



Meeting of the

CABINET

Thursday, 11 November 2010 at 5.00 p.m.

A G E N D A – SECTION ONE

VENUE

Committee Room, 1st Floor, Town Hall, Mulberry Place, 5 Clove
Crescent, London E14 2BG

Members:

Mayor Lutfur Rahman	– (Mayor)
Councillor Ohid Ahmed	– (Deputy Mayor)

To be appointed	–
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[Note: The quorum for this body is 3 Members].

If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact:

Angus Taylor, Democratic Services,
Tel: 020 7364 4333, E-mail: angus.taylor@towerhamlets.gov.uk

LONDON BOROUGH OF TOWER HAMLETS

CABINET

THURSDAY, 11 NOVEMBER 2010

5.00 p.m.

Public Question and Answer Session

There will be an opportunity (15 minutes) for members of the public to put questions to Cabinet members before the Cabinet commences its consideration of the substantive business set out in the agenda.

Questions can be submitted in advance to the Town Hall or be asked on the evening.

Send any questions to Angus Taylor, Democratic Services, Town Hall, Mulberry Place, Poplar, E14 2BG or email Daniel.Hudson@towerhamlets.gov.uk by 5pm Friday, 5th November 2010.

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

PAGE
NUMBER
1 - 2

WARD(S)
AFFECTED

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Chief Executive.

3. UNRESTRICTED MINUTES

3 - 34

To confirm as a correct record of the proceedings the unrestricted minutes of the ordinary meeting of the Cabinet held on 6th October 2010.

4. DEPUTATIONS & PETITIONS

To receive any deputations or petitions.

5. OVERVIEW & SCRUTINY COMMITTEE**5.1 Chair's advice of Key Issues or Questions in relation to Unrestricted Business to be considered**

To receive any advice of key issues in relation to the unrestricted business of the meeting of the Overview and Scrutiny Committee held on 9th November 2010.

5.2 Any Unrestricted Decisions "Called in" by the Overview & Scrutiny Committee

(Under provisions of Article 6 Para 6.02 V of the Constitution).

Nil items.

UNRESTRICTED REPORTS FOR CONSIDERATION**6. A GREAT PLACE TO LIVE**

Nil items.

7. A PROSPEROUS COMMUNITY**7.1 Determination of School Admission Arrangements for 2012/13 (CAB 053/101)****35 - 84****All Wards;****8. A SAFE AND SUPPORTIVE COMMUNITY**

Nil items

9. A HEALTHY COMMUNITY

Nil items.

10. ONE TOWER HAMLETS

Nil items.

11. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT

To consider any other unrestricted business that the Chair considers to be urgent.

	PAGE NUMBER	WARD(S) AFFECTED
12. UNRESTRICTED REPORTS FOR INFORMATION		
12 .1 Exercise of Corporate Director Discretions (CAB 054/101)	85 - 90	All Wards;

13. EXCLUSION OF THE PRESS AND PUBLIC

In view of the contents of the remaining items on the agenda, the Committee is recommended to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the Press and Public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government, Act 1972”.

EXEMPT/CONFIDENTIAL SECTION (PINK)

The Exempt / Confidential (Pink) Committee papers in the Agenda will contain information, which is commercially, legally or personally sensitive and should not be divulged to third parties. If you do not wish to retain these papers after the meeting, please hand them to the Committee Officer present.

14. EXEMPT / CONFIDENTIAL MINUTES

Nil items.

15. OVERVIEW & SCRUTINY COMMITTEE

15 .1 Chair’s advice of Key Issues or Questions in relation to Exempt / Confidential Business to be considered.

Nil items.

15 .2 Any Exempt / Confidential Decisions "Called in" by the Overview & Scrutiny Committee

(Under provisions of Article 6 Para 6.02 V of the Constitution).

Nil items.

EXEMPT / CONFIDENTIAL REPORTS FOR CONSIDERATION

16. A GREAT PLACE TO LIVE

Nil items.

17. A PROSPEROUS COMMUNITY

Nil items.

18. A SAFE AND SUPPORTIVE COMMUNITY

Nil items.

19. A HEALTHY COMMUNITY

Nil items.

20. ONE TOWER HAMLETS

Nil items.

21. ANY OTHER EXEMPT/ CONFIDENTIAL BUSINESS CONSIDERED TO BE URGENT

To consider any other exempt/ confidential business that the Chair considers to be urgent.

22. EXEMPT / CONFIDENTIAL REPORTS FOR INFORMATION

Nil items.

SCRUTINY PROCESS

The Overview and Scrutiny Committee, at its meeting on **Tuesday 30th November 2010** may scrutinise provisional decisions made in respect of any of the reports attached, if it is "called in" by **five** or more Councillors except where the decision involves a recommendation to full Council.

The deadline for "Call-in" is: Friday 19th November 2010 **(5.00 p.m.)**

The deadline for Deputations is: Wednesday 24th November 2010 **(5.00 p.m.)**

Councillors wishing to "call-in" a provisional decision, or members of the public wishing to submit a deputation request, should contact:

John Williams
Service Head Democratic Services:
020 7364 4205

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Agenda Item 2

DECLARATIONS OF INTERESTS - NOTE FROM THE CHIEF EXECUTIVE

This note is guidance only. Members should consult the Council's Code of Conduct for further details. Note: Only Members can decide if they have an interest therefore they must make their own decision. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending at a meeting.

Declaration of interests for Members

Where Members have a personal interest in any business of the authority as described in paragraph 4 of the Council's Code of Conduct (contained in part 5 of the Council's Constitution) then s/he must disclose this personal interest as in accordance with paragraph 5 of the Code. Members must disclose the existence and nature of the interest at the start of the meeting and certainly no later than the commencement of the item or where the interest becomes apparent.

You have a **personal interest** in any business of your authority where it relates to or is likely to affect:

- (a) An interest that you must **register**
- (b) An interest that is not on the register, but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of your authority more than it would affect the majority of inhabitants of the ward affected by the decision.

Where a personal interest is declared a Member may stay and take part in the debate and decision on that item.

What constitutes a prejudicial interest? - Please refer to paragraph 6 of the adopted Code of Conduct.

Your personal interest will also be a prejudicial interest in a matter if (a), (b) and either (c) or (d) below apply:-

- (a) A member of the public, who knows the relevant facts, would reasonably think that your personal interests are so significant that it is likely to prejudice your judgment of the public interests; AND
- (b) The matter does not fall within one of the exempt categories of decision listed in paragraph 6.2 of the Code; AND EITHER
- (c) The matter affects your financial position or the financial interest of a body with which you are associated; or
- (d) The matter relates to the determination of a licensing or regulatory application

The key points to remember if you have a prejudicial interest in a matter being discussed at a meeting:-

- i. You must declare that you have a prejudicial interest, and the nature of that interest, as soon as that interest becomes apparent to you; and
- ii. You must leave the room for the duration of consideration and decision on the item and not seek to influence the debate or decision unless (iv) below applies; and

- iii. You must not seek to improperly influence a decision in which you have a prejudicial interest.
- iv. If Members of the public are allowed to speak or make representations at the meeting, give evidence or answer questions about the matter, by statutory right or otherwise (e.g. planning or licensing committees), you can declare your prejudicial interest but make representations. However, you must immediately leave the room once you have finished your representations and answered questions (if any). You cannot remain in the meeting or in the public gallery during the debate or decision on the matter.

LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE CABINET

HELD AT 5.35 P.M. ON WEDNESDAY, 6 OCTOBER 2010

**ACTIVITIES HALL, GEORGE GREEN'S SCHOOL, 100 MANCHESTER ROAD,
ISLE OF DOGS, LONDON E14 3DW**

Members Present:

Councillor Joshua Peck (Vice-Chair)	(Deputy Leader of the Council)
Councillor Shahed Ali	(Lead Member, Environment)
Councillor David Edgar	(Lead Member, Resources)
Councillor Marc Francis	(Lead Member, Housing, Heritage and Planning)
Councillor Sirajul Islam	(Lead Member, Regeneration and Employment)
Councillor Denise Jones	(Lead Member, Culture and Creative Industries)
Councillor Shiria Khatun	(Lead Member, Children's Services)
Councillor Rachael Saunders	(Lead Member, Health and Wellbeing)
Councillor Abdal Ullah	(Lead Member, Community Safety)

Other Councillors Present:

Councillor Tim Archer	(Scrutiny Lead Member: A Healthy Community)
Councillor Ann Jackson	(Chair, Overview & Scrutiny Committee)
Councillor Gloria Thienel	

Others Present:

Officers Present:

Mark Abrahams	– (Interim Service Head Procurement and Programmes, Resources)
Andy Algar	– (Service Head Asset Management, Development & Renewal)
Isobel Cattermole	– (Acting Corporate Director, Children, Schools & Families)
Barry Clark	– (Administrative Support Officer Scrutiny & Equalities, Chief Executive's)
Deborah Cohen	– (Service Head, Commissioning and Strategy, Adults Health and Wellbeing)
Kevan Collins	– (Chief Executive)
Aman Dalvi	– (Corporate Director, Development & Renewal)

Isabella Freeman	– (Assistant Chief Executive [Legal Services])
Stephen Halsey	– (Corporate Director, Communities, Localities & Culture)
Fiona Heyland	– (Head of Waste Strategy Policy and Procurement, Public Realm, Communities Localities & Culture)
Afazul Hoque	– (Scrutiny Policy Manager, Scrutiny & Equalities, Chief Executive's)
Mark Hutton	– (Team Leader, Development Design & Conservation, Development & Renewal)
Chris Naylor	– (Corporate Director, Resources)
Toks Osibogun	– (Head of Valuation & Estates, Asset Management, Development & Renewal)
Louise Russell	– (Service Head Strategy & Performance, Chief Executive's)
Chris Saunders	– (Interim Political Advisor to the Labour Group, Chief Executive's)
Takki Sulaiman	– (Service Head Communications, Chief Executive's)
David Tolley	– (Environmental Health [Commercial] Service Manager, Communities Localities and Culture)
David Williams	– (Deputy Service Head, Planning and Building Control)
Angus Taylor	– (Executive Team Leader, Democratic Services, Chief Executive's)

COUNCILLOR J. PECK (VICE-CHAIR) IN THE CHAIR

WELCOME

The Chair:

- Opened the meeting by welcoming those present in the public gallery to the fourth meeting of the Cabinet to be held outside the Town Hall, being held in the Community with a view to promoting resident attendance and engagement with the democratic process. The first meeting in Bow, the second in Whitechapel, the third in Stepney Green, and now the Isle of Dogs.
- Also formally thanked the Head Teacher, staff and students of George Green's School, for their warm welcome and hosting of the Cabinet meeting. He also congratulated the students and staff on their recent excellent academic results, which were reflected boroughwide.
- Welcomed local Ward Councillors Archer and Thienel present in the gallery.

ADJOURNMENT

At this juncture the Chair informed those present that before Cabinet consideration of the substantive business set out in the agenda, he felt it appropriate to allow an opportunity for the public to put questions to the Deputy Leader of the Council [himself], and other Lead Members comprising the Cabinet present; also to allow an opportunity for members of the Cabinet to comment on the learning from their walkabout, which had taken place immediately beforehand. Accordingly the Chair Moved the following motion for the consideration of members of the Cabinet, and it was: -

Resolved

That the Cabinet adjourn for a period of approximately 15 minutes, at 5.35pm, and that the meeting reconvene thereafter.

The meeting adjourned at 5.35pm

The meeting reconvened at 5.42pm

Walkabout Learning

Cabinet members commented on the learning from their walkabout which had taken place immediately before the Cabinet meeting. This had comprised of a group of Cabinet Members/ Chief Officers walking a circuit in the vicinity of George Green's School, for approximately 30 minutes. Comments received focused on the following issues:

- An elderly resident had expressed regret regarding a post war closure of a local swimming pool and also a children's paddling pool approximately 10 years previously. It was comforting that concerns were historic.
- Graffiti was evident and needed to be removed more quickly.
- Pot holes were also evident and expeditious mitigating action should be taken.
- Streets were clean, however there was some dog fouling in general.
- Pleasing to see signage welcoming pedestrians and cyclists, using the Greenwich Foot Tunnel, to the Borough.

Question & Answer Session

No questions were received from members of the public.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of:

- Councillor H. Abbas, Leader of the Council.

- Ms H. Taylor, Corporate Director Adults Health and Wellbeing for whom Ms D. Cohen, Service Head Commissioning and Strategy, Adults Health and Wellbeing, was deputising.

Noted.

2. DECLARATIONS OF INTEREST

Councillor J. Peck declared a prejudicial interest in Agenda item 6.3 “Future Contracting Approach for Waste and Public Realm Services” (CAB 044/101). The declaration of interest was made on the basis that the report contained recommendations which could have implications for a company with which Councillor Peck’s employer had a contract.

Councillor D. Jones declared a personal interest in Agenda item 6.1 “Conservation Strategy” (CAB 042/101). The declaration of interest was made on the basis that the report contained recommendations relating to conservation areas in Tower Hamlets and Councillor Jones lived in a conservation area in Tower Hamlets.

Councillor J. Peck declared a personal interest in Agenda item 6.1 “Conservation Strategy” (CAB 042/101). The declaration of interest was made on the basis that the report contained recommendations relating to conservation areas in Tower Hamlets and Councillor Peck lived in a conservation area in Tower Hamlets.

Councillor A. Ullah declared a personal interest in Agenda item 7.3 “Mainstream Grants Advice Service Corporate Match Funding Programmes – Arrangements for 2011 and beyond” (CAB 047/101). The declaration of interest was made on the basis that the report contained recommendations regarding the Mainstream Grants Advice Service which could have implications for the Wapping Bangladeshi Association, and Councillor Ullah was a member of the governing body of the Wapping Bangladeshi Association.

Councillor D. Jones declared a personal interest in Agenda item 8.1 “Food Law Enforcement Service Plan 2010/2011” (CAB 048/101). The declaration of interest was made on the basis that the report contained recommendations relating to the Tower Hamlets Primary Care Trust and Councillor Jones was a non-executive member of the governing body of the Tower Hamlets Primary Care Trust.

Councillor A. Ullah declared a personal interest in Agenda item 10.3 “Stifford Community Centre – Proposed new lease to facilitate redevelopment” (CAB 051/101). The declaration of interest was made on the basis that the report contained recommendations relating to Stifford Community Centre which was located in St Dunstan’s and Stepney Green Ward, and Councillor Ullah was one of the Ward Councillors for St Dunstan’s and Stepney Green Ward.

Councillor S. Ali declared a personal interest in Agenda item 10.3 “Stifford Community Centre – Proposed new lease to facilitate redevelopment” (CAB 051/101). The declaration of interest was made on the basis that:

- The report contained recommendations relating to Stifford Community Centre many users of which lived in Whitechapel Ward, and Councillor Ali was one of the Ward Councillors for Whitechapel Ward.
- Councillor Ali had been a member of the Authority’s Strategic Development Committee when an application for planning consent associated with the Stifford Community Centre had been considered.

Noted.

3. UNRESTRICTED MINUTES

The Chair **Moved** and it was: -

Resolved

That the unrestricted minutes of the ordinary meeting of the Cabinet held on 8th September 2010 be approved and signed by the Chair as a correct record of the proceedings.

4. DEPUTATIONS & PETITIONS

At this juncture the Chair Informed members of the Cabinet that the Assistant Chief Executive had received one valid request, from the Stifford Tinsley, Jamaica, Redmans & Stepney Tenants and Residents Association Community Centre, to address them in respect of Agenda Item 10.3 “Stifford Community Centre – Proposed new lease to facilitate redevelopment”.

Variation to Order of Business

The Chair also indicated that he considered it appropriate that the Order of Business be varied so that following receipt of the deputation, consideration be given next to the report, contained in the agenda, which was the subject matter of the deputation.

Accordingly the Chair **Moved** the following motion for the consideration of members of the Cabinet, and it was: -

Resolved

That the Order of Business be varied so that following the receipt of the deputation (at Agenda Item 4), Agenda Item 10.3 “Stifford Community Centre – Proposed new lease to facilitate redevelopment”. (CAB 051/101) be considered next, and subsequently the Cabinet return to the order of business detailed in the agenda.

At this juncture the Chair informed members of the Cabinet that a statement had been **Tabled** by the Stifford Tinsley, Jamaica, Redmans & Stepney

Tenants and Residents Association Community Centre, a copy of which would be interleaved with the minutes.

Following receipt of the deputation and points of clarification sought and given regarding:

- The nature of the activities to be provided from the re-developed Community Centre.
- The requirement by external organisations of a 99 year lease as a condition for provision of funding.

the Chair thanked the deputation for coming to address the Cabinet and then **Moved** the following motion for the consideration of members of the Cabinet and it was: -

Resolved

1. That the following deputation be formally received and noted: -

Mr J. Hoque (Project Development Officer) and Mr S. Alam (Centre Manager), Stifford Tinsley, Jamaica, Redmans & Stepney Tenants and Residents Association Community Centre, in respect Stifford Community Centre – Proposed new lease to facilitate redevelopment” (CAB 051/101);

2. That the points raised by the deputation be given consideration during the Cabinet deliberation of the item of business to which the deputation related; and
3. That any outstanding issues raised by the deputation be referred to the Corporate Director Development and Renewal for attention and response in writing within 28 days, in accordance with the Authority’s Constitution (Part 4, Rules of Procedure, Section 4.1 Council Procedure Rules, Rule 20 Deputations).

5. OVERVIEW & SCRUTINY COMMITTEE

5.1 Chair's advice of Key Issues or Questions in relation to Unrestricted Business to be considered

The Chair informed members of the Cabinet that Councillor Jackson, Chair of the Overview and Scrutiny Committee, had **Tabled** a sheet of questions/ comments arising from the deliberations of the Overview and Scrutiny Committee, held on 5th October 2010, in respect of the unrestricted business contained in the agenda for consideration, a copy of which would be interleaved with the minutes.

Councillor Jackson, Chair of the Overview and Scrutiny Committee, addressed members of the Cabinet:

- *Call In*

- Summarising the deliberations of the Committee regarding the “Call In” of the provisional decision of the Cabinet, taken on 8th September 2010, in respect of “Enforcement Policy and RIPA” (CAB 041/101) for members of the Cabinet.
- Informing them, in conclusion, that the Overview and Scrutiny Committee had endorsed the decisions previously taken by Cabinet, in relation to this matter, but additionally would review enforcement action at the same time as the Standards Committee.
- *Scrutiny Spotlight – Lead Member Housing, Heritage and Planning*
 - Outlining the key issues on which this discussion focused: Independent Review of Leaseholder Charges, achievement of the Decent Homes Standards, the impact on the cap on Housing Benefit, buy back of ex-council properties, rationalising the number of RSLs operating in the borough and use of the Private Rented Sector.
- *Performance and Budget Scrutiny*
 - Highlighting the key elements of the Committee’s consideration of the report “Strategic Performance and Corporate Revenue and Capital Budget Monitoring Quarter One 2010/11” to inform Cabinet consideration of the same report:
 - Overspends relating to the Communications Budget and the Housing Revenue Account.
 - Concern regarding underperformance relating to NI065 “Percentage of children becoming the subject of Child Protection Plan for a second or subsequent time”. Noted that ensuring the safety of young people was the overriding priority, but briefing paper from the Lead Member/ Corporate Director requested to identify specific reasons for underperformance.
 - Performance in delivering the ‘You Decide’ Participatory Budgeting Programme – recommendation that where it is anticipated that a project will not be delivered, alternatives are examined, for example releasing resources for visits to older people.
 - Budget management of concern particularly relating to the Capital Programme where the proportion of spend lagged behind the budgetary timeline and then accelerated towards the end of the financial year.
- *Scrutiny Challenge*
 - Reporting consideration/ agreement of the report arising from the scrutiny challenge session on Tower Hamlets Enforcement Officers (THEOs) and highlighting the key recommendations.
- *Reports of Scrutiny Working Groups*
Formally introducing the findings and recommendations of two Scrutiny Working Groups as follows:
 - ***Responses to the recommendations of the Scrutiny Working Group: Reducing Worklessness amongst Young Adults 18 – 24***
 - Led by former Cllr Abdul Aziz Sardar with the aim of identifying the key barriers facing 18-24 year olds in gaining sustainable

employment and making recommendations on ways the Partnership could support this group to find employment. An important area given the scale of this problem across London and nationally.

- Key themes: developing opportunities for young adults and targeted groups, engaging with young adults through developing awareness and information, developing the role of the third sector in reducing worklessness and early intervention to support young people from an early age.
- Recommendations: over 20 put forward focused on ways the wider partnership could help reduce worklessness in the borough. The report and action plan welcomed by the Prosperous Community Plan Delivery Group, the Employment Task Group and the Achieving Economic Wellbeing Commissioning Delivery Group, and commended to Cabinet.
- Key message is that reducing worklessness is the responsibility of everyone and especially important in the current climate.

Response to the recommendations of the Scrutiny Working Group: Strengthening Local Community Leadership

- Led by Councillor Jackson and focused on how the Council could strengthen local community leadership in response to national drivers for strengthening the leadership role of councillors and scrutiny and also an opportunity to test out the proposals for a local model of “Councillor Call for Action”.
 - Outlined review methodology including a discussion with residents on how they can work with their community leaders to resolve complex issues.
 - Key findings: the Council was found to already be doing a lot of work to develop community leaders and ensure it reflected the local community. However more could be done to assist councillors to maintain their links with the community once elected including reducing bureaucracy and meetings.
 - Recommendations: several, at heart of which is developing a new model of community leadership to support Members to engage with local residents more fully. Also a need for innovative methods to increase resident participation in the democratic process and improve our partnership process; it was hoped development of the “Councillor Call for Action” and closer links to Local Area Partnerships (LAPs) would help address this.
- ***Key Issues or Questions (Pre Scrutiny)***
Informing members of the Cabinet that she had nothing to add to the questions/ comments raised by the Overview and Scrutiny Committee, as set out in the tabled paper regarding: -
 - Item 6.1 Conservation Strategy
 - Item 6.2 Neighbourhood Shops Policy
 - Item 6.3 Future Contracting Approach for Waste and Public Realm Services
 - Item 7.1 Contracts Forward Plan

- Item 7.3 Mainstream Grants Advice Service Corporate Match Funding Programmes – Arrangements for 2011 and Beyond.
- Item 8.1 Food Law Enforcement Service Plan 2010-2011.

The Chair thanked Councillor Jackson for presenting the contribution of the Overview and Scrutiny Committee, and then **Moved** and it was: -

Resolved

That the questions and comments of the Overview and Scrutiny Committee be noted, and that these be given consideration during the Cabinet deliberation of the items of business to which the questions/ comments related.

5.2 Any Unrestricted Decisions "Called in" by the Overview & Scrutiny Committee

The Chair informed members of the Cabinet that no provisional decisions taken by the Cabinet, at its meeting held on 8th September 2010, had been referred back to Cabinet, by the Overview and Scrutiny Committee, for further consideration.

6. A GREAT PLACE TO LIVE

6.1 Conservation Strategy (CAB 042/101)

Councillor D. Jones declared a personal interest in Agenda item 6.1 "Conservation Strategy" (CAB 042/101). The declaration of interest was made on the basis that the report contained recommendations relating to conservation areas in Tower Hamlets and Councillor Jones lived in a conservation area in Tower Hamlets.

Councillor J. Peck declared a personal interest in Agenda item 6.1 "Conservation Strategy" (CAB 042/101). The declaration of interest was made on the basis that the report contained recommendations relating to conservation areas in Tower Hamlets and Councillor Peck lived in a conservation area in Tower Hamlets.

Mr Williams, Deputy Service Head Planning and Building Control, at the request of the Chair, in introducing the report:

- Briefly summarised the key points contained therein, highlighting in particular that:
 - The Conservation Strategy was the first of its kind in London and complied with the very latest in Planning Policy Guidance and was well supported by English Heritage. Officers hoped it would be used as an example of National Best Practice.

- The Strategy had been extensively consulted on with the local community who have been very supportive.
- Should Cabinet be minded to approve the Strategy, Officers would next develop an Action Plan to translate the document into priorities and associated action to ensure delivery.
- Addressed the matters raised by the Overview and Scrutiny Committee, held on 5th October 2010, in relation to the report; as set out in the tabled sheet of questions and comments presented by the Chair of the Overview and Scrutiny Committee earlier in the proceedings:

Mr Dalvi, Corporate Director Development and Renewal informed Cabinet that the Conservation Strategy contained cartoons by a local artist, which it had not been possible to remove prior to publication in the agenda papers, however these would be removed from the final published version of the Strategy.

A discussion followed, during which the Strategy and other proposals in the report were broadly welcomed, and which focused on the following points:-

- Considered that the Strategy was a very useful piece of work, which provided a good brief summary of the incredibly rich and varied cultural heritage of the borough. Once the action plan was in place both documents would provide a sound basis for identifying, protecting, improving and ensuring this cultural heritage was there for future generations. There would remain some contested elements of heritage, but these would be addressed as they arose.
- Welcomed, with reference to Section 10 of the report “Conservation Strategy Key Goals Summary”, Objective 6.6 - Increase enforcement to protect heritage”. Considered that the Council’s performance was poor in this regard and the service under-resourced. In the Roman Road Conservation Area enforcement had been poor with consequent detrimental effects on the conservation area and its residents. It was acknowledged that the Authority was working to address this, but a shift of resources to enforcement to protect heritage and deal with people that flouted the conservation regulations, would be welcomed.
- The Chair considered that the Council could take better advantage of opportunities for funding heritage related activities provided by the Heritage Lottery Fund; also that given significant past resourcing of the Third Sector Team it would be appropriate for a post in that team to be given responsibility for identifying and optimising such funding opportunities for both the Authority and external organisations. Accordingly he proposed the following additional recommendation, to those set out in the report, for the consideration of members of the Cabinet:
“That a post in the Third Sector Team within Chief Executive’s Directorate be made responsible for identification/ optimisation of opportunities for Heritage Lottery Fund funding for both the Authority and external organisations in the Borough.”
- Mr Williams, Deputy Service Head Planning and Building Control and Mr Hutton, Team Leader Development Design and Conservation and their Officer Team were formally thanked for their hard work in

developing the Strategy, which was a very good job towards protecting heritage and retaining the character of Tower Hamlets.

- Commented that the Action Plan to be developed to ensure delivery of the Strategy would need to contain practical steps to enhance heritage. The Strategy referred to “at risk” heritage and it was vital for Officers and Members to pick such issues up and pro-actively take them forward. Some would require substantial funding to achieve and therefore could not be done easily, although incremental improvement over a period of years should be possible. Others were of a lesser scale, more readily achievable and the action plan should reflect this. It was also hoped that a voluntary sector role in identifying such issues could be developed in the future.
- Commented that it was understood that a number of residents were keen to produce a pamphlet on the social heritage of Tower Hamlets, and had indicated they would do so free of charge. Consideration that it would be a positive step to publish this in Olympic Year in an easily accessible format, and requested that Officers look into this suggestion.
- Commented that the content of the Conservation Strategy relating to the rich and varied cultural heritage/ history of the borough should be distilled into some pages on the Council’s website where they could be easily accessed for educational purposes.

The Chair **Moved** that the recommendations as set out in the report (taking account of the additional recommendation he had proposed during the deliberation of this item), be agreed; and it was:-

Resolved

1. That the Conservation Strategy set out in Appendix I to the report (CAB 042/101) be approved; and the Director of Development and Renewal after discussion with the Leader of the Council and the Lead Member for Housing, Heritage and Planning be authorised to publish the Strategy making minor changes, further desktop publishing or work on the layout;
2. That the Director of Development and Renewal be authorised to produce and publish a Strategy Delivery Workplan after discussion with the Lead Member for Housing Heritage and Planning; and
3. That a post in the Third Sector Team within Chief Executive’s Directorate be made responsible for identification/ optimisation of opportunities for Heritage Lottery Fund funding for both the Authority and external organisations in the Borough.

6.2 Neighbourhood Shops Policy (CAB 043/101)

Mr Osibogun, Head of Asset Management, Corporate Property Services, at the request of the Chair, in introducing the report:

- Briefly summarised the key points contained therein, highlighting in particular that:
 - The Authority currently owned approximately 270 shops producing income, amounting to just over £2 million per annum currently.
 - The availability of a wide range of goods locally improves accessibility for those less able to travel to district shopping centres, especially the elderly and disabled.
 - Officers considered it important to ensure the Authority had a consistent approach to the way its shops were managed and had therefore drafted a Shops Policy, Appendix 1 to the report, which was now before the Cabinet for consideration.
- Addressed the matters raised by the Overview and Scrutiny Committee, held on 5th October 2010, in relation to the report; as set out in the tabled sheet of questions and comments presented by the Chair of the Overview and Scrutiny Committee earlier in the proceedings:

A discussion followed, during which the policy proposals in the report were broadly welcomed, and which focused on the following points:-

- Mr Algar, Service Head Asset Management and Mr Osibogun, Head of Asset Management, Corporate Property Services and their Officer Team were formally thanked for their contribution towards developing the Policy.
- Welcomed, with reference to paragraph 3.5 of the draft Shops Policy attached at Appendix 1 to the report, the proposed approach, and its clarity, to A3, A5 [restaurant/ hot food, take away) and A2 [financial services] uses. This addressed Member concerns regarding health/ healthy eating, dead shop frontage in daytime hours and Anti Social Behaviour implications. It also addressed the rapid negative impact on the economic viability of an area where shops were converted to office use.
- Clarification/ assurance was sought and given regarding the avenues for businesses, located on the ground floor of blocks underneath housing units, to identify the party responsible for dealing with communal issues such as faulty stack pipes.
- Clarification/ assurance was sought and given regarding the avenues for businesses where small plots of adjacent land were used to dump rubbish to have this problem dealt with.

The Chair in **Moving** for the consideration of members of the Cabinet that:

- In relation to recommendation 2.1 contained in the report, that the draft Shops Policy, as set out in Appendix 1 to the report, be noted.
- Recommendation 2.2, as set out in the report be agreed.

commented that:

- The performance of the Authority's property management service had dramatically improved in recent years.
- The proposed policy would provide a consistent approach to the way its shops were managed, and was pro-active not re-active, as before,

particularly with regard to the proposed approach to A3, A5 [restaurant/ hot food, take away) and A2 [financial services] uses.

And it was:-

Resolved

1. That the draft policy set out in Appendix 1 to the report (CAB 043/101) be noted; and
2. That the Corporate Director of Development and Renewal be authorised to consult on the draft policy.

6.3 Future Contracting Approach for Waste and Public Realm Services (CAB 044/101)

Councillor J. Peck declared a prejudicial interest in Agenda item 6.3 “Future Contracting Approach for Waste and Public Realm Services” (CAB 044/101). The declaration of interest was made on the basis that the report contained recommendations which could have implications for a company with which Councillor Peck’s employer had a contract.

Councillor J. Peck, (Vice-Chair in the Chair) having declared a prejudicial interest in Agenda item 6.3 withdrew from the proceedings at the commencement of consideration of this item of business, being 6.45pm.

COUNCILLOR D. EDGAR, LEAD MEMBER RESOURCES IN THE CHAIR

Mr Halsey, Corporate Director Communities Localities and Culture, at the request of the Chair in introducing the report:

- Briefly summarised the key points contained therein, highlighting in particular that:
 - Proposed a short/ medium term and longer term approach for the Authority’s future waste management arrangements. In the longer term it was proposed that a series of public realm service and works contracts were brought together and re-packaged with a view to improved service delivery and deliver efficiency savings and cost avoidance. However in the short term it was proposed that existing contracts be varied/ extended in order to allow Officers and Members time to identify and work through the most appropriate approach to the longer term objective, and authority to undertake the variation be delegated to himself after consultation with the Lead Member.
 - The waste and public realm contracts to which the approach referred to above would apply, together with the timescales involved, were set out at paragraph 6.11 and Appendix A of the report.

- Addressed the matters raised by the Overview and Scrutiny Committee, held on 5th October 2010, in relation to the report; as set out in the tabled sheet of questions and comments presented by the Chair of the Overview and Scrutiny Committee earlier in the proceedings:

A discussion followed, during which the proposals in the report were broadly welcomed, and which focused on the following points:-

- Consideration that the bringing together of waste and public realm contracts for re-packaging was a big exercise and it would be important to take great care with this, and in particular the arrangements for management of the new contracts, to both secure the anticipated benefits but also to avoid the pitfalls and difficulties that could arise. The process was clearly designed to be thorough but the outcome of such processes in the past had not always been successful.
- It would be important to have in place an effective compliance framework for the new re-packaged waste and public realm contracts, and there was a role for Overview and Scrutiny to take on here.
- Clarification/ assurance was sought regarding the placement of paladin bins in inappropriate locations after waste collection, by the operatives of the Council's contractor. Corporate Director Communities Localities and Culture to follow this up with the relevant Cabinet member outside the meeting.

The Chair in **Moving** the recommendations as set out in the report, commented that the Cabinet was conscious that substantial work was yet to be undertaken to put the new waste/ public realm contract framework in place, but it was important to agree the proposals in the report in order for the Authority to place itself in a position to do so; and it was:-

Resolved

1. That the proposed contracting approach for short to medium term waste disposal arrangements be approved, including the possible extension of the Veolia Contract; and
2. That the Corporate Director Communities Localities and Culture be authorised, following agreement with the Lead Member for Environment, to
 - (a) finalise contract negotiations with Veolia, including extending the Waste Disposal Contract for a period up to the extension term allowed in the contract and combining other waste collection and recycling activities within the Municipal Waste Cleansing Contract as appropriate.
 - (b) negotiate to vary the waste management cleansing contract with Veolia.
 - (c) negotiate where legally possible to extend any of the other Public Realm services contracts detailed at paragraph 6.11 of the report (CAB 044/101) which will require an extension so an integrated contract can be procured.

- (d) after consultation with the Assistant Chief Executive (Legal Services), authorise and enter into any necessary deeds of variation of agreements in respect of these contracts
 - (e) commence any necessary procurement process in the event negotiations are not successful.
3. That the future contracting approach for Public Realm services and works contracts [set out in the report CAB 044/101)] be approved in principle.

Councillor J. Peck, (Vice-Chair) re-entered the proceedings following the conclusion of the Cabinet deliberations in respect of this item, being 6.51pm.

COUNCILLOR J. PECK (VICE-CHAIR) IN THE CHAIR

7. A PROSPEROUS COMMUNITY

7.1 Contracts Forward Plan (CAB 045/101)

Mr Naylor, Corporate Director Resources, at the request of the Chair, in introducing the report:

- Briefly summarised the key points contained therein.
- Addressed the matters raised by the Overview and Scrutiny Committee, held on 5th October 2010, in relation to the report; as set out in the tabled sheet of questions and comments presented by the Chair of the Overview and Scrutiny Committee earlier in the proceedings:

A brief discussion followed which focused on the following points:-

- Councillor Edgar, Lead Member Resources, commented that the recommendation contained in the report requested that the Cabinet specifically identify contracts where it felt it appropriate that a further report required its consideration prior to contract award by Chief Officers under delegated authority. Accordingly Councillor Edgar proposed the following amendment to the recommendation set out in the report for the consideration of members of the Cabinet:
“That a specific report relating to contracting strategy/ contract award be submitted for Cabinet consideration in respect of the following contract, prior to contract award by an appropriate Chief Officer for the service area:
 - DR3232 “Temporary Accommodation”
- Clarification/ assurance was sought and given that where the Cabinet had previously requested that reports regarding specific contracts be brought to Cabinet for consideration prior to award of contract by Chief Officers, these had been reported, where that was appropriate in the context of contractual timelines, or would be so reported to a future Cabinet meeting.

- Clarification/ assurance was sought regarding an automated telephony service which was not responsive where people spoke with an accent and required review. Mr Naylor undertook to attend the next meeting of the Overview and Scrutiny Committee to provide a detailed response.

The Chair **Moved** both recommendations set out in the report (taking account of the amendment proposed by Councillor Edgar) with the following further amendment in relation to recommendation 2.1, for the consideration of members of the Cabinet: "That the contract summary attached at Appendix 1 to the report be noted"; and it was: -

Resolved

1. That the contract summary at Appendix 1 to the report (CAB 045/101) be noted; and
2. It be agreed that a specific report, relating to contracting strategy/ contract award be submitted for Cabinet consideration in respect of the following contract, prior to contract award by an appropriate Chief Officer for the service area:
 - DR3232 "Temporary Accommodation"
3. That the relevant Corporate Director who holds the budget for the service area be authorised to award the contract or contracts listed in Appendix 1 to the report (CAB 045/101) where Cabinet do not require a further report (see resolution 2 above), and after consultation with the Assistant Chief Executive (Legal Services), to arrange for the execution of all necessary contract documents.

7.2 Responses to the recommendations of the Scrutiny Working Group: Reducing Worklessness amongst Young Adults 18-24 (CAB 046/101)

Clarification/ assurance was sought and given as to whether it would be necessary for the report/ recommendations of the Scrutiny Working Group and associated action plan to be brought back for Cabinet consideration in the context of the imminent Coalition Government announcement of the funding available for Tower Hamlets, as some of the action plan may not be deliverable due to lack of resources.

The Chair:

- In **Moving** for the consideration of members of the Cabinet that:
 - In relation to recommendation 2.1 contained in the report, that the report of the Scrutiny Working Group on Reducing Worklessness amongst Young Adults 18-24, as set out in Appendix 1 to the report, be noted.
 - Recommendation 2.2, as set out in the report be agreed.
- Commented, with reference to the action plan attached at Appendix 2 to the report, that the section summarising resource implications of the scrutiny working group recommendations was a good principle and should be adopted for all future reports of this kind.

- Summarised by formally thanking former Councillor A.A Sardar for the time and effort he had invested in the scrutiny review. It was a good report that probed the underlying reasons as to why a large number of young people with good A levels, GCSEs and degrees could not secure work.

And it was: -

Resolved:

1. That the report of the Scrutiny Working Group on Reducing Worklessness amongst Young Adults 18-24, as set out in Appendix 1 to the report (CAB 046/101), be noted; and
2. That the response to the recommendations from the Scrutiny Working Group, as set out in Appendix 2 to the report (CAB 046/101), be agreed; noting that continuing consideration is to be given to the emerging policy changes and public sector funding decisions of the new Coalition Government that have been made since the agreement of these recommendations by the Overview and Scrutiny Committee in March 2010.

7.3 Mainstream Grants Advice Service Corporate Match Funding Programmes - Arrangements for 2011 and Beyond (CAB 047/101)

Councillor A. Ullah declared a personal interest in Agenda item 7.3 "Mainstream Grants Advice Service Corporate Match Funding Programmes – Arrangements for 2011 and beyond" (CAB 047/101). The declaration of interest was made on the basis that the report contained recommendations regarding the Mainstream Grants Advice Service which could have implications for the Wapping Bangladeshi Association, and Councillor Ullah was a member of the governing body of the Wapping Bangladeshi Association.

Councillor A. Ullah, withdrew from the meeting following the conclusion of the Cabinet deliberations in respect of agenda item 10.3 considered earlier in the proceedings following a variation of the order of business, and did not return to the proceedings.

Ms Russell, Service Head Strategy and Performance, at the request of the Chair, in introducing the report:

- Summarised the key points contained therein, highlighting in particular:
 - The Authority's Advice Service moved from a grant funding to a 'needs led' commissioning approach in 2008, and was now due to be re-commissioned in April 2011. However it was proposed that commissioning be delayed and current contractual arrangements be rolled over for 1 year. The rationale for this was based on:
 - General uncertainty around the national funding situation and the budgetary implications for Tower Hamlets.

- Structural changes in the Advice Sector and cessation of some funding regimes.
- A strong business case for continued advice provision, given levels of demand and in the context of welfare reform being introduced by Government.
- A recent review had shown current service providers were performing well.

It was considered that a period of stability was needed to allow an opportunity to develop the best sustainable programme for commissioning local advice services in the context of known resources.

- The Corporate Match Funding (CMF) budget had been used to fund Third Sector organisations and the annual programme was due to be re-commissioned in April 2011. However this too was dependent on the Authority's Budget setting process and the decisions arising in December/ January. Additionally the CMF programme needed to be congruent with the Employment Strategy, due for consideration in the near future. It was therefore proposed that current commissioning arrangements be extended for 3 months to align the CMF and Budget process.
- Addressed the matters raised by the Overview and Scrutiny Committee, held on 5th October 2010, in relation to the report; as set out in the tabled sheet of questions and comments presented by the Chair of the Overview and Scrutiny Committee earlier in the proceedings:

A discussion followed, during which the proposals in the report were broadly welcomed, and which focused on the following points:-

- Consideration that it was entirely sensible for the CMF process to be aligned with the Authority's Budget process, but clarification/ assurance was sought and given that a "one off" re-alignment was required to effect this and avoid future timing problems. Also clarified that the Mainstream Grant funded Commissioning process would be aligned with the Budget process from April 2012.
- Consideration that it was very important to maintain advice services for at least a year, as cuts in Housing Benefit would have a huge impact on demand for the service, but endorsed the general approach to re-commissioning proposed.
- Whilst acknowledging the rationale for the proposed 3 month extension to current CMF commissioning arrangements, concern was expressed that there must be no scope for a repetition of recent history: when the Neighbourhood Renewal Fund had been replaced by the Working Neighbourhood Fund, a long term arrangement needed put in place but existing arrangements were extended by 3 months several times and the Authority found itself in the position of having spent approximately £4 million without having undertaken a commissioning process. In this context assurance was sought of and given by Ms Russell, Service Head Strategy and Performance, that the proposed 3 month roll forward of existing CMF commissioning arrangements was a "one off" and if a further extension was proposed this would be reported to Cabinet for further consideration.

- Noted typographical errors in the timescales set out in paragraph 6.33 of the report and requested that these be corrected.

The Chair **Moved** the recommendations as set out in the report; and it was: -

Resolved

1. That the business case for continuing to provide Advice Services, as set out in paragraphs 6.1 to 6.4 of the report (CAB 047/101), be noted;
2. That the recommendations relating to the timetable for re-commissioning Advice Services, as set out in paragraphs 6.17 to 6.20 of the report be agreed:
 - (a) That current arrangements are 'rolled-over' to 2011/12;
 - (b) That services be re-commissioned in 2012 for the period 2012/15;
3. That the way forward for commissioning Corporate Match Funding projects, as detailed in paragraphs 6.31 to 6.35 of the report (CAB 047/101), be agreed;
4. That Service Agreements for projects currently funded by Corporate Match Funding be extended for three months to 30 June 2011, as set out in paragraph 6.35 of the report (CAB 047/101).

8. A SAFE AND SUPPORTIVE COMMUNITY

8.1 Food Law Enforcement Service Plan 2010-2011 (CAB 048/101)

Councillor D. Jones declared a personal interest in Agenda item 8.1 "Food Law Enforcement Service Plan 2010/2011" (CAB 048/101). The declaration of interest was made on the basis that the report contained recommendations relating to the Tower Hamlets Primary Care Trust and Councillor Jones was a non-executive member of the governing body of the Tower Hamlets Primary Care Trust.

Mr Halsey, Corporate Director Communities Localities and Culture, at the request of the Chair in introducing the report, briefly summarised the key points contained therein, highlighting in particular the notable successes of the Environmental Health service during 2009/2010 set out at paragraph 5.7 of the report.

Mr Tolley, Environmental Health [Commercial] Service Manager, at the request of the Chair addressed the matters raised by the Overview and Scrutiny Committee, held on 5th October 2010, in relation to the report; as set out in the tabled sheet of questions and comments presented by the Chair of the Overview and Scrutiny Committee earlier in the proceedings:

A brief discussion followed, during which the proposals in the report were broadly welcomed, and which focused on the following points:-

- Councillor Edgar, Lead Member Resources, commented that the Environmental Health Service was clearly an important one, however additional clarity as to the elements it comprised would be useful. He considered that a fuller explanation of the nature of a Food Hygiene Inspection and a Food Standards inspection, why these were undertaken and the benefits arising from such inspections was required, and this should be included in the executive summary for the Food Law Enforcement Service Plan 2010/11. Accordingly he proposed, for the consideration of members of the Cabinet, that the recommendation contained in the report be agreed subject to this amendment:
- With reference to the first page of the executive summary for the Food Law Enforcement Service Plan 2010/11 [page 295 of the agenda], commented that the Council was successful in carrying out required food hygiene inspections (97.6%) but less successful in undertaking required food standards inspections (44%). Accordingly clarification/assurance was sought and given as to the reasons for the latter underperformance.

The Chair **Moved** the recommendations as set out in the report (taking account of the amendment proposed by Councillor Edgar); and it was:-

Resolved

That, subject to (a) below, the Tower Hamlets Food Law Enforcement Plan 2010/2011 and Food Sampling Policy, attached at Appendix 1 to the report (CAB 048/101), be approved.

(a) Inclusion within the Executive Summary of a fuller explanation of the nature of a Food Hygiene Inspection and a Food Standards inspection, why these were undertaken and the benefits arising from such inspections.

9. A HEALTHY COMMUNITY

The Clerk advised that there were no business to be considered under this section of the agenda.

10. ONE TOWER HAMLETS

10.1 Responses to the recommendations of the Scrutiny Working Group for Strengthening Local Community Leadership (CAB 049/101)

The Chair:

- In **Moving** for the consideration of members of the Cabinet that:
 - In relation to recommendation 2.1 contained in the report, that the report of the Scrutiny Working Group for Strengthening Local

Community Leadership, as set out in Appendix A to the report, be noted.

- Recommendation 2.2, as set out in the report be agreed.
- Welcomed, with reference to Appendix B “Response to Scrutiny Review Working Group Review on Strengthening Local Community Leadership” - Recommendation 13, that the Council would not be implementing the proposal regarding allocation of Ward based budgets. He acknowledged the recommendation had been made in good faith, but considered that in the current environment of financial constraint it made no sense and was not affordable.
- Summarised that the Council had been identified to already have strong community leadership, however the scrutiny review had been useful and provided the basis for taking this area of activity forward.

And it was: -

Resolved

1. That the report on Strengthening Community Leadership, as set out in Appendix A to the report (CAB 049/101), be noted; and
2. That the response to the recommendations from the Scrutiny Working Group, as set out in Appendix B to the report (CAB 049/101), be agreed; noting that continuing consideration is to be given to the emerging policy changes and public sector funding decisions of the new Coalition Government that have been made since the agreement of these recommendations by the Overview and Scrutiny Committee in April 2010.

10.2 Strategic Performance and Corporate Revenue and Capital Budget Monitoring Q1 2010/11 (CAB 050/101)

A brief discussion took place which focused on the following points:-

- Clarification/ assurance was sought and given, with reference to the projected budget overspends set out in Section 5 of the report that appropriate mitigating action was being taken to ensure there was no overspend at the financial year end. Mr Naylor, Corporate Director Resources added that the forecasts contained in the Quarter 2 Budget Monitoring report would reflect the outcomes of this mitigating action.
- Mr Naylor, Corporate Director Resources, advised members of the Cabinet that the budget monitoring information contained in the report did not yet reflect the “in year” savings of £7.63 million agreed by the Cabinet in July 2010. He continued by informing Cabinet that good progress was being made in respect of delivering/ implementing these and remedial action being taken if appropriate.
- The Chair noted that underperformance against target was reported in a number of areas of activity, and considered it appropriate that members of the Cabinet discuss this and associated mitigating action, where it related to their Lead Member portfolios, with Corporate Directors as appropriate. Accordingly he proposed, for the

consideration of members of the Cabinet, that recommendation 2.1 contained in the report be agreed subject to this amendment.

- Clarification/ assurance was sought and given, with reference to Appendix 1 "Tower Hamlets Index", Strategic Indicator 225 "Average time to re-let property (days), regarding the adverse direction of travel and red traffic light reported. Under performance in this area was a matter for Tower Hamlets Homes to address and performance was now improving with more robust monitoring by the Authority.
- Councillor Edgar, Lead Member Resources, commented that had attended the meeting of the Overview and Scrutiny Committee the previous evening and shared their interest in both significant underspends and overspends. He had noted their particular concerns regarding the expenditure profile for capital programmes, but had also been reassured by the response of officers that this was due to the timing of the projects involved. He had stated previously that capital underspend was of particular concern in the current environment of fiscal constraint, as if available funding was not used it could be lost, and in this context he would be monitoring rates of spend to ensure they were at an appropriate level. He would also take up the point raised about the importance of carrying out building works on time to maximise the accessibility of buildings.

The Chair **Moved** (taking account of the amendment he had proposed during the deliberation of this item), that

- In relation to recommendation 2.1 contained in the report, that Quarter One 2010/11 performance be noted including areas where further work was needed to ensure the Authority delivers improved outcomes.
- Recommendation 2.2 to 2.4, as set out in the report be agreed.

And it was: -

Resolved

1. That Quarter 1 2010/11 performance be noted including areas where further work is needed to ensure the Authority delivers improved outcomes. Also that members of the Cabinet discuss reported underperformance, and associated mitigating action, pertaining to their Lead Member portfolios with Corporate Directors as appropriate;
2. That the Council's financial position, as outlined in paragraphs 5 and 6 and appendices 4, 5 and 7 of the report (CAB 050/101), be noted;
3. That the actions being taken to address the reported overspends be noted;
4. That the target adjustment requests, as set out in Appendix 3a to the report (CAB 050/101) be agreed; and

10.3 Stifford Community Centre - Proposed new lease to facilitate redevelopment (CAB 051/101)

Please note that the order of business was varied by resolution of the Cabinet earlier in the proceedings in order to allow this item to be considered following Agenda Item 4. "Deputations and Petitions", however for ease of reference the deliberations of the Cabinet, and subsequent decisions taken, are set out below in the order detailed in the agenda.

Councillor A. Ullah declared a personal interest in Agenda item 10.3 "Stifford Community Centre – Proposed new lease to facilitate redevelopment" (CAB 051/101). The declaration of interest was made on the basis that the report contained recommendations relating to Stifford Community Centre which was located in St Dunstan's and Stepney Green Ward, and Councillor Ullah was one of the Ward Councillors for St Dunstan's and Stepney Green Ward.

Councillor S. Ali declared a personal interest in Agenda item 10.3 "Stifford Community Centre – Proposed new lease to facilitate redevelopment" (CAB 051/101). The declaration of interest was made on the basis that:

- The report contained recommendations relating to Stifford Community Centre many users of which lived in Whitechapel Ward, and Councillor Ali was one of the Ward Councillors for Whitechapel Ward.
- Councillor Ali had been a member of the Authority's Strategic Development Committee when an application for planning consent associated with the Stifford Community Centre had been considered.

Mr Algar, Service Head Asset Management, at the request of the Chair, in introducing the report:

- Summarised the key points contained therein, highlighting in particular:
 - The Stifford Tinsley, Jamaica, Redmans & Stepney Tenants and Residents Association Community Centre (Stifford Centre) was a well established community organisation providing a broad range of programmes and projects to local people in Stepney and beyond, and had established contracts with the Authority and the Tower Hamlets Primary Care Trust.
 - The Stifford Centre had ambitious re-development proposals and had obtained planning consent for a new four storey community centre that would enable it to provide a broader range of services from much improved premises.
 - Paragraph 6.1 of the report detailed that the Stifford Centre had estimated that £3.7 million would be required to meet the construction costs of the re-development scheme. However the Authority had been subsequently advised this would be £4.5 million with an additional £300,000 to purchase the leasehold interest in the land. The total funding required was therefore £4.8 million.
 - The Stifford Centre had raised a combination of grant and loan funding amounting to £1.9 million from "Community Builders" [The Social Investment Business], leaving a current funding gap of £2.9 million.

- Officers were recommending that the Authority grant a long lease to the Stifford Centre with a number of pre-conditions.
 - The issue of the lease's market value was a technical one as the land required for the re-development was held by the Housing Revenue Account. As a consequence there were severe restrictions on the Authority disposing of the lease at less than the estimated market value of £300,000.
 - The business model needed further work to demonstrate long term viability; and in particular sustainability of public sector funding.
 - A clear timescale and delivery plan was required for completion of the new building within two years.
- Addressed the matters raised by the deputation in relation to the report earlier in the proceedings. In particular he advised that:
 - Grant of unconditional lease of 99 years: In his extensive experience of property management external funding organisations accepted that local authorities granted leases subject to pre-conditions, and the proposed conditional lease was sufficient for the Stifford Centre to approach funders. It was not unusual for funders to anticipate land purchase for schemes and to fund it accordingly.
 - Market Value: The Authority had very little discretion regarding disposal of assets at less than market value.
 - Matchfunding:
 - Colleagues in the Planning Section of Development and Renewal Directorate had confirmed that there were no uncommitted Section 106 resources available for this scheme.
 - The allocation of capital funding to the scheme by the Authority was highly unlikely, given other demands on these resources, and was a reflection of the current climate of public sector funding constraint. The allocation of available capital funding was one element of the Authority's current Budget setting process.

A lengthy and complex discussion followed, during which the proposals in the report were broadly welcomed, and which focused on the following points:-

- Clarification/ assurance was sought from, and given by, Ms Freeman, Assistant Chief Executive Legal Services, in relation to the Authority's ability to dispose of the lease at less than market value.
- Clarification/ assurance was sought and given regarding the safeguard of reversion of the lease/ land to the Authority should the Stifford Centre not raise the capital funding necessary for the scheme, a proposed pre-condition for granting the lease.
- The Stifford Centre was widely commended by Cabinet members for the broad range of services it provided for the local community; and the acknowledged respect in the Community for its track record in this regard was welcomed and noted.
- Commented that the three retail units in Cressy Place had been derelict for several years, producing no income for the Council, and significant

investment had been required to bring these back into use, demolition of the existing units was now proposed as part of the re-development scheme. Clarification was sought and given as to whether Officers of the Authority had engaged in discussions with the Stifford Centre around its ability to purchase the lease for a lump sum of £300,000.

- Clarification/ assurance was sought and given regarding the scope for phasing payment of the market value premium for the leasehold interest in the land over 5 years or slightly longer. This was possible but would put the overall payment up and generate additional risk for the Authority.
- Clarification/ assurance was sought and given regarding the scope for phasing payment of the market value premium for the leasehold interest in the land over a longer period, perhaps even the 99 year term of the lease. Such an arrangement would effectively be a ground rental agreement, rather than a lease agreement, and would not generate a capital receipt for the Housing Revenue Account for reinvestment.
- Consideration that the Cabinet should carefully weigh the merits of the proposed redevelopment scheme, outlined by the deputation earlier in the proceedings:
 - Meeting the increasing demands of the local community for health and social care with the provision of a new health centre, additional facilities for elders and in particular a children's crèche and nursery.
 - Provide valuable training, employment and business opportunities.

The crèche/ nursery would be particularly important in the context of a recent announcement by the Coalition Government of cuts in "child benefit", with worse likely to come, as the Centre would provide a safe haven for local children. The Centre was likely to become a valuable community asset, similar to that on the Tarling East Estate. Consideration also that this scheme would be a way to expand service provision for the Community through the Third Sector, acknowledged to be a way forward in the context of the Council scaling back its own activities because of funding constraints imposed by the Coalition Government. The land was held by the Council for housing but was unlikely to be built on by Tower Hamlets Homes but could be developed by the Community. The Administration should be daring, innovative and invest in the future of its Community.

- Corporate Directors: Children Schools & Families and Development & Renewal and the Service Head deputising for Corporate Director Adults Health and Wellbeing, summarised the near and medium term outlook for Council and Tower Hamlets Primary Care Trust future funding of elements of service provision at the Stifford Centre, as uncertain and bleak. The uncertainty around a range of future funding for the Stifford Centre and in particular for Service Level Agreements with the Council was noted.
- Consideration that it was appropriate for the Authority to:
 - Assist the Stifford Centre to secure external funding by granting the proposed 99 year lease, in order to meet the funding criteria of funders.

- Assist the Stifford Centre to find temporary accommodation during the “demolition phase” of the re-development, in order that it could maintain service provision.
- Facilitate a discussion with the Secretary of State regarding the required approval by him of any lease disposal at less than market value, noting that the approval was unlikely in the current climate of financial constraint.
- Examine the scope for it to agree an arrangement for phasing payment of the market value premium for the leasehold interest in the land over 5 years, and to do so if possible.
- Consideration that the allocation of Section 106 resources came with certain requirements and it was inappropriate for the Cabinet to confirm the availability of such funding. Capital funding was being squeezed too in the current financial situation, and it was inappropriate to give a commitment of such funding at the present time, particularly given the known range of demands on available resources.
- Consideration that the Stifford Centre needed to think through its business plan, including the scale of the project in a particularly difficult financial climate, but in particular the existing generation of income from a range of sources that were now uncertain.
- With Cabinet consent, Constitutional Procedure Rules were suspended temporarily to allow a member of the Deputation from the Stifford Centre (Mr Alam, Centre Manager) to address the Cabinet in relation to the funding uncertainties highlighted above. The Centre anticipated raising a great deal of income from rental of space to gyms and other organisations/ businesses and additionally hall hire fees for events. The Centre had continued to grow in recessionary times and was confident it could raise sufficient funding, and in particular repay the market value premium over 5 to 6 years. However the initial challenge was to build the new Centre.
- Detailed discussion centred on the scope for an arrangement for phasing payment of the market value premium for the leasehold interest in the land in instalments over 5 years, including the following specific points:
 - Officers should be requested to examine the scope for such an arrangement.
 - The Administration wanted to support the Stifford Centre in securing the long lease, and it was important in this regard for Officers to work with the Centre to develop a robust and viable long-term business plan.
 - The negative relating to spreading the market value premium over 5 years was that additional revenue would need to be raised sufficient to cover the annual impact of paying the premium in instalments over the period (for example should the premium be £300,000, and payments phased over 5 years, an additional £60,000 of revenue would need raised annually). Raising revenue was a challenge for an organisation such as the Stifford Centre, and if it struggled to raise revenue at the major fund raising point, it would struggle going forward.
 - Officers should be requested to include this factor within the development of a viable business plan.

- It was not possible for Cabinet to currently make an informed decision regarding the long term viability of the Stifford Centre, and the assessment of that could be delegated to Officers. Were there to be scope for the phasing of payments for the market premium that should come back for Cabinet consideration, thereby meeting the wish of Cabinet members to make a judgement for themselves as to the long term sustainability of the business plan.
- It was appropriate to expand facilities on the site particularly given the good track record of the Stifford Centre, but it was also important for the Council to take care in making commitments at such a difficult time. In this context the Council should be flexible if that were possible, and looking at phasing payment of the premium over 4 to 5 years was therefore appropriate. It was also consistent with the phasing of payments over 3 to 4 years agreed by the Cabinet in respect of a similar case in April 2010.
- It was completely inappropriate to shift the phasing of the payment of premiums to such an extent that it became a ground rental agreement.
- The Housing Revenue Account should not bear the cost of any arrangement for phasing the payment of the premium, as additional pressures to those already facing the HRA Budget in the near future would be keenly felt in housing provision. If there were to be a phased payment arrangement a “one off” payment, equivalent to market value for the leasehold interest in the land, should be made to the HRA from the General Fund and repayments then made to the General Fund.

The Chair summarised that:

- He had visited the Stifford Centre and knew the good work undertaken there, and wished to see more like it.
- It was right that the Authority should grant a 99 year lease to the Stifford Centre to help it secure external funding for its re-development scheme.
- The Council’s funding was about to be dramatically reduced, with the Government announcement, in October 2010, likely to bring a reduction in funding for Tower Hamlets of £70 million over the next 3 years. This would present a significant challenge for the Council, and it was difficult to commit to funding other organisations, when it did not yet know what its own funding would be. All organisations would need to examine their projects in that context.
- The Lead Member Housing, Heritage and Planning was right to state that it would be unfair for the HRA to bear the cost and risk of any arrangement for phasing the payment of the market value premium for the leasehold interest in the land; however neither was it right to spread to cost and risk to the General Fund; and that was a discussion for another meeting.
- There was consensus that:
 - The Authority should, if possible, be flexible with regard to payment of the market value premium for the leasehold interest in the land; and that Officers be requested to examine the scope

- to agree an arrangement for phasing payment of this over 5 years or more.
- That any discussions with the Stifford Tjrs Community Centre to develop a viable long term business plan should factor in the raising of additional revenue sufficient to cover the annual impact of paying the market value premium in instalments, should the latter be possible.
- Were there to be scope for the phasing of payments for the market premium, and should Officers consider the Stifford Centre business plan viable, the matter should be brought back to Cabinet for consideration.

Accordingly the Chair **Moved** the recommendations as set out in the report, together with an additional recommendation (see resolution 5. below) for the consideration of members of the Cabinet; and it was: -

Resolved

1. That the grant of a lease of up to 99 years to Stifford Estate – Tinsley, Jamaica, Redmans and Stepney Green Tenants and Residents Association be approved in principle;
2. That the Corporate Director Development and Renewal be authorised to finalise the detailed lease terms. Any such terms to be on a commercial basis and at market value at the time of sale;
3. That the preconditions that the Stifford Centre will need to comply with prior to any lease being granted, be noted, namely: that capital funding is in place, a clear delivery plan agreed, demonstration of long-term viability, and completion of the lease within six months of a Cabinet decision;
4. That the requirement for the Stifford Centre to be decanted for the construction period, be noted; also that the Corporate Director Development and Renewal be instructed to support the Centre in finding temporary accommodation with any short-term letting being at market value and on commercial terms; and
5. With reference to resolution 2 and 3 above:
 - (a) That the Corporate Director Development and Renewal be requested to examine the scope for the Authority to allow payment of the market value premium in instalments over a period of 5 years or more.
 - (b) That should (a) above be possible, the Corporate Director Development and Renewal ensures the Stifford Tjrs Community Centre develop a viable long term business plan; including the raising of additional revenue sufficient to cover the annual impact of paying the premium in instalments.

- (c) That should the Corporate Director Development and Renewal identify (a) above to be possible and the business plan at (b) above to be viable, the matter be brought back for further Cabinet consideration.

Councillor A. Ullah, withdrew from the proceedings following the conclusion of the Cabinet deliberations in respect of this item, being 6.20pm, and did not return to the proceedings.

11. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT

11.1 NOVEMBER CABINET – REVISED ARRANGEMENTS

Mr Collins, Chief Executive, advised members of the Cabinet that in order to align the November Cabinet meeting to accommodate the implications of a directly elected Mayor, and because of the potential for Eid-al-Adha to fall on either 16th or 17th November, he proposed in accordance with Constitutional provisions, that the meeting of the Cabinet currently due to take place on 17th November 2010 would now be held on 11th November. Members of the Cabinet would be informed of the time and venue for the meeting in due course.

Resolved

That the announcement by the Chief Executive, that the meeting of the Cabinet due to take place on 17th November 2010 would now be held on 11th November, be noted.

12. UNRESTRICTED REPORTS FOR INFORMATION

12.1 Exercise of Corporate Director Discretions (CAB 052/101)

The Chair **Moved** the recommendation as set out in the report and it was: -

Resolved

That the exercise of Corporate Directors' discretions as set out in Appendix 1 to the report (CAB 052/101) be noted.

13. EXCLUSION OF THE PRESS AND PUBLIC

The Chair **Moved** and it was: -

Resolved:

That pursuant to regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and public be excluded from the remainder of the meeting:

- (a) As it was likely, in view of the nature of the business to be transacted in Section Two of the agenda, that if members of the public were present during consideration of this business there would be disclosure of exempt information.
- Exempt information is defined in section 100I and, by reference, Schedule 12A of the Local Government Act 1972 (“the 1972 Act”). To be exempt, information must fall within one of the categories listed in paragraphs 1 to 7 of Schedule 12A, must not fall within one of the excluded categories in paragraphs 8 and 9 and the public interest in maintaining the exemption must outweigh the public interest in disclosing the information.
 - Agenda item 14. “Exempt/ Confidential Minutes” (of the meeting of the Cabinet held on 8th September 2010) contained information
 - Relating to any individual.
 - The financial or business affairs of any particular person (including the authority holding that information).
 - Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
- (b) As although there is a public interest favouring public access to local authority meetings, in this case the Cabinet concluded that given the information contained in:
- Agenda Item 14. “Exempt/ Confidential Minutes” (of the meeting of the Cabinet held on 8th September 2010) relating to
 - any individual.
 - The financial or business affairs of any particular person (including the authority holding that information).
 - Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
 that the public interest in maintaining the exemption on the information outweighed the public interest in disclosing it.

SUMMARY OF EXEMPT PROCEEDINGS

14. EXEMPT / CONFIDENTIAL MINUTES

Minutes of the meeting of the Cabinet held on 8th September 2010 agreed.

15. OVERVIEW & SCRUTINY COMMITTEE

15.1 Chair's advice of Key Issues or Questions in relation to Exempt / Confidential Business to be considered.

Nil items.

15.2 Any Exempt / Confidential Decisions "Called in" by the Overview & Scrutiny Committee

Nil items.

16. A GREAT PLACE TO LIVE

Nil items.

17. A PROSPEROUS COMMUNITY

Nil items.

18. A SAFE AND SUPPORTIVE COMMUNITY

Nil items.

19. A HEALTHY COMMUNITY

Nil items.

20. ONE TOWER HAMLETS

Nil items.

21. ANY OTHER EXEMPT/ CONFIDENTIAL BUSINESS CONSIDERED TO BE URGENT

Nil items.

22. EXEMPT / CONFIDENTIAL REPORTS FOR INFORMATION

Nil items.

The meeting ended at 7.15 p.m.

Chair, Councillor Helal Abbas
Cabinet

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Agenda Item 7.1

Report to: Cabinet	Date 11 November 2010	Classification Unrestricted	Report No CAB 053/101	Agenda Item No
Report of Corporate Director (Children, Schools & Families) Originating officers Terry Bryan, Head of Pupil Admissions and Exclusions Anne Canning, Service Head: Learning and Achievement		Title Determination of School Admission Arrangements for 2012/13 Wards affected: all		

1 SUMMARY

- 1.1 This report sets out the Local Authority (LA) recommendations for determining the admission arrangements to community and voluntary controlled nursery, primary, secondary schools and 6th forms in Tower Hamlets. A further report with details of the outcome of this process together with any recommendations will be made to Cabinet in March 2011.
- 1.2 The Revised School Admissions Code (the Code) came into force in February 2010, and applies to admissions to all maintained schools and Academies. The Code is made under sections 84 and 85 of the School Standards and Framework Act 1998 ("the SSFA 1998"). Admission authorities must ensure that their determined admission arrangements comply with the mandatory provisions of the Code. The proposed admission arrangements for Tower Hamlets, laid out in this report, are compliant.

LOCAL GOVERNMENT ACT, 1972 SECTION 100D (AS AMENDED)

LIST OF BACKGROUND PAPERS USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"	Tick if copy supplied to register	If not supplied, name and telephone number of holder
Template Schemes for Co-ordinated Primary, Secondary and In Year Admissions		Anne Canning 020 7364 4056
Scholars Travel Report April 2007		

2 RECOMMENDATIONS

Cabinet is recommended to:

2.1 Agree that the annual consultation be undertaken in relation to:

- The policies for school admissions, particularly the changes proposed to the primary school admissions policy, outlined in paras 4.3 – 4.24;
- The proposed improvements to the arrangements for 6th form admissions from 2012/13, explained in para 4.26;
- The co-ordinated schemes for admission to primary and secondary schools and for 'In – Year' Admissions from 2012/13;
- The published admission numbers for community and voluntary controlled schools, as set out in Appendix D.

3 BACKGROUND

3.1 Before deciding on its school admission arrangements the local authority (LA) has a statutory duty to consult on its proposals. The consultation period must last for a minimum of eight weeks, between 1 November and 1 March. The finalised admissions arrangements for 2012/13 must then be determined by 15 April 2011 at the latest and published on the Tower Hamlets Council's website and the *East End Life* newspaper.

3.2 Tower Hamlets LA is the admission authority for the community and voluntary controlled schools. The governing bodies of the voluntary aided (VA) schools are the admission authorities for their schools and decide on their own admissions policy within the statutory requirements. The LA must by law consult the governing bodies for which it is the admission authority, the admission authorities for all other schools in Tower Hamlets, the governing bodies for all community and voluntary controlled schools in Tower Hamlets, the Admission Forum, neighbouring local authorities, relevant local authorities, relevant parents and other persons who appear to have an interest in the admission arrangements, such as community organisations. The Council is not the admission authority for any foundation or voluntary schools designated as having a religious character and does not have to consult with the persons nominated by the School Admissions (Admission Arrangements) (England) Regulations 2008 in respect of such schools.

3.3 The LA's admission consultation will seek to ensure that parents, community groups, other statutory and voluntary agencies are appropriately consulted and contribute their ideas and comments.

3.4 The Authority's Home to School Travel pass policy is normally reviewed at the same time as the admission arrangements. The policy takes account of the current duties imposed on local authorities which widen the potential for eligibility. The current policy took effect for admissions in the 2008/09 academic year and there are no proposals to amend it for 2012/13.

4 ADMISSIONS POLICIES FOR 2012/13 – Community Nursery Schools, Classes and Early Years Units (EYUs), Community Primary, Community Secondary, Voluntary Controlled Schools and 6th Forms

4.1 The Local Authority is responsible for formulating the admission policies for its under fives provision, community primary, community secondary voluntary controlled schools and 6th Forms. The admission policy for community secondary schools has also been adopted by the governing body of Central Foundation Girls' Secondary School.

4.2 **Under Fives Provision:** No changes are being proposed to the admissions policy for the Council's Nursery Schools, Classes and EYU Provision, which were last determined by Cabinet in March 2010 for the 2011/12 school year onwards. The current under fives admissions policy is attached as Appendix A (i).

4.3 **Primary Schools:** The Council will consult on significant changes to its current primary school admission policy, attached as Appendix A(ii). The following paragraphs (4.4 – 4.25) explain the reasons behind the proposals to firstly, devise catchment areas for all community primary schools and secondly, introduce an electronic ballot system (random allocation), to give families within these catchment areas an equal chance of securing a place at a preferred local school(s). Essentially, random allocation would be used as a 'tie-break', instead of distance measurement, and only in the event of oversubscription at schools within the catchment area.

4.4 In recent years there has been increasing localised pressure for Reception places. This is the consequence of significant demographic change, including rising birth rates and the effect of housing development on the distribution of children and local admission preferences. These trends vary across Tower Hamlets and the rest of London.

4.5 The area of Tower Hamlets that has been most affected is the north east of the borough. The impact has led to an acute deficit of reception class places in the South Poplar, Isle of Dogs and Bow areas resulting in a number of children in these areas not being able to access a place at nearby school. The consequence being that these families have to travel over major 'A' roads to alternative schools or children having to be bussed by the Local Authority to schools with vacancies in the West of the Borough. In fact, the numbers of children having to be bussed is steadily increasing to the extent where there is concern about the 'barriers' that this now presents for parents to be suitably involved in their child's education.

4.6 Although the Council is rightly proud of the fact that 85% of families do get a place in the Reception Year at one of their preferred primary schools, it is also mindful that for a significant number of families, mostly in the north east, the opportunity to secure a place at a local school is becoming increasingly disadvantaged. Mainly because, with distance measurement being the main criterion, these families will often not live 'close enough' to get a place at one of the three nearest schools. With

the Council not yet able to readily provide additional places in the specific parts of the borough where there is the most need, this situation is becoming more and more acute.

- 4.7 Following the above concerns and issues raised by Councillors during the last school admissions consultation, the Council has sought to develop proposals for a primary school admission policy that will improve outcomes of accessibility for all its primary schools as well as develop a fairer system for residents. The proposals also offer a more sustainable future for those primary schools that, at present, have to admit significant numbers of children from outside their 'normal' recruitment area.
- 4.8 The proposals focus on five key factors
- Access to preferred schools
 - Travelling distance
 - Links between schools and communities
 - Importance of meeting parental preference
 - Providing an opportunity for all children to subsequently transfer to the same secondary school as their peers.
- 4.9 The aim is to introduce fixed priority admission or 'catchment' areas across Tower Hamlets. This involves assigning each of the borough's community primary schools to a catchment area. Families would therefore be given priority admission to the primary school(s) within their catchment area, but not a guaranteed place. It will not be possible to guarantee a place at a school within the catchment area, given that in some years there could be more children applying from within the area than previously anticipated. However, if schools are oversubscribed with applicants from within the catchment area, the Council will consider negotiating with these schools to try to secure additional places.
- 4.10 The Council recognises that the use of catchment areas may be viewed with concern. However, it is felt that this system enables greater opportunity to provide local schools for local children, addressing the key factors identified in para 4.8. Catchment areas should also better balance the distribution of children from specific localities so as not to dominate the intake of one or two primary schools and similarly balance the intake of any unplaced children for whom the Council has to subsequently allocate (reserve) places. It will also, over time, significantly reduce the current necessity to bus large numbers of children from one side of the borough to the other, taking account of existing sibling links.
- 4.11 The catchment areas are currently being modelled, based on criteria such as ease of access and geographical barriers, but will have sufficient flexibility to be adjusted to reflect both the population and mobility data for these areas. It is also acknowledged that four main variables will impact on what, effectively, will be a 'closed' system:
1. the number of children within each priority/planning area requiring school places;
 2. the capacity of Page 38 within these priority/planning areas;

3. the number of children who would have a sibling link; and
4. the right of parents to apply for up to six schools across London.

- 4.12 Although there are risks associated with each of the above factors the risks are somewhat reduced by the proposal to use catchment areas based on natural geographical barriers. The use of wards/postcodes to identify these catchment areas will also ensure a system that can be viewed with simplicity and some degree of predictability. Families will therefore know the primary school or schools that their children would be likely to attend and, by enabling the vast majority of families to access their local school or schools, the system will sustain the more positive of the existing school admissions trends.
- 4.13 Catchment areas are currently in operation in specific parts of the borough, most notably for primary schools in the Stepney area where they have been used as part of the Council's admission criteria since 2004. When first introduced the primary purpose, like now, was to ensure greater accessibility to school places at a time when there was still pressure on places across the borough, but particularly in Stepney. The outcome of the policy change has been relatively successful in that there is evidence to show that it has led to more children in Stepney accessing a local school place. This is reflected in the percentage reduction in admission appeals for Stepney schools and in the reduced number of representations from and on behalf of families in Stepney.
- 4.14 The proposed introduction of catchment areas will not affect existing exceptional reasons categories. Legislation requires that children with Statements of Special Educational Needs are considered before any other admission, also that children in Public Care are given first priority in the admission policy. Other exceptional cases, such as medical and social reasons, are very few and they will need to be supported by independent professional opinion before consideration by the Authority's specially appointed panel.
- 4.15 It is proposed to retain the provision for priority to be given to siblings, but the sibling link will be changed to only apply to children who live within a school's designated catchment area, thus further promoting the concept of local schools for local children. It is also proposed that should families move out of a catchment area then the sibling link will cease. However should families be directed to a school out of their catchment area then any sibling link, established by that move, will be retained.
- 4.16 The introduction of catchment areas will bring the benefits outlined above, but in the event of oversubscription there will need to be a tie-break. Historically Tower Hamlets, like the majority of local authorities, has used the system of geographical 'distance' measurement. Its sole purpose being to ensure priority is given to those who live the shortest walking distance from the school. In proposing fixed catchment areas it is recognised that the use of distance measurement as a tie-break will only serve to benefit those living closest to the school and at the same time significantly disadvantage the growing number of families in the parts of the borough where a local school is not accessible under the 'distance' criterion. The 'distance' criterion is especially difficult for families to bear when they are refused their nearest school(s), which is

no more than two of three hundred metres away, and they are then faced with a difficult journey to an alternative school and will often need to be provided with transport at significant cost to the Council. The Council recognises that it must now consider ways to address the current inequality caused by distance measurement, which is always perpetuated as a 'fair and objective' admission criterion, until you consider its growing impact on the current issues of accessibility for families in particular parts of the borough.

- 4.17 The Council is therefore proposing to replace distance measurement with an electronic ballot, more commonly known as random allocation. This would be used as the tie-break when there is oversubscription within schools in the catchment areas.
- 4.18 Random allocation will not necessarily ensure greater levels of parental satisfaction, but it will enable everyone within the catchment area to have an equal chance of gaining a place at their local school or schools. It therefore offers greater equity for those applying for preferred schools and increases the potential for more comprehensive intakes, whilst still supporting the overriding desire to reduce the travelling distance for a significant minority of families.
- 4.19 The Council recognises that the proposed introduction of random allocation might be contentious given:
- it could be argued that it counteracts valued aims of prioritising local applicants over more distant ones;
 - it conflicts with the principle of local schools for local children;
 - it raises question about the transparency of arrangements as parents will not be able to assess their prospects of success when applying to a particular school;
 - it may create uncertainty for parents who still look to their local school;
 - the concern that it would be difficult to defend with independent appeal panels;
 - it is difficult to adopt because of its negative profile in the media (a particular reference to the media focus in Brighton and Hove Council).
- 4.20 However, most of the above issues exist currently and it is also becoming evident that an increasing number of more vulnerable families are finding it difficult to access school provision. Consequently when these children are placed in school they are presenting significant challenge for schools in meeting their needs. The important thing therefore is to ensure the Council's admissions arrangements support the developing and essential need for fair 'outcomes' alongside the continuing need for a fair process.
- 4.21 It is possible to have catchment areas and retain the distance measurement criterion. However, this would not achieve the objective of ensuring greater equitability of access to school places for families within a catchment area. It is also important to stress that random allocation does not work against the principle of local schools for local children when used in conjunction with catchment areas. The proposals are

therefore intended to reinforce the link between a community and its school. Transparency would be achieved by explaining the use of random allocation in the *Starting School* brochure and other information provided to assist parents in the process of securing a primary school place. Parents would still be able to assess their prospects of gaining a place from information on the catchment area and particularly the number of applications. In fact a parent could tell their percentage chance of gaining a place much more clearly through catchment areas and random allocation than through the use of the existing distance requirement.

4.22 A recent initial study of the system of catchment areas and random allocation used in Brighton and Hove has had high profile, but it should be noted that this study mostly considered whether the use of random allocation had achieved its intended objective of reducing the levels of socio-economic segregation caused by the previous admissions system. This is not the primary objective of the Tower Hamlets proposals.

4.23 It is intended to use random allocation at three points in the admissions procedure:

- to allocate places among a group of children from the school's catchment area where the school is oversubscribed;
- to allocate places among children from outside the catchment area where a school is undersubscribed from within its catchment area;
- to administer the waiting list. (This is requirement of the law, which confirms that the admission authority **must** undertake a fresh round of random allocation when deciding which child is to be offered a place from a waiting list).

It is important to stress the process of admissions from the waiting list would not devolve into a totally random function. There would still be provision in the in-year admissions arrangements to prioritise children who are out of school. The system of random allocation would also be closely controlled and conducted under the supervision of the Tower Hamlets School Admission Forum - made up of all key stakeholders including representatives from schools, parents and community organisations.

4.24 The existing regulations and the School Admissions Code (particularly paragraphs 2.33 to 2.35) allow local decisions relating to random allocation to be made, following consultation, to suit local needs. The upcoming consultation exercise and its methods will therefore be extensive and will attempt to engage the 'hard to reach' as well as seek the views of other communities on whether random allocation would be beneficial in the current set of circumstances.

4.25 **Secondary Schools:** There are no proposals to alter the existing admission policy for secondary schools as, unlike primary, there is currently a surplus of places. It is acknowledged that any changes to the primary system will result in the Council operating separate policies for primary and secondary schools. However, the Council will evaluate the effectiveness of the primary policy before deciding on whether to propose a similar policy for its secondary schools for the future.

4.26 **Sixth Forms:** The school admissions policy for community and voluntary controlled schools in Tower Hamlets includes an admissions statement for the sixth forms and is agreed through Cabinet. This policy, which is attached as Appendix (iv) was last considered and agreed by Cabinet in December 2008. Since then there has been relatively little attention paid to sixth form admissions in Tower Hamlets by members, schools or young people and their families. However, the Council's must ensure that the admissions criteria meet statutory guidance and are equitable and robust. The proposals for 2012/13 admissions policy will therefore seek to establish

- that all institutions publish a planned admissions number for year 12, along with 3 year data on the number of internal and external applicants admitted;
- an agreed set of entry level thresholds;
- a common timetable for applications and appeals;
- criteria for priority groups;
- a 'tiebreak' criterion to be used in the event of oversubscription.

Work on establishing these key elements of the Sixth Form admission process is currently been undertaken by a working group of the 16-19 Hub Board and will be included in the school admissions consultation.

5 CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE

5.1 The Council is also responsible for administering a co-ordinated scheme for its area, in relation to all maintained (community, voluntary controlled and voluntary aided) schools. The purpose of co-ordinated admission schemes is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one school place on the same day.

5.2 **Primary and Secondary Co-ordination:** For admissions to the Reception Year and Year 7 of Secondary School the process and timescales have not altered. They are in line with national closing and offer dates and the procedures for cross-borough applications to made through the home LA. It is proposed that the Council continues the existing schemes attached as Appendix B, for 2012/13.

5.3 **In-Year Co-ordination:** The new School Admissions Code of Practice placed a further requirement on the Local Authority to co-ordinate the admission of children to school outside the normal points of entry i.e. Reception and Year 7. This is referred to as 'In-Year' co-ordination and seeks to reduce the likelihood of a child being left without a school place. The Authority's proposed co-ordinated scheme attached as Appendix C is unchanged, however the operation of arrangements in this first year have highlighted the need for a system to retrieve roll data and changes directly from school management systems, without the need for schools to collate and send this data themselves. It is expected that this development will lead to greater efficiency for the LA in managing the

provision of school places.

6 GENERIC ADMISSION ISSUES

6.1 The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 place a responsibility on LAs to determine relevant areas, after due consultation. The current relevant area is Tower Hamlets, the LA's administrative area. The Authority is proposing no changes to the "relevant area" for purposes of its admissions consultations.

6.2 Admission authorities are required to consult on the published admission numbers to schools. These are attached at Appendix D for all schools, including voluntary aided. There are no agreed statutory proposals to increase school intakes in 2013/14. Subject to the consultation, the Cabinet is asked to note the separate cabinet paper on the planned amalgamation of Thomas Buxton's separate infants and junior schools.

7 COMMENTS OF THE CHIEF FINANCIAL OFFICER

7.1 This report sets out the proposals for determining the admission arrangements to community and voluntary controlled nursery, primary and secondary schools in Tower Hamlets for the 2012/13 academic year.

7.2 There are no financial implications for future years in respect of pupil numbers which are fully funded by the Dedicated Schools Grant. However, the proposal to develop a system to retrieve roll data and changes directly from school management systems as well as a change to an electronic ballot system (random allocation) will require additional funding of up to £75k for ICT improvements. This will be contained within the Children Schools & Families budget to be met from the Dedicated Schools Grant in 2011/12.

8 CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

8.1 Section 88C of the School Standards and Framework Act 1998 requires the Council in its role as admission authority to determine the admission arrangements that will apply for a school year before that year begins.

8.2 Before determining its admission arrangements, the Council must carry out consultation as prescribed in the School Admissions (Admission Arrangements) (England) Regulations 2009. The Regulations specify who must be consulted, the matters to which consultation must relate, the manner of consultation and the time for consultation. It will be for officers to ensure that the Council complies with these consultation requirements.

8.3 In determining its admission arrangements, the Council is required by section 84(3) of the School Standards and Framework Act 1998 to act in accordance with the relevant provisions of the Code for school admissions. The latest Code came into force on 10th February 2010 and applies to admissions to all maintained schools.

- 8.4 The report proposes the use of catchment areas and random allocation. The Code indicates that local authorities may use both of these measures, but places some limitations on how they may be used. For example, admission authorities must not guarantee places to parents in a local catchment area, in case the pattern of preferences expressed does not allow this guarantee to be met. In drawing up catchment areas, admission authorities should ensure that they reflect the diversity of the community served by the school, and must not exclude particular housing estates or addresses in a way that might disadvantage particular social groups. A catchment area should not prevent parents expressing a preference for the school if they do not live in the area. The report asserts that the material proposed for consultation is compliant with the Code.

9 ONE TOWER HAMLETS CONSIDERATIONS

- 9.1 The LA's aim is to establish school admission policies that seek to eradicate inequality and maximise the accessibility of school places. These policies are circumscribed by law and statutory guidance and must therefore be compatible with equalities legislation, promote racial equality and be, as far as possible, inclusive of the local community. The Council is also mindful of its duty to ensure that its school admission decisions comply with parental preference, where possible. It therefore monitors parental preference outcomes in order to ensure that any proposed policy change explains the background, includes the issues of concern and highlights the potential benefits.
- 9.2 An initial Equalities Impact Assessment on school admissions was undertaken in 2010 and its findings confirmed that the current primary admissions policy and arrangements could be improved further to ensure greater equity and accessibility to schools for families living in particular areas of the borough. The change to fixed catchment areas and the use of random allocation as tie-break seeks to offer greater equity and protect the interests of the most vulnerable children and families. The upcoming school admission consultation will therefore seek to engage all sections of the community on the proposed policy changes.
- 9.3 A number of school linking projects exist to ensure that children meet and work with children from across other faiths and cultures regardless of which school they attend.

10 ANTI POVERTY IMPLICATIONS

- 10.1 There are no specific anti-poverty implications.

11 SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT (SAGE)

- 11.1 The underpinning principle for the admission policy to community schools is to provide local schools for local children. This should reduce the need for pupils to travel long distances to school. The proposed admission arrangements will alleviate the pressure on primary school places in parts of Tower Hamlets and reduce the number of children who are travelling out of their immediate areas to access a school place.

12 RISK ASSESSMENT

- 12.1 Admission arrangements must be reviewed periodically in accordance with the DfE School Admissions Code. Failure to do so could lead to legal challenge and a loss of confidence in the Council as an admission authority.
- 12.2 The dissatisfaction with the allocation of primary school places puts the Council's reputation at risk although, in practice, the Council reaches a high standard in meeting first preferences. The risk of the review is that alternative schemes will not satisfy a greater number of pupils.

13 EFFICIENCY STATEMENT

- 13.1 Pupil Admissions work closely with both Building Development team and Strategic Manager to ensure that there is an adequate level of provision of school places without surplus places reducing efficiency.

14 CONCLUSIONS

- 14.1 The Council is the admissions authority for the community and voluntary controlled schools. It must undertake a review of the arrangements in accordance with statutory requirements and consult before any variation is adopted.
- 14.2 The contents of the proposed consultation need to be approved and will be reported back to Cabinet for final decisions.

15 APPENDICES

- 15.1 Appendix A – Summary of the 2011/12 Admission Policies for Nursery Schools, Classes and EYU Provision (i), Community Primary Schools (ii), Community Secondary Schools (iii) and Community 6th Forms (iv).
- 15.2 Appendix B - The Tower Hamlets Co-ordinated Schemes for Admission to Year 7 and Reception in 2011/12.
- 15.3 Appendix C – The Tower Hamlets Co-ordinated Scheme for In- Year Admissions in 2012/13.
- 15.4 Appendix D – The Proposed Planned Admission Numbers for Primary and Secondary Schools for 2012/13.

Tower Hamlets Children's Services Admission Policy to Community Nursery Schools, Classes and Early Years Units

Parents who would like a nursery place for their children should get in touch with the school preferred when the child reaches the age of 2. The actual age at which children can start will depend on the number of places available but will not be before the age of 3.

This also applies to places in Early Years Units (EYUs). EYUs accept children aged 3 to 5 inclusive, depending on the availability of places. For children of nursery age a place in an EYU may be either full or part-time. Parents wishing their child to be considered for a nursery place should contact the school when the child reaches the age of 2.

Where there are insufficient nursery places, priority in the 2011/12 school year will be given by the Headteacher in the following order: -

1. to children looked after by a local authority (children in care)
2. to children with an agreed exceptional medical or social need for that particular school. This can include the parents', carers' or other family members' medical conditions and the family's social needs. These applications must be supported by at least one report from a professional, e.g. a doctor or social worker.
3. to children with brothers or sisters in the school at the time of admission
4. to those living nearest the school as measured by the shortest walking distance to the nearest available entrance in constant use.

In categories (1) and (2) places will be offered firstly to children in the oldest admissions age group.

In the case of nursery schools, the priority for older applicants will only apply if the application is to the nearest nursery school.

The length of time that a child's name has been on the waiting list does not give the child priority over other applicants.

Tower Hamlets Children's Services Community Primary Schools Admissions Policy

Children with a statement of special educational need which names the school applied to must be allocated a school place.

If a school is oversubscribed for the remaining places in the reception age group, priority for admission is then given in the following order:

1. to children looked after by a local Authority (in public care);
2. to brothers and sisters of a child who will be on the roll of the school at the time of admission, including nursery or of the other school of separate infants and junior school. The definition of 'sibling' includes twins, triplets, half brothers/sisters, foster siblings and step – brothers/sisters, residing in same family home;
3. to pupils who live in the priority admission area of Stepney applying to their designated school. Within this category priority will be given to pupils who live nearest the school, measured by the shortest walking distance to the nearest available pupil entrance in constant use; (please see map of Stepney priority admission areas);
4. to children living nearest to the school, as measured by the shortest walking distance to the nearest available pupil entrance in constant use.

Priority can be given, at the discretion of the Headteacher, to children with an agreed exceptional medical or social need for that particular school. This can include the parents', carers' or other family members' medical conditions and the family's social needs. These applications must be supported by at least one report from a professional, e.g. a doctor or social worker.

Exceptional medical or social need is defined as follows:

- children who are at risk of or have a Child Protection Plan,
- children with special educational needs undergoing assessment. Referrals from Tower Hamlets Child Development Team should be considered under this criterion;
- children who are subject to statutory supervision;
- children who are or have been children and young persons looked after (in public care) within a year prior to the admission date;
- children or their parent(s) who are disabled within the definition of the Disability Discrimination (DDA) Act 2005. The DDA defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities; or a longstanding health condition e.g. and illness that limits their capacity to walk or navigate and they therefore need access to a nearby school;
- children whose parents' own abilities or circumstances are seriously limiting their capacity to provide care without the support of services,
- children who are HIV positive or have AIDS.
- children who commit offences and are at risk of care or custody.

Measuring Home to School Distance

The measurement from home to school is determined using a computerised mapping system (GIS) in conjunction with a routefinder Ordnance Survey maps and Post Office address data. The distance is measured from the centre point of the address to the centre point of the nearest available entrance in constant use, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regards to the safety of the route. It does not take account of the location of pedestrian crossing points. Distances measured by other means i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the Authority's distance calculation is incorrect. The Authority's measurement system is designed to be reliable and consistent.

Confirmation of Address

Parents will be required to provide acceptable independent proof of their child's address. They must make sure that the application form they complete is accurate and to contact Pupil Services or tell their child's school if there are relevant changes to their application after it has been submitted. Places may be withdrawn if false information is entered on the application form. Parents who do not provide evidence of their child's address as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted. When parents live separately, the address used should be the one that their child usually lives at and attends school from. If a child lives equally with both parents at different addresses, it is the parents' responsibility to make this clear on the application form. Parents may be asked to provide acceptable proof that this is the case.

Changing Preferences

Parents and carers may not change their preferences unless there is a genuine reason for doing so, or example, change of address. Requests to change preferences must be made in writing giving the full reasons.

Oversubscription Criteria for Tower Hamlets Community Secondary Schools, Central Foundation Girls' and George Green's schools.

Pupils with a statement of special educational needs that names the school applied to must be allocated a place. The place will be provided in the appropriate band (See note 1).

A quarter of the total places available at these schools are allocated to each of the four bands. If any of these are oversubscribed in any band, the admission criteria below will be used (in descending order of priority) to allocate places:

1. Children in public care (looked after). (See note 2)
2. Pupils who have a strong medical or social reason to attend the school applied to. This can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application. The reports must be received by **31st October 2010**. These applications will be considered by the Primary / Secondary Transfer Committee. (See note 3)
3. Pupils living nearest the school who are the first born of their sex in the case of a single sex school, or the eldest child in the case of a mixed school. The number of children admitted under this category will reflect 25% of the intake of the school in each band.
4. Pupils who have a brother or sister at the school at the time of admission. (See Note 4)
5. Pupils who live nearest to the school by the shortest walking route. (See note 5)

In categories 3, 4 and 5 above, a higher priority will be given to pupils who live in the priority geographical areas of south Wapping or west Bethnal Green applying to one of the designated schools. (See 'Priority Areas' below)

Note 1: Parents of children with statements of special educational need should note that Tower Hamlets LA seeks to ensure that pupils with statements do not, at secondary transfer time, become unduly concentrated in a few schools. Experience indicates that this can compromise the efficient education of children and the efficient use of resources. This means that if any particular school receives a large number of applications for pupils with statements, some of these may be refused. All applications for pupils with statements will be considered by the Special Educational Needs Panel.

Note 2: Confirmation of a child's looked after status will be required.

Note 3: Applications will be considered by the Primary/Secondary Transfer Committee, comprising a Headteacher, a member of the Attendance and Welfare Service and a school governor. The Committee will decide whether the application should be given priority under this category.

Note 4: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Note 5: The measurement from home to school is determined using a computerised mapping system (GIS) in conjunction with a routefinder Ordnance Survey maps and Post Office address data. The distance is measured from the centre point of the address to the centre point of the nearest available entrance in constant use, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regards to the safety of the route. It does not take account of the location of pedestrian crossing points. Distances measured by other means i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the Authority's distance calculation is incorrect. The Authority's measurement system is designed to be reliable and consistent.

Priority areas

The south Wapping priority area is the area south of Cable Street and Royal Mint Street, west of Butcher Row, north of the Thames and east of Mansell Street and Tower Bridge Approach. Children living in this area will have priority for admission to the designated schools, which are Mulberry and Stepney Green.

The west Bethnal Green priority area is the area south of Quaker Street, west of Brick Lane, north of Whitechapel High Street and east of Middlesex Street. Children living in this area will have priority for admission to the designated school, which is Swanlea.

Exceptional Medical or Social Reasons

Where there is a very strong medical or social reason for attending a particular school priority may be given for admission. Parents must complete the relevant section on the transfer form and attach medical and/or social reports signed by a doctor or social worker to the form. These reports must be received by the closing date on 31st October 2010. The application will be considered by the Primary / Secondary Transfer Committee.

Confirmation of Address

Parents may be required to provide acceptable independent proof of their child's address. They must make sure that the application form they complete is accurate and to contact Pupil Services or tell their child's headteacher if there are relevant changes after it is submitted. Places may be withdrawn if false information is entered on the application form. Parents who do not provide evidence of their child's address as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted. When parents live separately, the address used should be the one that their child usually lives at and attends school from. If a child lives equally with both parents at different addresses, it is the parents' responsibility to make this clear on the application form. Parents may be asked to provide acceptable proof that this is the case.

Siblings in the same year group transferring

Where two or more siblings are in the same year group (e.g. twins), and it is the parent's wish that the siblings should attend the same school, if one sibling can be offered a place at a school, the other will automatically be offered so as not to separate the siblings.

Changing Preferences

Parents and carers may not change their preferences unless there is a genuine reason for doing so, or example, change of address. Requests to change preferences must be made in writing giving the full reasons.

**Tower Hamlets Children's Services
Community and Voluntary Controlled Schools
6th Form Admissions Policy**

Sixth form courses are available at four levels ranging from entry level to Level 3 (Advanced Level), with different entry requirements for each. The minimum entry requirements for each level will be:

Level 3 (Advanced Level): 5 or more A*-C grades at GCSE, together with a minimum C grade in each subject to be studied.

Level 2 (BTec / NVQ / Diploma): 5 or more C and D grades at GCSE

Level 1 (BTec / NVQ / Diploma): 5 or more passes at GCSE

Entry level: Fewer than 5 pass grades at GCSE

Students with a statement of special educational needs which names the school applied to must be allocated a place.

If, for the remaining places, there are more applications than places available from students wishing to join the school for the first time, priority will be given in the following order:

1. to students looked after by a local authority (in public care);
2. to students living nearest to the school, as measured by the shortest walking route.

**TOWER HAMLETS LA's SCHEME FOR
CO-ORDINATION OF ADMISSIONS TO
YEAR 7 AND RECEPTION IN
SEPTEMBER 2011**

Co-ordination of Admissions to Year 7 in September 2011

Definitions

“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Common Application Form”	this is the form that parents must use to make their applications, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LA”	the LA (local authority) in which the applicant/parent is resident
“the Local Admission System (LAS)”	the IT module for administering admissions in Tower Hamlets and for determining the highest offer both within and between participating LAs
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
“the Mandatory Elements”	those elements of the Template LA Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from the Pan-London Register and related funding
“the Notification Letter”	the agreed form of letter sent to applicants on the prescribed day (1 st March 2011), which is attached as Schedule 2
“the Offer (Prescribed) Day”	For secondary schools, 1st March or first working day thereafter. For primary schools, a date determined annually by the Board

“the Pan-London Register (PLR)”	the computer database which will transmit application and offer data between each LA’s Local System
“the Pan-London Timetable”	the framework for processing of application data which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Co-ordinated Admissions Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate pursuant to section 89B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools

Admission numbers

A list of planned admission numbers for each secondary school is attached as Appendix C.

Making Applications

1. Tower Hamlets LA will advise home LAs of their resident pupils on the roll of this LA’s maintained primary schools and whose parents are eligible to make application in the forthcoming application year.
2. Applications from residents of Tower Hamlets will be made on the authority’s Common Application Form (CAF), which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1. These will be supplemented by any additional fields and information where deemed necessary by this LA.
3. Tower Hamlets will take all reasonable steps to ensure that every parent who is resident in this LA and has a child in their last year of primary education within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA’s admissions booklet and CAF, **including details of how to apply online**. The admissions booklet will also be available to parents who do not live in Tower Hamlets, and will include information on how they can access their home LA’s CAF.
4. Tower Hamlets LA and the admission authorities within this LA i.e. Bishop Challoner, Raine’s and Sir John Cass Foundation Schools will use supplementary forms to collect information which is required by the school’s published oversubscription criteria, in accordance with the Admissions Code of Practice (Feb 2009, para 1.78).

5. Where Tower Hamlets or the other admission authorities within the LA receive a supplementary form, it will not be considered to be a valid application unless the parent has also listed the school on their home LA's CAF, in accordance with the Admissions Code of Practice (Feb 2009).
6. Applicants will be able to express a preference for six maintained secondary schools within and/or outside Tower Hamlets.
7. The order of preference given on the CAF **will not be revealed to a school within the Authority area in accordance with para 1.76 of the School Admissions Code 2009** However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.

Processing

8. Applicants resident within Tower Hamlets must return the CAF, which will be available and able to be submitted on-line, to this LA by **31st October 2010**. This closing date applies to all LAs participating in the Pan London co-ordinated admissions arrangements.
9. Application data for Tower Hamlets pupils applying to schools in other Participating LAs will be up-loaded to the PLR by **15th November 2010 (tbc)**. Supplementary information mistakenly sent with the CAF will be sent to maintaining LAs and TH admission authorities by the same date, where possible.
10. Tower Hamlets has, in consultation with the admission authorities within its area and within the framework of the Pan-London Timetable, determined its own timetable for the processing of application data and the application of admission criteria. Please see Schedule 4.
11. All preferences for schools within Tower Hamlets will be considered by the relevant admission authorities without reference to rank order. Applications for schools where Tower Hamlets LA is the Admission Authority will be considered in accordance with the admissions criteria. Applications for Bishop Challoner, Raine's and Sir John Cass Foundation school will be considered in accordance with criteria set by the individual schools. Once each admission authority has ranked its applicants in criteria order, Tower Hamlets shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. (School Admissions Code, Feb 2009, para 3.15)
12. Tower Hamlets will accept late applications only if they are late for a good reason. Examples of **Page 55** considered as good reason include: when a single parent has been ill during the relevant period, or

has been dealing with the death of a close relative; a family has just moved into the area. Other circumstances will be considered and each case decided on its own merits.

13. Where such applications contain preferences for schools in other LAs, Tower Hamlets will forward the details to maintaining LAs via the PLR as they are received. Tower Hamlets will accept late applications which are considered to be on time within the terms of the home LA's scheme, providing they are uploaded to the PLR by the latest date i.e. **10th December 2010**.
14. If after submitting an on-time application, a parent moves from Tower Hamlets to another participating LA or vice versa, it will be accepted and treated as on-time up to **10th December 2010**. This is on the basis that an on-time application already exists within the Pan-London system.
15. Tower Hamlets will participate in the application data checking exercise scheduled in the Pan-London timetable.
16. Tower Hamlets LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
17. Tower Hamlets will upload the highest potential offer available to an applicant for a maintained school in this LA to the PLR by **3rd February 2011**. The PLR will transmit the highest potential offer made by the Maintaining LA to the Home LA.
18. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of information between the LAS and the PLR (in accordance with a specified iterative timetable) which will continue until a steady state is achieved (which the PLR will indicate), or until **16th February 2011** if this is sooner. Tower Hamlets LA will transmit to the PLR information about final offers no less than 5 working days before **1st March 2011**. The PLR will in turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.
19. Tower Hamlets LA will participate in the offer data checking exercise scheduled in the Pan-London timetable.
20. Tower Hamlets LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **24th February 2011**. (33 London LAs only).

Offers

21. **On 1st March 2011** Tower Hamlets LA will inform, by letter sent by first class post, all its residents who have made on-time applications of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in Tower Hamlets or participating LAs. Lower ranked offers will be 'cancelled' or withdrawn. Tower Hamlets LA will use the form of notification letter set out in Schedule 2.
22. For Tower Hamlets residents for whom a place cannot be offered on the 1st March 2011, there will be an opportunity to state further preferences between March and Mid-April. Parents of pupils still unplaced by the week ending Friday 15th April 2011 will be notified of a school at which a place is reserved.
23. Tower Hamlets will provide its primary schools with destination data of its resident applicants by the end of February and provide updates at regular intervals throughout the summer term of 2011.

Post Offer

24. Tower Hamlets secondary schools will contact parents of pupils between 2nd and 18th March 2011 to confirm the offer of a place and the arrangements for admission. Schools will notify Tower Hamlets LA of any pupils for whom an offer of place is declined and the reasons for this.
25. Where a parent resident in Tower Hamlets LA accepts or declines a place in a school maintained by another LA by **15th March 2011**, Tower Hamlets will forward the information to the maintaining LA by **22nd March 2011**. Where such information is received from parents between **15th March** and **31st August 2011**, Tower Hamlets LA will pass it to the maintaining LA as it is received.
26. In the period **1st March to 31st August 2011**, Tower Hamlets LA will inform the relevant home LA of any change to an applicant's offer status as soon as it occurs.
27. In the period **1st March to 31st August 2011**, Tower Hamlets LA will accept new applications (including additional preferences) for its schools from home LAs.
28. The Tower Hamlets Secondary Transfer brochure explains how waiting lists will operate. Mid-term admissions will be in accordance with the co-ordinated in-year admission scheme.

Coordination of Admissions to Reception in September 2011

When children can start primary school in Tower Hamlets

Children are normally able to start school in either Sept 2011 (if their 5th birthday falls between 1st September 2011 and the end of February 2012) or January 2012 (if their 5th birthday falls between the 1st March and the end of August 2012). Some schools admit all Reception aged children in September. This information is published in the Starting School brochure

Applications

1. All primary schools, nurseries and early years' centres will advise Tower Hamlets LA of all children on roll that are eligible for admission in the following academic year. Tower Hamlets LA will forward details of Out of Borough residents to the home LA
2. Tower Hamlets residents will make their applications on the Tower Hamlets LA Common Application Form (CAF), which will be available from 1 December 2010 and will be able to be submitted on-line. The form will include all the fields and information specified in Schedule 6. Applications to Out of Borough schools can also be made on this CAF. Supplementary Forms will be provided to none Tower Hamlets residents who apply to Tower Hamlets schools if further information is required to consider the application against the Tower Hamlets admission policy.
3. Tower Hamlets LA will take all reasonable steps to ensure that the parent(s) of a child living in Tower Hamlets due to start primary school in 2011/12 receives a copy of the Starting School booklet and CAF, including details of how to apply online. The admission booklet will also be available to parents who do not live in Tower Hamlets and will contain information on how non Tower Hamlets residents access their home LA'S booklet and CAF.
4. Tower Hamlets residents will be able to express a preference for a maximum of three schools whether the school is in Tower Hamlets or in another Local Authority
5. The separate admission authorities (i.e. VA schools) within this LA will use supplementary information forms where there is not sufficient information on the CAF for consideration of the application against the published oversubscription criteria. This will normally only be in circumstances where schools require additional information relating to membership of a particular faith. The supplementary form should be completed and returned to the school concerned. The LA will seek to ensure that supplementary forms only collect information that is required by the published oversubscription criteria, in accordance with the Admissions Code of Practice (February 2009).

6. Where a school in Tower Hamlets receives a supplementary information form, it will not be considered as a valid application unless the parent has also listed the school on their CAF, in accordance with the School Admissions Code (February 2009). All Supplementary Forms will be made available on the Tower Hamlets website and details of Tower Hamlets School requiring a Supplementary Form will be indicated within the Starting School booklet
7. All preferences expressed on the CAF for maintained schools in Tower Hamlets will be valid preferences. The order of preference given on the CAF will not be revealed before the offer date. However if there is a preference to a non Tower Hamlets school the order of preference for that school will be revealed to the Home LA. This is to ensure that only the highest ranked offer is made.
8. Applicants must return the CAF, which will be available and can be submitted on-line to this LA by **15th January 2011**.
9. Schools which receive the CAF (whether or not the family live in Tower Hamlets) must send these to Tower Hamlets LA by the closing date for applications – 15 January 2011
10. All applications made to non Tower Hamlets Schools will be confirmed to the Home LA containing evidence of any Looked After children, by 28th January 2011.
11. All applicants in Tower Hamlets nurseries will have their address verified as set out in the Business User Guide. Pupil Admissions will notify the Home LA of any discrepancies of address for an applicant applying to one of their schools, by 18 February 2011.
12. Tower Hamlets Pupil Admissions will advise the maintaining LA of the reason for any preference expressed for a school in its area of a child applying for a school that is born outside of the correct age cohort. All details and information to be forwarded by 28th January 2011.

Processing

Applicants' resident within Tower Hamlets must return the Common Application Form, which will be available and able to be submitted on-line, by **15th January 2011**.

13. Application data relating to preferences for schools in other participating LAs will be up-loaded to the PLR by **28th January 2011**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Tower Hamlets Pupil Admissions shall, in consultation with the admission authorities within the Tower Hamlets borough and within the framework of the Pan-London timetable in Schedule 5, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.

15. Tower Hamlets LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. Examples of what will be considered as "good reasons" include: when a single parent has been very ill during the relevant period, or has been dealing with the death of a close relative; a family has just moved into the area. Other circumstances will be considered and each case decided on its own merits.
16. Such late applications which are considered on time that contain preferences for schools in other LAs, Tower Hamlets LA will forward the details to the maintaining LAs via the PLR as they are received. Tower Hamlets LA will accept late applications which are considered to be on time within the terms of this scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **18th February 2011**
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **18th February 2011**, on the basis that an on-time application already exists within the Pan-London system.
19. Tower Hamlets will participate in the application data checking exercise scheduled between **21st and 28th February 2011** in the Pan-London timetable in Schedule 5.
20. All preferences for schools within Tower Hamlets LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. When the admission authorities within Tower Hamlets have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
21. Tower Hamlets LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
22. Tower Hamlets LA will upload the highest potential offer available to an applicant for a school in this LA to the PLR by **16th March 2011**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Tower Hamlets LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **18th March 2011** if this is sooner.

24. Tower Hamlets LA will not make an additional offer between the end of the iterative process and the 1st April 2011 which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Tower Hamlets LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
26. Tower Hamlets LA will participate in the offer data checking exercise scheduled between **21st and 28th March 2011** in the Pan-London timetable in Schedule 5.
27. Tower Hamlets LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **28th March 2011**.

Offers

28. On **4th April 2011** Tower Hamlets LA will send a letter notifying parents of the school place provisionally offered. The letter will advise the following:
 - The name of the school at which a place is provisionally offered
 - The procedure and documentation required for the parent(s) to accept the offer by 19th April 2011
 - If applicable, the reasons why the child is not being offered a place at any of the schools they nominated on the CAF.
29. Parents who do not obtain an offer at a preferred school may apply to schools that still have vacancies. Children who have not been offered a place at any school and late applicants will be offered a place at a school with places remaining.
30. Tower Hamlets LA shall use various forms of the notification letter set out in Schedule 7. Parents will be required to accept or decline the offer with the school at which the place is being offered.

Post Offer

31. **Tower Hamlets** LA will request that resident applicants accept or decline the offer of a place by **19th April 2011**, or within two weeks of the date of any subsequent offer.

32. Where an applicant resident in Tower Hamlets LA accepts or declines a place in a school maintained by another LA by **19th April 2011**, Tower Hamlets LA will forward the information to the maintaining LA by **26th April 2011**. Where such information is received from applicants after **19th April**, Tower Hamlets LA will pass it to the maintaining LA as it is received.
33. Tower Hamlets will inform the home LA, where different, of an offer for a maintained school in Tower Hamlets LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
34. When acting as a maintaining LA, Tower Hamlets LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
35. Tower Hamlets LA will offer a place at a maintained school in the area of another LA to an applicant resident in Tower Hamlets area, provided that the school is ranked higher on the Common Application Form than any school already offered.
36. Where Tower Hamlets LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Tower Hamlets LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
37. Where this LA, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
38. Tower Hamlets LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
39. Tower Hamlets LA will accept new applications (including additional preferences) from home LAs for maintained schools in its area.
40. Parents who wish their children's names to be placed on the waiting list of a higher ranked school to the one offered or to any of the preferred schools if an offer has not been possible must notify Pupil Services by **25th April 2011**. This information will be passed to VA schools as appropriate in the week beginning 2 May 2011.
41. Tower Hamlets will seek to ensure that a place is not offered at a school which is ranked on the CAF as a lower preference than any school already offered to a parent.
42. From **2nd June 2011**, Tower Hamlets will identify school places for any Tower Hamlets pupils who are unplaced.

43. From September 2011, In-year applications must be made direct to community primary schools using the PA1 form and to VA schools using the PA1 or the admission form used by the school.

Appeals

44. Parents have the right of appeal against the refusal of a place at any of the schools for which they have applied. Parents wishing to appeal to a Tower Hamlets community school must do so by **25th April 2011**. Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

SCHEDULE 1

This Tower Hamlets Common Application Form will contain the following fields as a minimum.

Child's details:

Surname
Forename
Date of Birth
Gender
Name of primary school
Address of primary school (if outside home LA)

Parent's details:

Title
Surname
Initials or Forename
Address
Telephone Number (Home, Daytime, and
Mobile) Email address
Relationship to child

Preference details (x 6):

Name of secondary school
Address of secondary school
Preference ranking
Local Authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)
Is the applicant undergoing statutory assessment of SEN? Y/N
Is the applicant a child looked after? Y/N
If yes, name of responsible authority
Is this the eldest child?
Is this the eldest Son?
Is this the eldest daughter?
Child's Year 5 Optional SATs score (Reading, Maths)?
Child's Band?
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Signature of parent or guardian
Date of signature

Pan-London Co-ordinated Admission Scheme

Tower Hamlets Letter

From: Home LA

Date: **1st March 2011**

Re: Transfer from Primary to Secondary School 2011

I am writing to advise you that there is a place for _____ at _____ for September 2011. This was the school you named as your _____ preference on the application form.

If you named any lower preferences on your form i.e. 4th 5th 6th, these applications have been withdrawn (cancelled) in accordance with the arrangements set out in the 'Moving to a Secondary School in Tower Hamlets' booklet.

If you made your application online you will have had the opportunity to log on to the Your London website and view these details in advance of this letter.

The Headteacher of _____ will soon be in contact with you to make the necessary arrangements for your child's admission in September. In the meantime, the Headteacher of your child's primary school has been sent this information.

I am sorry that it was not possible for your child to be offered a place at the schools you listed as your higher preferences on your application form. This is because there were more applications than places available, and other applicants had a higher priority than your child under the school's admission policy. If this school is within Tower Hamlets the admission policy will be set out in the 'Moving to a secondary school in Tower Hamlets' booklet, which you received in September. The names of children refused places at Tower Hamlets schools, other than Raine's, Bishop Challoner and Sir John Cass, will automatically be placed on the waiting list.

More information about the reason why your child was not offered a place is available from the Pupil Services Team on Tel 020 7364 5006. If the school is not one where Tower Hamlets is the admission authority we will advise you on who to contact.

You have the right of appeal against the decision not to offer a place at your preferred school(s). Raine's, Bishop Challoner and Sir John Cass schools will include the appeal and waiting list procedures in the refusal letter that they will send. For all other Tower Hamlets schools, if you wish to appeal please use the enclosed appeal form and return it in the reply paid envelope by the **22nd March 2011**.

Where your preferred school is not in Tower Hamlets, you should contact the admission authority for that school within the next few days for information on the waiting list and appeal procedures.

Please contact either Mohammed Malik or Saziye Kucuk on 020 7364 5006 in the Pupil Services Team if you are unable to take up the place at _____ for any reason.

Yours sincerely

Head of Pupil Admissions

(First preference offer letters should include the paragraphs in italics only)

The following paragraph will be included for Tower Hamlets parents who receive offers of places at out-borough schools:

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

SCHEDULE 3

Pan-London Timetable for the determination of applications to secondary school:

31st October 2010	Deadline for submission of Common Application Form by parents to home local education authority.
15th November 2010 (tbc)	Deadline for the transfer of application information by the Home LA to the PLR.
11th December 2010 (tbc)	Deadline for the upload of late applications to the PLR.
3rd February 2011	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR.
1st March 2011	The Offer Day – the date on which notification letters are sent out.

Tower Hamlets LA Timetable for Transfer from Primary to Secondary School in September 2011

The timetable schedules the key dates in the arrangements for secondary transfer in Tower Hamlets and incorporates the mandatory elements of the Pan London Co-ordinated Admissions Timetable.

JULY 2010

Primary schools and Cherry Trees send Pupil Services an electronic listing (CTF file) of all Year 5 pupils.

Pupil Services send other LAs details of known out-borough pupils attending Tower Hamlets primary schools.

SEPTEMBER 2010

Secondary transfer booklet delivered to all Tower Hamlets schools for distribution to the parents of pupils transferring.

Pupil Services send Primary Schools listings of their pupils who are transferring for checking.

Primary headteachers provide parents of pupils living outside Tower Hamlets with a letter from Tower Hamlets advising them to contact their home LA for an application pack including City of London parents.

Guidance on secondary transfer policy and procedures sent to schools

Wednesday 1st September – Wednesday 13th October

Secondary schools visits.

Thursday 16th September (tbc)

Meeting for parents on secondary transfer arrangements

By Friday 17th September

Pupil Services will send primary schools (by S2S secure data transfer) individual notifications of the pupil Optional SATs test scores and Band.

By Friday 24th September

Primary schools and Pupil Services send application packs to parents.

OCTOBER 2010

Monday 4th October – Sunday 31st October

Parents to complete the secondary transfer form, on-line or by hard copy

Friday 29th October – 5.00pm

CLOSING DATE for receipt of paper applications

Sunday 31st October – 11.59 pm

CLOSING DATE for receipt of on-line applications

Half Term (25th – 29th October inclusive)

NOVEMBER 2010

The SEN Panel will meet to consider requests from parents for a school to be named on their child's statement.

By Friday 26th November

Pupil Services will send an electronic file with details of applicants to the Bishop Challoner Schools, Sir John Cass and Raine's.

DECEMBER 2010

Pupil Services will send primary schools listings of their pupils and their applications for checking.

Secondary schools receive information on number of applications for their school.

The SEN Team will consult Secondary Schools on the proposed placement of pupils with statements of SEN.

The Primary/Secondary Transfer Committee meets to consider applications for children on exceptional medical or social grounds.

CHRISTMAS HOLIDAYS (21st December 2010 – 3rd January 2011 inclusive)

JANUARY 2011

Friday 21st January

Latest date for the Bishop Challoner schools, Sir John Cass and Raine's to send offer and refusal lists in ranked order to Pupil Services.

FEBRUARY 2011

Thursday 3rd February

All participating boroughs in the Pan London Admissions System begin the iterative process.

Half Term (14th – 18th February inclusive)

Monday 21st February

Deadline by which all London LAs will have confirmed listings of acceptances and refusals with each other.

Wednesday 23rd February

Latest date by which VA schools will be sent details of which pupils are to be offered places.

Friday 25th February

The latest date by which the Pupil Services Manager will send Primary Schools the outcome of applications for their pupils. Pupil Services will also inform primary schools of the Tower Hamlets schools with vacancies that parents without an offer may apply to.

The latest date by which the Pupils Services Manager will send community secondary schools, George Green's and Central Foundation Schools the details of pupils who will be offered places.

March 2011

Tuesday 1st March

Pupil Services will send out notification (offer) letters to Tower Hamlets residents

Wednesday 2nd – Friday 18th March

As soon as possible after the 2nd March and before the 18th March secondary schools write to parents to inform them of their admission procedures.

Tuesday 22nd March - 5.00pm

Closing date for parents to appeal against the decision to refuse a place at their preferred Tower Hamlets schools.

APRIL 2011

Pupil Services will process late and further applications for Tower Hamlets secondary schools.

Pupil Services will notify secondary schools of further offers and those pupils, if any, allocated (reserved) places.

Pupil Services will send primary schools updated listings of the secondary school destinations for their pupils.

By Friday 15th April

Pupil Services will send out acceptance and refusal letters to late applicants and those allocated (reserved) places.

Half Term (30th May – 3rd June inclusive)

MAY - JUNE 2011

Appeals will be heard for Tower Hamlets secondary schools.

Pupil Services will notify secondary and primary heads of the outcome of appeals involving their schools or pupils.

Pupil Services will send primary schools updated listings of the secondary school destinations for their pupils.

Pupil Services will send to secondary schools updated listings of pupils transferring to their schools.

JULY 2011

Year 6 pupils visit their secondary schools in Tower Hamlets*.

Transfer of primary school folders (records) to Tower Hamlets secondary schools*.

*** Dates to be confirmed.**

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

Timetable for Admissions to Reception in September 2011

Sat 15 Jan 2011	Statutory deadline for receipt of applications
Fri 28 Jan 2011	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Fri 18 Feb 2011 ?	Deadline for the upload of late applications to the PLR.
Mon 21 - Fri 25 Feb 2011 ?	Checking of application data
Wed 16 Mar 2011	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 18 Mar 2011	Final ALT file to PLR
Mon 21- Fri 27 Mar 2011	Checking of offer data
Mon 28 Mar 2011	Deadline for on-line ALT file to portal
Mon 4 April 2011	Offer letters posted.
Tues 19 April 2011	Deadline for receipt of acceptances
Monday 25 April 2011	Deadline to request going on Waiting List
Tues 26 April 2011	Deadline for transfer of acceptances to maintaining LAs

This LA's Common Application Form will contain the following fields as a minimum.

Child's details:

Surname

Forename

Date of Birth

Gender

Ethnic origin

Name of current nursery, school or under 5s provision

Parent's details:

Title

Surname

Initials or Forename

Address

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 3 recommended):

Name of Primary school

Preference ranking

Reasons, if any, for application

Additional information:

Any medical or social reasons for the application, report(s) to be attached

Is the child undergoing statutory assessment of SEN? Y/N*

Is the child in the public care of a local authority / looked after? Y/N

If yes, name of responsible authority

Surname of sibling

Forename of sibling

DOB of sibling

Name of school sibling attends

Other:

Declaration and signature of parent or carer

Date of signature

Tower Hamlets Primary Co-ordinated Admission Scheme

Template Outcome Letter

From: Home LA

Date: **4 April 2011**

Dear Parent,

Admission to Primary School 2011/12

*I am writing to advise you that there is a place for «pupil_firstname» «pupil_surname» at _____ School in the Reception Year for 2011/12. This offer is subject to you providing the school with proof of your child's date of birth and current address by **Tuesday 19 April** at the very latest.*

This was the school you named as your _____ preference on the application form. If you named any lower preferences on your form these applications have been withdrawn (cancelled) in accordance with the arrangements set out in the 'Starting School' booklet.

The Headteacher of _____ will soon be in contact with you to confirm the arrangements for «pupil_firstname» to start school.

I am sorry that a place could not be offered at _____ your _____ preference. This is because there were more applications than places available and other applicants had a higher priority than your child under the school's admission policy. If this school is a community school the admission policy is published in the 'Starting School' booklet. If it is a church school the admission policy is available from the school.

If you would like your child's name to be placed on the waiting list(s) you must contact Pupil Services **by 25 April**, telephone 020-7364 4308/1927 or e-mail: pupil.services@towerhamlets.gov.uk

You have the right of appeal against the decision not to offer a place at your preferred school(s). Please use the enclosed appeal form and return it in the reply paid envelope by **Tuesday 26 April 2010** if the refusal is for a community school. You should use a separate appeal form for every school you appeal for. If you wish to appeal for a church school (voluntary aided), please contact the school for information.

If you are unable to take up the place at _____ for any reason, please contact the school immediately or Pupil Services on 020-7364 5006.

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)



APPENDIX C

**TOWER HAMLETS CO-ORDINATED IN-YEAR
ADMISSION SYSTEM**

**THE SCHEME FOR IN-YEAR ADMISSIONS TO PRIMARY AND
SECONDARY SCHOOLS**

IN 2012/13

September 2010

THE TOWER HAMLETS LA SCHEME FOR CO-ORDINATED IN-YEAR ADMISSIONS IN 2012/13

Definitions

“the Common Application Form”	this is the form that parents must use to make their applications, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LA”	the LA (local authority) in which the applicant/parent is resident
“the Local Admission System (LAS)”	the IT module for administering admissions and for determining the highest offer within Tower Hamlets
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
“the Notification Letter”	the agreed form of letter sent to applicants which communicates any determination granting or refusing admission to a primary school, which is attached as Schedule 2

Admission numbers

The admission numbers of all primary and secondary schools are attached as Appendix D.

Applications

45. This scheme applies to Tower Hamlets residents only. Applicants living in other local authority areas must apply through their home LA.
46. Applications must be made on the Tower Hamlets LA Common Application Form (CAF), which will be available from all schools and from the Pupil Admissions and Exclusions Team. The form will include all the fields and information specified in Schedule 1.
47. Applicants will be able to express a preference for up to three maintained schools within and / or outside Tower Hamlets.
48. The separate admission authorities (i.e. VA schools) within this LA will use supplementary information forms where there is not sufficient information on the CAF for consideration of the application against the published oversubscription criteria. This will normally only be in circumstances where schools require additional information relating to membership of a particular faith. The supplementary form should be completed and returned to the school concerned. The LA will seek to ensure that supplementary forms only collect information that is required by the published oversubscription criteria, in accordance with the Admissions Code of Practice (February 2010).
49. Where a school in Tower Hamlets receives a supplementary information form, it will not be considered as a valid application unless the parent has also listed the school on the Tower Hamlets CAF, in accordance with the School Admissions Code (February 2010).
50. The order of preference given on the CAF will not be revealed to individual schools, but may be revealed to other LAs where this is necessary to determine the highest preference which can be offered.
51. Applicants must return the CAF to the Pupil Admissions and Exclusions Team. This can be done either via schools or by using a pre-paid envelope which will be provided to applicants for this purpose.

Processing

52. All preferences will be considered by Tower Hamlets LA and the admission authorities of voluntary aided schools within Tower Hamlets without reference to rank order. The LA shall, for each applicant for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make, subject to the provisions in the Admissions Code of Practice. Lower ranked preferences will be "cancelled" or "withdrawn"
53. Where an applicant has expressed a preference for one or more schools outside of Tower Hamlets, this information will be shared with other LAs in accordance with the agreed pan-London in-year admissions protocol.

Offers

54. Within 5 school days of receipt of the CAF Tower Hamlets LA will send a letter notifying parents of the school place provisionally offered. The letter will advise the following:
 - The name of the school at which a place is provisionally offered
 - The procedure and documentation required for the parent(s) to accept the offer
 - If applicable, the reasons why the child is not being offered a place at any of the schools they nominated on the CAF.
55. Parents who cannot be offered a place at any of their preferred schools, and whose children do not already have a school place, will be advised of alternative schools which do have places.
56. Schools will be required to admit pupils within 10 school days of the date of the notification letter.
57. Tower Hamlets LA shall use various forms of the notification letter set out in Schedule 3. Parents will be required to accept or decline the offer with the Pupil Admissions and Exclusions Team.

Appeals

58. Parents have the right of appeal against the refusal of a place at any of the schools for which they have applied. Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

Post Offer

59. Parents who receive an offer and wish their children's names to be placed on the waiting list of a higher ranked school to the one offered must notify the Pupil Admissions and Exclusions Team within 10 days.
60. Parents who do not receive an offer at any of their preferred schools will automatically be placed on the waiting lists of the schools applied to.
61. Tower Hamlets will seek to ensure that a place is not offered at a school which is ranked on the CAF as a lower preference than any school already offered to a parent.

SCHEDULE 1

This LA's Common Application Form will contain the following fields as a minimum.

Child's details:

Surname
Forename
Date of Birth
Gender
Name of current school

Parent's details:

Title
Surname
Initials or Forename
Address
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

Preference details (x 3 recommended):

Name of Primary school
Preference ranking
Reasons, if any, for application

Additional information:

Any medical or social reasons for the application, report(s) to be attached
Is the child undergoing statutory assessment of SEN? Y/N*
Is the child in the public care of a local authority / looked after? Y/N
If yes, name of responsible authority
Surname of sibling
Forename of sibling
DOB of sibling
Name of school sibling attends

Other:

Declaration and signature of parent or carer
Date of signature

SCHEDULE 2

Tower Hamlets Co-ordinated In-Year Admission Scheme

Template Outcome Letter

From: Home LA

Date:

Dear Parent,

Application for In-Year Admission to School

I am writing to advise you that there is a place for «pupil_firstname» «pupil_surname» at _____ School in the current Year _____. This offer is subject to you providing the school with proof of your child's date of birth and current address within 5 days of receipt of this letter at the latest.

This was the school you named as your _____ preference on the application form. If you named any lower preferences on your form these applications have been withdrawn (cancelled) in accordance with our published arrangements for in-year admissions..

The Headteacher of _____ will soon be in contact with you to confirm the arrangements for «pupil_firstname» to start school.

I am sorry that a place could not be offered at _____ your _____ preference. This is because there were more applications than places available and other applicants had a higher priority than your child under the school's admission policy. If this school is a community school the admission policy is published in the 'Starting School' / 'Moving to a Tower Hamlets Secondary School' booklet. If it is a church school the admission policy is available from the school.

If you would like your child's name to be placed on the waiting list(s) you must contact Pupil Services within 10 days, telephone 020-7364 5006 or e-mail: pupil.services@towerhamlets.gov.uk

You have the right of appeal against the decision not to offer a place at your preferred school(s). Please use the enclosed appeal form and return it in the reply paid envelope within 15 days. If the refusal is for a community school. You should use a separate appeal form for every school you appeal for. If you wish to appeal for a church school (voluntary aided), please contact the school for information.

If you are unable to take up the place at _____ for any reason, please contact Pupil Services immediately on 020-7364 5006.

Yours sincerely

First preference offer letters should include the paragraphs in italics only. Where it is not possible to offer a place at any of the preferred schools, information about alternative schools which have places will be added to the letter.

PROPOSED ADMISSION NUMBERS FOR 2012/13

APPENDIX D

No.	Primary Schools	Address	Post code	No. of Places	
1	Arnhem Wharf	Arnhem Wharf	E14 3RP	90	
2	Bangabandhu	Wessex Street	E2 0LB	60	
3	Ben Jonson	Harford Street	E1 4PZ	90	
4	Bigland Green	Bigland Street	E1 2ND	60	
5	Blue Gate Fields Infants	King David Lane	E1 0EH	90	
6	Blue Gate Fields Juniors	King David Lane	E1 0EH	90	
7	Bonner	Stainsbury Street	E2 0NA	60	
8	Bygrove	Bygrove Street	E14 6DN	30	
9	Canon Barnett	Gunthorpe Street	E1 7RO	45	
10	Cayley	Aston Street	E14 0NP	60	
11	Chisenhale	Chisenhale Road	E3 5QY	45	
12	Christ Church	Brick Lane	E1 6PU	30	
13	Clara Grant	Knapp Road	E3 4BU	60	
14	Columbia	Columbia Road	E2 7RG	60	
15	Cubitt Town Infants	Manchester Road	E14 3NE	90	
16	Cubitt Town Juniors	Manchester Road	E14 3NE	90	
17	Culloden	Dee Street	E14 0PT	90*	#
18	Cyril Jackson	Three Colt Street	E14 8HH	60	#
19	Elizabeth Selby	Old Bethnal Green Road	E2 6PP	75	
20	English Martyrs	St Mark Street	E1 8DJ	30	
21	Globe	Gawber Street	E2 0JH	45	#
22	Guardian Angels	Whitman Road	E3 4RB	30	
23	Hague	Wilmot Street	E2 0BP	30	#
24	Halley	Halley Street	E14 7SS	30	

No.	Primary Schools	Address	Post code	No. of Places
25	Harbinger	Cahir Street	E14 3QP	45
26	Harry Gosling	Fairclough Street	E1 1NB	60
27	Hermitage	Vaughan Way	E1W 2PT	45
28	Holy family	Wade's Place	E14 0DE	30
29	John Scurr	Cephas Street	E1 4AX	60
30	Kobi Nazrul	Settles Street	E1 1JP	30
31	Lansbury Lawrence	Cordelia Street	E14 6DZ	60
32	Lawdale	Mansford Street	E2 6LS	75
33	Malmesbury	Coburn Street	E3 6LS	75
34	Manorfield	Wyvis Street	E14 6QD	90
35	Marion Richardson	Senrab Street	E1 0QF	60
36	Marner	Devas Street	E3 3LL	90
37	Mayflower	Upper North Street	E14 6DU	45
38	Mowlem	Mowlem Street	E2 9HE	30
39	Old Ford	Wrights Road	E3 5LD	90
40	Old Palace	St Leonard's Street	E3 3BT	60
41	Olga	Lanfranc Road	E3 5DN	30
42	Osmani	Vallance Road	E1 5AD	60
43	Our Lady	Copenhagen Place	E14 7DA	26
44	Redlands	Redman's Road	E1 3AQ	60
45	St Agnes	Rainhill Way	E3 3ER	30
46	St Anne's	Underwood Road	E1 5AW	45
47	St Edmund's	Westferry Road	E14 3RS	30
48	St Elizabeth	Bonner Road	E2 9JY	60
49	St John's	Peel Grove	E2 9LR	30
50	St Luke's	Saunders Ness Road	E14 3EB	30

No.	Primary Schools	Address	Post code	No. of Places	
51	St Mary & St Michael	Sutton Street	E1 0BD	60	
52	St Matthias	Bacon Street	E2 6DY	30	
53	St Paul's	Wellclose Square Whitechapel	E1 8HY	30	
54	St Paul's with St Luke's	Leopold Street	E3 4LA	30	
55	St Peter's	Garnet Street	E1W 3QT	30	
56	St Saviour's	Chrisp Street	E14 6BB	30	
57	Seven Mills	Malabar Street	E14 8LY	30	
58	Shapla	Wellclose Square	E1 8HY	30	
59	Sir William Borough	Salmon Lane	E14 7PQ	45	
60	Smithy	Smithy Street	E1 3BW	60	
61	Stebon	Burdett Road	E14 7AD	60	
62	Stepney Greencoat	Norbitton Road	E14 7TF	30	
63	Stewart Headlam	Tapp Street	E1 5RE	60	
64	Thomas Buxton	Buxton Street	E1 5AR	60	
65	Virginia	Virginia Road	E2 7NQ	30	
66	Wellington	Wellington Way	E3 4NE	60	
67	William Davis	Wood Close	E2 6ET	30	
68	Woolmore	Woolmore Street	E14 0EW	30	

These schools have places reserved for hearing impaired children or those with speech and language SEN

* Subject to statutory proposals being agreed

No.	Secondary School	Address	Post Code	No. of Places	
1	Bethnal Green Tech. College	Gosset Street	E2 6NW	180	
2	Bishop Challoner Boys	Hardinge Street	E1 0AB	120	
3	Bishop Challoner Girls	Hardinge Street	E1 0AB	150	
4	Bow School for Boys	Paton Close, Fairfield Road	E3 2QD	125	
5	Central Foundation Girls	Harley Grove Campus	E3 2AR	240	
6	George Green's	100 Manchester Road	E14 3DW	210	
7	Langdon Park	Byron Street	E14 0RZ	180	
8	Morpeth School	Portman Place	E2 0PX	240	
9	Mulberry School for Girls	Richard St, Commercial Road	E1 2JP	210	
10	Oaklands	Old Bethnal Green Road	E2 6PR	120	
11	Raine's Foundation	Approach Road	E2 9LY	150	
12	Sir John Cass's Foundation	Stepney Way	E1 0RH	180	
13	St. Paul's Way	Shelmerdine Close	E3 4AN	240	
14	Stepney Green	Ben Jonson Road	E1 4SD	180	
15	Swanlea	31 Brady Street	E1 5DJ	210	

Agenda Item 12.1

Committee: Cabinet	Date: 11 th November 2010	Classification: Unrestricted	Report No: CAB 054/101	Agenda Item:
Report of: Corporate Director Resources Originating officer(s) Oladapo Shonola Chief Financial Strategy Officer; Lisa Stone Finance Officer		TITLE: Exercise of Corporate Directors' Discretions Wards Affected: All		

1. **SUMMARY**

- 1.1. This report sets out the exercise of Corporate Directors' discretions under Financial Regulation B8 which stipulates that such actions be the subject of a noting report to Cabinet if they involve expenditure between £0.100 million and £0.250 million.

2. **RECOMMENDATIONS**

Cabinet is recommended to:-

- 2.1 Note the exercise of Corporate Directors' discretions as set out in Appendix 1.

3. BACKGROUND

- 3.1 Regulation B8 sets out the Cabinet Reporting Thresholds for specific financial transactions.

4. FINANCIAL REGULATION B8

- 4.1 Financial Regulation B8 sets out the reporting thresholds for the following financial transactions: -

Virements

Capital Estimates

Waiving Competition Requirements for Contracts and Orders (Subject to EU threshold)

Capital Overspends

Settlement Of Uninsured Claims

- 4.2 Under Financial Regulation B8, if the transaction involves a sum between £0.100 million and £0.250 million it can be authorised by the Corporate Director under the scheme of delegation but must also be the subject of a noting report to the next available Cabinet.
- 4.3 Appendix 1 sets out the exercises of Corporate Directors' discretions, under the stipulations in 4.2 above, that have taken place since the previous Cabinet

5. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 5.1 The comments of the Director of Resources have been incorporated into the report and Appendix.

6. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)

- 6.1. The report sets out the individual exercises of Directors' Discretions as required by Financial Regulations.
- 6.2. The legal implications of each of the individual decisions would have been provided as part of the decision making process. These will be recorded on the "Record of Corporate Directors' Actions" maintained by Directorates

7. ONE TOWER HAMLETS CONSIDERATIONS

7.1 This report is concerned with the notification of officers’ discretions under Standing Orders and has no direct One Tower Hamlets implications. To the extent that there are One Tower Hamlets Considerations arising from the individual actions, these would have been addressed in the records of each action.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

8.1 There are no Sustainable Action for A Greener Environment implications.

9. RISK MANAGEMENT IMPLICATIONS

9.1 The risks associated with each of the Corporate Directors’ discretions as set out in Appendix 1 would have been identified and evaluated as an integral part of the process, which lead to the decision.

10. EFFICIENCY STATEMENT

10.1 The works referred to in the report will be procured in line with established practices, taking account of best value.

**Local Government Act, 1972 Section 100D (As amended)
List of “Background Papers” used in the preparation of this report**

Brief description of “background papers”	Name and telephone number of holder and address where open to inspection.
Record of Corporate Directors actions	Luke Cully, Finance Manager, Communities, Localities and Culture Ext. 4960 Martin McGrath, Finance Manager, Resources Ext. 4645

11. APPENDICES

Appendix 1 – Exercise of Corporate Directors’ Discretions under Financial Regulation B8

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Appendix 1: Exercise of Corporate Directors Discretions Under
Financial Regulation B8

Corporate Director	Amount	Description of Exercise of Discretion	Justification for Action	Contact
Corporate Director Resources	£120k	Waiving of Financial Regulations and authorisation of virement.	The Council is required to seek Counsel's advice regarding a childcare case and the costs are estimated to be £120,000.	Martin McGrath Finance Manager Resources Ext. 4645
Corporate Director Communities, Localities & Culture	£147k	Adoption of Capital Estimate and inclusion in the Capital Programme for East Ferry Road Phase 2 - Environmental Improvements . This approval is in excess of the noting report threshold of £100k.	Confirmation of Section 106 allocation.	Luke Cully Finance Manager CLC Ext. 5221
Corporate Director Communities, Localities and Culture	Up to £200k	Waiving Financial Regulations for procurement of bespoke aluminium street furniture. This approval is in excess of the noting report threshold of £100k.	Provision of specialist street furniture.	Luke Cully Finance Manager CLC Ext. 5221

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