

Children, Adults, Health and Wellbeing Policy Development and Scrutiny Panel

Date: Tuesday, 14th July, 2020
Time: 10.00 am
Venue: Virtual Meeting - Zoom - Public Access via
YouTube
<https://www.youtube.com/bathnescouncil>

Councillors: Vic Pritchard, Michelle O'Doherty, Jess David, Ruth Malloy,
Bharat Pankhania, Mark Roper, Andy Wait, Paul May and Liz Hardman

Co-opted Voting Members: David Williams

Co-opted Non-Voting Members: Chris Batten and Kevin Burnett



NOTES:

1. Inspection of Papers: Papers are available for inspection as follows: Council's website:

<https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

2. Details of decisions taken at this meeting can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. Broadcasting at Meetings: - The Council will broadcast the images and sounds live via the internet <https://www.youtube.com/bathnescouncil> . The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. Public Speaking at Meetings - The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given.

Advance notice is required not less than two full clear working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday. Further details of the scheme:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. Supplementary information for meetings Additional information and Protocols and procedures relating to meetings <https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

**Children, Adults, Health and Wellbeing Policy Development and Scrutiny Panel -
Tuesday, 14th July, 2020**

**at 10.00 am in the Virtual Meeting - Zoom - Public Access via YouTube
<https://www.youtube.com/bathnescouncil>**

A G E N D A

1. WELCOME AND INTRODUCTIONS
2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS
3. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is a **disclosable pecuniary interest** or an **other interest**,
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

4. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN
5. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

6. MINUTES - 10TH MARCH 2020 (Pages 5 - 24)

7. CABINET MEMBER UPDATE

The Cabinet Member(s) will update the Panel on any relevant issues. Panel members may ask questions on the update provided.

8. BSW CCG UPDATE

The Panel will receive an update from the B&NES, Swindon & Wiltshire Clinical Commissioning Group (BSW CCG) on current issues.

9. CHILDREN'S SERVICE IMPROVEMENT PLAN (Pages 25 - 32)

B&NES had a full Ofsted Inspection in 2017 under the Single Inspection Framework (SIF). Ofsted assessed B&NES to be GOOD overall, with some areas for further improvement. The aim of this paper is to provide the Panel with assurance that areas for further improvement have been fully considered, that changes have been made and as a result, standards have been retained or improved.

10. BATH AND NORTH EAST SOMERSET COUNCIL SCHOOL ORGANISATION PLAN 2019 - 2025 (Pages 33 - 72)

The School Organisation Plan 2019 – 2025 at Appendix 1 (the Plan) covers the current level of primary and secondary school provision in the Authority and projected pupil numbers up to admissions in September 2023 for primary and 2025 for secondary, based on births and resident population data.

11. ADULT'S SOCIAL CARE - COMPLAINTS ANNUAL REVIEW (Pages 73 - 88)

The report informs the Panel about the number and type of complaints and related feedback, including compliments, received between April 2019 and March 2020. It demonstrates how the complaints and feedback have been managed and how the outcome is used to inform service improvement.

12. FOOD POVERTY (Pages 89 - 110)

This report provides an update on progress, key achievements to date and presents a draft food poverty action plan for comment.

13. PEOPLE AND COMMUNITIES STRATEGIC DIRECTOR'S BRIEFING

The Panel will receive a verbal update on this item from the People and Communities Strategic Director.

14. PANEL WORKPLAN (Pages 111 - 114)

This report presents the latest workplan for the Panel. Any suggestions for further items or amendments to the current programme will be logged and scheduled in consultation with the Panel's Chair and supporting officers.

The Committee Administrator for this meeting is Mark Durnford who can be contacted on mark_durnford@bathnes.gov.uk, 01225 394458.

CHILDREN, ADULTS, HEALTH AND WELLBEING POLICY DEVELOPMENT AND SCRUTINY PANEL

Minutes of the Meeting held

Tuesday, 10th March, 2020, 10.00 am

Councillors: Vic Pritchard (Chair), Michelle O'Doherty (Vice-Chair), Jess David, Ruth Malloy, Mark Roper, Andy Wait, Paul May and Liz Hardman

Co-opted Members: Chris Batten and Kevin Burnett

Also in attendance: Mike Bowden (Corporate Director), Lesley Hutchinson (Director of Adult Social Care, Complex and Specialist Commissioning), Dr Ian Orpen (Clinical Chair, B&NES CCG), Claire Thorogood (Head of Contracting & Performance), Ian Tomlison (Commissioning Manager) and Robert Fortune (Avon & Somerset Police)

Cabinet Member for Adult Services: Councillor Rob Appleyard

43 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

44 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

45 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

The Cabinet Member for Children's Services, Councillor Kevin Guy and Co-opted Panel Member, David Williams had sent their apologies to the Panel.

46 DECLARATIONS OF INTEREST

Councillor Paul May declared an other interest in respect of agenda item 10 as he is a non-executive Sirona board member.

47 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

48 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

There were none.

49 **MINUTES - 28TH JANUARY 2020**

Councillor Jess David asked for an amendment to her comments on page 41. She said that it should say that she 'understood the rationale...'.

Kevin Burnett asked if any further information was yet available from the Secretary of State regarding the funding pressure in the education system.

The Corporate Director replied that he did not think that anything had been received, but that he would check on behalf of the Panel.

Kevin Burnett asked if he could have a response to his question from the previous meeting as to whether B&NES schools were yet involved in Operation Encompass.

The Director of Adult Social Care, Complex and Specialist Commissioning replied that Operation Encompass was not in place in B&NES.

Rob Fortune, Avon & Somerset Police added that the local work force is not aligned currently to enable notifications to be sent into schools before they begin each day.

The Director of Adult Social Care, Complex and Specialist Commissioning assured the Panel though that timely notifications are being sent to schools when incidents occur.

Rob Fortune stated that they are striving towards being able to deliver notifications in line with Operation Encompass.

The Director of Adult Social Care, Complex and Specialist Commissioning said that this remains an agenda topic for the B&NES Community Safety and Safeguarding Partnership.

With these comments and amendment in mind the Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman.

50 **CCG UPDATE**

Dr Ian Orpen addressed the Panel. A copy of the update can be found on their Minute Book and as an online appendix to these minutes, a summary of the update is set out below.

Working together in B&NES, Swindon and Wiltshire (BSW) – CCG Merger Update

As previously reported, NHS England and Improvement approved in principle our application to merge with Swindon and Wiltshire CCGs on 14 October 2019. This was following support from each CCG Board to merge, stakeholder engagement and communication, and a member practice vote.

The three CCG's Governing Bodies are currently meeting in common, but from 1 April 2020 there will be single a Governing Body for BSW CCG.

Dr Ruth Grabham took up the position of Medical Director for BSW CCG on 1 March

2020.

Locality Clinical Chairs for B&NES (Dr Bryn Bird – who will take on my role for the Panel) and Swindon (Dr Amanda Webb) will join Dr Grabham on the Governing Body from 1 April, and voting is currently underway for the Wiltshire role. Five Locality GPs have also been appointed to the Governing Body, with Dr Tim Sephton representing B&NES. Corinne Edwards is also a local key lead officer.

We are still in the process of recruiting for the registered nurse role. A fully constituted Board is a condition of merger. We anticipate all posts will be filled by the end of March.

Release of the Five-Year Plan for BSW

The BSW Partnership will be publishing a draft public-facing version of its Five-Year Plan for BSW this week, which sets out how health and care services across the region will be organised between now and 2024.

The priorities have been drawn up by health and care organisations from across BSW and include feedback gained from an extensive public engagement campaign carried out last summer.

The priorities set out to:

- Address the problems posed by an increasingly elderly population by helping people to age well, stay well at home and improve how community services can help them
- Help to improve the quality of life for people with learning disabilities and autism and their families by improving access to services
- Help to deliver the best mental health support for local people, regardless of personal circumstances, age or individual need

The full version of the plan will be available later in the Spring.

Coronavirus planning across B&NES

Nationally, the NHS and Public Health England (PHE) are well prepared for outbreaks of new infectious diseases.

Locally, we are working extensively with our partners and providers in B&NES and across Swindon and Wiltshire to ensure the safety of our patients and colleagues while also ensuring services are available to the public as normal.

Testing of suspected coronavirus cases is carried out in line with strict regulations. This means that suspected cases are kept in isolation, away from public areas. Any equipment that comes into contact with suspected cases is thoroughly cleaned as appropriate. Specific guidance has also been shared with NHS staff to help safeguard them and others. Members of the public can be reassured that their safety is a top priority, and we encourage them to attend all appointments as usual.

More information can be found here: gov.uk/coronavirus

Our Health, Our Future Panel

Recruitment continues for people to join the Our Health Our Future panel – a new way of engaging with the public in B&NES, Swindon and Wiltshire to get their views on health and care issues.

After four weeks of recruitment activity, we have signed up around 400 panel members, well on the way to our target of 1000 members.

The Our Health Our Future Panel is an online panel made up of a representative sample of the population from across our region. Panel members will take part in regular surveys throughout the year as well as form focus groups from time-to-time. The option of hard copy surveys and telephone interviews will be offered to people who are not able to access the survey online.

We are keeping the Get Involved section of our website up to date with details of recruitment activity – visit www.wiltshireccg.nhs.uk for locations, dates and times.

If you would like to know more about the Our Health Our Future Panel or would like to join, please get in touch with the communications team
communications.wiltshireccg@nhs.net

Year of the Nurse and Midwife

To celebrate the World Health Organisation-designated 'Year of the Nurse and Midwife', BSW CCG will be supporting local and national plans as well as running our own campaign. Our campaign will focus on recognising the contribution and skills of general practice and community nurses.

Many of the planned events and actions to celebrate the Year of the Nurse and Midwife will happen on 12 May, which is the 200th anniversary of Florence Nightingale's birth. We will also release our BSW campaign materials on that date, and then re-use them throughout the remainder of 2020 under the umbrella of the main campaign.

BSW CCG online

As we head towards the merger with Wiltshire CCG and Swindon CCG in April 2020, we are consolidating our online presence.

Our Twitter accounts have already merged – you can follow us @NHSBSWCCG. Our Facebook and Instagram accounts can also be found at @NHSBSWCCG.

We are on LinkedIn as NHS BSW Clinical Commissioning Group.
By 1 April 2020 we will have a new website in place – this will be bswccg.nhs.uk

Kevin Burnett asked in terms of the BSW Five-Year Plan how will the CCG 'Help to improve the quality of life for people with learning disabilities and autism and their families by improving access to services'?

Dr Orpen replied that it is recognised that this is an area of unmet need and that individual constraints can be a factor. He added that the assumption must not be made that a disability is a barrier and that there are good services in place locally. He added that AWP have been involved in the draft of the Plan.

The Chairman asked if an example could be given of how the BSW Partnership is working together.

The Director of Adult Social Care, Complex and Specialist Commissioning replied that the Autism Partnership Group was a good example in her opinion and that a presentation was due to be given to the next meeting of the Health & Wellbeing Board.

The Chairman asked for this presentation to be added to the Panel's workplan.

Councillor Paul May asked for reassurance that there will be no adverse effect to local services following the CCG Merger.

Dr Orpen replied that none were anticipated.

Councillor Paul May stated that he would like to see the public be included in the consultation on the Government's review of Social Care.

Dr Orpen replied that he believed that a cross party conversation had begun but added that the Green Paper had been pending for some time.

Councillor May wished to thank Dr Orpen personally for his work for the Panel and the area as a whole over many years.

Councillor Liz Hardman asked for confirmation as to whether maternity services in Paulton would cease in April.

Corinne Edwards replied that she would find out that information for the Panel.

Councillor Jess David asked if support was in place across the BSW health services in respect of Covid -19.

Dr Orpen replied that a great deal of work was ongoing, and that information was being received regularly from Government. He stated that the NHS and Social Care were already under pressure. He added that it was vital that we make sure that the people who need help receive it.

He said that the NHS 111 telephone service had seen a huge rise in calls and wished to remind people that there was a 111 online service also available.
<https://111.nhs.uk/>

He stated that he felt that services were as well prepared as they can be and at this point in time it was believed that infections would start to decline in April / May.

The Chairman explained that today marks the last scrutiny meeting for Dr Orpen and that he wanted to acknowledge his contribution to improving the health and care of

local people and their communities.

- Ian came to Bath in 1986
- He was a GP at St James's Surgery, Bath from 1991 until last June
- He has been Clinical Chair of the CCG from when it was established in April 2013 and he led on the preparation of that on behalf of B&NES
- He has had a number of leadership roles including co-chair of Health and Wellbeing Board, Board member of West of England Academic Health Science Network and Associate member of Local Government Association
- He has played a key role in ensuring that GPs' insight and expertise informs decisions about how we design and deliver services locally.

The Chairman said that it had been a privilege to work with Dr Orpen for many years and that on behalf of the Panel he wished him well in all that he does in the future.

Dr Orpen said that he had enjoyed his time working with the Council in this capacity and that he respected the roles that the Councillors have played in the local decision-making process.

51 **CABINET MEMBER UPDATE**

Councillor Rob Appleyard, Cabinet Member for Adult Services addressed the Panel. A copy of the update can be found on their Minute Book and as an online appendix to these minutes, a summary of the update is set out below.

He wished to give his thanks to Dr Orpen for the work and support he has given the area over many years.

Autism Partnership

The Terms of Reference have been agreed and a number of workstreams are ongoing.

Outbreak of novel Coronavirus – Covid 19

Public Information is being routinely provided by Public Health England. Councillors are also receiving regular updates from our Public Health team.

He thanked everyone involved so far for their hard work.

Suicide Prevention Strategy launch

The proposed Suicide Prevention Strategy for Bath and North East Somerset 2020-2023 was launched with partners including Bath Mind at a suicide prevention stakeholder event on 6 February.

The strategy commits partners across Bath & North East Somerset to:

- Reducing suicide and self-harm

- Ensuring that no resident will think that suicide is their only option
- Tackling the stigma associated with suicide and developing community conversations about suicide
- Building community resilience
- Supporting those who are affected by suicide

Preventative Initiative

A new film that aims to help more women with learning disabilities to access breast screening has been made featuring women who live locally to Bath and North East Somerset. The film is based on real experiences of women with learning disabilities told from their own point of view and hopes to give more information to people with learning disabilities and their families and carers about this important NHS breast screening programme.

The film has been produced by Biggerhouse Film in a partnership with Bath and North East Somerset Council, NHS England & NHS Improvement, the Avon Breast Screening Programme and North Bristol Trust. The women were supported throughout the making of the film by Virgin Care Services, Learning Disability Primary Care Liaison Nurses. It is aimed at women with learning disabilities who are eligible for the NHS breast screening programme aged from 50 to their 71st birthday.

The Chairman said that he was passing on information that he receives about Covid-19 to the local Parish Councils.

The Corporate Director replied that it would be preferable to signpost people to the Public Health England website as that would always have the most up to date advice. (<https://www.gov.uk/government/organisations/public-health-england>)

Councillor Michelle O'Doherty asked if organisations such as Julian House were receiving relevant advice in their role for assisting homeless people.

The Corporate Director replied that they were in receipt of the same information as the Council.

Dr Ian Orpen added that medical support provision is already in place for homeless people.

Councillor O'Doherty asked how a rough sleeper diagnosed with Covid-19 self-isolate.

The Corporate Director replied that further discussion would be required with Julian House as to how they could accommodate people in this scenario.

Councillor Ruth Malloy asked how we can check if public buildings and schools are displaying posters that contain information about the virus.

The Corporate Director replied that the Council has no capacity to check on that scale.

Councillor Jess David asked with regard to Residential Social Care whether the appropriate action will be to contain the individual if they are diagnosed with having the virus.

The Director of Adult Social Care, Complex and Specialist Commissioning replied that discussions were due to take place on Thursday afternoon for a system wide approach to be sought.

Kevin Burnett asked if schools have been made aware of the Suicide Prevention Strategy.

The Director of Adult Social Care, Complex and Specialist Commissioning replied that the strategy has been discussed with schools and that information is available on the Council's website.

<https://www.bathnes.gov.uk/services/public-health/guide-programmes-strategies-and-policies/suicide-prevention-strategy-2012>

Councillor Paul May welcomed the preventative work that had been highlighted and asked how this information will be used.

Councillor Appleyard replied that even though the film has been made for a specific group it was hoped that the message will be spread as wide as possible.

Councillor Liz Hardman commented that it was welcoming to see that nine out of ten families in Bath and North East Somerset have been offered a place at their first choice of secondary school. She asked how many of the 28 pupils whose allocated school was their third preference and the 37 pupils that have not been offered a place at any of their preferences and have instead been offered a place at their next nearest school with a place available live in Twerton.

The Corporate Director replied that these numbers are spread across the city with possibly a higher proportion in Twerton. He added that overall the figures are an improvement on last year and that it was still important for parents to use all five preferences when applying as a significant number were still using just one preference. He stated that all schools within B&NES were full apart from St. Mark's.

Councillor Andy Wait asked if allocating places was more of a problem due to schools now being independent of the Council.

The Corporate Director replied that the Council has less levers now that schools have become academies as each one can set their own admissions criteria and can breach that if they wish. He added that the Council does have a positive relationship with the local academies and that transport would be supplied if required for pupils living far enough away from their allocated school.

Councillor Paul May commented that it should be acknowledged that St. Mark's is rated as Good by Ofsted.

The Chairman thanked Councillor Appleyard for his update on behalf of the Panel.

52 VIRGIN CARE - INDEPENDENT COMMISSIONERS PERFORMANCE REPORT

The Director of Adult Social Care, Complex and Specialist Commissioning and the Head of Contracting & Performance introduced this report to the Panel.

The Director of Adult Social Care, Complex and Specialist Commissioning explained that the report was intentionally long and sought to address the queries raised previously by Protect our NHS BANES.

She summarised the following points from the report.

Between January and December 2015, BaNES Clinical Commissioning Group (CCG) and B&NES Council carried out a review of community health and care services for children, young people and adults. The review, known as Your Care, Your Way, looked at the wide range of services providing care and support in people's homes and communities.

The top five priorities identified through the engagement process with our residents were:

1. A person not a condition
2. A single plan
3. Invest in the workforce
4. Join up the information
5. Focus on prevention

Over 200 different community services were within the scope of the Your Care, Your Way review which were provided by over 60 different organisations. The commissioning and contract management of these services were at the time of the review all carried out by the CCG and Council.

Following the identification of the priorities of our local population, a new approach to contracting community services was identified as being required. A detailed assessment was undertaken and legal guidance sought; this resulted in the 'prime provider model' being chosen as the best contracting method for delivering the community's priorities. Under this model, the CCG and Council would enter into a contract with a single prime provider and this organisation would have responsibility for the delivery and coordination of services, they would also have sub-contracting responsibility for some specialist, third sector provider and small and medium-sized enterprises (SME's).

In addition to the five priorities (listed above) identified through public consultation the following three areas also formed part of the assessment used during the procurement:

1. Social value
2. Value for money and affordability
3. Delivering transformational change

The Virgin Care contract is a seven-year contract which commenced from 1st April 2017 to 31st March 2024 with the option to extend the contract term by three years (2024/2025, 2025/2026 and 2026/2027).

The Council have the co-ordinating commissioning role for the contract and currently the contract is made up of a total of 56 community services:

- 36 delivered directly by Virgin Care
- 14 services are sub-contracted
- 6 services are delivered by both Virgin Care and a sub-contractor

Three of the 36 services directly delivered by Virgin Care cannot be sub-contracted at any point whereas the other 33 can be via negotiation in line with contract regulations. The three which must be delivered by Virgin Care (referred to as delegated functions) are:

- PD1 Adult Social Care Statutory Services
- PD2 Continuing Healthcare
- PD3 Children's Health Statutory Services

The Virgin Care contract is organised through the following contract governance structure:

Contract Quality Performance Meeting (CQPM) – Bi-monthly

Finance and Information Group (FIG) – Bi-monthly

The Quality Subgroup (QSG) – 6 weekly

Service Level Performance Meetings (SLPM) (9) – Range from monthly to quarterly

Under the current governance arrangements, QSG, FIG, SLPMs and the Sub Contracted Services are all reported into the CQPM.

Other standard items for the CQPM meeting include reporting on transformation, other deep dives eg workforce, key areas of risk/assurance, contract management and forward work plan.

The Council and CCG auditors routinely undertake audits of services. Currently Council auditors, Audit West, are auditing the contract governance management arrangements for Virgin Care and sub-contracted services including their performance and financial management information and how this is presented to CQPM and FIG. This audit commenced in Quarter 3 2019/20. The findings and recommendations of this audit are expected in Spring 2020. Audit West are also conducting a Community Care Data Management audit which is focusing on the project governance of the Integrated Care Record.

In addition, the Clinical Commissioning Group (CCG) appointed auditors, KPMG (Klynveld Peat Marwick Goerdeler), have jointly agreed to undertake an audit of the governance arrangements in place for the Virgin Care contract across new Bath, Swindon and Wiltshire (BSW) CCG. This is being led by KPMG and commences March 2020. This audit also will focus on stakeholders and the role of Virgin Care as a prime provider; the auditors will visit a number of sub-contractors to inform the audit process.

The outcomes and resulting recommendations of each of these audits will be considered and implemented.

The latest financial position at December 2019 is that the contract is overspent by £584k with a forecast over-performance of up to £700k by the end of March 2020. The original bid indicated that losses were expected in the early years of the contract and transformation benefits estimated by Virgin Care in their growth bid at circa £3m per year were expected to be realised from year 4. The current financial risk is currently absorbed by Virgin Care.

The Chairman commented that the Panel had flagged this as a concern at their October 2019 meeting where Kirsty Matthews, Managing Director, BANES Bath and North East Somerset Community Health and Care Services said they would be in balance by the end of this financial year.

Virgin Care are still to complete their full transformation programme as a result of delays in some enablers. The move to mobile working for example took a year longer to implement given the base line found in year 1 and the Integrated Care Record (ICR) project experienced delays outside of their control. We should see these fully implemented in year 4 (2020/21) and it is anticipated that this in turn will return a balanced budget by the end of year 4.

A new platform has now been secured for the ICR.

Dr Ian Orpen said that the new platform was robust, user friendly and live across 23 out of 24 practices. He added that the RUH and AWP were not yet included. He said that AWP were experiencing some technical issues and that it was hoped that the RUH would be ready within the next month.

The Chairman commented that he felt that given the length of time the project had been ongoing that both the RUH and AWP should have been ready with their information.

Dr Orpen replied that unfortunately IT systems don't always talk to each other in the same way.

Councillor Michelle O'Doherty asked for future reports to include matters such as timescales, risks and priorities.

Councillor Andrew Wait asked for a year on year breakdown of their budget balance.

The Director of Adult Social Care, Complex and Specialist Commissioning replied that she would research that information for the Panel.

Kirsty Matthews said that Virgin Care will aim to achieve a balanced budget in future years and cited agency costs as a contributing factor.

Councillor Jess David asked if agency costs could increase because of the Covid-19 virus outbreak.

Dr Orpen replied that the Chancellor has stated that the Government will make resources available to assist with matters associated with Covid-19.

Councillor Paul May said that it was positive to see that Community Paediatrics and Paediatric Audiology routinely perform well in terms of access to treatment.

B&NES' Adult Social Care Outcomes Framework (ASCOF) performance is derived from a statutory submission of key activity data, the Short and Long Term (SALT) return and responses from service users and carers to annual and biennial surveys respectively.

In general, B&NES' performance against ASCOF measures is good. Of the 29 measures reported in the 2018/19 ASCOF B&NES was:

- Better than the national average in 23 measures
- Better than the regional average for 21 measures
- In the top quartile of all local authorities for 11 measures

Conversely there are three measures for which B&NES is in the bottom quartile of all authorities, though this is not wholly attributable to Virgin Care.

- Delayed transfers of care (DTOC) per 100,000 population
- DTOC attributable to adult social care per 100,000
- The proportion of people who don't require long-term funded services after receiving short-term services such as reablement.

Councillor Liz Hardman asked for further information on these measures to be shared with the Panel.

Social Care Assessments: Significant work has been undertaken over the term of the contract to date to reduce the waiting list for people awaiting social care assessment. The waiting list was high at contract commencement, peaked in the early months of the contract, and the scale of reduction has been significant since the start of year 2. The improvement in this area has continued on the whole.

Annual Social Care Reviews: The proportion of Virgin Care service users with up-to-date reviews remains high. While national benchmarking isn't available for this measure, anecdotal discussions indicate that B&NES is performing well relative to its peers. It is anticipated that the improvement will continue as the benefits of the establishment of the Adult Care Social Care, which expanded from the Learning Disability Reviewing Team, are realised. Further action is required to capture the work undertaken through 'unscheduled reviews'.

The national Safeguarding Adults Collection (SAC) is the source of benchmarking for Safeguarding Adults. B&NES is performing better than the national average in many areas:

- Identifying risk and taking action to address - performance at 92% against the national average of 68.5%
- Individuals (or their representative) asked what their desired outcome was - 72% achieved against the 63% national average

Alongside nationally benchmarked data, B&NES has a range of additional local measures to provide assurance that enquiries and concerns are managed effectively.

- 86.2% of decisions for new concerns made within 4 days continues to be good for Virgin Care
- 79.8% of Planning meetings for new enquiries are held within the 10 days procedural timescale

Virgin Care contributes positively to a number of national targets for health services.

- Referral to Treatment Time - Virgin Care provides Consultant-led services which are subject to the 18-week Referral To Treatment (RTT) target: Orthopaedic Interface Service, Falls and Movement services (Clara Cross), Community Paediatrics and Paediatric Audiology. RTT performance is significantly above the target of 92% at 99.2% for January 2020.
- Length of stay in community hospitals - particular area of improvement has been seen in community hospitals. Length of stay has improved from an average of 36 days in the first year of the contract to a year-to-date position of 29 days in 2019/20. The current pilot for offering therapy-led beds in community hospitals, to facilitate reablement, is having a positive impact on length of stay as well, while promoting independence for patients.
- Children's Speech and Language Therapy access times are generally good, with 92% of children seen within 16 weeks in the latest results, against the 18-week target.

Virgin Care delivers a range of Health and Wellbeing services aimed at improving the physical and mental health of the B&NES population.

- The B&NES Stop Smoking service supported over 500 people to set a 'quit date' in 18/19 and of these 68% successfully quit smoking at 4 weeks. Smoking prevalence in B&NES is 11.7%, significantly better than regional or national prevalence and smoking in pregnancy is the lowest in the region at 6.8%.
- The wellbeing services support over 1,500 adults a year to access services to help them lose weight. During 18/19 over 800 people took part in either a structured 12-week weight management programme or 1-1 weight management support via the wellbeing service. The average weight loss on the 12-week programme so far in 19/20 is 4.8Kg.

The Contract requires a Service Development Improvement Plan (SDIP) to be agreed, monitored and delivered annually. Updates on progress are provided at the CQPM meetings. The 2019/20 SDIP has been reviewed on a quarterly basis to monitor the transformation progress in year three of the Virgin Care contract.

By the end of December 2019 Virgin Care had achieved 77% of the milestone and a further 12.5% partially achieved in the intended period. The significant number of SDIP milestones achieved in contract year 2019/20 have included activity across a number of key workstreams.

The Quarter 4 (January to March 2020) progress report is due on 6th May 2020 with

11 milestones in scope for review as well as updated assurance on completion of any milestones that were reported as partially or not achieved throughout the year. Once the full year SDIP review is complete a full assurance report will be submitted to CQPM in June 2020.

Under the Local Authority Social Services and National Health Service Complaints (England) Regulations 2009 the Council and CCG must have a process for handling feedback about adult social care services and adult and children's community health care services from service users, families and carers which is received in the form of complaints, concerns and compliments.

The majority of this feedback is dealt with in the first instance by Virgin Care.

Of the social care complaints (10) two were substantiated and had learning outcomes which have been actioned; two exceeded the expected response time. The number of social care complaints dealt with by Virgin Care remains consistent with previous years. In 2018/19 there were 12 complaints of which three were escalated to the Council for review. The review is undertaken under the supervision of the Principal Social Worker (PSW).

Health and Social Care Compliments – April to December 2019: Health Care 314 / Social Care 151

Virgin Care are required to produce information on their Workforce as part of the Quality Schedule; below highlights some of the key information.

Head count at the start of the Virgin Care contract: 915 FTE (1315 staff) at 01.04.2018

Current head count: 820 FTE (1215 staff) key areas of reduction have been in active ageing, district nursing, administration and reablement at 30.01.2020

Current vacancies: 43 FTE (mainly wards, reablement, physiotherapy / Orthopaedic Interface Service, social care) as at 30.01.2020

Leavers in the last 12 months: 152 of which 31 have retired as at 30.01.2020

The recruitment of Social Workers continues to be a challenge, replicated across social care nationally. Virgin Care, in considering workforce sustainability, acknowledged their need to place themselves more competitively in the market and reviewed the pay and management post structure across the organisation, resulting in adjusted pay scales and a structure that has attracted a greater number of Social Workers.

To address vacancy rates, Virgin Care has held a number of recruitment days for the following areas; Community Hospital wards, Social Care including Learning Disabilities, Therapists and District Nursing. Each of these service areas has a bespoke recruitment plan in place and agency and bank staff is being used to ensure service requirements are met.

Councillor Michelle O'Doherty asked what impact the recruitment days have had.

The Director of Adult Social Care, Complex and Specialist Commissioning replied

that they would look to include this information in a future report.

Highlights from the most recent annual Have Your Say staff survey (carried out in May 2019) are as follows:

- An increase from 67% to 79% of staff reported they are enthusiastic about coming to work
- An increase from 80% to 93% in performance appraisals on the previous year for all staff
- Increase from 72% to 93% of staff reported that their manager had supported them to receive some learning and development
- Only 12% of staff identified that the performance appraisal had helped them improve how they would do their role. This has decreased from 22% in the previous year
- 74% of staff reported that someone at work cares about their mental and physical health – this has remained the same as last year
- Only 10% of staff reported they were confident things would change as a result of the survey findings

Virgin Care have shared a detailed action plan with commissioners about steps they are taking to improve staff survey results to yield improvements next year.

Councillor Paul May commented that he felt that there was a good team of officers in place within the Council that will check on the contract status.

Councillor Liz Hardman welcomed the thoroughness of the report. She asked for the issues relating to staff dissatisfaction, the appraisal system and staff recruitment / retention to be covered in a future report.

Kevin Burnett asked for the Audit West report to be shared when it has been completed.

The Panel **RESOLVED** to;

(i) Note the report and agree that an update report be issued to the Panel in six months' time and include the following information:

- Performance and activity data (comparator benchmarks)
- Workforce data
- Complaints information
- Financial update
- Transformation update

And additionally:

- Delayed transfers of care
- Staff dissatisfaction
- The appraisal system
- Staff recruitment / retention

Rob Fortune, Avon & Somerset Police introduced this report to the Panel and summarised some key points from within it.

Child sexual exploitation involves situations, contexts or relationships in which a person under 18 is given something, such as food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money in return for performing sexual activities or having sexual activities performed on them. It can also involve violence, coercion and intimidation, with threats of physical harm or humiliation

Avon and Somerset Constabulary response to Child sexual exploitation is Operation Topaz. Topaz is a perpetrator disruption team enabling the Force to proactively protect the highest risk child sexual exploitation victims by developing opportunities to disrupt suspects. Topaz recognises that disrupting suspects is often the most effective way of safeguarding victims of child sexual exploitation.

The Topaz Victim Contact / Engagement Officer works alongside victims to build relationships and gather information to enable well-informed safeguarding and disruption. The focus is on supporting victims to enable the capture of an evidential account, intelligence gathering and safeguarding; working alongside the Topaz Disruption Officer to disrupt perpetrators and locations.

Across Bristol, B&NES and South Gloucestershire about 150 perpetrators are flagged to Topaz and potentially posing a risk of CSE and about 200 children are flagged as being at risk.

The current figures for children and young people that are at risk of or are being criminally exploited in B&NES is 69 and children and young people at risk of or are being sexually exploited is 57; there is some overlap with these figures as some children will appear in both groups.

As a result of some of the findings from Operation Button it was agreed that Requests for Service pertaining to CSE would be referred to our MASH (Multi-Agency Safeguarding Hub) this enables a more integrated approach and a greater understanding of the risks. 13 young people have been progressed through our MASH processes to ensure that their needs are being adequately met.

B&NES has developed a frontline response for young people who are at risk and victims of CSE. Through the development of the Willow Project CSE victims are offered support dependent on their level of need. The Willow Project is a multi-agency/multi-disciplinary virtual made up of professionals who have been trained to work with young people at risk of or involved in lower level CSE.

The professionals within the team remain employed within their substantive post and then commit half a day per week to working within the Willow Project. The aim of the project is to support, advocate and provide time to potential victims of CSE.

The Modern Slavery Act 2015 define the criminal offence of slavery servitude and forced or compulsory labour (section 1) and the separate criminal offence of human trafficking. This might include labour exploitation, sexual exploitation, criminal exploitation, organ trafficking and forced marriage. Modern Slavery is not the same

as illegal immigration or people smuggling. It is characterised by elements of violence, intimidation, deception, coercion, abduction and threat.

Avon and Somerset Constabulary work hard to safeguard vulnerable individuals and or children suspected of being victims of slavery. In 2017 an investigation by Avon and Somerset Constabulary and Staffordshire Police unravelled a human trafficking operation in the city of Bath. Young Vietnamese teenagers were shipped across the country and forced to work without wages, in poor conditions in nail bars. Three people – including a woman from Bath – were jailed in January 2018 following the first successful prosecution in the UK for exploitation and enforced child labour, under the Modern Slavery Act 2015.

County Lines National Definition - a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move (and store) the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Councillor Liz Hardman said that this section of the report was very much focussed on Bath. She commented that she was aware of two drugs raids in Paulton and of County Lines, yet paragraph 3.4.2 makes no mention of this. She asked what was happening in North East Somerset.

Rob Fortune apologised and said the heading for that section should have read Bath & North East Somerset.

Not all Lines are active at any given time; the business model they use enables them to be very adaptable and fluid in nature. At present the number of County Lines operating in B&NES is lower than Avon and Somerset Constabulary have previously seen and Avon and Somerset Constabulary believe this is a reflection of the targeted work that the local Neighbourhood Policing Team and Intelligence teams have conducted.

Ongoing operations to tackle County Line issues are continually taking place and disruption and enforcement with partners are continually being advanced. Positive action has had a considerable impact on the communities of B&NES and has safeguarded countless persons being exploited.

Kevin Burnett stated that he felt that this report should be shared with all Corporate Parents.

The Corporate Director agreed with this proposal.

The Panel **RESOLVED** to note the content of the report which provided assurance that the B&NES Community Safety and Safeguarding Partnership have a clear focus and overview of exploitation activity in its broadest sense across B&NES and have policies and procedures in place.

The Chairman thanked Rob Fortune for his attendance on behalf of the Panel.

The Commissioning Manager introduced this report to the Panel and highlighted some key points from within it.

Not all settings in which 'looked after' children live are subject to regulation. To understand what constitutes an unregulated setting it is useful to understand what a regulated residential setting is. The Care Standards Act 2000 defines a regulated residential children's home as an establishment that provides 'care and accommodation' 'wholly or mainly' for children. The only other form of regulated setting in addition to children's homes are foster placements.

Therefore, an unregulated setting provides accommodation and support but not care. The law does not set out what care is, but there are some simple rules to apply. Administering medication, cooking for young people and shopping for them will constitute care. Whereas assisting young people to learn these skills will constitute support. If a provider crosses the line and provides care on an ongoing basis, the accommodation will become an unregistered children's home and will be illegal. Unregulated supported 'living' accommodation comes in all sort of shapes and sizes and are places where young people (usually 16 and 17-year-olds) can live and receive support as part of transition to full independence.

Parliament has currently determined that some services should sit outside that regulatory framework. As from the 12th February 2020 OFTED are undertaking an open consultation regarding 'Unregulated provision for children in care and care leavers.

Five years ago the Council was contacted by a service provider in Bristol.

In B&NES we currently have 3 young people placed in unregulated placements, all of whom are between the ages of 16-18 years and have an allocated social worker. This number can sometimes change daily, depending on the needs of children within the service. Historical data shows; March 2019 – 6, June 2019 – 8, and December 2019 – 3.

It is important to note that our aspiration in B&NES is that no child will be placed in an unregulated placement. However, at times these placements are a necessity due to the young person's needs and specific circumstances, i.e. risks presented and their wishes and feelings.

It is recognised that some of our most vulnerable and high-risk young people in B&NES are sometimes best supported in this type of provision. These decisions are not taken lightly, and agreement must always be sought from Head of Service, with Agency Decision Maker sign off.

The Placements, Commissioning and Contracts Team (PCCT) have a preferred provider list for 16+ accommodation and support providers that has been tendered through a dynamic purchasing system, in partnership with three other local authorities. All providers have been checked in terms of policies, finances and quality, and references have taken. In all there are 33 providers who have qualified to be on the list. From the list B&NES tend to purchase services from less than four of the providers with whom we have built up a trusting relationship.

Councillor Jess David asked what steps are being taken to attempt to have the placements regulated.

The Commissioning Manager replied that he had pursued this issue with Ofsted on many occasions and that a review was about to take place.

The Corporate Director added that a debate was ongoing nationally.

The Panel **RESOLVED** to note the report which detailed the current approach to placements and included those which are unregulated across B&NES.

55 **CORPORATE DIRECTOR (PEOPLE) BRIEFING**

The Corporate Director (People) addressed the Panel. He stated that primarily his recent workload had been focussed on the Council's budget and plans surrounding the impact of Covid-19.

He spoke briefly about the Bath Community Academy (BCA) site to say that consultants had been engaged to offer a view of what options could be pursued. He added that a public consultation would take place on this matter in the future.

Councillor Liz Hardman asked if an update was available regarding a local Alzheimer's Centre that she had raised at a previous meeting.

The Corporate Director (People) replied that he had had some further discussions and would update Councillor Hardman offline from this meeting.

Councillor Paul May commented that he would be keen to see the BCA site used for a wide skill set of people as it was still seen as a valuable site for the community.

56 **PANEL WORKPLAN**

The Chairman introduced this item and asked Panel members for their comments or suggestions for the workplan.

Kevin Burnett recalled they had earlier in the meeting agreed to receive a presentation on the Autism Partnership Group.

Councillor Paul May asked for a further discussion by the Panel on the budget following the debate that had been held by Council.

Councillor Liz Hardman stated that they had agreed to receive a further report relating to Virgin Care in six months' time.

The Chairman thanked them for their comments.

The meeting ended at 1.05 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services

| Bath & North East Somerset Council | | |
|-------------------------------------|--|--------------------------------------|
| MEETING/ DECISION MAKER: | Children, Adults, Health & Wellbeing Policy Development & Scrutiny Panel | |
| MEETING DATE: | 14th July 2020 | EXECUTIVE FORWARD PLAN REFERENCE: |
| | | |
| TITLE: | Children’s Service Improvement Plan Report July 2020 | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| List of attachments to this report: | | |

1 THE ISSUE

- 1.1 Ofsted have a programme of inspections that seek to provide independent scrutiny of the effectiveness of Local Authorities in meeting the needs of vulnerable children and young people.
- 1.2 B&NES had a full Ofsted Inspection in 2017 under the Single Inspection Framework (SIF). Ofsted assessed B&NES to be GOOD overall, with some areas for further improvement.
- 1.3 The aim of this paper is to provide the Panel with assurance that areas for further improvement have been fully considered, that changes have been made and as a result, standards have been retained or improved.
- 1.4 This paper details our improvement journey to date since 2017, ensuring that a consistently high-quality service is provided to keep vulnerable children and their families safe and supported in B&NES

2 RECOMMENDATION

The Panel is asked to;

- 2.1 Recognise the continuous, formal and co-ordinated approach to Service Improvement
- 2.2 Receive this general progress report, and specific update on areas that Required Improvement in 2017
- 2.3 Note the work undertaken in preparation for the next Ofsted Inspection

3 THE REPORT

3.1 Introduction

Bath and North East Somerset Children's Services received a full Ofsted Inspection under the Single Assessment Framework in April 2017. This inspection took place over a four-week period and focused on all areas of practice including Children in need of help and protection, Children in care, Care Leavers, Children with Disabilities and performance around Adoption. The grading given by Ofsted was that Bath and North East Somerset was Good in relation to Children in Care and achieving permanence, Leadership, Management and Governance and in relation to adoption, found to be Outstanding.

Ofsted were satisfied that overall the service to children by B&NES Children's Social Care were Good, with two areas of the Service requiring some improvement; Children in Need – help and protection and Experiences and progress of Care leavers, which formed the basis of the recommendations and the formulation of the Ofsted Improvement Plan overseen by a Bi-monthly Service Improvement Board (SIB).

The SIB's remit has recently expanded to include a broader opportunity for learning including from complaints, audits, case reviews, in addition to inspection recommendations and takes a whole system approach to learning including the interface with Early Help.

3.2 Single Inspection Framework 2017 Recommendations

- Improve the quality of child in need, child protection and pathway plan so that they consistently set out specific measurable actions with timescales for delivery and clear contingencies.
- Strengthen the quality of child in need work. Ensure that children are visited in accordance with their plans, and that reviews take place regularly to monitor progress and are overseen by managers.
- Ensure rigorous oversight of children subject to pre-proceedings so that practice is robust and decisive in response to increasing concern, and that drift and delay are prevented.
- Strengthen arrangements to identify and respond to children who are privately fostered. Ensure that decisions to support arrangements are informed by

appropriate assessments that include required checks and are overseen by managers.

- Take action to respond to the rising number of fixed-term exclusions for children looked after so that they are reduced effectively.
- Ensure proportionate visiting and proactive support for care leavers in response to escalating need.
- Ensure that services are appropriately resourced to deliver manageable caseloads and effective supervision that proactively drives planning for children and prevents drift and delay.
- Improve the proportion of 16- to 18-year-olds who are engaged in education, employment or training

3.3 Ofsted Focused Visit for Care Leavers November 2019: Areas for Improvement

- The updating of assessments of care leavers to reflect their current needs.
- The timeliness and review of pathway plans so that professionals and young people are clear about what needs to be achieved by when, incorporating responses to risk.
- Managers' use of performance information and quality assurance processes.

3.4 Improvement Journey 2017 - 2020

In relation to the above recommendations and areas for improvement, the service has recently revised the Quality Assurance Framework setting out our values, standards and the range of assurance activity; providing a structure and further supporting the work of the Service Improvement Board (SIB).

During the SIF inspection concerns were raised about the quality of data available to managers and significant work has taken place since then to improve the data available supported by the central data team. This has made a difference to the understanding of performance data and improved the quality of performance management across the Service. In addition, regular performance data meetings take place to consider and analyse the information and gain insight into the story behind the data and seeks to highlight areas for further investigation. The Service is currently updating the Service Level Agreement (SLA) and is also regularly challenged by the commissioners about the performance against these measures.

A new moderating process for audit activity was introduced which was aimed at supporting a consistent application of Ofsted gradings in service audits, whilst also raising the quality standard of auditing from which to draw learning. All managers, Heads of Service, the Director, Principle Social Worker and some IRO's carry out bi-monthly audits around agreed areas of practice and findings are disseminated across the service and taken to the Service Improvement Board. Team Managers are responsible for making the required improvements at a team level and Heads of Service have embedded this in practice.

A review of the front door system post inspection was undertaken that informed changes, processes and functionality. This is now being further improved with the help of an internal cross-council Improving How We Work Project that is working with

the Service to streamline and support better access to the right level of support at the right time more easily for individuals and professionals alike. This involved utilising an IT solution to reduce duplication of inputting and redirection directly to the service required.

In B&NES Children's Social Care there was a need for a strategic response to a number of significant pressures on the wider service, where the Front Door and child protection teams have a significant influence. By reducing the number of handover points in the system, the redesign of the safeguarding outcomes area of Children's Services will address the areas raised by Ofsted in relation to CIN/CP/Pre-proceedings work. The re-designed Front Door and Safeguarding Outcomes Service was fully established on June 29th, 2020, following co-production with services.

The underlying principle of the redesign is that children will remain within their family/network unless there are necessary and evidenced reasons why it is not safe for them to do so. Social Workers and Family Support Practitioners will spend time with families to ensure they receive a professional, evidence-based intervention which supports safe planning for children.

In order for this to be as effective and consistent as possible, a relationship-based practice model has been adopted which includes practitioners trained in Systemic practice, Trauma informed practice with a number of tools that also compliment these approaches for example coaching, motivational interviewing and Ambit to name a few.

In line with the above the Care Outcome Service of Children's Social Care, has also been redesigned to meet the needs of Care Leavers and Children in Care most effectively. This has included a separation of roles for Children in Care and Care Leavers ensuring that each of these two very important areas of our statutory involvement can be even more effective with a dedicated focus on each area. The Adolescent Risk team, having moved into this service area, ensures that there is a strengthened focus on and raised expertise of exploitation which this cohort of children and young people.

Private fostering has been an area of significant improvement since the 2017 inspection. Language schools, Multi agency partners and community groups are reminded as a matter of course annually of requirements around this area of work and generally co-operate well. As a result, in B&NES there were 30 private fostering arrangements at times within 2019. Two thirds of these were as a result of language schools; children who were staying with host families for a period which brought them under this part of the legislation.

The Ofsted Focused Visit for Care Leavers in 2019 validated progress in several areas for our Care Leavers since the SIF inspection 2017. Inspectors noted that the quality and timeliness of visiting and intervention had improved, keeping in touch arrangements are successful and the introduction of a dedicated Unaccompanied Asylum Seeking (UASC) worker was also recognised as a great resource by inspectors with exciting possibilities ahead for this aspect of the service.

Pathway plans were found to be of good quality and built into the case management system. Performance monitoring and data reporting will also be improved as a result, ensuring a tighter management grip on this area of practice.

There are still challenges in relation to the number of Care leavers who are not engaged in Education, Employment or Training (NEET) despite best efforts. The skills and engagement worker and senior PA are always proactively looking for opportunities for employment and training. However, there is a concern that post Covid-19 that nationally Care Leavers have been one of the worst hit groups in relation to work opportunities. Many that were accessible no longer exist as businesses struggle to return to operating again.

The Virtual School have worked tremendously hard to reduce the number of fixed term exclusions for Children in Care and this number has reduced but remains an ongoing area of focus for the team.

There have also been significant developments in off-line quality assurance. Child Protection Chairs (CP's)/Independent Reviewing Officer's (IRO's) complete a Quality Assurance form after every conference, which includes documenting what week the case is in within the pre-proceedings process. This is reported on quarterly basis against the Service Level Agreement along with any identified themes by the Deputy Lead for Safeguarding and QA and escalated where required.

Children's Social Care have a successful ASYE programme for newly qualified social workers and a good retainment rate on completion of this programme, although across the service generally, recruitment remains a challenge. It is hoped that the re-design will not only support better outcomes for children and their families but will also be more effective at supporting staff satisfaction and wellbeing impacting on staff retainment. The service is well supported by colleagues in HR and OD in terms of staff recruitment and development.

Colleagues in the Commissioning Service are also driving improvements in relation to oversight of our Early Help services and holding the service to account in relation to the Service Level Agreement, ensuring high quality services are available to support families in B&NES meeting the need at the point of contact and preventing escalation.

3.5 Key Priorities for 2020/21

The key areas of focus in the Service Improvement Plan for 2020 is to build upon good practice already in place and enhance service areas which have been highlighted either by learning from local feedback, QA activity, National learning or from Inspection.

- The introduction and embedding of the practice model and associated redesign are a high priority for the Service. B&NES was previously an outlier in terms of a unifying framework. Introductory training has begun, and a 12-month detailed training programme, supported by the Centre for Systemic Social Work commences in September 2020.
- Performance information has been significantly improved in most areas of practice, but this remains an area of focus. Improvements are being made as to how we record adoption information and data reporting. Preparations for data requirements around the Joint Targeted Inspection (multi-agency inspection of local area, not just the Local Authority) themes are ongoing and the data team further support our ILACs inspection readiness and familiarity of the data by carrying out Annex A (data information required for inspection) dry runs periodically.

- Quality Assurance mechanisms and auditing practice quality have improved, and the focus is now on embedding this even further into everyday practice. The Service currently undertakes audits in house on a bi-monthly basis. These focus on different areas of statutory responsibility and grade the quality of practice. In the past six months 70 audits were completed. As a service, work is underway to increase the numbers of audits and quality of information captured. We are currently in discussion with an authority graded Outstanding, to support us in this endeavour. This remains a priority area of focus in the Service Improvement Plan.
- A focus also remains on our Care leavers, specifically that all Care leavers have an updated assessment/needs assessment underpinning their plan. The case management system and workflow changes will support practice by ensuring that there is consistency, clearer accountability and improved ease of management oversight and increase opportunity for performance/data reporting.

4 STATUTORY CONSIDERATIONS

Local Authority Children's Services are rigorously inspected under a number of Inspection frameworks, the inspection undertaken by Ofsted in 2017 was under the Single Inspection Framework which has since finished. The current Ofsted framework is the Inspection of Local Authority Children's Services Framework (ILACS) under which B&NES have experienced one Focused Inspection/Visit to date.

Children's Services are also inspected under the Joint Targeted Inspection Framework alongside multi-agency partners around a theme.

For the purpose of this report it is the ILACs framework and previous SIF Inspection recommendation that underpin the focus of our improvement journey and inspection preparations.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

5.1 The service improvement and Ofsted preparation are managed within current resources.

6 RISK MANAGEMENT

6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision-making risk management guidance.

7 CLIMATE CHANGE

7.1 Children's Services must see children in their homes, settings and community in order to discharge their statutory responsibilities. Where possible, we will seek to minimize travel and use technology.

8 OTHER OPTIONS CONSIDERED

8.1 None

9 CONSULTATION

9.1 This report has been shared with all Heads of Service.

| | |
|--|--|
| Contact person | Lisa Thompson Service Development Manager Mary Kearney-Knowles Director Children and Young People Service 01225 396289 |
| Background papers | None |
| Please contact the report author if you need to access this report in an alternative format | |

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| Bath & North East Somerset Council | | |
|---|---|--|
| MEETING/ DECISION MAKER: | Children, Health and Wellbeing Policy Development & Scrutiny Panel | |
| MEETING/ DECISION DATE: | 14 July 2020 | |
| | | |
| TITLE: | Bath and North East Somerset Council School Organisation Plan 2019 – 2025 | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| List of attachments to this report: | | |
| Appendix 1 | | |
| Bath and North East Somerset Council School Organisation Plan 2019 – 2025 | | |

1 THE ISSUE

- 1.1 The Council has a statutory duty to secure sufficient schools are available for their area to provide primary and secondary education. The School Organisation Plan 2019 – 2025 at Appendix 1 (the Plan) covers the current level of primary and secondary school provision in the Authority and projected pupil numbers up to admissions in September 2023 for primary and 2025 for secondary, based on births and resident population data.
- 1.2 Estimated pupil numbers and places likely to be required as a consequence of future planned housing development expected to be delivered within the Adopted Core Strategy and Placemaking Plan period up to 2029 are also outlined.
- 1.3 The Local Authority (LA) has also undertaken significant planning around providing educational provision for pupils with Special Educational Needs and Disabilities (SEND), both in Special Schools and in Mainstream schools and in Alternative Education Provision. This population of pupils has also grown in recent years but is not included in this iteration of the Plan due to different methodology around school place planning.

2 RECOMMENDATION

The Panel is asked to;

- 2.1 Note the proposed strategy for the provision of school places within the 2019 – 2025 Plan period.
- 2.2 Note the proposed strategy for the provision of school places within the Core Strategy period.
- 2.3 Note that the LA has undertaken significant planning and investment for increasing capacity for children with SEND. These developments can be viewed via links in the Plan document.
- 2.4 Future iterations of the LA's Plan will include planning for children with SEND, but the Panel is reassured that significant planning and delivery for children with SEND in Bath and North East Somerset has been undertaken.
- 2.5 Give feedback on the content of the Plan and future proposals.

3 THE REPORT

- 3.1 The Local Authority retains responsibility for pupil place planning in its area. In order to do this effectively the Local Authority must identify where new school places will be required as a result of underlying population growth and pupils generated from new housing development, how much additional provision is required and when. This additional provision might be provided via Basic Need funding from the Government or Section 106 (S106) Developer Contributions or Community Infrastructure Levy (CIL) as a result of new housing developments.
- 3.2 There is projected to be a future shortfall in school places in some areas and the Authority must plan for the additional provision that is needed. The Plan will serve as a useful planning tool to identify areas and levels of need, when investment in places will be needed and also to inform discussions with Developers concerning S106 Developer Contributions, including land.
- 3.3 The Plan Appendix 1 to this report contains all the information that the Panel should require in order to be able to assess the proposed strategy. As pupil projection figures are reviewed regularly, the figures contained in the Plan may be updated when a report goes to Cabinet in 2020. A summary of the key issues impacting on pupil place planning is set out below.
- 3.4 Despite significant changes to the educational landscape with the majority of schools becoming Academies and free schools being established, the Local Authority still retains the responsibility for pupil place planning in its area and for ensuring there are sufficient schools available.
- 3.5 Due to the delivery of new schools and school expansions over recent years and to further expansions and new schools under construction and planned, primary school provision is expected to be sufficient for future pupil numbers arising from underlying population growth up to 2023 and housing development allocated in the Core Strategy period.
- 3.6 Should future proposed new housing development identified in the Local Plan in a particular area be projected to result in a shortfall of primary school places, the Authority will apply CIL funding or seek S106 Developer Contributions to provide additional school places. These places are likely to be delivered via the expansion of existing schools.

- 3.7 In those areas where options for delivery of additional places via the expansion of existing schools is limited because the schools cannot be expanded as the sites they occupy are not large enough, any future housing allocation in these areas would require whole new schools to be provided.
- 3.8 In most areas, existing secondary school provision is expected to be sufficient for future pupil numbers arising from underlying population growth up to 2025 and housing development allocated in the Core Strategy period. Additional capacity is expected to be required in the Greater Bath Consortium Planning area and the Norton Hill Planning area.
- 3.9 Should a shortfall of secondary school places be projected as a result of future proposed new housing development identified in the Local Plan, the Authority will apply CIL funding or seek S106 Developer Contributions to provide additional school places. These places are likely to be delivered via the expansion of existing schools.
- 3.10 Officers will continue to work closely with colleagues in Planning Policy to ensure that any land requirements for school expansions or the provision of new schools are reflected in the Local Plan.

4 STATUTORY CONSIDERATIONS

- 4.1 Relevant considerations: The Council's statutory duty to secure sufficient schools are available for their area to provide primary and secondary education; Children; Equalities; Planning.
- 4.2 An Equality Impact Assessment has been completed. No adverse or other significant issues were found.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 5.1 Revenue funding for pupil places will be provided by the Department for Education (DfE) through the Dedicated Schools Grant (DSG) on a per pupil basis.
- 5.2 Where pupils generated by Strategic Development Sites and Locations cannot be accommodated within existing provision, S106 Developer Contributions in the form of capital and where appropriate land, will be sought from developers in order to provide the necessary school places. To date, the Council is in receipt of some S106 Developer Contributions with further contributions currently pending.
- 5.3 CIL would be considered for the provision of other school places arising from new housing development outside of Strategic Development Sites and Locations where S106 Developer Contributions are not available.
- 5.4 The DfE currently allocate Basic Need capital funding to local authorities in order to provide additional school places where pupils are projected to exceed the number of places available and where the increase is occurring as a result of population growth other than from housing developments supported by S106 Developer Contributions or CIL. The level of Basic Need Funding provided is calculated on the basis of the Local Authority pupil forecast data submitted to the DfE, which outlines the number of existing places in the Authority, the current number of pupils on roll and a projection of future pupil numbers

expected, excluding any pupils supported by S106 Developer Contributions or CIL.

- 5.5 The DfE has confirmed the Council's future Basic Need allocations as £6,578,665.00 for 2020/21 and £4,852,297.00 for 2021/22. A number of future Basic Need schemes have been identified for mainstream and Special Education Needs and Disabilities (SEND) provision. Beyond 2021/22 the Council has no indication of what capital grant might be received for Basic Need.

6 RISK MANAGEMENT

- 6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance. Significant risks identified are:
- 6.2 *The Council has a statutory duty to secure sufficient schools are available for their area to provide primary and secondary education and failure to ensure this will result in the Council being at risk of breaching its responsibility.* This Plan sets out a strategy for delivery of sufficient school places in the right areas across the Authority.
- 6.3 *The actual eventual need for places is greater than projected.* Use of Primary and Secondary School Planning Areas allows a good understanding of where places are likely to be required as a result of population growth. Where there are opportunities and within the limitations of the space and funding available, some additional extra places may be provided to give flexibility.
- 6.4 *Insufficient land available in the right area to provide new school accommodation if existing school sites cannot be expanded and where new sites will need to be provided.* Officers will identify where land will be required for new school provision and feed these requirements into the Council's infrastructure delivery planning via the Core Strategy and Placemaking Plan and emerging Local Plan to secure S106 Developer Contributions in the form of appropriate site allocations.
- 6.5 *New house building spread over a long period of time and therefore S106 Developer Contributions/CIL received over an extended period could make the timing of the delivery of new school places challenging.* Plan the delivery of new school accommodation via stages and through phasing and via the pooling of S106 Developer Contributions/CIL. Explore the possibility of combining Basic Need Funding with S106 Developer Contributions/CIL where possible.
- 6.6 *Available capital either through Basic Need funding or S106 Developer Contributions/CIL not sufficient to cover cost total of building work to provide the additional accommodation.* Planned building work delivered as cost effectively as possible through effective project planning including utilising existing accommodation where possible to make best use of available resources. Liaise with Planning Policy to secure CIL allocations. Ensure any potential shortfalls that may require Council funding are identified at an early stage and included in the Council's financial planning if sufficient additional funding cannot be secured.

- 6.7 *Schools or academies not agreeing to expansion to create additional places where they are required.* Work with schools and academies to explain the need for places and to agree deliverable schemes.
- 6.8 *As the delivery and timescales of new Free Schools are not within the Council's control, delays in opening new Free Schools could result in the need for the Council to provide additional places elsewhere.* Work with the DfE and Free School promoters to support the delivery of Free Schools where and when required by the Council.

7 CLIMATE CHANGE

- 7.1 Providing sufficient school places in the right area located close to where families live will enable pupils to travel to school sustainably via walking or cycling, reduce the need to make individual journeys by private car and reduce the need to make longer journeys to get to schools further away.

8 OTHER OPTIONS CONSIDERED

- 8.1 None.

9 CONSULTATION

- 9.1 Cabinet Member for Children's Services; Children, Health and Wellbeing Policy Development and Scrutiny Panel Chair; Ward Councillors; School Standards Board; Corporate Management Team; Strategic Director for People and Communities; Director of Education, Inclusion and Childrens Safeguarding; Catholic Diocese; Church of England Diocese; Primary, Secondary, Studio and SEND School Headteachers and Governing Body Chairs; Multi Academy Trust CEOs; Neighbouring Local Authorities; School Advisers; Admissions and Transport; Education Finance; SEND; Schools Capital; Early Years; Planning Policy.
- 9.2 All schools are consulted annually and provided with pupil projection data when Published Admission Numbers (PANs) are discussed for the next academic year two years ahead, providing an opportunity to discuss any future projected impact on the school prior to setting the PAN. The last consultation took place over September and October 2019 for 2021 PANs.
- 9.3 Those schools that are expected to be most affected by increases in child population as a result of underlying population growth in the short term or proposed new housing developments will be consulted at greater length. Some specific discussions have taken place with Headteachers and Governing Body and Multi Academy Trust representatives at a number of schools to discuss additional places being added to their school and to identify the possible schools to be expanded in the longer term.

| | |
|---|---------------------------|
| Contact person | Helen Hoynes 01225 395169 |
| Background papers | None. |
| Please contact the report author if you need to access this report in an | |

Bath and North East Somerset Council

School Organisation Plan

2019 – 2025

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Introduction

In line with current government strategy, rather than being direct providers of school places via Community schools, Local Authorities are now predominantly commissioners of school places via a range of providers that include Academies, Free Schools, Studio Schools, Foundation schools, Trust schools, Voluntary Aided schools, Voluntary Controlled schools and Community schools.

Despite these changes, the Local Authority still retains the responsibility for pupil place planning within its area and has a statutory duty to secure sufficient schools are available for their area to provide primary and secondary education. In order to achieve this it can propose expansions to all categories of existing schools and commission the provision of new schools that will be run by the most appropriate body.

This plan covers in detail the current level of primary and secondary and studio school provision in the Authority and the projected pupil numbers on roll based on births and resident population data over the next four years up to admissions in September 2023 for Primary and six years up to admissions in 2025 for Secondary.

It also covers the impact on pupil numbers as a consequence of the new housing development expected to be delivered within the Adopted Core Strategy and Placemaking Plan period up to 2029. The plan gives figures for the number of pupils calculated to be generated and the school places required in each of the planning areas across the Authority and proposes solutions as to how and where the need for these additional places can be met.

The plan does not extend to Special School provision as this is subject to a separate and distinct place planning and delivery process with its own timescale. The council publishes an annual update to provide information regarding Special School provision planning. The latest update can be found by following the link below:

<https://www.rainbowresource.org.uk/documents/1215-send-capital-briefing-local-offer.pdf>

Climate Emergency

In March 2018 the Council declared a Climate Emergency, resolving to provide the leadership necessary to enable Bath and North East Somerset to achieve carbon neutrality by 2030. This is a top priority that will require action across all Council departments and functions and involve all parts of the community.

The provision of sufficient school places in the right areas will enable as many pupils as possible to walk or cycle to school or use public transport, reducing journeys made by private car and thus reducing carbon emissions.

Improving the energy efficiency of existing school buildings where possible and designing any new school buildings to be energy efficient and low carbon will also contribute to the achievement of the climate emergency commitments.

Summary Profile of Primary, Secondary and Studio Schools

In Bath and North East Somerset there are currently 63 primary, infant and junior schools as follows. Pupils on roll figures are for pupils in Year Reception to Year 6 as at the October 2019 School Census date:

52 Academies, 10,450 pupils on roll
6 Community schools, 1,481 pupils on roll
3 Voluntary Controlled Church of England schools, 542 pupils on roll
2 Voluntary Aided Catholic schools, 497 pupils on roll
(Including 5 Federations, each of 2 schools)
2 new academies – Two Rivers C E Primary and Norton Hill Primary - will open in September 2020

There are 12 secondary schools as follows. Pupils on roll figures are for pupils in Year 7 to Year 13 as at the October 2019 School Census date:

10 Academies, 11,721 pupils on roll
1 Voluntary Aided Catholic school, 993 pupils on roll
1 Voluntary Aided Church of England school, 272 pupils on roll
11 schools have sixth forms (The two Voluntary Aided schools share a joint sixth form).
10 schools are co-educational
1 school is single sex boys and 1 school is single sex girls

There are 3 Studio Schools as follows. Pupils on roll figures are for pupils in Year 10 to Year 13 as at the May 2019 School Census date:

3 Academies, 337 pupils on roll
Bath Studio School is due to close at the end of August 2020.

There are eight multi academy trusts that operate schools across the authority - Academies Enterprise Trust; The Bath and Mendip Partnership Trust; The Bath and Wells Diocesan Academies Trust; Educate Together Academy Trust; Lighthouse Schools Partnership; Midsomer Norton Schools Partnership Trust; Palladian Academy Trust; Wellsway Multi Academy Trust. Also three single school trusts - Chew Stoke Church School; Hayesfield Girls' School; Oldfield School.

Pupil Projections in General

The future need for school places is expected to be affected by rates of underlying population growth coupled with pupils generated from new housing developments. The impact of this will vary from area to area across the Authority depending on where the population growth is taking place.

Two main sources of funding are currently available to create additional school places, depending on how the need for places has been generated. These are: Basic Need funding and Section 106 Developer Contributions (S106 Contributions) or Community Infrastructure Levy (CIL).

Basic Need funding is currently allocated to local authorities by the Department for Education (DfE) to provide additional school places where there is underlying growth in pupil numbers that is projected to exceed the number of places available and where the increase is occurring as a result of population growth other than from housing developments supported by S106 Contributions. The level of Basic Need funding provided will be based on the data contained within the annual School Capacity Return submitted to the DfE. This outlines the number of existing places in each school planning area in the Authority, the current number of pupils on roll and a projection of future pupil numbers expected, excluding any pupils from new housing development supported by S106 Contributions or CIL.

S106 Contributions will be sought from developers to provide school places required as a result of pupils generated by Strategic Development Sites and Locations. The new school places provided could be in the form of additional accommodation added to existing schools where this is possible or via the provision of whole new schools to serve the housing development. In addition to capital, land may also be required to be provided by the development. CIL would be considered for the provision of other school places arising from new housing development outside of Strategic Development Sites and Locations.

Where a whole new school is needed, this can also be provided via the DfE Free School programme, where the DfE would be responsible for delivery of the school, including land if required.

The Local Authority liaises with the Health Authority to obtain accurate figures for births within its area for each academic year and also to obtain figures for the resident population of children. The resident population data is updated every six months to reflect on going changes and movements in the population. The births data is updated annually. The usual pattern in the majority of areas and in most years is for resident population numbers to increase compared to the births figure for that year.

The Authority estimates what the resident population will be by the time children reach Reception age, based on the current resident population figures and births figures. It then estimates the percentage of resident four year olds that will take up a Reception (YR) place each year – the transfer rate – and also estimates how many 11 year olds there will be and what percentage of these will enter secondary school in Year 7 (Y7). It also estimates how the current year groups already within schools might change as they move through the school years.

The Authority also uses the pupil yield figures contained in the Bath and North East Somerset Planning Obligations Supplementary Planning Document (SPD) in order to calculate the number of children of each age group likely to be generated from new housing developments. The number of children calculated to be generated from new housing developments will then be added to the number of children arising from births and underlying population growth.

As far as possible, school places should be distributed to meet current and projected needs and to ensure that sufficient school places are available reasonably close to the communities they serve. The Authority will seek to meet parental preferences as far as possible and to take this into account where possible when planning school places. The limitations associated with some school sites means that it is not always possible to put additional school places precisely where they are required, however the best possible achievable option will always be pursued.

The table below shows the births data for 0 - 11 year olds by academic year as at September 2019 for all Bath and North East Somerset.

| Age in 2019/20 | 11/12 | 10/11 | 9/10 | 8/9 | 7/8 | 6/7 | 5/6 | 4/5 | 3/4 | 2/3 | 1/2 | 0/1 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Year Born | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 | 17-18 | 18-19 |
| Year Enter YR | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
| Year Enter Y7 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
| Total Births | 1774 | 1704 | 1698 | 1830 | 1829 | 1792 | 1747 | 1720 | 1787 | 1607 | 1714 | 1665 |

Primary Pupil Projections by Planning Area for Admissions in 2019 – 2023

For the purposes of primary school place planning, the Authority has been divided into fourteen areas. Each planning area contains a grouping of Lower Super Output Areas or parts of these which are the smaller areas that wards have been divided into nationally to allow a range of data to be recorded on a very local basis. Each planning area has been designed to group the child population living within that area with a local school or cluster of schools as closely as possible.

In some areas, usually in more rural areas, where some routes to schools are deemed to be exceptionally hazardous (as described in the Bath and North East Somerset *A Primary School for Your Child* booklet), it is more likely that a single local school would normally be expected to serve a particular rural area or village, compared to urban areas where there would usually be more than one school located within a more compact geographical area that would be accessible to a local community.

Adjustments are made to allow for some movements between planning areas where this is thought to be reasonable i.e. within a reasonable distance, reflecting current patterns of movements of pupils that live in one planning area and attend school in another etc. and in this report some of the individual planning areas have been grouped.

The challenges around primary school place planning are firstly to accurately estimate what the resident population of four year olds is likely to be in the future based on the births and current resident population data for each age group. Resident population figures change from year to year and generally tend to increase compared to the births figure for that age group, although they can be lower. Increases can be irregular from year to year and vary for different year groups.

Secondly it is to forecast the percentage of those four year olds that will take up a YR place, primarily based on past patterns of admissions. The third factor is parental preference as parents do not always opt for their nearest school. Estimates are based on the assumption that current patterns of take up of places will continue into the future. When planning YR places it is only possible to plan four years ahead with any degree of certainty due to the availability of data on actual births.

Finally, pupils generated from approved housing developments within the Core Strategy that are either currently under construction or are yet to be built need to be taken into account. The following tables of baseline projection figures by planning area up to 2023 exclude pupils from

housing developments that have not yet commenced as they would not necessarily impact on school numbers by 2023. Some of the pupils generated from housing developments currently under construction will be included and some excluded, to reflect the progress of the housing construction programme. These additional pupils would need to be added on to the baseline projection figures contained in the tables.

Pupil projections are reviewed on a continuous basis and generally updated twice a year, in March and September.

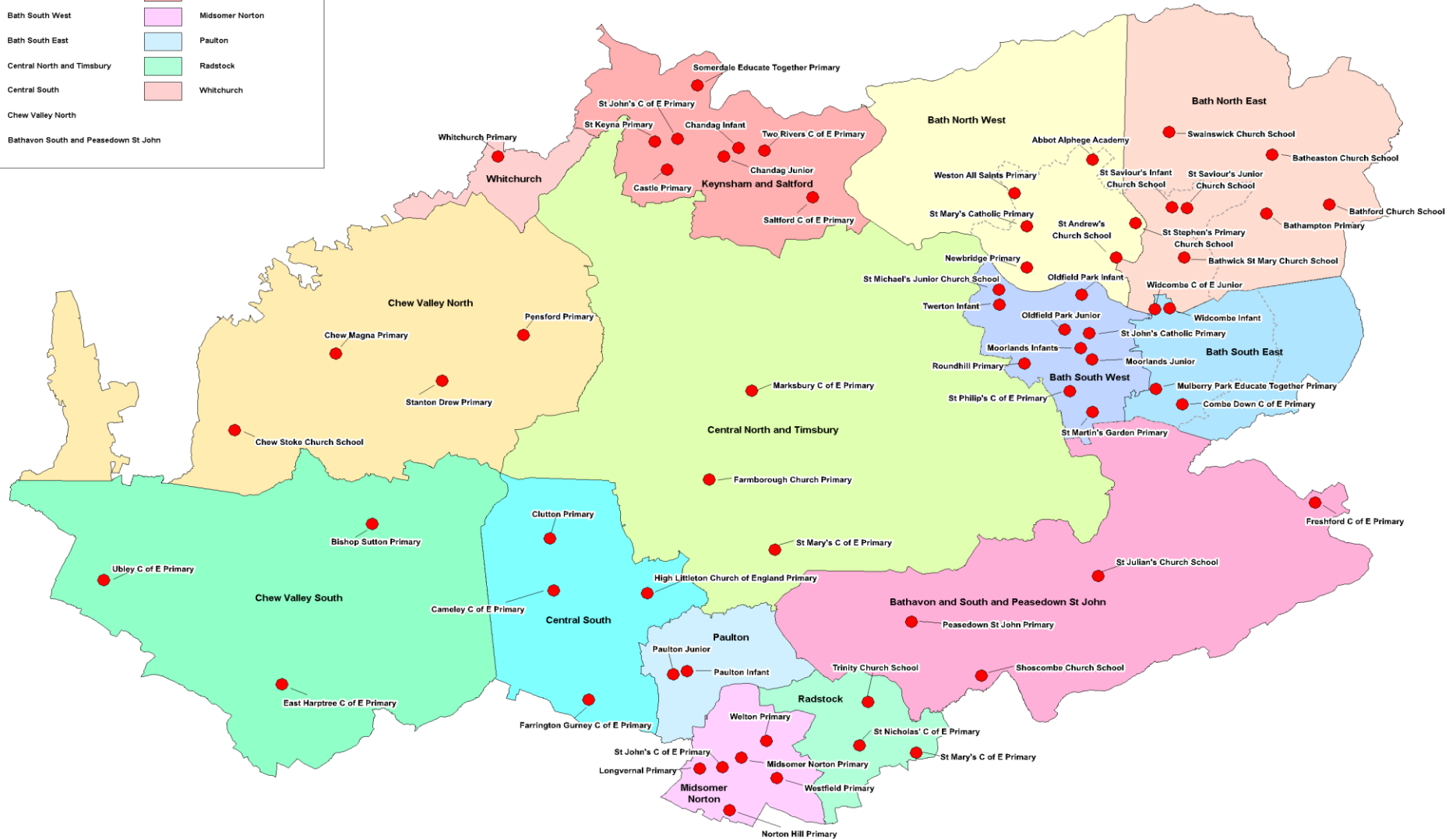
The following map shows the 14 Primary School Planning Areas in Bath and North East Somerset and the primary, infant and junior schools within each area.

Map of Primary School Planning Areas



Planning Areas

| | |
|--------------------------------------|----------------------|
| Bath North East | Chew Valley South |
| Bath North West | Keynsham and Salford |
| Bath South West | Midsomer Norton |
| Bath South East | Paulton |
| Central North and Timsbury | Radstock |
| Central South | Whitchurch |
| Chew Valley North | |
| Bathavon South and Peasedown St John | |



The table below shows births and resident population for 0 - 10 year olds by academic year as at September 2019 grouped by Primary School Planning Area.

| | Age in 2019/20 | 10/11 | 9/10 | 8/9 | 7/8 | 6/7 | 5/6 | 4/5 | 3/4 | 2/3 | 1/2 | 0/1 |
|----------------------------------|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Year Born | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 | 17-18 | 18-19 |
| | Year Enter YR | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
| Bathavon Sth & Peasedown St John | Births | 92 | 105 | 101 | 105 | 96 | 101 | 84 | 94 | 77 | 90 | 86 |
| | Resident | 117 | 131 | 118 | 120 | 115 | 118 | 108 | 108 | 100 | 99 | 92 |
| Bath North East | Births | 230 | 240 | 274 | 254 | 240 | 223 | 215 | 192 | 179 | 194 | 194 |
| | Resident | 326 | 345 | 387 | 340 | 304 | 278 | 269 | 234 | 204 | 231 | 209 |
| Bath North West | Births | 190 | 209 | 209 | 222 | 210 | 183 | 190 | 196 | 179 | 167 | 155 |
| | Resident | 240 | 251 | 256 | 235 | 251 | 198 | 208 | 192 | 178 | 175 | 161 |
| Bath South East | Births | 64 | 60 | 69 | 55 | 68 | 64 | 62 | 45 | 53 | 62 | 55 |
| | Resident | 111 | 124 | 110 | 102 | 96 | 90 | 95 | 76 | 76 | 85 | 59 |
| Bath South West | Births | 435 | 394 | 420 | 467 | 443 | 441 | 426 | 454 | 411 | 392 | 391 |
| | Resident | 441 | 395 | 384 | 449 | 399 | 412 | 410 | 436 | 381 | 375 | 387 |
| Central North & Timsbury | Births | 53 | 59 | 55 | 61 | 67 | 63 | 66 | 71 | 69 | 52 | 66 |
| | Resident | 84 | 119 | 94 | 104 | 96 | 87 | 81 | 93 | 84 | 68 | 77 |
| Central South | Births | 54 | 63 | 55 | 62 | 54 | 49 | 61 | 58 | 51 | 51 | 50 |
| | Resident | 82 | 91 | 93 | 83 | 90 | 83 | 88 | 91 | 67 | 67 | 60 |
| Chew Valley North | Births | 35 | 32 | 42 | 30 | 26 | 44 | 39 | 23 | 30 | 36 | 35 |
| | Resident | 60 | 47 | 56 | 50 | 49 | 51 | 47 | 35 | 42 | 32 | 29 |
| Chew Valley South | Births | 32 | 34 | 30 | 26 | 26 | 27 | 25 | 30 | 27 | 44 | 46 |
| | Resident | 55 | 59 | 56 | 53 | 49 | 48 | 48 | 47 | 42 | 47 | 45 |
| Keynsham & Saltford | Births | 163 | 166 | 207 | 175 | 190 | 216 | 179 | 220 | 180 | 231 | 227 |
| | Resident | 259 | 242 | 288 | 251 | 271 | 254 | 260 | 282 | 244 | 241 | 223 |
| Midsomer Norton | Births | 170 | 159 | 178 | 192 | 182 | 162 | 197 | 198 | 158 | 184 | 158 |
| | Resident | 213 | 196 | 225 | 191 | 225 | 194 | 211 | 221 | 189 | 186 | 159 |
| Paulton | Births | 70 | 65 | 68 | 74 | 79 | 69 | 81 | 91 | 94 | 86 | 87 |
| | Resident | 83 | 77 | 81 | 83 | 98 | 86 | 70 | 91 | 88 | 94 | 86 |
| Radstock | Births | 116 | 104 | 109 | 98 | 108 | 126 | 89 | 115 | 93 | 110 | 102 |
| | Resident | 130 | 145 | 132 | 151 | 112 | 124 | 139 | 141 | 125 | 127 | 111 |
| Whitchurch | Births | 0 | 9 | 13 | 9 | 8 | 8 | 7 | 1 | 6 | 15 | 14 |
| | Resident | 12 | 12 | 15 | 22 | 20 | 17 | 22 | 14 | 16 | 23 | 16 |

The following figures show the actual numbers on roll by year group for 2018 and the projected numbers on roll for the academic years 2019 to 2023. Projections are based on the forecast number on roll as at the May School Census date for each year in question. Also shown are the 2019 Admission Numbers (YR places), also those for 2020 and 2021 and the latest 2019-20 academic year Net Capacity (NC) figures or Capacity (C) if the school is an academy.

Bathavon South and Peasedown St John Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 2018 | 119 | 120 | 117 | 116 | 130 | 122 | 119 | 843 |
| 2019 | 109 | 121 | 121 | 118 | 117 | 131 | 123 | 840 |
| 2020 | 122 | 111 | 122 | 122 | 119 | 118 | 135 | 849 |
| 2021 | 122 | 124 | 112 | 123 | 123 | 120 | 119 | 843 |
| 2022 | 121 | 124 | 126 | 113 | 124 | 124 | 121 | 853 |
| 2023 | 127 | 122 | 126 | 128 | 114 | 125 | 125 | 867 |

Schools:

20 Freshford Church School (C 140), 75 Peasedown St John Primary (C 525),

20 Shoscombe Church School (C 120), 16 St Julian's Church School (C 112).

YR Places in 2019: 131

YR Places in 2020: 146

YR Places in 2021: 143

Shoscombe Church School and St Julian's Church School are federated.

In addition to the numbers in the table above there are also projected to be approximately a further 4 pupils per year group, generated mainly from the approved Greenlands Road housing development in Peasedown St John.

In addition to the numbers in the table above there are also projected to be approximately a further 10 pupils per year group on average from 2020 onwards from the adjacent Central North and Timsbury Planning Area.

Peasedown St John Primary school is being expanded so that for September 2020 onwards it will have an additional 15 places per year group, making it a 630 place school with a Published Admission Number (PAN) of 90.

Shoscombe Church School will have a PAN of 20 for admissions in 2020 and 17 for admissions in 2021 onwards.

Following these adjustments, there is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Bath North East Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| 2018 | 166 | 186 | 185 | 196 | 204 | 171 | 175 | 1283 |
| 2019 | 173 | 168 | 188 | 187 | 198 | 206 | 173 | 1293 |
| 2020 | 161 | 175 | 170 | 190 | 189 | 200 | 208 | 1293 |
| 2021 | 151 | 163 | 177 | 172 | 192 | 191 | 202 | 1248 |
| 2022 | 168 | 153 | 165 | 179 | 174 | 194 | 193 | 1226 |
| 2023 | 164 | 170 | 155 | 167 | 181 | 176 | 196 | 1209 |

Schools:

30 Bathampton Primary (C 206), 30 Batheaston Church School (C 209), 30 Bathford Church School (C 210), 30 Bathwick St Mary Church School (C 210), 60 St Saviour's Infant Church School (C 180) (and 60 St Saviour's Junior Church School (C 270)), 12 Swainswick Church School (C 84).

YR Places in 2019: 192

YR Places in 2020: 193

YR Places in 2021: 192

St Saviour's Infant Church School and St Saviour's Junior Church School are federated in a soft federation.

St Saviour's C of E Junior school had a bulge class added for Year 3 admissions in 2017, creating an additional 30 places. Once the bulge class has left at the end of July 2021 the school will be a 240 place school with a PAN of 60.

In addition to the numbers in the table above there are also projected to be approximately a further 10 pupils per year group, generated mainly from the Holburne Park housing development currently under construction.

Swainswick Church School will have a PAN of 13 for admissions in 2020 and 12 for admissions in 2021 onwards.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Bath North West Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| 2018 | 243 | 270 | 258 | 278 | 260 | 259 | 254 | 1822 |
| 2019 | 261 | 245 | 272 | 260 | 280 | 262 | 259 | 1839 |
| 2020 | 258 | 263 | 247 | 274 | 262 | 282 | 262 | 1848 |
| 2021 | 248 | 260 | 265 | 249 | 276 | 264 | 282 | 1844 |
| 2022 | 252 | 250 | 262 | 267 | 251 | 278 | 264 | 1824 |
| 2023 | 242 | 254 | 252 | 264 | 269 | 253 | 278 | 1812 |

Schools:

30 Abbot Alphege Academy (C 210), 60 Newbridge Primary (NC 420), 30 St Andrews Church School (C 210), 30 St Mary's Catholic Primary (NC 210), 60 St Stephen's Primary Church School (C 420), 90 Weston All Saints C of E Primary (C 630).

YR Places in 2019: 300

YR Places in 2020: 300

YR Places in 2021: 300

In addition to the numbers in the table above there are also projected to be approximately a further 18 pupils per year group, generated mainly from the Former MoD Ensleigh, Royal High and Hope House housing developments currently under construction.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Bath South East Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| 2018 | 129 | 122 | 118 | 120 | 119 | 118 | 120 | 846 |
| 2019 | 150 | 132 | 125 | 121 | 123 | 122 | 121 | 894 |
| 2020 | 145 | 153 | 135 | 128 | 124 | 126 | 125 | 894 |
| 2021 | 167 | 148 | 156 | 138 | 131 | 127 | 129 | 996 |
| 2022 | 186 | 170 | 151 | 159 | 141 | 134 | 130 | 1071 |
| 2023 | 175 | 189 | 173 | 154 | 162 | 144 | 137 | 1134 |

Schools:

60 Combe Down C of E Primary (C 418), 30 Mulberry Park Educate Together Primary (C 210), 60 Widcombe Infant (C 180) (and 60 Widcombe C of E Junior (C 239)).

YR Places in 2019: 150

YR Places in 2020: 150

YR Places in 2021: 150

In addition to the numbers in the table above there are also projected to be approximately a further 20 pupils per year group, generated from the Mulberry Park housing development currently under construction.

Any pupils in excess of 150 per year group are expected to be accommodated in the adjacent Bath South West Planning Area.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Bath South West Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| 2018 | 300 | 311 | 332 | 300 | 293 | 328 | 310 | 2174 |
| 2019 | 290 | 300 | 312 | 332 | 300 | 294 | 328 | 2156 |
| 2020 | 311 | 291 | 301 | 312 | 333 | 301 | 294 | 2143 |
| 2021 | 276 | 312 | 292 | 301 | 313 | 333 | 301 | 2128 |
| 2022 | 274 | 277 | 313 | 293 | 302 | 313 | 334 | 2106 |
| 2023 | 282 | 275 | 278 | 314 | 294 | 302 | 314 | 2059 |

Schools:

60 Moorlands Infant (C 180) (and 60 Moorlands Junior (C 240)), 60 Oldfield Park Infant (C 180) (and 64 Oldfield Park Junior (C 260)), 60 Roundhill Primary (C 420), 40 St Philip's C of E Primary (C 280), 45 St Martin's Garden Primary (C 315), 45 St John's Catholic Primary (NC 315), 60 Twerton Infant (NC 180) (and 60 St Michael's Junior Church School (C 240)).

YR Places in 2019: 370
YR Places in 2020: 355
YR Places in 2021: 355

Moorlands Infant and Moorlands Junior are federated.

In addition to the numbers in the table above there are also projected to be approximately a further 29 pupils per year group, generated mainly from the Bath Western Riverside (BWR) development currently under construction and the approved Combe Hay Lane housing development.

In addition to the numbers in the table above there are also projected to be approximately a further 26 pupils per year group on average from 2021 onwards from the adjacent Bath South East Planning Area.

The new 210 place primary school with a PAN of 30 to accommodate pupils generated by the BWR development has an estimated opening date of approximately September 2023, based on the latest build programme for the development.

It is proposed to add capacity to St Martin's Garden Primary school in the future in order to accommodate the pupils generated from the approved Combe Hay Lane housing development (Odd Down Strategic Development Site).

St Martin's Garden Primary school will have a PAN of 30 in 2020.

Following these adjustments, there is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Central North and Timsbury Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|
| 2018 | 50 | 54 | 61 | 60 | 65 | 55 | 57 | 402 |
| 2019 | 66 | 51 | 55 | 62 | 61 | 66 | 56 | 417 |
| 2020 | 81 | 67 | 52 | 56 | 63 | 62 | 67 | 448 |
| 2021 | 77 | 82 | 68 | 53 | 57 | 64 | 63 | 464 |
| 2022 | 68 | 78 | 83 | 69 | 54 | 58 | 64 | 474 |
| 2023 | 82 | 70 | 79 | 84 | 70 | 55 | 59 | 499 |

Schools:

28 Farmborough Church Primary (C 175), 15 Marksbury C of E Primary (C 105), 30 St Mary's C of E Primary (Timsbury) (NC 210).

YR Places in 2019: 73

YR Places in 2020: 74

YR Places in 2021: 70

In addition to the numbers in the table above, there are also projected to be approximately a further 10 pupils per year group, generated from housing developments in Farmborough and Timsbury.

Any pupils in excess of 70 per year group are expected to be accommodated in the adjacent Bathavon South and Peasedown St John Planning Area or the Radstock Planning Area.

Farmborough Church Primary school will have a PAN of 29 for admissions in 2020 and 25 for admissions in 2021 onwards.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Central South Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 2018 | 73 | 79 | 68 | 75 | 62 | 69 | 71 | 497 |
| 2019 | 79 | 75 | 81 | 70 | 77 | 64 | 71 | 517 |
| 2020 | 93 | 80 | 77 | 83 | 72 | 79 | 66 | 550 |
| 2021 | 78 | 94 | 81 | 79 | 85 | 74 | 81 | 572 |
| 2022 | 82 | 80 | 95 | 82 | 81 | 87 | 76 | 583 |
| 2023 | 83 | 84 | 82 | 96 | 83 | 83 | 89 | 600 |

Schools:

20 Cameley C of E Primary (C 138), 27 Clutton Primary (C 175), 15 Farrington Gurney C of E Primary (C 105), 25 High Littleton Church of England Primary School (C 175).

YR Places in 2019: 87

YR Places in 2020: 95

YR Places in 2021: 95

In addition to the numbers in the table above there are also projected to be approximately a further 14 pupils per year group, generated mainly from housing developments currently under construction in Temple Cloud and Clutton.

Cameley C of E Primary school is being expanded so that for September 2021 onwards it will have an additional 10 places per year group, making it a 210 place school with a PAN of 30.

Cameley C of E Primary school will have a PAN of 25 for admissions in 2020.

Clutton Primary school will have a PAN of 27 for admissions in 2020 and will be a 175 place school with a PAN of 25 for admissions in 2021 onwards.

High Littleton Church of England Primary school will have a PAN of 28 for admissions in 2020 and 25 for admissions in 2021 onwards.

Following these adjustments, there is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Chew Valley North Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 2018 | 63 | 55 | 55 | 67 | 55 | 64 | 67 | 426 |
| 2019 | 62 | 64 | 56 | 56 | 68 | 56 | 65 | 427 |
| 2020 | 47 | 63 | 65 | 57 | 57 | 69 | 57 | 415 |
| 2021 | 61 | 48 | 64 | 66 | 58 | 58 | 70 | 425 |
| 2022 | 62 | 62 | 49 | 65 | 67 | 59 | 59 | 423 |
| 2023 | 59 | 63 | 63 | 50 | 67 | 68 | 60 | 430 |

Schools:

15 Chew Magna Primary (C 105), 30 Chew Stoke Church School (C 189), 15 Pensford Primary (C 105), 10 Stanton Drew Primary (C 70).

YR Places in 2019: 70

YR Places in 2020: 69

YR Places in 2021: 68

Stanton Drew Primary is federated with Bishop Sutton Primary.

Chew Stoke Church School will have a PAN of 29 for admissions in 2020 and 28 for admissions in 2021.

In addition to the numbers in the table above there are also projected to be approximately a further 4 pupils per year group on average from 2022 onwards from the adjacent Chew Valley South Planning Area.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Chew Valley South Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 2018 | 50 | 47 | 52 | 43 | 49 | 39 | 39 | 319 |
| 2019 | 58 | 53 | 49 | 53 | 44 | 50 | 40 | 347 |
| 2020 | 59 | 61 | 55 | 50 | 54 | 45 | 51 | 375 |
| 2021 | 56 | 61 | 63 | 56 | 51 | 55 | 46 | 388 |
| 2022 | 64 | 58 | 63 | 64 | 57 | 52 | 56 | 414 |
| 2023 | 64 | 66 | 60 | 65 | 65 | 58 | 53 | 431 |

Schools:

30 Bishop Sutton Primary (C 209), 15 East Harptree C of E Primary (C 103), 15 Ubley C of E Primary (C 105).

YR Places in 2019: 60

YR Places in 2020: 60

YR Places in 2021: 60

Bishop Sutton Primary is federated with Stanton Drew Primary. East Harptree C of E Primary and Ubley C of E Primary are federated.

In addition to the numbers in the table above there are also projected to be approximately a further 1 pupil per year group, generated from housing developments in the East Harptree area.

Any pupils in excess of 60 per year group are expected to be accommodated in the adjacent Chew Valley North Planning Area.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Keynsham and Saltford Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| 2018 | 243 | 246 | 240 | 277 | 227 | 221 | 231 | 1685 |
| 2019 | 252 | 247 | 250 | 242 | 281 | 231 | 225 | 1728 |
| 2020 | 301 | 256 | 251 | 260 | 246 | 285 | 235 | 1834 |
| 2021 | 280 | 305 | 260 | 261 | 264 | 251 | 289 | 1910 |
| 2022 | 298 | 284 | 309 | 270 | 265 | 268 | 258 | 1952 |
| 2023 | 297 | 302 | 288 | 319 | 274 | 269 | 272 | 2021 |

Schools:

60 Castle Primary (C 420), 60 Chandag Infant (C 180) (and 68 Chandag Junior (C 270)), 30 Somerdale Educate Together Primary (C 210), 30 St John's C of E Primary (Keynsham) (C 240), 30 St Keyna Primary (NC 240), 60 Saltford C of E Primary (C 420).

YR Places in 2019: 270

YR Places in 2020: 300

YR Places in 2021: 300

In addition to the numbers in the table above there are also projected to be approximately a further 30 pupils per year group, generated from the Bilbie Green, Somerdale, Hygge Park, Bloor Homes @ Keynsham and Charlton Place housing developments currently under construction.

Additional capacity will be required in Keynsham in order to accommodate pupils generated from the housing developments above, the two new housing developments Bloor Homes @ Keynsham and Charlton Place at South West Keynsham and the Hygge Park housing development at East Keynsham currently under construction. A new 420 place Free School, Two Rivers C of E Primary, is planned to open in September 2020, initially with a PAN of 30, rising to 60 for admissions in 2022. This school is being delivered by the DfE as part of the Free School Programme.

Following these adjustments, there is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year. Should more places be required, a feasibility study has been undertaken to expand St Keyna Primary school to a 420 place school with a PAN of 60 via the use of an adjacent area of land.

Midsomer Norton Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| 2018 | 181 | 206 | 193 | 206 | 197 | 203 | 188 | 1374 |
| 2019 | 207 | 184 | 209 | 196 | 209 | 200 | 203 | 1408 |
| 2020 | 230 | 210 | 187 | 212 | 199 | 212 | 200 | 1450 |
| 2021 | 217 | 233 | 213 | 190 | 215 | 202 | 212 | 1482 |
| 2022 | 231 | 220 | 236 | 216 | 193 | 219 | 202 | 1517 |
| 2023 | 220 | 234 | 223 | 239 | 219 | 196 | 219 | 1550 |

Schools:

30 Longvernal Primary (C 175), 45 Midsomer Norton Primary (C 315), 60 St John's Primary School (Midsomer Norton) (C 420), 28 Welton Primary (C 196), 60 Westfield Primary (C 420).

YR Places in 2019: 223

YR Places in 2020: 253

YR Places in 2021: 248

Longvernal Primary school had a bulge class added for Reception admissions in 2017, creating an additional 30 + 5 more places. Additional capacity was added to the school to accommodate the bulge class. Once the bulge class has left in July 2024, the school will be able to be a 175 place school with a PAN of 25.

In addition to the numbers in the table above there are also projected to be approximately a further 23 pupils per year group, generated mainly from the Fosseyway South, Monger Lane, St. Peter's Park and Wheelers Road housing developments currently under construction and the approved Welton Bibby & Baron housing development.

In addition to the numbers in the table above there are also projected to be approximately a further 18 pupils per year group on average from 2020 onwards from the adjacent Paulton Planning Area.

Additional capacity will be required in Midsomer Norton in order to accommodate pupils generated from these new housing developments. A new 630 place Free School, Norton Hill Primary, will open in September 2020, initially with a PAN of 30, rising eventually to 60 and then to 90. This school is being delivered by the DfE as part of the Free School Programme.

Following these adjustments, there is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Paulton Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 2018 | 73 | 83 | 78 | 79 | 73 | 72 | 62 | 520 |
| 2019 | 73 | 76 | 84 | 80 | 80 | 74 | 73 | 540 |
| 2020 | 97 | 76 | 77 | 86 | 81 | 81 | 75 | 573 |
| 2021 | 98 | 98 | 77 | 79 | 87 | 82 | 82 | 603 |
| 2022 | 107 | 99 | 99 | 79 | 80 | 88 | 83 | 635 |
| 2023 | 102 | 108 | 100 | 100 | 80 | 81 | 89 | 660 |

Schools:

90 Paulton Infant (NC 269) (and 90 Paulton Junior (NC 360)).

YR Places in 2019: 90

YR Places in 2020: 90

YR Places in 2021: 90

In addition to the numbers in the table above there are also projected to be approximately a further 4 pupils per year group, generated from the Polestar housing development currently under construction.

Any pupils in excess of 90 per year group could be accommodated in the adjacent Midsomer Norton Planning Area. These would be expected to be children resident in Midsomer Norton.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Radstock Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 2018 | 88 | 65 | 79 | 77 | 97 | 69 | 67 | 542 |
| 2019 | 77 | 89 | 66 | 80 | 78 | 98 | 70 | 558 |
| 2020 | 92 | 78 | 90 | 67 | 81 | 80 | 99 | 587 |
| 2021 | 87 | 93 | 79 | 91 | 68 | 82 | 81 | 581 |
| 2022 | 94 | 88 | 94 | 80 | 92 | 69 | 83 | 600 |
| 2023 | 92 | 95 | 89 | 95 | 81 | 93 | 70 | 615 |

Schools:

30 St Mary's C of E Primary (Writhlington) (NC 209), 60 St Nicholas' C of E Primary (NC 420), 30 Trinity Church Primary School (C 210).

YR Places in 2019: 120

YR Places in 2020: 120

YR Places in 2021: 120

In addition to the numbers in the table above there are also projected to be approximately a further 3 pupils per year group, generated mainly from the Radstock Railway Line housing development currently under construction and the approved Old Pit Yard Clandown development.

In addition to the numbers in the table above there are also projected to be approximately a further 10 pupils per year group on average from 2022 onwards from the Central North and Timsbury Planning Area.

Capacity was added to St Nicholas' C of E Primary school for September 2019 admissions in order to accommodate pupils generated from the Radstock Railway Line development and other housing developments in Radstock. This added 20 places per year group, making the school a 420 place school with a PAN of 60.

In addition to the numbers in the table above there could also be pupils from the nearby Central North and Timsbury Planning Area.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Whitchurch Planning Area

| | YR | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Total |
|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|
| 2018 | 21 | 29 | 27 | 28 | 29 | 29 | 30 | 193 |
| 2019 | 36 | 23 | 31 | 29 | 30 | 31 | 31 | 211 |
| 2020 | 34 | 38 | 25 | 33 | 31 | 32 | 33 | 226 |
| 2021 | 43 | 36 | 40 | 27 | 35 | 33 | 34 | 248 |
| 2022 | 62 | 45 | 38 | 42 | 29 | 37 | 35 | 288 |
| 2023 | 59 | 64 | 47 | 40 | 44 | 31 | 39 | 324 |

Schools:

Whitchurch Primary (NC 315).

YR Places in 2019: 45

YR Places in 2020: 45

YR Places in 2021: 45

In addition to the numbers in the table above there are also projected to be approximately a further 4 pupils per year group, generated mainly from the two 'Horseworld' housing developments currently under construction, some by 2023, some beyond this date.

Any pupils in excess of 45 per year group would be displaced to Bristol. These would be expected to be children resident in the Bristol part of Whitchurch.

Capacity was added to Whitchurch Primary school for September 2019 admissions in order to accommodate pupils generated from the Orchard View and two 'Horseworld' housing developments. This added 15 places per year group, making the school a 315 place school with a PAN of 45.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2023-24 academic year.

Secondary Pupil Projections by Planning Area for Admissions in 2019 – 2025

For the purposes of secondary and studio school place planning, the Authority has been divided into seven planning areas which relate to the seven secondary school catchment areas, also called Areas of Prime Responsibility, within the Authority.

The catchment areas for Chew Valley and Writhlington schools extend beyond the boundary of Bath and North East Somerset into the neighbouring authorities of North Somerset and Somerset respectively. Children living within this part of the catchment area are considered on the same level of priority as children living within the Bath and North East Somerset part of the catchment area for that school.

The catchment area for St Gregory's Catholic College extends beyond the boundaries of the Greater Bath Consortium catchment area, primarily to the north, east and south of the Authority as it serves designated Catholic parishes in North West Wiltshire and the north of the County of Somerset as well as Bath and North East Somerset.

The Authority is a net importer of secondary age pupils with many pupils travelling into the Authority from neighbouring authorities. This can create challenges when planning secondary school places as these patterns can change for a variety of reasons. External factors such as the popularity of schools in neighbouring authorities can impact on parental preference and affect the number of pupils that come into Bath and North East Somerset, as can any changes to schools within the Authority itself.

Some schools currently admit a significant number of pupils from outside of their catchment area and outside of the Authority, notably Chew Valley School, Broadlands Academy and Oldfield School and to a lesser extent Writhlington School. Within the Authority, there is an established pattern whereby Norton Hill School, Somervale School and Writhlington School tend to admit pupils from each other's catchment areas to varying degrees and Wellsway School admits a significant number of pupils from the Broadlands Academy catchment area and also from outside the Authority. Numbers at these schools can be significantly affected by these movements of pupils.

As pupil numbers in the catchment areas for these schools increase in future as a result of underlying population growth and/or new housing development, it is anticipated that gradually over time the new Y7 pupils living in the catchment area who apply for a place at their local school would serve to displace some of these out of catchment children.

The projected Y7 intake figures for 2019 – 2025 have been calculated by estimating the number of resident population children reaching Y7 age based on the current resident population and births figures in each secondary planning area and then the percentage of resident 11 year olds that will take up a Y7 place is estimated, primarily based on past patterns of parental preference and take up of places. Then a projection of the current year groups already within schools is calculated. The estimates are based on the assumption that these current patterns will continue into the future.

The figures also include pupils who currently travel into the Authority from outside of the individual school catchment areas and again are based on the assumption that this current pattern continues at this level. Also, popular schools are likely to attract additional pupils from

outside of their catchment area should less places be required by children living within the catchment area due to lower population figures.

Finally, pupils generated from approved housing developments that are either currently under construction or are yet to be built need to be taken into account. The following tables of baseline projection figures by planning area up to 2025 exclude pupils from housing developments that have not yet commenced as they would not necessarily impact on school numbers by 2025. Some of the pupils generated from housing developments currently under construction will be included and some excluded, to reflect the progress of the housing construction programme. These additional pupils would need to be added on to the baseline projection figures contained in the tables.

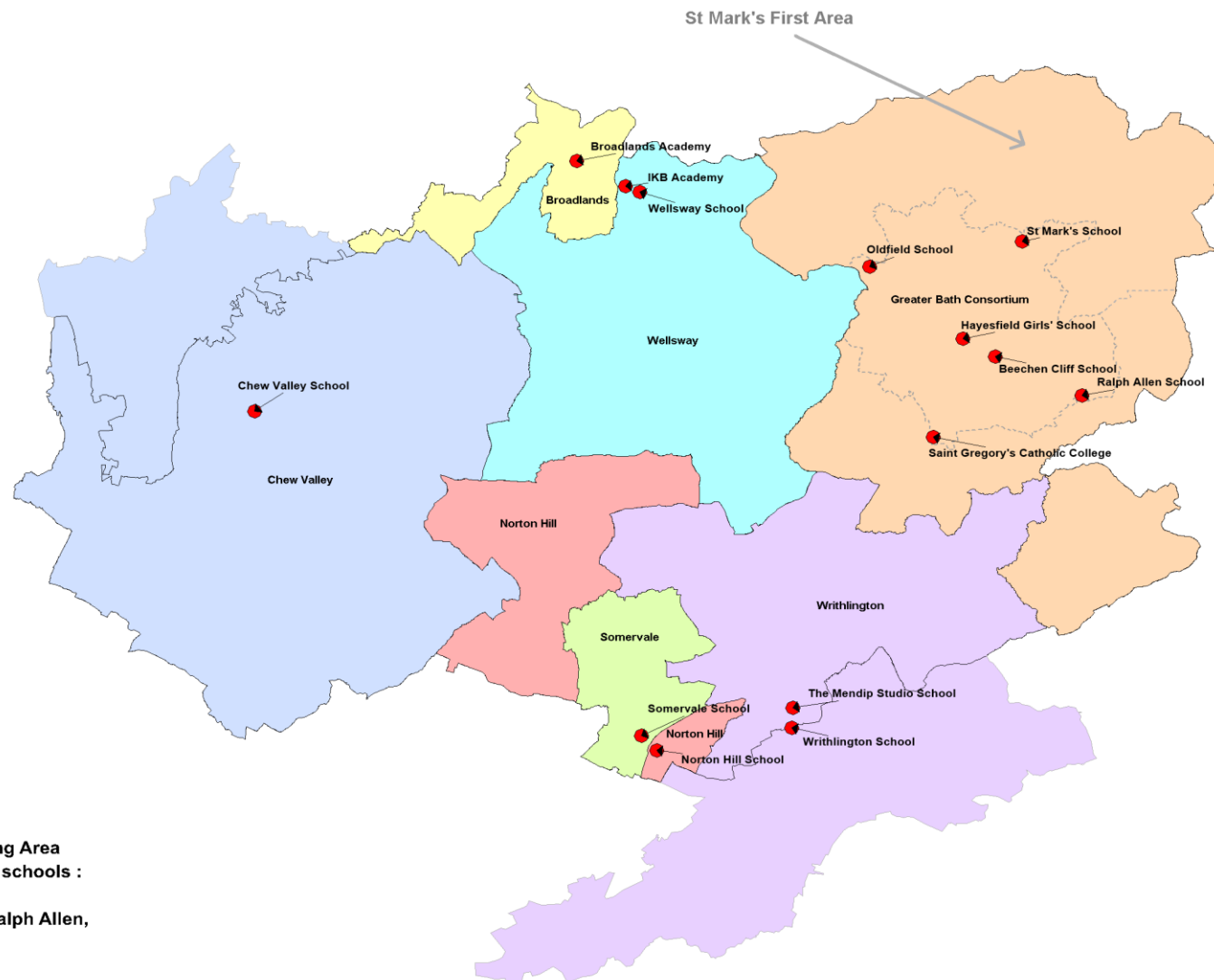
The following map shows the seven Secondary School Planning Areas in Bath and North East Somerset and the secondary schools and studio schools within each area.

Map of Secondary School Planning Areas



Planning Areas

- Broadlands
- Chew Valley
- Greater Bath Consortium
- Norton Hill
- Somervale
- Wellsway
- Writhlington



The Greater Bath Consortium Planning Area contains the following six secondary schools :

Beechen Cliff, Hayesfield, Oldfield, Ralph Allen, St Mark's and St Gregory's

St Mark's First Area gives children living in that Area priority when applying to St Mark's School

The table below shows births and resident population data for 0 - 11 year olds by academic year as at September 2019 grouped by Secondary School Planning Area.

| | Age in 2019/20 | 11/12 | 10/11 | 9/10 | 8/9 | 7/8 | 6/7 | 5/6 | 4/5 | 3/4 | 2/3 | 1/2 | 0/1 |
|-------------------------|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Year Born | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 | 17-18 | 18-19 |
| | Year Enter Y7 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
| Broadlands | Births | 105 | 119 | 104 | 160 | 128 | 129 | 131 | 121 | 154 | 121 | 176 | 178 |
| | Resident | 145 | 160 | 146 | 193 | 170 | 188 | 173 | 190 | 211 | 179 | 193 | 179 |
| Chew Valley | Births | 85 | 77 | 75 | 80 | 66 | 59 | 79 | 74 | 67 | 67 | 90 | 92 |
| | Resident | 113 | 123 | 118 | 124 | 119 | 111 | 110 | 107 | 97 | 94 | 92 | 86 |
| Greater Bath Consortium | Births | 1005 | 936 | 913 | 989 | 1011 | 974 | 923 | 902 | 896 | 837 | 828 | 809 |
| | Resident | 1171 | 1147 | 1152 | 1165 | 1158 | 1081 | 999 | 1005 | 962 | 863 | 887 | 836 |
| Norton Hill | Births | 144 | 127 | 152 | 149 | 145 | 154 | 138 | 152 | 164 | 136 | 141 | 125 |
| | Resident | 183 | 179 | 197 | 193 | 183 | 206 | 189 | 187 | 210 | 166 | 155 | 137 |
| Somervale | Births | 135 | 182 | 163 | 179 | 211 | 190 | 170 | 206 | 205 | 195 | 198 | 187 |
| | Resident | 177 | 226 | 188 | 226 | 196 | 226 | 197 | 199 | 210 | 199 | 206 | 185 |
| Wellsway | Births | 77 | 63 | 88 | 74 | 76 | 90 | 81 | 81 | 91 | 84 | 89 | 83 |
| | Resident | 167 | 144 | 150 | 138 | 133 | 140 | 126 | 115 | 115 | 107 | 96 | 83 |
| Writhlington | Births | 222 | 200 | 204 | 199 | 193 | 197 | 225 | 183 | 210 | 167 | 192 | 191 |
| | Resident | 252 | 233 | 283 | 255 | 275 | 225 | 244 | 254 | 256 | 228 | 222 | 208 |

The following figures show the actual numbers on roll by year group for 2018 and the projected numbers on roll for the academic years 2019 to 2025. Projections are based on the forecast number on roll as at the May School Census date for each year in question. Also shown are the 2019 Admission Numbers (Y7 places), also those for 2020 and 2021 and the latest 2019-20 academic year Net Capacity (NC) figures or Capacity (C) if the school is an academy.

Broadlands Planning Area

| | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 | Y13 | Total |
|-------------|------------|------------|------------|-----------|-----------|----------|----------|-------------|
| 2018 | 139 | 146 | 111 | 89 | 87 | 0 | 0 | 572 |
| 2019 | 166 | 142 | 149 | 112 | 90 | 0 | 0 | 659 |
| 2020 | 188 | 169 | 145 | 150 | 113 | 0 | 0 | 765 |
| 2021 | 176 | 191 | 172 | 146 | 151 | 0 | 0 | 836 |
| 2022 | 236 | 179 | 194 | 173 | 147 | 0 | 0 | 929 |
| 2023 | 217 | 239 | 182 | 195 | 174 | 0 | 0 | 1007 |
| 2024 | 261 | 220 | 242 | 183 | 196 | 0 | 0 | 1102 |
| 2025 | 246 | 264 | 223 | 243 | 184 | 0 | 0 | 1160 |

School:

Broadlands Academy (C 1085).

Y7 Places in 2019: 174

Y7 Places in 2020: 174

Y7 Places in 2021: 180

In addition to the numbers in the table above there are also projected to be approximately a further 17 pupils per year group, generated from the Bilbie Green, Somerdale, Bloor Homes @ Keynsham and Charlton Place housing developments currently under construction in Keynsham. Also from the two 'Horseworld' housing developments currently under construction in Whitchurch.

In addition to the numbers in the table above there could also be pupils displaced from the adjacent Wellsway Planning Area. These would be expected to be children resident in the Broadlands catchment area.

Any pupils in excess of the admission number are expected to be displaced. These would be expected to be children resident outside of Bath and North East Somerset.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2025-26 academic year.

Chew Valley Planning Area

| | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 | Y13 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| 2018 | 207 | 197 | 170 | 185 | 170 | 81 | 82 | 1092 |
| 2019 | 212 | 208 | 198 | 178 | 186 | 75 | 78 | 1135 |
| 2020 | 238 | 213 | 209 | 199 | 172 | 82 | 72 | 1185 |
| 2021 | 236 | 239 | 214 | 210 | 200 | 75 | 79 | 1253 |
| 2022 | 261 | 237 | 240 | 215 | 211 | 93 | 72 | 1329 |
| 2023 | 268 | 262 | 238 | 241 | 216 | 100 | 91 | 1416 |
| 2024 | 273 | 269 | 263 | 239 | 242 | 106 | 97 | 1489 |
| 2025 | 263 | 274 | 270 | 264 | 240 | 121 | 104 | 1536 |

School:

Chew Valley School (C 1336).

Y7 Places in 2019: 210

Y7 Places in 2020: 210

Y7 Places in 2021: 210

In addition to the numbers in the table above there are also projected to be a small number of pupils per year group, generated from housing developments in the Bath and North East Somerset part of the Chew Valley Planning Area, mainly from Temple Cloud and the East Harptree area.

Any pupils in excess of the admission number are expected to be displaced. These would be expected to be children resident outside of Bath and North East Somerset.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2025-26 academic year.

Greater Bath Consortium Planning Area

| | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 | Y13 | Total |
|-------------|-------------|-------------|-------------|-------------|------------|------------|------------|-------------|
| 2018 | 1117 | 1041 | 1073 | 1035 | 992 | 623 | 529 | 6410 |
| 2019 | 1032 | 1120 | 1044 | 1075 | 1037 | 644 | 585 | 6537 |
| 2020 | 1055 | 1035 | 1123 | 1046 | 1077 | 673 | 612 | 6621 |
| 2021 | 1085 | 1059 | 1038 | 1125 | 1048 | 700 | 639 | 6694 |
| 2022 | 1114 | 1088 | 1061 | 1040 | 1127 | 690 | 674 | 6794 |
| 2023 | 1125 | 1117 | 1091 | 1063 | 1042 | 756 | 662 | 6856 |
| 2024 | 1075 | 1128 | 1120 | 1093 | 1065 | 698 | 726 | 6905 |
| 2025 | 1027 | 1078 | 1131 | 1122 | 1095 | 723 | 670 | 6846 |

Schools:

170 Beechen Cliff School (C 1156), 232 Hayesfield Girls' School (C 1226), 200 Oldfield School (C 1320), 210 Ralph Allen School (C 1110), 174 St Gregory's Catholic College (NC 951), 102 St Mark's School (NC 513).

Y7 Places in 2019: 1088

Y7 Places in 2020: 1078

Y7 Places in 2021: 1076

In addition to the numbers in the table above there are also projected to be approximately a further 73 pupils per year group, generated mainly from the BWR, Former Ministry of Defence Ensleigh, Holburne Park, Hope House, Mulberry Park and Royal High housing developments currently under construction in Bath and the approved Combe Hay Lane development.

Additional capacity is projected to be required for admissions in 2021, 2022, and 2023 and more places are currently being created at several schools in Bath, so that for September 2021 a total of approximately 1106 Year 7 places are expected to be available.

In September 2021, Hayesfield Girls' School will be a 1420 place school with a PAN of 224, Oldfield School will be a 1320 place school with a PAN of 200 minimum, 224 maximum and St Mark's School will be a 570 place school with a PAN of 120. Ralph Allen School is expected to be a 1300 place school with a PAN of 210 and be able to accommodate a bulge class of 30 Year 7 places for three years at any one time - currently anticipated to be 2021, 2022 and 2023 initially - resulting in 240 places being available in these three years. This bulge can be repeated in the future if necessary.

Capacity was added to St Gregory's Catholic College for admissions in 2018, 2019 and 2020 creating 14 additional places per year group for these three years.

Beechen Cliff School will have a PAN of 168 in 2020.

Hayesfield Girls' School will have a PAN of 224 in 2020.

Any further pupils in excess of the total admission numbers are expected to be displaced. These would be expected to be children resident outside of Bath and North East Somerset.

The Bath Studio School which provides Year 10, 11, 12 and 13 places for pupils aged 14 -19 will close in August 2020 at the end of the 2019-20 academic year. There were no new admissions to the school in 2019.

Following these adjustments, there is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2025-26 academic year.

Norton Hill Planning Area

| | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 | Y13 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| 2018 | 306 | 293 | 296 | 267 | 220 | 151 | 155 | 1688 |
| 2019 | 343 | 307 | 294 | 297 | 268 | 147 | 133 | 1789 |
| 2020 | 309 | 344 | 308 | 295 | 298 | 182 | 131 | 1867 |
| 2021 | 321 | 310 | 345 | 312 | 296 | 201 | 162 | 1947 |
| 2022 | 322 | 322 | 311 | 346 | 310 | 202 | 181 | 1994 |
| 2023 | 315 | 323 | 323 | 312 | 347 | 213 | 181 | 2014 |
| 2024 | 358 | 316 | 324 | 324 | 313 | 242 | 192 | 2069 |
| 2025 | 339 | 359 | 317 | 325 | 325 | 218 | 220 | 2103 |

School:

Norton Hill School (C 1621).

Y7 Places in 2019: 343

Y7 Places in 2020: 308

Y7 Places in 2021: 247

Norton Hill School is federated with Somervale School.

In addition to the numbers in the table above there are also projected to be approximately a further 12 pupils per year group, generated mainly from the Fosseway South and St. Peter's Park housing developments currently under construction in Midsomer Norton and housing development currently under construction in Clutton, some by 2025, some beyond this date.

Any pupils in excess of the admission number are expected to be accommodated either in the adjacent Somervale or Writhlington Planning Areas - these would be expected to be children resident in these school's catchment areas - or some future children resident outside of Bath and North East Somerset could be displaced.

There is projected to be sufficient capacity available in this planning area to accommodate pupils up to 2021. Additional capacity is expected to be required for admissions in 2022, 2024 and 2025 and it is anticipated that some capacity may be added to Norton Hill.

Somervale Planning Area

| | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 | Y13 | Total |
|-------------|------------|------------|-----------|-----------|------------|-----------|-----------|------------|
| 2018 | 120 | 103 | 79 | 69 | 103 | 21 | 17 | 512 |
| 2019 | 108 | 123 | 105 | 80 | 70 | 28 | 17 | 531 |
| 2020 | 178 | 111 | 125 | 106 | 81 | 15 | 24 | 640 |
| 2021 | 141 | 181 | 113 | 126 | 107 | 22 | 12 | 702 |
| 2022 | 171 | 144 | 183 | 114 | 127 | 32 | 19 | 790 |
| 2023 | 153 | 174 | 146 | 184 | 115 | 39 | 28 | 839 |
| 2024 | 178 | 156 | 176 | 147 | 185 | 35 | 35 | 912 |
| 2025 | 160 | 181 | 158 | 177 | 148 | 59 | 31 | 914 |

School:

Somervale School (C 839).

Y7 Places in 2019: 141

Y7 Places in 2020: 141

Y7 Places in 2021: 141

Somervale School is federated with Norton Hill School.

In addition to the numbers in the table above there are also projected to be approximately a further 14 pupils per year group, generated mainly from the Monger Lane housing development currently under construction and the approved Welton Bibby & Baron housing development in Midsomer Norton and the Polestar housing development currently under construction in Paulton, some by 2025, some beyond this date.

In addition to the numbers in the table above there could also be pupils displaced from the adjacent Norton Hill Planning Area. These would be expected to be children resident in the Somervale catchment area.

Any pupils in excess of the admission number are expected to be displaced. These would be expected to be children resident outside of Bath and North East Somerset.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2025-26 academic year.

Wellsway Planning Area

| | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 | Y13 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| 2018 | 229 | 228 | 222 | 266 | 268 | 101 | 137 | 1451 |
| 2019 | 232 | 230 | 229 | 260 | 268 | 134 | 89 | 1442 |
| 2020 | 230 | 233 | 231 | 268 | 262 | 139 | 118 | 1481 |
| 2021 | 236 | 231 | 234 | 271 | 270 | 140 | 124 | 1506 |
| 2022 | 226 | 237 | 232 | 276 | 273 | 149 | 124 | 1517 |
| 2023 | 229 | 227 | 238 | 276 | 278 | 158 | 132 | 1538 |
| 2024 | 249 | 230 | 228 | 284 | 277 | 167 | 142 | 1577 |
| 2025 | 239 | 250 | 231 | 276 | 286 | 172 | 150 | 1604 |

Schools:**230 Wellsway School (C 1400), 60 (Year 10) IKB Academy (C 300).****Y7 Places in 2019: 230, Y10 Places: 60****Y7 Places in 2020: 230, Y10 Places: 60****Y7 Places in 2021: 230, Y10 Places: 60**

IKB Academy offers a total of 300 places in Years 10 - 13 for pupils aged 14 - 19.

In addition to the numbers in the table above there are also projected to be approximately a further 7 pupils per year group, generated mainly from the Hygge Park housing development currently under construction.

Any pupils in excess of the admission number are expected to be accommodated either in the adjacent Broadlands Planning Area - these would be expected to be children resident in the Broadlands catchment area - or some future children resident outside of Bath and North East Somerset could be displaced.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2025-26 academic year.

Writhlington Planning Area

| | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 | Y13 | Total |
|-------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| 2018 | 205 | 195 | 222 | 237 | 259 | 139 | 105 | 1362 |
| 2019 | 171 | 207 | 196 | 231 | 238 | 150 | 123 | 1316 |
| 2020 | 200 | 173 | 208 | 208 | 232 | 140 | 134 | 1295 |
| 2021 | 252 | 202 | 174 | 223 | 209 | 139 | 126 | 1325 |
| 2022 | 233 | 254 | 203 | 192 | 224 | 127 | 125 | 1358 |
| 2023 | 254 | 235 | 255 | 224 | 193 | 137 | 116 | 1414 |
| 2024 | 216 | 256 | 236 | 279 | 225 | 118 | 125 | 1455 |
| 2025 | 237 | 218 | 257 | 263 | 280 | 137 | 107 | 1499 |

Schools:**245 Writhlington School (C 1645), 70 (Year 10) The Mendip Studio School (C 300).****Y7 Places in 2019: 245, Y10 Places: 80****Y7 Places in 2020: 245, Y10 Places: 50****Y7 Places in 2021: 245, Y10 Places: 70**

The Mendip Studio School offers a total of 300 places in Years 10 - 13 for pupils aged 14 - 19.

In addition to the numbers in the table above there are also projected to be approximately a further 15 pupils per year group, generated from housing developments in the Bath and North East Somerset part of the Writhlington Planning Area, mainly from the approved Greenlands Road housing development in Peasedown St John and the Radstock Railway Line housing development in Radstock.

In addition to the numbers in the table above there could also be pupils displaced from the adjacent Norton Hill and Somervale Planning Areas. These would be expected to be children resident in the Writhlington catchment area.

Any pupils in excess of the admission number are expected to be displaced. These would be expected to be children resident outside of Bath and North East Somerset.

There is projected to be sufficient capacity available in this Planning Area to accommodate pupils up to the end of the 2025-26 academic year.

School Place Planning Over the Longer Term

The adopted Core Strategy and Placemaking Plan set out the amount of housing required in the Authority between 2011 and 2029 and included site allocations and a spatial strategy to enable delivery of this housing. Bath & North East Somerset Council is required to review its Local Plan, including in respect of identifying and maintaining future housing supply.

The Local Plan review will be undertaken within a strategic 'sub-regional' planning context. The four West of England local authorities of Bath and North East Somerset, Bristol City Council, North Somerset and South Gloucestershire had been working on the West of England Joint Spatial Plan (JSP) which focussed on establishing the housing requirement for the wider area, identifying strategic development locations and outlining the infrastructure required to support this development, including that for schools.

Following the first round of examination hearings in July 2019, the Inspectors appointed by the Secretary of State concluded that there were substantial soundness problems with the JSP and recommended that it should be withdrawn. Bath & North East Somerset withdrew the JSP at its Council meeting on 16th January 2020. Following withdrawal of the JSP the four authorities and WECA are currently considering the next steps in respect of strategic planning.

As such there is currently uncertainty regarding strategic planning in the West of England area. The housing requirement for Bath & North East Somerset needs to be reviewed and established through strategic planning, taking account of the latest government guidance. Once the process regarding strategic planning has been agreed, the Council will determine the next steps in reviewing and bringing forward the Local Plan which will enable the delivery of the housing required and will respond to new local circumstances such as the Council's recent Climate Emergency declaration and new national policy/legislation since the Core Strategy was adopted in July 2014. Upon its adoption, the Local Plan will replace the Council's existing Core Strategy and Placemaking Plan and will ensure the timely and efficient provision of infrastructure to support growing communities and ensure the alignment of the development of new housing with the provision of all necessary infrastructure.

The programme for preparing the Local Plan and associated assessment of infrastructure requirements is also being reviewed in light of the issues outlined above. The revised programme, once agreed, will be set out in the Council's Local development Scheme. As a result the Primary and Secondary School Organisation Plan will focus on the impact of the dwellings currently allocated in the Core Strategy and Placemaking Plan up to 2029.

Consideration of school requirements arising from longer term housing delivery will be governed by the following principles. In general, the majority of existing primary and secondary schools are either already at capacity or projected to reach capacity within the near future and it is anticipated that there will be minimal or nil surplus capacity to absorb children generated from

future new housing development. Therefore additional school places will be required to accommodate these new pupils.

The impact of pupils generated from future house building will vary from area to area across the Authority depending on where the resulting population growth is taking place. In some areas the impact is likely to be less severe and be felt more gradually, as the number of pupils generated will be fewer in number and will build up gradually and also because there may be more options available for delivery of any additional places that might be required, possibly via the expansion of existing local schools using S106 Contributions or CIL.

In other areas where growth is expected to be greater or more rapid and options for delivery of additional places is limited, as existing local schools cannot be expanded, for example because the sites they occupy are not large enough, the impact is likely to be much more pronounced and immediate, requiring additional places to be created early on and most likely via the provision of whole new schools. This will require S106 Contributions and CIL in the form of capital to build the new school accommodation and sufficient land to build on.

In most parts of the Authority existing primary schools that occupy large enough sites have already been expanded up to the maximum possible and it is anticipated that whole new primary schools on new sites will be required in most cases. In the case of secondary schools, it may be possible to add capacity to some existing schools to create places, however it is possible that a new secondary school may be required.

The Authority will need to consider the timing of the delivery of any additional places that might be required, particularly where the need for places is created by more than a single development and where S106 Contributions might need to be pooled or where a S106 Contribution from a single development is received in several staged payments. This is particularly so where additional land will be required.

It is likely that S106 Contributions and CIL could be received over an extended period of time which would make planning building work challenging. Also where additional places are required as a result of underlying population growth as well as new housing development, it would be best practice to combine Basic Need funding with S106 Contributions or CIL where possible to achieve the most cost effective solution. However it will be a challenge to achieve this level of co-ordination whilst at the same time ensuring that the additional places are provided in time and are available when required.

Strategy for Provision of New School Places and Options Evaluation Criteria

‘School’ means maintained school, academy or free school. Any changes to existing maintained schools would be subject to completion of the appropriate statutory processes as necessary.

Criteria have been developed to enable options for the provision of new school places to be assessed. This will be applied when considering the options for providing additional places needed as a result of underlying population growth (Basic Need) or new housing development.

New school places can be provided either through expansion alone or expansion and relocation of existing schools or through the provision of new schools.

When assessing the most appropriate educational solution, issues such as educational standards, proximity to development site or area of underlying population growth, admission policies and patterns, balance of faith and non-faith school places will be taken into account.

Where it is identified that the preferred educational solution requires additional land to enable expansion of an existing school or a site for a relocated and expanded school or a new school, this will be referred to Planning Policy to test its deliverability.

Educational Strategy

Sufficient school places must be provided so that the Council can meet its statutory duty to provide a school place for every child resident in Bath and North East Somerset that requires one.

Where possible existing schools should be expanded within their existing site or via the addition of an adjoining area of land. If this is not possible, expansion and relocation of an existing school may be considered. If this is not possible, new schools will be required on new sites.

The Council will retain a degree of flexibility when considering the expansion of existing schools to take account of future trends and the possible need to accommodate additional pupils generated by increased birth rates and not exclusively generated by new housing developments.

There must be a degree of flexibility within each school place planning area – not all schools should be 100% full – to allow for natural annual variations in intakes, families moving house etc.

All schools, including new and expanded schools are encouraged to be run in accordance with the Council's aspiration that schools are 'community hubs' in order to achieve:

- Schools that work within the local community and actively encourage those nearby to attend.
- School buildings that feature a range of services, all of which serve the wider community. Examples include healthcare; early years provision; advice and information services and youth provision.
- School buildings that are used to their maximum capacity, such as during evenings, at weekends, and during all school holidays e.g. through holiday clubs.

Educational Criteria

1. New school places will need to be provided where there is projected to be insufficient available surplus capacity in surrounding schools within a reasonable distance of a new housing development or area of underlying population growth (walking distance – 0.5 of a mile approximately in urban and suburban areas for primary school places and 1.25 miles for secondary school places) to accommodate pupils generated. Local school places should be provided to promote community cohesion and reduce length of journey from home to school, enabling pupils to walk or cycle to school thus helping to promote healthy lifestyles and reducing carbon emissions as journeys by private car are rendered unnecessary.

2. Where possible existing schools should be expanded. Expansion should be on a single site and not serve to create a split site school. If expansion cannot be within the existing site then expansion via the addition of an adjoining area of land will be considered. If this is not possible, expansion and relocation of an existing school may be considered providing this can be achieved without any negative impact on the local community served by the school in its current location. This would also be subject to obtaining the relevant Government approvals. If this is not possible, new schools will be required on new sites.

3. If an existing school is to be expanded, where possible it should have good educational standards with an OFSTED rating of Outstanding or Good.

4. If an existing school is to be expanded, where possible it should be popular with parents and be admitting pupils at or near its PAN.

5. When considering the expansion of existing schools or the provision of new schools, preference will be given to those schools which use universal admissions criteria, in order to facilitate access to the local school.

6. When considering the expansion of existing schools or the provision of new schools, the balance of faith versus non-faith places within a school place planning area will be taken into consideration.

7. Where it is identified that existing local schools cannot be expanded then a new school will be required.

8. New primary schools will be expected to be all through schools (ages 4-11). New secondary schools will be expected to be secondary schools with a sixth form (ages 11-18). Where both primary and secondary age places are required, a new school could also be all-through from age 4 to 18.

9. New primary schools would be a minimum size of 210 places. New secondary schools would be a minimum size of 600 places in Years 7 – 11.

Summary and Conclusion

The following table summarises those Planning Areas where projects to create capacity are currently in progress, the total number of places to be created and the date.

| Planning Area | Number of Places | Date |
|--------------------------------------|---------------------|------|
| Bathavon South and Peasedown St John | 105 | 2020 |
| Central South | 70 | 2021 |
| Keynsham and Saltford | 420 | 2020 |
| Midsomer Norton | 630 | 2020 |
| Greater Bath Consortium | 340 (+ bulge of 30) | 2021 |

Beyond the latest births and resident population data provided by the Health Service, we cannot predict exactly what will happen to the child population in Bath and North East Somerset. Numbers could level off, fall dramatically or gradually or continue to rise steeply or gradually and

therefore it is difficult to forecast precisely how many school places will be required beyond admissions into Reception in 2023 and into Year 7 in 2025.

It is also difficult to predict exactly when pupils expected to be generated by new housing developments will appear as this depends on when building work commences, how quickly it progresses, the final number and type of dwellings approved and how quickly the dwellings are occupied.

The Authority will continue to plan to ensure that a sufficient number of places are provided in the areas and within the timeframe required and delivered in the most cost effective way possible. However this will be challenging as capital funding streams in the form of Basic Need from the DfE and S106 Contributions and CIL from new housing developments are uncertain in the long term, both in terms of the actual sums involved and when the capital will become available to the Council. The availability of sufficient land to build on is also an important factor that will need to be addressed.

Glossary

Academies

Publicly funded independent schools for pupils of all abilities that operate outside of Local Authority control with funding provided directly from central government. The Governing Body employs the staff and controls pupil admissions to the school. Some academies have sponsors such as businesses, universities, other schools, faith groups or voluntary groups. All new academies that open will be classed as Free Schools.

Academy Trusts

Can be a single school trust or several schools in a multi academy trust. They are set up as charitable companies limited by guarantee.

Community Schools

State maintained schools which are wholly funded by the Local Authority. The Local Authority employs the staff and controls pupil admissions to the school.

Federated Schools

Two or more schools that agree to work together to raise standards. Leadership arrangements are shared by more than one school via an Executive Headteacher. A Hard Governance Federation is a statutory relationship in which the schools agree to have a single governing body, integrated service provision, integrated management and joint budgetary decisions. There are various 'softer' variations of such federations in which the joint working is less formalised but still collaborative. Federations often involve high performing schools supporting lower performing schools or are used as a way to improve the sustainability of small and rural schools.

Foundation Schools

State maintained schools where the Governing Body employs the staff and controls pupil admissions to the school.

Free Schools

A form of academy, they are publicly funded independent schools for pupils of all abilities that operate outside of Local Authority control with funding provided directly from central

government. The Governing Body employs the staff and controls pupil admissions to the school. Free schools can be set up by groups of parents, teachers, businesses, charities, trusts, universities, independent schools, community groups, faith and voluntary groups. All new academies that open will be classed as Free Schools.

Studio Schools

Small schools of around 300 all ability pupils aged 14-19 years. Studio Schools teach the national curriculum through interdisciplinary, enterprise-themed projects and offer a range of academic and vocational qualifications. They have a very different style and ethos to most existing schools, with a much stronger emphasis on practical work and enterprise.

Trust Schools

Foundation schools that have acquired a charitable foundation (or trust) to support the school and enable it to work with external partners to bring expertise and wider knowledge to the school. Trust schools can be single schools or groups of schools - a shared trust - working within one overarching trust.

Voluntary Aided Schools

State maintained schools set up and owned by a voluntary body – usually a church body - but largely financed by the Local Authority. The Governing Body employs the staff and controls pupil admissions to the school.

Voluntary Controlled Schools

State maintained schools set up by a voluntary body – usually a church body and generally Church of England – and wholly funded by the Local Authority. The Local Authority employs the staff and controls pupil admissions to the school.

| Bath & North East Somerset Council | | |
|---|--|--------------------------------------|
| MEETING/ DECISION MAKER: | Children, Adults, Health & Wellbeing Policy Development and Scrutiny Panel | |
| MEETING/ DECISION DATE: | 14 th July 2020 | EXECUTIVE FORWARD PLAN REFERENCE: |
| | | |
| TITLE: | Complaints and Feedback Annual Report for Adult Social Care 2019 - 20 | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| List of attachments to this report: | | |
| Adult Social Care Complaints and Feedback Annual Report 2019 - 20 | | |

1 THE ISSUE

- 1.1 The Adult Social Care Annual Report is being presented to Panel for the first time and is for information only. The Annual Report for Children's Services will be brought to the next meeting. The report informs the Panel about the number and type of complaints and related feedback, including compliments, received between April 2019 and March 2020. It demonstrates how the complaints and feedback have been managed and how the outcome is used to inform service improvement.

2 RECOMMENDATION

- 2.1 The Panel is asked to note the contents of the report.

3 THE REPORT

- 3.1 The attached report sets out the number of complaints, compliments and concerns received between April 2019 and March 2020.
- 3.2 A total of 55 complaints were received; 12 of these complaints were referred to Virgin Care for investigation. Four enquiries were received from the Local Government and Social Care Ombudsman.
- 3.3 The report details the type of complaint received, the response to these complaints and the actions taken by services to ensure learning is derived from the complaints and related feedback.

4 STATUTORY CONSIDERATIONS

- 4.1 The report provides assurance that the Council is meeting the regulatory standards for handling complaints and feedback in Adult Social Care and demonstrates that services are being proactive where failings are identified.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 5.1 None identified.

6 RISK MANAGEMENT

- 6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

7 CLIMATE CHANGE

- 7.1 There are no direct impacts on climate change linked to the subject of this report. Wherever possible we signpost potential complainants to on-line resources and where acceptable to them we will communicate electronically but this is not always possible or appropriate. Where we hold face-to-face meetings as part of the resolution process we aim to use a convenient Council venue with good public transport links.

8 OTHER OPTIONS CONSIDERED

- 8.1 None

9 CONSULTATION

- 9.1 None

| | |
|--|---|
| Contact person | Sarah Watts, Complaints and Data Protection Team Manager Sarah_watts@bathnes.gov.uk 01225 477931 |
| Background papers | None |
| Please contact the report author if you need to access this report in an alternative format | |

Adult Social Care Complaints and Feedback Annual Report 2019 - 2020

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Children's Services, Adult Social Care and Public
Health**

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1. Introduction

- 1.1 This report provides an overview and analysis of the handling of feedback received in the form of complaints, concerns, comments and compliments about adult social care services in Bath and North East Somerset for the period 1st April 2019 to 31st March 2020.

2 Legal Framework

- 2.1 The legal framework which sets out how the Council should respond to feedback, including complaints, is set out in the Local Authority Social Services and National Health Service Complaints (England) Regulations 2009, which amended the Community Care Act 1990 statutory guidance. The Regulations apply to all organisations which provide, arrange or commission NHS care and adult social care services.
- 2.2 The Council handles the first stage of the process and must have systems in place to ensure complaints and related feedback are dealt with efficiently, investigated thoroughly and faults are corrected without delay. Where the complainant is dissatisfied with the response, they can move to the second stage and refer their complaint to the appropriate Ombudsman – the Local Government and Social Care Ombudsman (LGSCO) or Parliamentary and Health Services Ombudsman.

3 Local Arrangements

- 3.1 The post of Complaints and Data Protection Team Manager was based within the Safeguarding and Quality Assurance Team (Children's Services and Adult Social Care) until November 2019 when it transferred to One West to become part of a centralised team providing information governance, complaint and auditing services.
- 3.2 One West has a service level agreement with Adult Social Care, Children's Services and Public Health to manage the complaints and data protection functions on their behalf.
- 3.3 The Complaints and Data Protection Team deals directly with complaints and feedback about the following functions:
- The Council's safeguarding responsibilities
 - The Council's responsibilities for Deprivation of Liberties and Best Interest decisions.
 - Financial assessment and charging for care services
 - The Approved Mental Health (AMHP) service
 - The mental health social work service

- 3.4 Virgin Care delivers adult social care services in Bath and North East Somerset (excluding mental health). Complaints about services delivered by Virgin Care are dealt with in the first instance under the Virgin Care complaints procedures. These services include the Council's statutory social care function for adults who have care and support needs outlined in the Care Act 2014; services for older people (excluding those with mental health needs); the Learning Disabilities Service; Occupational Therapy; Supported Living Services; the Shared Lives Scheme and the Hearing and Vision Service.
- 3.5 Where Virgin Care is unable to resolve the complaint to the complainant's satisfaction, they are advised of their right to refer their complaint to the Council for a review of the response and outcome. If the complainant remains dissatisfied, they can refer their complaint to the LGSCO.
- 3.6 A Complaints Assurance Framework, which is part of the Council's quality assurance processes, sets out the expectations for the handling complaints, comments, concerns and compliments by Virgin Care. It also sets out how the Council will quality assure the complaint handling processes. This is included within the Virgin Care contractual arrangements.
- 3.7 The Council also has arrangements in place to work with partner agencies in health such as the Clinical Commissioning Group and Avon and Wiltshire Mental Health Partnership Trust (AWP) to address complaints which concern both service areas. The agencies must work together to agree a process which ensures that the complainant does not need to make their complaint more than once and, where appropriate, they receive will receive a joint response.

4 The Complaints and Feedback Procedure

- 4.1 The Department of Health Guidance 'Learning from Complaints' (2006) defines a complaint as:

"An expression of dissatisfaction or disquiet about the actions, decisions or apparent failings of a local authority's adult social services provision which requires a response."
- 4.2 A person is eligible to make a complaint where the local authority has a power or duty to provide, or to secure the provision of, a service for them. An individual can make a complaint on someone else's behalf with the appropriate consent or authorisation. In these cases, the Local Authority will need to satisfy itself that the complaint is in the best interests of the person on whose behalf the complaint is made. The same would apply where the person lacks capacity to provide their consent.

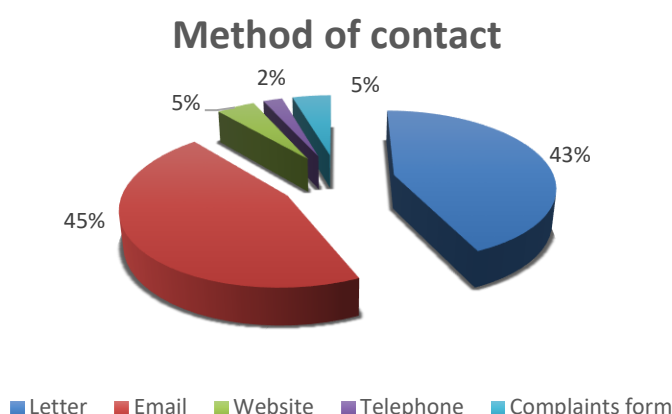
- 4.3 The role of the Complaints and Data Protection Team is to be the first point of contact for complainants and to co-ordinate the response to the complaint. The Team will ensure that:
- The complaint has been understood and that there is a written record of the complaint;
 - The complainant has been asked what they want to happen as a result of making the complaint;
 - An assessment of the seriousness of the complaint has been made;
 - A complaint which concerns a different agency is redirected within three working days;
 - A plan is developed which is acceptable to both the complainant and manager of the service concerned to confirm the arrangements for the investigation of the complaint;
 - The complainant is provided with information about the progress of a complaint investigation.
- 4.4 There are no prescribed time limits for dealing with complaints, although the legislation states that a complaint should be concluded within a maximum of six months. To ensure a consistent approach to complaint handling, the Council has introduced 15 working days for its standard response time. This is extended for more complex complaints or where a full investigation is required.
- 4.5 The response to the complaint will be in writing. This sometimes follows a face to face meeting or telephone call. The response will explain the outcome of investigations and any action to be taken to resolve the issues. If the complainant is unhappy with the final decision, or the handling of their complaint, they are advised that they can refer their complaint to the LGSCO.
- 4.6 Service users or their representatives might also want to give feedback in the form of a comment or concern. Comments and concerns provide an opportunity to quickly rectify a problem or mistake without the need for a formal process and they provide valuable information about the quality and effectiveness of the service. Compliments are always welcomed as a way of acknowledging good practice.

5. Access to the Complaints Procedure

- 5.1 **Information** – information about making a complaint is available on the Council's website. This is linked to the on-line complaint portal and the adult social care webpages. The Complaints Procedure is also promoted by organisations such as Healthwatch.
- 5.2 **Advocacy Support** – the Council commissions the Care Forum to provide an advocacy service for those needing help to pursue a complaint with the Council or Virgin Care about social care. Other organisations within the area which will also support people with a complaint, such as, Age UK and Swan Advocacy. Experience and

feedback has shown how beneficial it is for complainants to have support with letter writing and at meetings. During 2019 – 20, four people received assistance from an advocacy service with their complaint.

- 5.3 **Contact** – Although a complaint does not have to be in writing most complainants either email, write a letter or use the on-line form. Translation and interpretation services can be made available where needed.



- 5.4 **Making the complaints procedure more accessible** - it is important for Council to understand which groups of service users are either accessing the complaints procedure themselves or are having complaints made on their behalf. This helps when deciding where to publish information about the complaints procedure and what is needed to assist people with their complaint.

- 5.5 **Information about ethnicity, gender and disability** is collected where possible through the complaint form or from the service user electronic record held by the Council. There are gaps in this information as there is no means of collecting and storing information consistently about the complainant (if this is not the service user themselves hence the gaps below) at present. The information is used for monitoring purposes only and does not influence the response to the complaint.

| | Service User | Complainant |
|------------------|--------------|-------------|
| Age | | |
| 18 – 65 | 32% | |
| 65 and over | 65% | |
| Not known/ given | 3% | |
| Ethnicity | | |
| White British | 29% | |
| Not known/given | 71% | |
| Gender | | |
| Female | 55% | 57% |
| Male | 42% | 43% |

| | | |
|-------------------|-----|----|
| Not known/given | 3% | 0% |
| Disability | | |
| Disabled | 18% | |
| Not disabled | 0% | |
| Not known/given | 82% | |

(The above monitoring relates to 40 cases listed below including: concerns, local resolution, independent investigation and Corporate Complaints Procedure – please note the comparator information is not available in this format for 2018-19 however it will be for 2020-21).

6. Overview of Complaints and Compliments 2019 – 20

6.1 The table below provides a breakdown of the complaints received by the Council and provides a comparison with previous years. The shaded areas indicate the complaints that were dealt with directly by the Council.

6.2 The Council received 57 new complaints during the year and two complaints were carried over from the previous year. 12 of these complaints were referred to Virgin Care for a response.

6.3 Compliments are also recorded as they provide a good indication of what works well within a service and they balance the negative impact of complaints. Five compliments were recorded for 2019 – 20 and all related to mental health services (Complex Intervention Treatment Team CITT – 3, AMHP – 1, Primary Care Liaison Service – 1)

Examples include:

‘Without your kindness, consideration patience we would never had been able to settle Dad so well’ (CITT)

The caller thanks the Primary Care Liaison worker for *‘listening and never making me feel like I was wasting his time or a burden. He was very reassuring ...’* (Primary Care Liaison Service)

6.4 The total number of complaints is lower than the previous year however there is only a small variation in the number dealt with under the Local Resolution method and a higher number reported through for the Council’s Corporate Procedures – the data is set out below:

| Complaint type | 2017 -18 | 2018 -19 | 2019 – 20 |
|--|-----------------|-----------------|------------------|
| Carried forward from previous year | 1 | 5 | 2 |
| Concern | 0 | 8 | 1 |
| Local Resolution | 39 | 29 | 30 |
| Independent Investigation | 2 | 0 | 1 |
| Council's Corporate Procedure | 1 | 2 | 8 |
| Review of provider response by the Council | 1 | 3 | 1 |
| Total | 42 | 47 | 43 |

6.5 Complaints relating to adult social care services and client finance issues which are either referred to the Ombudsman or referred to Virgin Care or another agency are set out below:

| Complaint Type | Description | 2017 -18 | 2018 -19 | 2019 – 20 |
|---|---|-----------------|-----------------|------------------|
| Local Government & Social Care Ombudsman | Formal enquiry by the Ombudsman | 4 | 5 | 4 |
| Referred to Virgin Care for a response | Complaint to be dealt with under Virgin Care procedures | 6 | 18 | 12 |
| Referred to other provider for a response | Complaint to be dealt with by care home, support provider or home care agency | 0 | 0 | 0 |
| Total | | 54 | 70 | 59 |

- 6.6 Analysis of the data shows that the majority of complaints to the Council (25 of the 32 complaints under the category 'Local Resolution' including the two from the previous year) concerned disputes about the charge for residential care and to a lesser extent home care services. Many complainants dispute that the guidance on charging has been correctly applied. For example, not being allowed a Disability Related Expenditure (DRE) is often the subject of a complaint. Over time we would expect to see this number declining with the implementation of the Care and Support Charging and Financial Assessment Framework. Others complain that they were not told that a charge would be made and this affected their choice of home, service or their length of stay.
- 6.7 During 2019 – 20, seven complaints were raised about policy issues. These included a challenge to the withdrawal of support for the service user with a Direct Payment. This was not upheld and it was confirmed that the Policy was being applied appropriately. Two complaints concerned self-funders accessing extra care schemes. This resulted in a change of decision.
- 6.8 Most complaints are allocated to the manager of the service that has been complained about for a response. Occasionally, however, it is appropriate to commission an investigation by an independent investigator. This will be because the relationship between the service and the complainant has broken down or the seriousness of the issues raised require an in-depth and independent review.
- 6.9 One investigation was commissioned in 2019-20. The complaint concerned a dispute over requests for payment towards the cost of a social care package and the assessment of the service user's care and support needs. There was a thorough investigation into the eight elements of the complaint. None of these were upheld. The investigator made some minor recommendations for a change to processes and current arrangements.

7. Learning From the Complaints

- 7.1 The statutory guidance for dealing with complaints in adult social care 'Listening, Responding, Improving' places emphasis on the service learning from the complaints and feedback it receives. The guidance says:

Listening to feedback about your services can uncover new ideas to help improve the way in which you do things. This is increasingly important for health and social care organisations, who are expected to show how they use feedback to improve

- 7.2 Outcomes of the complaints highlighted in 6.4 above:

| Outcome | 2017 -18 | 2018 - 19 | 2019 – 20 |
|-------------------------------------|-----------------|------------------|------------------|
| Upheld | 9% | 32% | 16% (7) |
| Partially Upheld | 25% | 24% | 12% (5) |
| Not Upheld | 45% | 20% | 51% |
| Not Pursued | 5% | 7% | 7% |
| Outside Scope | 5% | 15% | 0 |
| Unresolved by the end of the period | 11% | 2% | 14% |
| Total | 100 | 100% | 100% |

- 7.3 In 2019 -20 of the seven complaints that were upheld and five that were partially upheld there were some key learning points. For example, a complaint about the Adult Safeguarding process led to a finding that Virgin Care and AWP staff in the course of supporting individuals through the Adult Safeguarding process needed to address why there may be a need to hold a meeting in two parts and work with individuals to understand this. The Council Chair of the Planning Meeting should also ensure that this is sufficiently addressed at the start of the meeting.
- 7.4 However; a complaint does not need to be upheld for learning to be identified and it is evident from the complaints that were not upheld that unclear or delayed communication with a complainant can lead to misunderstandings about a process. The service concerned must address this and ensure future communication is clear and timely.
- 7.5 One complaint was referred to the Council for review as the complainant was dissatisfied with the response from Virgin Care. The complaint concerned the charge for care at a residential home. The complainant said that he was unaware that his relative would need to contribute to the cost of his care and he disputed the level of contribution to be paid. The Review did not uphold the complaint that he was unaware of the charge, but it was agreed that the contribution should be recalculated. Feedback was provided to Virgin Care on the outcome of the Review.

8. Complaints to the Local Government and Social Care Ombudsman (LGSCO)

- 8.1 The Ombudsman investigates complaints about adult social care where the care has been arranged, funded, commissioned or provided by a Council, or by an individual using the own money. The Ombudsman publishes a report annually all the complaints received and the findings.
- 8.2 The most recent published Ombudsman Annual Report is for 2018 -19. It indicates that 16% of all complaints to the Ombudsman relate to adult social care. This is the service area with the second highest number of complaints after Children's Services and Education. The average

'uphold' rate overall was 58% but for adult social care it was 66%. The Ombudsman also publishes Focus Reports when systemic problems in certain areas or useful learning for practitioners is identified. In March 2019 the Ombudsman published a focus report called *Caring about complaints: lessons from our independent care provider investigations.*

8.3 In 2019 – 20 the LGSCO accepted four complaints against Bath and North East Somerset. Not all complaints reach this stage. The complaint can be closed without enquiry or referred to the Council for investigation when it is deemed to be 'premature'.

8.4 The findings of the Ombudsman were as follows:

| Service Area | Outcome |
|--|--|
| Virgin Care/ Council Client Finance Team | <p>Upheld</p> <p>Ms X complained the Council failed to address the shortfall in her personal budget, first raised in August 2018, leaving her without enough money to pay her Personal Assistants properly.</p> <p>The Ombudsman found that the Council had failed to do this as the assessment it carried out would only address the way to meet Ms X's needs in the future.</p> <p>The Council were required to apologise, pay financial redress and increase Ms X's personal budget so it is enough to meet the legitimate commitments arising from her existing personal budget.</p> <p>The actions were completed as instructed.</p> |
| Council Adult Safeguarding Team Joint LGSCO and Health Services Ombudsman investigation | <p>Partly upheld</p> <p>Mrs L complained that the Nursing Home failed to care properly for her late husband. She also complained that there was fault in the Council's safeguarding investigation into Mr L's care and the events leading up to his death. The Ombudsmen have partly upheld Mrs L's complaints and made recommendations. The Ombudsmen have not found a link between poor care and Mr L's death.</p> <p>There was no action required of the Council services however there was of the provider agency which was actioned.</p> |
| Council - Direct Payment policy | <p>No investigation</p> <p>Mr A complained that the Direct Payment</p> |

| | |
|-----------------------------|---|
| | <p>support service had been withdrawn.</p> <p>The Ombudsman found there was no reason to investigate Mr A's complaint. This was because any further investigation by the Ombudsman could not add to the Council's response and they could not make a finding of the kind Mr A wanted.</p> <p>There was no action for the Council.</p> |
| Council Client Finance Team | <p>On-going investigation</p> <p>The complaint concerns the costs of care for applied to a service user. The investigation was on-going at the end of March 2020. The outcome will be included in the report for 2020 – 21.</p> |

9. Responding to Complaints

- 9.1 There are no timescales for responding to adult social care complaints in the Regulations. However, a local standard is in place to ensure a consistent response to complaints. The standard is for 90% of all complaints to receive a response within 15 working days. This will be varied according to the Complaint Plan drawn up when the complaint is first received. It is usual to set a timescale of 25 working days where the complaint is more complex or requires a formal investigation.
- 9.2 In 2019 -20, 24% of complaints which were dealt with at the local resolution stage by the Council were completed within the 15 working day time scale. This does not meet the target of 90% and is lower than the previous year when 58% of complaints fell within the standard. However, 56% were responded within 20 working days and there were fewer complaints that took an excessive time to respond to.
- 9.3 This improved performance is as a result of changes in the Client Finance Team and more resource in the Complaints and Data Protection Team allowing more monitoring and follow up.
- 9.4 The investigation was completed in the timescale that was given to the complainant at the start of the investigation although this was longer than the usual 25 working days.
- 9.5 Improving timescales will continue to be a target for 2019 -20.

10. Review and Forward Planning for the Complaints and Data Protection Team

- 10.1 The objectives set for 2019 – 20 were:

- **For the Complaints and Data Protection Team to continue to work closely with the Complaints Team in Virgin Care**
 - The Complaints and Data Protection Team works well with the Complaints Team in Virgin Care and the systems for sharing individual complaints between the two organisations and agreeing joint investigations have improved. In particular, there is better understanding of when to obtain consent to share information which no longer causes unnecessary delays.
- **To ensure Virgin Care is working to the requirements of the Complaints Quality Assurance Framework**
 - The meetings between the two organisations have not been held regularly in the past year. These will need to be reinstated in the coming year.
 - Issues to be addressed under the Quality Assurance Framework include:
 - the timescale for responding to a complaint. Virgin Care currently allows 30 working days for a complaint response. This is significantly longer than the Council's standard and can cause delays to joint responses;
 - the quarterly monitoring reports are not as clear or useful as they could be and this needs to be addressed;
 - the definition of 'complaint' and 'concern' should be revisited to ensure it is consistent with the Council's interpretation.
- **To continue to work with managers within the Council to address the issue of timescales for responding to complaints.**
 - Although the timescales for responses have improved over the past year, work will continue to bring the response times within the 15 working day standard.

10.2 Other work undertaken during 2019 – 20:

- A system for responding to MP and Councillor enquiries is now in place and managed by the Complaints and Data Protection Team. All enquiries are logged on the database allowing the Team to monitor responses and record outcomes.
- A protocol was drawn up in March 2020 to set out how the Council would respond to complaints in Adult Social Care and Children's Services during the Covid-19 pandemic. This protocol reflects the Ombudsman's decision to pause all case work and stop taking new

complaints. This recognised the fact the Councils would not have the capacity to respond to enquiries from the Ombudsman.

10.3 Proposals for work in 2020 – 21:

- To continue with the service improvements begun in 2019 – 20;
- To include the capture of the learning from the complaints and make this available to service areas on a regular basis;
- To review the procedures for handling adult social care complaints.

10.4 Data Protection Work

- The Complaints and Data Protection Team is responsible for responding to Subject Access Requests from service users and their representatives. In 2019 – 20, 6 subject access requests were completed in relation to adult social care records. Virgin Care responds to SARs for records generated after April 2017. The Council responds to SARs which pre-date this or for SARs in respect of functions retained by the Council.
- The Complaints and Data Protection Team Manager works with the Information Governance Manager to provide advice on recording data breaches and carry out the investigations. In 2019 – 20, two breaches were reported in relation to adult social care. Both were resolved locally and did not meet the threshold for referral to the Information Commissioners Office.

| Bath & North East Somerset Council | | |
|---|---|-----------------------------------|
| MEETING | Children, Adult, Health and Wellbeing Policy Development & Scrutiny Panel | |
| MEETING DATE: | 14 th July 2020 | EXECUTIVE FORWARD PLAN REFERENCE: |
| | | E |
| TITLE: | Food Poverty Action Plan Update | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| <p>List of attachments to this report:</p> <p>Appendix 1 B&NES Food Poverty Steering Group Terms of reference</p> <p>Appendix 2 Case Studies</p> <p>Appendix 3 Draft Food Poverty Action Plan 20/21</p> | | |

1 THE ISSUE

1.1 The process for taking forward the development of a Food Poverty Action Plan for B&NES was agreed with Children, Adult, Health and Wellbeing Policy Development and Scrutiny Panel on 28th January 2020. This included the formation of a local steering group to drive the work and support implementation. This report provides an update on progress, key achievements to date and presents a draft food poverty action plan for comment.

2 RECOMMENDATION

The Committee is asked to;

2.1 Proposal 1 comment on the Draft Food Poverty Action Plan 2020/2021

3 THE REPORT

3.1 The B&NES Food Poverty Steering group has met three times to date with its first meeting on 25th March 2020. As its inaugural meeting was at the start of the government lockdown period in response to the coronavirus pandemic the main focus was on understanding the challenges emerging for residents in relation to immediate food needs and provision of welfare support. The steering group has

provided a network for members to share information, co-ordinate activity and both offer and request support in adapting to a rapidly changing situation and growing demand locally. The Steering Group has agreed its Terms of Reference and a framework for structuring planning and action on food poverty locally (see Appendix 1).

3.2 Following a presentation by Andrew Forsey, National Director of Feeding Britain¹ the Steering Group agreed to formalise its relationship with the Feeding Britain network to access the benefits of;

- Membership of a growing national network of partnerships around the country from whom we can learn and with whom we can share our own innovation and best practice
- Support for funding of local projects with experienced bid-writers and possibilities of joint projects to increase traction with funders.
- A direct route of communication to government through the Feeding Britain trustees and their lobbying capacity to take forward aspects of the work that require legislation or national policy change.
- Access to, and possible involvement in the creation of, a growing body of credible research into food poverty and food insecurity and the complexity of solution-finding.

3.3 The members of the Steering Group, our colleagues in the Compassionate Communities Hub and local charities and community groups have seen significant increases in demand for support with food and income related issues over the last 3 months. A snapshot of this support is given below.

3.4 In March 2020 around 7,500 people were claiming Universal Credit in B&NES, by May 2020 this figure had risen to 13,122, a rise of approximately 75%. This will also mean an increase in children becoming eligible for free school meal benefits.

3.5 The Council welfare support team received 956 applications for financial assistance from April to mid-June and 580 awards were approved. Grants totalling £43,000 have been awarded of which £11,000 was for food and £32,000 on essential household provisions.

3.6 St John's Foundation have awarded 366 grants since January 2020 as part of their individual funding programme, totalling £204,000.

3.7 Citizens Advice have dealt with 2,493 cases during the lockdown period, predominantly these are cases involving benefit claims and entitlements and support with significant debt issues (see case study in Appendix 2).

3.8 Food bank usage in April 2020 compared with April 2019 has seen an average increase in demand across the south west of 124%. Keynsham Food Bank experienced higher level of demand than average for the same period and this is thought to reflect the strong local community co-ordination and awareness of local support. A new vegan food bank has also been set up covering BA1, BA2

¹ <https://feedingbritain.org/>

and BA3 areas and 3 village larders were set up in the Somer Valley area by ward councillors and residents.

- 3.9 Fareshare SW are providing charities, schools and children centres throughout B&NES with wholesale food surplus to enable them to redistribute this to their service users. St John's Foundation have supported Fareshare SW financially to increase their provision and membership in B&NES, resulting in an additional 1.2 tonnes of food being distributed weekly in B&NES from 14th April 2020. Fareshare SW report providing the equivalent of 17,000 meals in B&NES since lockdown began.
- 3.10 Approximately 235 households have received food parcels each week since April via the 4 children's centres in B&NES, the children's social care team and the Compassionate Communities Hub. This totals approximately 3,055 food parcels provided during the period to date. Support with recipes and healthy eating advice has also been provided.
- 3.11 A local charity and business have jointly provided over 10,000 freshly cooked ready meals for adults and 5,400 children's meals to those most in need across B&NES. Wessex Water have also provided over 1000 cooked meals in addition to this. This donation of ready cooked food has been a welcome addition to the food offer and supported families and vulnerable individuals to have nutritious fresh meals that only require reheating. Freezer capacity to store food has been donated by several churches and grant funding has helped to purchase additional food storage facilities for some charities and children centres where needed.
- 3.12 A Food Finder information platform was set up by the Sustainable Food Partnership to enable people to see which local businesses are offering food deliveries, hot meals and takeaway during the lockdown.²
- 3.13 Charities and community groups including Mercy in Action, Oasis, Bath City Farm, Southside Family Project, Bath Area Play Project, Food Cycle, Age UK, BEMSCA, Community 67, Youth Connect, Square Hot Meal and Sporting Family Change have also been providing regular cooked meals and/or food parcels to their service users, collectively supporting approximately 750 households.
- 3.14 We had contact with 54 of the 81 B&NES schools with regard to their free school meal arrangements during lockdown. 15 of those 54 were providing food hampers / parcels / packed lunches, mainly through their school caterers with the rest providing vouchers. Few schools will be able to continue with the model of hampers/meal provision support over the summer break and we expect the voucher scheme to be used almost universally.
- 3.15 The Compassionate Communities Hub food team are currently contacting schools again to find out more detail about their school holiday plans. Bath and Somer Valley Food banks are also looking to support families via schools through the summer either by providing food direct to the school for distribution or food parcels direct to families.
- 3.16 There has of course been a vast amount of other support provided by individuals, communities, businesses and charities across B&NES that is not

² <http://banesfoodfinder.org.uk/>

captured above. Further work is underway to map food provision across B&NES to better understand the impact of COVID 19 on food insecurity locally.

3.17 With the easing of lockdown restrictions some partners have seen a gradual decrease in demand for emergency food aid (some of the food banks and the Compassionate Communities Hub for example) as acute needs subside and people are supported with accessing financial support and debt advice. However, others continue to see their caseloads rise (e.g Mercy in Action) as they take referrals from local agencies for people who need additional support services.

3.18 In order to move to a more sustainable way of providing access to affordable food locally our children's centres and several charities are currently working up plans to set up local food clubs or pantries. This addresses concerns about creating dependency on, and the unsustainability of, free crisis food support, while offering a more dignified way to access affordable food with greater personal choice and autonomy. Each pantry will have a membership of around 50 households and will develop their own criteria for prioritising who can join.

3.19 These clubs/pantries will run on a membership model where households pay a small weekly subscription (£3.50) and in return can access £15 worth of varied groceries provided predominantly through Fareshare SW. Food clubs/pantries are being set up by the following;

- Bright Start Children's Centres (Bath, Radstock and Keynsham)
- St Martin's Garden School
- Weston All Saints Church
- Oasis
- Mercy in Action

3.20 We know that those families whose children are eligible for free school meals will now get the equivalent value of food vouchers (£90 to cover 6 week period) to help with purchasing food over the school holidays which is welcome news. However, we know for some this will not be enough to feed their family and that there will be others who fall outside of this eligibility but are still on very low incomes who will need additional support.

3.21 To mitigate the impact of COVID 19 on low income families we have partnered with Feeding Britain and St John's Foundation to launch a Holiday Food Grant Programme of £30,000 (£15,000 from both Feeding Britain and St John's) to support charities and statutory agencies to purchase food, equipment and other resources so that food can be an integral part of the support they provide over the summer period and into the future. Bath Rugby Foundation are also working with a range of local partners to fundraise for and plan holiday activities with food provision for families.

4 FOOD POVERTY ACTION PLAN

4.1 Discussions have taken place with Steering Group members around specific themes outlined in the framework including identity and structure of the group, food for all priorities and barriers to income. Proposed priorities for action have been

incorporated into a draft action plan (see Appendix 3) and it has been agreed that ownership for delivery of these actions is led by three task groups;

- Income Maximisation
- Food for All
- Hear My Voice

4.2 These task groups will guide and develop the work and report back to the steering group at each meeting on progress, challenges and support needs.

4.3 The key areas around Data and Communications will be co-ordinated by Public Health in the short term with support from Steering Group members.

4.4 Addressing key drivers relating to poor social networks and adverse life experiences will require detailed discussion with existing partnerships such as the Early Help Partnership and the Compassionate Communities partnership. We hope to identify ways in which food insecurity can be identified earlier, develop training for frontline staff and volunteers and connect people to the provision of holistic local support, for example through the developing community hubs.

5 STATUTORY CONSIDERATIONS

5.1 By developing a food poverty action plan B&NES Council, in partnership with a wide range of local stakeholders and partners, will strengthen collective action to support residents experiencing food poverty and through a focus on preventative action contribute towards addressing health inequalities longer term.

6 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

6.1 No additional resource implications at present.

7 RISK MANAGEMENT

7.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

8 CLIMATE CHANGE

8.1 This work has the potential to contribute to achievement of carbon neutrality as part of a wider food strategy for B&NES which aims to reduce food waste and increase access to fresh, seasonal local produce.

9 OTHER OPTIONS CONSIDERED

9.1 None

10 CONSULTATION

10.1 Information in this report has been provided by members of the Food Poverty Steering Group (see Appendix 1 for membership) and the draft action plan is a product of discussions and consultation with group members and other stakeholders since March 2020.

10.2 This report has been approved by the S151 Officer and Monitoring Officer

| | |
|--|---|
| Contact person | Cathy_mcmahon@bathnes.gov.uk 01225 394064 |
| Background papers | Report to Children, Adult, Health and Wellbeing Policy Development and Scrutiny Panel on 28th January 2020 https://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=637&MId=5543&Ver=4 |
| Please contact the report author if you need to access this report in an alternative format | |

Bath and North East Somerset Council

Food Poverty Steering Group

Terms of Reference

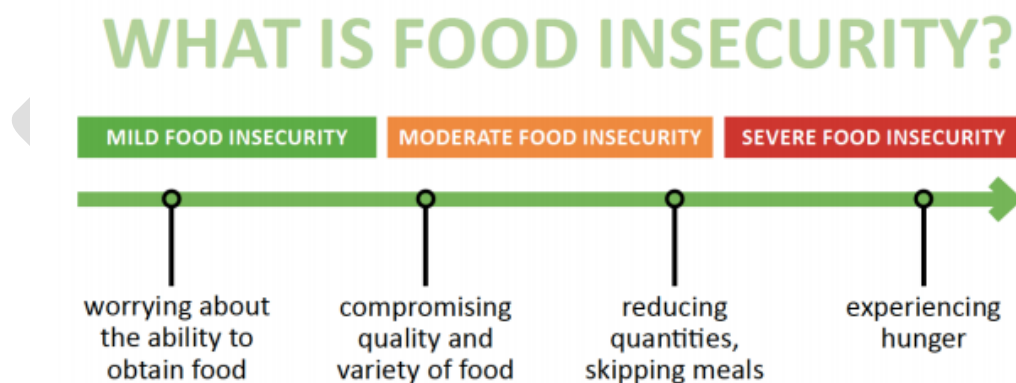
1. Background

The UK pledged in 2015 to end hunger by 2030 as part of its commitment to the UN Sustainable Development Goals which includes a goal *‘to enable access by all people, in particular the poor and people in vulnerable situations, including infants, to safe, nutritious and sufficient food all year round’*.¹

Food poverty is defined by the Department of Health and Social Care as ‘the inability to afford, or have reasonable access to, food that makes up a healthy diet.’

Food insecurity is defined as ‘Limited or uncertain availability of nutritionally adequate and safe foods or limited or uncertain ability to acquire acceptable foods in socially acceptable ways (e.g. without resorting to emergency food supplies, scavenging, stealing or other coping strategies)’.²

Food insecurity has various degrees of severity. Early stages involve worry about whether there will be enough food, followed by compromising quality, variety and quantity of food. Going without food and experiencing hunger are most severe stages (see Figure below).



B&NES Council passed a motion on Food Poverty on 11th July 2019 requesting:

- the Children, Health & Wellbeing Policy Development and Scrutiny Panel to work with local organisations and develop recommendations for a Food Poverty Action Plan for Bath and North East Somerset; and

¹ <https://sustainabledevelopment.un.org/sdg2>

² While there is not an official government definition of food insecurity used in the UK, this definition is drawn from guidance on measuring food insecurity in the USA and was used for the UK's Low Income Diet and Nutrition Survey, 2007
Taken from Food Foundation Report May 2016 Food Insecurity Briefing

- that the Cabinet investigate refreshing the Local Food Strategy for Bath and North East Somerset.

The process for taking forward the development of a Food Poverty Action Plan was agreed with Children, Adult, Health and Wellbeing Policy Development and Scrutiny Panel on 28th January 2020. This included the formation of a local steering group to drive the work and support implementation.

2. Principles

The Right to Food

The Right to Food is about ensuring that all people regardless of their gender, race, immigration status or age are able to access food in a dignified way. The United Nations Convention on Human Rights, to which the UK government is a signatory, declares that it is the State that has an obligation to fulfil the right to food.³

The Right to Food is defined by former United Nations Special Rapporteur Jean Ziegler as: “The right to have regular, permanent and unrestricted access, either directly or by means of financial purchases, to quantitatively and qualitatively adequate and sufficient food corresponding to the cultural traditions of the people to which the consumer belongs, and which ensure a physical and mental, individual and collective, fulfilling and dignified life free of fear.”

The UK has ratified a number of international treaties that refer to the Right to Food and broader socioeconomic rights. These include the International Covenant on Social, Economic and Cultural Rights, the convention on the rights of the child and the convention on the rights of people with disabilities.⁴

By adopting this principle, the steering group is looking to raise awareness of the universal right to access food, with the aim of specifically empowering those with lived experience.

Addressing health inequalities

Food poverty disproportionately impacts on women and children and those with long term conditions and disabilities. By developing a food poverty action plan in partnership with a wide range of local stakeholders and partners, we will strengthen collective action to support residents experiencing food poverty and through a focus on preventative action contribute towards addressing health inequalities longer term. It must also be acknowledged that the impact of the COVID 19 pandemic will affect a wider proportion of the population and broaden the profile of those experiencing food poverty in the short to medium term.

Social perspective of poverty

³ <https://www.ohchr.org/en/issues/food/pages/foodindex.aspx>

⁴ https://www.sustainweb.org/resources/files/reports/Why_we_need_the_right_to_food.pdf

Food poverty is driven by a combination of structural issues relating to the security and cost of housing, quality of employment, adequacy of welfare provision and the cost of living generally.

A social perspective of poverty is concerned with the structures and organisation of society and how it relates to social problems and individual lives, looking at the issue of poverty through the lens of how society is organised rather than a focus on individuals' behaviour and choices.

Involving those with life experience

This work will be guided by the meaningful involvement of people with life experience of food insecurity. Those with lived experience will be actively involved at all levels to identify and develop local solutions as well as advocating for longer term sustainable action both locally and nationally.

Community engagement

Engagement with local residents and communities is essential to understanding need and developing sustainable solutions to food insecurity. This work will reflect the principles in the Council's Community Engagement Charter (insert ref).

Safeguarding

This principle relates to our moral duty of care to provide a healthy food system for all.

Future proofing

This means taking into account how local responses to food poverty can be resilient to local, national and global change including the planned transition of residents to Universal Credit, the impact of COVID 19, Brexit and climate change for example.

3. Outcome

The overall aim of this work is to eliminate food poverty and to reduce the numbers of people living in food insecure households in B&NES.

4. Specific aims

Promote dignified access to nutritious and healthy food for all

Ensure the local welfare safety net is clearly defined, promoted, accessible and flexible to varied need and provides sufficient support to those in hardship

Ensure children in B&NES have access to nutritious healthy food 365 days a year (term time/weekends/school holidays)

Increase knowledge, skills and confidence to recognise the key drivers of food insecurity, to enable timely access to self-help, early help and preventative services.

Champion the living wage across contractors and local employers including social care, retail and hospitality to contribute to ensuring people can earn a fair income and

Maximise the use of local authority powers and other local levers in tackling food poverty - e.g. boosting welfare support, increasing uptake of free school meals and healthy start vouchers

Align with other key agenda such as climate and nature emergency to ensure food insecurity is central to developing local strategy on food, transport, housing and planning thereby mainstreaming the reduction of food insecurity across a range of strategies and plans

To embed systematic ongoing data collection, reporting and monitoring of food insecurity to maintain the profile of the issue and to measure progress in addressing it locally

Empower local communities to develop local solutions where need is identified

Secure adequate/additional resource and capacity to enable a long-term sustainable approach to this issue locally.

5. Roles and Responsibilities

Functions

- To carry out a needs assessment to better understand the scale of the issue locally, who is affected and where there may be gaps in services and/or support
- Assess the impact of current local policy and initiatives on food poverty in B&NES
- To work collaboratively with local stakeholders and communities to identify and embed local sustainable solutions to address food poverty and household food insecurity
- To develop a food poverty action plan for B&NES with a focus on preventative activity
- Involve people with life experience of food insecurity in the strategic work of the group and development of local solutions
- To oversee implementation of the action plan through local partnerships (new or existing)
- To encourage advocacy via community organisations -targeting national policy change by lobbying national government for change.

6. Membership

Membership of the group will comprise the following organisations/agencies and representatives from Council departments

| | | |
|------------------------|---|---|
| Becky Reynolds (Chair) | Consultant in Public Health | Public Health B&NES Council |
| Angela White (Notes) | Business Support Officer | Public Health B&NES |
| Cllr Liz Hardman | Paulton | Children, Adult Health and Wellbeing PDS Panel |
| Cllr Ruth Malloy | Weston | Children, Adult Health and Wellbeing PDS Panel |
| James Carlin | Director | 3SG |
| Peter Heywood | Chair | Bath Christian Network/Genesis |
| Grainne Moyer | Bath Food Bank | Genesis |
| Sam Gillet | Head of Delivery and Impact | St John's |
| John Thornfield | Charity Funding programme manager | St John's |
| Les Redwood | CEO | Citizens Advice |
| Sarah Rogers | Manager | Curo |
| Nichola Valls | Universal Credit Advisor | Curo |
| Jane Middleton | Researcher | Bath University |
| Janet Dabbs | CEO | Age UK |
| Julian Mines | CEO | FareShare SW |
| Susannah Salino | Business Development lead | FareShare SW |
| Susannah Jewell | Volunteer/Marketing lead | Sustainable Food Partnership |
| Allison Todd | Co-founder | Mercy in Action |
| Claire Middlehurst | Future Bright Manager | Economic Development B&NES Council |
| Simon Graham | Future Bright Coach | B&NES Council |
| Mike Chedzoy | Manager | Housing Options & Homelessness team B&NES Council |
| Tracy Pullen | Snr Housing Practitioner | Housing Options & Homelessness team B&NES Council |
| Chris Mordaunt | Manager | Housing Standards and Improvement B&NES Council |
| Paula Bromley | Service Manager | Connecting Families B&NES Council |
| Tracey Bidgood | Connecting Families | Team Leader B&NES Council |
| Heidi Limbert | Manager | Children's Centre Services B&NES Council |
| Joseph Prince | Insight Manager | Public Health B&NES Council |
| Adrian Carr | Partnership Manager | DWP |
| Milly Carmichael | Health Improvement Officer – Food Poverty | Public Health B&NES Council |
| Cathy McMahon | Development and commissioning manager | Public Health B&NES Council |

| | | |
|-----------------------|-------------------------|------------------------------|
| | | |
| Damien Peake | Welfare Support Manager | B&NES Council |
| Claire Parfitt | Head Teacher | St Martin Gardens School |
| Immi Corry | Volunteer | Sustainable Food Partnership |
| Lucy Hanney | Food and Health Lead | Virgin Care |
| Dave Dixon/Sara Dixon | Community Engagement | B&NES Council |

Receiving minutes only

Jane Wildblood/Micaela Bashford Corporate Sustainability Team

7. Meeting Arrangements

Meetings will be held 4-6 weekly for the first 4 meetings and quarterly from that point.

Meetings will be chaired by Becky Reynolds, Consultant in Public Health, B&NES Council.

Secretariat function will be provided by B&NES Council (resource allowing)

8. Agenda

Agendas shall be developed:

- By discussion amongst the members of the Group
- By requests from individual members of the Group

Accountability

- Update Cabinet Member to Children, Adults, Health and Wellbeing Policy Development and Scrutiny Panel after each meeting
- Report 6 monthly to PDS Panel, Children and Adults Health and Well Being
- Report annually to B&NES Council

Date agreed: 4th May 2020

Review date: 3rd May 2021

Appendix 2

Case Study 1 Compassionate Communities Hub Food Pod

A single mum with 2 teenage children, who works as a cleaner, called for advice as she couldn't work, has no transport and one of her children is on the clinically extremely vulnerable list. She did not know how to register her child as shielding to qualify for a food parcel. Her children were eligible for free school meals and initially her children's school were providing packed lunches but she couldn't get to the school to pick them up as she doesn't drive. She was worried about money and food provision during lockdown.

The food pod helped her to register her child on the shielding list so the family would qualify for a weekly food parcel. To support her in the short term the Hub delivered a week's supply of food to the home. They advised that the school had changed their approach and now provided shopping vouchers which she was eligible for. After discussing income and expenditure briefly it came to light that she would benefit from support from Citizens Advice and a referral was made to discuss debt management.

Case Study 2 Citizens Advice

Client was introduced to us at the One Stop Shop by her housing support worker who was helping her with a back payment of housing benefit she was owed. She needed emergency food and an energy top up. Over the next few weeks we built a relationship with the client and set out a plan of action together with her support worker to stabilise her benefit situation and manage her debt.

This was a complex case that involved multiple benefit and debt negotiations. In addition to complexity of the issues, the client was experiencing acute mental health issues and told us the stress of her situation was making her feel suicidal.

Her benefit issues included underpayment of around £2,000 housing benefit, overpayments of tax credits, incorrect application of under-occupation to her UC housing costs, and incorrectly applied deductions for court fines. This left her with around £120 per month award to manage all her bills and housekeeping.

Although we quickly identified that bankruptcy was the best option to deal with her £19,000 debt, it would only be an effective remedy if we were able to raise the £680 application fee and manage the fines not covered by a bankruptcy order. This involved making representation to the fines office and successfully appealing for the case to be taken back before the Magistrate for a means enquiry. We successfully applied for the bankruptcy fee and assisted the client to apply for bankruptcy.

The client has now managed to find work and is managing her budget well.

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| Theme or Function | Aims (from ToR) | Specific Action we will take in 20/21 | Lead Agency/ Org | Progress |
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| Systems, Structures & governance | Work collaboratively with local stakeholders and communities to identify and embed local sustainable solutions to address food poverty and household food insecurity. | Convene and manage a Steering Group and associated task groups for key themes/areas of work | PH | Steering group set up and task groups identified |
| | | Report regularly on progress to Cabinet Member lead and Policy Development and Scrutiny Panel and Council as required | PH | Ongoing |
| | To encourage advocacy via community organisations -targeting national policy change by lobbying national government for change. | Formalise partnership arrangement with Feeding Britain and work collaboratively with the partnership to develop local project ideas, explore funding opportunities and contribute to national learning, advocacy and lobby for change | PH | Partnership arrangement agreed |
| | | Connect closely with the Sustain / Food Power network - draw on and contribute to sharing of good practice across the national network | PH | Ongoing |
| | Secure adequate/additional resource and capacity to enable a long-term sustainable approach to | Work in partnership with existing networks, structures and organisations to develop sustainable solutions to co-ordination of food poverty work beyond 2021 | PH | |

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| | this issue locally | | | |
| Maximising Income | Ensure the local welfare safety net is clearly defined, promoted, accessible and flexible to varied need and provides sufficient support to those in hardship | Review the cap on welfare support provision and criteria for support to meet increasing demand/better meet need | | |
| | | Improve information on what welfare support services there are and how to access them – make this widely known across agencies /charities/schools/public etc. framed to encourage people to present earlier and reduce stigma. | | |
| | | Explore ways to develop more joint working/collaboration across support agencies inc. data sharing/collaboration on support/co-located working (if poss.) in line with learning from Hub model | | |
| | Increase knowledge, skills and confidence to recognise the key drivers of food insecurity, to enable timely access to self-help, early help and preventative services | Ensure all agencies working on maximising income are confident to recognise, assess and offer support around food insecurity as a routine part of their work - e.g including induction programmes for new staff | | |

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| | | Explore systematic ways to identify people who are struggling with rent arrears and council tax arrears at an earlier stage and put in preventative measures | | |
| | | Collation of information and promotion of employment support services available in B&NES and how to access them | | |
| | Champion the living wage across contractors and local employers including social care, retail and hospitality to contribute to ensuring people can earn a fair income | Identify living wage employers in B&NES and work with them to identify and share benefits for both business and employees | | |
| | | Support campaigns to raise awareness of doorstep/online lenders, illegal money lenders and financial scams | | |
| | Maximise the use of local authority powers and other local levers in tackling food poverty - e.g. boosting welfare support, increasing uptake of free school meals and healthy start vouchers | Review Healthy start voucher scheme and promote roll out of digital application process to improve uptake | | |

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| | | Promote best practice in money management skills and support locally | | |
| Dignity and Inclusion (hear my voice) | Involve people with life experience of food insecurity in the strategic work of the group and development of local solutions | Identify existing networks of trust in B&NES who can find and support people with life experience of food insecurity to be meaningfully involved in developing the local strategy, actions and evaluation | | |
| | | Create a series of modes of engagement to enable participation | | |
| | | Create effective channels of communication to bring the voices of people with life experience to the decision makers and policy maker of B&NES, regional bodies and national government. | | |
| | | Support, train and encourage people who want to develop their community advocacy skills and impact | | |
| | Empower local communities to develop local solutions where need is identified | Work with Compassionate Communities and the development of local hubs, using best evidence-based practice in community resilience building, to keep food as a key focus for the network. | | |
| | | Explore how the Dignity in Practice Toolkit - framework and training materials - can be used to inform/shape service delivery | | |

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| Food for all | Promote dignified access to nutritious and healthy food for all | Co-ordination of information on food need, supply & reach e.g food finder/mapping of local provision/data sharing protocol across agencies | | In progress |
| | Education and empowerment of local people on food issues – budgeting, cooking, healthy eating, growing, sustainable choices | Co-ordination of emergency food provision across B&NES – support in a crisis and ensuring this provides signposting to other support services | | Ongoing |
| | Ensure children in B&NES have access to nutritious healthy food 365 days a year (term time/weekends/school holidays) | Work in partnership with Feeding Britain Holiday Hunger programme to facilitate a local grant scheme for Holiday Food Provision during July/Aug 2020 and evaluate impact to inform future plans | | Grant scheme launched on 17 th June 2020 |
| | | Explore mechanisms for the co-ordination of surplus/waste food across the area and best use of surplus food to enable more sustainable access to low cost healthy food | | |

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| | Empower local communities to develop local solutions where need is identified | Support the setting up of membership-based projects for community fridges / food pantries / citizen supermarkets / mobile fresh food vans to serve communities with higher rates of food insecurity | | In progress |
| | Mainstreaming the reduction of food insecurity across a range of strategies and plans | Ensure all agencies working in early help services are confident to recognise, assess and offer support around food insecurity as a routine part of their work - through awareness and training options to embed identification and assessment and intervention into existing work | | |
| | | Embed prevention and early identification of food insecurity into the Early Help Strategy for B&NES | | |
| | Ensuring support around food access includes support to address underlying causes of food poverty – maximising income, social support, access to skills development etc | Covid-19 debrief and harvesting the learning from how emergency food provision evolved during the crisis. Maintain the useful networks that emerged and proactively reflect on and design a system that can be quickly put in place should the need arise again in future. | | |
| | | Investigation of the refresh of the B&NES Food Strategy and availability of resource to rekindle the Sustainable Food Cities programme. | PH | |

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| Data | To embed systematic ongoing data collection, reporting and monitoring of food insecurity to maintain the profile of the issue and to measure progress in addressing it locally | Carry out a needs assessment to better understand the scale of the issue locally, who is affected and where there may be gaps in services and/or support | PH | Ongoing |
| | | Develop WIKI page on Food Poverty for Joint Strategic Needs Assessment (JSNA) to enable access to data | PH | |
| | | Develop local University links to explore development of local research to support our understanding of need locally. | PH | |
| | | Ensure inclusion of food insecurity questions in annual voicebox survey to residents and explore ways of developing this data set through systematic data collection across front line services | PH | |
| Comms | | Develop a comms plan for the steering group to support co-ordination of campaigns, information dissemination and awareness raising across agencies and to the public | PH | |
| | | Review name of the Food Poverty Steering Group in light of partnership with Feeding Britain and to more clearly communicate outcomes the Group would like to see | | |

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CHILDREN, ADULTS, HEALTH AND WELLBEING POLICY DEVELOPMENT AND SCRUTINY PANEL

This Forward Plan lists all the items coming to the Panel over the next few months.

Inevitably, some of the published information may change; Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The online Forward Plan is updated regularly and can be seen on the Council's website at:

<http://democracy.bathnes.gov.uk/mgPlansHome.aspx?bcr=1>

The Forward Plan demonstrates the Council's commitment to openness and participation in decision making. It assists the Panel in planning their input to policy formulation and development, and in reviewing the work of the Cabinet.

Should you wish to make representations, please contact the report author or, Democratic Services (). A formal agenda will be issued 5 clear working days before the meeting.

Agenda papers can be inspected on the Council's website and at the Guildhall (Bath), Hollies (Midsomer Norton), Civic Centre (Keynsham) and at Bath Central, and Midsomer Norton public libraries.

| Ref Date | Decision Maker/s | Title | Report Author Contact | Director Lead |
|----------------------------|--|---|---|-----------------------------|
| 14TH JULY 2020 | | | | |
| 14 Jul 2020 | Children, Adults, Health and Wellbeing Policy Development and Scrutiny Panel | Children's Service Improvement Plan | Mary Kearney-Knowles Tel: 01225 394412 | Corporate Director (People) |
| 14 Jul 2020 | Children, Adults, Health and Wellbeing Policy Development and Scrutiny Panel | Bath and North East Somerset Council School Organisation Plan 2019 - 2025 | Helen Hoynes Tel: 01225 395169 | Corporate Director (People) |
| 14 Jul 2020 | Children, Adults, Health and Wellbeing Policy Development and Scrutiny Panel | Adult's Social Care - Complaints Annual Review | Sarah Watts Tel: 01225 477931 | Corporate Director (People) |
| 14 Jul 2020 | Children, Adults, Health and Wellbeing Policy Development and Scrutiny Panel | Food Poverty | Cathy McMahon Tel: 01225 394064 | Corporate Director (People) |
| 15TH SEPTEMBER 2020 | | | | |

| Ref Date | Decision Maker/s | Title | Report Author Contact | Director Lead |
|--|---------------------|-------|--------------------------|---------------|
| 3RD NOVEMBER 2020 | | | | |
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| The Forward Plan is administered by DEMOCRATIC SERVICES: Democratic_Services@bathnes.gov.uk | | | | |

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