliged to pay. Payments are being received monthly with 6 instalments received up to the end of September. However, from September, the remaining BCF debt has been moved onto a payment plan to reflect the agreed monthly profile of anticipated income receipts and will only show as outstanding debt in the table below if an instalment is not received on time.

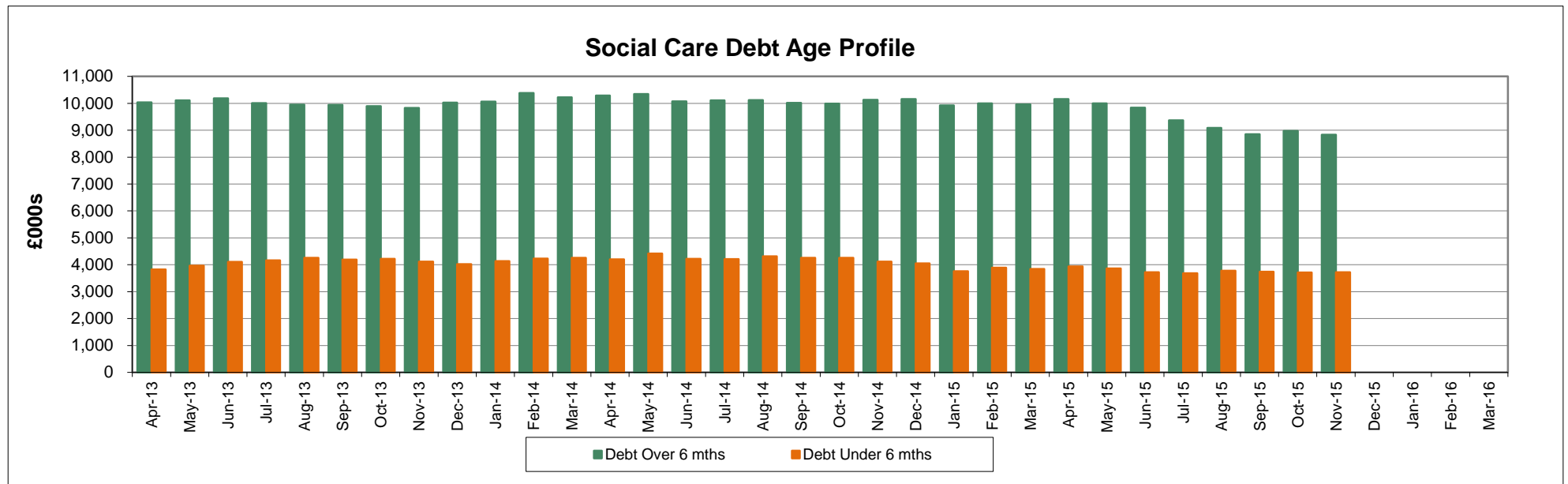
Also within the outstanding debt is £12.550m relating to Social Care (client) debt which is a reduction of £0.047m from the September position. The following table shows how this breaks down in terms of age and also whether it is secured (i.e. by a legal charge on the client's property) or unsecured, 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. The sundry debt figures are based on calendar months.

	Total Due Debt (Social Care & Sundry Debt) £000s	Sundry Debt £000s	Social Care Debt				
			Total Social Care Due Debt £000s	Debt Over 6 months £000s	Debt Under 6 months £000s	Secured £000s	Unsecured £000s
Apr-14	23,374	8,884	14,490	10,288	4,202	8,220	6,270
May-14	23,654	8,899	14,755	10,342	4,413	8,353	6,402
Jun-14	21,579	7,289	14,290	10,071	4,219	7,944	6,346
Jul-14	16,503	2,187	14,316	10,108	4,208	7,927	6,389
Aug-14	18,138	3,707	14,431	10,122	4,309	7,882	6,549
Sep-14	17,119	2,849	14,270	10,015	4,255	7,805	6,465
Oct-14	18,060	3,808	14,252	9,992	4,260	7,709	6,543
Nov-14	16,907	2,658	14,249	10,131	4,118	7,777	6,472
Dec-14	16,612	2,406	14,206	10,160	4,046	7,624	6,582
Jan-15	44,315	30,632	13,683	9,926	3,757	7,079	6,604
Feb-15	16,425	2,538	13,887	9,996	3,891	6,973	6,914
Mar-15	16,757	2,955	13,802	9,962	3,840	6,915	6,887
Apr-15	17,764	3,669	14,095	10,155	3,940	7,069	7,026

	Social Care Debt						
	Total Due Debt (Social Care & Sundry Debt) £000s	Sundry Debt £000s	Total Social Care Due Debt £000s	Debt Over 6 months £000s	Debt Under 6 months £000s	Secured £000s	Unsecured £000s
	May-15	19,391	5,534	13,857	9,994	3,863	7,009
Jun-15	60,443	* 46,885	13,558	9,837	3,721	6,885	6,673
Jul-15	56,795	* 43,741	13,054	9,366	3,688	6,417	6,637
Aug-15	41,514	* 28,648	12,866	9,090	3,776	6,075	6,791
Sep-15	17,391	4,794	12,597	8,854	3,743	5,913	6,684
Oct-15	18,214	5,532	12,682	8,969	3,713	6,231	6,451
Nov-15	17,848	5,298	12,550	8,831	3,719	5,905	6,645
Dec-15							
Jan-16							
Feb-16							
Mar-16							

* incl. BCF debt of £42,867k
 * incl. BCF debt of £39,295k
 * incl. BCF debt of £25,006k
 From Sept 15, the remaining BCF debt has been moved onto a payment plan and will only show in these figures if a monthly instalment is not received on time.





With regard to Social Care debt, the tables below show the current breakdown and movement since last month of secured, unsecured and health debt, together with a breakdown of unsecured debt by client group.

Social Care debt by Customer Credit Status	September £000s	November £000s	Movement £000s
Secured	5,913	5,905	-8
Unsecured - Deceased/Terminated Service	1,782	1,763	-19
Unsecured - Ongoing	4,859	4,824	-35
Caution/Restriction (Unsecured)	41	58	17
Health (Unsecured)	2	0	-2
TOTAL	12,597	12,550	-47

Unsecured debt by Client Group	September £000s	November £000s	Movement £000s
Older People/Physical Disability	6,241	6,115	-126
Learning Disability	315	389	74
Mental Health	128	141	13
TOTAL	6,684	6,645	-39

3. CAPITAL

3.1 The Social Care, Health and Wellbeing Directorate - Adult Services has a working budget for 2015-16 of £51,070k (£13,292k excluding PFI). The forecast outturn against the 2015-16 budget is £10,169k (£6,426k excluding PFI) giving a variance of -£40,901k (-£6,866k excluding PFI).

3.2 **Table 2** below details the Social Care Health & Wellbeing Directorate's - Adult Services Capital Position by Budget Book line.

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Rolling Programmes									
Home Support Fund & Equipment	3,120	3,957	-341	-341	Real: revenue	Reflects the lower than anticipated demand for telecare equipment resulting in a reduced revenue contribution to capital.	Green		
Individual Projects									
Kent Strategy for Services for Older People (OP):									
Think Autism	0	2	0	0			Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
OP Strategy - Specialist Care Facilities	4,089	3,162	-3,162	-3,162	Rephasing	The Accommodation Strategy has identified a need to incentivise the market in Swale and Sandwich alongside the consultation of the future of the KCC care homes in those areas. Market engagement has commenced in Swale and will commence on the Sandwich project in the next six months which will inform what capital investment is needed. However, a formal procurement exercise will be required for both projects. Therefore the budget is being rephased into 2016-17.	Green	Rephasing to 2016-17 previously reported.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Kent Strategy for Services for People with Learning Difficulties/Physical Disabilities:									
Learning Disability Good Day Programme-Community Hubs	0	1,443	-715	-715	Rephasing	The KCC Asset Management Strategy stipulates a requirement to review all KCC	Green	Rephasing to 2016-17 previously reported.	
Learning Disability Good Day Programme-Community Initiatives	0	651	-492	-492	£463k Rephasing £29k Real - Grant	properties when looking for alternative accommodation. In order to meet this requirement some projects are being rephased into next year.	Green	Rephasing to 2016-17 previously reported.	
Active Care / Active Lives Strategy:									
PFI - Excellent Homes for All - Development of new Social Housing for vulnerable people in Kent	19,071	37,778	-34,035	-34,035	Rephasing	Unforeseen contamination of sites in the form of asbestos has impacted on the start of construction of the new buildings as the sites needed to be cleared and decontaminated. The asset will be recognised on Balance Sheet once construction is complete.	Green	Five out of the seven sites are scheduled for completion next financial year.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Developing Innovative and Modernising Services:									
Information Technology Projects	0	300	-43	-43	Rephasing		Green		
Lowfield St (formerly Trinity Centre, Dartford)	968	976	0	0			Amber	Project on hold due to development of site not progressing. In further negotiations with all parties on how to proceed.	
Care Act ICT Implementation	1,312	1,312	-1,312	-1,312	Rephasing	System reviews are required to ascertain what developments are needed to support the Care Act implementation and changes to business processes. Extended Government deadlines have allowed more time to scope this project.	Green	Budget to be rephased to 2016-17 in line with extended deadlines. Rephasing to 2016-17 previously reported.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Wheelchair Accessible Housing	600	600	-67	-67	Real: developer contributions		Green		
Developer Funded Community Schemes	889	889	-734	-734	£759k Rephasing +£25k Real - Developer Contributions	Planned contributions towards projects will now be made next year. Providers to consider their business plans and developments following the Autumn Statement.	Amber		
Total	30,049	51,070	-40,901	-40,901					

1. Status:

Green – on time and within budget

Amber – either delayed completion date or over budget

Red – both delayed completion and over budget

SOCIAL CARE, HEALTH & WELLBEING DIRECTORATE
PUBLIC HEALTH
NOVEMBER 2015-16 MONITORING REPORT

1. REVENUE

1.1	Cash Limit	Variance Before transfer to Public Health Reserve	Transfer to Public Health Reserve	Net Variance after transfer to Public Health Reserve
Total (£k)	-193	-698	+698	-

- 1.2.1 As reported to Cabinet on 6 July in the first monitoring report for 2015-16, the Government announced that £200m of in year savings from the Department of Health are to come from public health budgets devolved to local authorities. National consultation setting out possible options on reducing Local Authority (LA) public health allocations ran from 31 July to 28 August. The options included:
- (1) take a larger share from LAs that are significantly above their target allocation;
 - (2) take a larger share of the savings from LAs that carried forward unspent PH reserves into 2015-16;
 - (3) apply a flat rate percentage reduction to all LAs allocations;
 - (4) apply a standard percentage reduction to every LA unless an authority can show that this would result in particular hardship.
- The Department of Health's stated preferred option was to apply a 6.2% reduction across the board (option 3 above), which for Kent equates to a cut in funding of £4.033m. On this basis, the service identified options for dealing with an in-year 2015-16 budget reduction of this level, but a reduction of this size requires cuts to service levels.
- Our response to the consultation was that option 1 was our preferred option. Kent is currently below our target allocation.
- On 4 November, the DoH announced that, despite their preferred option only being backed by a quarter of respondents to the consultation, on balance this remains their preference as it is the option most consistent with the underpinning principles for managing the saving that the DoH has set out: it delivers the £200 million, it is the least disruptive to services and it is compliant with the Public Sector Equality Duty and the health inequality duty. The saving has been implemented through a reduction in the fourth quarterly instalment of the PH grant and the cash limits in table 1 below have been reduced accordingly, as approved by Cabinet in November.

1.2.2 **Table 1** below details the revenue position by A-Z budget:

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000		
	£'000	£'000	£'000	£'000	£'000		
Social Care, Health & Wellbeing - Public Health							
Strategic Management & Directorate Support Budgets	1,095.0	-1,095.0	0.0	-36	-22	<i>Public health grant variance: Other minor variances.</i>	
					-14	<i>Movement from quarter 2</i>	
<u>Public Health:</u>							
- Children's Public Health Programmes: 0-5 year olds Health Visiting Service	11,894.0	-11,894.0	0.0	+2	+2	<i>Movement from quarter 2</i>	
- Other Children's Public Health Programmes	9,266.5	-9,266.5	0.0	0			
- Drug & Alcohol Services	15,250.3	-15,250.3	0.0	+31	+31	<i>Movement from quarter 2</i>	
- Obesity & Physical Activity	2,347.8	-2,347.8	0.0	0			
- Public Health - Mental Health Adults	2,401.2	-2,401.2	0.0	-9	-9	<i>Movement from quarter 2</i>	
- Public Health Staffing, Advice & Monitoring	3,296.3	-3,296.3	0.0	-160	-156	<i>Public health grant variance: Staffing underspend due to vacancies.</i>	
					-4	<i>Movement from quarter 2</i>	
- Sexual Health Services	13,750.1	-13,750.1	0.0	-398	-180	<i>Public health grant variance: Reduction in revenue contribution to capital due to re-phasing of the Community Sexual Health Services capital scheme to 2016-17.</i>	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
					-112	<i>Public health grant variance: reduced forecast in activity based contract following reconciliation of quarter 1 activity data.</i>
					-106	Movement from quarter 2 - primarily a reduction in accommodation costs of community sexual health services as finding suitable premises that meet the standards for delivery of clinical services has been challenging. This has meant that the service has operated at a reduced capacity in a number of locations, particularly in West and North Kent which has contributed to the underspend on premises.
- Targeting Health Inequalities	5,068.5	-5,261.7	-193.2	-163	-40	<i>Public health grant variance: reduced forecast in activity based contract following reconciliation of quarter 1 activity data.</i>
					-123	Movement from quarter 2 - minor movements each below £100k.
- Tobacco Control & Stop Smoking Services	2,975.9	-2,975.9	0.0	+35	+35	<i>Movement from quarter 2</i>
	67,345.6	-67,538.8	-193.2	-698		
- <i>trf to(+)/from(-) Public Health reserve</i>				+698	+510	<i>Net transfer to the Public Health reserve to offset the public health variances of -£510k shown above.</i>
					+188	<i>Movement from quarter 2 - further transfer to the Public Health reserve to offset -£188k of movements shown above.</i>
Total SCH&W (Public Health)	67,345.6	-67,538.8	-193.2	0		

3. CAPITAL

3.1 The Social Care, Health and Wellbeing Directorate - Public Health has a working budget for 2015-16 of £360k. The forecast outturn against the 2015-16 budget is £180k giving a variance of £180k.

3.2 **Table 2** below details the Social Care, Health and Wellbeing Directorate's - Public Health Capital Position by Budget Book line.

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Community Sexual Health Services	0	360	-180	-180	Rephasing	Work is ongoing to identify suitable premises for community sexual health services that are commissioned by KCC but delivered by external providers. KCC has recently undertaken a wide ranging public consultation about the location and availability of sexual health services across Kent. The outcome of the consultation will inform the plans for the remaining capital budget which is being rephased to 2016-17.	Green	Rephasing previously reported.	
Total	0	360	-180	-180					

1. Status:

Green – on time and within budget

Amber – either delayed completion date or over budget

Red – both delayed completion and over budget

GROWTH, ENVIRONMENT & TRANSPORT DIRECTORATE
NOVEMBER 2015-16 MONITORING REPORT

1. REVENUE

1.1	Directorate Total (£k)	Cash Limit	Variance Before Mgmt Action	Mgmt Action	Net Variance after Mgmt Action	Roll forwards		Variance after Mgmt Action & Roll Fwd
		+173,493	-1,119	-	-1,119	committed	uncommitted	-1,119

1.2 Table 1 below details the revenue position by A-Z budget:

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
Growth, Environment & Transport						
Strategic Management & Directorate Support budgets	4,635.0	-93.6	4,541.4	-488	-197	<i>This is expected to be ongoing and will be reflected in the 2016-19 MTFP.</i>
					-103	
					-188	
<u>Children's Services - Education & Personal</u>						
- 14 - 24 year olds (Kent Foundation)	111.9	-59.3	52.6	0		
<u>Community Services:</u>						
- Arts Development (incl. grant to Turner Contemporary)	2,042.3	0.0	2,042.3	-35	-25	Quarter 2 reported position
					-10	Movement from quarter 2
- Gypsies & Travellers	563.0	-424.4	138.6	-4	-2	Quarter 2 reported position
					-2	Movement from quarter 2

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000		
	£'000	£'000	£'000	£'000	£'000		
- Libraries, Registration & Archives	17,668.5	-5,500.3	12,168.2	-390	-150	Second and final rebate received in respect of costs incurred in prior years related to the cash management system.	This is expected to be ongoing and will be reflected in the 2016-19 MTFP. This is expected to be ongoing and will be reflected in the 2016-19 MTFP.
					-162	Additional registration income, mostly from ceremonies.	
					+150	Unachievable saving on rates	
					-20	Other minor variances.	
					-208	Movement from quarter 2: increase in registration income mostly from ceremonies -£197k and other minor movements of -£11k.	
- Sports Development	1,733.1	-1,094.0	639.1	-3	-1	Quarter 2 reported position	
					-2	Movement from quarter 2	
	22,006.9	-7,018.7	14,988.2	-432			
<u>Environment:</u>							
- Country Parks & Countryside Access	2,431.8	-1,801.6	630.2	-48	-22	Quarter 2 reported position	
					-26	Movement from quarter 2	
- Environmental Management (incl Coastal Protection)	3,299.6	-1,855.3	1,444.3	-18	-14	Quarter 2 reported position	
					-4	Movement from quarter 2	
- Public Rights of Way	1,731.2	-89.0	1,642.2	-11	+2	Quarter 2 reported position	
					-13	Movement from quarter 2	
	7,462.6	-3,745.9	3,716.7	-77			
<u>Highways:</u>							
- Highways Maintenance							
- Adverse Weather	3,230.8	0.0	3,230.8	-467	-467	Movement from quarter 2: the mild weather throughout October to December has resulted in significantly fewer salting runs than budgeted	
- Bridges & Other Structures	2,186.5	-221.9	1,964.6	-61	-59	Quarter 2 reported position	
					-2	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross £'000	Income £'000	Net £'000	Net £'000	£'000		
- General maintenance & emergency response	11,786.9	-475.8	11,311.1	+1,282	+104	Traffic management costs at junctions on high speed roads where additional grass cutting and weed control has been required.	
					+102	Other minor variances each less than £100k in value.	
					+1,076	Movement from quarter 2: +£1,062k additional expenditure relating to the extended potholes find and fix campaign and +£14k of other minor movements.	
- Highway drainage	2,981.8	0.0	2,981.8	+399	+81	Quarter 2 reported position	
					+318	Movement from quarter 2: additional +£400k of expenditure on drainage projects as part of the extended potholes find and fix campaign, and -£82k of other minor changes.	
- Streetlight maintenance	3,419.0	-154.0	3,265.0	+287	+196	Ongoing review of old balance sheet balances resulting in a net write-back to revenue.	
					+142	Minor variances each less than £100k in value.	
					-51	Movement from quarter 2	
	23,605.0	-851.7	22,753.3	+1,440			
- Highways Management:							
- Development Planning	1,894.9	-2,135.2	-240.3	-38	-73	Quarter 2 reported position	
					+35	Movement from quarter 2	
- Highways Improvements	1,673.9	-33.3	1,640.6	-88	-39	Quarter 2 reported position	
					-49	Movement from quarter 2	
- Road Safety	2,834.3	-2,145.4	688.9	-126	-59	Quarter 2 reported position	
					-67	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross £'000	Income £'000	Net £'000	Net £'000	£'000		
- Streetlight energy	6,007.7	0.0	6,007.7	-523	-410	Lower than budgeted impact of electricity price increase.	<i>This is expected to be ongoing and will be reflected in the 2016-19 MTFP.</i>
					-142	Rebate from LASER following price reconciliation of Winter 2014-15 usage.	
					+21	Other minor variances.	
					+8	Movement from quarter 2	
- Traffic management	5,022.4	-3,363.2	1,659.2	-508	-63	Quarter 2 reported position	
					-445	Movement from quarter 2: revised estimates of income relating to the Kent Permit Scheme and streetworks budgets, including additional penalties imposed on utility companies.	
- Tree maintenance, grass cutting & weed control	3,234.0	0.0	3,234.0	-7	+45	Quarter 2 reported position	
					-52	Movement from quarter 2	
	20,667.2	-7,677.1	12,990.1	-1,290			
<u>Planning & Transport Strategy:</u>							
- Planning & Transport Policy	1,321.6	0.0	1,321.6	-98	-17	Quarter 2 reported position	
					-81	Movement from quarter 2	
- Planning Applications	1,112.7	-650.0	462.7	+4	+3	Quarter 2 reported position	
					+1	Movement from quarter 2	
	2,434.3	-650.0	1,784.3	-94			
<u>Public Protection</u>							
- Community Safety (incl Community Wardens)	2,436.8	-68.8	2,368.0	-41	-16	Quarter 2 reported position	
					-25	Movement from quarter 2	
- Coroners	3,737.0	-985.7	2,751.3	+113	+93	Pressure on staffing costs resulting from: backfilling long-term sickness absences, extra staff to deal with a back log of cases, and additional supervision and staffing required following transfer of Coroners Officers from Police to deal with current levels of activity.	Part of this pressure is expected to be ongoing and will need to be addressed in the 2016-19 MTFP.
					+20	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross £'000	Income £'000	Net £'000	Net £'000	£'000		
- Emergency Response & Resilience (incl Flood Risk Management)	1,397.6	-180.7	1,216.9	+36	+46	Quarter 2 reported position	
					-10	Movement from quarter 2	
- Trading Standards (incl. Kent Scientific Services)	3,817.4	-1,014.8	2,802.6	-97	-224	Staffing saving resulting from early implementation of, and holding vacancies pending, Trading Standards restructure.	
					+136	Expected shortfall in Proceeds of Crime income target based on known court cases.	
					+44	Other minor variances.	
					-53	Movement from quarter 2	
	11,388.8	-2,250.0	9,138.8	+11			
<u>Regeneration & Economic</u>							
- Regeneration & Economic Development Services	5,443.4	-1,578.1	3,865.3	+90	+72	Quarter 2 reported position	
					+18	Movement from quarter 2	
<u>Schools Services</u>							
- Other Schools Services (road crossing patrols)	453.3	0.0	453.3	-2	-7	Quarter 2 reported position	
					+5	Movement from quarter 2	
<u>Transport Services:</u>							
- Concessionary Fares	16,206.0	-27.0	16,179.0	+536	+403	Increased bus operator costs due to fare increases and journeys being taken are above the affordable level.	This pressure will need to be addressed in the 2016-19 MTFP.
					+133	Movement from quarter 2: increased operator costs following the reconciliation of data provided by the bus companies on journey numbers for quarter 2.	
- Subsidised Socially Necessary Bus Services (incl Kent Karrier)	9,329.2	-2,348.8	6,980.4	-1	-1		
- Transport Operations	1,427.6	-77.5	1,350.1	-28	0	Quarter 2 reported position	
					-28	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000		
	£'000	£'000	£'000	£'000	£'000		
- Transport Planning	1,238.5	-918.8	319.7	-27	-40	Quarter 2 reported position	
					+13	Movement from quarter 2	
- Young Person's Travel Pass	14,393.1	-5,595.6	8,797.5	-737		This breakeven position reflects the impact of the price increase of £50 from September (from £200 to £250). Gross and income cash limits have been realigned to reflect this increase.	Gross and income budgets will need to be increased in the 2016-17 budget build to reflect the impact of the £50 increased charge per pass.
					-737	Movement from quarter 2: the forecast has reduced to reflect lower than affordable number of passes in circulation, together with a reduction in the number of journeys estimated for the year following the reconciliation of data provided by the bus companies for quarter 2.	
	42,594.4	-8,967.7	33,626.7	-257			
<u>Waste Management</u>							
- Waste Compliance, Commissioning & Contract Management	845.4	0.0	845.4	+19	-39	Quarter 2 reported position	
					+58	Movement from quarter 2	
- Partnership & development	728.6	-114.2	614.4	-70	-47	Quarter 2 reported position	
					-23	Movement from quarter 2	
- Closed Landfill Sites	772.2	-16.0	756.2	-152	-177	Underspend as works have been delayed until next financial year.	
					+39	Other minor variances.	
					-14	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Waste Processing						
- Landfill Tax	4,745.3	0.0	4,745.3	-272	+96 An additional +1,200 tonnes of residual waste sent to landfill. +44 Budgeted price increase is below actual requirements -412 Movement from quarter 2 resulting from a reduction of 5,000 tonnes in the amount of residual waste sent to landfill.	The pressure resulting from increased tonnage needs to be addressed in the 2016-19 MTFP This will need to be addressed in the 2016-17 budget build.
- Operation of Waste Facilities	16,893.7	-746.4	16,147.3	-1,480	-780 Management fees at waste facilities sites. -94 Contract changes at household waste recycling centres and transfer stations. +29 Shortfall in income resulting from a reduction in the volume of waste metal which is recycled. +16 Pressure resulting from increased volume of waste. -110 Other minor variances, each below £100k in value. -541 Movement from quarter 2: additional savings of -£257k resulting from contract changes at household waste recycling centres and transfer stations, and a further movement of -£101k in management fees at waste facilities sites. The remaining reduction of -£183k relates to small movements in a number of areas including haulage fees, maintenance, and recycling bonuses.	This saving is expected to be ongoing and will be reflected in the 2016-19 MTFP The pressure resulting from increased tonnage needs to be addressed in the 2016-19 MTFP

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Payments to Waste Collection Authorities (District Councils)	6,178.9	0.0	6,178.9	+3	+13 An additional 200 tonnes of waste on which recycling credits are paid. -14 Other minor variances. +4 Movement from quarter 2	
- Recycling Contracts & Composting	7,211.6	-1,149.9	6,061.7	-405	+79 Volume variance resulting from +3,600 tonnes of additional waste. -376 Price paid is below budgeted estimate; this relates primarily to in-vessel composting. -107 Additional income as the price received for recyclables, especially for paper and card, is greater than budgeted. +13 Other minor variances. -14 Movement from quarter 2 including a -£142k reduction as forecast tonnage has reduced by -7,000 tonnes; +£158k cost passed on to KCC by the contractor as under the terms of the material recycling facilities contract any recyclable materials collected that contain more than 10% contamination incur additional costs; and -£30k of other minor changes.	The net pressure resulting from increased tonnage needs to be addressed in the 2016-19 MTFP. This underspend is ongoing and will be reflected in the 2016-19 MTFP.

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build	
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
- Treatment & Disposal of Residual Waste	30,713.3	-480.2	30,233.1	+2,337	+1,624	An additional +16,200 tonnes of residual waste dealt with at Allington Waste to Energy plant.	The pressure resulting from increased tonnage needs to be addressed in the 2016-19 MTFP
					-245	Price variance on Waste to Energy tonnage.	This saving is expected to be ongoing and will need to be addressed in the 2016-17 budget build.
					+54	An additional +1,200 tonnes of residual waste sent to landfill.	The pressure resulting from increased tonnage needs to be addressed in the 2016-19 MTFP
					+20	Budgeted price increase for landfill tax is below actual requirements	This will need to be addressed in the 2016-17 budget build.
					+105	Shortfall in trade waste income	
					+25	Other minor variances	
					+754	Movement from quarter 2: an additional +7,800 tonnes of residual waste dealt with at Allington Waste to Energy +£785k; a reduction of -5,000 tonnes of residual waste sent to landfill -£91k; increased shortfall in trade waste income +£24k; other minor changes +£36k.	
	68,089.0	-2,506.7	65,582.3	-20			
Total GE&T	208,891.8	-35,398.8	173,493.0	-1,119			
Assumed Mgmt Action							
Total Forecast <u>after</u> mgmt action	208,891.8	-35,398.8	173,493.0	-1,119			

3. CAPITAL

3.1 The Growth, Environment and Transport Directorate has a working budget for 2015-16 of £125,205k. The forecast against the 2015-16 budget is £109,602k giving a variance of -£15,603k.

3.2 **Table 2** below details the Growth, Environment and Transport Directorate's Capital Position by Budget Book line.

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Rolling Programmes									
Country Parks Access and Development	60	84	-38	-38	Rephasing		Green	Rolling Programme	
Library Modernisation Programme	0	136	-136	-136	Real: -£41k Prudential, -£95k Capital Receipt	-£136k underspend to cover overspend on Tunbridge Wells Library.	Green	Rolling Programme	
Management and Modernisation of Assets - Vehicles	110	223	-223	-223	Real	There is no current need in this financial year to replace existing vehicles.	Green		
Public Rights of Way	915	1,238	0	0			Green	Rolling Programme	
Public Sports Facilities Improvement - Capital Grant	100	110	0	0			Green	Rolling Programme	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Village Halls and Community Centres - Capital Grants	300	446	0	0			Green	Rolling Programme	
Highway Major Enhancement / Other Capital Enhancement / Bridge Assessment and Strengthening	26,661	28,501	765	765	Real: -£50k grant, +£760k Developer Contributions,+ £55k External Other	Additional footway scheme funded by £260k developer contributions for Bank Street. -£50k transfer of grant for Footways works within Tonbridge Town Centre Project. £500k developer contributions for enhancement of Star Lane, Thanet. +£55k external income for additional drainage works.	Green	Rolling Programme	Decrease 2015-16 cash limit -£50k grant

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Integrated Transport Schemes under £1 million	3,968	4,682	-44	-44	Rephasing: -£509k Developer Contributions Real: Revenue +£465k	Rephasing works at the Bat & Ball junction to summer 2016-17 due to utility companies working in this area this summer. Rephasing for a scheme at Thistle Hill due to design issues, Rephasing at St Johns Road as scheme has been postponed pending designs for a Tunbridge Wells LGF scheme. Plus rephasing on various smaller schemes. +£465k Public Transport to purchase additional buses and Community transport minibuses from revenue.	Green	Rolling Programme	
Member Highway Fund	0	169	0	0			Green	Rolling Programme	
Land compensation and Part 1 claims arising from completed projects	0	265	0	0			Green	Rolling Programme	
Major Schemes - Preliminary Design Fees	100	779	0	0			Green	Rolling Programme	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Individual Projects									
Dartford Library Plus	434	434	-418	-418	Rephasing: Capital Receipt -£125k Developer Contributions -£284k External -£9k	Rephasing of £418k for progression of project which will now commence in 2016-17.	Amber	Amber status due to project now progressing in 2016-17 - completion date March 2017.	
Tunbridge Wells Library	0	30	151	151	Real: Capital Receipt +£95k, Prudential +£41k, Dev Cons +£15k.	Overspend due to additional works required to conform to Building Control regulations and to settle final account. To be funded from underspend on Library modernisation and additional banked developer contributions.	Red	Project completion has been delayed and final scheme costs being agreed with the contractor.	
New Community Facilities at Edenbridge	0	31	0	0			Green		
Southborough Hub	250	390	-115	-115	Rephasing: -£115k	Rephasing of £115k to 2016-17 for further progression of project.	Amber	Scope of scheme under review.	
Tunbridge Wells Cultural Hub	0	0	0	0				Project to commence in later years but feasibility works currently being undertaken with revenue.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Sustainable Access to Maidstone Employment Areas	820	805	-670	-670	Rephasing: Grant -£670k	Rephasing variance: see below *	Green		
Sustainable Access to Education & Employment	200	187	0	0			Green		
Broadband Contract 1	9,763	13,075	-926	-926	Real: +£37k grant Rephasing: -£963k Prudential	Real: Additional grant expected for the Broadband Voucher scheme. Rephasing: The completion date for the Satellite scheme has been moved in Kent and Medway from December 2015 to December 2017 following a variation of contract by Government.	Amber	New completion date of December 2017.	
Broadband Contract 2 (formerly Superfast Extension Programme)	0	0	155	155	Rephasing: Grant	KCC has agreed with BDUK and BT to accelerate the deployment timeframes for the Contract 2 project. This will bring forward spend from the BDUK grant into 2015-16.	Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Cyclopark	0	3	87	87	Real: prudential	Funded by underspend on Swale Parklands and Incubator Development.	Green		
Empty Property Initiative	2,500	3,868	-821	-821	Rephasing: -£956k External other Real: +£135k revenue	Spend has been re-aligned to match expected project loan repayments. Revenue received from interest on late repayments of loans.	Green	This has no effect on the completion date of the project. This is a revolving loan scheme.	
Eurokent Road (East Kent)	62	68	0	0			Green		
Folkestone Heritage Quarter	680	948	0	0			Green		
Incubator Development	0	902	625	625	Real: -£75k prudential and +£700k External other	-£75k to cover spend on Cyclopark and £700k reflecting loan advances to businesses following receipt of new external funding from the Growing Places Fund.	Green		Increase 2015-16 cash limit by +£700k External other
Innovation Investment Initiative (i3) (Kent & Medway Growth Hub)	0	0	1,000	1,000	Real: External other	Funding from the Government's Local Growth Fund for the provision of loans to small and medium enterprises with the potential for innovation and growth, helping them to improve their productivity and create jobs.	Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Marsh Million	0	517	400	400	Real: External other	Expected match funding from partners	Green		
No Use Empty - Rented Affordable Homes	442	34	-34	-34	Real: External other	Will be used within the Extension Programme below	Green		
No Use Empty - Rented Affordable Homes - Extension	673	673	-264	-264	Real: +£34k and -£298k External other	+£34k from the original programme above and -£298k forecast reduction in the potential level of HCA funding based on the current number of actual units identified, which fit the criteria for support.	Green		
Old Town Hall, Gravesend	0	27	-27	-27	Real: Capital Receipt		Green		
Regeneration Fund Projects	0	212	0	0			Green		
Regional Growth Fund - Expansion East Kent	2,141	15,286	470	470	Real: Grant	Use of interest earned on grant balances in line with the grant agreement.	Green		
Regional Growth Fund - Journey Time Improvement (JTI)	3,577	3,554	0	0			Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Rural Broadband Demonstration Project	0	48	65	65	Real: prudential	Funding diverted from the Superfast Extension Programme to complete this project, original underspend from this project was used to fund SEP.	Amber		
Swale Parklands	0	12	-12	-12	Real: prudential	To cover overspend on Cyclopark	Green		
TIGER	2,522	1,699	0	0			Green		
Escalate	311	527	0	0			Green		
Rendezvous Hotel	0	0	0	0				Project to commence in later years.	
Energy and Water Efficiency Investment Fund - External	185	278	171	171	Real: External +£100k: Revenue +£33k: Rephasing: +£38k prudential	Additional Salix funding for additional school energy reduction schemes. Increase in budget to reflect the current loan repayment schedule for existing LED school projects.	Green		
Energy Reduction and Water Efficiency Investment - KCC	138	256	14	14	Real: +£14k revenue		Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Sandwich Sea Defences	435	435	0	0			Green	Project complete.	
Coldharbour Gypsy Site	0	0	0	0			Green	Project complete.	
Household Waste Recycling Centres (HWRCs) and Transfer Stations (TSs):									
Richborough Closed Landfill site- Emergency Works	200	400	0	0			Green		
Sturry Road Closed Landfill site- Emergency Works	150	199	0	0			Green		
TS/HWRC - Swale	2,780	3,050	0	0			Green		
Kent Highway Services:									
East Kent Access Phase 2 - Major Road Scheme	2,524	2,298	-800	-800	Rephasing: prudential revenue.	Rephasing to cover land compensation payments in future years.	Green	Scheme is complete.	
Rathmore Road Link	1,530	2,034	-288	-288	Rephasing: grant	Rephasing variance: see below *	Green	Rephasing previously reported.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Kent Thameside Strategic Transport Programme	430	428	-228	-228	Rephasing: grant	Rephasing variance: see below *	Green	Rephasing previously reported.	
Lorry Park	1,990	2,000	-2,000	-2,000	Real: prudential	This scheme is no longer progressing following the 2015 Spending Review announcement that the Government has allocated funds for a new permanent lorry park. However, KCC will continue to work with Highways England in regard to provision of an overnight solution in addition to the proposed lorry storage facility.			
North Farm Longfield Road, Tunbridge Wells	1,021	3,232	0	0			Green		
Rushenden Link (Sheppey) - major road scheme	609	700	-542	-542	Rephasing: prudential	Rephasing to cover land compensation payments in future years.	Green	Scheme is complete.	
Sandwich Highways Depot	0	0	0	0				Project to commence in later years.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Sittingbourne Northern Relief Road - major road scheme	1,418	1,834	-1,000	-1,000	Rephasing: developer contributions	Rephasing to cover land compensation payments in future years.	Green	Scheme is complete.	
Street Lighting Column - Replacement Scheme	1,250	1,779	0	0			Green		
Street Lighting Timing - Invest to Save	0	0	0	0			Green	Project complete.	
Thanet Park Way	1,000	2,100	-1,500	-1,500	Rephasing: -£858k Prudential -£642k External	Station design option selection and approval process has taken longer than anticipated. Therefore track access for survey information has been limited and will be carried out over the Christmas period resulting in delayed completion of GRIP Stage 3. The planning application cannot be submitted until completion of GRIP Stage 3.	Amber	Revised completion date 30 September 2019	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Westwood Relief Strategy - Poorhole Lane Improvement	435	1,327	0	0			Green	Scheme completed 30/07/15 but awaiting final accounts.	
LED Conversion	4,000	4,000	-2,500	-2,500	Rephasing: loan	Rephasing of £2.5m to 2016-17 as tender invitation extended and therefore start of works delayed until March 2016.	Green	No impact on completion date.	
Sittingbourne Town centre regeneration	4,500	2,500	-1,700	-1,700	Rephasing: grant	Rephasing variance: see below *	Green	Rephasing previously reported.	
Middle Deal Transport Improvements	1,500	1,500	-1,450	-1,450	Real: -£0.75m developer contributions Rephasing: -£0.7m grant	Real variance: The match funding will be held by the third party that is delivering the scheme and will therefore not go through KCC's books. Rephasing variance: see below *	Green	Rephasing previously reported.	
A28 Chart Road, Ashford	1,340	1,776	-380	-380	Rephasing: developer contributions	Rephasing variance: see below *	Green	Rephasing previously reported.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Victoria Way	0	484	-100	-100	Rephasing: Grant	Rephasing to cover land compensation payments in future years.	Green		
Drovers Roundabout junction	0	154	0	0			Green		
M20 Junction 4 Eastern Over bridge	2,800	2,799	-2,095	-2,095	Rephasing: -£2,105k (developer contributions & grant) Real: +£10k grant	Rephasing variance: see below *	Green	Rephasing previously reported.	
A26 London Rd/Staplehurst Rd/Yew Tree Junction	1,200	1,192	-900	-900	Rephasing: grant	Rephasing variance: see below *	Green	Rephasing previously reported.	
A28 Sturry Rural Integrated Transport Package - Canterbury	520	537	-500	-500	Rephasing: -£500k (grant & developer contributions)	Rephasing variance: see below *	Green	Rephasing previously reported.	
Maidstone Gyratory Bypass	500	416	880	880	Rephasing: +£840k (grant and ex other) Real: +£40k grant	Rephasing variance: see below *	Green		
Folkestone Seafront	500	490	99	99	Real: +£99k Developer Contributions	Additional elements added to the scheme funded by developer contributions.	Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Tonbridge Town Centre Regeneration	2,220	2,181	-331	-331	Real: +£50k grant Rephasing: -£381k grant	Real variance: +£50k Footways works funded by Highways Major Maintenance. Rephasing variance: see below *	Green	Rephasing previously reported.	Increase 2015-16 cash limit +£50k grant
Sturry Link Road-Canterbury	250	238	80	80	Rephasing: Grant	Rephasing variance: see below *	Green		
West Kent Local Sustainable Transport- Tackling Congestion	965	946	5	5	Real: +£5k grant		Green		
Kent Strategic Congestion Management	800	787	0	0			Green		
Kent Sustainable Intervention programme for growth	500	484	-200	-200	Rephasing: grant	Rephasing variance: see below *	Green	Rephasing previously reported.	
Kent Thameside LSTF	2,428	2,408	-328	-328	Rephasing: grant	Rephasing variance: see below *	Green	Rephasing previously reported.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
M20 Junction 10a	5,000	0	0	0				Project removed from programme as there is no longer a direct role for KCC in promoting an interim scheme.	
Total	101,707	125,205	-15,603	-15,603					

* Rephasing of schemes following realignment of cost and associated funding due to nature of SELEP schemes. The budgets will be amended as part of the 2016-19 budget process.

1. Status:

Green – on time and within budget

Amber – either delayed completion date or over budget

Red – both delayed completion and over budget

STRATEGIC & CORPORATE SERVICES DIRECTORATE
NOVEMBER 2015-16 MONITORING REPORT

1. REVENUE

1.1		Cash Limit	Variance Before Mgmt Action	Mgmt Action	Net Variance after Mgmt Action	Roll forwards		Variance after Mgmt Action & Roll Fwd
						committed	uncommitted	
	Total Directorate (£k)	+71,952	-1,571	-	-1,571	-	-	-1,571

1.2 **Table 1** below details the revenue position by A-Z budget:

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
Strategic & Corporate Services						
Strategic Management & Directorate Support Budgets	3,059.7	-5,168.2	-2,108.5	-53	-50	Quarter 2 reported position
					-3	Movement from quarter 2
Community Services						
- Contact Centre & Citizens Advice Help Line	2,421.5	-387.3	2,034.2	+251	+186	A continuation from 2014-15 of the increased number and duration of calls to the Contact Centre, resulting in a need to increase staffing levels to maintain performance and delaying the ability to fully deliver savings.
					+148	Increased costs of Cloud telephony system and Workforce Management system
					-101	Other minor variances, each below £100k in value
					+18	Movement from quarter 2

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net	£'000		
	£'000	£'000	£'000	£'000	£'000		
- Customer Relationship (including Gateways)	1,315.0	-35.0	1,280.0	+182	+274	Delivery of the 2015-16 saving of £0.390m has been delayed pending the restructure of the Engagement, Organisation Design & Development division.	Management action has already reduced the overall pressure. The proposed restructure of the division together with further management action is expected to address the residual pressure, so there should be no impact on 2016-17 budget.
					-88	Other minor variances	
					-4	Movement from quarter 2	
	3,736.5	-422.3	3,314.2	+433			
<u>Local Democracy</u>							
- Community Engagement	328.0	0.0	328.0	+30	+36	Quarter 2 reported position	
					-6	Movement from quarter 2	
- County Council Elections	570.0	0.0	570.0	0			
- Local Member Grants	2,704.4	0.0	2,704.4	-700	-700	Movement from quarter 2 based on the anticipated level of projects predicted to be approved before year end	
- Partnership arrangements with District Councils	2,163.2	0.0	2,163.2	-3	-3	Movement from quarter 2	
	5,765.6	0.0	5,765.6	-673			

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
<u>Support to Frontline Services</u>							
- Business Services Centre	41,855.8	-41,855.8	0.0	-566	-400	Staffing vacancies originally held pending the outcome of the back office procurement process	
					-142	Additional external income following increased demand for teacher recruitment	
					+197	Other minor variances including costs of project management, recruitment and legal fees, each below £100k in value	
					-221	Movement from quarter 2: includes many revised estimates, each below £100k in value	
- Business Strategy	3,216.3	-82.0	3,134.3	-143	-27	Quarter 2 reported position	
					-116	Movement from quarter 2	
- Communications & Consultation	3,055.1	-531.0	2,524.1	-278	-94	Staffing vacancies held pending restructure of the Engagement, Organisation Design & Development division	
					-135	Other minor variances, each below £100k in value	
					-49	Movement from quarter 2	
- Democratic & Members	3,793.1	-142.0	3,651.1	-8	-26	Quarter 2 reported position	
					+18	Movement from quarter 2	
- Finance & Procurement	18,525.7	-8,192.6	10,333.1	-157	+97	Staffing overspend, which includes the use of additional senior finance staff on the Back Office Procurement project. This overspend is offset by other savings on non staffing and additional income which are included in the minor variances below.	
					-139	Other minor variances, each below £100k in value	
					-115	Movement from quarter 2	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Human Resources	9,029.8	-1,301.9	7,727.9	-93	-81	Quarter 2 reported position
					-12	Movement from quarter 2
- Information, Communications & Technology	16,847.4	-1,742.8	15,104.6	+467	+139	Increase in one-off Managed Print Service project implementation costs
					+158	Increased maintenance charge for data storage
					+123	Other minor variances, each below £100k in value
					+47	Movement from quarter 2
- Legal Services & Information Governance	8,688.5	-10,872.2	-2,183.7	0	+386	Increased use of agency staff due to a number of unexpected vacancies and to provide cover for legal staff working on Facing the Challenge, together with an increased demand for legal services.
					-499	Anticipated increase in internal income based upon last year's income levels together with increased demand for legal services
					+113	Other minor variances, each below £100k in value
- Property & Infrastructure Support	33,469.3	-8,779.8	24,689.5	-500	-252	Minor variances relating to Corporate Landlord each below £100k in value
					-248	Movement from quarter 2: includes -£174k rental saving generated from the purchase of Brook House plus other lesser Corporate Landlord variances

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
- Transformation	0.0	0.0	0.0	0		see Financing Items (Annex 7) for details
	138,481.0	-73,500.1	64,980.9	-1,278		
Total S&CS	151,042.8	-79,090.6	71,952.2	-1,571		
Assumed Management Action						
Total S&CS Forecast <u>after</u> mgmt action	151,042.8	-79,090.6	71,952.2	-1,571		

3. CAPITAL

3.1 The Strategic and Corporate Services working budget for 2015-16 is £27,782k. The forecast against the 2015-16 budget is £25,125k giving a variance of -£2,657k.

3.2 **Table 2** below details the Strategic & Corporate Services Directorate Capital Position by Budget Book line.

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Rolling Programmes									
Corporate Property Strategic Capital	2,650	2,530	-110	-110	Real: Grant	Budget adjustment to reflect use of grant within revenue.	Green		
Disposal Costs	250	250	400	400	Real: Capital receipts	Increased forecast reflects the capitalisation of security costs to protect the value of KCC assets.	Amber	Amber status reflects increased forecast.	
Modernisation of Assets	3,152	3,958	-2,908	-2,908	Rephasing: prudential	A forward modernisation programme is being developed by the TFM providers, hence large programmes of work are being re-phased to later years. Priority work is continuing.	Green		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Individual Projects									
Building Information Modelling (BIM)	65	123	0	0			Green		
Connecting with Kent	0	97	0	0			Green		
Customer Relationship Management Solution	842	842	-200	-200	Rephasing: Prudential	Procurement for the Customer Feedback solution is due to start in January 2016, hence spend has been rephased to 2016-17.	Amber	Amber until completion date agreed.	
Electronic Document Management Solution (EDMS) (known as Electronic Document & Records Management (EDRM))	1,276	1,400	-1,200	-1,200	Rephasing: -£1,200k capital receipt	Phase 1 delivered & completed. Project Board proposed closure of current project and to use Phase 1 assets & knowledge to inform a re-scoped management solution for the document and file storage requirements derived from the New Ways of Working Strategy.	Amber		

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Enterprise Resource Programme	0	62	0	0			Green		
Herne Bay Gateway	427	476	-430	-430	Rephasing: prudential	Delayed following the need for value engineering to ensure project is viable and represents value for money	Amber	Project will start in the next financial year.	
HR System Development	60	59	0	0			Green		
Innovative Schemes Fund	0	242	-122	-122	Real: +£104k external funding and -£73k capital receipt Rephasing: -£153k Capital receipt	-£73k to be used to fund an overspend on the PAMS project below. +£104k towards a software solution to monitor developer contributions across the authority. -£153k rephasing of remaining budget which will not now be required until next financial year.	Green		
LIVE Margate	4,032	5,125	-831	-831	Rephasing: prudential	Rephasing following the elongated tender phase of a property purchase and the cancellation of a proposed strategic acquisition due to unforeseen difficulties surrounding the release of legal charges.	Amber	Revised completion date 31st March 2017.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
New Ways of Working	4,200	8,627	0	0			Green		
Property Asset Management System	0	54	73	73	Real: Capital receipts	£73k additional funding is required to complete phase 1 of this project. To be funded from the underspend on the Innovative Schemes Fund above.	Red	The status reflects the need for additional funding which has had to be found from elsewhere within the S&CS capital programme and a new revised completion date of January 2016.	
Property Investment & Acquisition Fund	3,000	3,000	2,775	2,775	Rephasing: Capital receipts	A strategic acquisition approved in November will complete this year.	Amber	The bringing forward of budget into 2015-16 could create a potential funding issue.	
Sustaining Kent - Maintaining the Infrastructure	0	0	11	11	Real: +£11k external funding		Amber	Amber status reflects unforeseen additional costs.	

Budget Book Heading	2015-16 cash limit per budget book (£000)	2015-16 Working Budget (£000)	2015-16 Variance (£000)	Variance Break-down (£000)	Rephasing / Real Variance and Funding Stream	Explanation of In-Year Variance >£100k	Project Status ¹	Explanation of Project Status	Actions
Swanley Gateway	308	626	6	6	Real: +£6k developer contributions		Amber	Amber status reflects unforeseen additional costs.	Increase 2015-16 cash limit: +£6k developer contributions.
Web Redevelopment Programme	320	311	-121	-121	Rephasing: -£121k prudential revenue	The future of this project has an ambitious design, development & build programme causing some developments to be rephased into 2016-17.	Green	Revised completion date of 31st March 2017 has been previously reported.	
S&CS Directorate	20,582	27,782	-2,657	-2,657					

1. Status:

Green – on time and within budget

Amber – either delayed completion date or over budget

Red – both delayed completion and over budget

FINANCING ITEMS
NOVEMBER 2015-16 MONITORING REPORT

1. REVENUE

1.1	Cash Limit	Variance Before Mgmt Action	Mgmt Action	Net Variance after Mgmt Action	Roll forwards		Variance after Mgmt Action & Roll Fwd
					committed	uncommitted	
Total (£k)	+128,878	-4,409	-	-4,409	-	-	-4,409

1.2 **Table 1** below details the revenue position by A-Z budget:

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build	
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
Financing Items							
Audit Fees	314.0	0.0	314.0	-157	-157	This reflects the agreed audit fees as notified by our external auditors	This saving is expected to be ongoing and will be reflected in the 2016-19 MTFP
Carbon Reduction Commitment Levy	800.0	0.0	800.0	0			
Commercial Services (net contribution)	0.0	-6,700.0	-6,700.0	0			
Contribution to IT Asset Maintenance Reserve	2,352.0	0.0	2,352.0	0			
Contribution to/from Reserves	6,305.2	0.0	6,305.2	+699	+997	Forecast transfer to Insurance reserve of surplus on Insurance Fund (see below)	
					-298	Movement from quarter 2 relating to reduced transfer to the Insurance reserve (see below).	

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
Insurance Fund	4,999.0	0.0	4,999.0	-699	-997	Forecast surplus on Insurance Fund as the overall claim reserves have reduced in the first half of the year, in part due to a review of claims in the early part of the year by the current insurers in preparation for this year's insurance tender. This trend is unlikely to continue due to the increase in excess applied to Employers Liability & Public Liability claims for the 2015 policy year and the likely increase in claims activity during the winter period.
					+298	Movement from quarter 2: an anticipated further levy payment & increase in the outstanding claims potential relating to the Municipal Mutual Scheme of Arrangements which is expected to generate a further clawback from the Council to meet outstanding liabilities for the insurer and the impact of an increase in insurance premiums from Jan 16 is partially offset by a reduction in overall claims reserves following finalisation of the tender of insurances for 2016 and a reduction in value for a couple of notable claims.
Modernisation of the Council	2,941.9	0.0	2,941.9	0		
Net Debt Charges (incl Investment Income)	128,481.0	-8,178.0	120,303.0	-625	-342	Increased interest on cash balances as a result of higher cash balances, investing for longer durations and increased dividends.
					-283	Movement from quarter 2 - further increased interest on cash balances as a result of higher cash balances, investing for longer durations and increased dividends.
Other	949.0	-36.0	913.0	0		

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build	
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000		
Unallocated	649.9	0.0	649.9	-3,627	-1,350		
					-1,000	Additional Business Rate compensation grant, above the budgeted level, relating to reimbursement for the impact of tax changes incurred under the business rates retention scheme that were introduced in the 2012, 2013 & 2014 Autumn Statements. Estimated retained levy as a result of being in a Business Rate pool with 10 of the Kent District Councils. We have only finalised the accounting treatment for this, via a sign off of the 2014-15 accounts, hence why this was not reflected in the 2015-16 budget build. The cash will not be received until 2016-17 but we need to accrue for the income this year. This is our best estimate, the final figure will not be known until year end.	If a business rate pool is agreed for 2016-17, we will need to reflect a retained levy in the 2016-17 budget build, but this will not be confirmed until the autumn.
					-300	Additional Education Services Grant as a result of the expected number of schools converting to academy status during the year being lower than assumed when the budget was set.	
					+2,071	The Procurement & Commissioning saving previously held within Finance & Procurement in the S&CS Directorate has now been transferred to be held centrally within Financing Items. The report from our project partner (KPMG) has now been finalised. There are a number of proposals for delivering these savings in future years but for the current year, the recommendation is that this is to be delivered from tactical savings across the authority, the impact of which is also being reported against the Financing Items budget.	
					-2,071		

Budget Book Heading	Cash Limit			Variance	Explanation	Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net		
	£'000	£'000	£'000	£'000	£'000	
					-977	Movement from quarter 2: -£500k increase in estimated Education Services Grant due to fewer than estimated number of schools converting to academies during the year; -£477k increase in estimated retained levy as a result of being in a Business Rate pool with 10 of the Kent District Councils
Underspend rolled forward from previous years	-4,000.0	0.0	-4,000.0	0		
Support to frontline services - Transformation	0.0	0.0	0.0	0	+5,396	0-25 Children's Services Transformation implementation
					-225	Movement from quarter 2
					-5,396	Drawdown from reserves to meet the costs of 0-25 Children's Services Transformation implementation
					+225	Movement from quarter 2
					+404	Adults Social Care Transformation Phase 2 design
					-404	Drawdown from reserves to meet the costs of Adults Social Care Transformation Phase 2 design
					+4,246	Adults Social Care Transformation Phase 2 implementation
					-226	Movement from quarter 2
					-4,246	Drawdown from reserves to meet the costs of Adults Social Care Transformation Phase 2 implementation
					+226	Movement from quarter 2
					+730	Facing the Challenge costs in excess of the budget of £2,264.8k, to be met by further drawdown from reserves
					+57	Movement from quarter 2

Budget Book Heading	Cash Limit			Variance	Explanation		Management Action/ Impact on MTFP/Budget Build
	Gross	Income	Net	Net			
	£'000	£'000	£'000	£'000	£'000	-730	Drawdown from reserves to meet the costs of Facing the Challenge in excess of the budgeted amount of £2,264.8k
						-57	Movement from quarter 2
Total Financing Items	143,792.0	-14,914.0	128,878.0	-4,409			
Assumed Management Action				0			
Total Fin Items Forecast <u>after</u> mgmt action	143,792.0	-14,914.0	128,878.0	-4,409			

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From: Matthew Balfour, Cabinet Member for Environment and Transport
Barbara Cooper, Corporate Director for Growth, Environment and Transport

To: Cabinet, 25 January 2015

Subject: Kent Environment Strategy: A strategy for environment, economy and health

Classification: **Unrestricted**

Electoral Division: Kent Wide

Summary:

The *Kent Environment Strategy: A strategy for environment, health and economy* was subject to public consultation from 27 July to 25 September 2015, as agreed at the E&T Cabinet Committee meeting on 21 July 2015. Following on from the consultation, the strategy was updated to reflect feedback and the final draft of the strategy was endorsed at Kent Leaders on 24 November 2015 and the Environment and Transport Cabinet Committee on 4 December 2015. This paper now seeks adoption of the Kent Environment Strategy by Kent County Council.

Recommendation:

Cabinet is asked to adopt the refreshed *Kent Environment Strategy: A strategy for environment, health and economy* by Kent County Council. As a partnership strategy, this will include the delivery of programmes and activities by a variety of organisations requiring associated frameworks, MoUs, projects and contracts to be developed and implemented as appropriate.

1 Introduction

1.1 The previous *Kent Environment Strategy* ran from 2011 to 2015 and delivered multiple partnership projects and outcomes, which are detailed through the Kent Environment Strategy monitoring and Climate Local Kent reports on our KCC website¹. Highlights include:

- £5.5m in savings to Kent residents through retrofitting of energy efficiency measures for the most vulnerable
- The development of our Low Carbon Kent network, providing support to over 1,700 businesses in resource efficiency and business continuity
- Grants provided to low carbon businesses to support growth and expansion, unlocking private sector investment
- Public sector partners have undertaken a range of energy efficiency and generation schemes, with KCC alone investing £3.9m to realise £12.9m in lifetime savings through energy efficiency measures.
- Working in partnership, evidence and data have been strengthened around water management, energy efficiency and generation, the value of the natural environment and the financial impacts of severe weather, supporting commissioning, business planning and decision making.

¹ [Kent Environment Strategy Progress Report 2014](#)

1.2 In light of the strategy coming to an end and with significant changes in Central Government, both at Ministerial and policy level, a refresh has been undertaken with our partners, resulting in the development of the **Kent Environment Strategy: A strategy for environment, health and economy (Annex 1)**. This iteration of the strategy has sought to strengthen links across sectors and partner strategies with a particular focus on the integration of environmental, health and economic outcomes. The strategy therefore looks to maximise opportunities in a time of decreasing resources, minimising duplication and identifying where partners can benefit from improved joined up approaches to delivery of positive outcomes for Kent and Medway.

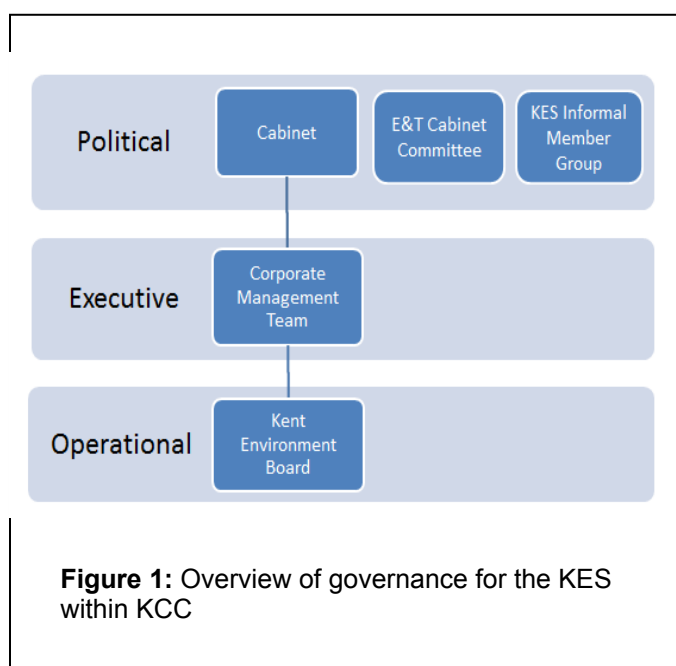
1.3 Through the 10 strategic priorities identified by stakeholders and partners, the strategy seeks to support:

- A competitive and resilient economy, with business innovation in the rural economy and low carbon and environmental services sector driving economic growth.
- Communities and businesses in saving money through resource efficiency, whilst preparing for severe weather and its impacts through an increased awareness of environmental risks and opportunities.
- Residents to have a high quality of life, saving money in warmer, healthier homes and benefitting from the many services provided through natural and historic assets, both within communities and across the county.
- Public sector partners in saving money through evidence-based commissioning, strong partnership working, resource efficiency and avoiding future costs through increased resilience to environmental change.

1.4 A summary of the structure of the strategy and priorities is given in **Annex 2**. Delivery of the KES priorities directly aligns to a number of KCC’s strategic outcomes and a summary is given in **Annex 3**.

1.5 As a strategy for environment, economy and health, the priorities within the KES cut across Directorates within KCC and partner organisations, with all having a role in developing and delivering activities both internally and across the county.

1.6 The proposed reporting and governance for KCC’s responsibilities in relation to the strategy are **Figure 1**. It is proposed that Cabinet hold responsibility for the oversight of delivery of the strategy, supported by CMT and the Kent Environment Board. The Kent Environment Board is made up of KCC Directors with responsibility for environmental outcomes, providing operational steer and challenge for the strategy internally within KCC. Regular reports on progress will be provided to the E&T Cabinet Committee and, in addition, support and challenge will



be provided through the cross-party KES Informal Member Group established by Matthew Balfour, Cabinet Member for Environment and Transport.

- 1.7 The wider partnership governance structure for the KES is given in **Annex 4**. This structure represents the wide variety of groups, networks and organisations that have a role to play in oversight, challenge, steer and delivery of the KES. The KES Steering Group, comprising representatives of the main delivery and oversight bodies, will have responsibility for strategic direction and delivery. It is proposed that the main reporting line is to Kent Leaders and Kent Chief Executives to ensure that delivery of the strategy maintains the strong alignment to local authority priorities and outcomes, reflecting local circumstances. This was endorsed at Kent Leaders on 24th November 2015.
- 1.8 As a partnership strategy, programmes and activities will be delivered through a variety of organisations requiring associated frameworks, MoUs and contracts to be developed and implemented as appropriate.
- 1.9 Theme 1 of the strategy will develop clear evidence to support decision makers and commissioning across partners and this will be underpinned through the development of a central data and intelligence hub funded through Intelligent Energy Europe (IEE is a European Commission programme and provides funding for projects supporting the EU 2020 targets: 20% cut in greenhouse gas emissions; 20% improvement in energy efficiency and 20% of renewables in EU energy consumption).

2. Consultation on the Kent Environment Strategy

- 2.1 The draft strategy was open for public consultation between 27th July and 25th September. The consultation was promoted through a press release, social media accounts (KCC's corporate and Explore Kent's Twitter accounts) and targeted emails to key networks and stakeholders. Parallel to the consultation, the strategy has been presented to senior management teams across all Districts and Boroughs and many key stakeholder groups. All documents were made available through www.kent.gov.uk/kesconsultation
- 2.2 Just over 100 responses were received - 51 from individuals and the remainder from organisations representing public, private and voluntary sectors including the Environment Agency, National Farmers Union, Country Land and Business Association, NHS, Kent Wildlife Trust, Kent Nature Partnership and Kent Association of Local Councils (as well as seven Districts and Boroughs).
- 2.3 From those who completed the online questionnaire, the majority of respondents "strongly agreed" or "agreed" with the priorities identified for each theme (ranging from 78% to 81% of respondents).
- 2.4 The responses from the consultation have provided a wealth of further information that we had not previously had access to for integration into the strategy, evidence base and implementation plan. Feedback has been incorporated into this final draft of the strategy and a full report on the consultation will be made available to all respondents and on the website from January 2016. Some areas that were raised across respondents and requiring particular attention include:

2.4.1 Balance of priorities in relation to development: This is the most strongly and frequently made concern that was raised across respondent types, primarily in relation to the pressures of increased housing growth on infrastructure, and in particular, on transport networks, water and energy resources, natural environment and landscape. There was significant concern around the risk of “growth at any cost”, which was perceived in light of current targets for growth and development, but at the same time, concerns were raised that the strategy “can’t be a barrier to meeting housing targets”. In the final draft of the strategy, challenges have been highlighted and greater emphasis has been given to how improved joint working and locally appropriate evidence and guidance can support healthy, resilient communities as places of choice for businesses and residents. The strategy seeks to provide mechanisms to support planning decisions, recognising the need for sustainable growth in Kent and Medway. (There are text updates across the strategy and particular reference is made in priorities 8.2 and 8.3).

2.4.2 Influencing national Government and bodies: There is widespread concern that national policy is not providing sufficient incentives or resources for delivery of the priorities identified by the KES. Many respondents expressed concern that, in some cases, Government policy is moving away from effectively supporting energy efficiency and generation, low carbon development and long term resilience to severe weather and climate change, despite their benefits for the economy, health and resilience of communities and businesses. A priority for Theme 1 is to influence national and local policy and strategy and through the implementation plan we will seek to establish a mechanism for this, including a cross-party KES Informal Member Group proposed by Matthew Balfour, Cabinet Member for Environment and Transport. (Page 16).

2.4.3 Agriculture, forestry, viticulture and horticulture: Multiple respondents felt that the growing importance of these sectors and their role in our economy and the health and resilience of the county is not fully realised. We have received significant amounts of data and information to support the update of the strategy but in addition, through development of the implementation plan, Economic Development will play a major role in ensuring that opportunities and risks to the sector are addressed in shaping future work programmes. Development of activities for the implementation plan will also need to integrate, and work, with those of the Kent Rural Board who are providing input into the development of the implementation plan. (Pages 22, 30 and Priority 10.2 page 32)

2.4.4 Sustainable Transport options: A conflict was seen by respondents between priorities to reduce car travel and what is perceived as a lack of investment in affordable public transport options, particularly in rural areas. It was also felt that the targets and indicators in this area are weak. We are working across the relevant teams in development of the KES implementation plan to ensure that activities are SMART; that the KES influences and link to other strategies such as the Local Transport Plan 4 and the emerging Active Travel Strategy; and that the targets and indicators for this area are strengthened through the activities included in the implementation plan.

2.4.5 Noise pollution: The issues and impacts surrounding noise pollution are an omission in the current draft of the strategy and this was raised by a number of respondents, with a particular focus from those in the area impacted by air traffic for Gatwick Airport. Further research on the impacts of noise pollution has been integrated into Theme 1 of the strategy with associated activities integrated into

Themes 2 and 3. Links to Kent County Council (KCC) and District and Borough policy in this area will be more clearly defined in the strategy and implementation plan. (Pages 6, 16, 17, 25, 34)

2.4.6 Links between strategies, plans and partner roles: There was significant feedback requesting clarification on how links will be made between strategies, local plans and where the Kent Environment Strategy fits into these. In addition, respondents were keen to see how they could play a role in delivery of the priorities. To address this point, the strategy has been updated to further refine strategic links and governance building on discussions across partner organisations and KCC Policy Team. Development of the implementation plan will be carried out in partnership with stakeholders to ensure clear roles, resourcing and timelines are identified. (Pages 11 and 12).

3. Financial Implications

3.1 There are no direct budget implications as resources will be project and activity specific. There will be some core staff time spent delivering against the priorities identified but no projects will be commissioned without a clear evidence base identifying need and strategic fit as per KCC's commissioning approach. Where a priority is clearly identified but resources for delivery do not already exist, external funding will be sought in partnership to ensure best use of resources and prevent duplication of effort. A key priority within Theme 1 of the strategy has been developed to support this approach (3.2: *Establish a coordinated approach to identifying and maximising funding opportunities, establishing mechanisms for co-delivery as appropriate*).

4. Legal Implications

4.1 None

5. Equalities implications

5.1 A full EqIA was carried out prior to consultation and is available on the consultation pages (www.kent.gov.uk/kesconsultation). EqIAs will also be needed as individual projects and activities are developed and this will be monitored through both the annual KES and the KCC Equalities monitoring processes.

6. Next steps

February/March: Finalisation of the partnership Implementation Plan underpinning the strategy (led by KCC in collaboration with partners). A workshop will be held on 25th February to confirm draft identified actions and finalise the plan.

March/April: Adoption of the KES by all partners and launch (as endorsed at Kent Leaders on 24th November 2015). All partners are currently confirming internal processes for adoption prior to the launch event in the Spring (led by KCC).

7. Recommendation (see page 1)

- 1 Cabinet is asked to adopt the refreshed Kent Environment Strategy: A strategy for environment, health and economy by Kent County Council. As a partnership strategy, this will include the delivery of programmes and activities by a variety of organisations requiring associated frameworks, MoUs, projects and contracts to be developed and implemented as appropriate.

8. Background Documents

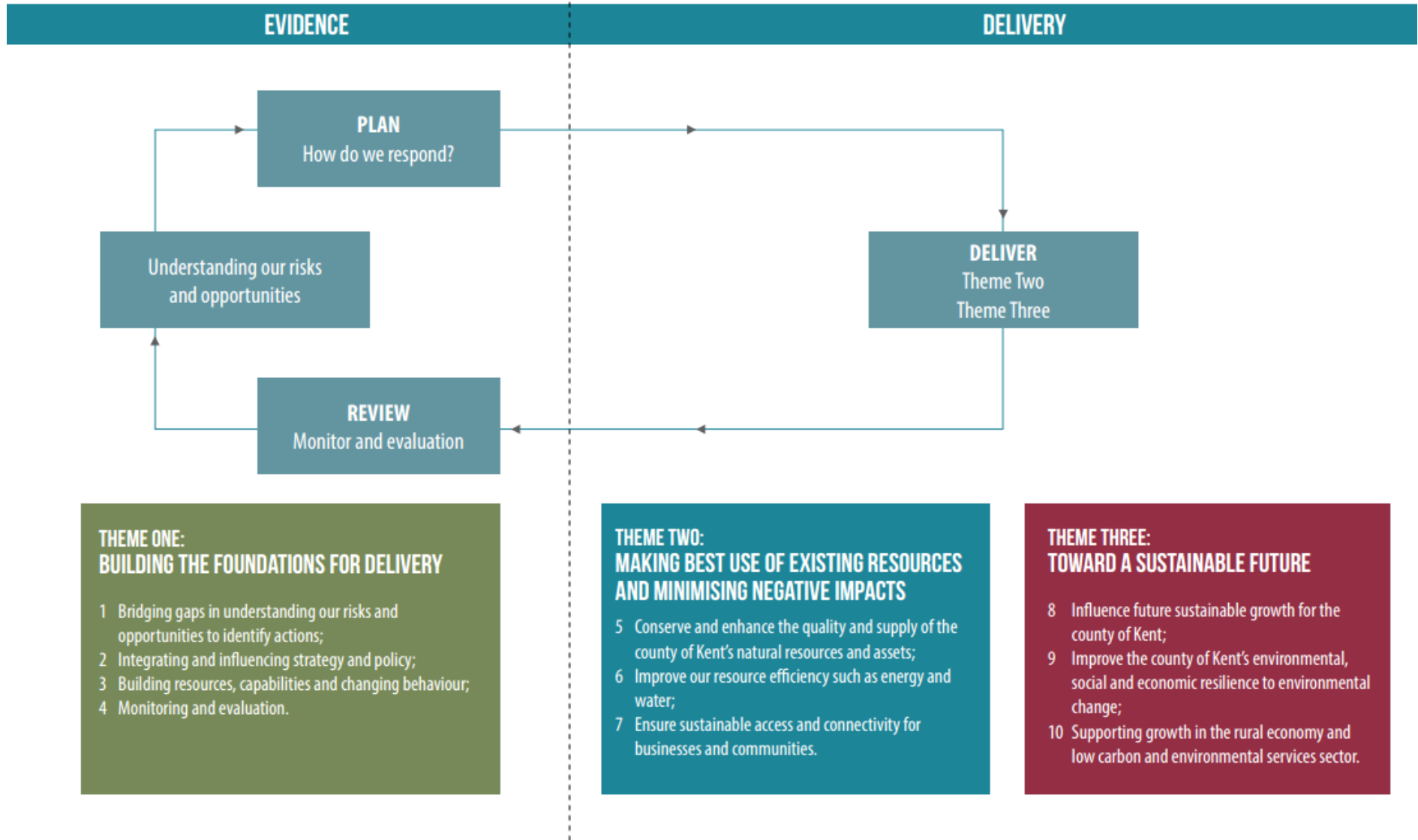
- All consultation documents available at www.kent.gov.uk/kesconsultation
- E&T Cabinet Committee paper on KES consultation 21st July 2015
- Corporate Management Team paper 13th October
- Kent Leaders paper on endorsement and partnership governance of the KES 24th November 2015: <http://www.kentcouncilleaders.org.uk/meetings/> (meeting papers to be uploaded – available on request)
- E&T Cabinet Committee paper on endorsement of the KES 4th December 2015: <https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=831&MId=5893&Ver=4>

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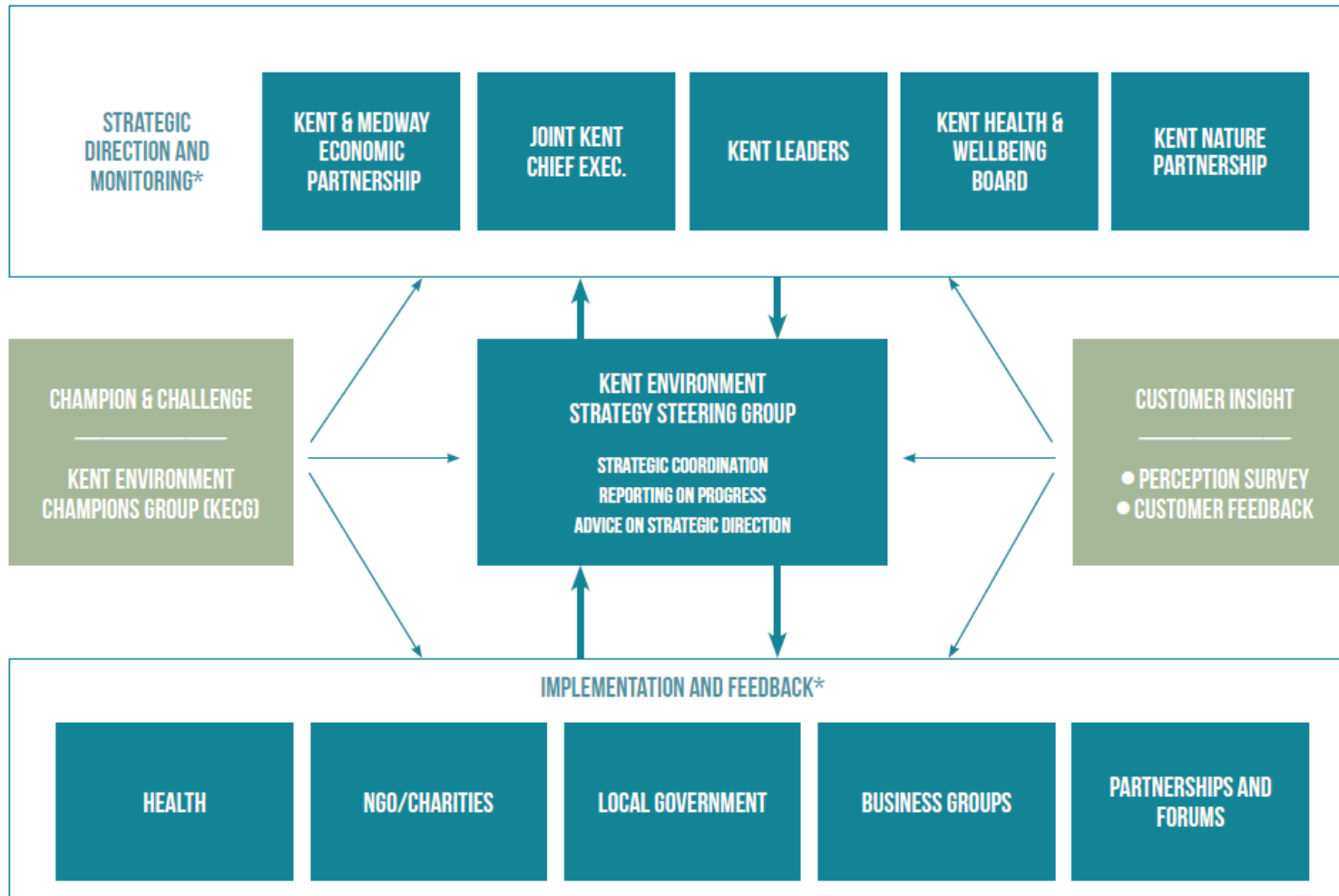
Annex 2: Summary of priorities and structure of the Kent Environment Strategy



Annex 3: Alignment of KES priorities to KCC's strategic outcomes

KCC's strategic outcome	Kent Environment Strategy priority
Children and young people in Kent get the best start in life	Priority 9: Improve the county of Kent's environmental, social and economic resilience to environmental change (sub-priority 9.1: Increase awareness of the impacts of severe weather and environmental change and empower businesses and communities to build resilience)
	Priority 10: Supporting growth in the rural economy and low carbon and environmental services sector (sub-priority 10.3: Support skills development to facilitate growth)
Kent communities feel the benefits of economic growth by being in-work, healthy and enjoying a good quality of life	Priority 1: Bridging gaps in understanding our risks and opportunities to identify actions
	Priority 5: Conserve and enhance the quality and supply of the county of Kent's natural and historical resources and assets
	Priority 6: Improve our resource efficiency, including energy and water
	Priority 7: Ensure sustainable access and connectivity for businesses and communities
	Priority 8: Influence future sustainable growth for the county of Kent
	Priority 9: Improve the county of Kent's environmental, social and economic resilience to environmental change
Older and vulnerable residents are safe and supported with choices to live independently	Priority 6: Improve our resource efficiency, including energy and water (sub-priority 6.2: Improve the resource efficiency of our homes through delivery of retrofitting programmes, reducing costs and improving health outcomes for the most vulnerable).

Annex 4: Partnership governance of the Kent Environment Strategy



*Representatives sit on the Kent Environment Strategy Steering Group
The main reporting line will be to Kent Leaders and Joint Chief Execs

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KENT ENVIRONMENT STRATEGY

A STRATEGY FOR ENVIRONMENT, HEALTH & ECONOMY - MARCH 2016

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FOREWORD

The uniqueness and beauty of our county and its high quality landscapes, resources and assets are greatly valued by residents, businesses and visitors alike. In 2011, Kent partners agreed an ambitious and forward looking strategy to ensure that the county's many environmental and associated economic opportunities were recognised. There have been significant achievements to celebrate from the last four years, many of which are highlighted here. However, we are not complacent, and we are clear that there is still much to do.

Kent faces unprecedented growth and change over the coming decades. Kent Environment Strategy 2015: A strategy for environment, health and economy recognises and addresses the challenges and opportunities that this will bring. It is essential that growth is managed intelligently, providing much needed economic benefits, whilst still protecting and enhancing our natural and historic environment to create and sustain communities that are vibrant, healthy and resilient.

Working together, our task is to continue to harness the many opportunities to create positive environmental, health and economic outcomes, ensuring Kent remains a place of choice to live, work and visit.



A handwritten signature in black ink, appearing to read 'P. C. L.', with a horizontal line underneath the final letter.

Chair of Kent Leaders and Leader of Kent County Council

VISION

The county of Kent is benefitting from a competitive, innovative and resilient economy, with our natural and historic assets enhanced and protected for their unique value and positive impact on our society, economy, health and wellbeing.

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INTRODUCTION

Kent's unique, rich and diverse environment provides significant benefits to the county's economy and the health and wellbeing of its residents. It is one of the most wildlife-rich counties in the UK; a result of its varied geology, 350 mile coastline, landscape history, southerly location and proximity to the continent. Its high quality, diverse landscapes, seascapes, resources and assets are valued by residents, business and visitors alike. Protecting and enhancing these assets supports the visitor economy and attracts inward investment, supporting sustainable growth and developing new markets whilst improving the health and wellbeing of residents (and society as a whole).

Through the previous strategy our partners, businesses and communities have gone a long way to enhance and make the most of Kent's environmental benefits. This strategy seeks to build on these successes and learn from our experiences; evaluating progress, bridging gaps in our knowledge and delivering activities that we know have positive benefits for our environment, our health and our economy. In times of tightening resources, by taking a robust, evidence-based approach we can ensure that we are prioritising and delivering the right activities for the county of Kent.

Over the coming decades Kent faces unprecedented levels of growth. The pressures this will bring as a result of new infrastructure, and the

decisions we make to address them, will directly impact our environment, economy and wellbeing. We will need to take an intelligent, sensitive and balanced approach, supporting healthy, resilient communities, protecting and enhancing the intrinsic value of our natural assets and continuing to grow and support the Kent economy. This strategy and associated implementation plan seeks to provide support to decision makers in ensuring that the county of Kent remains the highly desirable location of choice for visitors, residents and businesses.

Delivery of the strategy will support a competitive and resilient economy, with business innovation in low carbon and environmental services driving economic growth. Our communities and businesses will be resource efficient and prepared for severe weather and its impacts through an increased awareness of environmental risks and opportunities. Our residents will have a high quality of life, saving money in warmer, healthier homes and benefitting from the many services provided through natural and historic assets both within their communities and across the county.

Our businesses, residents and visitors already value Kent's environment and this strategy seeks to ensure that it is enhanced and protected in its own right as well as for the services it provides for our economy, resilience, health and wellbeing.

ASSETS AND ACHIEVEMENTS

In a recent survey, 70% of residents rated the Kent countryside as very important to them, with almost four in five using the natural environment for leisure or recreational purposes at least once a fortnight

We have 116 sites of national and international importance for nature conservation and the Kent Downs and High Weald AONBs, cover about 32% of the county

Since 2005 Kent is estimated to have reduced its CO₂ emissions by 21%, equivalent to 2,831 kilotons CO₂, a significant step towards our target of 34% by 2020



The Low Carbon and Environmental Goods and Services (LCEGS) sector indirectly or directly employs more than 55,000 people in the county, around 10% of Kent's working population



Currently 18% of household waste goes to landfill across Kent which has reduced from 75% in 2005

Tourism contributes £2.5bn to the Kent economy and Kent's attractive countryside is a key motivator for people choosing to visit, with 47% of visitors stating it was one of the main reasons why they came



Kent and Medway generate over 640GWh of renewable energy annually (including offshore wind this figure increases to over 4,000GWh). There were 1,370 installations registered in 2013-14 alone

Severe weather events cost the county of Kent an average of around £4m per year. Kent now has nearly 56,000 people registered with Floodline Warnings Direct and volunteer flood warden training has been rolling out across the county

85% of land in Kent is classified as rural; it contains some of the UK's most productive agricultural land, accounting for two-thirds of national tree growing fruit production and about a third of strawberry production

Over the last two years through Warm Homes and Winter Warmth over 1,400 homes have been retrofitted with energy efficiency measures, saving money and delivering warmer homes for residents

Over 14,000 volunteer hours have been spent in Kent County Council's Country Parks and 6,000 volunteer days have supported Countryside Management Partnerships



OUR CHALLENGES

Despite the many successes and opportunities, the county of Kent faces significant challenges now and into the future, which will need to be addressed to deliver our vision. The State of the Environment report (2015) provides an evaluation of these and identifies a number of key issues:

- **Air quality:** It has been estimated that poor air quality contributes to approximately five percent of deaths per year and possibly contributes to more mortality and morbidity than passive smoking. Kent's unique position between London and the continent brings significant challenges in relation to air pollution through cross-channel freight and traffic. In addition, easterly winds can bring pollution from the continent and westerly winds bring it from London. There are currently 40 air quality management areas in the county where air pollutants have been known to exceed objectives set by Government.
- **Transport:** The county of Kent is currently facing increased congestion on both road and rail, impacting Kent's economy, health and environment. Major routes such as the M20 and A2/M2 form important local and strategic links for residents and businesses that when congested result in delay on the wider local network, with significant impacts on our economy. With increasing congestion in the major town centres such as Ashford, Canterbury and Maidstone, growth across the county will be constrained without investment in increasing capacity. Air traffic noise pollution, and associated risks for air quality, is a key concern for large areas of West Kent, particularly in relation to Gatwick Airport, resulting in this being a major issue for many of our residents.

KENT STATE OF THE ENVIRONMENT

A REVIEW OF CURRENT AND POTENTIAL INDICATORS WITHIN THE KENT ENVIRONMENT STRATEGY



A shift to active travel, such as walking and cycling, and an increase in use of public transport can help alleviate congestion pressures, improve air quality and extend the capacity of our transport infrastructure over a longer timeframe. An evidence based approach to decision making and how we influence strategy and policy will support the right decisions being made for the county for major transport infrastructure.

- **Water:** Kent is one of the driest regions in England and Wales and our water resources are under continued pressure requiring careful management and planning. In Kent 73% of our public water supply is taken from groundwater with the remainder from rivers or storage reservoirs. In Kent we are already using most of the capacity in the county and in some places already exceeding it. This water stress will be exacerbated by a growing population and climate change. In addition, the quality of our water affects our health, our economy and our natural environment but is under increasing pressure from pollution, reduced river flows and physical modifications to water bodies.

Despite these pressures, Kent's household water use is above the national average (154 litres per person per day compared with 141 litres nationally).

- **Severe weather, heat and flooding:** Severe weather events impact infrastructure, homes, communities and the delivery of services, to the detriment of Kent partners, residents and businesses across rural and urban areas. The winter flooding of 2013-14 resulted in direct costs to partners of over £4m with further investment, such as repairs to Highways, increasing this to over £11m. An Association of British Insurers study revealed that 80% of businesses do not recover from a major incident such as a flood. Kent has the highest risk of local flooding of all local authorities in England and surface water flooding is estimated to affect 76,000 properties in Kent, of which approximately 60,000 are residential. Kent is also currently estimated to have approximately 64,000 properties at risk of river and coastal flooding, of which approximately 46,000 are residential.

Our health is also impacted by severe weather. For example daily mortality in South East England increases at temperatures above 27°C and heat-related mortality is projected to increase steeply in the UK in the 21st century. This increase is estimated to be approximately 70% in the 2020s and 260% in the 2050s compared with a baseline of around 2,000 premature deaths in the 2000s.

- **Land-use change:** The county of Kent is expected to accommodate significant housing and economic growth over the 20 year period to 2031. 158,300 additional dwellings are expected with an associated population increase of 293,500 people (an increase of 17%). Our increasing population, housing development, transport links, industry and agriculture all require space and resources, putting pressure on the county's landscapes and changing how we use the land. This also has an impact on the quality of our soils and their ability to sustain life, reduce carbon emissions and support resilience to climate change and its impacts such as flooding. The way land is used in communities and development also has a significant impact on population health and wellbeing, affecting mortality and morbidity risk and leading to direct implications for health and social care services. Evidence shows that people living closest to parks are less likely to be overweight or obese and those with close access to green space live longer. The decisions we make in how growth is delivered for Kent will be vital to maintain the assets our residents value.



- **Energy consumption and generation:** Kent is committed to reducing greenhouse gas emissions by 34% by 2020 and 60% by 2030 from a 2005 baseline (our current progress is a 21% reduction since 2005). In the context of planned growth of our population and housing development across Kent, additional low carbon and appropriate renewable energy infrastructure, as well as an increase in uptake of energy efficiency initiatives will be needed to ensure we meet our targets and benefit from the opportunities for innovation in these sectors. Some 80% of the housing stock we will use over the next few decades is already in place and so opportunities to retrofit energy technologies and support a change to low carbon lifestyles will be key to supporting residents in reducing costs and improving energy security.
- **Resourcing activity:** Since the last strategy, environmental policies at both national and local levels have changed substantially, and are continuing to do so, requiring regular reviews and prioritisation of resources. Public sector finances continue to be constrained and across the county, we will need to work more efficiently with the resources that we have. This means identifying opportunities to deliver across outcomes, working in partnership and accessing external funding wherever possible to deliver our priorities. Supporting and delivering the environment strategy will require input and drive at all levels and across individuals and organisations, from residents and voluntary groups to government and businesses.



image c/o Bloomsbury's Biddenden

Development of the strategy provides a framework to ensure that resources are utilised to greatest impact

Our challenges, learning and opportunities together underpin the priorities we have identified in the themes of the strategy.

THEME ONE: Building the Foundations for Delivery

Outcome: Our policies, actions and decisions are based on a clear evidence base and resources are in place for delivery.

THEME TWO: Making best use of existing resources, avoiding or minimising negative impacts

Outcome: All sectors are aware of their impact on the environment and how to avoid or reduce this through evidence based decision making, reducing resource usage and wasting less.

THEME THREE: Toward a sustainable future

Outcome: Kent is actively addressing the risks, impacts and opportunities from environmental and climate change, whilst delivering wider economic and health opportunities.

REFRESHING THE KENT ENVIRONMENT STRATEGY

Although many priorities remain from the previous strategy, we have seen significant change nationally and locally and so a full review has been undertaken. Underpinning this review was the Kent State of the Environment report, which provides an evidence base and baseline in terms of Kent's environment and related economic, social and health performance indicators.

Central to this evaluation phase has been stakeholder engagement through workshops and consultations, including a public perception survey to ensure that our priorities address the interests and concerns of Kent's residents. A summary of the review process is shown in Figure 2.

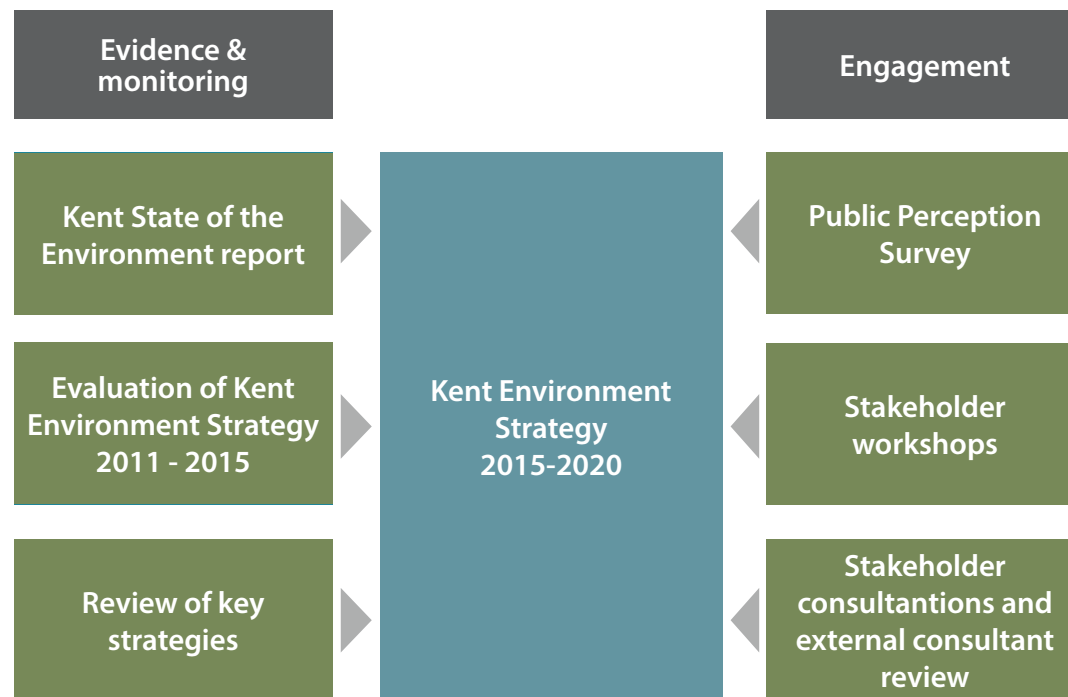


Figure 2: The review process of the Kent Environment Strategy

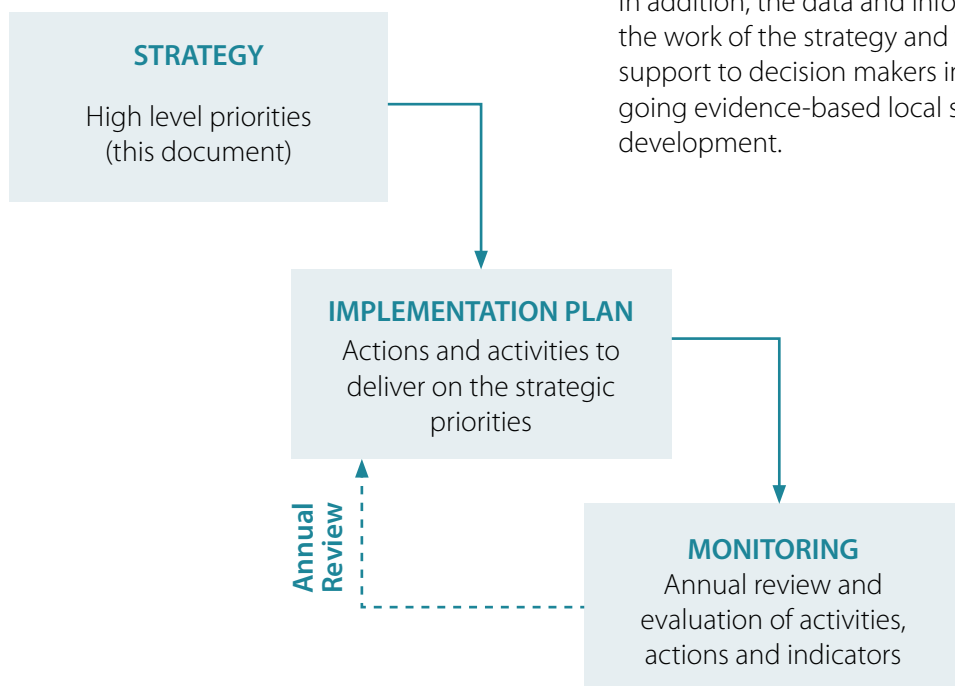
HOW WE WILL DELIVER THE STRATEGY

The strategy represents the high level priorities for Kent in terms of environment and related health and economic outcomes. The delivery of those priorities will be met through the implementation plan and the actions and activities detailed within it. Monitoring of the implementation plan through associated indicators will take place annually.

The Kent Environment Strategy does not stand alone, it is one of a suite of documents detailing priorities for the county of Kent, a number of which are highlighted below (although this by no means represents the breadth of activity across partner organisations). These strategies are interlinking and delivery of the Environment Strategy will link to these, plans and organisations as appropriate to prevent duplication and maximise use of resources.

In addition, the data and information gathered through the work of the strategy and the priorities will provide support to decision makers in development of on-going evidence-based local strategy, policy and plan development.

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Planning and Infrastructure:

- District and Borough Local Plans
- Growth and Infrastructure Framework
- Kent Housing Strategy
- Minerals and Waste Development Plan

Economic:

- Growth strategies at Local Enterprise Partnership (LEP) and local level

Health:

- Joint Strategic Needs Assessment (JSNA)
- Health and Wellbeing Strategy
- Living Well

Transport and Accessibility:

- Local Transport Plan 4
- Active Travel Strategy
- Countryside Access and Improvement Plan

Social:

- Child Poverty Strategy
- Fuel Poverty Strategy

Natural Environment:

- Kent Nature Partnership Action Plan
- AONB Management Plans

Rural:

- SE LEP Rural Strategy

Resilience:

- Local Flood Risk Strategy
- Kent Resilience Forum

There are multiple organisations and partners involved in delivery of the KES who are represented on the following groups and networks. These include, amongst others, all Local Authorities in Kent, Defra, Natural England, the Environment Agency, Kent Wildlife Trust, Kent Downs AONB, High Weald AONB, Kent and Medway Sustainable Energy Partnership, Kent Rural Board, Kent Fire and Rescue Service, Kent Police, NHS, Clinical Commissioning Groups, Local Health and Wellbeing Boards, Chamber of Commerce and other business networks and voluntary groups.

Coordination of the strategy and implementation plan is directly through the Kent Environment Strategy Steering Group, with strategic direction through a number of partnerships. These groups provide specific expertise and delivery. Through this approach we will ensure that broad representation is brought to the delivery of the strategy, championing success and raising awareness across sectors and with our residents.

The roles of the groups and networks are further detailed in the implementation plan that sits alongside this strategy.

Kent Leaders is a high-level strategic group made up of the democratic Leaders of Kent County Council, the 12 District Councils in Kent and Medway Council.

The **Joint Kent Chiefs** focus on many of the same strategic themes as the Kent Council Leaders but also looks more into the core business of the public agencies present, overseeing joint pieces of work, and identifying tangible opportunities to work more closely together and raising and tackling issues significant to Kent.

The **Kent and Medway Economic Partnership** (KMEP) is an economic partnership which aims to drive forward growth and prosperity throughout the region. It was set up in 2013 and is one of the four federated partnerships which comprise the South East Local Enterprise Partnership. KMEP is governed by a Board and chaired by the private sector, with membership drawn from business, local government, further and higher education.

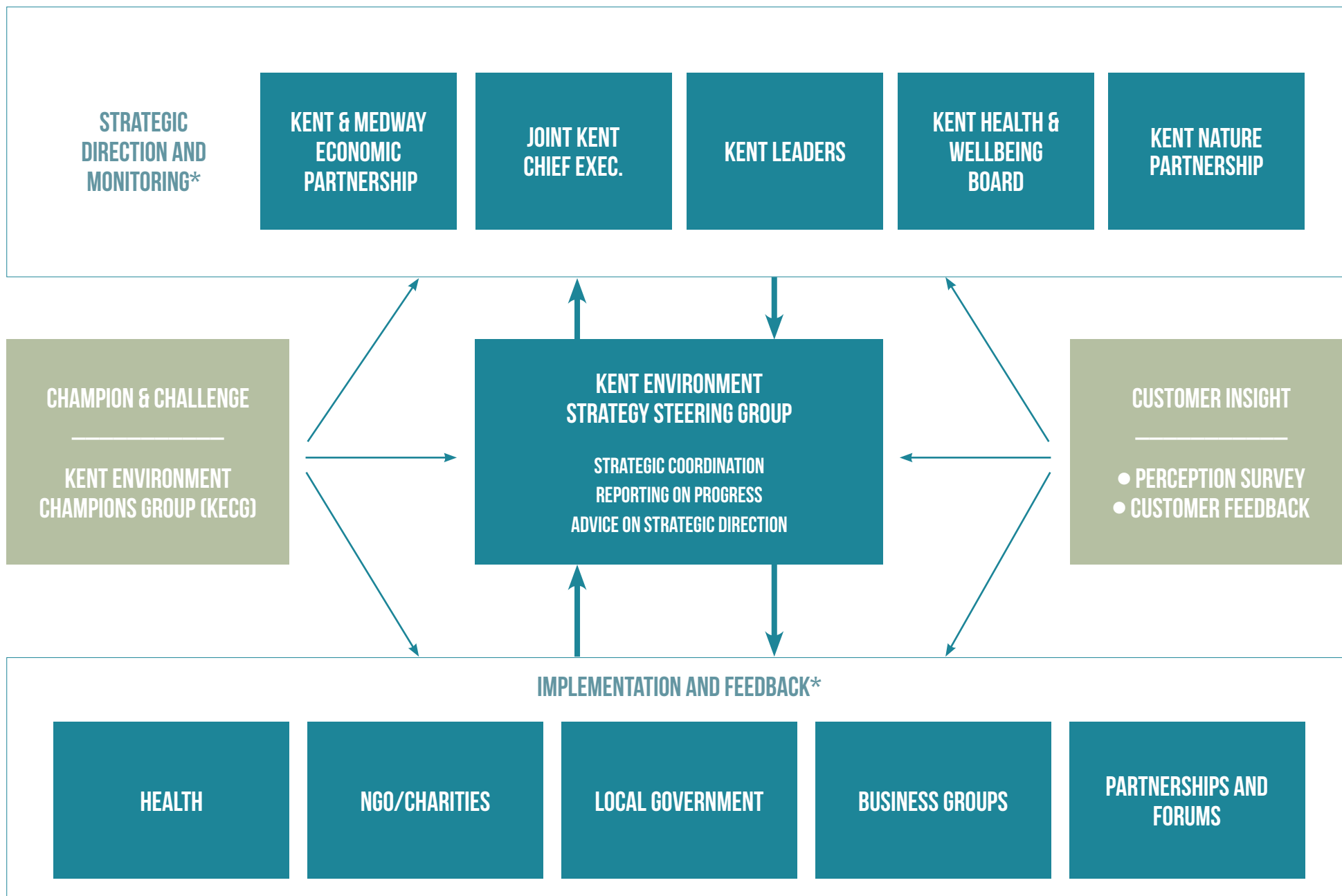
The **Kent Health and Wellbeing Board** was established by the Health and Social Care Act 2012. The Board leads and advises on work to improve the health and wellbeing of the people of Kent through joined up commissioning across the NHS, social care, public health and other services.

The **Kent Nature Partnership** was awarded Local Nature Partnership (LNP) status by the government in July 2012 to drive positive change in the local natural environment. The Partnership is led by a Project Board, supported by a Management Working Group and three delivery groups focussed on the priorities of the Partnership; Habitat Improvement, Health & Wellbeing and Rural & Green Economy.

The **Kent Environment Champions' Group** (KECG) provides a championing role for the environment with strategic membership from statutory and third sector organisations, business, Kent Leaders and Chief Executives.

The **KES Steering Group** (KES SG) consists of representation from across the strategic and delivery groups identified, ensuring the strategy is delivered and evaluated effectively and maximising opportunities to deliver across outcomes.

Figure 3: Relationships of partner groups in the delivery of the Kent Environment Strategy



*Representatives sit on the Kent Environment Strategy Steering Group
The main reporting line will be to Kent Leaders and Joint Chief Execs

OUR PRIORITIES

The priorities presented in this revised strategy reflect that whilst some challenges remain the same for the county of Kent, there are new opportunities for innovation, jobs, growth and partnership working. The way partners respond to those opportunities must be through an evidence-based approach, developing credible and pragmatic actions that enable the county to manage current and future risks and opportunities for our environment and the services it provides. A key message from the review has been that partnership co-delivery of priorities is fundamental to the success of the strategy, maximising our resources and increasing capabilities.

The 2015 draft strategy has adopted an integrated approach where it is informed by, but does not duplicate, priorities and actions from other strategies in key areas of environment, growth, economy and health across partner organisations. The focus of this strategy is to draw together priorities which we need to address in partnership and not in isolation. Underpinning the strategy is the Kent Environment Strategy Implementation Plan, which provides the detailed actions for delivering on our priorities. These actions have been identified through stakeholder engagement, workshops and reviews.

The strategy is split into three themes; the overall structure of the strategy is shown in Figure 4.

THEME ONE: Building the foundations for delivery establishes priorities that provide an evidenced understanding of risks and opportunities from environmental change, and the relationship to our communities, health and wellbeing, and economy. It also includes priorities that establish how we can develop actions, as a partnership, to respond to those changes now and into the future.

THEME TWO: Making best use of existing resources and minimising negative impacts focuses on minimising the impacts of current activities through reducing resource usage across all sectors.

THEME THREE: Toward a sustainable future is about ensuring that the county's communities, businesses, environment and services are resilient to environmental change, managing future risks and acting on opportunities.

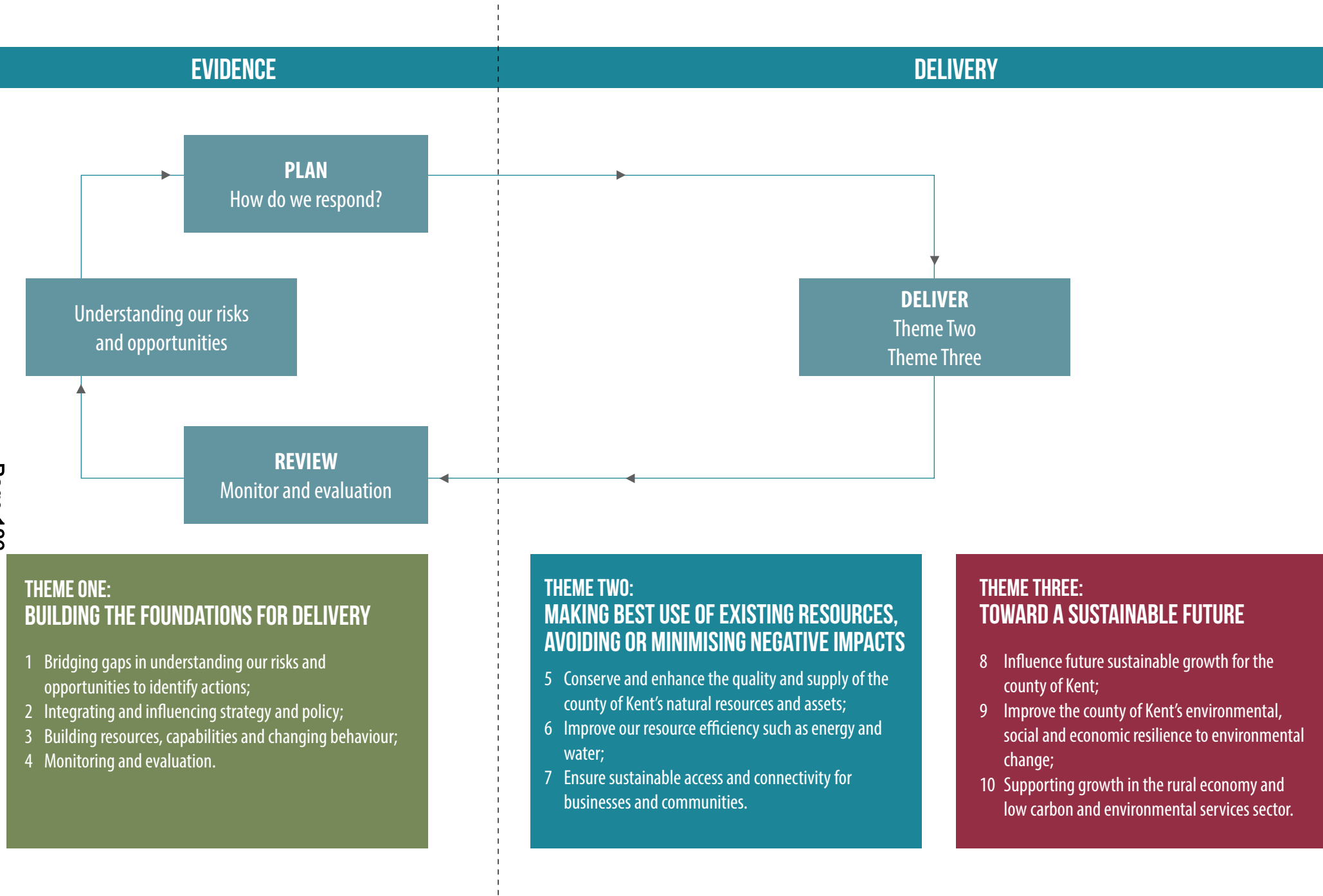


Figure 4: The overall structure of the 2015 Kent Environment Strategy and the relation of the themes.

1

THEME 1 BUILDING THE FOUNDATIONS FOR DELIVERY

AIM: Decision makers will have an evidence-based understanding of our risks and opportunities and are incorporating these into appropriate strategies, plans and actions. The intrinsic value of our environment is understood and the benefits to our economy, health and wellbeing are widely communicated with partners building resources and capabilities to support action on the ground.



OUTCOME: Our policies, actions and decisions are based on a clear evidence base and resources are in place for delivery.

RATIONALE: Theme One addresses our challenges and opportunities through building the foundations for delivery of activities. Priorities in this theme seek to strengthen our understanding of how we can support sustainable, good growth and address the changes we anticipate over the coming decades. The priorities look to maintain and develop local and national networks and partnerships, identifying opportunities for the co-delivery of outcomes and influencing local and national policy to support and drive delivery.

To ensure that our priorities and actions are focussed and pragmatic, we need to ensure that we take an evidenced based approach and engage with a range of stakeholders across the public, private and community sectors. Through delivery of the Kent Environment Strategy 2011-2015, we have taken this forward through studies and assessments in a number of priority areas, such as water scarcity, flood risk, biodiversity and economic opportunities in the Low Carbon and Environmental Goods and Services sector (LCEGS). However, there remain gaps in our knowledge where we need to do more to support evidence-based decisions and influencing, such as valuing our natural assets, understanding our energy and water resources, identifying the financial and social implications of severe weather and climate change, and developing our understanding of air and noise quality impacts on health, particularly in relation to major transport infrastructure. These provide the focus for **priority 1: Bridging gaps in understanding our risks and opportunities to identify actions.**

Kent's natural environment is our primary infrastructure. The ability for it to perform well and be of high quality is important in helping to support biodiversity, improve water quality, reduce air pollution quality, reduce air pollution and protect against severe weather and flooding. The way in which Kent's natural and historic assets feature across the landscape creates an attractive, characterful identity that draws in residents, employers and visitors. It is also important in provision of goods and services such as food, timber and space for recreation. These all have direct impacts on health and wellbeing and

the economy of the county.

The risks and opportunities for Kent from environmental changes and the impacts those have on our wider economic and social wellbeing are not always addressed in our current processes and decision making. To successfully manage these risks and realise opportunities, the public sector, policy makers, businesses and residents need to continue work together to influence policy, deliver activity and change behaviour across all sectors, age and socio-economic groups, tailoring and targeting communications as appropriate. These provide the focus for **priority 2 and priority 3: Influencing strategy and policy, and Building resources, capabilities and changing behaviour.**

To ensure that the activities we deliver remain effective, it is essential that we monitor and evaluate progress, learning from our mistakes and our successes to remain on track for delivery of our priorities. In order to do this, we need clearly defined and measurable indicators, many of which will need further development over the lifetime of this strategy as data is currently unavailable. National monitoring has reduced substantially, along with the associated resource, and so we will need to establish locally measurable alternatives wherever possible. Risks and opportunities will continue to develop, for example on-going changes in our political landscape and policies, which will directly impact delivery. This on-going assessment forms the focus of **priority 4: Monitoring and evaluation.**



THEME 1 BUILDING THE FOUNDATIONS FOR DELIVERY

PRIORITIES

1	2	3	4
BRIDGING GAPS IN UNDERSTANDING OUR RISKS AND OPPORTUNITIES TO IDENTIFY ACTIONS	INFLUENCING STRATEGY AND POLICY	BUILDING RESOURCES, CAPABILITIES AND CHANGING BEHAVIOUR	MONITORING AND EVALUATION

SUB-PRIORITIES

<p>1.1</p> <p>Strengthen our understanding of the health, social and economic value of our natural and historical assets</p>	<p>2.1</p> <p>To support decision makers, work with partners to establish a central evidence base addressing Kent Environment Strategy priorities</p>	<p>3.1</p> <p>Develop knowledge networks, sharing best practice and training to build capacity for informed decision making</p>	<p>4.1</p> <p>Establish and monitor key performance indicators</p>
<p>1.2</p> <p>Continue to assess the economic, health and social impacts of climate change on our businesses, services and residents and take action as appropriate.</p>	<p>2.2</p> <p>Use our evidence bases to influence local, national and EU strategy and policy as appropriate</p>	<p>3.2</p> <p>Establish a coordinated approach to identifying and maximising funding opportunities, establishing mechanisms for co-delivery as appropriate</p>	<p>4.2</p> <p>Evaluate progress and identify future risks, opportunities and actions aligned to the Kent Environment Strategy priorities to inform current and future actions</p>
<p>1.3</p> <p>Identify economic sectors with significant opportunities in relation to environmental change</p>	<p>2.3</p> <p>Review national and local strategic priorities to identify local policy gaps and implications on delivery of our priorities</p>	<p>3.3</p> <p>Develop an environmental communications and engagement strategy, improving awareness of priorities and supporting behaviour change</p>	
<p>1.4</p> <p>Improve our understanding of risks and opportunities related to specific resource constraints such as water, energy and land</p>			
<p>1.5</p> <p>Build our understanding of local air and noise pollution and associated health outcomes to determine targeted actions</p>			

Delivery of activity against these priorities along with associated leads and timelines will be detailed in the Implementation Plan

SUPPORTING OUTCOMES AND INDICATORS:





EVIDENCE TO ACTION: THEME ONE CASE STUDIES

EVIDENCE BASE

CASE STUDY

KENT HEALTH AND WELLBEING STRATEGY

The combined effects of a growing and ageing population, and a changing society and climate change, are placing new challenges on our health and social care needs.

As part of a Joint Strategic Needs Assessment (JSNA), the impacts to health and wellbeing across planning, housing, transport, air quality, climate, workplace and natural environment were considered. It is a cross-partnership assessment in Kent including: public health, Planning and Environment Division, NHS, Kent and Medway Air Quality Partnership, Local Nature Partnership and Kent Environment Strategy Executive Officers Group.

The JSNA highlighted a number of gaps, risks, and recommendations. These have informed the outcomes for a Joint Health and Wellbeing Strategy for Kent partners.

The strategy set out the direction for the NHS, social care and public health services across the county. It is informed by the JSNA and the strategic direction of partners, and is produced by the Health and Wellbeing Board on behalf of all local authorities and NHS Clinical Commissioning Groups in Kent.

Reference: <http://www.kpho.org.uk/joint-strategic-needs-assessment/jsna-service-provision/jsna-sustainability>

ACTIONS/ACTIVITIES

CASE STUDY

LOCAL FLOOD RISK

Surface water flooding is estimated to affect 76,000 properties across Kent, 60,000 of which are residential. The risk of flooding is likely to rise with the increased frequency of severe weather events.



A Local Flood Risk Management Strategy has been developed from a collaboration of Kent County Council, district and borough authorities, Internal Drainage Board members, and the Kent Flood Partnership.

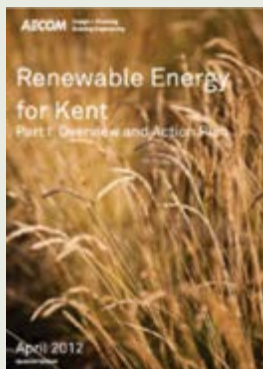
The strategy sets out a county-wide framework for managing the risk of local flooding; it supports authorities and communities in working together to manage flood risk.

Reference: <http://www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/flooding-and-drainage-policies/kent-flood-risk-management-plan>

CASE STUDY

RENEWABLE ENERGY OPPORTUNITIES

AECOM was commissioned to undertake a study into the current and future capacity of renewable energy in Kent. This supports our commitment to reduce CO₂ emissions and an ambition to develop a resilient and secure energy mix for all sectors.



The AECOM study was used to underpin the development of the Kent Renewable Energy Action Plan along with partners and key stakeholders across Kent.

The plan sets out key activities for the delivery of low carbon and renewable energy across: public sector, skills and training, planning and development, communities and business, and innovation.

Reference: <http://www.kpho.org.uk/joint-strategic-needs-assessment/jsna-service-provision/jsna-sustainability>



CASE STUDY

BUILDING RESOURCES AND CAPABILITIES

The Water Framework Directive (WFD) sets out priorities for managing the quality of our rivers, lakes, coastal waters and ground water. A Catchment Based Approach has been adopted in Kent and Medway where collaborative working is taking place at a river catchment level. This approach is delivering practical and cost effective delivery with multiple benefits; these include not only water quality but also enhanced biodiversity, reduced flood risk, resilience to climate change and greater community engagement with our local rivers. Partnerships provide a catalyst to attract additional funds, raise awareness and champion the water environment.

The organisations engaged in this work include the Environment Agency, NGOs, Water Companies, Local Authorities and businesses, Government Agencies and rural interest groups, academia and community partnerships.



2

THEME 2

MAKING BEST USE OF EXISTING RESOURCES, AVOIDING OR MINIMISING NEGATIVE IMPACTS

AIM: Existing infrastructure, assets and resources across public, private and domestic sectors are being managed to improve efficiency and deliver net benefits, build resilience and provide best value for our organisations and residents.



OUTCOME: All sectors are aware of their impact on the environment and how to avoid or reduce this through evidence based decision making, reducing resource usage and wasting less.

RATIONALE: Kent's infrastructure, resources and assets work to support and benefit 1.5 million residents and 59,500 businesses. This includes facilities for education, health, housing, food production, utilities and highways and railways as well as the resources provided through our natural environment. How these assets are managed impacts our environment, economy, health and wellbeing. The priorities within theme two have been identified to make best use of our resources through efficient, resilient and innovative use, saving money whilst reducing negative impacts on our environment and health. Theme two focusses on our **current** assets, whilst theme three looks to future use.

Our natural resources and assets

Kent's rural economy employs more than 46,000 people and is a rich mix of arable farming, animal husbandry, horticulture, viticulture, forestry, top and soft fruit production, and diversification initiatives (open farms and holiday accommodation etc.). In addition, our rural areas make up 85% of the county, with more than a third of Kent businesses having a rural location. As such, a quality natural environment is important to Kent's economy either directly or through attractiveness of location drawing business to the county

The natural environment as a whole is highly valued by Kent's residents, as is its role in ensuring the quality of water, air and land spaces. As evidenced in the Joint Strategic Needs Assessment (JSNA) for Kent and Medway, access to quality outdoor spaces is important to mental and physical health, through both physical exercise and improved social wellbeing, such as through volunteering or active leisure. On a much broader scale, Kent's natural environment is an important factor in regulating air and water quality and reducing risks from climate change. Ensuring that green infrastructure is maintained and enhanced can therefore deliver across multiple outcomes

Kent's marine habitats are nationally important for their biodiversity and have significant economic importance, as a tourism resource and for the fishing

FUTURE WATER RISKS

The Kent Spatial Risk Assessment for Water looked at risks and opportunities to the water environment across Kent and Medway. It highlighted concerns over availability of water for agriculture and horticulture; primarily a result of the projected decreases in summer rainfall.

The outputs of the work are informing the activities of the Kent Rural Board Water Task Group, which is working with the irrigation sector and water companies on water efficiency and new technologies.

industry. Activities are needed to ensure healthy seas, and the long term success of the fishing industry with the establishment of a coherent network of Marine Conservation Zones.

Kent's water resources comprise coastal, estuarine, freshwater (rivers and lakes) and groundwater sources that stretch across the county's coastal and inland areas. The quality and quantity of those water resources influence the way they are used for recreational purposes and commercial activities such as fishing, irrigation of crops and supply of drinking water as well as the health of the wide variety of habitats that they support. Compared to the rest of England and Wales, there are already significant stresses on our water resources from land use practices and population. As evidenced in the Kent Spatial Risk Assessment for Water, without considerable improvements in water use efficiency, water storage and wastewater treatment, climate change is likely to add to these stresses, ultimately impacting on the availability and cost of water to residents and businesses and the quality of our water environment and resources. The study highlighted that some of the key concerns for the county relate to availability of non-mains water during summer, impacts on agricultural and industrial users, and costs of mains water.

2015 marks the International Year of Soils. Functional and healthy soils are vital to our biodiversity, food security and sustainable growth. They play a key role in supply of clean water, resilience to flood and droughts, carbon cycle and consequently adaption to climate change, and form the basis for our food

production. It is crucial that we promote sustainable soil and land management practices that enhance and preserve good quality soils.

The county of Kent's natural and historical resources and assets provides focus for **priority 5: Conserve and enhance the quality and supply of the county of Kent's natural and historical resources and assets.**

Energy use and emissions

To address national and local drivers and legislation, Kent has committed to reducing county wide CO₂ emissions by 34% from a 2005 baseline by 2020. Reducing our carbon emissions can be tackled through reducing the demand for energy from non-renewable sources and using what we do need more efficiently e.g. through insulating buildings and using energy efficient equipment.

The domestic sector comprises a third of Kent's carbon emissions. Retrofitting homes with energy efficiency measures and changing behaviours can therefore help reduce the emissions associated with wasted heat. These measures also help to lower household energy bills, support our drive to help those in fuel poverty, and can have health benefits. The work of the Kent and Medway Sustainable Energy Partnership and the Warm Homes and Winter Warmth programmes have supported the reduction in the number of homes in fuel poverty from 13% to 10% since 2010.

However, funding for retrofitting measures is complex and has recently been significantly reduced. This uncertainty has led to a marked decrease in

retrofitting with subsequent impacts on residents and local businesses supplying energy efficiency measures. Future programmes developed through this strategy will need to investigate opportunities to improve consistency in policy and funding and in 2016, a Fuel Poverty Strategy will be launched to address some of the key issues and steps to address them.

The public sector has already been investing in energy and water efficiencies, putting in place renewable energy solutions, and transforming the way services are delivered to make better use of resources. Through this programme of sustainable investment, valuable costs savings have been made alongside contributions towards reducing the county's CO₂ emissions. Reducing utility costs and minimising the environmental impacts of estates and travel are two ongoing focus areas for the Kent public sector.

36% of Kent's CO₂ emissions are attributable to the industrial and commercial sector. There continue to be opportunities to work with Kent and Medway businesses to help them save money whilst reducing CO₂ emissions. Work is already underway through the Steps to Environmental Management scheme (STEM) for example, to date 525 businesses have been supported to reduce costs through better energy and resource use. The STEM accreditation is recognised across Kent from working toward Kent Healthy Business Awards to providing the basis for going for further environmental accreditations such as ISO14001 and BS8555.

Reducing the usage of resources and wasting less provides the focus for **priority 6: Improve our resource efficiency such as energy and water.**

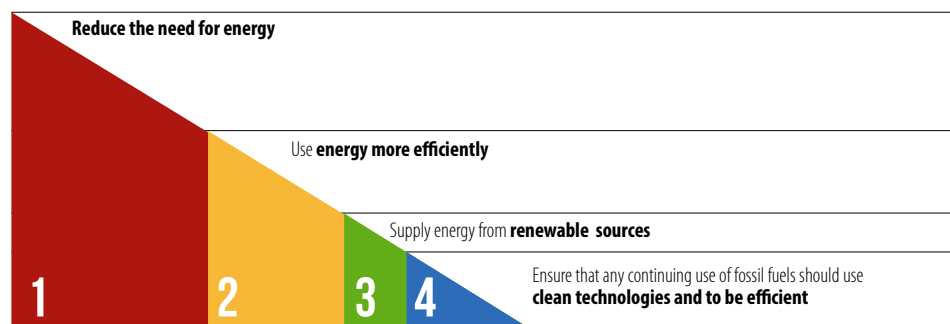


Figure 5: The energy hierarchy highlights the need to first reduce the need for energy and to then implement resource efficiency measures

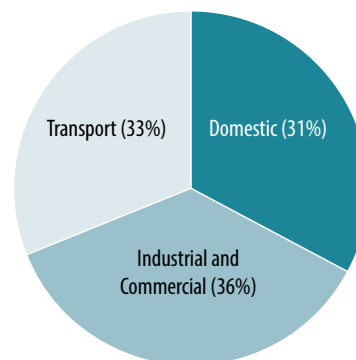


Figure 6: Proportion of CO₂ emissions per sector across the county; source: the Department of Energy and Climate Change (DECC)

Transport and accessibility

Transport has both positive and negative impacts on people's health and the environment. It is vital for providing access to facilities and services, connecting businesses and communities and reducing social isolation. However, road transport contributes to a third of Kent's CO₂ emissions and pollutants have negative effects on air quality in addition to noise, and consequently on human health and the natural environment.

Kent and Medway are facing increased congestion on both rail and road links that could have impacts on the wider transport network. To address these

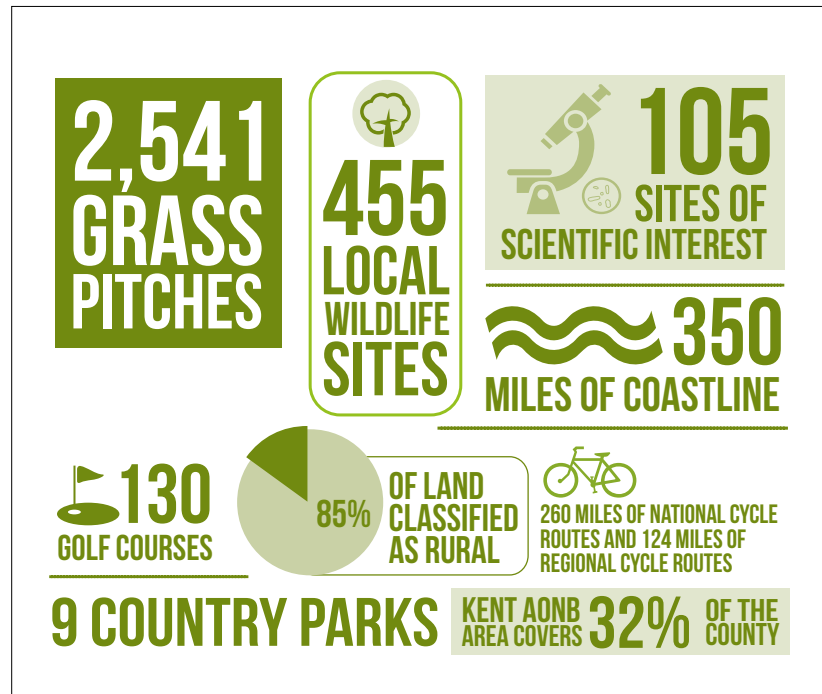
issues, the statutory Local Transport Plan (LTP4 due 2016) and other plans and strategies, such as the Countryside and Access Improvement Plan and the emerging Active Travel Strategy include a number of options for reducing congestion and the negative impacts of traffic through sustainable and active travel options. Explore Kent for example is one initiative that aims to increase active recreation in Kent's natural environment.

Kent is fortunate to have a vast network of Public Rights of Way and open green space, including an array of country parks, open access land, Kent Downs Area of Outstanding Natural Beauty (AONB) as well as some of the High Weald AONB. The

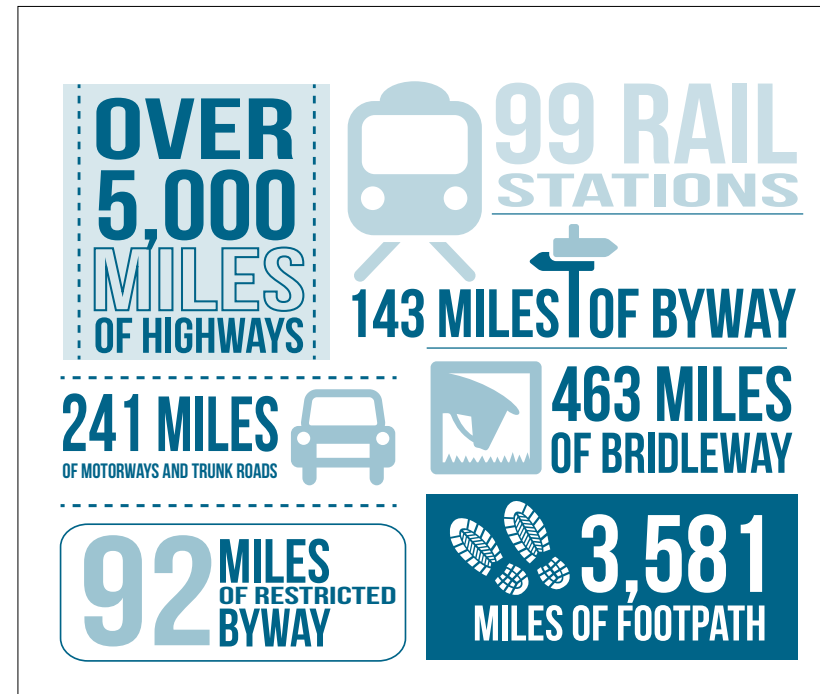
continued protection and enhancement of these assets and supporting plans, such as the statutory AONB Management Plans, ensures our communities and businesses continue to benefit from the many resources and opportunities provided. There is also a network of national and regional cycle routes across Kent, some 270 miles of which is promoted through Explore Kent. These networks are in addition to those along roadsides.

The way residents, business and public sector of Kent travel to, provide and access services forms the focus for **priority 7: Ensure sustainable access and connectivity for businesses and communities**

GREEN INFRASTRUCTURE ACROSS THE COUNTY



TRANSPORT ROUTES ACROSS THE COUNTY



THEME 2 MAKING BEST USE OF EXISTING RESOURCES, AVOIDING OR MINIMISING NEGATIVE IMPACTS

PRIORITIES

5 CONSERVE AND ENHANCE THE QUALITY AND SUPPLY OF THE COUNTY OF KENT'S NATURAL AND HISTORICAL RESOURCES AND ASSETS	6 IMPROVE OUR RESOURCE EFFICIENCY SUCH AS ENERGY, WATER AND LAND	7 SUPPORT SUSTAINABLE ACCESS AND CONNECTIVITY FOR BUSINESSES AND COMMUNITIES
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SUB-PRIORITIES

5.1 Establish a coherent, landscape-led approach to decision making through identification of the natural and historic features that underpin landscape character and a strategic approach to assessment of character and trends in landscape condition	6.1 Reduce negative impacts and maximise the resource efficiency of public sector services, setting out our public commitments for energy, waste and water use reduction	7.1 Develop an integrated approach to sustainable access to our countryside, heritage and coast, supporting Kent's economy and improving health outcomes through outdoor sport and leisure opportunities
5.2 Improve and increase functional habitat networks on land and in the sea, identifying opportunities and protecting and enhancing our natural and historic environment and landscape character through planning and decision making	6.2 Improve the resource efficiency of our homes, reducing costs, tackling fuel poverty and improving health outcomes	7.2 Support our residents, businesses and communities in being well connected to services, with sustainable and active travel options
5.3 Identify and take forward opportunities for sustainable water management to improve quality and quantity of our water environment and resources	6.3 Work with businesses to reduce costs and negative impacts through improving compliance, efficiency, resilience and innovation in the use of resources	7.3 Promote smarter working practices to improve efficiency and deliver health and economic benefits through reduced travel
5.4 Establish land-use management approaches that create, preserve and enhance healthy, viable soils and respect landscape character	Delivery of activity against these priorities along with associated leads and timelines will be detailed in the Implementation Plan	
5.5 Develop heritage strategies to improve understanding and management of the historic environment		

SUPPORTING OUTCOMES AND INDICATORS:



EVIDENCE TO ACTION: THEME TWO CASE STUDIES

CASE STUDY

ADDRESSING FUEL POVERTY

Being unable to afford to adequately heat a home increases the risk of ill health for families and children and is a contributing factor of some excess winter deaths. Wasted heat from homes contributes to a third of the county's domestic CO₂ emissions. An estimated 8.8% and 9.8% of households in Kent and Medway are in fuel poverty. An estimated 8.8% of households in Kent and 9.8% of those in Medway are in fuel poverty. Both areas have rising levels of fuel poverty meaning those residents will find it difficult to afford to heat their homes*.

The Kent and Medway Sustainable Energy Partnership is a countywide strategic group composed of local authorities and housing providers. Their objective is to drive the retrofitting agenda: lower household bills and tackling fuel poverty; reduce CO₂ emissions through energy efficiency; and supporting businesses to make the most of this sector.

The partnership is delivering the Warm Homes programme using Energy Company Obligation funds to make retrofitting measures available to those most vulnerable residents. Since 2013 1,458 insulation measures have been installed in over 1,400 homes.

Reference:

www.kent.gov.uk/warmhomes



These estimates are based on the Low Income High Cost (LIHC) model
* These estimates are based on the Low Income High Cost (LIHC) model

CASE STUDY

JAMBUSTERS

There are almost 600 schools and 60,000 businesses in Kent; contributing to peak hour congestion, increasing emissions and negatively impacting on health, and on Kent's growth.

Travel plan management, and promotion of alternative modes of travel can help reduce congestion and associated impacts. It can however be staff intensive to support every school and business with travel plans and encourage sustainable travel use.



Jambusters has been developed to provide support to schools through a one-stop-shop for access to online travel plan templates, annual review forms, grants and further guidance and advice to help achieve their targets. Schools are able to apply for capital grants which are used to deliver infrastructure linked to encouraging sustainable travel to their site.

Registration has been increasing annually and in 2014 capital grants were offered to 37 schools to introduce measures which reduce car use and improve uptake of active travel, such as walking and cycling. The service is now being rolled out to include businesses.

Reference: <http://jambusterstpms.co.uk/x.jsp?ano=1>

CASE STUDY

OUR LAND

Kent's natural and heritage assets are a key attraction for visitors to the county. It is therefore important to ensure that tourism is developed sensitively, to conserve and enhance the landscape and generate local economic benefit, while integrating sustainable tourism activity into daily business practices.

Our Land is a sustainable tourism initiative. It is collaboration between protected landscapes and the private sector, providing a national platform for marketing and for protected landscapes to contribute, share best practice, collaborate and come together on responsible tourism issues, now and into the future.

Reference: <http://www.our-land.co.uk/>



CASE STUDY

BUSINESS SAVING MONEY, SAVING CARBON

There are more than 60,000 registered businesses in Kent, the vast majority being SMEs. With a growing low carbon and environmental services sector, there are many opportunities for these businesses to make the most of identified opportunities in innovative business practices, new markets and to improve their credentials and competitiveness.

Supporting businesses to be more energy and resource efficient means they are saving money and reducing their CO₂ emissions. However, official accreditation schemes can be costly and staff intensive for businesses.

Steps to Environmental Management (STEM) is a Kent and Medway recognised accreditation. The free workshops bring SMEs together and provide the knowledge on how they can save money by saving energy, reducing waste and resources. STEM also helps businesses comply with environmental legislation and support them in achieving standards like ISO14001.

Over 500 SMEs have achieved accreditation. On average annual savings are over £2,000 and 3.9 tonnes of CO₂ per business. STEM is Kent-wide and has been run by many local authorities to share the benefits of environmental management with their supply chains and local SMEs.

Reference: <https://www.lowcarbonkent.com/>



3

THEME 3 TOWARD A SUSTAINABLE FUTURE

AIM: Kent's communities, businesses, environment and services are resilient to environmental change whilst making the most of the economic and health opportunities this brings. Our communities are well designed and sustainable, improving prosperity, health outcomes and social wellbeing. Innovation in low carbon, resource and environmental business sectors is delivering economic growth in the county.



OUTCOME: Kent is actively addressing the risks, impacts and opportunities from environmental and climate change, whilst delivering wider economic and health opportunities.

RATIONALE: Where theme two focussed on the resource efficiency and resilience of our current resources and assets, theme three seeks to ensure that the decisions and plans we make for the future, support residents, businesses and communities in addressing the challenges and opportunities we are likely to face.

Sustainable growth

In the context of planned growth across the county, as set out in the 'Kent and Medway Growth and Infrastructure Framework', there is a need and an opportunity to integrate measures that will ensure that infrastructure and asset development will be more sustainable without significant detrimental economic, social and environmental impacts. We have commitments to carbon reduction and renewable energy generation, and incentives and legislation to manage air quality; this will require additional low carbon and renewable energy infrastructure, smarter business and travel choices along with the increased uptake of energy demand reduction initiatives. Noise pollution is a key concern for many residents and businesses in relation to major transport infrastructure, along with the impacts of growth on our natural and cultural assets. Decisions on development and infrastructure need to consider and integrate such requirements and concerns.

The natural environment has an important role to play in those cross-cutting priorities and while the enhancement of existing green spaces will be required (as described in Theme Two), new multifunctional green infrastructure will also be required. Green infrastructure encompasses the range of Kent's high quality natural and semi-natural spaces such as parks, amenity spaces, verges and rivers. Benefits of green infrastructure include regulating air and water quality; reducing the impact of development on the landscape character; and delivering natural approaches to managing environmental risks, such as flooding.

Growth will need to be met with careful management of our resources, which also includes farmland and local food production, in order to ensure the quantity and quality of supply of water, energy and other raw materials. The risks to the future water environment have been identified through the Kent Water Spatial

Risk assessment as being excess surface water during increased downpours and drought during hotter temperatures.

Ensuring that future decisions on services, development and planning are integrating understanding of environmental change and wider health and economic benefits forms the focus of **priority 8: Influence future sustainable growth for the county of Kent and priority 9: Improve the county of Kent's environmental, social and economic resilience to environmental change.**

Economic growth and circular economy

The Low Carbon and Environmental Goods and Services (LCEGS) sector forms an important element of Kent's economy. It is estimated to employ more than 55,000 people and is an important resource for skills and expertise that can support the county's sustainable growth requirements. The sector incorporates a range of businesses that either directly or indirectly support the decarbonising of the energy sector; improving resource efficiency; or preserving and enhancing the natural environment. Sectors in retrofitting, low carbon new builds, offshore wind, waste management and recycling are highlighted as particular growth areas, but support will need to continue through funding, business advice and guidance. Similarly, there is a need and opportunity to support the development of a low carbon and sustainable rural economy through building resilience to environmental change, sustainable intensification of food production, and supporting the diversification of our sources of energy. It is an important sector for the county not only in terms of employment, with an estimated 14,000 people directly employed in agriculture and horticulture, but in the positive benefits it affords to the health of Kent's residents, communities and environment through production and supply of food and natural resources and recreational access.

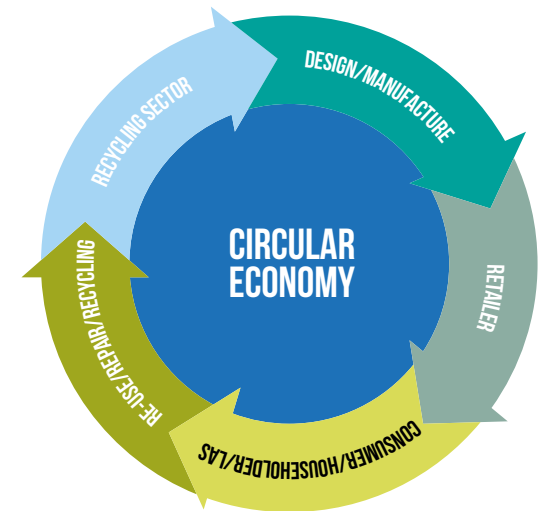
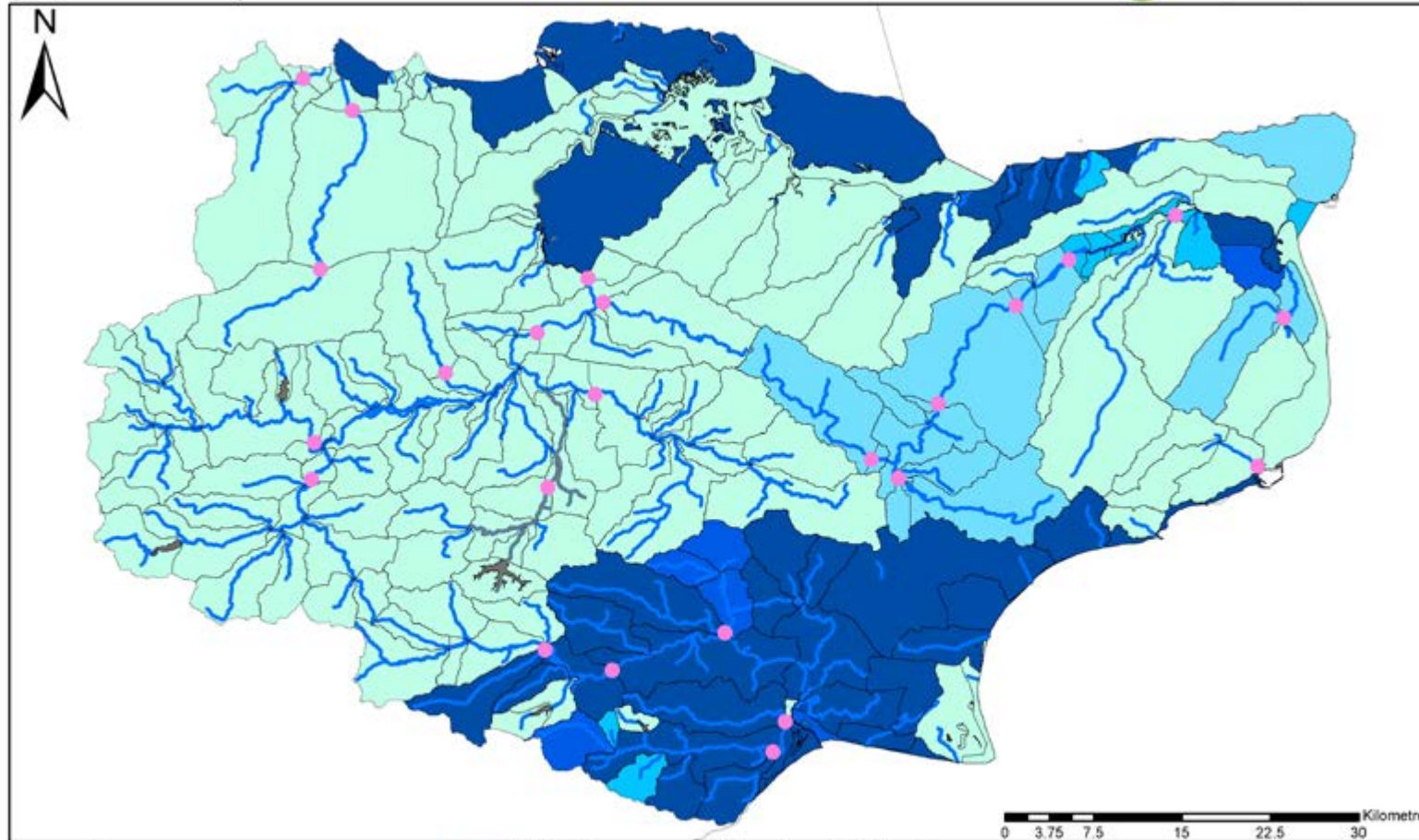


Figure 7: Water resource availability across the county as derived from Catchment Abstraction Management Strategies (CAMS)

Kent CAMS Resource Reliability
(% of the time)



Legend

- CAMS APs
- Heavily Modified and Artificial Rivers
- Heavily Modified and Artificial Lakes
- CAMS Rivers
- CAMS Water Bodies
- Water Resource available less than 30% of the time
- Water Resource available at least 30% of the time
- Water Resource available at least 50% of the time
- Water Resource available at least 70% of the time
- Water Resource available at least 95% of the time

Creation date November 2011

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Environment Agency 100026380, 2011.

Some features of this map are based
on digital spatial data licensed from the
Centre for Ecology and Hydrology, © CEH.

Competition for resources like water is increasing due to population growth, changing consumer habits and technology trends. Concentration of some resources outside of the UK and Europe, particularly critical raw materials, makes our industries and society dependent on imports and increasingly vulnerable to high prices, market volatility, and the political situation in supplying countries. At the same time, this demand for raw materials is causing environmental degradation which threatens to damage ecosystems and the valuable services they provide. Through adoption of circular economic principles those challenges can be met by keeping the value of the materials and energy used in products for as long as possible, minimising waste and resource use. At the same time, this promotes competitiveness, contributes to growth and job creation, and protects our environment. It can also provide consumers with longer-lasting and innovative products that save them money and improve their quality of life. These opportunities and benefits have been recognised by the UK Central Government³ and the European Commission's roadmap toward a resource efficient Europe⁴. Supporting growth of this sector and development of the circular economy form the focus of **priority 10: Supporting growth in the rural economy and low carbon and environmental services sector.**

Building resilience to the impacts of environmental change

Kent's geographical location and long coastline means that it is likely to suffer from some of the severest impacts of climate change in the UK. This will have repercussions for our communities, businesses, services, agriculture and infrastructure but preparing for these changes can drive innovation and support growth as well as improving the health and wellbeing of our residents and businesses. Through the Joint Strategic Needs Assessment, a review of the impacts of climate change and severe weather on health and social care was undertaken. This highlighted the implications on mortality and morbidity and impacts on health and social care service delivery. With an ageing population, vulnerability to severe weather increases leading to a greater demand for services at a time of decreasing resources. Ensuring we plan accordingly will reduce risks and identify opportunities for improved working across organisations. Kent's Adaptation Action Plan took a risk based approach to identifying those risks and developing appropriate actions. To ensure we are prepared for environmental changes now and into the future priorities have been reviewed and integrated into this strategy. These aspects form the focus of **priority 9: Improve the county of Kent's environmental, social and economic resilience to environmental change.**

MONITORING THE IMPACTS OF SEVERE WEATHER ON KENT

The Severe Weather Impacts Monitoring System (SWIMS) provides a system of data collection on how services provided by Kent partners are affected during severe weather events. The data is important for future planning for these events.

Over the winter of 2013/14 Kent was impacted by five severe weather events which impacted over 3,000 properties and over 150 services, costing services providers over £4million.

A survey of 984 Kent businesses revealed that 68% have been affected by severe weather events causing a range of disruption to day-to-day operations.

³www.gov.uk/government/uploads/system/uploads/attachment_data/file/265022/pb14091-waste-prevention-20131211.pdf

⁴http://ec.europa.eu/environment/circular-economy/index_en.htm

Figure 9: illustrating the possible effects of temperature changes across sectors; using the latest UK Climate Projections by 2050 Kent and Medway are likely to see winter temperatures to be warmer by 2.0°C, summers by 2.8°C; winter rainfall is likely to increase by 14% and summer rainfall likely to decrease by 24%.



THEME 3 TOWARD A SUSTAINABLE FUTURE

PRIORITIES

<p>8</p> <p>INFLUENCE FUTURE SUSTAINABLE GROWTH FOR THE COUNTY OF KENT</p>	<p>9</p> <p>IMPROVE THE COUNTY OF KENT'S ENVIRONMENTAL, SOCIAL AND ECONOMIC RESILIENCE TO ENVIRONMENTAL CHANGE</p>	<p>10</p> <p>SUPPORTING GROWTH IN THE ECONOMY WITH A FOCUS ON LOW CARBON, ENVIRONMENTAL SERVICES AND RURAL SECTORS</p>
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SUB-PRIORITIES

<p>8.1</p> <p>Ensure that key environmental risks such as flooding, water scarcity and heat are informing policy decisions and development</p>	<p>9.1</p> <p>Increase awareness of the impacts of severe weather and environmental change and empower businesses and communities to build resilience</p>	<p>10.1</p> <p>Support business innovation, smart technologies and development of the circular economy to deliver economic growth</p>
<p>8.2</p> <p>Mitigate the impacts and address the ambitions identified through the Growth and Infrastructure Framework and local plans, such as sustainable and alternative transport options, green infrastructure, energy, water and flooding</p>	<p>9.2</p> <p>Ensure that public sector services have assessed key environment and severe weather risks and opportunities and are taking action accordingly</p>	<p>10.2</p> <p>Support rural sector businesses to grow and develop sustainably, promoting low carbon technologies and practices, supporting products benefitting landscape quality and building resilience to environmental change</p>
<p>8.3</p> <p>Develop guidance and support to enable sustainable growth protecting the county of Kent's environmental and historic assets, and supporting healthy, prosperous communities</p>	<p>9.3</p> <p>Improve water management and build flood resilience, maximising opportunities to deliver multiple benefits for our environment and residents into the future</p>	<p>10.3</p> <p>Support skills development to facilitate growth</p>
	<p>9.4</p> <p>Build resilience to the impacts of environmental change, disease and invasive species on plant and animal health</p>	<p>10.4</p> <p>Widely promote the county of Kent as the place for low carbon and environmental businesses</p>

Delivery of activity against these priorities along with associated leads and timelines will be detailed in the Implementation Plan

SUPPORTING OUTCOMES AND INDICATORS:



EVIDENCE TO ACTION: THEME THREE CASE STUDIES

EVIDENCE BASE

CASE STUDY

HEALTH AND SUSTAINABILITY IN PLANNING DECISIONS

As part of a Joint Strategic Needs Assessment (JSNA), the impacts to health and wellbeing across planning, housing, transport, air quality, climate, workplace and natural environment were considered. It is a cross partnership assessment in Kent including: public health, Planning and Environment Division, NHS, Kent and Medway Air Quality Partnership, Local Nature Partnership and Kent Environment Strategy Executive Officers Group.

As part of that assessment a key recommendation was to integrate sustainability and health into the planning system with partners through an online toolkit.

An online resource has been developed to help planners make informed decisions in support of healthcare and sustainability, while working within the National Planning Policy Framework in a locally appropriate way. It also facilitates and supports joined up working between planning, health and sustainability officers across the county in order to deliver across multiple outcomes more efficiently.

Reference: <http://healthsustainabilityplanning.co.uk/>

ACTIONS/ACTIVITIES

CASE STUDY

MASTER PLANNING GUIDE FOR SUSTAINABLE DRAINAGE

New development has the potential to significantly impact its surrounding environment, given the changes which occur with increased impermeable surfaces, increased population and traffic management. More impermeable surfaces result in increased surface water flows from a development site. This may contribute to increased flood risk, reduced water quality and adverse impacts on the environment.

Authorities from across Kent and the Southeast have produced guidance which outlines the process for integrating sustainable drainage systems (SuDs) into the master planning of large and small developments.

Sustainable drainage which seeks to mimic natural processes through an integrated drainage network can be designed to mitigate some or all of these impacts.

Reference: <http://www.kent.gov.uk/waste-planning-and-land/flooding-and-drainage/sustainable-drainage-systems>



CASE STUDY

CHALARA ASH DIEBACK IN KENT

Kent is among one of the first areas of England to be badly affected by Chalara Ash Dieback. Ash is the most common tree in Kent and this significant disease has negative impacts on the unique landscape and habitats of the county.



In response to the threat to Kent from this disease, an Ash Outbreak Strategic Co-ordination Group was established, led by the Kent Resilience Forum and bringing together partners such as Kent Downs AONB, the Arboriculture Association, Forestry Commission and Kent County Council to produce information offering practical advice on slowing its spread through the county. This has been distributed to local authorities, highway authorities, private tree and woodland owners, and contractors in Kent.

Reference: <http://www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/countryside-policies-and-reports/managing-ash-dieback-in-kent>

CASE STUDY

A GROWING LOW CARBON SECTOR AND ECONOMY

The low carbon sector is the most rapidly growing sector nationally; it is estimated to contribute £1 billion to the Kent economy, employing directly or indirectly up to 55,000 people. It includes businesses that either operate in a sustainable way or are delivering low carbon/green products or services.

Areas of particular growth have been highlighted for the housing retrofitting, low carbon new build, offshore wind, waste management and recycling sectors. There are also many opportunities for services that operate with the natural environment and resources sector.

Kent County Council works through Low Carbon Kent to support the growth of this sector by providing help, guidance, referrals and grants. The work is in partnership with local councils, SMEs, Locate in Kent, BSK-CiC, universities and business support organisations.

Through ERDF funding, the Low Carbon Kent partnership has been able to provide 86 grants totalling £1 million to businesses across a range of sectors including: construction, energy, retrofit and renewable energy.

ENERGY



TARGETS

- We will reduce our emissions across the county by 34% by 2020 from a 2012 baseline (2.6% per year)
- More than 15% of energy generated in Kent will be from renewable sources by 2020 from a 2012 baseline

INDICATORS

- Electricity generated through renewable sources
- GHG emissions reporting for the county and sectors

WATER



TARGETS

- We will reduce water use from 160 to 140 litres per person per day
 - Reduce the number of properties at risk from flooding
 - 28 Kent and Medway water bodies will be at good status by 2021.
- These targets are under review, for example revised Water Framework Directive (WFD) targets are being considered and will likely reflect the revised River Basement Management Plan due later in 2015.

INDICATORS

- Household water use
- Number of properties protected from new flooding schemes
- River flows and ground water levels
- Water Framework Directive
- Bathing and shellfish water quality
- Number of properties at risk from flooding
- Number of people signed up to Floodline Direct

NATURAL AND HERITAGE ASSETS



TARGETS

- A minimum of 65% of local wildlife sites will be in positive management and 95% of SSSIs will be in favourable recovery by 2020
- 60% of local wildlife sites will be in positive management and 95% of SSSIs will be in favourable or recovering status by 2020
- Status of bird and butterfly species in Kent and Medway are quantified
- We will have completed a natural capital assessment for Kent by 2017
- Heritage assets at risk quantified and identified

INDICATORS

- Percentage wildlife sites in positive conservation management
- Extent of priority habitats
- Status of butterfly species in Kent
- Number of people volunteering in the natural and historic environment and hours spent
- Monitoring Engagement with the Natural Environment (MENE) – Natural England
- Overall visits to the Natural Environment
- Volume of visits to the natural environment by activity

SUSTAINABLE TRANSPORT AND ACCESSIBILITY



TARGETS

Targets are under review, they will initially focus on monitoring modal shift to sustainable and active travel options.

INDICATORS

- School and business travel survey data
- Rail station footfall
- Traffic counts
- Bus usage and smarter challenge survey

RESILIENCE



TARGETS

- Public sector services will have reviewed climate risk assessments and have developed actions as appropriate by 2018
- Emergency plans reviewed and guidance developed for key animal and plant health risks e.g. Ash Dieback

Further targets are under review and will incorporate business and community resilience.

INDICATORS

- Resilience plans in place (cross-sector)
- Risk assessments completed (cross-sector)
- Severe Weather Impacts Monitoring System (SWIMS) reporting

SKILLS



TARGETS

- We will work to increase the number of jobs in the Low Carbon and Environmental Goods and Services sector by 10% by 2020
- We will support 500 businesses to increase resilience and build innovation in LCEGS by 2020

These targets are currently under review and will form part of the Kent Environment Strategy Implementation Plan

INDICATORS

- How many people are employed in the LCEGS sector
- Increasing resilience of businesses

HEALTH AND WELLBEING



TARGETS

- Decrease the number of days of moderate or higher air pollution and the concentration of pollutants (align with the Kent and Medway Air Quality Partnership and national monitoring standards)
- We will work to reduce the noise exposure from road, rail and other transport

Targets are under review and will take into consideration recommendations made through the Joint Strategic Needs Assessment

INDICATORS

- Road, rail and transport exposure during day and night time
- Utilisation of outdoor space for health reasons
- Fuel poverty – percentage number of households
- Social isolation
- Air pollution
- Public Health Outcomes

WASTE



TARGETS

- We will send no more than 5% waste to landfill by 2020
- We will reduce household waste by 10% by 2020

INDICATORS

- Household recycling
- Landfill reduction
- Municipal waste arising's and treatment

Targets and indicators are currently under review and might also consider litter.

Some of the targets adopted for the 2015 Kent Environment Strategy were developed and agreed as part of Climate Local Kent in 2012. A number of these targets are under review whilst others are being developed which will form activity under the KES Implementation Plan.

GLOSSARY

Term	Definition
Active travel	Travel and transport by physically active modes of transport such as cycling and walking.
Air quality	The composition of the air in terms of how much pollution it contains, see http://www.kentair.org.uk/ for further details
AONB	Area of Outstanding Natural Beauty
Biodiversity	As defined in the Defra Biodiversity Strategy 2020, biodiversity is the diversity, or variety, of plants, animals and other living things in a particular area or region. It encompasses habitat diversity, species diversity and genetic diversity
Catchment area	The area drained by a river or body of water
Circular economy	A circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life.
Climate change	Climate change refers to a large-scale, long-term shift in the planet's weather patterns or average temperatures. See the UK Met Office's climate guide (http://www.metoffice.gov.uk/climate-guide) for further information.
Energy Company Obligation (ECO)	The Energy Company Obligation (ECO) is a government scheme to obligate larger suppliers to deliver energy efficiency measures to domestic premises in Britain. See https://www.ofgem.gov.uk/ for further information.

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Term	Definition
Fuel poverty	Fuel poverty in England is measured by the Low Income High Costs definition, which considers a household to be in fuel poverty if: <ul style="list-style-type: none"> • they have required fuel costs that are above average (the national median level) • were they to spend that amount they would be left with a residual income below the official poverty line <p>See the UK Gov website for further details: https://www.gov.uk/government/collections/fuel-poverty-statistics</p>
Green infrastructure	Green infrastructure is a network of multi-functional green space, both new and existing, both rural and urban, which supports the natural and ecological processes and is integral to the health and quality of life of sustainable communities (PPS12)
Greenhouse gases	As defined under the Kyoto Protocol, these include: <ul style="list-style-type: none"> • Carbon dioxide (CO₂); • Methane (CH₄); • Nitrous oxide (N₂O); • Hydrofluorocarbons (HFCs); • Perfluorocarbons (PFC_s); and • Sulphur hexafluoride (SF₆).
Horticulture	The science, technology and business of cultivation of flowers, fruits, vegetables and ornamental plants. It can also include plant conservation, landscape restoration and landscape and garden design.
ISO 14001	International Organization for Standardization (ISO) 14001 is a core set of standards used by organizations globally for designing and implementing an effective Environmental Management System (EMS). There are many other standards under ISO which include: ISO 9001 for quality management and ISO 50001 for energy management.

Term	Definition
Joint Strategic Needs Assessment (JSNA)	The Local Government and Public Involvement in Health Act 2007 requires PCTs and local authorities to produce a Joint Strategic Needs Assessment (JSNA) of the health and wellbeing of their local community. They identify the key issues affecting health and wellbeing of local people, both now and into the future.
Landscape	Landscape means an area, as perceived by people, whose character is the result of the action and interaction of natural and/or human factors. (European Landscape Convention, 2000)
Morbidity	Morbidity is a diseased condition or state, as opposed to mortality rate which is a measure of number of deaths
National Planning Policy Framework (NPPF)	The National Planning Policy Framework sets out government's planning policies for England and how these are expected to be applied. It provides guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications.
Natural Environment	The Defra Natural Environment White Paper (NEWP) <i>The Natural Choice: securing the value of nature</i> (2011) provides the following definition. The natural environment covers living things in all their diversity: wildlife, rivers and streams, lakes and seas, urban green space and open countryside, forests and farmed land. It includes the fundamentals of human survival: our food, fuel, air and water, together with the natural systems that cycle our water, clean out pollutants, produce healthy soil, protect us from floods and regulate our climate. And it embraces our landscapes and our natural heritage, the many types of contact we have with nature in both town and country.
Resilience	This is defined as the capacity to recover quickly from difficulties
Small and medium enterprises (SMEs)	The category of SMEs is defined by the European Commission as including micro, small and medium-sized enterprises who employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.

Term	Definition
Surface water flooding	Surface water flooding occurs when heavy rainfall exceeds the capacity of the ground and local drainage network to absorb it. This can lead to water flowing across the ground and ponding in low-lying areas, which may be a long way downstream and it may not be obvious that one area is contributing to flooding elsewhere. This sort of flooding is typically caused by short, intense rainfall.
Sustainable agricultural intensification	This relates to sustainable increased food production which would include use and application of new technologies, systems and integrated management practices. A more in depth definition can be found through <i>Feeding the Future: Innovation Requirements for Primary Food Production in the UK to 2030</i> : http://feedingthefuture.info/report-launch/
Sustainable development	The National Planning Policy Framework definition of sustainable development is: Development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It is central to the economic, environmental and social success of the country and is the core principle underpinning planning.
Sustainable drainage systems (SuDS)	Sustainable drainage systems (SuDS) are a material consideration requirement in planning decisions as documented in the NPPF. SuDS aim to manage rain water runoff in a natural way by replicating natural processes. Examples include: green roofs; soakaways; ponds; wetlands; shallow ditches or swales, and permeable pavement and underground storage.
Viticulture	The science, production and study of grapes.

KENT ENVIRONMENT STRATEGY

This document is available in alternative formats and can be explained in a range of languages. Please contact alternativeformats@kent.gov.uk



DATACTION



Co-funded by the Intelligent Energy Europe
Programme of the European Union

From: **Roger Gough, Cabinet Member for Education and Health Reform**
Patrick Leeson, Corporate Director for Education, Learning and Skills

To: **Cabinet – 25 January 2016**

Subject: **Proposed Co-Ordinated Schemes For Primary And Secondary Schools In Kent And Admission Arrangements For Primary And Secondary Community And Voluntary Controlled Schools 2017 /18**

Classification: **Unrestricted**

Past Pathway of Paper: Education and Young People's Cabinet Committee

Electoral Division: All electoral divisions

Summary: To report on the outcome of the consultation on admissions arrangements and the proposed scheme for transfer to Primary and Secondary schools in September 2017 including the proposed process for non-coordinated In-Year Admissions. Cabinet is asked to determine the co-ordinated schemes for Primary & Secondary Admissions in Kent, the 'In-Year' Admission process for Primary & Secondary schools in Kent and the admission arrangements for the 2017/18 school year for Community and Voluntary Controlled Schools.

Recommendation(s): The Cabinet is asked to DETERMINE the recommendations set out below:

- a) The Coordinated Primary Admissions Scheme 2017/18 incorporating the In Year admissions process as detailed in Appendix A
- b) The Co-ordinated Secondary Admissions Scheme 2017/18 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 2017/18 as detailed in Appendix C (1)
- d) The oversubscription criteria relating to Community and Voluntary Controlled Secondary Schools in Kent 2017/18 as detailed in Appendix D (1)
- e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2017/18 as set out in Appendix C (2)
- f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2017/18 as set out in Appendix D (2)
- g) The relevant statutory consultation areas for Kent Infant, Junior and Primary Schools 2017/18 as detailed in Appendix C (3) and the relevant statutory consultation areas for Kent Secondary Schools 2017/18 as set out in Appendix D (3)

- 1.1 The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to determine its admission arrangements for these schools by 28 February each year. Historically, arrangements have been determined by 15 April, however, timescales were revised in the 2014 Admissions Code.
- 1.2 The Education Act 2002 includes 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. Education and Young People's Cabinet Committee received a report at its meeting on 21 January 2016 and the outcomes will be reported to Cabinet.
- 1.3 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.
- 1.4 KCC has consulted the Headteachers and Governors of all Kent Primary and Secondary schools, the neighbouring LAs and diocesan bodies on its proposals to co-ordinate admissions to all Kent Primary and Secondary schools in September 2017. Due to the fact the scheme remains broadly unchanged, as in previous years admissions authorities have been advised that non-response to the consultation, constitutes full acceptance to the proposals.

2. Consultation Processes

- 2.1 The LA consultation ran from 6 November 2015 until 18 December 2015 and considered the following aspects:
 - a) The Primary Co-ordinated Admission Scheme including the In Year admissions process for 2017/18;
 - b) The Secondary Co-ordinated Admission Scheme including the In Year admissions process for 2017/18;
 - c) The oversubscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2017/18;
 - d) The oversubscription criteria for Community and Voluntary Controlled Secondary Schools in Kent 2017/18;
 - e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2017/18;
 - f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2017/18;
 - g) The relevant statutory consultation areas for Kent Infant, Junior Primary and Secondary Schools 2017/18

3. Outcome

(a) The Co-ordinated Primary Admissions Scheme 2017/18 incorporating In Year admissions process

- a.i All Admissions Authorities within Kent agreed to the proposed Co-ordinated Primary Admissions Scheme for 2017/18. No Infant, Junior or Primary schools or Academies have refused to accept the scheme. The scheme dates are set out in a similar way to last year following broadly similar scheme dates. The scheme specifies a process for schools to follow when making offers for “in year” applications and includes a requirement to inform the LA of all applications and outcomes to enable continued monitoring of pupil movement to maintain essential safeguarding duties.
- a.ii The LA is required to assist parents where they have difficulty securing a school place. Schools and academies must keep the LA informed about the vacancies in each year group as they arise in order for the LA to carry out its statutory duty to ensure every eligible child has a school place.
- a.iii The details of the scheme for determination are located in Appendix A

(b) The Co-ordinated Secondary Admissions Scheme 2017/18 incorporating the In Year Admissions Process

- b.i The Secondary Co-ordinated Scheme was agreed by all Kent Admissions Authorities. No Secondary schools or Academies refused to accept the proposed scheme. The scheme dates are set out in a similar way to last year following broadly similar scheme dates. The scheme specifies a process for schools to follow when making offers for “in year” applications and includes a requirement to inform the LA of all applications and outcomes to enable continued monitoring of pupil movement to maintain essential safeguarding duties.
- b.ii The LA is required to assist parents where they have difficulty securing a school place. Schools and academies must keep the LA informed about the vacancies in each year group as they arise in order for the LA to carry out its statutory duty to ensure every eligible child has a school place.
- b.iii The details of the proposed scheme for determination are located in Appendix B

(c) The Over-subscription Criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2017/18

- c.i The over-subscription criteria for most Community and Voluntary Controlled Infant, Junior and Primary Schools are the same as those used in 2016. The LA is no longer required to widely consult where there are no proposals to change Community or Voluntary Controlled schools oversubscription criteria.
- c.ii A local consultation was held for Dartford Bridge Community Primary School. The proposal was to create a priority zone around the school in response to ongoing housing development.
- c.iii The LA received no responses to the consultation on proposed changes. The consultation was managed using KCC best practice to ensure a wide demographic was reached. This included contacting families of children currently in the school, all

primary schools within a three mile radius (in line with KCC's determined consultation area), advertisement on school notice boards and website, advertisement on KCC admissions website and a consultation notice in the local newspaper.

c.iv Details of all proposed over-subscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools are located in appendix C (1).

(d) The Over-subscription Criteria for Community and Voluntary Controlled Secondary schools in Kent 2016/17

d.i The proposed over-subscription criteria for most Community and Voluntary Controlled Secondary Schools are the same as that used in 2016. The LA is no longer required to widely consult where there are no proposals to change Community or Voluntary Controlled school's oversubscription criteria.

d.ii A local consultation was held for Tunbridge Wells Grammar School for Boys. The proposal, following close consultation with the school, was to provide priority to any Pupil Premium children assessed suitable for grammar school.

d.iii The consultation was managed using KCC best practice to ensure a wide demographic was reached. This included contacting families of children currently in the school, all primary and secondary schools within a ten mile radius (in line with KCC's determined consultation area), advertisement on school notice boards and website, advertisement on KCC admissions website and a consultation notice in the local newspaper.

d.iv The LA received a number of responses to the consultation. While the majority of responses were in favour of this priority, a number of concerns were raised. Firstly, respondents raised concerns that the suggested arrangements do not cap the number of Pupil Premium children that can secure a place at the school, which could result in a number of eligible local children failing to secure a place. Second, parents who fall outside the school's current priority zone felt that this further reduces their chances of securing a place.

d.v While Tunbridge Wells Grammar School for Boys continue to wish to support eligible Pupil Premium children, they are aware that they retain a need to support their local community in a fair manner. With this in mind, admission arrangements have been revised to take into account the points raised. It is proposed that the specific criterion for Pupil Premium priority be replaced with a Pupil Premium priority for all children within each of the school's oversubscription criteria. This maintains the previous balance of support of children living around the school, but provides an increased opportunity for each eligible Pupil Premium child to secure a place. Tunbridge Wells Grammar School for Boys support this proposed revision.

d.vi Details of the over-subscription criteria for Community and Voluntary Controlled Secondary Schools in Kent are located in appendix D (1)

(e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2017/18

- e.i The proposed Published Admission Numbers (PAN) for Community and Voluntary Controlled Primary, Infant and Junior schools are identified in Appendix C (2). The LA can only determine the admission number for schools where it is the admissions authority and at the time of going to print, the schools listed fall into this category.
 - e.ii The LA is no longer required to hold a local consultation where Published Admissions Numbers are proposed to stay the same or increase. Area Education Officers worked with Community and Voluntary Controlled schools to monitor interest in PAN increases and these are highlighted within Appendix C (2) where agreement was reached.
- (f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2017/18**
- f.i The proposed Published Admission Numbers (PAN) for Community and Voluntary Controlled Secondary schools are detailed in Appendix D (2). The LA can only determine the admission number for schools where it is the admissions authority and at the time of going to print, the schools listed fall into this category.
 - f.ii The LA is no longer required to hold a local consultation where Published Admissions Numbers are proposed to stay the same or increase. Area Education Officers worked with Community and Voluntary Controlled schools to monitor interest in PAN increases and these are highlighted within Appendix D (2) where agreement was reached.
- (g) Relevant Statutory Consultation Areas 2017/18**
- g.i Relevant statutory consultation areas have not changed from 2016/17. Details for the Primary arrangements are in Appendix C (3) and Secondary arrangements in Appendix D (3).

4. Recommendations

- 4.1 Cabinet is asked to DETERMINE the recommendations set out below:
- a) The Coordinated Primary Admissions Scheme 2017/18 incorporating the In Year admissions process as detailed in Appendix A
 - b) The Co-ordinated Secondary Admissions Scheme 2017/18 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 2017/18 as detailed in Appendix C (1)
 - d) The oversubscription criteria relating to Community and Voluntary Controlled Secondary Schools in Kent 2017/18 as detailed in Appendix D (1)
 - e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2017/18 as set out in Appendix C (2)
 - f) The Published Admissions Number for Community and Voluntary Controlled

Secondary Schools 2017/18 as set out in Appendix D (2)

- g) The relevant statutory consultation areas for Kent Infant, Junior and Primary Schools 2017/18 as detailed in Appendix C (3) and the relevant statutory consultation areas for Kent Secondary Schools 2017/18 as set out in Appendix D (3)

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Background documents

None



Dated: 1st January 2016

Appendix A

**Kent County Council
Determined Co-ordinated Scheme for
Primary Admissions
Academic Year 2017/18**

**Incorporating Entry to Year R,
Transfer from Infant School to Junior School
(Year 2-3)
and
Proposed Primary In-Year Admissions
Process for Schools**

Produced by:
Fair Access - Admissions

Appendix A

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Introduction / Background

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 28 February who will then impose a scheme to which all admission authorities must adhere.
- This consultation ran from 9.00 am on 6 November 2015 until 18 December 2015. Every Kent School, Academy and Co-ordinating Free School or UTC is required to agree to the admissions scheme and adhere to it. **Kent County Council made it clear in its consultation that it would constitute full acceptance to the proposed scheme if schools chose not to respond.**

Appendix A

Section 1 – Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School Year 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 2017.

Year R applications are normally for children born between 1 September 2012 and 31 August 2013.

Year 3 applications are normally for children born between 1 September 2009 and 31 August 2010.

The Key Scheme dates are:

Appendix A

Key Action	Scheme Date
National closing date for application forms	Monday 16 Jan 2017
Summary of applicant numbers sent to all Kent primary, infant and junior schools	By Friday 10 February 2017
Full applicant details sent to all Kent primary, infant and junior schools for ranking against their over-subscription criteria	By Monday 20 February 2017
Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN	By Friday 3 March 2017
Primary, infant and junior schools sent list of allocated pupils	Thursday 30 March 2017
National Offer Day: e-mails sent after 4pm and letters sent 1st class post	Tuesday 18 April 2017
Schools send out welcome letters no earlier than	Thursday 20 April 2017
Deadline for late applications and waiting list requests to be included in Kent County Council's reallocation stage. Also date by which places should be accepted or declined to schools	By Monday 15 May 2017
Deadline for lodging of appeals	Wednesday 17 May 2017
Kent County Council will send schools reallocation waiting lists for ranking against their over-subscription criteria	Friday 19 May 2017
Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC	Friday 26 May 2017
Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.	Monday 12 June 2017

Appendix A

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 on **12 June 2017** Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. Kent County Council will consider late applicants through the process described in paragraphs 26 to 35. After **12 June 2017**, Kent County Council will enable schools to accept applications directly and offer vacancies as they arise, to children on their waiting lists. Copies of applications will be forwarded by parents to Kent County Council who will support and advise parents where this is needed. Schools must notify Kent County Council of any offers or refusals that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admissions Authorities including academies and co-ordinating Free schools 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 or by using a standard paper form known as the Reception Common Application Form (RCAF) or Junior Common Application Form (JCAF). Kent County Council cannot accept multiple applications for the same child. A parent may use either of the above methods, but not both. Kent County Council will take all reasonable steps to ensure that every parent resident in the Kent knows how to apply for a school place by completing a RCAF/JCAF online at www.kent.gov.uk/ola or on paper, and has access to a written explanation of the co-ordinated admissions scheme.

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 RCAF/JCAF or online application 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 Kent County Council area wishing to express a preference for their child:

- (a) to be admitted to a school within the Kent County Council area (including VA and Foundation schools, Academies and Co-ordinating Free Schools).
- (b) to be admitted to a school located in another Local Authority's area (including VA, Foundation schools, Academies and Co-ordinating Free Schools).

4.

Details of this scheme will apply to every application made by a Kent resident applying to Kent schools. Where a Kent resident applies to schools located in another Local Authority, variations may apply to take into account differences present in that Local Authority's scheme.

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5.

Online applications, RCAF/JCAF 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) allow 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;and
 - (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 RCAF/JCAF must be returned to, in accordance with paragraph 7.
- (e) explain that parents cannot name primary schools on the JCAF and that if they do, they will be deleted and the preference will be lost.

6.

Kent County Council will make appropriate arrangements to ensure:

- (a) 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 Kent County Council, 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 Kent County Council, Kent maintained primary, infant and junior schools and is also available on the Kent County Council website to read or print.

7.

Completed applications must be submitted online and paper RCAF/JCAF returned to Kent County Council or any Kent Primary School by **16 January 2017**.

8.

Applications made on the RCAF/JCAF and returned direct to any school before **15 May 2017** must be forwarded to Kent County Council immediately to ensure inclusion in the appropriate allocation stage.

Supplementary Information Forms (SIFs)

9.

Only applications submitted on a RCAF/JCAF (online or paper) are valid. Completion of a school's Supplementary Information Form (SIF) alone does not constitute a valid application. Where schools use SIF they must confirm with the parent on receipt of their completed form that they have also made a formal application to Kent County Council.

10.

A school can ask parents who wish to name it, or have named it, on their RCAF/JCAF, to provide additional information on a 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 Kent County Council 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.

11.

Children with Statements of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP)

Pupils with a Statement of Special Educational Need or Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an SEN or EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), 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 LA'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 Kent County Council's SEN team in addition to the relevant school.

Determining Offers in Response to the RCAF/JCAF

12.

Kent County Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to RCAFs/JCAFs completed online or on paper. Kent County Council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the RCAF/JCAF where:

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- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant is eligible for a place at more than one school;
- (c) an applicant is not eligible for a place at any school that the parent has named.

Kent County Council will allocate places in accordance with paragraph 17.

13.

By 10 February 2017 Kent County Council will:

- (a) notify all schools of the number of applications received for their school;
- (b) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the Kent County Council area.

14.

By 20 February 2017 Kent County Council will advise all Kent primary, infant and junior schools of the full details of all valid applications for their schools via rank lists, to enable them to apply their over-subscription criteria. Only children who appear on Kent County Council's list can be considered for places on the relevant offer day.

15.

By 3 March 2017 All Kent primary, infant and junior schools, including academies and co-ordinating free schools, **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to Kent County Council for consideration in the allocation process. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by Kent County Council must be adopted.

16.

3 March 2017 will also be the final deadline by which any school may notify Kent County Council of their intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its co-ordination responsibilities.

17.

By 24 March 2017 the LA will match each ranked list against the ranked lists of every other school 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. Where the application is for Junior transfer, this alternative place may be in a Junior school or a Primary school.

18.

By 24 March 2017 Kent County Council will have completed any data exchange with other Local Authorities to cover situations where a resident in Kent County Council's Local Authority area has named a school outside Kent, or a parent living outside the Kent County Council's Local Authority area has named a Kent school.

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19.

By 30 March 2017 Kent County Council will inform schools of the pupils to be offered places at their establishment, and will inform other Local Authorities of places to be offered to their residents in its schools and Academies. Schools must not share this information with parents before **18 April 2017**.

20.

On Offer day, 18 April 2017 Kent County Council will:

(a) send an offer email after 4pm to those parents who have applied online and provided a valid email address.

1. The name of the school at which a place is offered.
2. Information about the right of appeal against the decisions to refuse places at other named schools.
3. 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.

(b) send decision letters to ALL paper CAF applicants and online applicants that did not receive an offer of their first preference. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact of large volume post runs, work will continue to produce email processes which will allow for the reduction of paper letters. The letter will give:

1. The name of the school at which a place is offered.
2. 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.
3. Information about the right of appeal against the decisions to refuse places at other named schools.
4. Information on how to request a place on a waiting list for schools originally named as a preference on their RCAF/JCAF, if they want their child to be considered for any places that might become available.
5. advice on how to find contact details for the school and Local Authority and the admission authorities of Foundation, VA schools, Academies and co-ordinating Free schools where they were not offered a place, so that they can lodge an appeal with the governing body.

21.

The letter and/or email will notify parents that they need to respond to the offered school to accept or refuse the offer. It will inform parents to send waiting list requests to Kent County Council. It will also inform them of their right to appeal against the refusal of a place at any school on their application and where and when to lodge the appeal.

22.

Parents who reside in other Local Authorities, 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 Local Authority on **18 April 2017**.

23.

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Kent pupils who have not been offered a place at any of the schools nominated on their RCAF/JCAF will be allocated a place by Kent County Council at an alternative school in the Kent County Council area. This place will be offered on **18 April 2017**.

24.

Schools will send their welcome letters **no earlier than 20 April 2017**.

Acceptance/Refusal of Places - 15 May 2017

25.

By 15 May 2017 parents must inform the school whether they wish to accept or refuse the place offered on offer day. Refusals should be made in writing or via e-mail to provide an appropriate audit trail. If a response has not been received by **15 May 2017**, the school **must** remind the parent in writing 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 taking reasonable measures to secure a response from parents will a school be able to retract the offer of a place.

Determining Offers in Reallocation Process

26.

Kent County Council will collect a reallocation list for all schools up to **15 May 2017**. This will include details of the following:

- (a) all applicants who named the school on the RCAF/JCAF and were not offered a place on **18 April 2017** and who have asked to be included on the school's waiting list;
- (b) late applicants who named the school on their applications which were sent to Kent County Council by **15 May 2017**.

27.

By 19 May 2017 Kent County Council will advise all Kent primary, infant and junior schools, of the full details of all waiting list requests and late applications (reallocation list) for their schools to enable them to apply their over-subscription criteria. Only children who appear on the Kent County Council list can be considered for places on Kent County Council's reallocation day. The full reallocation list must be put into the school's over-subscription criteria order. No distinction should be made on the basis of the child being a waiting list request or a late applicant.

28.

By 26 May 2017 The schools must return their ranked waiting lists to Kent County Council. Schools should also return all acceptance and refusal information collected to ensure Kent County Council can calculate places available for its reallocation day.

29.

On 12 June 2017 Kent County Council will re-allocate any places that have become available since offer day using the same process described in paragraph 17. Applicants will be sent a letter by 1st Class post that day, informing them of offers. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact of large volume post runs, work will continue to produce email processes which will allow for the reduction of paper letters. Schools will be sent a list of all new offers and the remainder of their waiting

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lists. Late applicants will be added to the waiting list of each school that they have not been offered.

Determining Offers after Waiting Lists returned to Schools

30.

After **12 June 2017** waiting lists will be managed by schools and can include:

- (a) all applicants who were not offered a place on **18 April 2017**, who asked to be included on the school's waiting list and who subsequently were not offered a place on **12 June 2017** (children on the waiting list described in paragraph 29);
- (b) applicants who did not name the school on their RCAF/JCAF and who have approached the school to be considered via Post Reallocation Reception Common Application Form (PRRCAF) or Post Reallocation Junior Common Application Form (PRJCAF).
- (c) Late applicants who have not previously been considered for a place at any Primary/Infant or Junior school and who have approached the school to be considered via PRRCAF/PRJCAF. These applicants should also provide a copy of their application to Kent County Council who will support and advise parents where this is needed.

31.

After 12 June 2017 Schools will make offers from their waiting lists for any spaces available. Kent advises schools to wait until **14 June 2017** before making offers to allow all parents an opportunity to receive their letters detailing the outcome of Reallocation. Schools must inform Kent County Council whenever an offer or refusal is made so that Kent County Council can record all activity. 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 who ceased to be so because they were adopted, or with SSEN apply.

Handling of Late Applications:

Applications received after the RCAF/JCAF closing date but before 10 February 2017

32.

The closing date for applications in the normal admissions round (as above) is **16 January 2017**. As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted and considered 'on time', provided they are received by Kent County Council before **10 February 2017**. Late applications cannot be made online, so applicants must complete a paper RCAF/JCAF and return it direct to Kent County Council. On time applicants can also request to amend preferences up to this point for a good reason. These requests must be made in writing to the admissions team. Amendments made to the online system after **15 January 2016** will be ignored. Online applicants who amend preferences after **15 January 2016** will not be sent an email and their offer will not be available online. They will be sent an offer letter by 1st class post.

33.

Exceptional provision is made for the families of UK Service Personnel and Crown Servants as required by the School Admissions Code. Applications will be accepted up until **10 February 2017**, where it is confirmed in writing by the appropriate authority that the family will be resident in Kent by **1 September 2017**. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which

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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 / right to appeal as other applicants.

Applications received on or after 10 February 2017 but before 15 May 2017

34.

Applications received after **10 February 2017** but before **15 May 2017** (the deadline for inclusion in any reallocation made on **12 June 2017**) will not be considered for places on **18 April 2017**, but will be included in the re-allocation of places on **12 June 2017** as defined above.

Applications received after 15 May 2017

35.

Late applications received after **15 May 2017** (the deadline for inclusion in any reallocation made on **12 June 2017**) must be made directly to the schools. Parents will apply using the Post Reallocation Reception Common Application Form (PRRCAF) or Post Reallocation Junior Common Application Form (PRJCAF). These applicants should also provide a copy of their application to Kent County Council who will support and advise parents where this is needed. These will be considered by each school after **12 June 2017**, in accordance with a process similar to the in year admissions process (detailed in Section 2).

Cancelling applications

36.

Applications considered as 'on time' detailed in paragraph 7 and 32 can be cancelled or individual preferences can be removed by the applicant up to **3 March 2017** (the deadline for schools returning ranked lists). Requests must be made to the admissions team in writing. New preferences cannot be added to an application at this point. After this date, it is not possible to cancel applications or remove preferences as the offer allocation process will have started.

37.

Parents that have cancelled an 'on time' application may submit a late application, for consideration under the reallocation process. The deadline for these late applications is **15 May 2017**.

38.

Where an application is cancelled, parents cannot join a school's waiting list or appeal for a school that was on their original application unless they submit a new application for the school after **12 June 2017**.

Appeals

39.

All parents have the statutory right to appeal against any decision refusing them a school place and must lodge their appeal by **17 May 2017** for it to be considered as on time.

40.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, 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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which is held in accordance with the school's oversubscription criteria.

Summer Born Applications

41.

Kent will process applications for Summer Born children outside the normal age taking account of the needs of the child. A decision as to whether an application will be accepted outside of the admissions round is a decision for the admissions authority, which will normally be guided by the Headteachers of the schools in question. Further Information will be made available to parents on how applications should be made at kent.gov.uk/primaryadmissions. Parents are advised to talk to schools no later than **20 November 2015** to enable a decision to be made before the closing date of the round on **15 January 2016**.

Section 2 – Details of the Primary In-Year Admissions Process for Schools

In-Year Casual Admission Form.

1.

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 Kent County Council Cabinet Determination.

2.

Kent County Council will produce a standard form, known as the In-Year Casual Admission Form (IYCAF), which Kent schools must use to allow applicants to apply for school places in any year group outside of the normal admissions round. Applicants must use one form for each school they wish to apply for.

3.

As Kent is no longer co-ordinating In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.

4.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council has given permission to each authority to liaise directly with Kent schools. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.

5.

Parents will be able to obtain information about the process, other authority processes and IYCAFs from Kent County Council's Admissions and Transport Office or from any local Kent school. Enquiries can also be made via e-mail (kentinyearadmissions@kent.gov.uk).

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Information and IYCAFs will also be available on the Kent County Council's website to read and print.

6.

Kent County Council will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

7.

The IYCAF will be used for the purpose of admitting pupils to a school in the year group applied for.

8.

The IYCAF must be used by parents resident in the Kent County Council area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, for their child to be admitted to a school within the Kent County Council area (including VA and Foundation schools, Academies and Co-ordinating Free Schools)

9.

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school. Applications by Kent residents to out of county schools should be made to either the other local authority or school, depending on that local authority's In-Year process.

10.

The IYCAF will:

- (a) invite the parent to express a school preference.
- (b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.
- (c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school.
- (d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.
- (e) direct the parent to contact Kent County Council where they are unable to secure a school place.
- (f) explain where they can find information about applying to non-Kent schools.

11.

Kent County Council will make appropriate arrangements to ensure:

- (a) that the IYCAF is available in paper form on request from Kent County Council and from all maintained primary schools, Academies and Co-ordinating Free Schools in the Kent County Council area; and
- (b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

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12.

IYCAFs for Kent schools must be returned to the school. Schools must process them, no later than 5 days from receipt.

Supplementary Information Forms (SIFs)

13.

All completed IYCAFs 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 Kent County Council (where supplied) and returned to the school. All schools that use SIFs must include the form in their published admission arrangements.

14.

A SIF is not a valid application by itself: a formal application can only be made on the IYCAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions). When SIFs are received, the school must ensure that the 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. 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.

15.

a)

Children with Statements of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP)

Pupils with a Statement of Special Educational Need or Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an SEN or EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), 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 LA'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 Kent County Council's SEN team in addition to the relevant school.

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b)

Children in Local Authority Care (CiC) and Children Adopted from Care

When applications are made for young people in the care of other Local Authorities or who ceased to be so because they were adopted, Kent County Council - 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 or who ceased to be so because they were adopted, 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 at capacity or the school provision is not considered appropriate, Kent County Council will advise the home authority of the schools position and where possible identify alternative education provision that may be more suitable to meet the child's needs. It will be for the corporate parent to determine whether it wishes to challenge the school's or the LA's position or identify an alternative education setting more suited to meeting the child's needs.

Where Kent County Council is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admission 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). Kent County Council 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 Kent County Council as corporate parent will decide whether to initiate proceedings required to either direct or instruct the school in question or consider if other education provision may be in the best 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. However, this does not guarantee a place at the parent's preferred school for their child. Places cannot be held for an extended period of time, as this could create disadvantage with other applications.

Determining Offers in Response to the IYCAF

16.

The school will notify applicants resident in the Kent County Council area by letter the outcome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place if a place is unavailable;

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- (c) information about the statutory right of appeal against the decisions to refuse places;
- (d) information on how to apply for a place on the waiting list;
- (e) contact details for the school and Kent County Council and for the admission authorities of Foundation, VA schools, Academies and co-ordinating Free schools 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 school days

17.

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA's determined process, the parent will confirm the acceptance or refusal of the place to the school or that school's LA.

18.

Kent pupils who have applied to schools and have not been offered a place can contact Kent County Council who will inform them where there is an available place at an alternative school. 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. If the child is already attending a school in the local area, no alternative place will be offered.

19.

Schools must inform Kent County Council of every offer that is made via the In Year Casual process to allow the necessary safeguarding checks to take place. Notification should be made at the same time as the offer being made to the parent.

20.

Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school. Parents can then approach these schools to secure a place. These applicants will have the same access to a waiting list and right to appeal as other applicants.

Acceptance/Refusal of Places

21.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school days of the date of the offer letter. If the school has not obtained a response within the specified time, it will remind the parent in writing 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.

22.

The school will notify Kent County Council of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by Kent County Council.

23.

Once a place has been accepted, a child must start at the school within a reasonable length

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of time. This would normally be 10 school days from receipt of acceptance, but schools may extend if they feel there are justifiable reasons to do so.

Waiting Lists

24.

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.

25.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, via the process detailed in the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or children with a Statement of Special Educational Needs apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. Parents whose children are refused admission **must** be offered a right of appeal (even if their child's name has been put on the waiting list).

Appeals

26.

All parents have the statutory right to appeal against any decision refusing them a school place.

27.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, 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.

Section 3 – Glossary of Terms

Term	Definition
LA	A Local Authority
The LA	Kent County Council
The LA area	The area in respect of which Kent County Council is the Local Authority
Primary Education	Has the same meaning as in section 2(1) of the Education Act 1996
Primary School	Has the same meaning as in section 5(1) of the Education Act 1996
School	A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.
Foundation school	Such of the schools as are Foundation schools. The governing body is the admissions authority for these schools.
VA schools	Such of the schools as are Voluntary Aided schools, the governing body of these schools is the admission authority. These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.
VC schools	Such of the schools as are Voluntary Controlled schools
Academies	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.
Free Schools	Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.
Admission authority	In relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or VA school and Academy, means the governing body of that school
Admission arrangements	The arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school
Eligible for a place	Means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.
RCAF	Reception Common Application Form, completed online or on paper
JCAF	Junior Common Application Form, completed online or on paper
IYCAF	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.
SIF	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided and Free 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

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	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.
Summer Born	A child born between the months of April to August
PAN	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 other than where 1.4 of the School Admissions Code 2014 applies.
Late Application	an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Primary Scheme, or where applicants have moved house and their original preferences are no longer suitable.
Reallocation Process	the process by which vacant places are offered by the local authority to late applicants and pupils on school waiting lists.

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Dated: 1st January 2016

Appendix B

Kent County Council Proposed Co-ordinated Scheme for Secondary Admissions Academic Year 2017/18

Incorporating Transfer to Year 7 and Proposed Secondary In-Year Admissions Process for Schools

Produced by:
Fair Access - Admissions

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Introduction / Background

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).
 - 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.
 - This consultation ran from 9.00 am on 6 November 2015 until 18 December 2015. Every Kent School, Academy and Co-ordinating Free School or UTC is required to agree to the admissions scheme and adhere to it. **Kent County Council made it clear in its consultation that it would constitute full acceptance to the proposed scheme if schools chose not to respond.**
 - 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.)
 - Leigh UTC is the only school in Kent where the normal point of entry is at Year 10. 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.)
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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 2017.

Year 7 applications are normally for children born between 1 September 2005 and 31 August 2006.

The Key Scheme dates are:

Key Action	Scheme Date
Registration for testing opens	Wednesday 1 June 2016
Closing date for registration	Friday 1 July 2016
Test date for pupils in Kent primary schools	Thursday 8 September 2016
Test date for pupils not in Kent primary schools	Saturday 10 September 2016
Assessment decision sent to parents	Thursday 13 October 2016
National closing date for application forms	Monday 31 October 2016
Summary of applicant numbers sent to secondary schools (plus info for those needing to arrange additional testing)	By Friday 9 December 2016
Full applicant details sent to all Kent secondary schools for ranking against their over-subscription criteria	By Friday 6 January 2017
Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN	No later than Wednesday 18 January 2017
Secondary schools sent list of allocated pupils - primary schools informed of destination of pupils	Thursday 23 February 2017
National Offer Day: e-mails sent after 4pm and letters sent 1st class	Wednesday 1 March 2017
Schools send out welcome letters no earlier than	Monday 6 March 2017
Deadline for late applications and waiting list requests to be included in the Kent County Council reallocation stage. Also the date by which places should be accepted or declined to schools.	Thursday 16 March 2017
Date Kent County Council will send schools reallocation waiting lists for ranking against their over-subscription criteria	Monday 20 March 2017
Deadline for lodging appeals	Wednesday 29 March 2017
Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC	Friday 31 March 2017
Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.	Friday 28 April 2017

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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 on **28 April 2017** Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. Kent County Council will consider late applicants through the process described in paragraphs 41 to 50. After **28 April 2017**, Kent County Council will enable schools to accept applications directly and offer vacancies as they arise, to children on their waiting lists. Copies of applications will be forwarded by parents to Kent County Council who will support and advise parents where this is needed. Schools must notify Kent County Council of any offers or refusals that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admission Authorities including academies and co-ordinating Free schools and UTCs 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 or by using a standard paper form known as the Secondary Common Application Form (SCAF). Kent County Council cannot accept multiple applications for the same child: a parent may use either of the above methods, but not both. Kent County Council will take all reasonable steps to ensure that every parent resident in the Kent County Council 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 or on paper, and has access to a written explanation of the co-ordinated admissions scheme.

2.

The SCAF and online application will be used for the purpose of admitting pupils to the first year of secondary education.

3.

The SCAF or online application 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 Kent County Council area wishing to express a preference for their child:

- (a) to be admitted to a school within the Kent County Council area (including VA and Foundation schools, Academies and Co-ordinating Free Schools and UTCs).
- (b) to be admitted to a school located in another Local Authority's area (including VA, Foundation schools, Academies and Co-ordinating Free Schools and UTCs).

4.

Details of this scheme will apply to every application made by a Kent resident applying to Kent schools. Where a Kent resident applies to schools located in another Local Authority, variations may apply to take into account differences present in that Local Authority's scheme.

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5.

Online applications, SCAF and supporting publications will:

- (a) invite parents to express **up to four** preferences including, where relevant, any schools outside the Kent County Council 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) allow 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 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, in accordance with paragraph 7.

6.

The LA will make appropriate arrangements to ensure:

- (a) the online admissions website is readily accessible to all who wish to apply using this method.
- (b) the paper SCAF is readily available on request from Kent County Council, all Kent maintained primary and junior schools and is also available on the Kent County Council website to print, complete and return.
- (c) a composite prospectus of all Kent secondary schools and a written explanation of the co-ordinated admissions scheme is readily available on request from Kent County Council, all Kent maintained primary and junior schools and is also available on the Kent County Council website to read or print.

7.

Completed applications must be submitted online and paper SCAFs returned to Kent County Council or any Kent Secondary School by **31 October 2016**.

8.

To help Kent County Council ensure that everyone who needs to make an application has done so, primary and junior schools may ask parents for a note of their online application reference. They may also ask the online admissions team to check that an online application has been submitted by parents of children attending their school. These schools will also be sent a list of children that have applied online close to the closing date to allow schools to check that every child has applied. These are important safeguarding measures schools are encouraged to support.

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9.

Applications made on the SCAF and returned direct to any school before **16 March 2017** must be forwarded to Kent County Council immediately to ensure inclusion in the appropriate allocation stage.

Supplementary Information Forms (SIFs)

10.

Only applications submitted on a SCAF (online or paper) are valid. Completion of a school's Supplementary Information Form (SIF) alone does not constitute a valid application. Where schools use a SIF they must confirm with the parent on receipt of their completed form that they have also made a formal application to Kent County Council.

11.

A school can ask parents who wish to name it, or have named it, on their SCAF, to provide additional information on a 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 Kent County Council 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.

12.

Children with Statements of Special Educational Need (SSEN) or Education, Health and Care Plan (EHCP)

Pupils with a Statement of Special Educational Need or Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an SSEN or EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), 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 LA'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 Kent County Council's SEN team in addition to the relevant school.

Testing

13.

In line with Kent County Council's ongoing decision to run a selective process, entry to grammar schools is restricted to children who have been assessed as suitable through the relevant test(s). Receiving a grammar assessment in the Kent Test does not guarantee a

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grammar school place at offer day as they may be oversubscribed.

14.

The Kent schools that require children to sit the Kent grammar school tests are listed below. Schools which hold alternative tests will also be highlighted. It is not possible to include details of schools that added alternative tests during their 2017 consultation period as these consultations were still ongoing at the time of writing:

Barton Court Grammar School	Maidstone Grammar School for Girls
Borden Grammar School	***Mayfield Grammar School, Gravesend
Chatham and Clarendon Grammar School	Norton Knatchbull
Dane Court Grammar School	Oakwood Park Grammar School
Dartford Grammar School	Queen Elizabeth's Grammar School
Dartford Grammar School for Girls	Simon Langton Girls' Grammar School
*Dover Grammar School for Boys	Simon Langton Grammar School for Boys
*Dover Grammar School for Girls	Sir Roger Manwood's School
**Folkestone School for Girls	Skinner's School
Gravesend Grammar School	Tonbridge Grammar School
**Harvey Grammar School	Tunbridge Wells Girls' Grammar School
Highsted Grammar School	Tunbridge Wells Grammar School for Boys
Highworth Grammar School for Girls	Weald of Kent Grammar School
Invicta Grammar School	Wilmington Grammar School for Boys
Judd School	Wilmington Grammar School for Girls
Maidstone Grammar School	

* Dover Grammar School for Boys and Dover Grammar School for Girls also accept pupils who have reached the required standard of the "Dover Test".

** Folkestone School for Girls and Harvey Grammar School also accept pupils who have reached the required standard of the "Shepway Test".

*** Mayfield Grammar School, Gravesend also accepts pupils who have reached the required standard of the "Mayfield Test".

15.

Registration for the Kent grammar school tests will open on **1 June 2016**. 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 2016**.

16.

Details regarding the administration of the Kent test for grammar school will be made available to parents in time for the registration.

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17.

Kent test will take place:

for pupils attending a Kent school on **Thursday 8 September 2016**

for pupils not attending a Kent school on **Saturday 10 September 2016**

18.

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 2017**.

19.

A child's country of residence is where the child normally lives, 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 a "quartermaster area" address may be used on production of appropriate evidence.

20.

By **6 July 2016** Kent County Council will send all Kent primary and junior schools, including academies and co-ordinating free schools, a list of their pupils that have applied to sit the Kent grammar school tests. Schools will have until **13 July 2016** to contact parents of children who are interested in grammar school and who have not yet applied.

21.

Late registrations cannot be accepted online. As far as reasonably practicable, registrations for the Kent test for grammar school that are received late will be accepted, provided a completed paper registration form is received by Kent County Council before **13 July 2016**.

22.

If the parent chooses to name a Kent grammar school on the SCAF for a child who has not taken the appropriate test, this preference will be treated as invalid because the child will not have met the entry criteria.

23.

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 2017**:

- (a) illness on one or both test dates, confirmed by a doctor's certificate;
- (b) a move into the Kent County Council 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 2016**.)

24.

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 **28 April 2017** when parents can submit a further application through the post reallocation process (detailed in paragraph 50) or the in year admissions process (detailed in Section 2) or, if they have been refused admission, make an appeal to the Independent Appeal Panel.

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25.

Following the conclusion of the assessment process Kent County Council will write to parents of all registered children advising them of the assessment decision. Letters will be sent by 1st class post on **13 October 2016**. 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 **13 October 2016**. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact of large volume post runs, work will continue to produce email processes which will allow for the reduction of printed letters.

26.

There is no right of appeal against the assessment decision, but after **1 March 2017** parents may make an admission appeal to an independent appeal panel if their child is refused admission to any school, including a grammar school.

Determining Offers in Response to the SCAF

27.

Kent County Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to SCAs completed online or on paper. Kent County Council 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;
- (b) an applicant is eligible for a place at more than one school;
- (c) an applicant is not eligible for a place at any nominated school.

Kent County Council will allocate places in accordance with the provisions set out in paragraph 32.

28.

By 9 December 2016 Kent County Council 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 (data may be subject to further validation at this stage);
- (c) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the Kent County Council area.

29.

By 6 January 2017 Kent County Council will advise all Kent secondary schools of the full details of all valid applications for their schools via rank lists, to enable them to apply their over-subscription criteria. Only children who appear on Kent County Council's list can be considered for places on the relevant offer day.

30.

By 18 January 2017 All Kent secondary schools, including academies and co-ordinating free schools and UTCs, **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to Kent County Council for consideration in the allocation process. Where a school fails clearly to define its oversubscription criteria in its

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determined arrangements, the definitions laid out by Kent County Council must be adopted.

31.

18 January 2017 will also be the final deadline by which any school may notify Kent County Council of their intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its co-ordination responsibilities.

32.

By 16 February 2016 the LA will match each ranked list against the ranked lists of every other school 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.

33.

By 16 February 2016 Kent County Council will have completed any data exchange with other Local Authorities to cover situations where a resident in Kent County Council's Local Authority area has named a school outside Kent, or a parent living outside the Kent County Council's Local Authority area has named a Kent school.

34.

By 23 February 2016 Kent County Council will inform its secondary schools of the pupils to be offered places at their establishments, and will inform other Local Authorities of places to be offered to their residents in its schools and Academies. Kent County Council will also inform all Kent primary and junior schools of offers made to their pupils. Schools must not share this information with parents before **1 March 2017**.

35.

On Offer Day - 1 March 2017 Kent County Council will

- (a) send an offer email after 4pm to those parents who have applied online and provided a valid email address. The email will include:
 1. The name of the school at which a place is offered.
 2. Information about the right of appeal against the decisions to refuse places at other named schools.
 3. 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. *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*
- (b) Send decision letters to ALL paper SCAF applicants and, as a minimum, all online applicants that did not receive an offer of their first preference. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact

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of large volume post runs, work will continue to produce email processes which will allow for the reduction of paper letters. The letter will include:

1. the name of the school at which a place is offered;
2. the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
3. information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
4. Information on how to request a place on a waiting list for schools originally named as a preference on their SCAF, if they want their child to be considered for any places that might become available. *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;*
5. advice on how to find contact details for the school and Local Authority and for the admission authorities of Foundation, VA schools, Academies and co-ordinating Free schools and UTCs where they were not offered a place, so that they can lodge an appeal with the governing body.

36.

The letter and/or email will notify parents that they need to respond to the offered school to accept or refuse the offer. It will inform parents to send waiting list requests to Kent County Council. It will also inform them of their right to appeal against the refusal of a place at any school on their application and where and when to lodge the appeal.

37.

Parents who reside in other Local Authorities, 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 Local Authority on **1 March 2017**.

38.

Kent pupils who have not been offered a place at any of the schools nominated on their SCAF will be allocated a place by Kent County Council at an alternative school in the Kent County Council area. This place will be offered on **1 March 2017**.

39.

Schools will send their welcome letters **no earlier than 6 March 2017**.

Acceptance/Refusal of Places - 16 March 2017

40.

By 16 March 2017 parents must inform the school whether they wish to accept or refuse the place offered on offer day. Refusals should be made in writing or via e-mail to provide an appropriate audit trail. If a response has not been received by **16 March 2017**, the school **must** remind the parent in writing 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 taking reasonable measures to secure a response from parents will a school be able to retract the offer of a place.

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Determining Offers in Reallocation Process

41.

Kent County Council will collect a reallocation list for all schools up to **16 March 2017**. 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 2017** and who have asked to be included on the school's waiting list;
- (b) late applicants who named the school on their applications which were sent to Kent County Council by **16 March 2017**.

(A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.)

42.

By 20 March 2017 Kent County Council will advise all Kent secondary schools of the full details of all waiting list requests and late applications (reallocation list) for their schools to enable them to apply their over-subscription criteria. Only children who appear on the Kent County Council list can be considered for places on Kent County Council's reallocation day. The full reallocation list must be put into the school's over-subscription criteria order. No distinction should be made on the basis of the child being a waiting list request or a late applicant.

43.

By 31 March 2017 The schools must return their ranked waiting lists to Kent County Council. Schools should also return all acceptance and refusal information collected to ensure Kent County Council can calculate places available for its reallocation day.

44.

On 28 April 2017 Kent County Council will re-allocate any places that have become available since offer day using the same process described in paragraph 32. Applicants will be sent a letter by 1st Class post that day, informing them of offers. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact of large volume post runs, work will continue to produce email processes which will allow for the reduction of paper letters. Schools will be sent a list of all new offers and the remainder of their waiting lists. Late applicants will be added to the waiting list of each school that they have not been offered.

Determining Offers after Waiting Lists returned to Schools

45.

After **28 April 2017** waiting lists will be managed by schools and can include:

- (a) all applicants who were not offered a place on **1 March 2017** and who have asked to be included on the school's waiting list and who subsequently were not offered a place on **28 April 2017** (children on the waiting list described in paragraph 44);
- (b) applicants who did not name the school on their SCAF and who have approached the school to be considered via Post Reallocation Secondary Common Application Form (PRSCAF).
- (c) Late applicants who have not previously been considered for a place at any Secondary school and who have approached the school to be considered via

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PRSCAF. These applicants should also provide a copy of their application to Kent County Council who will support and advise parents where this is needed.

46.

After 28 April 2017 Schools will make offers from their waiting lists for any spaces available. Kent advises schools to wait until **1 May 2017** before making offers to allow all parents an opportunity to receive their letters detailing the outcome of Reallocation. Schools must inform Kent County Council whenever an offer or refusal is made so that Kent County Council can record all activity. 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 who ceased to be so because they were adopted, or with SEN apply.

Handling of Late Applications:

Applications received after the SCAF closing date but before 9 December 2016

47.

The closing date for applications in the normal admissions round (as above) is **31 October 2016**. As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted and considered 'on time', provided they are received by Kent County Council before **9 December 2016**. Late applications cannot be made online, so applicants must complete a paper SCAF and return it direct to Kent County Council. On time applicants can also request to amend preferences up to this point for a good reason. These requests must be made in writing to the admissions team. Amendments made to the online system after **31 October 2016** will not be accepted. Online applicants who amend preferences after **31 October 2016** will not be sent an email and their offer will not be available online. They will be sent an offer letter by 1st class post.

48.

Exceptional provision is made for the families of UK Service Personnel and Crown Servants as required by the School Admissions Code. Applications will be accepted up until **9 December 2016**, where it is confirmed in writing by the appropriate authority that the family will be resident in Kent by **1 September 2017**. 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 / right to appeal as other applicants.

Applications received on or after 9 December 2016 but before 16 March 2017

49.

Applications received after **9 December 2016** but before **16 March 2017** (the deadline for inclusion in any reallocation made on **28 April 2017**) will not be considered for places on **1 March 2017**, but will be included in the re-allocation of places on **28 April 2017** as defined above.

Applications received after 16 March 2017

50.

Late applications received after **16 March 2017** (the deadline for inclusion in any reallocation made on **28 April 2017**) must be made directly to the schools. Post

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Reallocation Secondary Common Application Form (PRSCAF). These applicants should also provide a copy of their application to Kent County Council who will support and advise parents where this is needed. These will be considered by each school after **28 April 2017**, in accordance with a process similar to the in year admissions process (detailed in Section 2).

Cancelling applications

51.

Applications considered as 'on time' detailed in paragraph 7 and 47 can be cancelled or individual preferences can be removed by the applicant up to **18 January 2017** (the deadline for schools returning ranked lists). Requests must be made to the admissions team in writing. New preferences cannot be added to an application at this point. After this date, it is not possible to cancel applications or remove preferences as the offer allocation process will have started.

52.

Parents that have cancelled an 'on time' application may submit a late application, for consideration under the reallocation process. The deadline for these late applications is **16 March 2017**.

53.

Where an application is cancelled, parents cannot join a school's waiting list or appeal for a school that was on their original application unless they submit a new application for the school after **28 April 2017**.

Appeals

54.

All parents have the statutory right to appeal against any decision refusing them a school place and must lodge their appeal by **29 March 2017** for it to be considered as on time.

55.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, 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, which is held in accordance with the school's oversubscription criteria. *(Where the school is a grammar school, a place may only be offered if the child has been assessed as being suitable for a grammar school place and there are no other applicants at that time ranked higher on the school's waiting list.)*

Section 2 – Details of the Secondary In-Year Admissions Process for Schools

In-Year Casual Admission Form.

1

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 Kent County Council Cabinet Determination.

2.

Kent County Council will produce a standard form, known as the **In-Year Casual Admission Form (IYCAF)**, which Kent schools must use to allow applicants to apply for school places in any year group outside the normal admissions round. Applicants must use one form for each school they wish to apply for.

3.

As Kent is no longer co-ordinating In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.

4.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council has given permission to each authority to liaise directly with Kent schools. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.

5.

Parents will be able to obtain information about the process, other authority processes and IYCAFs from Kent County Council's Admissions and Transport Office or from any local Kent school. Enquiries can also be made via e-mail (kentyearadmissions@kent.gov.uk). Information and IYCAFs will also be available on the Kent County Council's website to read and print.

6.

Kent County Council will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

7.

The IYCAF will be used for the purpose of admitting pupils to a school in the year group applied for.

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8.

The IYCAF must be used by parents resident in the Kent County Council area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, for their child to be admitted to a school within the Kent County Council area (including VA and Foundation schools, Academies and Co-ordinating Free Schools and UTCs)

9.

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school. Applications by Kent residents to out of county schools should be made to either the other local authority or school, depending on that county's In-Year process.

10.

The IYCAF will:

- (a) invite the parent to express a school preference.
- (b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.
- (c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school.
- (d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.
- (e) direct the parent to contact Kent County Council where they are unable to secure a school place.
- (f) explain where they can find information about applying to non-Kent schools.

11.

The LA will make appropriate arrangements to ensure:

- (a) that the IYCAF are available in paper form on request from Kent County Council and from all maintained secondary schools, Academies and Co-ordinating Free Schools and UTCs in the Kent County Council area; and
- (b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

12.

IYCAFs for Kent schools must be returned to the school. Schools must process them no later than 5 school days from receipt.

Supplementary Information Forms (SIFs)

13.

All completed IYCAFs 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 Kent County Council (where supplied) and returned to the school. All schools that use SIFs must include the proposed form in

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their published admission arrangements.

14.

A SIF is not a valid application by itself: this can only be made on the IYCAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions). When SIFs are received the school must ensure that the 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. 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

15.

Parents wishing to apply for a Kent maintained school that tests pupils before admission are required to name the school on their IYCAF and contact the school 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 available.

16.

a)

Children with Statements of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP)

Pupils with a Statement of Special Educational Need or Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an SEN or EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), 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 LA'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 Kent County Council's SEN team in addition to the relevant school.

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b)

Children in Local Authority Care (CiC) and Children Adopted from Care

When applications are made for young people in the care of other Local Authorities or who ceased to be so because they were adopted, 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, Kent County Council 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 Admission 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). Kent County Council 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 Kent County Council as corporate parent will decide whether to initiate proceedings required 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. However, this does not guarantee a place at the parent’s preferred school for their child. Places cannot be held for an extended period of time, as this could create disadvantage other applications.

Determining Offers in Response to the IYCAF

17.

The school will notify applicants resident in Kent County Council area by letter the outcome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place, if a place is unavailable;
- (c) information about the statutory right of appeal against the decisions to refuse places.
- (d) information on how to apply for a place on the waiting list. (Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been

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assessed suitable for grammar school);

- (e) contact details for the school and Kent County Council and for the admission authorities of Foundation, VA schools, Academies and co-ordinating Free schools and UTCs 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 school days.

18.

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA's determined process, the parent will confirm the acceptance or refusal of the place to the school or that school's LA.

19.

Kent pupils who have applied to schools and have not been offered a place can contact Kent County Council who will inform them where there is an available place at an alternative school. 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. If the child is already attending a school in the local area, no alternative place will be offered.

20.

Schools must inform Kent County Council of every offer that is made via the In Year Casual process to allow the necessary safeguarding checks to take place.

21.

Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school. Parents can then approach these schools to secure a place. These applicants will have the same access to a waiting list and right to appeal as other applicants.

Acceptance/Refusal of Places

22.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school days of the date of the offer letter. If the school has not obtained a response within the specified time, it will remind the parent in writing 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.

23.

The school will notify Kent County Council of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by Kent County Council.

24.

Once a place has been accepted, a child must start at the school within a reasonable length of time. This would normally be 10 school days from receipt of acceptance, but schools may extend if they feel there are justifiable reasons to do so.

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Waiting Lists

25.

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 grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.)*

26.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, via the process detailed in the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted or children with Statements of Special Education Needs apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. 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

27.

All parents have the statutory right to appeal against any decision refusing them a school place.

28.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, 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.*

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Section 3 – Glossary of Terms

Term	Definition
LA	A Local Authority
The LA	Kent County Council
The LA area	The area in respect of which Kent County Council is the Local Authority
Primary education	Has the same meaning as in section 2(1) of the Education Act 1996
Secondary education	Has the same meaning as in section 2(2) of the Education Act 1996
Primary school	Has the same meaning as in section 5(1) of the Education Act 1996
Secondary school	Has the same meaning as in section 5(2) of the Education Act 1996
School	A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.
Foundation schools	Such of the schools as are Foundation schools. The governing body is the admissions authority for these schools.
VA schools	Such of the schools as are Voluntary Aided schools, the governing body of these schools is the admission authority. These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.
VC schools	Such of the schools as are Voluntary Controlled schools
Academies	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.
Free Schools	Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.
UTC	University Technical Colleges - technical academies for 14- to 19-year-olds. They have university and employer sponsors and combine practical and academic studies. UTCs specialise in subjects that need modern, technical, industry-standard equipment – such as engineering and construction – which are taught alongside business skills and the use of ICT.
Admission authority	In relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or VA school and Academy, means the governing body of that school
Admission arrangements	Means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school
Eligible for a place	Means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.

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SCAF	Secondary Common Application Form, completed online or on paper
IYCAF	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.
SIF	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided and Free 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.
PAN	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 other than where 1.4 of the School Admissions Code 2014 applies.
Late Application	an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Secondary Transfer Scheme, or where applicants have moved house and their original preferences are no longer suitable.
Reallocation Process	the process by which vacant places are allocated
The Kent grammar school tests	Tests in English, Mathematics and Reasoning devised by an external body (GL Assessment) for admission to Kent grammar schools
The Kent Procedure for Entrance to Secondary Education (PESE)	the system for determining entry to Kent Grammar Schools

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Dated: 1st January 2016

Appendix C (1)

Kent County Council

Proposed Admissions Arrangements for Academic Year 2017/18

Community and Voluntary Controlled Primary, Infant, Junior Schools in Kent

Produced by:
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Introduction / Background

Each year, Kent County Council is required to determine its admissions arrangements. They must include:

- The over-subscription criteria / arrangements for entry to those schools for whom Kent County Council is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number for those schools
- Relevant Consultation areas

At the time of going to print, arrangements for the schools listed at the back of this paper identifying the Published Admissions Numbers are those schools for which Kent County Council is the admissions authority. Some schools may be in the process of becoming academies. Where this is the case arrangements determined through this consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

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Proposed Oversubscription Criteria for Community and Voluntary Controlled Infant Junior and Primary Schools (*except Eastchurch CE Primary School, Dartford Bridge Community Primary School*)

The over-subscription criteria for all Community and Voluntary Controlled Infant, Junior and Primary schools are as follows.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- **Children in Local Authority Care or Previously 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 ceased to be so because they became subject to an adoption, residence or special guardianship 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.
- **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. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an infant school to the linked junior school.

Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

- **Health and Special Access Reasons** – Medical, health, 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

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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 point defined as within the child's home to a point defined as 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.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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 infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their

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request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

Proposed Oversubscription Criteria for Eastchurch CE Primary School

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order :

- **Children in Local Authority Care or Previously 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 ceased to be so because they became subject to an adoption, residence or special guardianship 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.
- **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 point defined as 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

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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.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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 infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

Proposed Oversubscription Criteria for Dartford Bridge Community Primary School

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- **Children in Local Authority Care or Previously 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 ceased to be so because they became subject to an adoption, residence or special guardianship 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).

On 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.

- **Children who live in the Priority Area detailed below** – Children will be ranked according to the distance from their home to the Dartford Bridge Community Primary 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 point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. A map displaying the priority catchment area is provided below.
- **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 point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the

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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.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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 infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmission

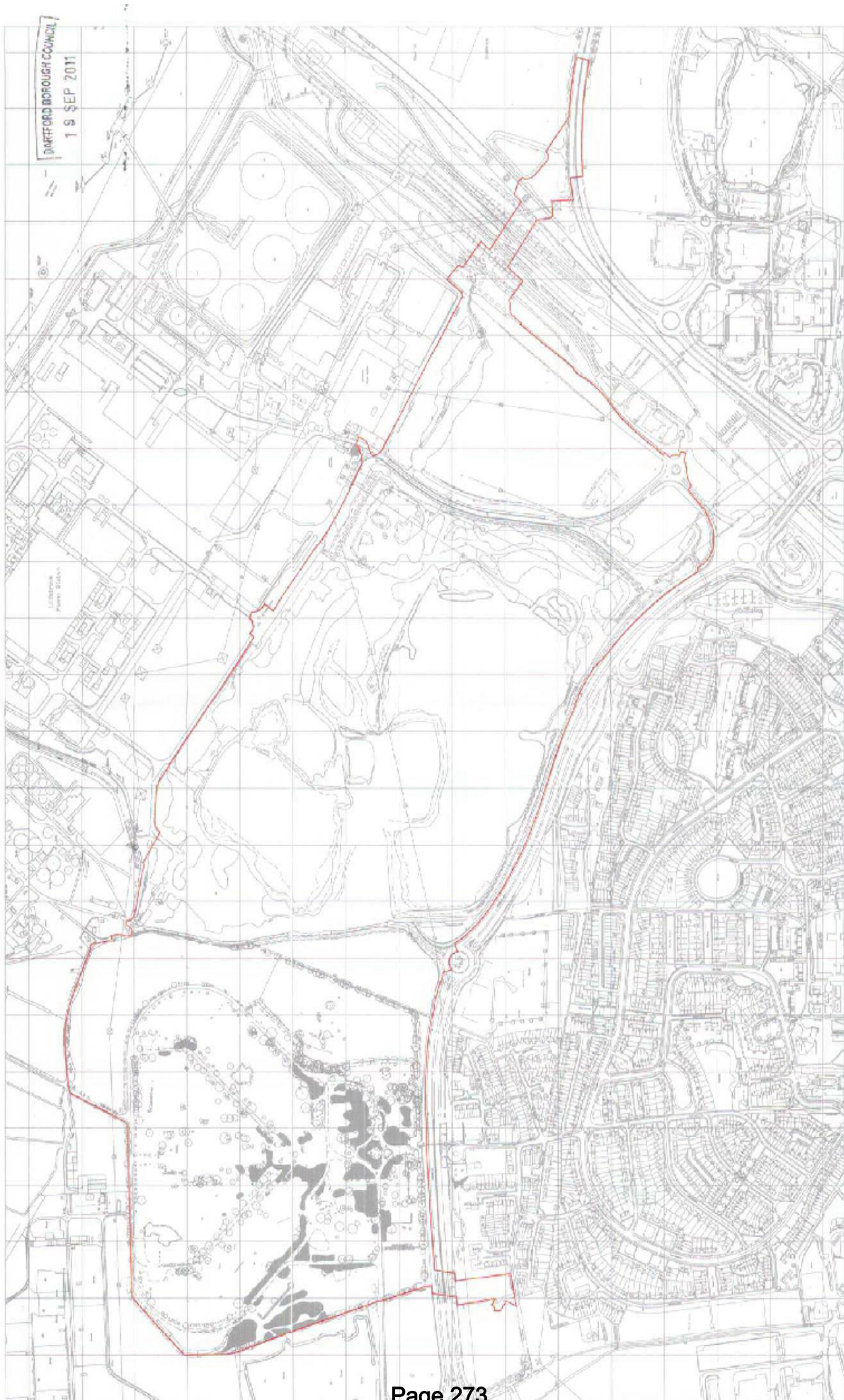


Figure 1a-rev D
not to scale

DARTFORD PARK - Location Plan



Appendix C

Linked Infant and Junior Schools

DFE NO	Infant School Name	Linked With	DFE NO	Junior School Name
2329	Callis Grange Nursery and Infant School	<u>Linked With</u>	3360	St Peter-in-Thanel Church of England Junior School*
2574	Downs View Infant School	<u>Linked With</u>	2052	Kennington Church of England Junior School*
2263	Herne Bay Infant School	<u>Linked With</u>	5206	Herne Bay Junior School *
3295	Herne CE Infant & Nursery School	<u>Linked With</u>	3338	Herne CE (Aided) Junior School *
2513	Oaks Community Infant School	<u>Linked With</u>	2463	Minterne Community Junior School
2459	Riverhead Infant School	<u>Linked With</u>	2141	Amherst School (Academy) Trust *
2462	Riverview Infant School*	<u>Linked With</u>	2444	Riverview Junior School
2626	Sandwich Infant School	<u>Linked With</u>	2627	Sandwich Junior School
2119	Shears Green Infant School	<u>Linked With</u>	2431	Shears Green Junior School
2337	St Crispin's Community Infant School	<u>Linked With</u>	3181	St Saviour's Church of England Junior School
3322	St James' Church of England Infant School *	<u>Linked With</u>	3049	St James's Church of England Junior School
3073	St Michael's Church of England Infant School	<u>Linked With</u>	3072	St Michael's Church of England Junior School
2328	St Mildred's Infant School	<u>Linked With</u>	2523	Upton Junior School
2474	St Paul's Infant School	<u>Linked With</u>	2175	North Borough Junior School
2611	St Stephen's Infant School	<u>Linked With</u>	2608	St. Stephen's Junior School *
2290	Tenterden Infant School	<u>Linked With</u>	3144	Tenterden Church of England Junior School
3081	Thurnham Church of England Infant School	<u>Linked With</u>	5203	Roseacre Junior School*
2276	Willesborough Infant School	<u>Linked With</u>	5226	Willesborough Junior School *
2484	Woodlands Infant School	<u>Linked With</u>	2453	Woodlands Junior School

* Own admission authority Schools

Appendix C

Appendix C (2)

Proposed Published Admission Numbers for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2017 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	30
2287	Rolvenden Primary School	Ashford	Primary	Community	14
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
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
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	26
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
3909	Ashford Oaks Community Primary School	Ashford	Primary	Community	60
2000	St John's CofE Primary School	Canterbury	Primary	Voluntary Controlled	60
2258	Blean Primary School	Canterbury	Primary	Community	60
2259	Chartham Primary School	Canterbury	Primary	Community	60 (45)
2263	Herne Bay Infant School	Canterbury	Infant	Community	120
2265	Hoath Primary School	Canterbury	Primary	Community	15 (9)
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
2607	Parkside Community Primary School	Canterbury	Primary	Community	30
2611	St. Stephen's Infant School	Canterbury	Infant	Community	90
2643	Swalecliffe Community Primary School	Canterbury	Primary	Community	90
3120	Barham CEP School	Canterbury	Primary	Voluntary Controlled	30

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3122	Bridge & Patribourne CEP School	Canterbury	Primary	Voluntary Controlled	60
3123	Chislet CEP School	Canterbury	Primary	Voluntary Controlled	14
3126	Littlebourne CEP School	Canterbury	Primary	Voluntary Controlled	15
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	90 (60)
2062	Darenth Community Primary School	Dartford	Primary	Community	30
2066	Maypole Primary School	Dartford	Primary	Community	60
2072	<i>Westgate Primary School***</i>	<i>Dartford</i>	<i>Primary</i>	<i>Community</i>	30
2120	Bean Primary School	Dartford	Primary	Community	30
2657	Temple Hill Community Primary and Nursery School	Dartford	Primary	Community	90
2676	West Hill Primary School	Dartford	Primary	Community	70
2689	Craylands School, The	Dartford	Primary	Community	30
3021	Stone St. Mary's CEP School	Dartford	Primary	Voluntary Controlled	90
3296	Langafel CEP School	Dartford	Primary	Voluntary Controlled	45
3914	Oakfield Community Primary School	Dartford	Primary	Community	90
3915	<i>Manor Community Primary School***</i>	<i>Dartford</i>	<i>Primary</i>	<i>Community</i>	90
3919	Dartford Bridge Community Primary School	Dartford	Primary	Community	60
5229	Fleetdown Primary School	Dartford	Primary	Community	90
2309	Priory Fields School	Dover	Primary	Community	60
2312	River Primary School	Dover	Primary	Community	60
2313	St. Martin's School	Dover	Primary	Community	30
2318	Langdon Primary School	Dover	Primary	Community	10
2320	Eythorne Elvington Community Primary School	Dover	Primary	Community	20
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	52
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	22

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				Controlled	
3171	Nonington CEP School	Dover	Primary	Voluntary Controlled	12
3172	Northbourne CEP School	Dover	Primary	Voluntary Controlled	20
3173	Kingsdown & Ringwold CEP School	Dover	Primary	Voluntary Controlled	30
3175	Sibertswold CEP School	Dover	Primary	Voluntary Controlled	30
3911	Hornbeam Primary School	Dover	Primary	Community	30
3916	Green Park Community Primary School	Dover	Primary	Community	60 (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
2116	Lawn Primary School	Gravesham	Primary	Community	30
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
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
2658	Westcourt School	Gravesham	Primary	Community	30
2666	Wrotham Road Primary School	Gravesham	Primary	Community	60
2674	Kings Farm Primary School	Gravesham	Primary	Community	52
2044	Loose Primary School	Maidstone	Primary	Community	90
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
2171	Brunswick House Primary School	Maidstone	Primary	Community	60
2172	East Borough Primary School	Maidstone	Primary	Community	60
2175	North Borough Junior School	Maidstone	Junior	Community	90
2176	Park Way Primary School	Maidstone	Primary	Community	45
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
2520	Madginford Primary School	Maidstone	Primary	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	60
3061	Bredhurst CEP School	Maidstone	Primary	Voluntary Controlled	15
3067	Harrietsham CEP School	Maidstone	Primary	Voluntary Controlled	30
3069	Leeds & Broomfield CEP School	Maidstone	Primary	Voluntary Controlled	15
3072	St. Michael's CEJ School, Maidstone	Maidstone	Junior	Voluntary Controlled	45
3073	St. Michael's CEI School, Maidstone	Maidstone	Infant	Voluntary Controlled	40

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3081	Thurnham CEI School	Maidstone	Infant	Voluntary Controlled	90
3083	Ulcombe CEP School	Maidstone	Primary	Voluntary Controlled	15 (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	24
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	23
2138	Otford Primary School	Sevenoaks	Primary	Community	60
2147	Weald Community Primary School	Sevenoaks	Primary	Community	30 (25)
2148	Shoreham Village School	Sevenoaks	Primary	Community	15
2459	Riverhead Infant School	Sevenoaks	Infant	Community	90
2615	High Firs Primary School	Sevenoaks	Primary	Community	30
2632	Sevenoaks Primary School	Sevenoaks	Primary	Community	90
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
3035	Seal CEP School	Sevenoaks	Primary	Voluntary Controlled	60
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	60 (50)
3201	St. Lawrence CEP School	Sevenoaks	Primary	Voluntary Controlled	12
3298	<i>West Kingsdown C.E. Primary School***</i>	<i>Sevenoaks</i>	<i>Primary</i>	<i>Voluntary Controlled</i>	45
3896	Downsview Primary	Sevenoaks	Primary	Community	30
3907	Hextable Primary School	Sevenoaks	Primary	Community	90
2296	Mundella Primary School	Shepway	Primary	Community	30
2300	Sellindge Primary School	Shepway	Primary	Community	15
2524	Palmarsh Primary School	Shepway	Primary	Community	15
2545	Sandgate Primary School	Shepway	Primary	Community	60
2691	St. Nicholas C of E Primary School	Shepway	Primary	Voluntary Controlled	54
3137	Brookland CEP School	Shepway	Primary	Voluntary Controlled	15
3146	Bodsham CEP School	Shepway	Primary	Voluntary Controlled	13
3149	St. Martin's CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	30

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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	60
3904	Castle Hill Community Primary School	Shepway	Primary	Community	58
2074	Murston Primary School	Swale	Primary	Community	45
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
2231	Lower Halstow School	Swale	Primary	Community	30
2235	Minster in Sheppey Primary School	Swale	Primary	Community	60
2237	Queenborough Primary School	Swale	Primary	Community	60
2239	Rodmersham School	Swale	Primary	Community	10
2245	Rose Street School	Swale	Primary	Community	60 (30)
2254	Canterbury Road Primary School	Swale	Primary	Community	30
2434	West Minster Primary School	Swale	Primary	Community	90 (60)
2463	Minterne Community Junior School	Swale	Junior	Community	90
2513	Oaks Community Infant School, The	Swale	Infant	Community	90
2534	Bysing Wood Primary School	Swale	Primary	Community	30
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	30
3109	Hernhill CEP School	Swale	Primary	Voluntary Controlled	30
3111	Newington CEP School	Swale	Primary	Voluntary Controlled	30
3117	Teynham Parochial CEP School	Swale	Primary	Voluntary Controlled	30
3282	Boughton-under-Blean & Dunkirk Primary School	Swale	Primary	Voluntary Controlled	30
2328	St. Mildred's Primary Infant School	Thanet	Infant	Community	90
2329	Callis Grange Nursery & Infant School	Thanet	Infant	Community	90
2337	St. Crispin's Community Primary Infant 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
2603	Bromstone Primary School, Broadstairs	Thanet	Primary	Community	60
2672	Palm Bay Primary School	Thanet	Primary	Community	60
3178	Birchington CEP School	Thanet	Primary	Voluntary Controlled	90 (60)
3179	Holy Trinity & St. John's CEP School,	Thanet	Primary	Voluntary	60

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	Margate			Controlled	
3181	St. Saviour's CEJ School	Thanet	Junior	Voluntary Controlled	96
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
3917	Garlinge Primary School	Thanet	Primary	Community	120
3918	Newington Community Primary School and Nursery	Thanet	Primary	Community	90
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	60
2156	Sussex Road Community Primary School	Tonbridge & Malling	Primary	Community	60
2164	East Peckham Primary School	Tonbridge & Malling	Primary	Community	30
2167	Ightham Primary School	Tonbridge & Malling	Primary	Community	30
2185	Mereworth Community Primary School	Tonbridge & Malling	Primary	Community	30
2187	Offham Primary School	Tonbridge & Malling	Primary	Community	30
2188	Plaxtol Primary School	Tonbridge & Malling	Primary	Community	15
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	90 (87)
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	24
3059	St. Mark's CEP School, Eccles	Tonbridge & Malling	Primary	Voluntary Controlled	20
3062	Burham CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	28
3082	Trottscliffe CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	12
3088	Wouldham, All Saint's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
3089	St. George's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
5223	Brookfield Junior School, Larkfield	Tonbridge & Malling	Junior	Community	60
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	30
2465	Claremont Primary School	Tunbridge Wells	Primary	Community	60
2482	Langton Green Primary School	Tunbridge Wells	Primary	Community	60
2490	Bishops Down Primary School	Tunbridge Wells	Primary	Community	30

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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	30
3049	St. James' CEJ School	Tunbridge Wells	Junior	Voluntary Controlled	90
3050	St. John's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	90
3052	St. Mark's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	60
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	90

*** Please note at time of going to consultation these schools are awaiting an academy order

Appendix C (3)

Proposed Statutory Consultation Area

Kent County Council 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 school concerned. However because the consultation is distributed across all Kent Admissions Authorities via the Kent County Council Website, admissions authorities and parents outside of 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 Kent County Council may chose not to have regard to the comments.

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Dated: 1st January 2016

Appendix D (1)

Kent County Council

Proposed Admissions Arrangements for Academic Year 2017/18

Community and Voluntary Controlled Secondary Schools in Kent

Produced by:
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Introduction / Background

Each year, Kent County Council is required to determine its admissions arrangements. They must include:

- The over-subscription criteria / arrangements for entry to those schools for whom Kent County Council is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number for those schools
- Relevant Consultation areas

At the time of going to print, arrangements for the schools listed at the back of this paper identifying the Published Admissions Numbers are those schools for which Kent County Council is the admissions authority. Some schools will be in the process of becoming academies. Where this is the case arrangements determined through this consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

Appendix D

Proposed Oversubscription Criteria for Community and Voluntary Controlled Secondary Schools (*except Tunbridge Wells Grammar School for Boys and The North School*)

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 2016 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."

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Oversubscription criteria for Community and Voluntary Controlled secondary schools will be applied in the following order:

Children in Local Authority Care or Previously 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 ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

Current Family Association - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Health and Special Access Reasons - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the 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.

Nearness of children's homes to school – The distance between the child's permanent home address and the school is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as 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.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last

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available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education. Parents are required to complete an application form at the normal transition time for the year group in which they are taught, moving from primary to secondary phase.

Admissions Authorities are expected to take into account the year group the child has been taught in leading up to transition. In the unlikely event that the request is declined, school may offer a year 8 place as an alternative or simply refuse admission if the child is younger than the normal entry age. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions

Proposed Oversubscription criteria for Tunbridge Wells Grammar School for Boys will be applied in the following priority order:

Entry to the school is through the Kent Assessment Procedure

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school and who are eligible for admission to this academically selective school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order. In the event of any of the criteria being oversubscribed, priority will be given initially to children in receipt of pupil premium who have completed and returned the attached Supplementary Information Form and then on the basis of distance with those closest being given higher priority, as described below.

Children in Local Authority Care or Previously 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 ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

Current Family Association - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Health and Special Access Reasons - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the 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 who live within a 3 mile radius of the school - Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar school for Boys 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 point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.

Children who live in the named parishes below – Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar School for Boys 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

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point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.

Bidborough	Hildenborough	Sevenoaks
Brasted	Ightham	Sevenoaks Weald
Capel	Knockholt	Shipbourne
Chevening	Kemsing	Shoreham
Chiddingstone	Leigh	Southborough
Cowden	Otford	Speldhurst
Dunton Green	Plaxtol	Sundridge
Edenbridge	Pembury	Tonbridge
Hadlow	Penshurst	Tunbridge Wells
Halstead	Riverhead	Westerham
Hever	Seal	

Nearness of all other children's homes to school – The distance between the child's permanent home address and the school is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as 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.

A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this priority must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

0In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

1If 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.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not

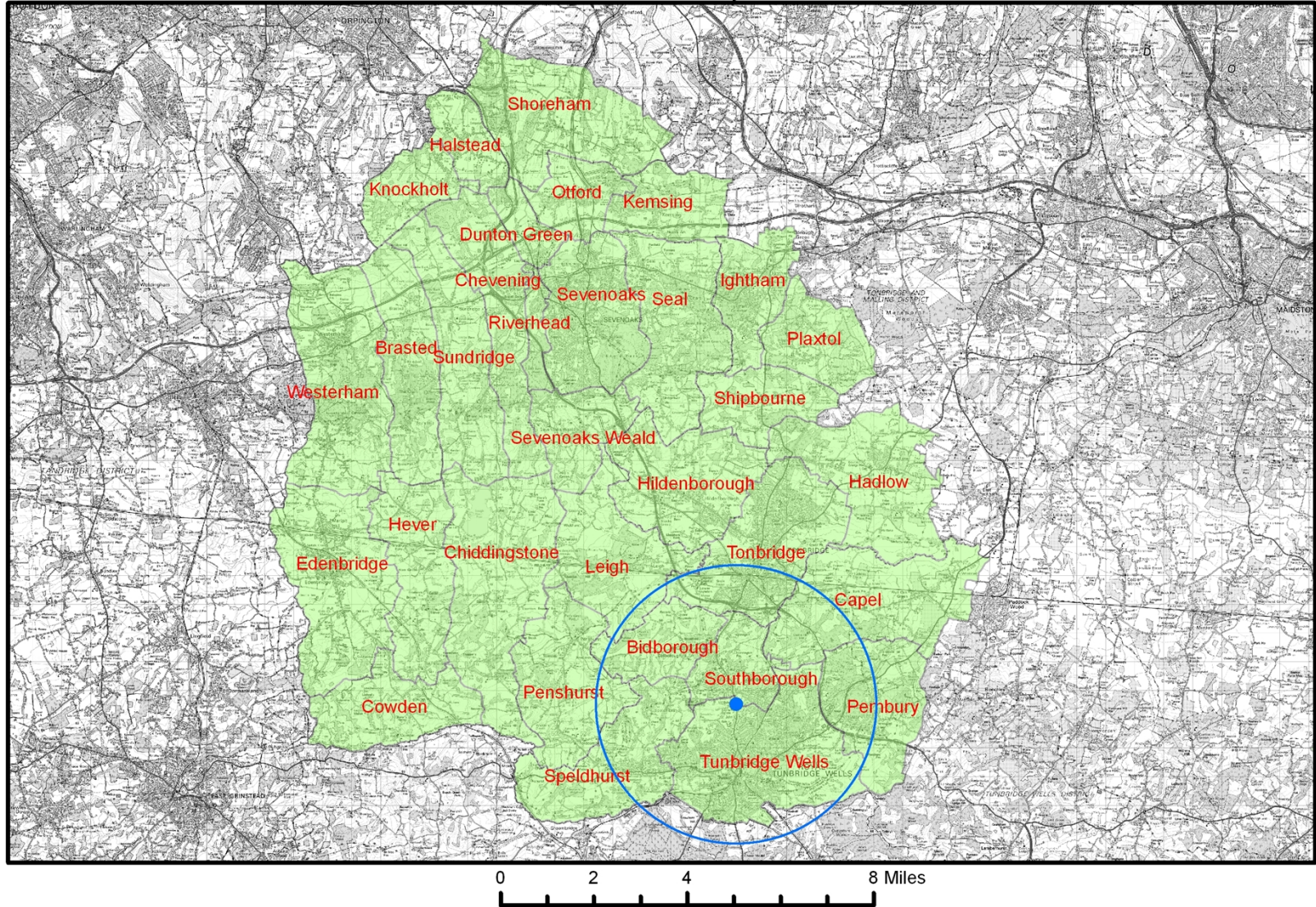
Appendix D

expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education. Parents are required to complete an application form at the normal transition time for the year group in which they are taught, moving from primary to secondary phase.

Admissions Authorities are expected to take into account the year group the child has been taught in leading up to transition. In the unlikely event that the request is declined, school may offer a year 8 place as an alternative or simply refuse admission if the child is younger than the normal entry age. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions

A map displaying the priority catchment area is provided overleaf:

Tunbridge Wells Grammar for Boys School and selected parishes



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TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS
SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION

- To qualify for Pupil Premium you have to be eligible under one of the following criteria...

3.1 Ever 6 FSM

The pupil premium for 2015 to 2016 will include pupils recorded in the January 2015 school census who are known to have been eligible for free school meals (FSM) in any of the previous 6 years (ie since summer 2009), as well as those first known to be eligible at January 2015.

3.2 Children adopted from care or who have left care

The pupil premium for 2015 to 2016 will include pupils recorded in the January 2015 school census and alternative provision census who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order). These are collectively referred to as post-LAC in these conditions of grant.

- Please fill in the details below and send the form back to the school with your evidence. For further information on what evidence is required please contact the school for assistance.
- Please remember to also fill in a Secondary Common Application Form either online via www.kent.gov.uk/ota or by paper SCAF and return to Kent County Council

CHILD'S DETAILS

FORENAME	SURNAME	DATE OF BIRTH
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ADDRESS (This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.)

Postcode

CURRENT SCHOOL	LA	DFE	SCHOOL NAME
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PARENT / CARER DETAILS

TITLE	FORENAME	SURNAME	RELATIONSHIP TO CHILD
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TELEPHONE NUMBERS	1	2
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EMAIL ADDRESS

PRINT NAME	SIGNATURE
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Please return to—TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS, ST JOHN'S ROAD, TUNBRIDGE WELLS, TN4 9XB BY 31st OCTOBER

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Proposed Oversubscription criteria for The North School will be applied in the following priority order:

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Children in Local Authority Care or Previously 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 ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

Current Family Association - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Health and Special Access Reasons - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the 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 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 point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.

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 point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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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.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education. Parents are required to complete an application form at the normal transition time for the year group in which they are taught, moving from primary to secondary phase.

Admissions Authorities are expected to take into account the year group the child has been taught in leading up to transition. In the unlikely event that the request is declined, school may offer a year 8 place as an alternative or simply refuse admission if the child is younger than the normal entry age. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions

Appendix D (2)

Proposed Published Admission Numbers for Community and Voluntary Controlled Secondary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2017 Published Admission Number
4091	Community College Whitstable, The	Canterbury	High	Community	210
4026	Dartford Science and Technology College	Dartford	High	Community	145
4109	Dover Grammar School for Girls	Dover	Grammar	Community	140 (130)
4246	North School	Ashford	High	Community	215
4534	Simon Langton Girls' Grammar School	Canterbury	Grammar	Voluntary Controlled	165
4059	Swadelands School	Maidstone	High	Community	150
4045	Tunbridge Wells Grammar School for Boys	Tunbridge Wells	Grammar	Community	180

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Proposed Statutory Consultation Area for Kent Secondary schools

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 seven 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:

Thanet	Thanet District plus Herne Bay, Chislet, Preston, Ash, Sandwich and Worth parishes.
Dover	Dover District plus Folkestone, Hawkinge, Swingfield, Elham, Barham, Adisham Wickhambreaux, Chislet, Monkton, Minster, Ramsgate.
Canterbury	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.
Swale	Swale Borough plus St Cosmas and St Damian in the Blean, Whitstable.
Shepway	Shepway District plus Capel-le-Ferne, Lydden, Barham, Bradbourne, Smeeth, Aldington, Orlestone.
Ashford	Ashford Borough plus Brenzett, Lympe, Sellindge, Stowting, Elmsted, Petham, Chartham, Dunkirk, Selling, Sheldwich, Lenham, Headcorn, Frittenden, Cranbrook, Benenden, Sandhurst.
Maidstone	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.
Gravesham	Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted & Fairseat, Ash-cum-Ridley, Hartley, Fawkham, West Kingsdown, Horton Kirby, Farningham, Eynsford, Swanley, Crockenhill.
Dartford	Dartford Borough plus Ash-cum-Ridley, Hartley, West Kingsdown, Fawkham, Eynsford, Swanley, Crockenhill.
Sevenoaks	Sevenoaks District plus Dartford Borough, Stansted & Fairseat, Wrotham, Ightham, Southborough, Borough Green, Tunbridge Wells, Plaxtol, Pembury, Shipbourne, Speldhurst.
Tonbridge	Tonbridge and Malling Borough plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tunbridge Wells Borough, Yalding.
Malling	Tonbridge and Malling Borough plus, Boxley, Maidstone, Barming, Meopham, Ash-cum-Ridley, West Kingsdown, Kemsing.

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Tunbridge Wells	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.
Cranbrook	Tunbridge Wells plus Marden, Staplehurst, Headcorn, Biddenden, Tenterden, Rolvenden.