

CABINET

Wednesday, 4 March 2015 at 5.30 p.m.

C1, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London,
E14 2BG

The meeting is open to the public to attend.

Members:

Mayor Lutfur Rahman	
Councillor Oliur Rahman	(Deputy Mayor and Cabinet Member for Economic Development (Jobs, Skills and Enterprise))
Councillor Ohid Ahmed	(Cabinet Member for Community Safety)
Councillor Shahed Ali	(Cabinet Member for Clean and Green)
Councillor Abdul Asad	(Cabinet Member for Health and Adult Services)
Councillor Alibor Choudhury	(Cabinet Member for Resources)
Councillor Shafiqul Haque	(Cabinet Member for Culture)
Councillor Rabina Khan	(Cabinet Member for Housing and Development)
Councillor Aminur Khan	(Cabinet Member for Policy, Strategy and Performance)
Councillor Gulam Robbani	(Cabinet Member for Education and Children's Services)

[The quorum for Cabinet is 3 Members]

Public Information:

The public are welcome to attend meetings of the Cabinet. Procedures relating to the Public Question and Answer session and submission of petitions are set out in the 'Guide to Cabinet' attached to this agenda.

Contact for further enquiries:

Matthew Mannion, Democratic Services,
1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG
Tel: 020 7364 4651
E-mail: matthew.mannion@towerhamlets.gov.uk
Web: <http://www.towerhamlets.gov.uk/committee>

Scan this code
for an
electronic
agenda:



Public Information

Attendance at meetings.

The public are welcome to attend meetings of Cabinet. However seating is limited and offered on a first come first served basis. **Please note** that you may be filmed in the background as part of the Council's filming of the meeting.

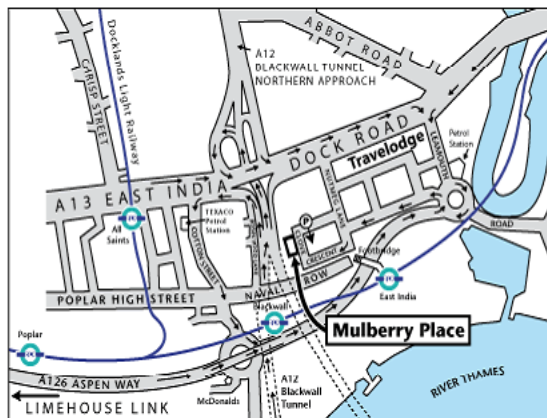
Audio/Visual recording of meetings.

The Council will be filming the meeting for presentation on the website. Should you wish to film the meeting, please contact the Committee Officer shown on the agenda front page.

Mobile telephones

Please switch your mobile telephone on to silent mode whilst in the meeting.

Access information for the Town Hall, Mulberry Place.



Bus: Routes: 15, 277, 108, D6, D7, D8 all stop near the Town Hall.

Docklands Light Railway: Nearest stations are East India: Head across the bridge and then through the complex to the Town Hall, Mulberry Place
Blackwall station: Across the bus station then turn right to the back of the Town Hall complex, through the gates and archway to the Town Hall.

Tube: The closest tube stations are Canning Town and Canary Wharf.

Car Parking: There is limited visitor pay and display parking at the Town Hall (free from 6pm)

If you are viewing this on line:(http://www.towerhamlets.gov.uk/content_pages/contact_us.aspx)

Meeting access/special requirements.

The Town Hall is accessible to people with special needs. There are accessible toilets, lifts to venues. Disabled parking bays and an induction loop system for people with hearing difficulties are available. Documents can be made available in large print, Braille or audio version. For further information, contact the Officers shown on the front of the agenda.



Fire alarm

If the fire alarm sounds please leave the building immediately by the nearest available fire exit without deviating to collect belongings. Fire wardens will direct you to the exits and fire assembly point. If you are unable to use the stairs, a member of staff will direct you to a safe area. The meeting will reconvene if it is safe to do so, or else it will stand adjourned.

Electronic agendas reports, minutes and film recordings.

Copies of agendas, reports and minutes for council meetings and links to filmed webcasts can also be found on our website from day of publication.

To access this, click www.towerhamlets.gov.uk/committee and search for the relevant committee and meeting date.

Agendas are available at the Town Hall, Libraries, Idea Centres and One Stop Shops and on the Mod.Gov, iPad and Android apps.



QR code for smart phone users

A Guide to CABINET

Decision Making at Tower Hamlets

As Tower Hamlets operates the Directly Elected Mayor system, **Mayor Lutfur Rahman** holds Executive powers and takes decisions at Cabinet or through Individual Mayoral Decisions. The Mayor has appointed nine Councillors to advise and support him and they, with him, form the Cabinet. Their details are set out on the front of the agenda.

Which decisions are taken by Cabinet?

Executive decisions are all decisions that aren't specifically reserved for other bodies (such as Development or Licensing Committees). In particular, Executive Key Decisions are taken by the Mayor either at Cabinet or as Individual Mayoral Decisions.

The constitution describes Key Decisions as an executive decision which is likely

- a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the borough.

Upcoming Key Decisions are published on the website on the 'Forthcoming Decisions' page through www.towerhamlets.gov.uk/committee

Published Decisions and Call-Ins

Once the meeting decisions have been published, any 5 Councillors may submit a Call-In to the Service Head, Democratic Services requesting that a decision be reviewed. This halts the decision until it has been reconsidered.

- The decisions will be published on: **Friday, 6 March 2015**
- The deadline for call-ins is: **Friday, 13 March 2015**

Any Call-Ins will be considered at the next meeting of the Overview and Scrutiny Committee. The Committee can reject the call-in or they can agree it and refer the decision back to the Mayor, with their recommendations, for his final consideration.

Public Engagement at Cabinet

The main focus of Cabinet is as a decision-making body. However there are opportunities for the public to contribute.

1. Public Question and Answer Session

Before the formal Cabinet business is considered, up to 15 minutes are available for public questions on any items of business on the agenda. Please send questions to the clerk to Cabinet (details on the front page) by **5pm the day before the meeting**.

2. Petitions

A petition relating to any item on the agenda and containing at least 30 signatures of people who work, study or live in the borough can be submitted for consideration at the meeting. Petitions must be submitted to the clerk to Cabinet (details on the front page) by: **Thursday, 26 February 2015 (Noon)**

LONDON BOROUGH OF TOWER HAMLETS

CABINET

WEDNESDAY, 4 MARCH 2015

5.30 p.m.

PUBLIC QUESTION AND ANSWER SESSION

There will be an opportunity (up to 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.

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS (Pages 1 - 4)

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 Monitoring Officer.

3. UNRESTRICTED MINUTES

The unrestricted minutes of the Cabinet meeting held on Wednesday 4 February 2015 are presented for information (to follow).

4. PETITIONS

To receive any petitions.

5. OVERVIEW & SCRUTINY COMMITTEE

5.1 Chair's Advice of Key Issues or Questions in Relation to Unrestricted Business to be Considered

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

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

PAGE NUMBER	WARD(S) AFFECTED
----------------	---------------------

UNRESTRICTED REPORTS FOR CONSIDERATION

6. A GREAT PLACE TO LIVE

6 .1	The Allocations Scheme 2015 and Lettings Plan	5 - 22	All Wards
6 .2	Disposal of Land Interests acquired by Compulsory Purchase Order (CPO) to and on behalf of Swan Housing (Hackworth Point & Mallard Point).	23 - 34	Bromley North

7. A PROSPEROUS COMMUNITY

7 .1	Determining the School Admission Arrangements for 2016/17	35 - 188	All Wards
------	---	----------	-----------

8. A SAFE AND COHESIVE COMMUNITY

Nil items.

9. A HEALTHY AND SUPPORTIVE COMMUNITY

9 .1	DAAT Commissioning Intentions Update	189 - 220	All Wards
------	--------------------------------------	-----------	-----------

10. ONE TOWER HAMLETS

10 .1	Digital Inclusion Strategy	221 - 262	All Wards
10 .2	Contracts Forward Plan 2014/15 Q4	263 - 272	All Wards
10 .3	Best Value Plan (to follow)		All Wards

11. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT

12. UNRESTRICTED REPORTS FOR INFORMATION

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

The exempt / confidential minutes of the Cabinet meeting held on Wednesday 4 February 2015 are presented for information (to follow).

15. OVERVIEW & SCRUTINY COMMITTEE

15 .1 Chair's Advice of Key Issues or Questions in Relation to Exempt / Confidential Business to be Considered.

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).

EXEMPT / CONFIDENTIAL REPORTS FOR CONSIDERATION

16. A GREAT PLACE TO LIVE

Nil items.

17. A PROSPEROUS COMMUNITY

Nil items.

18. A SAFE AND COHESIVE COMMUNITY

Nil items.

19. A HEALTHY AND SUPPORTIVE 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.

Agenda Item 2

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-


- Meic Sullivan-Gould, Interim Monitoring Officer, 020 7364 4800
- John Williams, Service Head, Democratic Services, 020 7364 4204

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

This page is intentionally left blank

Cabinet 4 March 2015	 TOWER HAMLETS
Report of: Aman Dalvi, Corporate Director – Development & Renewal	Classification: Unrestricted
The Allocations Scheme 2015 and Lettings Plan	

Lead Member	Rabina Khan, Cabinet Member for Housing and Development
Originating Officer(s)	Colin Cormack – Service Head, Housing Options
Wards affected	All wards
Community Plan Theme	A Great Place to Live
Key Decision?	Yes

Executive Summary

The revised Allocations Scheme went 'live' in April 2013. This report serves to provide an update on the success of the Scheme's amendments and proposes a number of minor changes to the Scheme and a revised Lettings Plan for consideration

Recommendations:

The Mayor in Cabinet is recommended to:

- I. Agree to amend the Allocations Scheme to provide capacity to place homeless applicants on autobid in the circumstances set out in section 4.10 – 4.14 of the report
- II. Authorise the Corporate Director Development Renewal to set quotas for the proportion of lets to be made to homeless households
- III. Agree the revised priority target groups for the Lettings Plan set out in section 5.3 of this report

1. REASONS FOR THE DECISIONS

- 1.1 Some important changes were introduced when the Allocations Scheme was last amended in 2013. These principally included bid limits, penalties for refusal of offers and the adoption of residency criteria for joining the housing list. In addition, the choice based lettings IT system was enhanced to enable applicants to place bids using mobile technology, to see property outcome information and, significantly, to gain real time queue positions at the point of bidding, thus enabling applicants to make informed choices.

- 1.2 The recommendations in this report are designed to ensure that the council and its partners continue to make best use of the supply of available social housing.
- 1.3 Some minor policy amendments are proposed as well as revisions to the Lettings Plan. This report recommends the adoption of all of these. The alternative is to either not amend the Policy or to adopt some, but not necessarily all, of the recommended amendments.
- 1.4 In April 2013, non-IT dependent amendments were applied to the Allocations Scheme with those changes needing IT reconfiguration being adopted in the October of that year. The primary aim was to make the service more efficient and accessible for residents by reducing the number of offer refusals thus affording other priority need applicants the opportunity to be rehoused.
- 1.5 Early indications are that the changes have had the desired effect. The aim of the report's recommendation is to build on this success. However, the report also identifies one unintended consequence that has had an adverse impact on homeless applicants.
- 1.6 Finally, the Lettings Plan as agreed by Cabinet in 2013 has also been revised and is outlined in this report for Cabinet to consider and agree.

2. ALTERNATIVE OPTIONS

- 2.1 Some minor policy amendments are proposed and revised Lettings Plan. This report recommends the adoption of all of these. The alternative is to either not amend the Policy or to adopt some, but not necessarily all, of the recommended amendments

3. DETAILS OF REPORT

- 3.1 Analysis undertaken reveals that the policy changes have had the desired outcome. Fewer properties are now being refused. In 2012-2013 47% of offers were refused overall. This has reduced to 33% in 2013/14, which is a 14% reduction in refusals.
- 3.2 With bid limits and penalties for refusal, applicants are bidding sensibly and for properties that they are really interested in. More applicants are now turning up for viewings and the number of 'no shows' have reduced from 13% in 2011/12 to 10% in 2013/14. Shortlisting Officers have been able to reduce the number of multiple viewings that are carried to an average of 3 applicants per viewing as opposed to 6 applicants. This has helped enormously with the shortlisting and lettings process.
- 3.3 The tables in Appendix 1 provide data on housing demand and lets.
- 3.4 The introduction of the residency criteria means only applicants who have lived in this borough for 3 or more years can join the housing register unless there are extenuating circumstances. As a result of this, around 2,000 out of borough households were removed from the Register.

- 3.5 The changes introduced have had a positive impact as detailed above. However, there is one main area of concern relating to homeless applicants, where lets have reduced over the years.
- 3.6 In 2009/10, the year prior to the earlier 2010 Allocation Scheme amendments, lets to homeless households made up some 36% of all lets. The 2010 amendments saw overcrowded households being awarded the same Band 2 priority as homeless households and it was always anticipated that many more offers to the overcrowded cohort would occur.
- 3.7 It was believed though that, as “older” overcrowded cases were assisted, the numbers of homeless households being offered accommodation would progressively increase. This however has not manifested itself with, after an immediate rise in 2010/11, the percentage lets to homeless households remaining at a consistent figure of around 17%.
- 3.8 This static nature of lets to homeless applicants is having an adverse effect on numbers in temporary accommodation and, significantly, greater reliance on bed and breakfast accommodation. This is despite homeless acceptances not increasing. Best described as a net reduction in homeless lets, this, coupled with difficulties in sourcing affordable temporary accommodation locally, has had a drastic effect on the council’s ability to meet its statutory obligations.
- 3.9 There are currently 143 families with children in bed and breakfast accommodation, 97 of these in excess of the statutory maximum of 6 weeks (January 2015). To address this, Cabinet approval is being sought for the Corporate Director (Development & Renewal) to set lets quota, when necessary. The ability to do this will enable the Council to deal with its legal obligation in moving families out of bed and breakfast accommodation within 6 weeks by ensuring sufficient self-contained temporary accommodation is released by rehousing priority homeless applicants.
- 3.10 Of course, in any one year, the supply of accommodation is finite and, accordingly, the application of any quota to one group of registered applicants such as homeless households would mean less offers of accommodation to other groups of households. As any quota is unlikely to suggest being sourced by accommodation that would otherwise be offered to Band 1 applications, the households likely to experience fewer offers would be the other members of Band 2 i.e. overcrowded households.
- 3.11 For that reason, any quota proposals are recognised as needing to have been subject to due consultation with Common Housing Register partners and residents, the results of this being used to inform the decision both on whether to set a quota and the size of that quota, should its adoption prove necessary.
- 3.12 The next proposal looks at the current Allocation Scheme’s ability for the council to place all homeless households onto autobid if they have not received an offer within 24 months. Members will be aware that the Autobid mechanism involves the automatic bidding of properties for applicants, the applicant in

question having agreed with the council the criteria to be used when automatically bidding (location, property type, etc.). That said, this has been rarely employed, relying as we have on the principle that, if an 'old' household was not bidding, a newer household would succeed.

- 3.13 However, those newer households are generally from other Priority Groups leading to fewer offers than hoped to homeless households. The proposal then is for a more realistic term of years before autobid is applied but, at that point, it will be applied and consistently so. This is being recommended in order to deal with homeless households who are not bidding for properties, or who are only bidding for homes they have no prospect of being offered. Whilst respecting the decision of individuals to conduct themselves in this way, their actions have adverse consequences on others, the silting up of temporary accommodation and the need then to rely on B&B hotels refers.
- 3.14 Officers will rely on existing data to calculate the average waiting time for an offer for any household who is bidding regularly and sensibly i.e. for the type of property they can reasonably expect to be offered. Households who have passed this term without any offer will have their bidding practices examined and, if it is considered that those practices are the reason for the lack of an offer, they will be guided on the ways they can improve their offer prospects.
- 3.15 If, after a 6-month period, those practices are not amended, the household will be placed on autobid for any property that, in the council's view, it would be reasonable to accept, a decision that will have regard to property type, location and any other social, medical or relevant influence.
- 3.16 This proposed change is considered as being a refinement of the existing policy rather than a major change. Registered providers and registered social landlords who are members of the Common Housing Register Partnership have already been consulted on this proposal and have collectively indicated their support for the same.
- 3.17 Further consultation with the participants of the Council's Housing register was considered but, on balance, it was decided this would be of little practical value. The reason for this is two-fold.
- 3.18 Firstly, it would not be possible to inform any equality data. This proposal, if implemented, will be on a case by case basis and, as yet, it is not known which, or indeed how many, households will have this condition applied; it goes to each individual's bidding tactics, or lack of them.
- 3.19 Secondly, the proposals are designed to achieve offers to homeless households that would anyway occur if those households were bidding appropriately. With a finite supply of accommodation, efforts to maximise offers of accommodation to any one cohort is at the cost of not offering accommodation to other cohorts, a prospect likely to secure vested interest comments that risk lending little to the considerations.

3.20 Rather, the proposal is to report on outcomes at the 2016 Lettings Plan and to decide then whether if any continuation of this practice would benefit from being further consulted upon.

4. The Lettings Plan

4.1 In proposing modest changes to specific Priority Target Groups, it is deemed appropriate to first share overall demand and let data. This is presented at Appendix 1.

4.2 Targets were agreed for the Lettings Plan for Band 1 B Priority Targets Groups. The table below outlines outcomes against each of those targets.

Priority Target Group	Target	Demand 10.12 14	Lets 13/14	Lets 14/15
Intensive Community Care and Support Scheme	35	10	25	26
Key Worker Scheme	15	11	20	9
Supported Housing Move On Scheme and HOSTS	75	19	57	40
Applicants Leaving Care	No Target	11	19	21
Sons and Daughters of CHR Partner Landlords	No Target	11	9	10
Armed Forces Personnel	No Target	0	0	0
Foster Carers	8	0	0	0
Retiring from tied housing	No Target	0	0	3
Waiting List Decant	No Target	12	20	17
Totals	133	74	150	126
Band 3 Lets	Original Target	Demand Dec 2014	Lets 13/14	Lets April 14-Nov 14
Across all bed sizes	10%	18112	171	115

- 4.3 Under the allocations scheme, “Priority Target Groups” are in Band 1 Group B. Cabinet is asked to consider and agree revised targets for each of the priority targets groups as detailed below.

Priority Target Groups

Priority Target Group	Current Target	Proposed Target
Intensive Community Care and Support Scheme	35	35
Key Workers	15	15
Supported Housing Move On Scheme/HOST referrals	75	75
Applicants Leaving Care	No Target	No Target
Sons and Daughters of CHR Partner Landlords	No Target	No Target
Armed Forces Personnel	No Target	No Target
Foster Carers	8	No Target
Retiring from tied housing	No Target	No Target
Waiting List Decant	No Target	No Target
Totals	125	125
Band 3 Lets	Current Target	Proposed Target
Across all bed sizes	10%	5%

- 4.4 Intensive Community Care and Support Scheme: In 2013/14, 25 applicants were rehoused. There are currently 10 applicants waiting to be rehoused. It is proposed to keep the number in the scheme to 35 for 2015/16 to allow the flexibility to deal with any increase in number of applications made because more applicants with learning disability are being included and referred under the scheme. This target will continue to increase opportunities for applicants living in supported accommodation to live independently and will create vacancies for other applicants in need of this type of accommodation
- 4.5 Key Worker Scheme: In 2013/14 20 key workers were rehoused, current demand is 11. Target to remain at 15 as previously agreed by Cabinet but restricted to applications made from people currently living in Tower Hamlets meeting the residential criteria.

- 4.6 Supported Housing Move On Scheme: In 2013/14, 17 applicants were rehoused and there are currently 11 applicants waiting to be rehoused. Many of these applicants are moving into private sector accommodation, which is why the number of lets and demand has reduced. However, some will still need to be moved into social housing so as to create vacancies for new residents. The maximum target has not been taken up in recent years but there is no proposal to limit the target for 2015/2016. Rather, as with the HOST Team referrals below, the combined figure of 75 will be taken as a maximum and, if sufficient cases matching the category criteria are not identified, properties will be employed on general lets.
- 4.7 HOST Team Referrals: In 2013/14, 40 applicants were rehoused under the rough sleeper's initiative. Private sector accommodation is now being actively sourced for those applicants, which is why demand has significantly reduced. Notwithstanding that, in merging this group with the Supported Housing Move On Scheme group, the target of 75 is preserved for the reasons stated at 4.6 above.
- 4.8 Applicants Leaving Care: In 2013/14, 19 care leavers were rehoused. Some 4 applicants remain waiting. However, no target is proposed as these cases will be rehoused as required.
- 4.9 Sons and Daughters of CHR Landlords. In 2013/14, 9 applicants were rehoused under the severe overcrowding policy provisions or where priority was awarded on medical grounds to a member of the household. There are currently 11 cases waiting under this provision. It is not proposed to set a target to limit the number but to respond to demand in line with the Council's overcrowding reduction strategy.
- 4.10 Foster Carers: No foster carer has been rehoused last year and there is currently no demand under this quota group. No target is proposed as applicants who qualify are accepted under this provision as being in need of urgent need of rehousing.
- 4.11 Retiring from tied housing: In the current financial year, 3 applicants have been rehoused, but none last year. No target is proposed; in these cases there is usually a contractual duty to offer rehousing from tied accommodation on retirement
- 4.12 Waiting List Decant: In 2013/14, 20 applicants were rehoused under this provision and there are currently 11 households waiting to be rehoused. Applicants qualify where they are living with a tenant in accommodation that is to be decanted. No target is proposed as qualifying applicants are offered rehousing as required
- 4.13 Annual Band 3 Quota: It was agreed that an annual quota of lettings be made available for applicants in Band 3. The target was increased to 10% by Cabinet in direct appreciation that the previous 5% quota had not been delivered. The 10% quota was to make up for the previous year's shortfall in performance. These are applicants who have a local connection but who are not in housing

need. It includes private sector tenants who are keen to progress to more secure forms of tenure as well as tenants of Common Housing Register partner landlords who want to move to the same size accommodation. Applicants will be considered in preference date order.

4.14 It was appreciated that these applicants have less chance of moving as they are considered adequately housed. Therefore, this quota target improves their rehousing chances. Commending the return to the 5% quota level is because the lets to this group is numerically close to the 154 lets to homeless households compared to 114 lets to band 3 applicants so far this financial year.

4.15 This % will be spread equally in the ratio of bedroom demand from Band 3 households up to 3-bedroom in size, thus:-

1 Bedroom Need	-	64 [68%]
2 Bedroom Need	-	20 [21%]
3 Bedroom Need	-	11 [11%]

5. COMMENTS OF THE CHIEF FINANCIAL OFFICER

5.1 Following a review of the operation of the policy over the last two years, this report seeks Cabinet approval to amend the Allocations Scheme that was approved by Cabinet in April 2013. It also addresses particular issues that have arisen in relation to homeless applicants.

5.2 As a result of the combination of the increasing numbers of applications to the homelessness section, the scarcity of available temporary accommodation and the high levels of rent charged to the Council, significant budgetary pressures are being faced. This particularly affects the Housing Benefits budget where a growth bid has been submitted as part of the 2015-16 budget process to set aside additional funding of £1.6 million to finance the pressures that arise from the effects of welfare reform, together with the impact that high rents have on the Benefits Subsidy received by the Council. Although the Council has a statutory duty to pay benefits, the level of subsidy that is recouped from the DWP is capped. The proposals in this report should help to mitigate some of these costs through reducing the numbers of homeless applicants that are placed in bed and breakfast accommodation.

5.3 Any costs involved in the implementation of the amended policy will be met from within existing resources.

6. LEGAL COMMENTS

- 6.1 The Council is required to comply with the requirements of Part VI of the Housing Act 1996 when allocating housing accommodation. Section 166A of the Housing Act requires the Council to have a scheme for determining priorities and the procedures to be followed in allocating housing accommodation. The Council is required to allocate housing in accordance with the allocation scheme.
- 6.2 Section 166A of the Housing Act 1996 specifies a number of matters that the Council's allocation scheme must contain. In particular, the scheme must secure that reasonable preference is given to the following categories of people with urgent housing needs –
- People who are homeless
 - People to whom the Council owes a homelessness duty under the Housing Act 1996
 - People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
 - People who need to move on medical or welfare grounds
 - People who would suffer hardship if they were prevented from moving to a particular locality in Tower Hamlets.
- 6.3 The scheme may also give additional preference to these categories of people.
- 6.4 Following the House of Lords decision in *R (on the application of Ahmad) v Newham LBC* [2009] UKHL 14, it is also clear that reasonable preference does not mean absolute priority over everyone else and that a scheme may provide for factors other than those in section 166A to be taken into account in determining which applicants are to be given preference. It is important, however, that such additional factors do not dominate the scheme and that the scheme continues to operate so as to give reasonable preference to the above categories of persons. The Council's existing allocation scheme was framed with these requirements in mind.
- 6.5 The Secretary of State has published statutory guidance under section 169 of the Housing Act 1996 which deals with the making of allocations schemes. The guidance is entitled "Allocation of accommodation: guidance for local housing authorities in England" and was published in June 2012. The Council is required to have due regard to the guidance when carrying out its functions under Part 6 of the Housing Act 1996.
- 6.6 It is clear from the statutory guidance that in setting qualifying criteria or imposing requirements as to classes of persons who will be granted preference, the Council should consider the impacts of those criteria or requirements. This is to ensure that the persons in urgent housing need continue to receive reasonable preference and that any policies adopted do not result in harsh and unexpected impacts.
- 6.7 When setting or amending its allocation scheme, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010,

the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't (the public sector equality duty). An equality analysis is required which is proportionate to the impacts of the proposed scheme.

- 6.8 An amendment is proposed to the allocations scheme to vary the circumstances in which automatic bidding is imposed. Section 166A of the Housing Act 1996 requires the Council to consult registered providers of social housing and registered social landlords before making an alteration to the allocations scheme reflecting a major change in policy. The proposed change is considered to be a refinement of the existing policy of applying auto-bidding, rather than a major change. That said, the Council must still consider the impacts of the proposed change, as outlined in paragraphs 6.6 and 6.7 above. It is understood that the decision has been taken that consultation is not required in order to properly understand those impacts and Cabinet will need to be satisfied with that approach.
- 6.9 The Mayor is asked to delegate power to the Corporate Director to impose quotas in respect of lets made to homeless households. Section 9E of the Local Government Act 2000 permits such a delegation to be made. The imposition of such a quota has the potential to impact significantly on other categories under the allocation scheme. Before implementing such a quota, the Corporate Director will have to consider the associated impacts in accordance with the requirements outlined in paragraphs 6.6 and 6.7 above and will have to consider whether consultation is required as outlined in paragraph 6.8 above.
- 6.10 It is consistent with the Council's statutory housing functions and its own allocations scheme for the Council to consider and adopt a Lettings Plan as proposed in the report. The proposed Lettings Plan has been prepared on a rational basis, having regard to the housing demand in the borough and the lettings made in 2013/2014 and 2014/2015. It provides a permissible means of ensuring the Council effectively gives reasonable preference and additional preference to prescribed persons under the allocations scheme and in accordance with the Housing Act 1996. Consistent with the Council's public sector equality duty, the Lettings Plan needs to be subjected to a proportionate level of equality analysis.

ONE TOWER HAMLETS CONSIDERATIONS

The policy changes recommended should assist in keeping families and residents in Tower Hamlets, where they will benefit from their support network, engage with the relevant services as may be appropriate. It will assist with applicants being rehoused more quickly into more suitable accommodation, positively impacting in community cohesion. The proposed changes to auto-bidding have been subject to equality analysis as outlined in the attached checklist. It is not considered that there will be any adverse impacts, or that further analysis will be required. The proposed changes to the Lettings Plan are considered to be neutral in terms of the protected characteristics in the Equality Act 2010.

SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

None identified.

RISK MANAGEMENT IMPLICATIONS

None identified.

CRIME AND DISORDER REDUCTION IMPLICATIONS

None identified

EFFICIENCY STATEMENT

Much of the recent policy revisions relate to making the best use of the scarce stock that is social housing. Reducing the number of applicants in temporary accommodation and making the shortlisting process more efficient and effective will have cost benefits some of which is being realised by the current Lettings Organisational Review.

APPENDICES

Appendix 1 – Lets and Demands Data

Appendix 2 – Equality checklist

Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012

Brief description of “background papers”	Name and telephone number of holder and address where open to inspection.
--	---

Housing Register Data	Rafiqul Hoque Ext. 0235
-----------------------	-------------------------

This page is intentionally left blank

Appendix 1 - Tower Hamlets Housing List - Demand & Lets Data

Demand as of 2nd January 2015

By Bedrooms Required	Total
1	8803
2	4320
3	4995
4	1513
5	162
6	19
7	2
Total	19814

By Band	Total
1A DECANT	179
1A EMERGENCY	56
1A MEDICAL	238
1A UNDER OCCUPIER	1011
1B DECANT	58
1B PRIORITY MEDICAL	275
1B PRIORITY SINGLE HOMELESS	63
1B PRIORITY SOCIAL	60
1B PRIORITY TARGET GROUPS	65
2 OVERCROWDED	7156
2 PRIORITY HOMELESS	1616
3 CHR ADEQUATELY HOUSED TRANSFERS	2949
3 SHR ADEQUATELY HOUSED WAITING LIST	6088
Total	19814

By Ethnicity	Total
Asian	11218
Black	2378
Dual	493
Other	1043
REFUSED	187
White	4495
Total	19814

Lets for period 1 April 2014 to 31 December 2014

By Bedrooms Required	Total
0	59
1	507
2	481
3	232
4	50
5	17
6	1
Total	1347

By Band	Total
1A DECANT	55
1A EMERGENCY	48
1A MEDICAL	62
1A UNDER OCCUPIER	106
1B DECANT	14
1B PRIORITY MEDICAL	72
1B PRIORITY SINGLE HOMELESS	34
1B PRIORITY SOCIAL	47
1B PRIORITY TARGET GROUPS	132
2 OVERCROWDED	486
2 PRIORITY HOMELESS	163
3 CHR ADEQUATELY HOUSED TRANSFERS	14
3 SHR ADEQUATELY HOUSED WAITING LIST	114
Total	1347

By Ethnicity	Total
Asian	686
Black	160
Dual	44
Other	92
White	365
Total	1347

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST


Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Revision to Allocations Scheme's "autobid" process – removing the blanket 2-year blanket autobid potential in favour of employing only if households have not gainfully employed their earned chronological priority by bidding for what they can reasonably expect to be offered.
Directorate / Service	Development & Renewal
Lead Officer	Rafiqul Hoque, Service Manager - Lettings
Signed Off By (inc date)	Colin Cormack, Service Head – Housing Options January 2015
Summary – to be completed at the end of completing the QA (using Appendix A)	<div data-bbox="1115 730 1189 810" style="display: inline-block; width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> Proceed with implementation Based on the findings of the QA checklist it is clear that the proposal does give due regard, in line with the Public Sector Equality Duty (part of the Equality Act 2010). It is evident that the proposal will not have a disproportionate impact on any of the nine protected disabled people. Accordingly, the proposal has low relevance to equalities and a Full Equality Analysis is not required.


Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	The effect is of removing the potential for a broad brush approach of placing every household on auto bid if, after 2 years, they have not succeeded in securing an offer. Instead, the intention is to only apply this practice to households who have passed that point where, chronologically, they would have received an offer if their bidding strategy had reflected the type of offer they can reasonably expect to be offered,
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	Clarity is about who and when. The 'who' will be any homeless household who is not maximising the opportunity to benefit from their respective chronological priority. There is no evidence to suggest one particular cohort is more likely to act in this way of not exploiting their offer potential, It follows then that the proposals, in being applied across the client groups, are not going to impose on any cohort disproportionately. The 'when' is even more significant. The current scheme allows it be applied after two years. The provision is rarely employed but, when it is, the passage of time is not consistent. The proposal is that the time factor will be both realistic, reflecting the average waiting time per property size and, importantly, will be employed consistently to every such case.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	We know our client profiles and we know are non-bidding household profiles. There are no particular profile differences across the protected characteristics range.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	Local data as above

b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	Data is gathered and shared by persons specialising in this field and shared with CHR partners
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Partial	Yes with partners, no with stakeholders but the significance of that is low. Remember, the proposal is to remind those who could have had an offer that they need to bid appropriately and, only if that caution is ignored with the autobid mechanism be applied. Currently it can be applied regardless.
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	But that has confirmed no disproportionate impact
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	The potential is well understood but, in the event, it is not believed that there will be any disproportionate impact
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	No	But these proposals will, if implemented, be the subject of retrospective analysis and reporting in each year's Lettings Plan
b	Have alternative options been explored	Yes	To do nothing with continued and adverse consequence on similar, albeit younger (in terms of length of housing application) cohorts of people
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	See above
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	See above
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

Appendix A

Equality Assessment Criteria

Decision	Action	Risk
<p>As a result of performing the QA checklist, the policy amendments do not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>Proceed with implementation</p>	<p>Green: </p>

Cabinet 4 March 2015	 TOWER HAMLETS
Report of: Aman Dalvi, Corporate Director Development & Renewal	Classification: Unrestricted
Handover (disposal) of land interests acquired by Compulsory Purchase Order (CPO) to and on behalf of Swan Housing (Hackworth Point & Mallard Point).	

Lead Member	Councillor Rabina Khan, Cabinet Member for Housing and Development
Originating Officer(s)	Robin Sager
Wards affected	Bromley North
Community Plan Theme	A Great Place to Live
Key Decision?	No

Executive Summary

This report explains that it is necessary to formally transfer, to Swan Housing, 12 land interests, following the completion by the council of a Compulsory Purchase Order (CPO) process on the former Crossways Estate (now known as “Bow Cross”). There is a long-standing requirement for the Council to transfer these interests to Swan, as part of the estate transfer/regeneration agreement in 2005.

This is a paper exercise to formally end the leasehold interests of these properties, which are still registered at the Land Registry following their vesting to the Council at the conclusion of a CPO process in 2009. Although the council was contractually obliged to complete the CPO on Swan’s behalf, Swan paid the owners compensation for the properties and successfully took possession.. The action required will rectify the anomaly wherein the council retains titles to properties which have actually been acquired by Swan. This action is essential to enable Swan to take full ownership of the properties, which include flats on which private sales are due to complete, as the final stage of the regeneration programme.

Recommendations:

The Mayorin Cabinet is recommended to:

1. Confirm the transfer to Swan Housing at nil consideration, of the following land interests acquired under Compulsory Purchase Order, for the purpose of delivering the Crossways Regeneration Scheme (Single Regeneration Budget 6):
 - No. 10 Hackworth Point, Rainhill Way, E3 3ET;
 - No. 91 Hackworth Point , Rainhill Way, E3 3EX;
 - No's. 6,12,16,26,31 Mallard Point, Rainhill Way E3 3JE;
 - No's 53,56,59,68,91 Mallard Point Rainhill Way, E3 3JF
2. Note that any transfer of property to Swan will require the consent of the Commissioners appointed by the Secretary of State.

1. REASONS FOR THE DECISION

- 1.1 The Council made the CPO on behalf of Swan, in support of its regeneration programme. The decision to transfer the land interests only arises because they have been vested in the council on making the General Vesting Declaration (GVD). All costs involved are being met separately by Swan and the Council does not have any interest in retaining these sites, since they form part of a major regeneration on an Estate owned and managed by Swan, following large scale voluntary stock transfer in 2005.
- 1.2 There is a contractual requirement for the Council to transfer these interests to Swan, as part of the estate transfer/regeneration agreement in 2005.

2. ALTERNATIVE OPTIONS

- 2.1 There is no alternative option. These properties have only been technically vested with the council. Any delay in handover will have critical cost implications for the Registered Provider. The regeneration work carried out by Swan has fulfilled commitments made to the local community and to the council, when the estate was approved for stock transfer.

3. DETAILS OF REPORT

- 3.1 Authorisation to compulsorily purchase leasehold properties in Hackworth Point and Mallard Point was provided by Cabinet on 7 November 2007 (Agenda Item 7.1).
- 3.2 The CPO was made by the Council as "Acquiring Authority", to support Swan's regeneration in the area. The CPO process was deemed necessary

as a last resort, following repeated attempts by Swan Housing to consult and negotiate to seek possession of the remaining leasehold interests. Tower Hamlets Council used the compulsory purchase route to avoid disruption and jeopardy to the refurbishment programme to two tower blocks. A third block had already been through an earlier CPO process following Cabinet approval (February 2005), and was refurbished with priority to rehouse existing tenants and leaseholders from this estate. All land interests acquired under the earlier CPO were transferred to Swan, exactly as proposed now.

- 3.3 The council was required under the terms of the stock transfer to run a CPO process to facilitate Swan's regeneration of the estate, as part of the Council sponsored SRB6 regeneration process, and to transfer those titles once vested with the council as the CPO Acquiring Authority. Normally now the onward disposal to an RSL partner would be covered in the Cabinet decision at the point that a CPO is agreed, but this was omitted at the time and a formal decision to dispose is thus required.
- 3.4 The Secretary of State for Communities and Local Government recommended that the London Borough of Tower Hamlets Crossways Estate (Hackworth Point and Mallard Point) Compulsory Purchase Order 2009 be confirmed without modification following a Public Inquiry.
- 3.5 The acquisition and CPO costs were met fully by Swan, and there is no financial implication for the Council. Any delay in transferring these interests to Swan will have critical cost implications for Swan, whose business plan for the regeneration of the estate was underpinned by the disposal of Mallard Point for cross-subsidy funding.
- 3.6 The Council made a General Vesting Declaration (GVD) on the land interests, which at that time had not been acquired. Dated 23 December 2009, the GVD's sum total of cumulative surrender values compensated by Swan was £1,172,234. Added costs were later incurred by Swan for two of the properties once full and final settlement had been negotiated, with a final total of compensation being **£1,195,351**.
- 3.7 Although the former leaseholders were compensated by Swan in compliance with CPO good practice, the leases vested in the Council as the statutory body exercising CPO powers. There is no cost implication to the Council as the costs of acquiring the properties and making the CPO were paid for by Swan.
- 3.8 All of the sites vested with the Council cannot be transferred under Director's Action provisions as whilst their individual purchase values fall below the £250,000 threshold, cumulatively the value of the sites exceeds this.
- 3.9 As a former Tower Hamlets Council owned and managed housing estate, Crossways (now known as "Bow Cross") transferred to Swan Housing on 21st March 2005 following a 'Housing Choice' large scale voluntary stock transfer ballot of tenants and leaseholders in October 2004. In a process managed by

the Electoral Reform Society 90% of tenants and 88% of leaseholders voted 'Yes' to the transfer.

The following clauses in respect of the council's obligation to make a CPO were incorporated into the Transfer Agreement for the disposal of the Crossways Estate to Swan, which was approved by Cabinet 9 February 2005. ('The Company' being defined as 'Swan Housing Association Limited'). The last sentence of clause 16.3 refers to the disposal for which this approval is being requested:

16.1 The Council will if requested by the Company resolve to make the Compulsory Purchase Order in relation to any Third Party Interests relating to any part of the Property and will proceed with due diligence towards the Compulsory Purchase Order and apply for confirmation by the Secretary of State. The Company will pay the Council's CPO Costs as soon as reasonably practicable after request from the Council.

16.2 Following the making of the Compulsory Purchase Order the Council will use all reasonable endeavours to have the Compulsory Purchase Order confirmed by the Secretary of State. Following the date when the Compulsory Purchase Order becomes operative or (if later) free from any legal challenge the Council will vest in itself or otherwise acquire the CPO land and immediately following such acquisition will subject to the payment by the Company of any outstanding CPO Costs transfer any freehold or leasehold interest in the same to the Company.

16.3 Notwithstanding the foregoing provisions the Company will use all reasonable endeavours to negotiate and acquire by agreement all Third Party Interests as expeditiously as possible and, subject to payment by the Company of all reasonable and proper acquisition costs, including legal and other costs, which the Company have approved (such approval not to be unreasonably withheld or delayed prior to the covenant incurring the same) the Council shall acquire such interests and as soon as reasonably practicable following such acquisition will transfer any freehold or leasehold interest in the same to the Company.

-
- 3.10 The CPO was confirmed by the Secretary of State following a Public Inquiry held on 12 August 2009, The inspector on behalf of the Secretary of State for Communities and Local Government recommended that the LBTH Crossways Estate (Hackworth Point and Mallard Point) Compulsory Order 2009 be confirmed without modification as there was 'a compelling case in the public interest for the Order to be made'. Resident leaseholders were rehoused by Swan Housing in fully refurbished homes in neighbouring Priestman Point at no extra cost to them. Costs of land acquisition, compensation, and of making the CPO, were paid by Swan Housing.
- 3.11 The Council has not paid monies to acquire these sites and it was intended to CPO them for the purposes of transfer to support Swan Housing's scheme.

There is no financial implication for the Council in transferring the vested land interests. Valuations for disposal purposes were made by Swan Housing's valuer, acting as the council's agent. The Hackworth Point properties, already refurbished and let as social rented homes, will be retained under Swan Ownership. The Mallard Point properties were agreed with Tower Hamlets Council at the point of transfer to be refurbished for private sale, to cross subsidise the regeneration scheme. This penultimate phase of the project is nearing completion. The transfer of the titles acquired by the council through CPO is essential to enable Swan to take full ownership of those properties, including flats on which private sales are due to complete in Mallard, as the final stage of the regeneration programme.

- 3.12 The regeneration programme, which is now almost completed, fulfilled commitments made jointly by the council and Swan to the local community when the estate was approved for stock transfer in 2005: Swan has delivered the overall scheme, achieving 489 affordable homes (457 for social rent), including an additional 100 homes which were switched from private to affordable tenure, thus exceeding the targets for the scheme. An SRB theme of 'Connecting Communities' has reconnected the estate with the wider neighbouring communities by footpath improvements and a new strategic access road. A new housing office serving the estate is already operational as is a new community facility.
- 3.13 The scheme at Mallard for refurbishment to sell will be completing in December 2014. Swan now needs to issue completion of sale notices to the purchasers of the flats which have been pre-sold. Swan must have legal title for all of these properties or it would be in breach of contract with those buyers.
- 3.14 Income from the Mallard Point units for sale is critical to Swan's business plan and to achieving the cross subsidy that underpinned their forward-funding for the social and community elements of the regeneration.
- 3.15 Another potential knock-on effect of failing to transfer these titles now, apart from raising issues around breach of contract by the council, would, Swan argues, be the risk of delay to other Swan projects, including Swan's investment at Blackwall Reach in Tower Hamlets.
- 3.16 On 17 December 2014, the Secretary of State pursuant to his powers of direction in section 15 of the Local Government Act 1999 appointed commissioners to oversee specified functions at Tower Hamlets. The Council will be required to obtain the prior written agreement of the commissioners before entering into any commitment to dispose of, or otherwise transfer to third parties any real property other than existing domestic property for the purposes of residential occupation. Therefore the commissioners will need to consent to the proposed disposal of the land interests to Swan Housing. This process does/did not prevent a decision being made in Cabinet, but rather adds an additional approval requirement which will still have to be obtained.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1. In November 2007, Cabinet approved a programme to support three separate regeneration schemes being undertaken by Poplar HARCA, East End Homes and Swan Housing Association. The proposed regeneration schemes required the acquisition of various leasehold property interests, and it was agreed that the Council would begin a Compulsory Purchase Order process on behalf of the Registered Social Housing Providers to acquire these leasehold interests in case settlement could not be reached through negotiation.
- 4.2. The report included the former Crossways estate (now known as Bow Cross), owned and managed by Swan Housing Association. This report relates to the Compulsory Purchase Order process for Hackworth Point and Mallard Point on the estate.
- 4.3. As part of the CPO process, a General Vesting Declaration was put in place on 23 December 2009 (paragraph 3.6). After this date twelve leasehold properties were acquired, meaning that the leases for these properties had to be vested in the Council. The properties concerned are listed in Appendix 1.
- 4.4. This report seeks approval to formally transfer the interests in the twelve properties back to Swan Housing Association. There are no financial implications for the Council – the costs of the purchases and associated compensation packages have been borne by Swan, and in addition the cost of all officer time involved in the CPO process will also be recharged to the organisation.

5. LEGAL COMMENTS

- 5.1 Pursuant to its power under section 17(1) of the Housing Act 1985, the Council made the compulsory purchase order as detailed earlier in the report. The power conferred by subsection (1) includes power to acquire land for the purpose of disposing of houses provided or to be provided, on the land or as in this case of disposing of the land to a person who intends to provide housing accommodation on it.
- 5.2 Section 32 of the Housing Act 1985 provides power to dispose of land held under the provisions of the Housing Act 1985. However, such disposal shall not be made without the consent of the Secretary of State.
- 5.3 The General Housing Consents 2013 allow certain disposals to be made without the specific consent of the Secretary of State provided such disposals are at market value (except in the case of vacant land). The proposed disposal is at nil consideration given that SWAN have incurred all the acquisition costs and the Council has a commitment to transfer the properties back to SWAN in order for it to deliver the regeneration of the estate. Given that the purpose of the Council exercising its CPO powers was to support the regeneration of the estate, there is an argument that there is a nil market

value in respect of this transfer as the Council is unable to transfer the property to a third party without breaching its commitment to SWAN. If that were not the case the consent of the Secretary of State for this disposal may be required.

- 5.4 On 17 December 2014, the Secretary of State pursuant to powers under sections 15(5) and (6) of the Local Government Act 1999 appointed Commissioners whose prior written agreement will be required to the disposal of property other than existing single dwellings for residential occupation. If the Mayor agrees the proposed disposal to Swan, then consent will also need to be obtained from the Commissioners.
- 5.5 A decision may relevantly be a key decision for either or both of the following reasons: (1) it involves significant expenditure having regard to the Council's budget for the service or function in question (the financial test); or (b) it will have a significant effect on communities living or working in an area comprising two or more wards in the borough (the community impact test).
- 5.6 In this instance, it is open for the Mayor to take the view that the proposed transfer to Swan Housing is not considered to be a key decision. In terms of the financial test, the report makes clear that the costs of the purchase were met by Swan Housing and there is no financial implication for the Council. In terms of the community impact test, the original decision to authorise compulsory purchase in support of the regeneration scheme may well have had a relevant significant impact. However, it may reasonably be considered that authorising the previously contemplated transfer of properties to Swan Housing, in order to enable the final stage of the regeneration programme to complete, will not itself have a significant impact on communities in two or more wards.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. This scheme will contribute to One Tower Hamlets objectives. The three objectives are to reduce inequalities; ensure community cohesion; and, strengthen community leadership.
- 6.2. On **reducing inequalities**, the scheme has led to an increase in affordable housing on the site by providing units at social rent and for shared ownership. There has also been the creation of local jobs in the construction and management processes, and training for employment.
- 6.3. On **ensuring community cohesion**, the Registered Provider has been working with community representatives to facilitate the regeneration project, and minimise disruption. The new scheme has already achieved a transformational change.
- 6.4. On **strengthening community leadership**, the Registered Provider continues to work closely with residents. The successful redevelopment of

the Crossways/Bow Cross Estate is predicated on continuing successful engagement with residents and other local stakeholders.

7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 7.1 New homes were built and existing refurbished to modern standards to reduce energy consumption per home and improving environmental sustainability. A redesign of the estate was carried out to maximise the use of open space and create private gardens for some of the new homes.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1. The action proposed will address the risk of delays if the sites acquired on Swan's behalf through CPO are not handed over. The Council approved and managed a CPO process expressly to support the Crossways Estate (Bow Cross) regeneration scheme. The Secretary of State deemed that a Public Inquiry was necessary but following this was satisfied it's use was warranted and necessary, with 'a compelling case in the public interest for the Order to be made'. Failure to hand over the sites now would undermine the council's justification for having run a CPO. These properties have only been technically vested with the council.
- 8.2. A knock-on effect of failing to transfer these Titles, apart from raising issues around breach of contract by the council, would be delays in starting or completing other projects within the borough, including Swan's investment at Blackwall Reach.

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 9.1 The large scale regeneration of the estate allowed a comprehensive redesign to address crime and disorder concerns. Whilst three tower blocks have been retained, a series of interconnecting raised walkways were removed which had been detrimental to personal safety, main entrances moved to the ground floor and street level properties introduced overlooking what was previously a secluded estate road encouraging safer pedestrian movement and reducing the risk of flytipping. A number of garages separated from the residential area were removed which had been regularly broken into, along with another garage area overlooked by the towers but deemed unsafe to use by the fire brigade.

10. EFFICIENCY STATEMENT

- 10.1 The Crossways (SRB6) Regeneration attracted government funding which together with support from Tower Hamlets Council and Swan funding (including from the sale of Mallard Point properties) is enabling improvements including the provision of 489 affordable homes (including for 457 for Social

Rent). Without this external funding, Tower Hamlets Council would have incurred considerable expenditure in bringing up to 298 homes to Decent Homes Standard.

Linked Reports, Appendices and Background Documents

Linked Report

- Decision Sheet :Cabinet 7 November 2007
- Report Pack : Cabinet 7 November 2007

Appendices

- List of vested properties and compensation values

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

Officer contact details for documents:

- Robin Sager Tel: 020 7364 2439

This page is intentionally left blank

Appendix 1
Bow Cross CPO Vesting Date Property Values (all purchase costs were met by Swan).


Hackworth Point :

10	Market value	£84,000
	Home loss @10%.	£ 8,400
	Disturbance payment	£ 3,000
	Total	£95,400
91	Market value	£95,000
	Loss @7.5%.	£ 7,125
	Total offer	£102,125

Mallard Point:

6	Market value	£83,150
	Home loss @10%.	£ 8,315
	Disturbance payment	£ 3,000
	Total	£94,465
12	Market value	£78,500
	Home loss @10%.	£ 7,850
	Disturbance payment	£ 3,000
	Total	£89,350
16	Market value	£78,500
	Home loss @10%.	£ 7,850
	Disturbance payment	£ 3,000
	Total	£89,350
26	Market value	£87,800
	Home loss @10%.	£ 8,780
	Disturbance payment	£ 3,000
	Total	£99,580
31	Market value	£90,100
	Home loss @10%.	£ 9,010
	Disturbance payment	£ 3,000
	Total	£102,110
53	Market value	£79,600
	Loss @7.5%%.	£ 5,970
	Total	£85,570 (Note: Settled as £107,000 in February 2010)
56	Market value	£87,750
	Loss @7.5%.	£ 6,581
	Total	£94,331
59	Market value	£92,400
	Home loss @10%.	£ 9,240
	Disturbance payment	£ 3,000
	Total	£104,640 (Note: Settled as £109,500 in September 2011)
68	Market Value	£97,500
	Loss Payment 7.5%	£7,313
	Disturbance	£3,000
	Total	£107,813
91	Market value	£95,000
	Loss payment	£9,500
	Disturbance	£3,000
	Total	£107,500
	Total for all 12 properties :	£1,195,351

This page is intentionally left blank

<p>Cabinet 4 March 2015</p>	 TOWER HAMLETS
<p>Report of: Robert McCullough Graham Corporate Director (Education, Social Care and Wellbeing)</p>	<p>Classification: Unrestricted</p>
<p>Determination of School Admission Arrangements for 2016/17</p>	

Lead Member	Cllr Gulam Robbani, Cabinet Member for Education and Children's Services
Wards affected	All wards
Community Plan Theme	A Prosperous Community
Key Decision?	Yes

Executive Summary

This report presents recommendations for Cabinet to agree the Council's school admission arrangements for Tower Hamlets Community Schools and for those schools for whom the Council acts as the admission authority.

Recommendations:

The Mayor in Cabinet is recommended to:

- **Agree** the arrangements and oversubscription criteria for admission to Community Nursery Schools/Classes in 2016/17, as set out in Appendix 1.
- **Agree** the arrangements, oversubscription criteria and catchment areas for admission to Community Primary Schools in 2016/17, as set out in Appendices 2 and 3.
- **Agree** the arrangements and oversubscription criteria for admission to Community Secondary Schools in 2016/17, as set out in Appendix 4.
- **Agree** the schemes for co-ordinating admissions to the Reception Year of primary school and Year 7 of secondary school for 2016/17, as set out in Appendix 5.
- **Agree** the scheme for co-ordinating 'In-Year' Admissions for 2016/17, as set out in Appendix 6.
- **Agree** the planned admission number for each School in Tower Hamlets in 2016/17, as set out in Appendix 7.

1. REASONS FOR THE DECISIONS

- 1.1 The Council decides and implements its school admission arrangements through local consultation, enabling it to fully understand and meet circumstances in its area. In doing so, the Council seeks to provide a clear framework intended to ensure arrangements are lawful, reasonable and minimise delay to children accessing education.
- 1.2 The proposed schemes, consultation and recommendations in this report are consistent with the Council's statutory duties as set out in the most recent revision of the School Admissions Code (Dec 2014).
- 1.3 The Council is addressing the rising need for school places and ensuring that both its school admission and school place planning arrangements work in harmony. 14.5FE of additional primary capacity has been created in the school years 2008/09 to 2013/14. This equates to 435 more places available for the Reception year and 3045 places when the additional capacity is filled in all year groups.
- 1.4 The co-ordination of arrangements together with school catchment areas provide a framework to plan the provision of school places more coherently, taking account of existing and future school locations; travelling distance; pupil migration and changes in neighbouring boroughs.

2. ALTERNATIVE OPTIONS

- 2.1 The Council has a statutory duty to annually determine the arrangements for admission to its community schools and to formulate a complying scheme for co-ordinating admissions at the main points of entry (i.e. reception, Year 3 for junior schools and Year 7 for transfer from primary to secondary school). If Cabinet fails to take such action the Council would be acting contrary to the law.
- 2.2 The recommendations in this report have been prepared with regard to the need for arrangements to be clear, objective and fair. Due consideration has been given to alternative admission arrangements, but any alternative action could lead to inequality and leave the Council open to legitimate complaint and legal challenge. If Cabinet wished to consider adoption of alternative arrangements, then full consideration would need to be given to the guidance provided in the report, particularly as to the legal requirements.

3. DETAILS OF REPORT

- 3.1 The Local Authority must consult the public on its arrangements at least once every 7 years, unless it is proposing changes. There are no proposed changes to the community school admissions arrangements that were consulted upon and approved by Cabinet for the 2015/16 school year. However, the Council has consulted again this year as it is particularly concerned to ensure that its existing arrangements continue to promote and enable fair access, secure choice and diversity, giving the parents and the wider community opportunity to make representation.

3.2 The public consultation took place between 1st November 2014 and 5th January 2015. An analysis of the responses is attached as Appendix 8. The overall number of responses was very low, but not unexpected, given that no changes were being proposed from the admission arrangements agreed previously.

3.3 The Tower Hamlets School Admission Forum, which discussed the proposals in detail at its meeting on 10th December 2014, has endorsed all the recommendations in this report. The Forum's approval is of significant importance, given that it is representative of all the key stakeholders in the admission process, including parents, schools, community organisations, diocesan bodies and the Council of Mosques.

3.4 Nursery School Admissions Arrangements (Appendix 1)

Following last year's changes to bring the nursery admission policy into line with arrangements for primary admissions, there are no proposals to make further changes this year.

3.5 Primary School Admission Arrangements (Appendices 2 and 3) – There are no proposals to alter the existing arrangements and oversubscription criteria for admission to primary schools. The outcomes of the primary school catchment system first introduced in 2013/14 remain positive with a higher proportion of children now gaining a place at a local primary school. However, there will continue to be a need for periodic modifications to the school catchment areas, in recognition of the rising pupil population and planned school developments

3.6 Secondary School Admission Arrangements (Appendix 4) - There are no proposals to alter the existing arrangements and oversubscription criteria for admission to secondary schools. Following representations made last year the Authority considered whether or not there was a need to implement a designated priority admission (catchment) area for Morpeth School or another school in or around the Bow area. Consideration was also given to whether or not the 'nearest school' tie-break criterion should be introduced as part of the admissions arrangements for secondary schools. The detailed analysis included an equalities impact assessment (Appendix 9) on the effects of the relocation of Bow School and its change of designation from a single sex to a mixed (boys and girls) school. The results determined that children living in Bow were now able to access a nearby school and most had secured a place at either Morpeth or Bow School during the September 2014 secondary transfer round. The Authority therefore decided that no changes were necessary.

3.7 Co-ordinated Admission Schemes (Appendices 5 and 6) - The Local Authority is responsible for administering a co-ordinated scheme for children starting primary school and those moving from primary to secondary school. The aim is to ensure that as many children as possible are able to receive an offer of a school place at the earliest stage. The Local Authority is no longer required to co-ordinate admissions for children who require a school place outside of the normal points of entry, but it will continue to do so because it remains the most effective way of ensuring that children out of school are tracked and then placed in school as quickly as possible. This safeguarding provision has been a particular strength of in-year co-ordination since the Council's introduction in 2011.

3.8 Planned Admission Numbers (Appendix 7) - The planned admissions number (PAN) for schools in Tower Hamlets for the 2016/17 school year seek to take account of rising pupil numbers and the increase demand in certain areas.

Cabinet's attention is drawn particularly to those schools where an increase is indicated.

- 3.9 There were no objections to the planned school admissions numbers for 2016/17.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 This report explains the proposals for determining the admission arrangements to Tower Hamlets community schools and those for which the Council acts as the admission authority for 2016/17.

- 4.2 The capital consequences for the growing number of pupils in schools have already been advised to Cabinet and have been reflected in the Council's capital programme as far as current resources permit. There are no direct revenue funding implications for future years in respect to pupil numbers which are fully funded by the Dedicated Schools Grant. Savings attributed to lower school transport costs, as a result of the new system of catchment areas introduced last year are on track to be delivered.

5. LEGAL COMMENTS

- 5.1 The Council is the admission authority for all community and voluntary controlled schools in Tower Hamlets. The Council is responsible for administering the co-ordinated scheme for all Tower Hamlets schools, including academy and free schools.

- 5.2 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 in line with regulations (currently, the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 ("the Admission Regulations 2012")) and the mandatory requirements of the School Admissions Code.

- 5.3 The Admission Regulations require that for the school year 2016-2017, the Council must –

(a) complete any consultation required by section 88C and the Regulations on or before 1 March 2015;

(b) allow consultees at least eight weeks to respond; and

(c) determine its admission arrangements on or before 15 April 2015.

- 5.4 Once the Council has determined its arrangements it must notify the appropriate bodies, set out in the Code, and must publish a copy of the determined arrangements on its website by 1 May in the determination year for the whole offer year, for any school or Academy in Tower Hamlets (Regulation 18 of the School Admission Regulations).

- 5.5 Where changes are proposed to admission arrangements, the Council must first publicly consult on those arrangements. As no changes are proposed for 2016/2017, the Council is not required by the Regulations to consult, but may still do so if it chooses and should do so where it is considered necessary to properly assess the impacts of the arrangements. When considering the proposed admission arrangements, the Council should have due regard to the responses to the consultation.

- 5.6 Any consultation carried out for the purposes of assessing the impact of the admission arrangements should comply with the following criteria: (1) it should be at a time when proposals are still at a formative stage; (2) the Council must give sufficient reasons for any proposal to permit intelligent consideration and response; (3) adequate time must be given for consideration and response; and (4) the product of consultation must be conscientiously taken into account. The duty to act fairly applies and this may require a greater deal of specificity when consulting people who are economically disadvantaged. It may require inviting and considering views about possible alternatives.
- 5.7 When 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 School Admissions Code, which applies to admissions to all maintained schools. One requirement of the Code is that the Council must set an admission number (the Planned or Published Admission Number or PAN) for each relevant age group. For a community or voluntary controlled school, the Council (as admission authority) must consult at least the governing body of the school where it proposes either to increase or keep the same PAN.
- 5.8 In determining the admission arrangements, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't. Relevant information on these considerations is provided in the One Tower Hamlets section of the report. The equality analysis referred to in Appendix 9 was not available at the time of clearing this report for MAB. This will need to be provided prior to the report being published for Cabinet and the report will need further legal clearance when the analysis is available.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. The Council aims to establish and promote admission arrangements that seek to eradicate inequality and maximise the accessibility of school places. These policies are circumscribed by law and statutory guidance. They comply with equalities legislation and, as far as possible, are inclusive of the community. The Council is also mindful of its duty to ensure that school admission decisions meet parental preference, where possible. It monitors outcomes to ensure that any proposed policy change explains the background, identifies the issues of concern and highlights the potential benefits.

7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 7.1 The underpinning principle for the admission policy to community schools is to provide local places for local children. This reduces the need for pupils to travel long distances to school. The existing admission arrangements aligned with proposed school expansions seeks to alleviate the pressure on school places in parts of Tower Hamlets and reduce the number of children who are travelling out of their immediate areas to access the nearest available school place.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1. Admission arrangements must be reviewed periodically in accordance with the DfE School Admissions Code (2014). Failure to do so could lead to legal challenge and a loss of confidence in the Council as an admission authority.

- 8.2. Although, in practice, the Council reaches a high standard in ensuring that 93% of families obtain a place at one of their preferred schools, there is still the need for it to regularly monitor and review its school admissions arrangements. The Council also needs to ensure that these arrangements continue to provide fair and equal access to school places for all children. The risk of not implementing the proposed changes could mean that the Council arrangements would no longer reflect these underlying social equity principles.

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 9.1 There are no crime and disorder implications.

10. EFFICIENCY STATEMENT

- 10.1 The Council's seeks to ensure there is an adequate level of accessible school place provision. Reducing the potential for surplus places whilst providing for the delivery of efficient education and the efficient use of resources. Arrangements are reviewed regularly and policies are adequately resourced to ensure effective service delivery.
-

Linked Report

- None

Appendices

- Appendix 1 Proposed admission arrangements and oversubscription criteria for Tower Hamlets community nursery classes in 2016/17.
- Appendix 2 Proposed admission arrangements and oversubscription criteria for Tower Hamlets community primary schools in 2016/17.
- Appendix 3 Proposed changes to the catchment areas for community primary schools in 2016/17.
- Appendix 4 Proposed admission arrangements and oversubscription criteria for Tower Hamlets community secondary schools in 2016/17.
- Appendix 5 Proposed scheme for co-ordinating admissions to Reception and Year 7 for 2016/17
- Appendix 6 Proposed scheme for co-ordinating In-Year admissions for 2016/17
- Appendix 7 Planned Admission Number for each Tower Hamlets School in 2016/17
- Appendix 8 An Analysis of the Responses to the Public Consultation
- Appendix 9 Equalities Impact Assessment on the Admission Arrangements for Tower Hamlets Schools (2015).

Background Documents – Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012

- None

TOWER HAMLETS EDUCATION, SOCIAL CARE & WELLBEING

Proposed Admissions Arrangements for Community Nursery Schools and Classes 2016-17



Version: 1.0

Date issued: 1st November 2014

Prepared by: Pupil Services
Education Social Care
and Wellbeing
Directorate



1. Introduction

- 1.1 Nursery education is provided in a range of settings in Tower Hamlets. This policy is for nursery education provided in community schools. Children will normally attend either a nursery school or a nursery class attached to a primary school. Some schools provide nursery education in an Early Years Unit attached to their school (EYU). The EYUs accept children aged from three to five years inclusive. All of these schools offer a mixture of part time places (either a morning or an afternoon); and full time places.
- 1.2 In this policy the term 'school' refers to a nursery school, a nursery class attached to a primary school or a school with an EYU.

2. Nursery Entitlement

- 2.1 All children aged three and four are entitled to 15 hours a week free nursery education during school term times (38 weeks a year), from the term following their third birthday.
- 2.2 Parents considering sending their child to a playgroup as well as a nursery class may wish to think about what impact this would have on their child and how they would cope with the two environments. The adjustment is often very demanding and confusing for children of this age and much of the benefit from either setting could be lost. Once children take up a nursery place, it is in their interests to remain at that school until they have to move on. Children take at least a term to settle and can find it very upsetting to move at this stage. Transfers are only considered if a family has moved from the area or on exceptional grounds.

3. Age of Admission to a Nursery School/Class

- 3.1 Parents who would like a nursery place for their child should get in touch with the preferred school when the child reaches the age of two.
- 3.2 The actual age at which a child can start will depend on the number of places available but will not be before the term after they turn three. In exceptional circumstances a child may start in the term they turn three but this will need agreement from the Local Authority.

4. Applying for a Place

- 4.1 Applications can be made by parents or carers with parental responsibilities who are residents of Tower Hamlets and professionals with parents' agreement. Application forms are available from schools, nurseries and Children Centres.
- 4.2 The closing date for applications is **15th January 2016** and the date on which families are sent notification of the outcome is **8th May 2016**.
- 4.3 Further information on the nursery schools and classes and how to apply for a place is set out in the Local Authority's school admissions booklet, 'Starting School in Tower Hamlets'.

5. How Decisions are Made

- 5.1 Individual schools will make decisions on applications for nursery places in accordance with the criteria and arrangements set out below. Children who attend a school's nursery class do not have priority for admission to the reception year as decisions on primary school admissions are taken separately.

6. Oversubscription Criteria

- 6.1 If a community school receives more nursery applications than places available the decision on whether or not a place can be offered will be made in accordance with the admission criteria set out in priority order below:
1. Children looked after by the local authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order;
 2. Children for whom it is deemed there is strong educational, medical or social reason to attend the school applied to (**See note 1**);
 3. Children living within the catchment area who have a sibling attending the school (including the school of separate infants and junior schools) and who will continue to do so on the date of admission (**See Note 2**);
 4. Children who live within the catchment area of the school and for whom the school applied for is their nearest community school within the catchment area;
 5. Other children from within the catchment area of the school;
 6. Children living outside of the catchment area of the school applied to.

In the event of oversubscription within categories 3, 4, 5, and 6 above, priority will be given to children who live closest to the school by the shortest walking distance. A digitised ordnance survey map is used to measure the distance from the home address to the school's designated official entrance.

Note 1: 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.

Note 2: Includes the sibling of child who does not live within the school's catchment area, but who was admitted before the start of the 2014/15 school year. For this purpose "sibling" means a whole, half or step-brother or step-sister resident at the same address.

Note 3: A digitised ordnance survey map is used to measure the distance from the home address to the school's designated official entrance.

Note 4: Private, independent, academy and voluntary aided school nurseries have their own admission policy.

Note 5: Tie- Break - If a school receives more applications for children in the catchment area than there are places available, the school must decide who to offer places to. The 'tie-break' used gives priority to children who live closest to the school measured by the shortest walking distance. This reduces the possibility of a family having to undertake an unreasonable journey to a school and provides equal opportunity for families living in parts of the borough where there are a limited number of schools.

7. Catchment Area

- 7.1 The school catchment area is the defined area in which a school is located. It is generally bounded by major roads and/or railway/canal. The catchment area for each Tower Hamlets Community school is set by the Local Authority and designed to ensure that each address in the borough falls into the catchment area of local school. Details of community schools within the catchment area for a particular address can be viewed on the Local Authority's website: <http://www.towerhamlets.gov.uk/equalchance>.

8. Full and Part-Time Places

- 8.1 Once places are offered, children are then allocated full-time or part-time places. This is done in accordance to the following list of priority:

Priority 1	Children with Special Educational or Complex Needs
Priority 2	Children looked after by the Local Authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order.
Priority 3	Children for whom it is deemed there is strong medical or social reason.
Priority 4	Children of working parents or parents who are studying.

- 8.2 It is important that the Common Application Form is completed and all relevant information is provided to support your child's application. The information on the form will not only determine admission to the school; it will also help decide whether your child is offered a full-time or part-time place.

9. Late Applications

- 9.1 Applications received after the closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers are made. Where a school is oversubscribed late applications will be refused and placed on the waiting list in accordance with the admission criteria.
- 9.2 Where the Local Authority has determined there are exceptional circumstances for the late submission of an application it will be treated as 'on time' and, where possible, considered alongside existing applications.

10. Waiting List

- 10.1 There is no requirement for schools to maintain a waiting list, however if schools are going to maintain a list then this should be kept in line with the Admissions Policy. Any vacancy should be filled with the child at the top of the waiting list and must not be on a first-come-first-serve basis.

11. Twins and Multiple Births

- 11.1 For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the school will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the school will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

12. Parents wishing to make representation about nursery decisions

- 12.1 Parents who are dissatisfied with the outcome of the nursery application should contact the headteacher of the school in the first instance. If they remain dissatisfied then they should contact the Pupil Services Manager.

TOWER HAMLETS EDUCATION SOCIAL CARE and WELLBEING

Proposed Admissions Criteria and Arrangements for Community Primary Schools

2016/17



Version: 1.0

Date issued: 1st November 2014

Prepared by: Pupil Services
Education Social Care
and Wellbeing
Directorate



1. Foreword

- 1.1 Tower Hamlets Local Authority seeks to operate an admissions system that provides equal and fair opportunities to all applicants. This includes having due regard to children living in areas where there are limited options in applying for a local school place.
- 1.2 The Local Authority's community school admissions policy has been determined following a public consultation and approval by the Council's Cabinet of elected members. It is reviewed annually by the School Admission Forum, with representation from all key stakeholders including parents, headteachers, school governors, diocesan bodies and community organisations.

2. Oversubscription Criteria

- 2.1 If a community school receives more applications than places available, children with a statement of special educational needs or Education, Health and Care Plan, which names the school applied to, will be placed before all other applicants.

- 2.2 The remaining places will be filled in the following priority order:

- 1) Children looked after by the local authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order;
- 2) Children for whom it is deemed there is strong medical or social reason to attend the school applied to (**See Note 1**);
- 3) Children living within the catchment area who have a sibling attending the school (including the school of a separate infants and junior schools) and who will continue to do so on the date of admission (**See Note 2**);
- 4) Children who live within the catchment area of the school and for whom the school applied for is their nearest community school within the catchment area;
- 5) Other children from within the catchment area of the school;
- 6) Children living outside of the catchment area of the school applied to.

- 2.3 In the event of oversubscription within categories 3, 4, 5, and 6 above, priority will be given to children who live closest to the school by the shortest walking distance. A digitised ordnance survey map is used to measure the distance from the home address to the school's designated official entrance.

- 2.4 **Note 1:** 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.

Note 2: Includes the sibling of a child who does not live within the school's catchment area, but who was admitted before the start of the 2014/15 school year. For this purpose "sibling" means a whole, half or step-brother or step-sister resident at the same address.

3. Catchment Area

- 3.1 The school catchment area is the defined area in which a school is located. It is generally bounded by major roads and/or railway/canal. The catchment area for each Tower Hamlets Community school is set by the Local Authority and is designed to ensure that each address in the borough falls into the catchment area of a local school. Details of the community schools within the catchment area for a particular address can be viewed on the Local Authority's website: <http://www.towerhamlets.gov.uk/equalchance>.

4. Age of Admission

- 4.1 Children born on and between 1 September 2011 and 31 August 2012 would normally start primary school in Reception in the school year beginning in September 2016. All Tower Hamlets infant and primary schools provide full-time education for children offered a place in the Reception Year from the September following their fourth birthday.
- 4.2 Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. A child's attendance at school does not become compulsory until the start of the term following their fifth birthday. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.
- 4.3 Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term. Where a parent of a 'summer-born' child (15 April - 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to re-apply for a place at the correct time.

5. Nursery Provision

- 5.1 Some schools have a nursery class or deliver pre-school nursery education. The admission arrangements set out in this document do not apply to applications for the school's nursery. Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school, if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre will not guarantee admission to the school.

6. Applying for a Place

- 6.1 How to apply for a primary school place is set out in the Local Authority's school admissions booklet, 'Starting School in Tower Hamlets'. Applications are then co-ordinated for all the schools in the Tower Hamlets area in accordance with the Authority's published scheme. The scheme can be viewed on the following webpage: http://www.towerhamlets.gov.uk/lgs/1-50/17_schools/school_admissions.aspx
- 6.2 The closing date for applications is **15 January 2016** and the date on which families are sent notification of the outcome is **16 April 2016**.

7. Late Applications

- 7.1 Applications received after the 15 January 2016 closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 16 April 2016. Where a school is oversubscribed late applications will be refused and placed on the waiting list in

accordance with the admission criteria.

- 7.2 Where the Local Authority has determined there are exceptional circumstances for the late submission of an application it will be treated as 'on time' and, where possible, considered alongside existing applications.

8. Twins and Multiple Births

- 8.1 For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the Local Authority will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the Local Authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

9. Waiting List

- 9.1 The Local Authority's Pupil Services Team will hold waiting lists for all oversubscribed community schools until the end of the autumn term and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, but parents will have the opportunity to register their continued interest in a place.

10. Infant to Junior Applications

- 10.1 Parents of children in Year 2 of an infant school have to make an application to transfer to the partner junior school. A child is guaranteed a place at the partner junior school provided an application for that place is made by the closing date and the child is still in attendance at the school at the time applications are determined. For parents who wish their child only to transfer to the partner junior school the application simply involves completing and returning a form provided by the Local Authority. Parents who wish to apply for a Year 3 place at schools other than the partner junior school will need to complete the Local Authority's In-Year school admission application form.



Schools in the catchment area

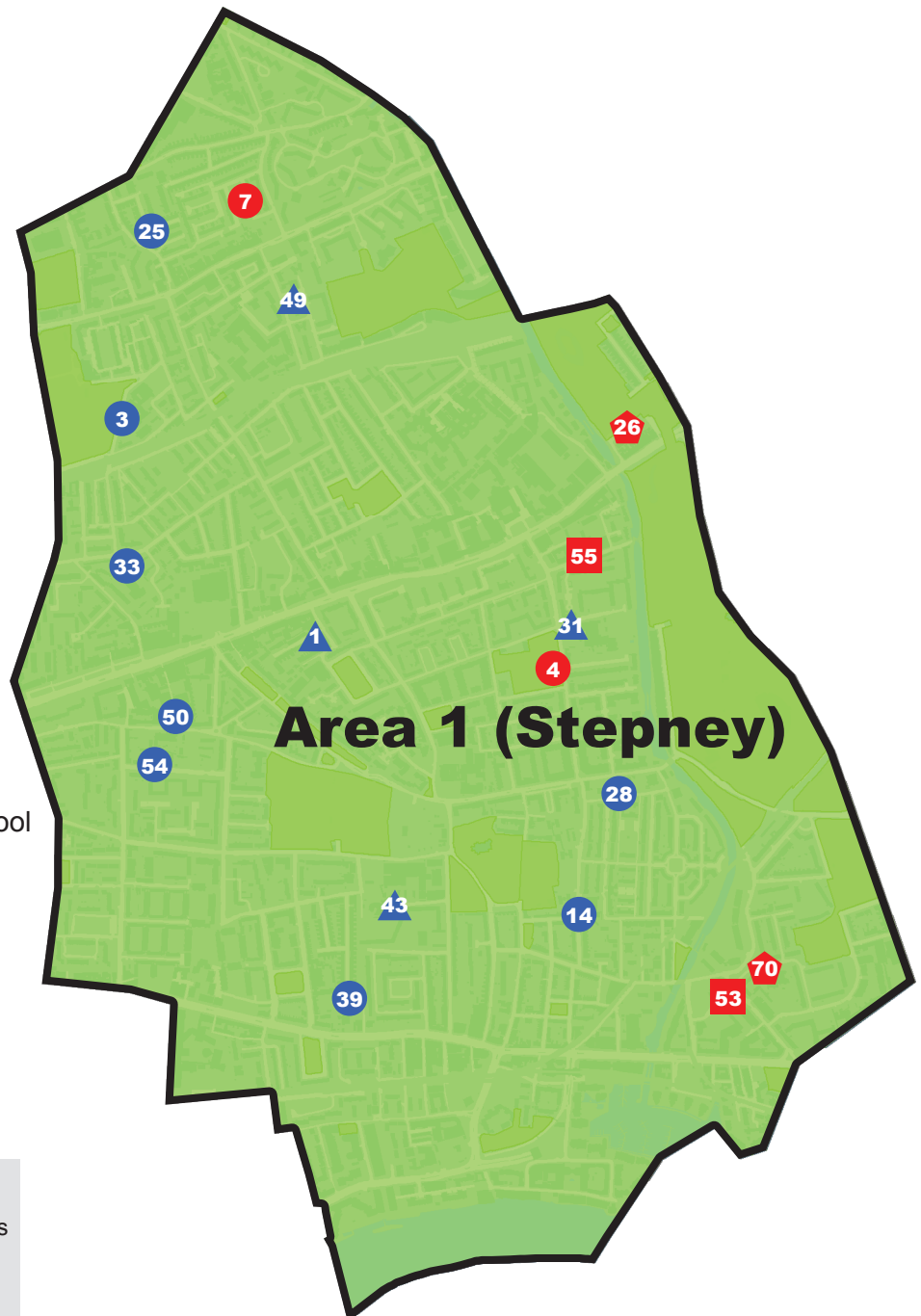
- 1 Alice Model
- 3 Bangabandhu
- 4 Ben Jonson
- 7 Bonner (Bethnal Green)
- 14 Cayley
- 25 Globe
- 28 Halley
- 31 Harry Roberts
- 33 John Scurr
- 39 Marion Richardson
- 43 Old Church
- 49 Rachel Keeling
- 50 Redlands
- 54 Smithy

Voluntary Primary School

- 26 Guardian Angels RC
- 70 Stepney Greencoat CofE

Academy/Free Schools

- 53 Sir William Burrough
- 55 Solebay (formely CET) Primary School



Map Legend

- Free/Academy/Foundation Primary Schools
- Academy with Nursery
- Community Primary School
- Community Primary School with Nursery
- ▮ Voluntary Aided Primary School
- ▮ Voluntary Aided Primary School with Nursery
- ▲ Nursery School



This page is intentionally left blank

Schools in the catchment area

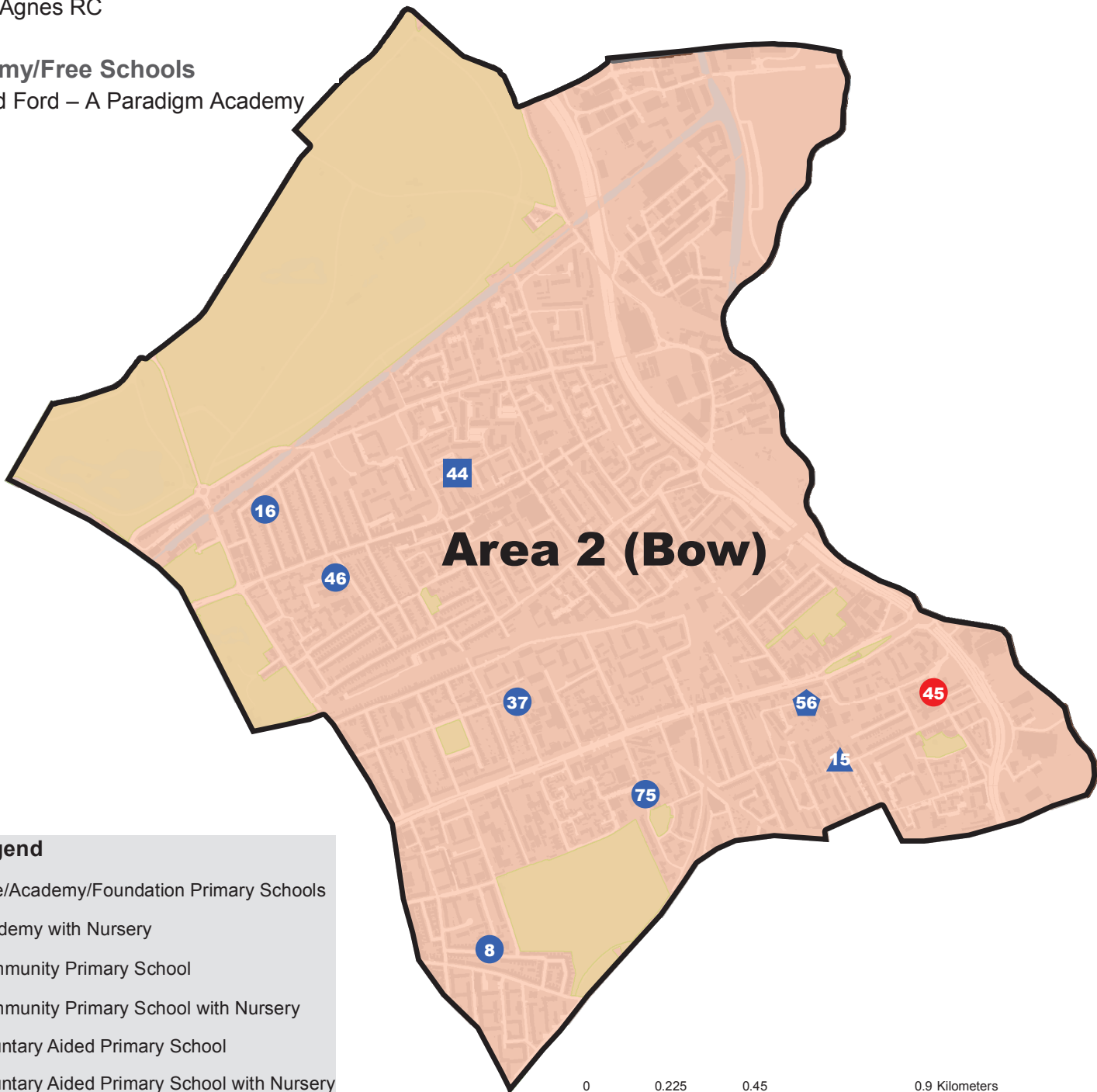
- 8 Bonner (Mile End)
- 15 Children's House
- 16 Chisenhale
- 37 Malmesbury
- 45 Old Palace
- 46 Olga
- 75 Wellington

Voluntary Primary School

- 56 St Agnes RC

Academy/Free Schools

- 44 Old Ford – A Paradigm Academy



Map Legend

- Free/Academy/Foundation Primary Schools
- Academy with Nursery
- Community Primary School
- Community Primary School with Nursery
- ◆ Voluntary Aided Primary School
- ◆ Voluntary Aided Primary School with Nursery
- ▲ Nursery School



This page is intentionally left blank

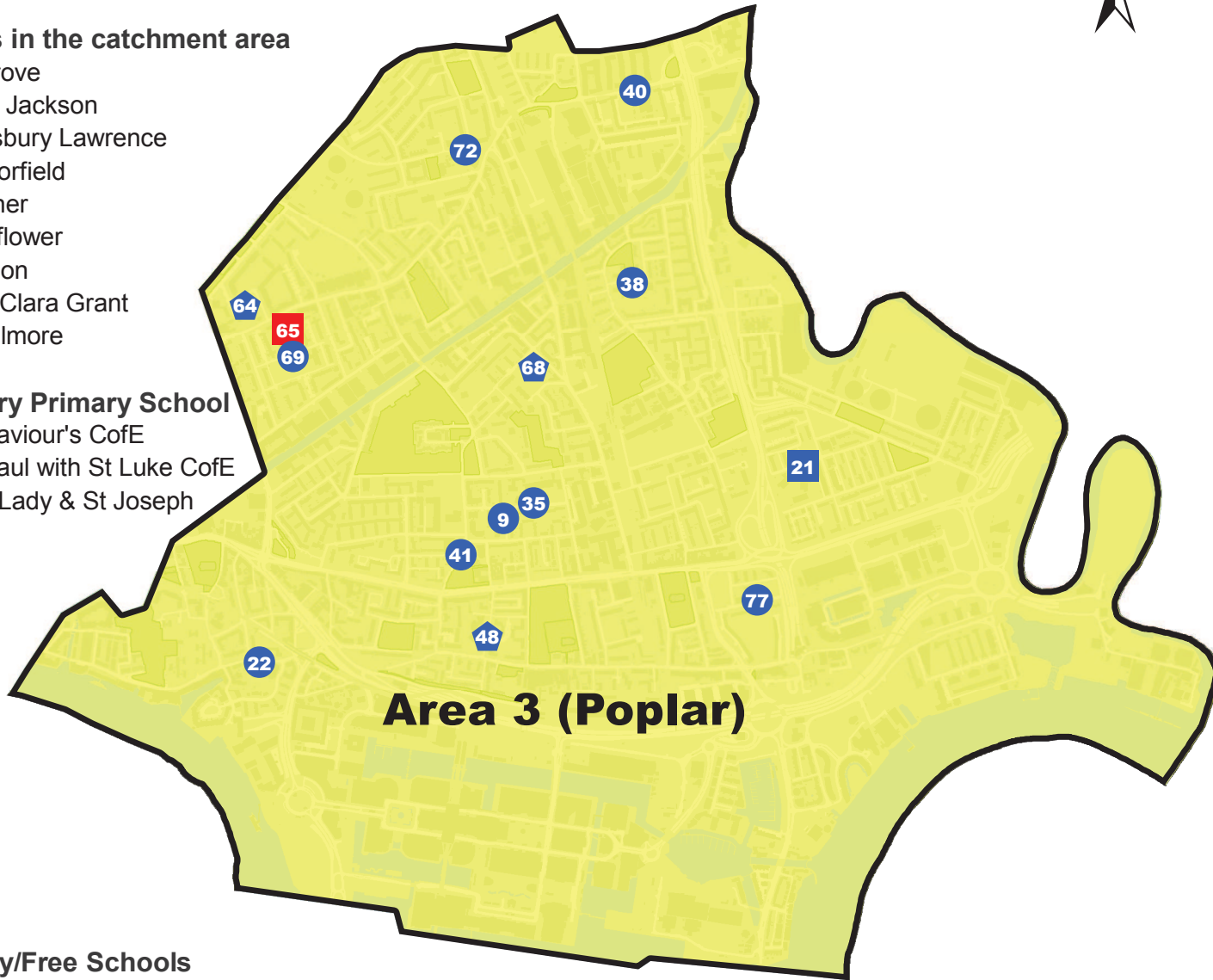


Schools in the catchment area

- 9 Bygrove
- 22 Cyril Jackson
- 35 Lansbury Lawrence
- 38 Manorfield
- 40 Marner
- 41 Mayflower
- 69 Stebon
- 72 The Clara Grant
- 77 Woolmore

Voluntary Primary School

- 68 St Saviour's CofE
- 64 St Paul with St Luke CofE
- 48 Our Lady & St Joseph



Area 3 (Poplar)

Academy/Free Schools

- 21 Culloden - A Paradigm Academy
- 65 St Paul's Way Foundation

Map Legend

- Free/Academy/Foundation Primary Schools
- Academy with Nursery
- Community Primary School
- Community Primary School with Nursery
- ◆ Voluntary Aided Primary School
- ◆ Voluntary Aided Primary School with Nursery
- ▲ Nursery School



This page is intentionally left blank

Schools in the catchment area

- 2 Arnhem Wharf
- 20 Cubitt Town Junior
- 29 Harbinger
- 51 Seven Mills

Voluntary Primary School

- 58 St Edmund RC
- 61 St Luke's CofE

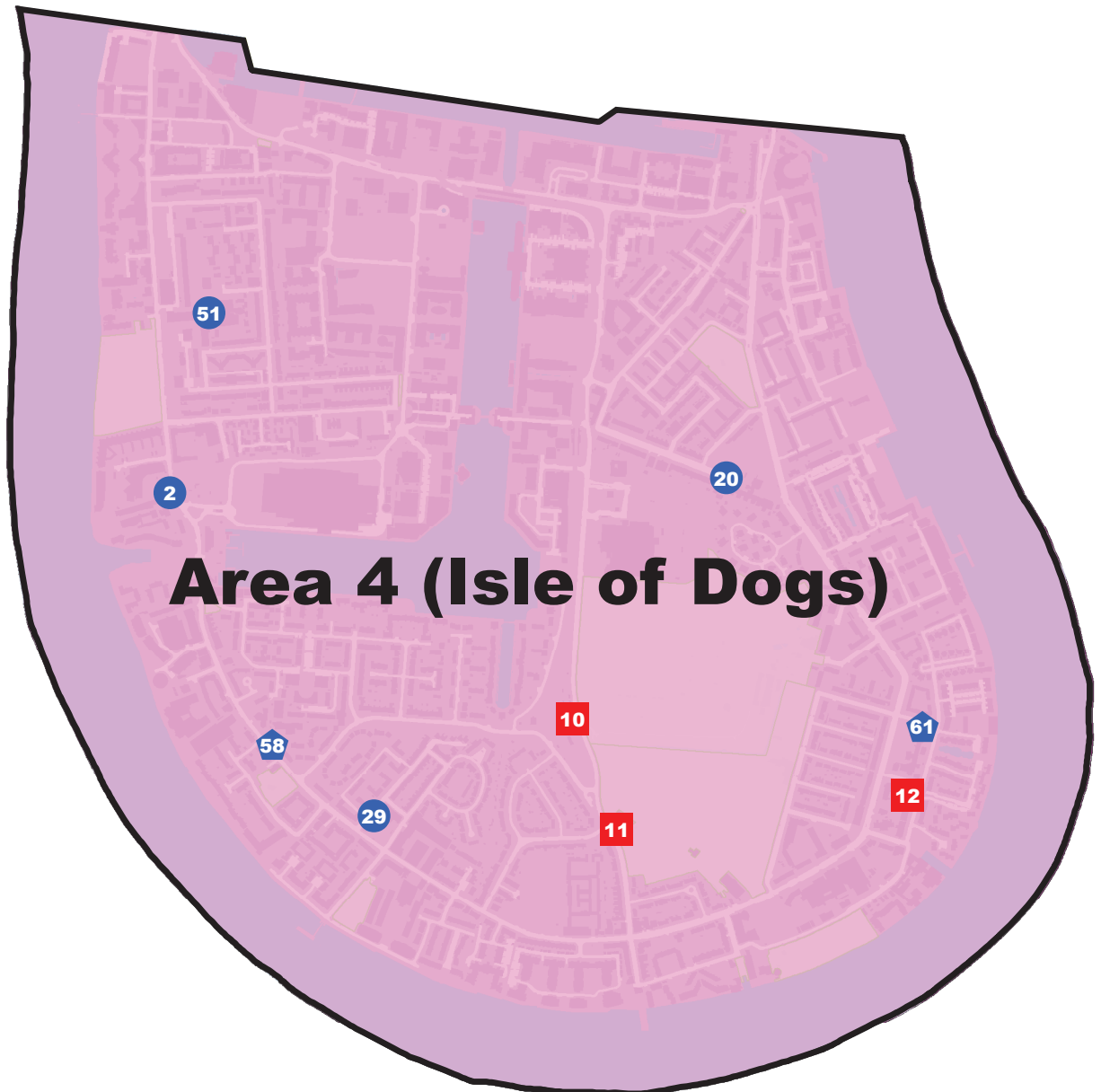
Academy/Free Schools

- 10 Canary Wharf College 3
- 11 Canary Wharf College East Ferry
- 12 Canary Wharf College Glenworth



Map Legend

- Free/Academy/Foundation Primary Schools
- Academy with Nursery
- Community Primary School
- Community Primary School with Nursery
- ◆ Voluntary Aided Primary School
- ◆ Voluntary Aided Primary School with Nursery
- ▲ Nursery School



This page is intentionally left blank



Schools in the catchment area

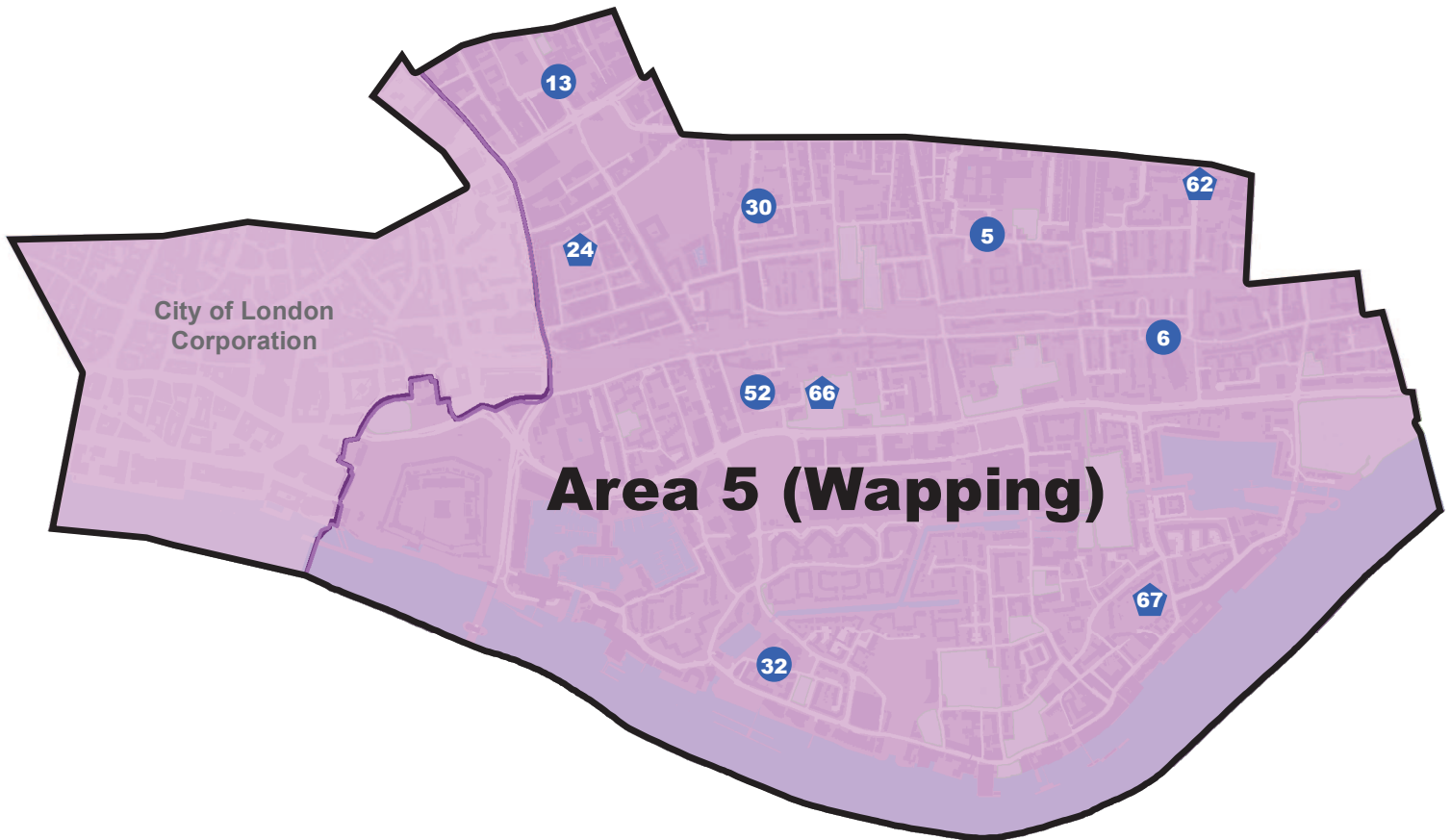
- 5 Bigland Green
- 6 Blue Gate Fields Infant
- 6 Blue Gate Fields Junior
- 13 Canon Barnett
- 30 Harry Gosling
- 32 Hermitage
- 52 Shapla

Voluntary Primary School

- 24 English Martyrs RC
- 62 St Mary's & St Michael's
- 66 St Paul's Whitechapel CofE
- 67 St Peter's London Docks CofE

Map Legend

- Free/Academy/Foundation Primary Schools
- Academy with Nursery
- Community Primary School
- Community Primary School with Nursery
- ◆ Voluntary Aided Primary School
- ◆ Voluntary Aided Primary School with Nursery
- ▲ Nursery School



This page is intentionally left blank



Schools in the catchment area

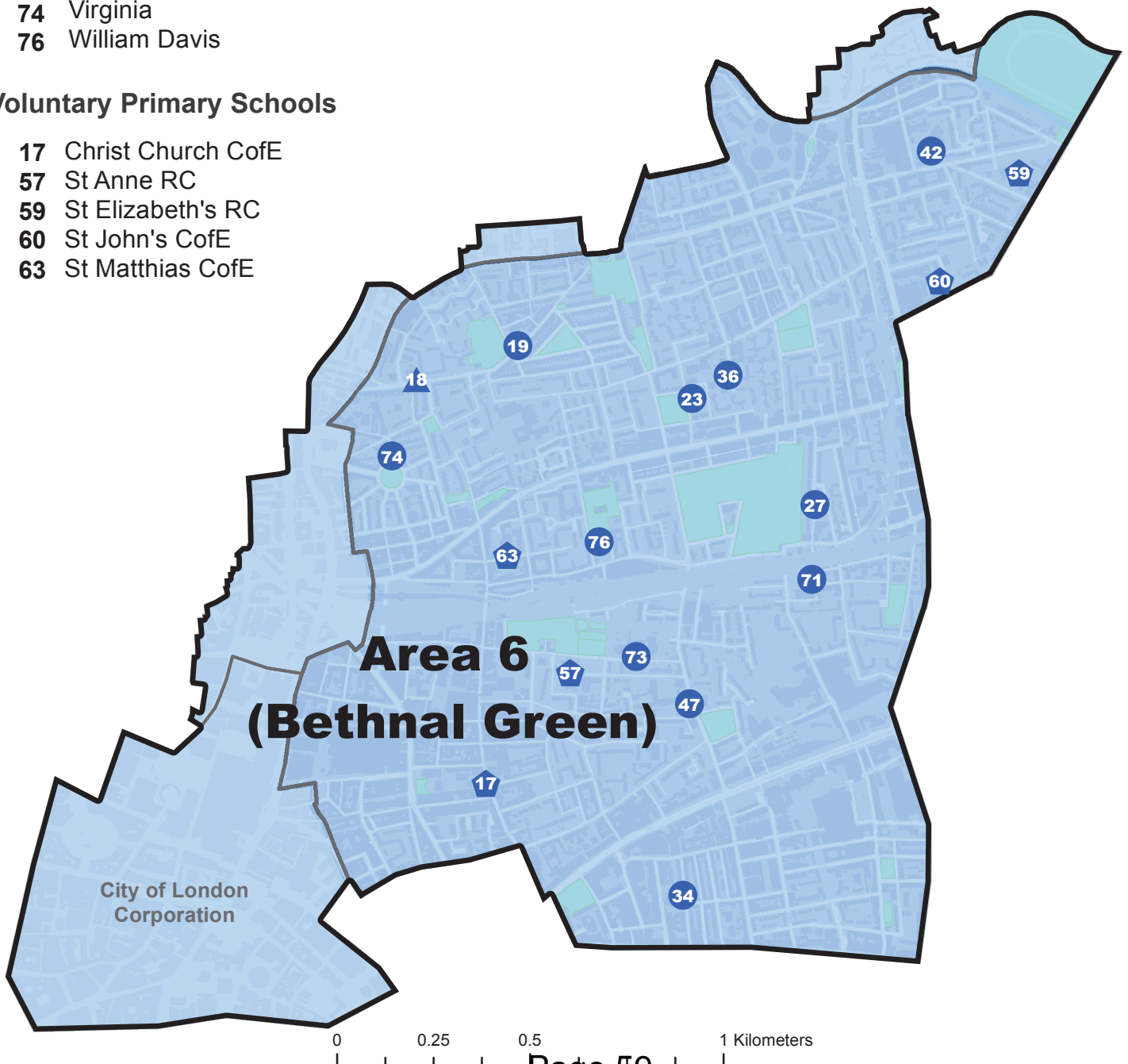
- 18 Columbia Market
- 19 Columbia
- 23 Elizabeth Selby Infants
- 27 Hague
- 34 Kobi Nazrul
- 36 Lawdale Junior
- 42 Mowlem
- 47 Osmani
- 71 Stewart Headlam
- 73 Thomas Buxton
- 74 Virginia
- 76 William Davis

Map Legend

- Free/Academy/Foundation Primary Schools
- Academy with Nursery
- Community Primary School
- Community Primary School with Nursery
- ◆ Voluntary Aided Primary School
- ◆ Voluntary Aided Primary School with Nursery
- ▲ Nursery School

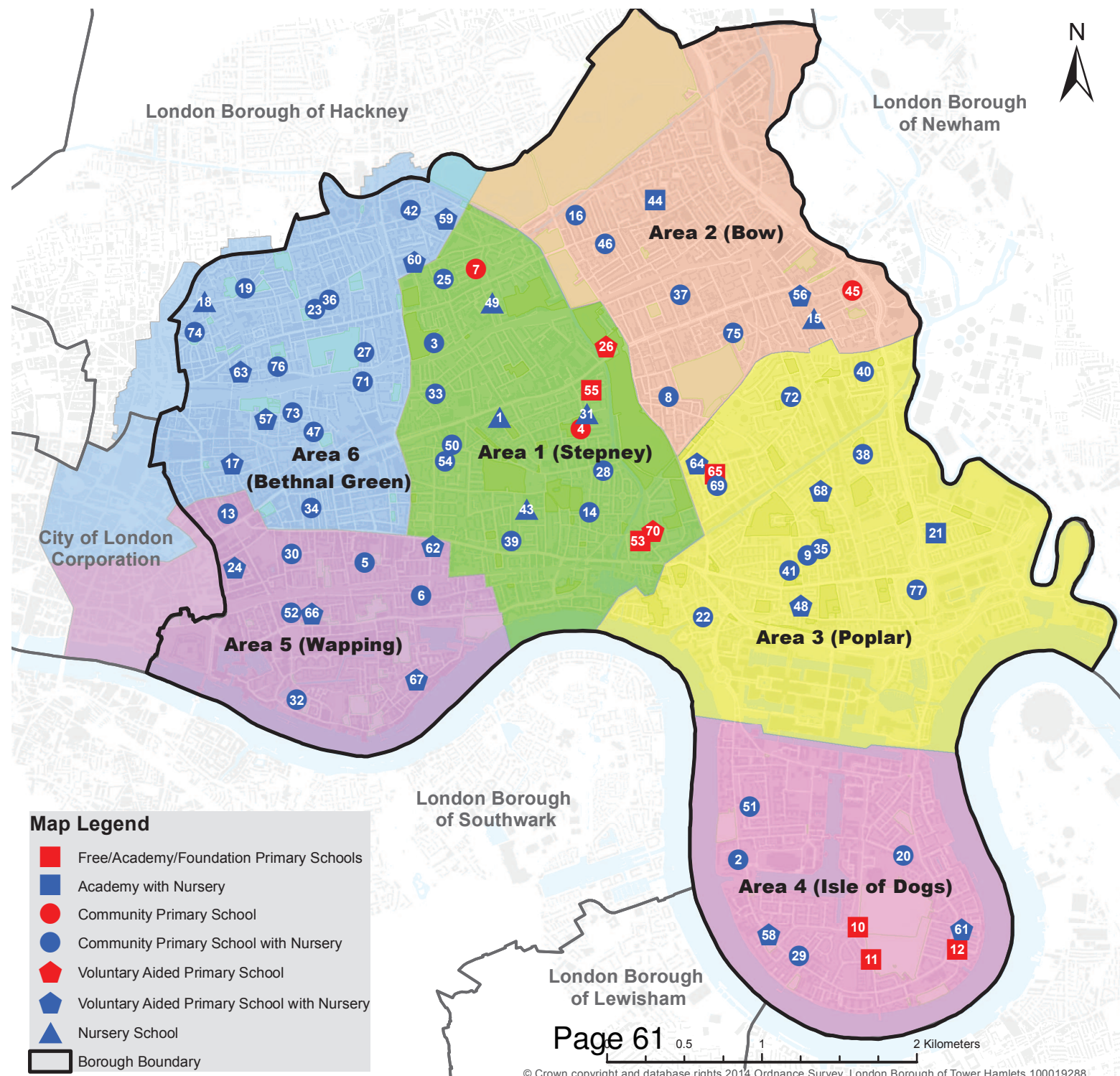
Voluntary Primary Schools

- 17 Christ Church CofE
- 57 St Anne RC
- 59 St Elizabeth's RC
- 60 St John's CofE
- 63 St Matthias CofE



This page is intentionally left blank

1 Alice Model	16 Chisenhale	31 Harry Roberts	47 Osmani	62 St Mary's & St Michael's
2 Arnhem Wharf	17 Christ Church CofE	32 Hermitage	48 Our Lady & St Joseph	63 St Matthias CofE
3 Bangab&hu	18 Columbia Market	33 John Scurr	49 Rachel Keeling	64 St Paul with St Luke CofE
4 Ben Jonson	19 Columbia	34 Kobi Nazrul	50 Redlands	65 St Paul's Way Foundation
5 Bigland Green	20 Cubitt Town Infants	35 Lansbury Lawrence	51 Seven Mills	66 St Paul's Whitechapel CofE
6 Blue Gate Fields Infants	20 Cubitt Town Junior	36 Lawdale Junior	52 Shapla	67 St Peter's London Docks CofE
6 Blue Gate Fields Junior	21 Culloden	37 Malmesbury	53 Sir William Burrough	68 St Saviour's CofE
7 Bonner (Bethnal Green)	22 Cyril Jackson	38 Manorfield	54 Smithy	69 Stebon
8 Bonner (Mile End)	23 Elizabeth Selby Infants	39 Marion Richardson	55 Solebay (formerly CET) Primary School	70 Stepney Greencoat CofE
9 Bygrove	24 English Martyrs RC	40 Marnar	56 St Agnes RC	71 Stewart Headlam
10 Canary Wharf College 3	25 Globe	41 Mayflower	57 St Anne RC	72 The Clara Grant
11 Canary Wharf College East Ferry	26 Guardian Angels RC	42 Mowlem	58 St Edmund RC	73 Thomas Buxton
12 Canary Wharf College Glenworth	27 Hague	43 Old Church	59 St Elizabeth's RC	74 Virginia
13 Canon Barnett	28 Halley	44 Old Ford	60 St John's CofE	75 Wellington
14 Cayley	29 Harbinger	45 Old Palace	61 St Luke's CofE	76 William Davis
15 Childrens House	30 Harry Gosling	46 Olga		77 Woolmore



This page is intentionally left blank

TOWER HAMLETS CHILDREN SCHOOLS and FAMILIES

Admissions Arrangements for Community Secondary Schools (Central Foundation Girls School, George Greens School and Bethnal Green Academy)

2016/17



Version: 1.0

Date issued: 1st November 2014

Prepared by: Pupil Services
Education Social Care
and Wellbeing
Directorate



1. Foreword

- 1.1 Tower Hamlets Local Authority seeks to operate an admissions system that provides equal and fair opportunities to all applicants. This includes having due regard to children living in areas where there are limited options in applying for a local school place.
- 1.2 The Local Authority's community school admissions policy has been determined following an extensive public consultation and approval by the Council's Cabinet of elected members. It is reviewed annually by the School Admission Forum, with representation from all key stakeholders including parents, headteachers, school governors, diocesan bodies and community organisations.

2. Oversubscription Criteria

- 2.1 If a community school receives more applications than places available, children with a statement of special educational needs or Education, Health and Care Plan, which names the school applied to, will be placed before all other applicants. The place will be provided in the appropriate band. Sometimes there are particular reasons why the Local Authority is unable to do so. (See note 1).
- 2.1 A quarter of the total places available at these schools are then 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 looked after by the local authority, previously looked after children who have left care under a special arrangements (residence) or special guardianship order, or those adopted from local authority care (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. (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).
- 2.2 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).
- 2.3 **Note 1:** Parents of children with a statement of special educational need or education, health and care plan 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 or education, health and care plans 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 under this category are considered by the Primary to Secondary Transfer Committee, comprising a Headteacher, a senior member of the Attendance and Welfare Service and a medical professional. 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. The address used should be the one that the child usually lives at and attends school from.

Note 5: Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use to the school, using a computerised digitised map.

3. Priority areas

- 3.1 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.
- 3.2 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.

4. Exceptional Medical or Social Reasons

- 4.1 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 2016. The application will be considered by the Primary / Secondary Transfer Committee.

5. Confirmation of Address

- 5.1 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.

6. 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 them.

7. Changing Preferences

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

This page is intentionally left blank

TOWER HAMLETS EDUCATION SOCIAL CARE and WELLBEING

PROPOSED SCHEMES for CO-ORDINATION OF ADMISSIONS TO RECEPTION and YEAR 7 IN 2016/17



Version: 1.0

Date issued: 1st November 2014

Prepared by: Pupil Services
Education Social Care
and Wellbeing
Directorate



CONTENTS

- Page 3: Definitions used in this document
- Page 5: Proposed scheme for the co-ordination of admissions to Reception in September 2016
- Page 10: Proposed scheme for the co-ordination of admissions to Year 7 in September 2016
- Page 15: Content of Common Application Form for Reception and Year 7 Schemes
- Page 16: Template Outcome Letter – Reception and Year 7 Schemes
- Page 18: Timetable for Reception Scheme (Schedule 3A)
- Page 19: Timetable for Year 7 Scheme (Schedule 3B)
- Page 20: Tower Hamlets Supplementary Information Form

DEFINITIONS USED IN TOWER HAMLETS SCHEMES

“the Application Year”	the academic year in which the parent makes an application, i.e. in relation to the academic year of entry, the academic year preceding it.
“the Board”	the Pan London Admissions Executive Board.
“the Business User Guide (BUG)”	the document issued annually to all LAs participating in the Pan-London Co-ordinated 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 Highly Recommended Elements”	the elements of Pan London Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible.
“the Home LA”	the LA (local authority) in which the applicant/parent is resident.
“the Address Verification Register	the document containing the address verification policy of each participating LA.
“the Local Admission System (LAS)”	the IT module for administering admissions and for determining the highest offers within Tower Hamlets and between neighbouring authorities.
“the E-admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council.
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied.

“the Mandatory Elements”	those elements of the Pan-London Scheme to which participating authorities must subscribe.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day, which communicates any determination granting or refusing admission to a primary school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which outcome letters are posted to parents Reception (Primary Schools): 16th April 2016 Year 7 (Secondary Schools): 2nd March 2016
“the Pan-London Register (PLR)”	the computer database that transmits application and offer data between each LA’s Local System.
“the Pan London Timetable”	the framework for making and processing applications 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 Pan London scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with ‘The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012’, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

Proposed Scheme for the Co-ordination of Admissions to Reception in 2016/17

When children can start primary school in Tower Hamlets

All children of reception age (i.e. those born between 1st September 2011 and 31st August 2012) can start school in September 2016. However, parents can ask for their child's entry to be deferred until later in the school year. When a place is deferred the LA cannot offer it to another child. Parents will be advised of their right to defer in the Starting School brochure and in the letter notifying them of the school of which a place can be offered.

ADMISSIONS NUMBERS

A list of admission numbers for each primary school is published in the LA's composite prospectus for school admissions.

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 September 2015 and will be able to be submitted on-line. The form will include all the fields and information specified in Schedule 1. Applications to Out of Borough schools can also be made on this CAF.
3. Tower Hamlets LA will take reasonable steps to ensure that the parent(s) of a child living in Tower Hamlets due to start primary school in 2016/17 receives a copy of the 'Starting School' booklet and CAF, including details of how to apply online. The 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 six schools whether the schools are in Tower Hamlets or in another Local Authority.
5. The separate admission authorities 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 will be available on the school's website and 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 paragraph 2.4 the School Admissions Code 2012.
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 of Practice. All Supplementary Forms will be made available on the Tower Hamlets website and details of Tower Hamlets School requiring a Supplementary Form will be stated in the Starting School booklet.

7. All preferences expressed on the CAF for maintained schools will be valid preferences. The order of preference given on the CAF will not be revealed before the offer date. 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 2016**.
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 – **15th January 2016**.
10. All applications made to non-Tower Hamlets Schools containing evidence of any Looked After children will be confirmed to the Home LA, by **3rd February 2016**.
11. All applicants in Tower Hamlets nurseries will have their address verified as set out in the Business User Guide. Pupil Services will notify the Home LA of any discrepancies of address for an applicant applying to one of their schools, by **14th February 2016**.
12. Pupil Services 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 **3rd February 2016**.

PROCESSING

13. Applicants' resident within Tower Hamlets must return the Common Application Form, which can be completed and submitted on-line, by **15th January 2016**.
14. Application data relating to all preferences for schools in other participating LAs, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **3rd February 2016**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. Pupil Services shall, in consultation with the admission authorities within the Tower Hamlets borough and within the framework of the Pan-London timetable in Schedule 3, determine and publish its own timetable for the processing of preference data and the application of published oversubscription criteria.
16. Tower Hamlets LA will accept late applications and treat them as though they were received on time, only if they are late for a good reason. Examples of what will be considered as "good reason" includes: 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
17. If late applications that are being treated as having been received on time include preferences for schools in other LAs, Tower Hamlets LA will forward the details to the maintaining LAs via the PLR as they are received.

18. The latest date for the upload to the PLR of late applications which are being treated as having been received on-time is **14th February 2016**.
19. 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 **14th February 2016**, on the basis that an on-time application already exists within the Pan-London system.
20. Tower Hamlets will participate in the application data checking exercise scheduled between **17th and 24th February 2016** in the Pan-London timetable in 3A.
21. All preferences for schools within Tower Hamlets LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2012. 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'.]
22. 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.
23. Tower Hamlets LA will upload the highest potential offer available to an applicant for a school in this LA to the PLR by **17th March 2016**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
24. 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 **21st March 2016** if this is sooner.
25. Tower Hamlets LA will not make any additional offer between the end of the iterative process and 16th April 2016 which may impact on an offer being made by another participating LA.
26. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Tower Hamlets LA's schools, the 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.
27. Tower Hamlets LA will participate in the offer data checking exercise scheduled between **24th March and 10th April 2016** in the Pan-London timetable in 3A.

28. 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 **11th April 2016**. (33 London LAs and Surrey only)

OFFERS

29. On **16 April 2016** 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 **30th April 2016**.
 - If applicable, the reasons why the child is not being offered a place at any of the schools they nominated on the CAF.
30. 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.
31. Tower Hamlets LA shall use various forms of the notification letter set out in Schedule 2. Parents will be required to accept or decline the offer with the school at which the place is being offered.
32. Tower Hamlets LA will compile destination data of all its resident applicants by the end of the summer term 2015.

POST OFFER

33. **Tower Hamlets** LA will request that resident applicants accept or decline the offer of a place by **30th April 2016**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Tower Hamlets LA accepts or declines a place at a school maintained by another LA by **30th April 2016**, Tower Hamlets LA will forward the information to the maintaining LA by **14th May 2016**. If information is received from applicants after **14th May 2016**, Tower Hamlets LA will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2012.
36. 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.
37. 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.
38. 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.

39. 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.
40. 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.
41. Tower Hamlets LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. Tower Hamlets LA will accept new applications (including additional preferences) from home LAs for maintained schools in its area.
43. 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 **9th May 2016**.
44. 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.

APPEALS

45. 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 **14th May 2016**. Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

Proposed Scheme for the Co-ordination of Admissions to Year 7 in 2016/17

When children start the Year 7 of Secondary School in Tower Hamlets

All children of born between 1st September 2004 and 31st August 2005 can start the Year 7 of secondary school in September 2016.

APPLICATIONS

1. Tower Hamlets LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who 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 to enable admission authorities in Tower Hamlets to apply their published oversubscription criteria.
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 Tower Hamlets 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 and not available through the CAF. The LA will seek to ensure that information collected is in accordance with paragraph 2.4 of the School Admissions Code 2012.
5. Where Tower Hamlets or the other admission authorities within the LA use a supplementary form, they will be available on the Tower Hamlets website. The Tower Hamlets admission booklet will indicate which schools in Tower Hamlets require supplementary forms to be completed and where they can be obtained. Such forms will advise parents that they must complete their Home LA's CAF. An application 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 School Admissions Code 2012.
6. Applicants will be able to express a preference for six maintained secondary schools or Academies 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 paragraph 1.9 of the School Admissions Code 2012. 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 an applicant is eligible for a place at more than one school in that LA's area.

8. Tower Hamlets LA undertakes to carry out address verification process as set out in its entry in the LIAAG Address Verification Register. This will in all cases include the validation of resident applicants against Tower Hamlets primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than the **13th December 2015**.
9. Tower Hamlets LA will confirm the status of any resident child for whom it receives a CAF stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2015**.
10. Tower Hamlets LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by the **14th November 2015**.

PROCESSING

11. 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 2015**. This closing date applies to all LAs participating in the Pan London co-ordinated admissions arrangements. However Tower Hamlets LA will publish information which encourages applicants to submit their application by the **25th October 2015 (i.e. the Friday before half term)**, to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
12. Application data relating to all preferences for Tower Hamlets residents applying to maintained schools in the area of other participating LAs, which have been expressed within the terms of the Tower Hamlets scheme, will be up-loaded to the PLR by **14th November 2015**. Supplementary forms mistakenly sent with the CAF will be sent to maintaining LAs and TH admission authorities by the same date, where possible.
13. Tower Hamlets, in consultation with the admission authorities within its area and within the framework of the Pan-London Timetable in Schedule 3B, will determine its own timetable for the processing of application data and the application of published oversubscription criteria.
14. Tower Hamlets will accept late applications only if they are late for a good reason. Examples of what will be 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.
15. 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. **13th December 2015**.

16. If, after submitting an on-time application, an applicant moves from Tower Hamlets to another participating LA or vice versa, it will be accepted and treated as on-time up to **13th December 2015**. This is on the basis that an on-time application already exists within the Pan-London system.
17. Tower Hamlets LA will participate in the application data checking exercise scheduled between the **16th December 2015 and 2nd January 2016** in the Pan London Timetable in Schedule 3B.
18. All preferences for schools within Tower Hamlets will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admission Code 2012. Once each Tower Hamlets admission authority has ranked its applicants in criteria order and provided its list to the LA, Tower Hamlets 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']
19. 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.
20. 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 2016**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
21. 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 information between the LAS and the PLR (in accordance the iterative timetable published in the Business User Guide) which will continue until notification that a steady state is achieved (which the PLR will indicate), or until **14th February 2016** if this is sooner.
22. Tower Hamlets LA will not make an additional offer between the end of the iterative process and **3rd March 2016**, which may impact on an offer being made by another participating LA.
23. Notwithstanding paragraph 22, if an error is identified within the allocation of places at one of Tower Hamlets schools, Tower Hamlets LA will attempt to manually resolve the allocation to the correct the error. Where this impacts on another LA (either as home or maintaining LA) Tower Hamlets LA will liaise with the other LA in an attempt to resolve the correct offer and any multiple offers. However, if the other LA is unable to resolve a multiple offer, or is the impact is too far reaching, Tower Hamlets LA will accept that the applicants affected might receive a multiple offer.
24. Tower Hamlets LA will participate in the offer data checking exercise scheduled between the **17th and 26th February 2016** in Pan London timetable in Schedule 3B.

25. 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 **27th February 2016**. (33 London LAs and Surrey only).

OFFERS

26. Tower Hamlets LA will inform all residents applicants of their highest offer of a school place and, where relevant, the reason why higher preferences were not offered. Whether they were for schools in Tower Hamlets or in other participating LAs.
27. For Tower Hamlets residents for whom a place cannot be offered at any of the schools listed on the CAF on the **3rd March 2016**, there will be an opportunity to state further preferences between March and Mid-April. Parents of pupils still unplaced by the week ending **18th April 2016** will be notified of a school at which a place is reserved.
28. The Tower Hamlets LA outcome letter will include the information set out in schedule 2.
29. On **2nd March 2016** Tower Hamlets LA will send by first class post notification of the outcome to resident applicants.
30. 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 2015.

POST OFFER

31. Tower Hamlets secondary schools must contact successful applicants immediately after the **3rd March 2016** to confirm the offer of a place and the arrangements for admission. They will notify Tower Hamlets LA of any pupils for whom an offer of place is declined and the reasons for this.
32. Tower Hamlets LA will request that its resident applicants, who have been offered a place at a school maintained by another LA, accept or decline the offer by the **17th March 2016**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Tower Hamlets LA accepts or declines a place in a school maintained by another LA by **17th March 2016**, Tower Hamlets LA will forward the information to the maintaining LA by **24th March 2016**. Where such information is received from applicants after **17th March 2016**, Tower Hamlets LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Tower Hamlets LA, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2012.
35. When acting as a maintaining LA, Tower Hamlets LA will inform the home LA, where different, of an offer for a maintained school or Academy in the Tower Hamlets 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.
36. 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.

37. When acting as a home LA, Tower Hamlets LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
38. When acting as a home LA, when Tower Hamlets LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Tower Hamlets 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.
39. When acting as a home LA, Tower Hamlets LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 35 and 36 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, Tower Hamlets LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, Tower Hamlets LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
42. The Tower Hamlets LA secondary admissions booklet explains how waiting lists operate. In-Year admissions will be in accordance with the co-ordinated in-year admission scheme.

APPEALS

43. 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 **20th March 2016**. Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

This LA's Common Application Form for Admissions to Reception and Year 7 will contain the following fields as a minimum.

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current nursery, school or under 5s provision

Parent(s) / Carer(s) details:

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

Preference details (up to 6)

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

Additional information:

Reasons for preference (including any medical or social reasons)
Does the child have a statement of SEN? Y/N*
Is the child in the public care of a local authority / looked after? Y/N
Is the child formerly CLA but now adopted or subject of a 'Residence Order' or 'Special Guardianship Order'? Y/N
If yes, name of responsible authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Declaration and signature of parent or carer
Date of signature

Tower Hamlets Co-ordinated Admission Scheme (Template Outcome Letter for Admissions to Reception and Year 7 in 2014/15)

From: Home LA

Date: **2 March 2014 (sec)**
16 April 2014 (prim)

Dear Parent,

Application to School

I am writing to advise you that there is a place for «pupil_firstname» «pupil_surname» at _____ School for September 2016. This offer is subject to you providing the school with proof of your child's date of birth and current address by the 30th April 2016.

This was the school you named as your _____ preference on the application form and the Headteacher will soon be in contact with you to make the necessary arrangements for «pupil_firstname» admission in September.

Offers which could have been made for any schools you placed lower on your list of preferences, were automatically withdrawn(cancelled) under the co-ordinated admission arrangements as a higher preference has been offered.

I am sorry that a place could not be offered at any of the schools you listed as a higher preference on your application form. For each of these schools there were more applications than places available and other applicants had a higher priority than your child under the school's admission policy. If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for Tower Hamlets are attached to this letter. If the school is outside Tower Hamlets, the admission authority will either be the borough in which the school is situated, or the school itself.

If you would like your child's name to be placed on the waiting list(s) for a Tower Hamlets community school you must contact Pupil Services telephone 020-364 5006 or e-mail: schooladmissions@towerhamlets.gov.uk.

You have the right of appeal against the decision not to offer a place at your preferred school(s). If the appeal is for a Tower Hamlets school please use the enclosed appeal form. You **must** state your reasons for appealing and return it in the reply paid envelope by _____. You should use a separate appeal form for every school you appeal for.

If your appeal is for a school that is not in Tower Hamlets, you should contact the admission authority for that school for information on the waiting list and appeal procedures. It is in your interests to do so as soon as possible.

** If you are unable to take up the place at _____ for any reason, please contact the Pupil Services Team immediately on 020-7364 5006 or email schooladmissions@towerhamlets.gov.uk.*

Yours sincerely

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

*** The following paragraph will replace the one above for Tower Hamlets parents who receive an offer of a place at a school outside of Tower Hamlets:**

Please 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 Please return the reply slip by 17th March 2016 (secondary) / 30 April 2016 (primary).

SCHEDULE 3A**Key dates in the timetable for the Co-ordination of Admissions to Reception**

15 Jan 2016	Statutory deadline for receipt of applications
3 Feb 2016	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
14 Feb 2016	Deadline for the upload of late applications to the PLR.
17 Feb – 24 Feb 2016	Checking of application data
17 Mar 2016	Deadline for the transfer of potential offer information from the maintaining LAs to the PLR (ALT file).
21 Mar 2016	Final ALT file sent to PLR
24 Mar – 10 Apr 2016	Checking of offer data
11 Apr 2016	Deadline for on-line ALT file to portal
16 Apr 2016	Notification letters posted.
30 April 2016	Deadline for receipt of acceptances
9 May 2016	Deadline to request a place on a school Waiting List
9 May 2016	Closing date for appeals to be lodged
14 May 2016	Deadline for transfer of acceptances to maintaining LAs

SCHEDULE 3B**Key dates in the timetable for the Co-ordination of Admissions to Year 7**

25 Oct 2015	Published closing date (Friday before half-term)
31 Oct 2015	Statutory deadline for submission of the Common Application Form by parents to home local education authority.
14 Nov 2015	Deadline for the transfer of application information by the Home LA to the PLR.
13 Dec 2015	Deadline for the upload of late applications to the PLR.
16 Dec 2015 - 2 Jan 2016	Checking of application data
3 Feb 2016	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR.
14 Feb 2016	Final ALT file to PLR
17 - 26 Feb 2016	Checking of offer data
27 Feb 2016	Deadline for on-line ALT file to portal
2 Mar 2016	The Offer Day – the date on which notification letters are sent out.
17 Mar 2016	Deadline for Tower Hamlets residents to confirm acceptance of a place at an out-borough school.
24 Mar 2016	Deadline for transfer of acceptances to maintaining LAs



Secondary Transfer 2016

Supplementary Form for out-borough pupils applying for Tower Hamlets Secondary Schools



Admissions stamp only

Date received

ID

- This supplementary form provides information needed for applications to the schools below from parents who do not live in Tower Hamlets.
- You must complete the application form issued by your home Local Authority as well as this form. If you do not complete both forms your application cannot be fully considered.
- You will need a separate supplementary form if you are applying to Raine's, Bishop Challoner or Sir John Cass. These forms are available directly from the schools.

- Bow School
- Central Foundation
- George Green's
- Langdon Park
- Morpeth
- Mulberry
- Oaklands
- St Paul's Way Trust
- Stepney Green
- Swanlea

1 Child's Detail

First names:

Last name:

Sex: Male Female Date of Birth Day Month Year

Home address:

Name of your child's primary school:

Borough of primary school:

2 Children with additional needs

Is your child undergoing a statutory assessment of special educational needs? Yes No

Does your child have a final statement of special educational needs? Yes No

3 Parent's or carer's details

Title: Mr Mrs Ms Miss

First name:

Last name:



Last name:

Sex: Male Female Date of Birth Day Month Year

5 Declaration and signature of the parent or carer

I am the person with parental responsibility for the child named above and the information given is true. I understand that false or misleading information may result in the offer of a place being withdrawn.

Signature: Date:

Please complete and return to: Pupil Services, Mulberry Place, 5 Clove Crescent, London E14 2BG. Fax: 0207 364 4311 by **31st October 2015**

This page is intentionally left blank

TOWER HAMLETS EDUCATION SOCIAL CARE and WELLBEING

PROPOSED SCHEME FOR IN-YEAR ADMISSIONS in 2016/17



Version: 1.0

Date issued: 1st November 2014

Prepared by: Pupil Services
Education Social Care and Wellbeing Directorate



THE TOWER HAMLETS LA SCHEME FOR CO-ORDINATED IN-YEAR ADMISSIONS IN 2016/17

DEFINITIONS

“the LA”	the Local Authority
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
“the Home LA”	the LA (local authority) in which the applicant/parent is resident
“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the academic year preceding it.
“The LA In-Year Admission Form”	this is the LA form that all parents must use to make their applications, set out in ranked order
“the Equal Preference System”	the model whereby all preferences listed by parents on the In-Year Admission 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, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Code”	the School Admissions Code imposes mandatory requirements on LAs and Councils in England and refers to statutory requirements which all admission authorities must comply with. A copy can be found at http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations
“the Local Admission System (LAS)”	the IT module for administering admissions and for determining the highest offer within Tower Hamlets
“the Notification Letter”	the agreed form of letter sent to an applicant that communicates any determination granting or refusing admission.
‘Own Admission Authority’	Schools that are responsible for setting their own admissions criteria and determining admissions themselves i.e. voluntary aided, academies and free schools.

INTRODUCTION

This document outlines the co-ordinated In-Year school admissions arrangements in the London Borough of Tower Hamlets for the 2016/17 academic year. These arrangements are set out in accordance with the mandatory requirements in the School Admissions Code (Feb 2012) and apply to admission arrangements for admission in the school year 2016/17.

In line with changes in the school admission regulations, the Tower Hamlets co-ordinated admission arrangements no longer require **own admission authority** (i.e. academies, free and voluntary aided schools) schools to receive their in-year applications via the LA. However, following consultation with its Admission Forum, the LA believes that co-ordinating in-year admissions is the most effective way for ensuring that children out of school are tracked, monitored and placed in education as quickly as possible. This safeguarding element has been a particular strength of in-year coordination since its introduction and there is a substantial risk that vulnerable children and young people may 'slip through the net', if the LA reverts back to a system whereby applications are made direct to individual schools. **Own admission authority** schools are therefore urged to abide with the LA's procedures for co-ordinating the application stage of the process, whilst being able to issue the outcome direct to the applicant and notify the LA accordingly.

Tower Hamlets Local Authority will therefore continue, as far as possible, to coordinate in-year admissions as the maintaining Local Authority. Full details of the scheme are below, but the key features are as follows:

- Applicants wanting to apply for schools and academies within Tower Hamlets **must** apply on the LA's Common Application Form. Applicants can name up to three schools in order of preference.
- Tower Hamlets residents wishing to apply for schools in other boroughs **must** apply according to that borough's admission arrangements. This may involve applying directly to the relevant admission authority or via Tower Hamlets.
- The formal notification of the application outcome is made by the maintaining LA/**own admission authority** school.
- The Tower Hamlets Pupil Services Team will continue to directly administer community and voluntary controlled school admissions, including waiting lists for community schools.
- **Own admission authority** schools will continue to administer their own waiting lists and determine whether a place can be offered. VA schools and Canary Wharf College Free School will retain a supplementary form (for applicants applying for a place on faith grounds).
- It is critical for the Pupil Services Team to hold up-to-date information about school vacancies so that correct advice can be provided to parents. Schools that are on SchoolView must update their roll numbers directly on the system. Pupil Services will also, collect data from its schools using secure data exchange methods to confirm the roll numbers and other details for each year group.
- All Schools, including own admission authority schools are reminded that they are legally obliged to fill vacancies in any year group where the number of pupils on roll is below the published admission number irrespective of their admissions criteria.

- Unsuccessful applicants have a right of appeal to an independent appeal panel. Own admission authority schools must make arrangements for hearings although the LA will be able to facilitate this for them for a charge.

ADMISSION NUMBERS

The admission numbers of all primary and secondary schools are set out in LA's composite prospectus.

APPLICATIONS

1. This scheme applies to all applicants for maintained schools and academies within Tower Hamlets.
2. Applications must be made on the **LA In-Year Application/Transfer Form**, which will be available from the Pupil Services Team, Tower Hamlets schools and academies.
3. Applicants will be able to express a preference for up to three maintained schools and academies within Tower Hamlets.
4. Applicants must return the **LA In-Year Application/Transfer Form** to the Pupil Services Team.
5. Any preferences made for own admission authority schools in Tower Hamlets will be available for schools to see using SchoolView within 5 school days. If an own admission authority school receive applications directly, they must notify the Pupil Services Team immediately and advise the applicant they must complete the application form issued by the LA.
6. The order of preference given on the **LA In-Year Application/Transfer Form** will not be revealed to individual schools.
7. **Own admission authority schools** within Tower Hamlets may use supplementary information forms where there is not sufficient information on the LA Form for consideration of the application against the published oversubscription criteria. **This must 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 2012).
8. Where an own admission authority school in Tower Hamlets receives a supplementary form, it will advise the parent/carer to complete the **LA In-Year Application/Transfer Form** to formally register their application.
9. Tower Hamlets LA will notify the Home LA of all applications submitted for children who are not borough residents, in accordance with the agreed protocol for the exchange of information between London LAs. This procedure is to ensure the Home LA has an overview of children without a school place and school to school transfer requests and retains its safeguarding responsibilities.

10. Tower Hamlets LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a child looked after, became subject to an adoption, residence, or special guardianship order, and will notify the Home LA if the child is not resident in Tower Hamlets.

PROCESSING

11. To determine the availability of places, all Tower Hamlets schools and academies will be required to provide the Pupil Services Team, on request, their roll number, vacancies and waiting list numbers (own admission authority schools) for each year group. Schools will also be required to maintain an accurate record of their vacancies across all year groups using SchoolView.
12. The Pupil Services Team will carry out the following functions to process applications for schools and academies:
 - where the **LA In-Year Application/Transfer Form** is not fully completed, the applicant will be notified the application is invalid until all the information is received. If the child is without a school place then an offer or allocation will be made whilst the relevant information is obtained.
 - refer to the Local Admissions Pupil Database (LAPD) to validate any current school the child may attend, if the application is a 'school to school' transfer request, or current/most recent education provision has not been provided.
 - use a secure means to exchange data with its schools, academies and other LAs.
13. Where an applicant has expressed a preference for one or more schools/academies outside of Tower Hamlets, application details will be passed to the maintaining LA to process for the schools applied for in that borough. Some maintaining LAs will require that applications are made directly to them or to the admissions authority. Pupil Services will advise parents if this is the case.

NOTIFICATION OF OUTCOME:

CHILDREN WITHOUT A SCHOOL PLACE

14. Pupil Services will aim to notify the outcome of an application made for community and voluntary controlled schools by letter within **10 school days**. The letter will advise the following:
 - a. The name of the school at which a place is provisionally offered
 - b. The procedure and documentation required for the parent(s) to accept the offer including the requirement for them to provide the schools with the necessary proof of address and guardianship.
 - c. If applicable, the reasons why the child is not being offered a place at any of the other schools they named on the application form, the opportunity to be added to a waiting list and details of their right of appeal.

15. Where it is evident that more than one school place can be offered, Pupil Services will eliminate all but the highest ranked offer where an applicant has ranked schools in order of preference on the **LA In-Year Application/Transfer Form**. Any lower preferences will be withdrawn at this point.
16. Where it is evident that more than one school place can be offered as a result of liaison with applications made to school(s) in other LAs, Pupil Services will contact the family to establish which offer will be accepted and free up any potential multiple offers.
17. Parents of Tower Hamlets children who cannot be offered a place at any of their preferred schools will be advised of the school at which a place has been reserved, which may be a community, voluntary or academy school.

[Explanatory note: S3.15 of the School Admissions Code of Practice requires the governing body of own admission authority school to implement any decision of the local authority to admit a child to the school, to ensure that no child remains without the offer of a school place for a significant length of time.]

Where the LA is not the admission authority, notifications can be made in the following ways:

18. **Own admission authority schools** can notify parents/carers direct on the outcome of applications referred by LA. However, they will need to advise the Pupil Services Team beforehand so that decisions are co-ordinated and that the LA is able to ensure that children are not missing education.
19. Where a child is resident in **another borough**, the Pupil Services Team will notify the parent of the outcome and, where necessary, advise about the waiting list and their right of appeal. The contact details for the Home LA will be provided in the notification letter. The Home LA will be informed of the outcome of the application, in accordance with the agreed protocol for the exchange of information between London LAs.
20. All Tower Hamlets schools (including **own admission authority schools**) must also adhere to the requirement to admit children referred by Pupil Services under the provision of the locally agreed Fair Access Protocol, as required by 3.12 of the School Admissions Code.

CHILDREN WHO ARE CURRENTLY IN SCHOOL (SCHOOL TRANSFER)

21. In most cases, school to school transfers will take place according to the LA's published transfer timetable. Exceptions may be made on cases where children are making an unreasonable journey to a school or where there is an exceptional medical or social need for early transfer, but these will only be agreed following discussion with all parties involved.
22. Where an offer can be made for a child currently on roll at another Tower Hamlets school, Pupil Services will notify the child's current school in accordance with the transfer timetable.

POST OFFER

23. Schools and academies are required to admit children within **10 school days** of the date of the notification letter except in cases of transfer between schools in Tower

Hamlets. In these circumstances, the transfer should take place at the beginning of the next half term.

24. Where a child does not take up the place within the relevant timeframe the school must notify the Pupil Services Team. Pupil Services will then make effort to contact the family to find out whether or not they wish to accept the place, and notify the offered school. Only where there is no response, and it can be demonstrated that every effort has been made to contact the family, will the offer of a place be withdrawn.
25. In cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer, the Pupil Services Team will carry out a home visit or refer the family's details to the Attendance and Welfare Service or the Home LA, if the child is not resident in Tower Hamlets. The LA will expect schools to attempt to contact families by all means available, including email and letter to the family if there is no response before taking the appropriate action.
26. Once a school offer is made, any other applications/preferences will be withdrawn and families will need to reapply if they wish to be added to the waiting lists for any further schools.
27. If a family refuse more than two transfers in an academic year, without reasonable justification, then their application will be withdrawn and they will not be considered for any further transfers in that academic year. If the application has previously been awarded priority (such as Medical/social or Children who are out of school) on a waiting list, and the family then refuse the offer, the priority status may be removed.
28. For children not in receipt of education, delay in a straightforward admission to a school where a vacancy has been identified should be avoided. The Pupil Services Team will work closely with its schools to place the child on roll as soon as reasonably practical.
29. Where Pupil Services receives notification of an accepted offer for a child not resident in Tower Hamlets, this information will be shared with the Home LA.

APPEALS

30. Parents have the right of appeal against the refusal of a place at any of the schools for which they have applied. **Own admission authority schools** must therefore ensure they inform parents of their right of appeal, and the arrangements for doing so, if they are unable to offer a place.
31. **Own admission authority schools** should also notify Pupil Services of all appeals that are lodged for the school along with the outcome, as soon as this is determined.
32. Where Pupil Services receives notice on the outcome of an appeal for a school in its area, this information will be shared with the Home LA for a child not resident in Tower Hamlets.

WAITING LISTS

33. The waiting lists for all Tower Hamlets **community and voluntary controlled** schools will be held and administered by the Pupil Services Team for all year groups and will be ordered in accordance with the published admission criteria. Parents/carers that approach community schools direct, that want to be added to a waiting list, will be required to complete **LA In-Year Application/Transfer Form**.
34. **Own admission authority schools** will maintain their own waiting lists. When a place can be offered, the school will provide the Pupil Services Team with the details of the child that they have determined as the next eligible child on the list in accordance with their published admission criteria. Where necessary, the child's current school will be notified of the offer by the Pupil Services Team and the child will transfer at the beginning of the next half-term.
35. Children who are subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

PLANNED ADMISSION NUMBERS FOR SCHOOLS IN TOWER HAMLETS (2016/17)

No	Nursery and Primary Schools	Catchment Area	Nursery Class/ Early Years Unit	Type of School and Age Range	Number of places (Published Admission Number)	
1.	Alice Model Beaumont Grove, E1 4NQ	1	Yes	Nursery 3-5	N/A	
2.	Arnhem Wharf Arnhem Place, E14 3RP	4	Yes	Community 3-11	90	
3.	Bangabandhu Wessex Street, E2 0LB	1	Yes	Community 3-11	60	
4.	Ben Jonson Harford Street, E1 4PZ	1	No	Community 4-11	90	
5.	Bigland Green Bigland Street, E1 2ND	5	Yes	Community 3-11	60	
6.	Blue Gate Fields Infant King David Lane, E1 0EH	5	Yes	Community 3-7	90	
7.	Blue Gate Fields Junior King David Lane, E1 0EH	5	N/A	Community 7-11	N/A	
8.	Bonner (Bethnal Green) Stainsbury Street, E2 0NF	1	No	Community 4-11	60	
9.	Bonner (Mile End) Ropery Street, E3 4QE	2	Yes	Community 3-11	60	
10.	Bygrove Bygrove Street, E14 6DN	3	Yes	Community 3-11	30	
11.	Canary Wharf College East Ferry East Ferry Road, E14 3BA	N/A	No	Free 4-11	40	
12.	Canary Wharf College Glenworth Saunders Ness Road, E14 3EB	N/A	No	Free 4-11	40	

Appendix I - Planned School Admission Numbers for 2016/17

No	Nursery and Primary Schools	Catchment Area	Nursery Class/ Early Years Unit	Type of School and Age Range	Number of places (Published Admission Number)	
13.	Canary Wharf College 3 Saunders Ness Road, E14 3EB	N/A	No	Free 4-16	40	
14.	Canon Barnett Gunthorpe Street, E1 7RQ	5	Yes	Community 3-11	45	
15.	Cayley Aston Street, E14 7NG	1	Yes	Community 3-11	90	
16.	Children's House Bruce Road, E3 3HL	2	Yes	Nursery 3-5	N/A	
17.	Chisenhale Chisenhale Road, E3 5QY	2	Yes	Community 3-11	45	
18.	Christ Church CE Brick Lane, E1 6PU	N/A	Yes	Voluntary 3-11	30	
19.	Columbia Columbia Road, E2 7RG	6	Yes	Community 3-11	60	
20.	Columbia Market Nursery Columbia Road, E2 7PG	6	Yes	Nursery 3-5	N/A	
21.	Cubitt Town Infants Manchester Road, E14 3NE	4	Yes	Community 3-7	90	
22.	Cubitt Town Juniors Manchester Road, E14 3NE	4	N/A	Community 7-11	N/A	
23.	Culloden Dee Street, E14 OPT	3	Yes	Academy 3-11	90	#
24.	Cyril Jackson Three Colt Street, E14 8HH	3	Yes	Community 3-11	60	#
25.	Elizabeth Selby Old Bethnal Green Road, E2 6PP	6	Yes	Community 3-7	75	
26.	English Martyrs RC St Mark Street, E1 8DJ	N/A	Yes	Voluntary 3-11	30	

Appendix I - Planned School Admission Numbers for 2016/17

No	Nursery and Primary Schools	Catchment Area	Nursery Class/ Early Years Unit	Type of School and Age Range	Number of places (Published Admission Number)	
27.	Globe Gawber Street, E2 0JH	1	Yes	Community 3-11	45	#
28.	Guardian Angels RC Whitman Road, E3 4RB	N/A	No	Voluntary 4-11	30	
29.	Hague Wilmot Street, E2 0BP	6	Yes	Community 3-11	30	#
30.	Halley Halley Street, E14 7SS	1	Yes	Community 3-11	30	
31.	Harbinger Cahir Street, E14 3QP	4	Yes	Community 3-11	45	
32.	Harry Gosling Fairclough Street, E1 1NT	5	Yes	Community 3-11	60	
33.	Harry Roberts Commodore Street, E1 4PF	6	Yes	Nursery 3-5	N/A	
34.	Hermitage Vaughan Way, E1W 2PT	5	Yes	Community 3-11	45	
35.	John Scurr Cephas Street, E1 4AX	1	Yes	Community 3-11	60	
36.	Kobi Nazrul Settles Street, E1 1JP	6	Yes	Community 3-11	30	
37.	Lansbury Lawrence Cordelia Street, E14 6DZ	3	Yes	Community 3-11	60	
38.	Lawdale Mansford Street, E2 6LS	6	N/A	Community 7-11	N/A	
39.	Malmesbury Coborn Street, E3 2AB	2	Yes	Community 3-11	75	
40.	Manorfield Wyvis Street, E14 6QD	3	Yes	Community 3-11	90	

Appendix I - Planned School Admission Numbers for 2016/17

No	Nursery and Primary Schools	Catchment Area	Nursery Class/ Early Years Unit	Type of School and Age Range	Number of places (Published Admission Number)	
41.	Marion Richardson Senrab Street, E1 0QF	1	Yes	Community 3-11	60	
42.	Marner Devas Street, E3 3LL	3	Yes	Community 3-11	90	
43.	Mayflower Upper North Street, E14 6DU	3	Yes	Community 3-11	45	
44.	Mowlem Mowlem Street, E2 9HE	6	Yes	Community 3-11	30	
45.	Old Church Walter Terrace, E1 0RJ	1	Yes	Nursery 3-5	N/A	
46.	Old Ford Wrights Road, E3 5LD	2	Yes	Academy 3-11	90	
47.	Old Palace St Leonards Street, E3 3BT	2	No	Community 4-11	60	
48.	Olga Lanfranc Road, E3 5DN	2	Yes	Community 3-11	90	
49.	Osmani Vallance Road, E1 5AD	6	Yes	Community 3-11	60	
50.	Our Lady & St Joseph Wades Place, E14 0DE	N/A	Yes	Voluntary 3-11	60	
51.	Rachel Keeling Morpeth Street, E2 0PS	1	Yes	Nursery 3-5	N/A	
52.	Redlands Redman's Road, E1 3AQ	1	Yes	Community 3-11	60	
53.	Seven Mills Malabar Street, E14 8LY	4	Yes	Community 3-11	30	
54.	Shapla Wellclose Square, E1 8HY	5	Yes	Community 3-11	30	

Appendix I - Planned School Admission Numbers for 2016/17

No	Nursery and Primary Schools	Catchment Area	Nursery Class/ Early Years Unit	Type of School and Age Range	Number of places (Published Admission Number)	
55.	Sir William Burrough Salmon Lane, E14 7PQ	N/A	Yes	Academy 3-11	45	
56.	Smithy Street Smithy Street, E1 3BW	1	Yes	Community 3-11	60	
57.	St Agnes RC Rainhill Way, E3 3ER	N/A	Yes	Voluntary 3-11	30	
58.	St Anne's RC Underwood Road, E1 5AW	N/A	Yes	Voluntary 3-11	45	
59.	St Edmund's RC Westferry Road, E14 3RS	N/A	Yes	Voluntary 3-11	30	
60.	St Elizabeth's RC Bonner Road, E2 9JY	N/A	Yes	Voluntary 3-11	60	
61.	St John's CE Peel Grove, E2 9LR	N/A	Yes	Voluntary 3-11	30	
62.	St Luke's CE Saunders Ness Road, E14 3EB	N/A	Yes	Voluntary 3-11	60	
63.	St Mary & St Michael RC Commercial Road, E1 0BD	N/A	Yes	Voluntary 3-11	60	
64.	St Matthias CE Bacon Street, E2 6DY	N/A	Yes	Voluntary 3-11	30	
65.	St Paul's CE Wellclose Square, E1 8HY	N/A	Yes	Voluntary 3-11	30	
66.	St Paul's Way Foundation Wallwood Street, E14 7BW	N/A	No	Foundation Trust 4- 18	60	
67.	St Paul's With St Luke's CE Leopold Street, E3 4LA	N/A	Yes	Voluntary 3-11	30	

Appendix I - Planned School Admission Numbers for 2016/17

No	Nursery and Primary Schools	Catchment Area	Nursery Class/ Early Years Unit	Type of School and Age Range	Number of places (Published Admission Number)	
68.	St Peter's (London Docks) CE Garnet Street, E1W 3QT	N/A	Yes	Voluntary 3-11	30	
69.	St Saviours CE Chrip Street, E14 6BB	N/A	Yes	Voluntary 3-11	30	
70.	Solebay Solebay Street, E1 4PW	1	No	Academy 4-11	50	
71.	Stebon Wallwood Street, E14 7AD	3	Yes	Community 3-11	90	
72.	Stepney Greencoat CE Norbiton Road, E14 7TF	N/A	No	Voluntary 4-11	30	
73.	Stewart Headlam Tapp Street, E1 5RE	6	Yes	Community 3-11	60	
74.	The Clara Grant Knapp Road, E3 4BU	3	Yes	Community 3-11	60	
75.	Thomas Buxton Buxton Street, E1 5AR	6	Yes	Community 3-11	60	
76.	Virginia Virginia Road, E2 7NQ	6	Yes	Community 3-11	30	
77.	Wellington Wellington Way, E3 4NE	2	Yes	Community 3-11	60	
78.	William Davis Cheshire Street, E2 6EU	6	Yes	Community 3-11	30	
79.	Woolmore Woolmore Street, E14 0EW	3	Yes	Community 3-11	90	

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

Appendix I - Planned School Admission Numbers for 2016/17

Secondary Schools

No.	Secondary Schools	Address	Post code	Type of School	No. of Places	
1.	Bethnal Green Academy	Gosset Street	E2 6NW	Academy	180	
2.	Bishop Challoner Boys	Hardinge Street	E1 0AB	Voluntary Aided	120	
3.	Bishop Challoner Girls	Hardinge Street	E1 0AB	Voluntary Aided	150	
4.	Bow School	Gillender Street	E3 2QD	Community	270	
5.	Canary Wharf College 3	Saunders Ness Road	E14 3EB	Free School	40	
6.	Central Foundation Girls	Harley Grove Campus	E3 2AR	Voluntary Aided	240	
7.	George Green's	Manchester Road	E14 3DW	Voluntary Controlled	210	
8.	Langdon Park	Byron Street	E14 0RZ	Community	180	
9.	London Enterprise Academy	Commercial Road	E1 1LA	Free School	120	
10.	Morpeth School	Portman Place	E2 0PX	Community	240	
11.	Mulberry School for Girls	Richard St,	E1 2JP	Community	210	
12.	Oaklands	Old Bethnal Green Road	E2 6PR	Community	120	
13.	Raine's Foundation	Approach Road	E2 9LY	Voluntary Aided	150	
14.	Sir John Cass's Foundation	Stepney Way	E1 0RH	Voluntary Aided	180	
15.	St Paul's Way Trust	St Paul's Way	E3 4FT	Trust	240	#
16.	Stepney Green	Ben Jonson Road	E1 4SD	Community	180	
17.	Swanlea	Brady Street	E1 5DJ	Community	210	
18.	Wapping High School	Commercial Road	E1 2DA	Free School	84	

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

This page is intentionally left blank

School Admission Admissions 2016/17 - Consultation Survey Response

1.0 Introduction

Tower Hamlets Council consulted the public on its school admission arrangements for 2016/17. The aim being to further improve the school admission arrangements for Tower Hamlets schools, so that they are fair and that as many parents as possible gain a place for their child at one of their preferred schools. The consultation covered the following:

(i) Proposed Admissions Policies for Tower Hamlets community schools

- Nursery School/Class Admissions Policy
- Oversubscription criteria for Nursery Schools and Classes
- Priority criteria for part-time and full-time places
- Primary Schools Admissions Policy
- Oversubscription criteria, including a change to the priority admission (catchment) areas for community school
- Secondary Schools Admissions Policy
- Oversubscription criteria

(ii) Proposed coordinated schemes

- For reception year of primary school
- For Year 7 of secondary school; and
- For admissions outside of normal points of entry ('In-Year')

(iii) Planned admission number (PAN) for Tower Hamlets Schools

The consultation was launched the 1st of November 2014 and ended on the 5th of January 2015. The consultation lasted for over 8 weeks.

2.0 Communication

The table below includes the communication methods used to advertise and promote the consultation.

Item	Communication Medium	Locality	Actioned
Director's Briefing for Governors	All Governors Governors were given notice about the impending consultation.	Director's Briefing Autumn Term Brochure	01/09/2014
Email to neighbouring boroughs	Neighbouring LAs		04/11/2014
Head teachers and school staff	Head Teachers Bulletin	To all Head Teachers	03/11/2014 01/12/2014
Advertising consultation on email signatures	Email signature for Pupil Admission and Impulse Team staff	Pupil Services Team	03/11/2014
Advertising consultation on School Admissions website /consultations webpage / news and event webpage	LBTH Website	Internet	03/11/2014

Item	Communication Medium	Locality	Actioned
Consultation advert x 2	East End Life Newspaper Two adverts were placed at different intervals to allow maximum publicity.	Borough wide	03/11/2014 20/11/2014
Governing Bodies	Email to all governors via Governor Services – to remind governors to complete the consultation.	Borough wide	01/11/2014
Email to parent groups/network	Via Parent & Family Support Service – widely circulated for parents' access.	Parent network/newsletter	11/11/2014
Details of consultation advertised	Media Release	Borough wide	04/11/2014
Consultation meeting to discuss the proposed changes	Public Meeting – notice of meeting widely circulated through the above mediums	Professional Development Centre	26/11/2014
Children Centre Leads	Raise Awareness through publicity at Children's Centres. Children Centre to display notice in their public notice board.	Borough wide	17/11/2014
Ocean Somali Community Association	Governors / Somali Community reps – contacted OSCA directly to disseminate information.	information share	02/12/2014
Collective Of Bangladeshi Governors	Governors/ Bangladeshi community reps – contacted CBSG directly to disseminate information.	information share	02/12/2014
Discussion on consultation held with Forum	Admissions Forum	Professional Development Centre	10/12/2014

3.0 Results

Despite the above methods to engage stakeholders, we have received four responses, all completed online. One response was from a parent, one was from a member of the public, one was from a governor (the school was not stated on the response), and one was classified as 'nothing selected'.

There was a collective response completed by the Tower Hamlets Admissions Forum and comments were also received from the City of London Admissions Forum.

The following analysis shows the outcome of the 4 and the Admissions Forums responses:

1. Do you agree with the proposed arrangements for admission to Tower Hamlets Nursery Schools and classes in 2016/17, which aim to ensure that children attend their nearest school? All respondents agreed with the proposed arrangements for TH Nursery Schools admissions 2016/17. The TH Admissions Forum agreed with the proposed arrangements and oversubscription criteria for admission to Nursery schools. There was no objection to this from the City of London Admissions Forum.

2. Do you agree with the proposed arrangements and oversubscription criteria for admission to community primary schools?

3 out of 4 respondents (75%) disagreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. The TH Admissions Forum also agreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. There was no objection to this from the City of London Admissions Forum.

3. Do you agree with the proposed arrangements and oversubscription criteria for admission to community secondary schools in 2016/17?

75% of respondents (3 people) agreed to proposed arrangements for oversubscription criteria for admission to community secondary schools in 2016/17. The TH Admissions Forum agreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. There was no objection to this from the City of London Admissions Forum.

4a. Do you agree with the Tower Hamlets scheme for co-ordinating year 7 and reception year admissions?

3 of the 4 respondents (75%) agreed with TH's scheme for coordinating year 7 and reception year admissions. The TH Admissions Forum agreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. There was no objection to this from the City of London Admissions Forum.

4b. Do you agree with the Tower Hamlets scheme for co-ordinating in-year admissions?

75% of respondents (3 people) disagreed to the TH's scheme for co-ordinating in-year admissions. The TH Admissions Forum commented on this and their comments are listed below.

5a. Do you agree with the planned admission numbers (PAN) for Tower Hamlets schools in 2016/17?

3 of the 4 respondents (75%) agreed to the PAN for TH schools in 2016/17. The TH Admissions Forum commented on this and their comments are listed below.

The following questions were for school governing bodies only, of which there was only one response.

5b. Do you agree with the PAN for your school?

All of the respondents agreed with their schools' Planned Admission Number

5c. Do you agree with the PAN for those schools whose admissions impact on your own school?

All of the respondents agreed.

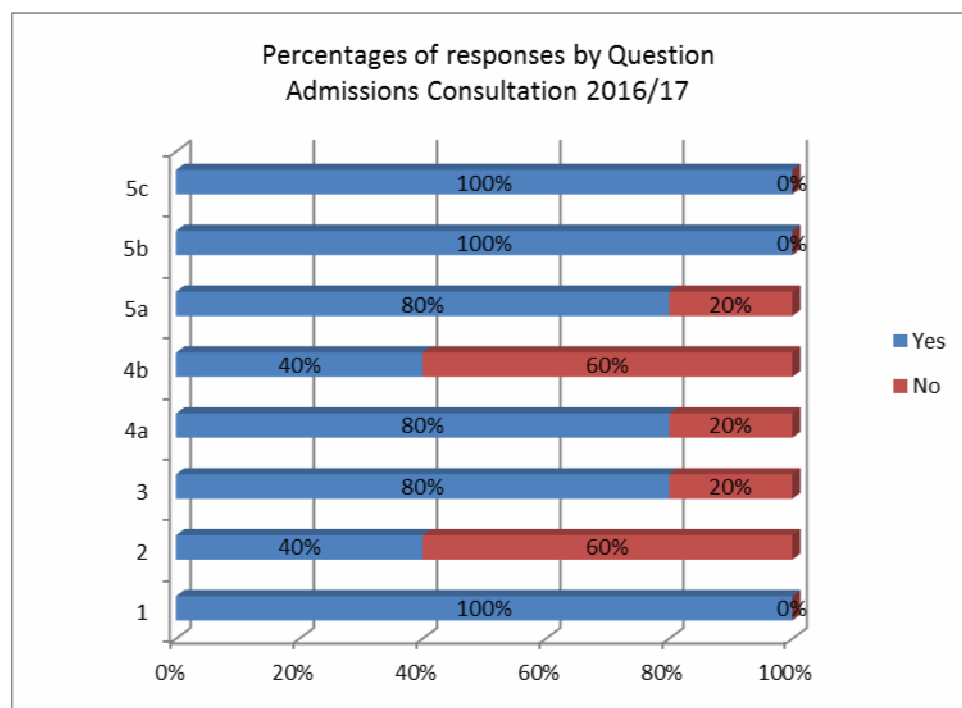
4.0 Breakdown of survey responses in numbers (including the Admissions Forum)

	Yes	No
1. Do you agree with the proposed arrangements for admission to Tower Hamlets Nursery Schools and classes in 2016/17, which aim to ensure that children attend their nearest school?	5	0
2. Do you agree with the proposed arrangements and oversubscription criteria for admission to community primary schools?	2	3
3. Do you agree with the proposed arrangements and oversubscription criteria for admission to community secondary schools in 2016/17?	4	1
4a. Do you agree with the Tower Hamlets scheme for co-ordinating year 7 and reception year admissions?	4	1
4b. Do you agree with the Tower Hamlets scheme for co-ordinating in-year admissions?	2	3
5a. Do you agree with the planned admission numbers (PAN) for Tower Hamlets schools in 2016/17?	4	1
The next two questions are for school governing bodies only		
5b. Do you agree with the PAN for your school?	1	0
5c. Do you agree with the PAN for those schools whose admissions impact on your own school?	1	0

Breakdown of responses in percentages

	Yes	No
1. Do you agree with the proposed arrangements for admission to Tower Hamlets Nursery Schools and classes in 2016/17, which aim to ensure that children attend their nearest school?	100%	0%
2. Do you agree with the proposed arrangements and oversubscription criteria for admission to community primary schools?	40%	60%
3. Do you agree with the proposed arrangements and oversubscription criteria for admission to community secondary schools in 2016/17?	80%	20%
4a. Do you agree with the Tower Hamlets scheme for co-ordinating year 7 and reception year admissions?	80%	20%
4b. Do you agree with the Tower Hamlets scheme for co-ordinating in-year admissions?	40%	60%
5a. Do you agree with the planned admission numbers (PAN) for Tower Hamlets schools in 2016/17?	80%	20%
The next two questions are for school governing bodies only		
5b. Do you agree with the PAN for your school?	100%	0%
5c. Do you agree with the PAN for those schools whose admissions impact on your own school?	100%	0%

Percentage of responses from stakeholders



4.1 Comments from survey

Question	Respondent type	Comments
1	'Parent'	<i>'This is to ensure consistency in the way places are offered and, where possible, that children attend the same school for their nursery and primary education' I wholeheartedly support that statement and TRULY REGRET that it was not the policy in force when my child started nursery in 2013, she didn't get a place in reception in any of the 6 schools in her application leading to the horrendous appeal process, always a disappointment and a massive waste of energy for Parents. So hopefully the new policy will save young children the trouble to start all over again in another school and the parents the hassle of going through useless appeal procedure and travelling to new school, building new relationship with another</i>

		<i>school, getting new uniforms.</i>
2	<i>'Parent'</i>	<i>"Some applicants outside the catchment area live closer to the school applied for than other applicants who live within the catchment area, in this case priority should be given to the applicant living closer to school even if they don't live in the catchment area. The catchment area should be defined in concentric circle rather than using the ward map, it just doesn't make sense, what matters is not the ward boundaries but how far a child has to walk from home to school twice a day."</i>
4b	<i>'Member of Public'</i>	<i>This policy does not mention that priority is given to children out of school during the year above children who are waiting for a place in a school where they have a sibling but are presently in another school. This is wrong as it creates too much strain on families trying to get siblings to different schools. Priority should be given to children to move schools above those with no school place as ultimately the child who is waiting for a place in the same school as its sibling is will not be taking an additional space only creating one in a different school, which can then be filled by a child without a school place, assuming no other child is waiting for a place with a sibling in that school. That way more children will be placed together relieving the pressure on families, the school in looking after the child at the end of the day, reduce lateness, and reduce transport costs. As the number of spaces in the Borough ultimately remains the same, just as many children who are without a school place will be placed in a school, the only overall difference being that many children will be placed in the same school as their siblings. Please take this into account when you are determining your admissions policy. It does not mention any of this in the policy."</i>

4.2 Response to comments

1. This is a positive comment highlighting the intended effect of the new policy. The statement also gives an insight into the impact on families and the pressures the new policy alleviates.
2. Tower Hamlets has adopted the system of having fixed geographical catchment areas containing schools as oppose to each school having its own catchment area which is what the respondent is describing in the comment. The catchment areas do not follow ward boundaries. Natural barriers such as canals and major road have been used to define catchment area boundaries. The Catchment areas have also

been designed to ensure the nearest school lies within the same catchment area, however it has to be noted that with new developments being completed this may not be the case for a small number of pupils in the future. The catchment areas will be continued to be monitored to ensure that it is achieving the best outcomes for families.

- 4b. Places for in-year admissions are in line with the admissions policy. However, there are instances where children admitted to a school, in accordance with the Fair Access Protocol, take precedence over those on a waiting list. These can often include children who are out of school. Pupil Services seeks to place children who are out of school, at a school at the earliest opportunity to ensure that children are receiving an education, and that the LA is meeting its statutory obligation and safeguarding duties. The comment above will be taken into consideration when reviewing the criteria in future.

4.3 Response from Admissions Forums

Tower Hamlets Admissions Forum

Whilst the Forum had agreed with the proposed admissions arrangements, they also made the following comments:

4b – Diocesan Schools are advised they must comply with the agreed in-year arrangements, however individual schools may decide not to.

The Forum also requested that future year's consultation should seek the views from the Phase Consultative groups.

5a – Despite planned expansions and developments notified, there is a request from the Forum for the development or expansion of the previous Bow School site to be brought forward and for school places to be given priority in all decisions.

City of London Admissions Forum

The City of London Admission Forum did not complete the full questionnaire but have submitted comments related to secondary school priority zones, which can be accommodated under question 3.

Question 3. Do you agree with the proposed arrangements and oversubscription criteria for admission to community secondary schools in 2016/17?

Response is in relation to the Tower Hamlets Priority Zones for secondary school:

Priority Zone A, preference to Mulberry and Stepney Green Maths & Computing College

Priority Zone B, preference to Swanlea.

“Thank you for giving us the opportunity to comment on Tower Hamlets school admissions arrangements.

Priority zones A and B are coterminous with Tower Hamlets borough boundary and do not extend into the City of London. We would be grateful if you could re-visit the priority area to include Middlesex Street and Mansell Street Estates.

The closest secondary schools for families on the east side of the City (Mansell Street and Middlesex Street estates) are located within Tower Hamlets.

There is a large Bangladeshi population within the two estates who are predominantly Muslims. Some families prefer their children to attend to attend single sex schools; Mulberry School for girls is the preferred choice for Bangladeshi girls.

The table below shows the number of successful applications to the three schools in the past 5 years.

<i>Mulberry</i>	<i>Stepney Green Maths & Computing College</i>	<i>Swanlea</i>
<i>2013 -14 (Sept 2014 entry):</i> <i>Number of applications = 0</i> <i>Number of successful applications = 0</i>	<i>2013 -14 (Sept 2014 entry):</i> <i>Number of applications = 2 (all lower preferences)</i> <i>Number of successful applications = 0</i>	<i>2013 -14 (Sept 2014 entry):</i> <i>Number of applications = 2 (all lower preferences)</i> <i>Number of successful applications = 1</i>
<i>2012 – 13 (Sept 2013 entry):</i> <i>Number of applications = 4 (1 lower preference)</i> <i>Number of successful applications = 3</i>	<i>2012 – 13 (Sept 2013 entry):</i> <i>Number of applications = 3 (all lower preferences)</i> <i>Number of successful applications = 0</i>	<i>2012 – 13 (Sept 2013 entry):</i> <i>Number of applications = 1 (lower preference)</i> <i>Number of successful applications = 0</i>
<i>2011 -12 (Sept 2012 entry):</i> <i>Number of applications = 1</i> <i>Number of successful applications = 1</i>	<i>2011 -12 (Sept 2012 entry):</i> <i>Number of applications = 0</i> <i>Number of successful applications = 0</i>	<i>2011 -12 (Sept 2012 entry):</i> <i>Number of applications = 0</i> <i>Number of successful applications = 0</i>
<i>2010 -11 (Sept 2011 entry):</i>	<i>2010 -11 (Sept 2011 entry):</i> <i>Number of applications = 2</i>	<i>2010 -11 (Sept 2011 entry):</i>

<i>Number of applications = 1</i> <i>Number of successful applications = 1</i>	<i>1 (Lower preference)</i> <i>Number of successful applications = 1</i>	<i>Number of applications = 1 (Lower preference)</i> <i>Number of successful applications = 0</i>
<i>2009 -10 (Sept 2010 entry):</i> <i>Number of applications = 2 (1 lower preference)</i> <i>Number of successful applications = 1</i>	<i>2009 -10 (Sept 2010 entry):</i> <i>Number of applications = 0</i> <i>Number of successful applications = 0</i>	<i>2009 -10 (Sept 2010 entry):</i> <i>Number of applications = 0</i> <i>Number of successful applications = 0</i>

As you can see the numbers of applications to the three schools are very small. City residents who have expressed their first preference at any of the three schools were successful in getting places even though they are out of the priority zone. Therefore I am sure you'll agree that including the two estates in the priority zone will not add additional pressure on school places.

This page is intentionally left blank

TOWER HAMLETS COUNCIL EQUALITYIMPACTASSESSMENT SCHOOLADMISSION ARRANGEMENTS 2015



Version: 1.0

Date issued: January 2015

Prepared by: Pupil Services
Education Social Care and
Wellbeing Directorate





Contents

	Pages
Equality Analysis	2 - 25
Appendix A	27 - 55
Appendix B	56 - 63
Appendix C	64
Appendix D	65 - 68
Appendix E	69

Equality Analysis(EA)

Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose:

School Admissions in Tower Hamlets

Admissions to schools are functions that operate within a policy framework. There are arrangements and policies for the admission of pupils to nursery, primary and secondary mainstream schools. By law all schools must have admission policies that are published and made available to parents. In Tower Hamlets (TH), the Local Authority is the admission authority for community schools and the governing bodies are the admission authorities for own admission authority schools i.e. Voluntary Aided, Trust, Academy and Free Schools.

Applications made outside of the September entry point, are referred to in this report as 'in-year' admissions. These are coordinated centrally on a half termly basis and follow the respective primary or secondary admissions arrangements. Applications from pupils who are 'out of school' are processed outside of the above timetable and are allocated a place within ten school days.

Admission authorities must consult on their admission arrangements in accordance with a statutory timetable, publish information for parents including the procedure and timetable; the oversubscription criteria; the number of places available at each school and the number of applications refused; arrangements for informing parents of the outcome of their applications; and details of how to access further information. The local authority must also consult upon and implement co-ordinated schemes for admissions to the reception year group and secondary transfer.

Nursery Admissions Arrangements came into effect in September 2014. Whilst, the policy is in line with the primary coordinated admissions arrangements for reception class, the Authority does not coordinate the nursery admissions centrally and schools administer the admissions individually. Parents apply directly to their preferred school(s); schools will then notify the outcome to parents. There is a standard closing date and offer date for TH schools and nurseries. The Authority will collect the outcome data from schools once the offers have been made. This data collection will be used in future years to monitor the decision-making for nursery admissions.

Primary co-ordinated admissions to the reception year group have operated since the 2006/7 academic year. This is a statutory scheme with the aim of notifying every parent applying to a Tower Hamlets primary school on the same day of a single offer, if possible, at the school ranked highest that is able to offer a place. The decisions are taken by governors in respect of own admission authority schools and community schools apply the Council's oversubscription criteria. Co-ordinated admissions allow the Local Authority (LA) to monitor the decision-making in respect of community schools.

Applications for secondary transfer are dealt with and determined by the LA, except for those to the Bishop Challoner Collegiate schools, Raine's Foundation, Sir John Cass Foundation, Wapping High School, London Enterprise Academy and Canary Wharf College. There are co-ordinated admission arrangements for secondary schools; with the LA working closely with own admission authority schools.

All schools must, by law, have oversubscription (admission) criteria, which are used to determine the offer of places if a school receives more applications than there are places available. The criteria must be compatible with equal opportunities legislation, have regard to the Authority's responsibility to promote racial equality and as far as possible be inclusive of all the elements of the school's local community. There is also a requirement for the criteria to be clear, fair and objective. For the secondary schools that use the LA's admission policy, banding is used to achieve a balance of ability in the intake.

The relevant legislation for the admissions criteria is the School Admissions Code 2014 issued under the School Standards and Framework Act 1998 ('SSFA 1998'), the Equality Act 2010 and the Human Rights Act 2008.

Admission authorities have a duty to comply with parental preference whenever practicable. The effect is that no influence can be brought to bear on admissions to under-subscribed schools as all the applications will be successful. This can result in schools where there is little diversity of intake in terms of ethnicity and significant gender imbalance. A relevant factor in Tower Hamlets in this respect is that single sex education is more popular for girls than for boys.

Own admission authority schools have their own admission policies. Generally speaking, they give priority on a denominational basis, although many Church of England schools have "open" places for children from other world faiths. Where priority for admission is based on denominational grounds and the school is oversubscribed, the admission of pupils from other world faiths may be limited. Whilst the pupil profile in these schools is diverse, in some of the Voluntary Aided (VA) schools Bangladeshi children are significantly underrepresented. In many cases, these schools receive few applications from Bangladeshi parents.

There are also schools with very few non-Bangladeshi pupils. The principle that underpins the Council's admission policy is proximity to school and the location of some schools combined with the local demography can sometimes result in a monocultural intake.

The policies being considered under this Equalities Analysis set out the processes and criteria for admitting children to community schools and how Tower Hamlets Council coordinates admission applications within the Pan London area. In accordance with the School Admissions Code, these policies include processes and criteria that are fair, objective and transparent.

The following policies are contained within the remit of this Equalities Analysis.

- Nursery Admissions arrangements
- Primary School Admissions arrangements
- Secondary School Admissions arrangements
- In-Year Admissions arrangements

Who is expected to benefit from the proposal?

The Council seeks to use objective admission criteria which maximises equal opportunity and equitable access to education, in order to create community schools with balanced intakes, in terms of ability, gender, ethnicity and socio-economic factors. The following groups are expected to benefit:

Parents – the policies and procedures need to be clear for parents to understand how to apply for a school place and how school places are allocated by the admissions authority.

Children – All children receive an offer of a school place at the earliest opportunity and normally at one of their local schools.

Schools - Schools will have a clear policy within which to exercise their responsibilities for admissions.

Local Authority - A clear policy against which to make decisions, co-ordinate offers of places and monitor pupil admissions.

Service area:

Learning and Achievement

Team name:

Pupil Services

Service manager:

Terry Bryan

Name and role of the officer completing the EA:

Terry Bryan, Head of Pupil Services

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

Data and information has been collected from the following data and reports:

- 2011 National Census
- School Census collections (various years)
- Analysis of admissions outcomes (various years)
- Central Pupil Database
- Consultation outcomes (various)
- Transport administration system
- Equality Impact Assessment Bow School (2013)
- Mode of travel survey (2011)

Tower Hamlets Resident Profile

The residential profile in Tower Hamlets is set out in Appendix A. Data from the 2011 National Census shows Tower Hamlets is a diverse borough from many different ethnic backgrounds. However, it is clear that two groups are prominent in the borough. This is shown in Appendix A, Table 2.1. 32.8% of residents are of white origin and 32% are of Bangladeshi origin. The remaining 35.2% are made up of all other groups.

Key Findings:

Nursery arrangements

The recent consultation on the admissions arrangements for 2016/17 (Appendix B) showed that all respondents agreed with the nursery admissions arrangements following that of the primary school admissions arrangements. This included implementing the same catchment areas and 'nearest school' tie-break criterion in line with the admissions arrangements for primary schools.

The outcome for nursery admissions is not yet available for monitoring. Whilst the Authority does not centrally administer the nursery arrangements, the Authority will oversee the process and review the outcomes to ensure that all schools are consistent when decision-making for school places and full and part-time places.

Primary Arrangements

Before the introduction of catchment areas, priority was given to pupils living closest to the school by shortest walking distance. The introduction of catchment areas in 2013/14 gave priority to pupils living within the catchment area of the school over those living outside the catchment area. This is demonstrated by a significant reduction in the number of 'allocated'¹ pupils in 2013/14 to only 61 children in 2014/15 school year.

¹ Allocated – where a child could not be offered a place from any of the family's preferred schools and the LA then allocates a place at the nearest available school.

Parental Choice

Catchment areas by their nature create boundaries, and due to the geography of the borough and location of the schools, no two areas can claim to be equal in offering parental choice.

Although the catchment areas are designed to accommodate the projected pupil population it is recognised that they could limit choice, especially in areas where there are fewer community schools. The Council successfully consulted on and implemented the proposed changes to two existing catchment areas giving parents in these areas a wider choice of schools over a larger area, thereby increasing families' accessibility to a local community school. This also ensures that families, who are not offered a place at their preferred school(s), also have the opportunity to access an alternative school that is within reasonable walking distance to their home.

The maps in Appendix D show the pattern of applications both before and after the catchment area system was implemented. The maps illustrate the impact of the introduction of catchment areas with the trend showing an increase of pupils getting an offer for a school in their catchment area.

The last two years data shows that the introduction of the catchment areas has had positive outcomes for families and schools. The 2013/14 preference outcomes show that 93.4% of applicants received an offer from one of their top three preferred schools and 83.7% received an offer at their 1st preference school. The overall preference success was 95.3% for 2013/14.

In 2014/15 the preference outcomes had further improved. 95.7% of applicants received an offer from one of their top three preferred schools and 85.7% received an offer at their 1st preference school. The overall preference success was 97.3% for 2014/15. This is demonstrating that there is a shift in families' applications and more and more children are receiving an offer at a local preferred school.

The success of the catchment area is further demonstrated in Appendix A, Table 3.4. The table illustrates the number of children that are placed at a school outside their Catchment Area. In 2012/13 (before the introduction of catchment areas) a total of 184 children were placed outside of their catchment area. This number was significantly reduced, with the introduction of Catchment Areas and 'nearest school' priority, to 25 children allocated a school place outside of the catchment area. The outcome for 2014/15 really demonstrates the success of the policy as no children were placed outside of their catchment area and were able to access a school from within their catchment area. The increasing percentage of pupils (Appendix D Table 1) that have been offered a school in the same catchment area indicates that the tie break and catchment areas are having the desired effect, giving pupils access to a local school place.

The catchment areas and the 'nearest school' priority continue to ensure that children access a school close to home and this has subsequently reduced the number of families travelling to a school over two miles. The policy is also contributing to the Authorities aim to reduce the travel cost generated through travel assistance, as the number of families requiring travel assistance is lower than previous years. Appendix A, table 3.5 shows the reduction in children on transport over the last three years.

Mobility

Safer walking journeys are promoted by avoiding main roads due to the design of the catchment areas. Appendix C shows a map of the catchment areas alongside the major roads in the borough.

Secondary arrangements

Following the consultation last year, the Authority had considered a request from parents living in the Bow North Area to review the secondary school admissions policy, in light of the concern that there were limited opportunities for families living in Bow to access a local secondary school place. Consideration was given to whether or not there was a need to implement a designated priority admission (catchment) area for Morpeth School or another school in or around the Bow area. Consideration was also given to whether or not the 'nearest school' tie-break criterion should be introduced as part of the admissions arrangements for secondary schools. The detailed analysis included an equalities impact assessment on the effects of the relocation of Bow School and its change of designation from a single sex to a mixed (boys and girls) school.

The analysis showed that children living in the Bow North Area (Appendix A, Table 3.7) were still able to access a nearby school and also that most children living in Bow had secured a place at either Morpeth or Bow school during the last secondary transfer round in 2014. Based on this outcome the Authority had deemed that there was no requirement to introduce a priority area for neither Morpeth School nor a need to introduce the 'nearest school' tie-break for admissions arrangements to secondary schools.

As part of a previous Equality Impact Assessment and the 2013 applications data, had indicated that girls in Bow travelled furthest to access a preferred secondary school. The expansion and change of Bow from a boys' school to a mixed school had increased the secondary provision and equality of choice for parents of girls. Appendix A, Table 2.3c shows that the average distance travelled by residents of Bow and Bromley wards has reduced; this is largely attributed to Bow school becoming a mixed school in September 2014. Other wards in the East and South of the Borough have also seen reductions in the average distances travelled by pupils.

For the purposes of comparison, the new ward boundaries that came into effect in May 2014 have been used for 2013 and 2014 applications.

The expansion of Bow school also addressed the disproportionate impact on the local community in Bow, in particular those from a BAME background. Across Tower Hamlets, 84.6% of BAME pupils were able to get their first choice of school, which equates 2109 to pupils out of 2420. During the 2013/14 academic year, only 65% of BAME pupils living in the Bow area managed to secure their first choice of school, this has now improved to 86%. As shown in Appendix A, Table 2.4a. This is largely to do with the relocation and re-designation of Bow School.

Information Gap

The following Data was not available at the time of completing this analysis:

- RSL data – Registered Social Landlords
- Although we were able to get a summary level breakdown of ethnicity in the current housing waiting list, this was not broken down by wards, which would have allowed further analysis as to which areas are likely to see pressures in school places
- Data unavailable on sexual orientation of pupils
- Data unavailable on pupils religious background
- Data unavailable on gender reassignment
- Data unavailable on civil partnership in relations to pupils parents/guardians
- Data unavailable on pregnancy and maternity for active pupils

Section 3 – Assessing the Impact on the Nine Groups with Protected Characteristics

Parents/Residents

The profile of Tower Hamlets residents can be found in Appendix A, which is taken from the 2011 National Census.

Based on the 2011 Census data, there are a total of 254,096 people living in Tower Hamlets (aged 0 to 85 and over). The largest group is 'White' accounting for 32.8% (83,269 people). Residents with a Bangladeshi origin account for 32% of the population (81,377). 12.4% (31,550) are from the 'Other White' ethnic groups, which would include people from eastern Europe. The 'Black/African/Caribbean' ethnic group make up 7.3% (18,629) of the population. A complete analysis is included in Appendix A, Table 3.1.

Pupils

The 2011 National Census offers an insight into the profile of pupils that are due to enter the education system over the next few years. Analysis of the 0 to 4 age bracket shows there are a total of 18,750 people in the borough at that age group. This equates to 7.38% of the total population of Tower Hamlets.

49.5% (9,280 people) of 0 to 4 year olds are from the 'Bangladeshi' ethnic group, followed by 16.8% (3,153 people) from the 'White' ethnic group. Mixed/multiple ethnic groups and Black/African/Caribbean/ Black British ethnic groups make up for 9.9% (1,851 people) and 9.7% (1,823 people), respectively. A complete analysis is included in Appendix A, Table 3.2.

A more detailed profile of the school age population is provided by the most recent pupil census, Spring 2014, which collected ethnicity data and can be found in Appendix A, Table 3.3a.

Gender

The school population profile using the 2014 spring census, the most recent collection to carry ethnicity data is set out in Appendix A, Table 2.2. There are 36,439 (Nursery to Year 11) pupils in school, 14.32% are from a white background and 62.32% from a Bangladeshi background. In total, there are 18,118 males and 18,321 females from the school

population.

Other Socio economic factors

Approximately 46% of pupils receive 'Free School Meals'.

Location and types of Primary School in Tower Hamlets

Catchment Area	Academy	Free	Community	Voluntary Aided	Grand Total
Area 1 Stepney	2		10	2	14
Area 2 Bow	1		6	1	8
Area 3 Poplar	2		9	3	14
Area 4 Isle of Dogs	2		4	2	8
Area 5 Wapping			6	4	10
Area 6 BG			11	5	16
Grand Total	7	0	46	17	70

Types of Secondary School in Tower Hamlets

Gender	Academy	Free	Community/Trust/VC	Voluntary Aided	Grand Total
Girls and Boys	2	2	7	2	13
Girls			1	2	3
Boys			1	1	2
Grand Total	2	2	9	5	18

Qualitative or Quantitative Data

The following Qualitative data is available:

- Discussion at Admissions Forum(Admissions Forum's minutes)

Quantitative

- Outcomes of 2013/14 and 2014/15 admissions with Catchment area
- Consultation 2015/16 outcomes
- Consultation 2016/17 outcomes
- School Census (PLASC)
- Admissions statistics on Central Pupil Database
- Mode of Travel Survey
- 2011 National Census
- Housing approvals – LDD extract (March 2014)

Pupil data held on the central pupil database and the data from the termly census enable analysis against the key equality factors.

Equalities profile of staff

The Pupil Services Team is responsible for delivering the service. Of the 15 staff members, 59% (9 people) are of Bangladeshi origin. 13% (2 people) are Black British, and 24% are from (1 person from each) a White, Pakistani, Vietnamese and Mixed ethnic group. 8 staff members are female and seven are male. The ages range from early 20's to 50's.

Barriers faced by service users:

The service is actively trying to widen its accessibility to its service users by continually reviewing its business practices.

Language

The admission brochures are published in English. They have been produced in other languages in the past. Although the brochures are not currently translated, multilingual staff are on hand to explain and advise where necessary. Where required, additional translators are bought in to advice with specialist languages.

Accessing Service

The service operates from 8.00am to 5.30pm on Monday to Friday. Some working parents, who may be members of the target groups, may have difficulty accessing the service. However, all services are available online, such as brochures, guidance leaflets, admissions forms and a generic mailbox is school.admissions@towerhamlets.gov.uk advertised in all publications. Pupil Services are also exploring other online methods to further improve accessibility outside of office hours.

During holidays when schools are closed families often move into the area and parents are unable to organise school places for their children during this period. Information and advice is available from Pupil Services, however applications cannot always be fully determined until schools re-open. The parents or children may be members of particular target groups.

The Parents' Advice Centre (PAC) also acts as a point of contact for parents and liaises with Pupil Services; however with this service restricting its support to parents of children with Special Educational Needs, this may limit other parents' accessibility to impartial advice. Pupil Services, in collaboration with Parent and Families Support Service, are exploring other avenues to ensure that parents have access to support and advice throughout the admissions process, from the initial application stage (when making informed choices) to the appeals stage.

Publication

Pupil Services publications are widely available. Key changes and policy awareness is shared through media communications. These are often accompanied by press releases to local community papers, predominantly Bengali language papers. East End Life is used to reach the widest possible audience when printing public notices or advertising consultations or policies.

Online Service

More and more services are being offered online. Pupil Services is working with stakeholders to understand their views on online services. The most recent applications for primary reception places and secondary transfer have seen an increase in online applications. Pupil Services has supported parents by providing step-by-step guidance on completing online applications. School staff were also trained in order for parents to access support at first contact. It is anticipated that the access to online services will empower service users and enable them to access information out of hours. The Authority is mindful that online services may be inaccessible for some families who are not IT literate or do not have access to such facilities, therefore support will be provided from officers at all stages. The Council's Idea stores and schools will also be able to provide access to computers for families to complete school application and access online services. The

impact of increased online facilities will be monitored to ensure that no one group of residents are disadvantaged.

Recent consultation exercises carried out

- Consultation for admissions in 2013/14, undertaken in 2011/12
 - Consultation lasted for over 12 weeks
 - LA consulted with schools, governing bodies, children centre's (both staff and parents), local community organisations, churches, mosques, GP surgeries, housing associations, local neighbouring local authorities etc.
 - Consultation was advertised in local and Bengali newspapers
- Consultation for admissions in 2015/16, undertaken in 2013
 - Consultation lasted for over 8 weeks
 - LA consulted with TH residents, schools, governing bodies, admissions forums etc.
 - Consultation was advertised in local and Bengali newspapers
 - Consultation meeting with Primary school teachers and parents, for admissions in 2015/16, undertaken in 2013, with over 30 attendees
- Consultation for admission in 2016/17, undertaken in 2014
 - Consultation lasted for over 8 weeks
 - LA consulted with, TH residents, schools, local community organisations, governing bodies, children centres, admissions forums etc.
 - Consultation was advertised in East End Life. The complete communication plan is included in Appendix B.

Key Findings from 2016/17 consultation

Despite using various methods to engage stakeholders, there were only four responses from residents.

There was a collective response completed by the Tower Hamlets (TH) Admissions Forum and comments were also received from the City of London Admissions Forum.

The following analysis shows the outcome of the 4 residents and the Admissions Forums responses:

All respondents agreed with the proposed arrangements for TH Nursery Schools admissions 2016/17. The TH Admissions Forum agreed with the proposed arrangements and oversubscription criteria for admission to Nursery schools. There was no objection to this from the City of London Admissions Forum.

3 out of 4 respondents (75%) disagreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. The TH Admissions Forum also agreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. There was no objection to this from the City of

London Admissions Forum.

75% of respondents (3 people) agreed to the proposed arrangements for oversubscription criteria for admission to community secondary schools in 2016/17. The TH Admissions Forum agreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. There was no objection to this from the City of London Admissions Forum.

3 of the 4 respondents (75%) agreed with TH's scheme for coordinating year 7 and reception year admissions. The TH Admissions Forum agreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. There was no objection to this from the City of London Admissions Forum.

75% of respondents (3 people) disagreed to the TH's scheme for co-ordinating in-year admissions. Whilst the TH Admissions Forum had agreed with the proposed admissions arrangements, they also made the following comments: Diocesan Schools are advised they must comply with the agreed in-year arrangements, however individual schools may decide not to.

3 of the 4 respondents (75%) agreed to the PAN for TH schools in 2016/17. The Admissions Forum provided the following comment: Despite planned expansions and developments notified, there is a request from the Forum for the development or expansion of the previous Bow School site to be brought forward and for school places to be given priority in all decisions.

All of the respondents agreed with their schools' Planned Admission Number

All of the respondents agreed with the PAN for those schools whose admissions impact on their own school.

The City of London Admission Forum did not complete the full questionnaire but have submitted comments related to secondary school priority zones.

Full details of the consultation are included in Appendix B.

The public consultation took place between 1st of November 2014 and 5th January 2015. The overall numbers of responses were low, but not unexpected given that no changes were being proposed from those agreed previously; and were in line with other admissions consultations undertaken in previous years.

Additional factors which may influence disproportionate or adverse impact?

Management Arrangements

There are no management arrangements which could be deemed to have a disproportionate impact on any of the equality target groups.

The Process of Service Delivery

The Pupil Service operates from 8.00am to 5.30pm on weekdays. The service is used by parents, schools, governors and other agencies. The team is a collection of diverse individuals well placed to represent the beneficiaries of its service.

Pupil Services deals with admissions to schools, including primary and secondary schools in Tower Hamlets and publishes the primary and secondary admission brochures. Applications for reception class places and admission to secondary school, when pupils are 11, must be made through this service. The team is also responsible for the admission appeals for community and some own admission authority schools; the home to school travel pass scheme; and issuing performance licenses and work permits to children and chaperones that are required by employment law. A register is also kept of children who are home educated.

A large number of children in Tower Hamlets schools are from the Bangladeshi community and this group is well represented in the Team. Their expertise and bi-lingual skills are used to ensure parent's queries are answered competently and that parents have full understanding of the processes. However, the needs of some parents who use the service cannot always be met with such a small staff group.

This is of particular concern for minority groups where English is the second language, for example newer communities from Eastern Europe. At present this need is met through translation services where necessary.

In certain circumstances, where the parent or guardian may be unable to physically attend an appointment home visits can be carried out. Facilities for disabled people are available at the Team's location in the Town Hall at Mulberry Place.

Colleagues in other service areas, such as, the 'Family Information Service', School Attendance, Parents Advice Centre and Children's Centres are made aware and kept up to date of significant changes in school admissions. These teams may be the first point of contact for many parents. There is regular communication and training for staff in all schools that have an involvement with admissions, including administrative staff, Heads of Year, Headteachers and governors, whose equality profiles are not available. Most schools have staff that can speak the community languages. Bengali is very widely spoken.

Pupil Services also provide services to schools. The use of technology initiatives such as SchoolView, allows schools to monitor their admissions, check pupil information as well as view and update their waiting lists in real time. This has enabled Pupil Services to form strong partnerships with schools. Sharing information and coordinating efforts ultimately ensures parents receive a proficient and consistent service from multiple contact points.

Involvement with other community groups through collectives, such as, the Tower Hamlets Admissions Forum further reinforces community ties and helps disseminate information about admissions to the wider community. The Admissions Forum's membership has been reviewed to ensure that it well representative of all stakeholders.

Awareness sessions for school based staff on catchment areas and the tie break criterion has strengthened working relationships with key stakeholders ensuring parents receive an informed and consistent message regardless of whom may be their first point of contact.

Target Groups	Impact	Reason(s)
Race	Positive (Parents and pupils)	<p>The school admissions policies do not discriminate against or show bias towards any particular race. The admissions policies for community schools are not based on race, therefore all race groups are treated equally, and decisions made accordingly.</p> <p>Analysis of reception applications between 2011 and 2013 show that 85.7% of pupils (12,011 pupils) who applied for a school place were from a Black, Asian or minority ethnic (BAME) group. The remaining 14.3% (2,007) were from a White ethnic group. 2437 reception applications received in 2014 were from a BAME background. This information was gathered from the Central Pupil Database (where the ethnicity information was available as some families refused to provide ethnicity information at the point of data collection) and is shown in Appendix A, Table 3.3a.</p> <p>Based on the 2014 Spring School census data, Appendix A Table 3.3a shows a breakdown of ethnicity by year group. The number of BAME children in Reception, Year 1 and Year 2 remain consistent. There are no large fluctuations between these year groups to suggest that any one group has benefited disproportionately. Appendix A, Table 3.3b shows a breakdown of the different ethnicities per school.</p> <p>Reducing inequalities – previous 85% Across Tower Hamlets, 87.1% of BAME pupils were able secure their first choice of secondary school, which equates to 2109 pupils out of 22420. Previously, in 2013/14 only 65% of BAME pupils living in the Bow area managed to secure their first choice of school. This has improved during the last secondary transfer round to 85%. The relocation and re-designation of Bow school has contributed to this. Appendix A, Table 3.7 shows maps including cut-off distances for Morpeth school for the last three years and Bow school during the most recent 2014/15 school year. Bow school has recently expanded therefore the school was able to accommodate children from a wider section of the borough.</p> <p>Appendix A, Table 3.8 shows the applications to local schools from Bow residents over the last three years. Applications to Morpeth have been relatively similar whilst the relocation of Bow school in 2014 has seen the number of application to that school from Bow residents increase dramatically.</p> <p>The expansion and change of characteristic for the new Bow school has addressed the travelling issues faced by residents in most of the Bow area.</p>

Target Groups	Impact	Reason(s)
		<p>Ensuring strong community cohesion</p> <p>Data from the Spring 2014 census, presented in Appendix A, Table 3.3b highlights the fact that there are 16 schools where more than 85% of the pupils are from one ethnic group. These schools are largely mono-cultural with very few non-Bangladeshi pupils. The principle that had underpinned the Council's admission policy was proximity to school and the location of some schools combined with the local demography results in a mono-cultural intake. Whilst it is natural for the largest group to be represented in the school population, the 'nearest school' tie break alongside school catchment areas may restore some balance and more accurately reflect the local community.</p>
Disability	Positive	<p>The school admission arrangements are redesigned to accommodate the needs of all applicants. The policy seeks to enable pupils and parents with disabilities to receive additional priority to attend a particular school under its 'medical or social' criterion, which is the second priority group. A judgement is made on each case based on the evidence provided and its merits.</p>
Gender	Positive	<p>Nursery and Primary Schools</p> <p>Gender is not criterion used for ranking in the policies, therefore all pupils will have to be admitted regardless of Gender.</p> <p>Secondary schools</p> <p>The Bow school increases choice for parents of female students in the local area, however Bow has been a boys' school, one of only three in the borough. The change of school characteristic will reduce the choice for parents wishing to send their sons to single sex boys' school.</p> <p>Reducing inequalities</p> <p>The increase in options for girls in the Bow area helped to reduce inequality of choice for girls in that area.</p> <p>Based on 2013 applications data, girls in Bow travelled furthest, with an average distance of more than 1.5km, to access a preferred secondary school. On average, a girl living in Bow would travel more than a girl living in 12 of the remaining 15 wards. Only female pupils living in Blackwall and Cubitt Town, Limehouse and Millwall had to travel further. Furthermore, a girl living in Bow East would travel almost twice the distance to their first choice school compared to a girl living in another area of Tower Hamlets. This is shown in Appendix A, Table 2.3b.</p> <p>Appendix A Table 2.3c shows that the distance girls in Bow travel to access a preferred school has</p>

Target Groups	Impact	Reason(s)
		reduced. This is as a result of the re-designation of Bow school to a mixed school.
Gender Reassignment	Neutral	The school admission arrangements have no gender reassignment criterion. Pupils are admitted regardless of their sexual orientation. However, there is no available evidence to assess the impact of the school admissions policy on groups based on gender reassignment.
Sexual Orientation	Neutral	The school admission arrangements have no sexual orientation criterion. Pupils are admitted regardless of their sexual orientation. However, there is no available evidence to assess the impact of the school admissions policy on groups based on sexual orientation.
Religion or Belief	Neutral	The school admission arrangements have no 'Religion or Belief' criterion. Pupils are admitted regardless of their religion or belief. There are however voluntary aided schools that give priority to their religious denomination and are permitted to so in legislation.
Age	Positive	<p>Pupils of school age are admitted to their respective year group either through the first point of entry to the coordinated admissions round or 'in-year' admission.</p> <p>Reducing inequalities With nursery admission arrangements now in line with the policy for primary admissions will ensure that there is a coherent and consistent approach in admissions in primary phase. It also seeks to enable children to have continuity within the same school setting by minimising the disruption to a child's education by having to change schools between nursery and reception.</p> <p>The introduction of catchment areas for all entry points into school may give clarity and stability to parents, especially those with multiple children. Although sibling priority is offered this is no guarantee of a school place. The continuance of the catchment area criteria could further strengthen the ability for local pupils to secure local school places all the way through the education system.</p>
Marriage and Civil Partnerships.	Neutral	The school admission arrangements have no 'Marriage and Civil Partnership' criterion. Pupils are admitted regardless of the status of their parents/guardians. However, there is no available evidence to assess the impact of the school admissions policy based on marriage or civil partnership status.
Pregnancy and Maternity	Neutral	The school admission arrangements have no 'pregnancy' criterion.

Target Groups	Impact	Reason(s)
<p>Other Socio-economic Carers</p>	<p>Positive</p>	<p>Medical or Social needs The second priority group in the admissions arrangements give priority to pupils who apply to a specific school under medical or social grounds. Each case is assessed on its merit.</p> <p>Allocations Where a pupil has failed to secure their preferred choice of school, either through a low number of preferences or through oversubscription in all of their six preferences, they are allocated the nearest school with a vacancy. In previous years when there were no catchment areas, the pattern of applications was concentrated in the central schools within the borough, whilst the residents on the borders found themselves at the bottom of the waiting lists. Pupils were allocated schools that were more than two miles away and therefore would be eligible to apply for travel assistance, thereby increasing the travel assistance cost. With the introduction of catchment areas the pattern of application is more localised therefore any pupils who fail to secure their preferred school would likely be offered an alternative option from within nearby.</p> <p>In 2011/12 there were 272 allocations, this decreased to 182 (33%) in 2012/13, however the introduction of catchment areas has seen allocations reduce significantly in 2013/14 from 182 to 90 (50%) and further reduced to 61 allocations In 2014/15 school year, of which only 25 children were placed outside of their catchment area.</p> <p>Mobility Based on the Mode of Travel survey, which is shown in Appendix A, where each catchment area is broken down by each table from Tables 3.10 to 3.16.</p> <p>The data for Catchment Area 1 (Appendix A, Table 3.10) shows that majority of pupils – 82.09% (3529 out of 4299 pupils) attending a school in Catchment Area 1 walk to school. Of the 3529 pupils, 79.68% (3812) have a walk to school that is less than 500m.</p> <p>Appendix A, Table 3.11 shows that Catchment Area 2 has a total of 1553 pupils out of 1894 (82%) walk to school, 75.40% of which travel less than 500m. Appendix A, Table 3.12 for Catchment Area 3 has 87.68% (1943 out of 2216) pupils walking to school. 85.64% (1664 out of 1943) had a walking distance less than 500m.</p>

Target Groups	Impact	Reason(s)
		<p>In Catchment Area 4, Appendix A, Table 3.13, 77.58% (2263 out of 2917) walked to school, with 76.84% (1739 pupils) walking less than 500m. Catchment Area 5, Appendix A, Table 3.14, had 73.10% (1049 out of 1435) pupils walking to school, with 71.78% (753 pupils) walking less than 500m.</p> <p>In Catchment Area 6, Appendix A, Table 3.15, 78% of pupils walked to school, with 80.50% (1259) walking less than 500m.</p> <p>Finally, in Catchment Area 7, Appendix A, Table 3.16, 85.03% of pupils (2403 out of 2826) walked to school, with 79.28% (1905) walking less than 500m.</p> <p>The general trend from the above analysis shows that majority of pupils live close enough to their school to be able to walk there. The implementation of the catchment area system and the 'nearest school' tie-break will allow more pupils to attend a school within walking distance, as well as reduce the overall distance they would have to travel to get to a school within the catchment area they live in.</p> <p>Travel Assistance Those receiving travel assistance in the form of a transport bus service, have reduced since the introduction of catchment areas. There were 137 children in 2012 receiving transport, reducing to 98 in 2013 and further reduced to 60 in 2014. This is shown in Appendix A, Table 3.5.</p> <p>Appendix A, Table 3.6, shows the total number of children receiving travel assistance. There are a high number of BAME children receiving travel assistance. The table includes all children currently receiving one form of travel assistance and includes any previous applications where children were not successful in getting a local school. These include applications from families housed in new developments in the outskirts of the borough. The primary admissions policy which includes the use of the 'nearest school' tie break and catchment areas is also applied to in year applications. In addition, priority is also given to children travelling to a school over two miles (or three miles for older children) from home. This is to ensure that children receiving travel assistance are able to secure a local school place at the earliest opportunity; thereby reducing the total number of children receiving travel assistance over a period of time.</p> <p>Social housing & new developments With the majority all new developments in Tower Hamlets having units available for social housing,</p>

Target Groups	Impact	Reason(s)
		<p>there will be a greater demand for school places from vulnerable groups.</p> <p>The housing demand shows that of the 19,810 people on the housing waiting list, 56.5% (11,201 people) are of an Asian ethnicity, followed by 22.7% (4,551 people) from a White ethnic group, and 12% (2,385 people) from a Black ethnic group. This is shown in Appendix A, Table 3.17.</p> <p>Some new developments are on the outskirts of the borough whilst the majority are located in areas which would increase the pressure on residents living in the black spots with no nearby school; without the use of the nearest school tie break these families will find themselves at the bottom of the waiting list for all schools due to their proximity.</p> <p>With the use of the nearest school tie break they will have a fairer chance of securing a place at their nearest school. Appendix E shows the location of planned and completed developments. If the tie break criterion was solely based on proximity to school, pupils living in the new developments would find themselves near the bottom of their local schools waiting lists. The profile of residents on the social housing register and the increased pressure on school places as a result of the new developments indicate there would have been an adverse impact on BAME groups had the catchment areas and nearest school tie break not been implemented.</p>

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence of or view that suggests that different equality or other protected groups (inc' staff) could have a disproportionately high/low take up of the new proposal?

Yes? No?No

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added/removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. AN EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

N/A

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes? Yes No?

How will the monitoring systems further assess the impact on the equality target groups?

The policy is monitored in a number of ways. Parental preference success rates and admission appeal figures are reported annually to the DfE and are compared with those for other London LAs. The policy is reviewed annually and monitoring reports are used to inform the review, to identify trends, issues and proposals for change.

The Admission Forum monitors the fairness and effectiveness of admission arrangements as well as the Local Authority Fair Access Protocol, which sets the standard for 'in-year' admissions in Tower Hamlets schools as well as protects the rights and opportunities for the most vulnerable children and families.

The admission policies of the voluntary schools are also subject to consultation and comment from the LA under advice from the Admission Forum. The Office of the Schools Adjudicator collects information from the LA to report to the Secretary of State on the extent to which the admission arrangements are compliant with the mandatory requirements of the School Admissions Code 2014 and other statutory requirements contained in Part 3 of the Schools Standards and Framework Act 1998. The LA is obliged to provide a copy of the admission arrangements for this external scrutiny and for all the admission authorities in Tower Hamlets.

Monitoring

The Equal Chance Analysis Report and other Equality Impact Assessment will continue to be used to monitor the impact on the equality target groups from the outcomes of the coordinated admission process and nursery admissions process.

Report analysis	Indicator
Pupil Preference success rate	Pupils secure preferred school
Distance travelled to school	Pupils securing local school place
Nearest school success rate	Pupils securing local school place
Distance to allocated school	Pupils securing alternative local place
Criteria success rate	Pupils receiving the correct priority
Pupils receiving travel assistance	Admissions pattern by catchment area
Profile of applicants	Impact on race/gender in proportion to population profile
Distance to and catchment area of preferred school	Change in admissions pattern
Distance to and catchment area of preferred school by race	Disproportionate impact on particular ethnic group

Additional FSM analysis to determine if this group is disproportionately affected by the direct and indirect outcomes of the coordinated admission process.

Quality Assurance

- Due diligence is carried out on application forms by the Pupil Services Team
- Validation checks are carried out during the application process to ensure applications contain the required data such as application address
- System checks are carried out to ensure iteration process and ranking has been implemented according to the admissions arrangements

Report to the Admissions Forum

It will allow the Local Authority to monitor the impact of the policy and any changes that may occur on a year on year basis. As a result it will assist the Local Authority in steering its outlined action plan in having a positive impact on all target groups.

Does the policy/function comply with equalities legislation?
 (Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes? Yes No?

If there are gaps in information or areas for further improvement, please list them below:

How will the results of this Equality Analysis feed into the performance planning process?

The equality analysis exercise has highlighted the need to extend the remit of data collections to effectively monitor the equality target groups.

There is an annual review process subject to a statutory timetable. The process will commence earlier so that the involvement of the parents' panel can be assured and a greater effort made to engage the community.

Consideration will be given to broadening future consultation processes to capture increased responses from all stakeholders.

Section 6 - Action Plan

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Greater collaboration with services working with parental groups to raise policy awareness to enable informed choices and positives outcomes for families.	Public sessions held throughout the Borough for discussion and Q&A.	Public sessions to take place between October– December 2015.	Terry Bryan	
Widely publish the key dates for nursery admissions to ensure that parents are fully informed about the admissions process.	Publish leaflet as hard copy and organise sessions with Children’s Centre and Parent and Families Support Service	To be completed by October 2015.	Terry Bryan	
Collect nursery admissions outcomes information to monitor decision making.	Ensure that relevant data is captured as part of school data collection exercise.	To be completed by September 2015	Abdul Quddus	
Collaborate with the Family and Support Service to provide impartial advice for families throughout the admissions process.	Guiding parental choice to include the nearest school would help to change the pattern of applications and increase the chance of securing a local school place	To be completed by October 2015.	Terry Bryan	
Review the data collection at the point of application	Consider including data items on common application form that will enable impact assessment on wider	Common Application Form to be updated for applications in the school year 2015/16	Terry Bryan	

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
	equality target group			
Review the quality of data collection from schools.	Ensure that data captured is relevant to report on equality target groups.	To be completed by December 2015.	Abdul Quddus	
Improve the recording of travel assistance data	Travel assistance to be recorded consistently and on the Central Pupil Database to provide opportunity for analysis across the equality target groups.	To be completed by September 2015.	Terry Bryan	
To monitor and report termly to the Admission Forum on the Fair Access Protocol.	Pupil Admissions keep a record of concerns and report them at least monthly to the Service Manager.	Monitoring of the children awaiting school places demonstrates improvement.	Terry Bryan	

Section 7 – Sign Off and Publication

Name: (signed off by)	Anne Canning
Position:	Service Head for Learning and Achievement
Date signed off: (approved)	

This page has been intentionally left blank.

Appendix A

Table 2.1 – Residential profile of Tower Hamlets on all ages Ethnicity breakdown based on all ages (Aged 0-85 and over)

Ethnicity breakdown	Number of residents		Proportion of residents	
	Age 0 to 85 and over	All Ages	Age 0 to 85 and over	All Ages
All Residents				
All categories: Ethnic group	254,096	254,096	100%	100%
White	83,269	83,269	32.8%	32.8%
Other White	31,550	31,550	12.4%	12.4%
Mixed/multiple ethnic group	10,360	10,360	4.1%	4.1%
Asian/Asian British (excluding Bangladeshi)	23,124	23,124	9.1%	9.1%
Bangladeshi	81,377	81,377	32.0%	32.0%
Black/African/Caribbean/Black British	18,629	18,629	7.3%	7.3%
Other ethnic group	5,787	5,787	2.3%	2.3%

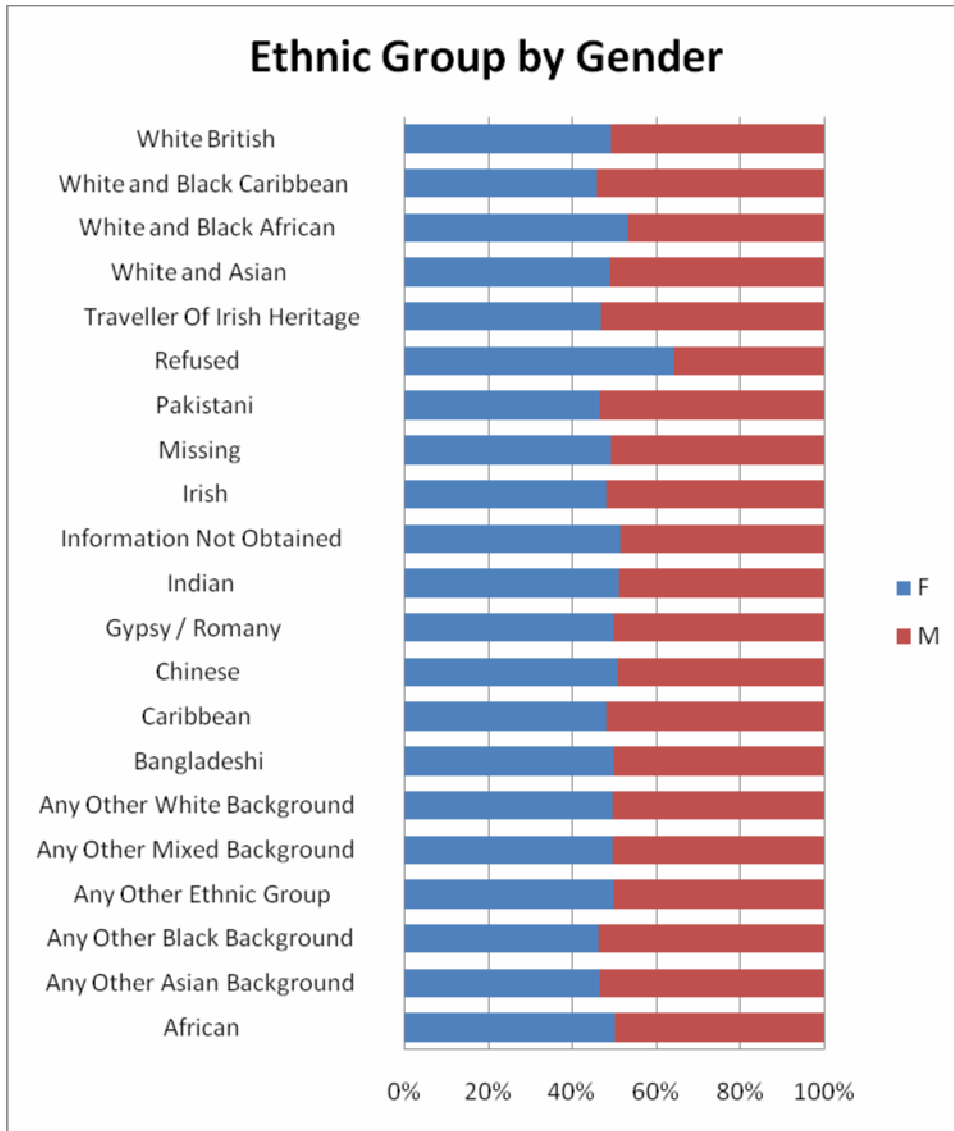
(National Census, 2011)

Table 2.2 – School population profile. Ethnicity breakdown of school population by gender (Nursery to Year 11)

	F	M	Grand Total
African	1442	1425	2867
Any Other Asian Background	111	127	238
Any Other Black Background	165	192	357
Any Other Ethnic Group	485	483	968
Any Other Mixed Background	390	396	786
Any Other White Background	671	677	1348
Bangladeshi	11338	11369	22707
Caribbean	284	307	591
Chinese	100	96	196
Gypsy / Romany	2	2	4
Indian	157	150	307
Information Not Obtained	37	35	72
Irish	37	40	77
Missing	337	347	684
Pakistani	160	184	344
Refused	9	5	14
Traveller Of Irish Heritage	8	9	17
White and Asian	161	168	329
White and Black African	99	87	186
White and Black Caribbean	263	309	572
White British	1862	1913	3775
Grand Total	18118	18321	36439

[NC Year N1 to 11, spring 2014 pupil census]

Chart 2.2a Pupil Profile Chart



[NC Year N1 to 11, spring 2014 pupil census]

Table 2.3a – Distances travelled by Secondary school pupils

Distance travelled by secondary School pupils, based on 2014 applicants

Average of DISTANCE	GENDER		
	F	M	Grand Total
WARD			
Bethnal Green	916.02	835.31	878.89
Blackwall and Cubitt Town	3127.20	3001.15	3059.97
Bow East	2121.25	2534.12	2282.80
Bow West	1395.76	1976.85	1657.25
Bromley North	1196.61	1506.67	1376.12
Bromley South	1190.43	1072.25	1145.52
Canary Wharf	3298.79	3006.59	3187.75
Island Gardens	2050.41	2445.40	2252.97
Lansbury	1992.81	1526.53	1784.47

Limehouse	2121.71	1519.48	1957.47
Mile End	1555.06	1504.97	1529.64
Poplar	2312.23	2288.73	2301.38
Shadwell	1000.96	1127.19	1064.08
Spitalfields and Banglatown	1128.81	1224.69	1177.65
St Dunstan's	1341.31	741.80	1020.64
St Katharine's and Wapping	1214.80	1373.82	1300.43
St Peter's	1351.78	1181.22	1257.97
Stepney Green	1075.15	783.47	916.32
Weavers	2054.87	1529.81	1625.27
Whitechapel	722.25	1277.61	989.39
Grand Total	1582.41	1499.97	1542.28

(2014 applications, Central Pupil Database, 2014)

Table 2.3b – Distance travelled by secondary School pupils, based on 2013 applicants

Average of DISTANCE	GENDER		Grand Total
	F	M	
WARD			
Bethnal Green	845.16	826.57	836.50
Blackwall and Cubitt Town	3181.39	2794.46	2966.43
Bow East	2172.08	2548.44	2331.75
Bow West	1498.91	2037.60	1775.95
Bromley North	1421.56	1781.18	1591.91
Bromley South	1392.64	1161.35	1269.13
Canary Wharf	2699.25	2816.75	2756.63
Island Gardens	2712.37	3477.79	3038.62
Lansbury	2067.78	1585.11	1840.83
Limehouse	1870.26	2083.65	1980.91
Mile End	1433.74	1276.86	1360.99
Poplar	2426.66	2261.94	2327.14
Shadwell	768.13	1270.59	1046.66
Spitalfields and Banglatown	1104.79	1199.29	1156.19
St Dunstan's	1346.55	770.20	1043.21
St Katharine's and Wapping	624.11	1021.54	868.68
St Peter's	911.86	1072.83	991.53
Stepney Green	961.29	807.28	887.71
Weavers	1026.94	916.20	959.63
Whitechapel	626.72	1370.31	1026.40
Grand Total	1486.85	1505.46	1496.20

(2013 applications, Central Pupil Database, 2014)

Table 2.3c – comparison 2013/14 and 2014/15 school years

	Bow Average		Bromley Average	
	F	M	F	M
Academic Year 2014/15	1758.50	2255.48	1193.52	1289.46
Academic Year 2013/14	1835.49	2293.02	1407.10	1471.26
Difference (metres)	-76.99	-37.54	-213.58	-181.80

Map 2.3d – New Ward Boundaries 2014



Table 2.4a – BAME Ethnicity profile for secondary school pupils offered their 1st preference school. Analysis of BAME ethnicity of pupils offered a secondary place by ward (%)

	Non-BAME		None BAME Total	BAME		BAME Total	Grand Total
Row Labels	F	M		F	M		
Bethnal Green	14.06%	7.81%	21.88%	32.81%	45.31%	78.13%	100.00%
Blackwall and Cubitt Town	20.51%	20.51%	41.03%	15.38%	43.59%	58.97%	100.00%
Bow East	11.11%	11.11%	22.22%	40.74%	37.04%	77.78%	100.00%
Bow West	5.26%	0.00%	5.26%	52.63%	42.11%	94.74%	100.00%
Bromley North	7.69%	7.69%	15.38%	41.03%	43.59%	84.62%	100.00%
Bromley South	9.09%	2.27%	11.36%	47.73%	40.91%	88.64%	100.00%
Canary Wharf	20.69%	13.79%	34.48%	27.59%	37.93%	65.52%	100.00%
Island Gardens	8.00%	4.00%	12.00%	44.00%	44.00%	88.00%	100.00%
Lansbury	9.86%	9.86%	19.72%	46.48%	33.80%	80.28%	100.00%
Limehouse	27.27%	0.00%	27.27%	36.36%	36.36%	72.73%	100.00%
Mile End	6.67%	5.00%	11.67%	53.33%	35.00%	88.33%	100.00%
Poplar	3.57%	10.71%	14.29%	46.43%	39.29%	85.71%	100.00%
Shadwell	5.41%	0.00%	5.41%	67.57%	27.03%	94.59%	100.00%
Spitalfields and Banglatown	0.00%	0.00%	0.00%	61.76%	38.24%	100.00%	100.00%
St Dunstan's	0.00%	4.88%	4.88%	36.59%	58.54%	95.12%	100.00%
St Katharine's and Wapping	0.00%	21.05%	21.05%	42.11%	36.84%	78.95%	100.00%
St Peter's	6.25%	8.33%	14.58%	39.58%	45.83%	85.42%	100.00%
Stepney Green	5.00%	5.00%	10.00%	45.00%	45.00%	90.00%	100.00%
Weavers	5.13%	7.69%	12.82%	46.15%	41.03%	87.18%	100.00%
Whitechapel	3.57%	0.00%	3.57%	60.71%	35.71%	96.43%	100.00%
Grand Total	8.22%	7.14%	15.36%	44.07%	40.57%	84.64%	100.00%

(Central Pupil Database 2015)

The table above (2.4) discounts pupils that do not have ethnicity recorded, or refused to provide that information. BAME total is from all pupils with an ethnicity code.

Table 2.4b – Average for pupils living in Bow offered their 1st preference school

Bow East	11.11%	11.11%	22.22%	40.74%	37.04%	77.78%	100.00%
Bow West	5.26%	0.00%	5.26%	52.63%	42.11%	94.74%	100.00%
Bromley North	7.69%	7.69%	15.38%	41.03%	43.59%	84.62%	100.00%
Bromley South	9.09%	2.27%	11.36%	47.73%	40.91%	88.64%	100.00%
Bow Average	8.19%	5.56%	13.74%	46.69%	39.57%	86.26%	100.00%
Bromley Average	8.39%	4.98%	13.37%	44.38%	42.25%	86.63%	100.00%

Table 2.4c – BAME Ethnicity profile for secondary school pupils offered their 1st preference school. Analysis of BAME ethnicity of pupils offered a secondary place by ward (numbers)

Row Labels	Non-BAME		None BAME Total	BAME		BAME Total	Grand Total
	F	M		F	M		
Bethnal Green	16	8	24	72	76	148	172
Blackwall and Cubitt Town	18	13	31	30	45	75	106
Bow East	11	11	22	40	45	85	107
Bow West	12	16	28	37	34	71	99
Bromley North	7	9	16	40	48	88	104
Bromley South	5	3	8	83	62	145	153
Canary Wharf	11	8	19	41	38	79	98
Island Gardens	8	7	15	24	32	56	71
Lansbury	15	16	31	109	98	207	238
Limehouse	4	2	6	10	10	20	26
Mile End	8	7	15	91	84	175	190
Poplar	7	6	13	49	43	92	105
Shadwell	4		4	59	61	120	124
Spitalfields and Banglatown	2	7	9	55	43	98	107
St Dunstan's	3	4	7	65	78	143	150
St Katharine's and Wapping	3	7	10	19	16	35	45
St Peter's	16	10	26	72	79	151	177
Stepney Green	5	4	9	55	63	118	127
Weavers	3	11	14	50	45	95	109
Whitechapel	2	2	4	54	54	108	112
Grand Total	160	151	311	1055	1054	2109	2420

Table 3.1 Tower Hamlets Resident Profile. Full Ethnic breakdown of residents based on all ages (Aged 0 to 85 and over)

Full Breakdown of Ethnicity	Number of residents		Proportion of residents	
	Age 0 to 85 and over	All Ages	Age 0 to 85 and over	All Ages
All Residents				
All categories: Ethnic group	254,096	254,096	100%	100%
White: Total	114,819	114,819	45.2%	45.2%
<i>White: English/Welsh/Scottish/Northern Irish/British</i>	79,231	79,231	31.2%	31.2%
<i>White: Irish</i>	3,863	3,863	1.5%	1.5%
<i>White: Gypsy or Irish Traveller</i>	175	175	0.1%	0.1%
<i>White: Other White</i>	31,550	31,550	12.4%	12.4%
Mixed/multiple ethnic group: Total	10,360	10,360	4.1%	4.1%
<i>Mixed/multiple ethnic group: White and Black Caribbean</i>	2,837	2,837	1.1%	1.1%
<i>Mixed/multiple ethnic group: White and Black African</i>	1,509	1,509	0.6%	0.6%
<i>Mixed/multiple ethnic group: White and Asian</i>	2,961	2,961	1.2%	1.2%
<i>Mixed/multiple ethnic group: Other Mixed</i>	3,053	3,053	1.2%	1.2%
Asian/Asian British: Total	104,501	104,501	41.1%	41.1%
<i>Asian/Asian British: Indian</i>	6,787	6,787	2.7%	2.7%
<i>Asian/Asian British: Pakistani</i>	2,442	2,442	1.0%	1.0%
<i>Asian/Asian British: Bangladeshi</i>	81,377	81,377	32.0%	32.0%
<i>Asian/Asian British: Chinese</i>	8,109	8,109	3.2%	3.2%
<i>Asian/Asian British: Other Asian</i>	5,786	5,786	2.3%	2.3%
Black/African/Caribbean/Black British: Total	18,629	18,629	7.3%	7.3%
<i>Black/African/Caribbean/Black British: African</i>	9,495	9,495	3.7%	3.7%
<i>Black/African/Caribbean/Black British: Caribbean</i>	5,341	5,341	2.1%	2.1%
<i>Black/African/Caribbean/Black British: Other Black</i>	3,793	3,793	1.5%	1.5%
Other ethnic group: Total	5,787	5,787	2.3%	2.3%
<i>Other ethnic group: Arab</i>	2,573	2,573	1.0%	1.0%
<i>Other ethnic group: Any other ethnic group</i>	3,214	3,214	1.3%	1.3%

(National Census, 2011)

Table 3.2 Tower Hamlets Residents Profile, Ethnicity breakdown of residents aged 0 to 4

Ethnicity Breakdown	Number of residents		Proportion of residents	
	Age 0 to 4	All Ages	Age 0 to 4	All Ages
All Residents				
All categories: Ethnic group	18,750	254,096	100%	100%
White	3,153	83,269	16.8%	32.8%
Other White	999	31,550	5.3%	12.4%
Mixed/multiple ethnic group	1,851	10,360	9.9%	4.1%
Asian/Asian British (excluding Bangladeshi)	1,292	23,124	6.9%	9.1%
Bangladeshi	9,280	81,377	49.5%	32.0%
Black/African/Caribbean/Black British	1,823	18,629	9.7%	7.3%
Other ethnic group	352	5,787	1.9%	2.3%

(National Census, 2011)

Table 3.3a – Pupil ethnicity profile - Breakdown of ethnicity by year group

Row Labels	N1	N2	R	1	2	3	4	5	6	7	8	9	10	11	Grand Total
African	124	78	275	245	248	275	203	227	211	181	209	196	207	188	2867
Any Other Asian Background	11	8	25	19	21	24	20	15	16	18	10	15	19	17	238
Any Other Black Background	9	7	33	25	26	30	25	32	31	22	22	27	32	36	357
Any Other Ethnic Group	44	33	98	103	116	95	82	85	67	54	43	57	45	46	968
Any Other Mixed Background	48	40	109	94	84	72	63	71	59	18	36	38	27	27	786
Any Other White Background	53	47	147	144	127	105	108	104	101	73	80	79	93	87	1348
Bangladeshi	872	730	1803	1926	1845	1836	1841	1900	1905	1717	1609	1611	1538	1574	22707
Caribbean	8	9	27	43	45	46	52	32	50	49	52	61	60	57	591
Chinese	12	11	25	16	14	22	14	14	16	3	5	11	14	19	196
Gypsy / Romany				1				1			1		1		4
Indian	14	24	40	39	20	37	25	15	13	14	21	14	16	15	307
Information Not Obtained	2	22	6	4	3	7	3	5	3	6	3	6	1	1	72
Irish	2	1	4	8	3	9	9	11	6	5	3	2	9	5	77
Missing	501	168	15												684
Pakistani	14	17	25	28	38	39	28	26	28	21	23	16	25	16	344
Refused			1	2						4		5	1	1	14
Traveller Of Irish Heritage		1	2	3	1	1	3	1		1	1	1		2	17
White and Asian	13	12	36	35	38	34	28	32	19	12	16	18	22	14	329
White and Black African	7	1	13	16	16	18	16	13	9	15	13	23	15	11	186
White and Black Caribbean	12	9	37	37	60	65	46	43	47	38	37	45	52	44	572
White British	147	104	346	331	344	314	300	333	286	212	234	274	271	279	3775
Grand Total	1893	1322	3067	3119	3049	3029	2866	2960	2867	2463	2418	2499	2448	2439	36439

Spring 2014 census

Table 3.3b – Pupil ethnicity profile - Proportion of ethnicity per school

School	African	Any Other Asian Background	Any Other Black Background	Any Other Ethnic Group	Any Other Mixed Background	Any Other White Background	Bangladeshi	Caribbean	Chinese	Gypsy / Romany	Indian	Information Not Obtained	Irish	Missing	Pakistani	Refused	Traveller Of Irish Heritage	White and Asian	White and Black African	White and Black Caribbean	White British
St Marys & St Michaels RC School	22%	1%	1%	6%	5%	10%	4%	9%	1%	0%	1%	0%	1%	8%	1%	0%	1%	2%	2%	5%	21%
St Elizabeth Catholic Primary School	11%	0%	8%	5%	6%	13%	0%	5%	0%	0%	0%	0%	4%	0%	0%	0%	0%	2%	3%	10%	33%
Lansbury Lawrence Primary School	8%	0%	0%	3%	2%	1%	74%	0%	1%	0%	1%	0%	0%	0%	1%	0%	0%	0%	0%	1%	8%
Malmesbury Primary School	8%	0%	1%	3%	2%	5%	65%	1%	1%	0%	1%	0%	0%	0%	0%	0%	0%	1%	0%	1%	11%
Ben Jonson Primary School	10%	0%	0%	3%	0%	2%	80%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	1%	0%	0%	1%
Bonner Primary School	14%	0%	0%	3%	2%	3%	55%	0%	1%	0%	1%	0%	0%	0%	1%	0%	0%	2%	0%	2%	14%
Old Palace J, M & I School	11%	0%	0%	2%	3%	1%	75%	1%	0%	0%	0%	0%	0%	0%	2%	0%	0%	1%	0%	0%	2%
Canon Barnett Primary School	13%	0%	0%	2%	2%	3%	74%	1%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	1%	0%	3%
Cayley Primary School	3%	0%	1%	2%	2%	3%	85%	0%	0%	0%	1%	0%	0%	1%	1%	0%	0%	1%	0%	0%	2%
Blue Gate Fields Junior School	4%	0%	0%	1%	1%	0%	91%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	1%	0%	0%	0%

School	African	Any Other Asian Background	Any Other Black Background	Any Other Ethnic Group	Any Other Mixed Background	Any Other White Background	Bangladeshi	Caribbean	Chinese	Gypsy / Romany	Indian	Information Not Obtained	Irish	Missing	Pakistani	Refused	Traveller Of Irish Heritage	White and Asian	White and Black African	White and Black Caribbean	White British
Chisenhale Primary School	7%	0%	0%	3%	5%	7%	35%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	1%	2%	36%
Columbia Primary School	7%	1%	0%	2%	3%	8%	46%	1%	0%	0%	1%	0%	0%	0%	0%	0%	0%	2%	0%	2%	26%
Cubitt Town Junior School	8%	3%	1%	3%	2%	4%	52%	1%	1%	0%	1%	0%	0%	0%	1%	0%	0%	2%	1%	3%	18%
Cyril Jackson Primary School	8%	2%	1%	4%	2%	3%	67%	0%	0%	0%	1%	0%	0%	0%	2%	0%	0%	1%	0%	1%	7%
The Clara Grant Primary School	9%	0%	1%	3%	2%	1%	77%	1%	1%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	1%	3%
Globe Primary School	17%	2%	2%	1%	3%	4%	52%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%	2%	17%
Hague Primary School	1%	0%	0%	1%	3%	1%	90%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	3%
Harbinger Primary School	3%	0%	1%	4%	6%	8%	56%	0%	3%	0%	3%	0%	0%	0%	1%	0%	0%	1%	1%	1%	13%
John Scurr Primary	3%	1%	0%	1%	1%	1%	88%	0%	1%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%
Lawdale Junior School	3%	0%	0%	3%	1%	0%	85%	3%	0%	0%	1%	0%	0%	0%	0%	0%	0%	1%	0%	0%	3%
Elizabeth Selby Infants' School	6%	0%	0%	6%	1%	1%	79%	1%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	3%
Marion Richardson Primary School	7%	1%	1%	1%	1%	3%	78%	1%	1%	0%	0%	0%	0%	0%	2%	0%	0%	1%	0%	1%	2%

School	African	Any Other Asian Background	Any Other Black Background	Any Other Ethnic Group	Any Other Mixed Background	Any Other White Background	Bangladeshi	Caribbean	Chinese	Gypsy / Romany	Indian	Information Not Obtained	Irish	Missing	Pakistani	Refused	Traveller Of Irish Heritage	White and Asian	White and Black African	White and Black Caribbean	White British
Marner Primary School	5%	0%	0%	1%	1%	1%	82%	1%	0%	0%	1%	0%	0%	0%	2%	0%	0%	1%	0%	1%	1%
Mayflower Primary School	4%	1%	0%	1%	1%	1%	89%	1%	0%	0%	1%	0%	0%	0%	1%	0%	0%	1%	0%	0%	1%
Mowlem Primary School	3%	0%	1%	3%	1%	3%	82%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	1%	4%
Blue Gate Fields Infants School	5%	1%	1%	2%	2%	0%	88%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	1%	0%	0%	0%
Olga Primary School	10%	0%	0%	0%	4%	2%	47%	2%	0%	0%	0%	0%	2%	1%	0%	0%	0%	3%	0%	2%	25%
Redlands Primary School	4%	0%	0%	2%	1%	1%	90%	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%
Manorfield Primary School	12%	1%	2%	4%	2%	3%	53%	1%	1%	0%	0%	1%	0%	1%	1%	0%	0%	1%	0%	2%	13%
Stebon Primary School	4%	1%	0%	0%	1%	1%	91%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Stewart Headlam Primary School	10%	1%	1%	5%	2%	2%	74%	1%	2%	0%	1%	0%	0%	0%	0%	0%	0%	1%	0%	0%	2%
Virginia Primary School	10%	1%	0%	5%	3%	4%	75%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%
Wellington Primary School	11%	1%	0%	3%	1%	4%	66%	1%	1%	0%	2%	0%	1%	0%	4%	0%	1%	0%	0%	0%	6%
Woolmore Primary School	10%	0%	0%	5%	1%	1%	75%	0%	0%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	2%

School	African	Any Other Asian Background	Any Other Black Background	Any Other Ethnic Group	Any Other Mixed Background	Any Other White Background	Bangladeshi	Caribbean	Chinese	Gypsy / Romany	Indian	Information Not Obtained	Irish	Missing	Pakistani	Refused	Traveller Of Irish Heritage	White and Asian	White and Black African	White and Black Caribbean	White British
Thomas Buxton Primary School	6%	0%	0%	4%	2%	0%	83%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	1%
Seven Mills Primary School	5%	0%	0%	3%	3%	4%	68%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%	9%
Cubitt Town Infants' School	8%	1%	1%	4%	6%	2%	47%	1%	2%	0%	3%	0%	0%	2%	1%	0%	0%	1%	1%	2%	18%
Osmani Primary School	7%	0%	0%	4%	1%	0%	82%	0%	1%	0%	1%	0%	0%	1%	2%	0%	0%	0%	0%	0%	0%
Shapla Primary	4%	3%	1%	2%	1%	1%	87%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%
Hermitage Primary School	3%	0%	0%	5%	5%	6%	64%	1%	0%	0%	3%	0%	1%	0%	1%	0%	0%	2%	1%	0%	8%
Bangabandhu Primary School	7%	0%	0%	3%	2%	1%	78%	0%	0%	0%	1%	0%	0%	0%	1%	0%	0%	2%	0%	1%	3%
Halley Primary School	2%	0%	0%	2%	0%	0%	90%	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	1%	0%	0%	2%
Bigland Green Primary School	4%	0%	0%	4%	1%	1%	85%	0%	0%	0%	1%	0%	0%	1%	1%	0%	0%	1%	0%	0%	1%
Kobi Nazrul Primary School	2%	0%	0%	2%	0%	0%	93%	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%
Smithy Street School	6%	0%	0%	2%	1%	2%	82%	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	1%	0%	0%	3%
Bygrove Primary School	7%	0%	0%	2%	0%	1%	80%	0%	0%	1%	2%	0%	0%	0%	2%	0%	0%	1%	0%	0%	4%

School	African	Any Other Asian Background	Any Other Black Background	Any Other Ethnic Group	Any Other Mixed Background	Any Other White Background	Bangladeshi	Caribbean	Chinese	Gypsy / Romany	Indian	Information Not Obtained	Irish	Missing	Pakistani	Refused	Traveller Of Irish Heritage	White and Asian	White and Black African	White and Black Caribbean	White British
William Davis Primary School	9%	1%	0%	3%	2%	2%	75%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	1%	0%	1%	3%
Arnhem Wharf Primary School	11%	1%	1%	7%	3%	3%	53%	1%	1%	0%	4%	0%	0%	0%	1%	0%	0%	1%	2%	4%	9%
Harry Gosling Primary School	4%	0%	0%	2%	1%	1%	89%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%
Christ Church CofE School	7%	0%	2%	3%	5%	5%	61%	7%	0%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	5%
Guardian Angels Roman Catholic Primary School	10%	2%	6%	5%	19%	8%	2%	9%	0%	0%	4%	0%	2%	0%	0%	0%	0%	0%	0%	1%	31%
Stepney Greencoats Church of England Primary School	7%	2%	2%	3%	3%	4%	39%	2%	2%	0%	0%	3%	0%	0%	0%	1%	0%	0%	1%	4%	30%
Our Lady RC Primary School	16%	1%	3%	1%	7%	10%	2%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	5%	5%	44%
St Agnes RC Primary	24%	1%	2%	5%	8%	5%	0%	9%	1%	0%	0%	0%	1%	0%	0%	0%	2%	2%	2%	9%	31%
St Anne's Catholic Primary School	10%	1%	4%	9%	8%	10%	3%	4%	0%	0%	1%	4%	1%	0%	1%	0%	0%	1%	1%	6%	34%
St Edmund's Catholic Primary School	8%	4%	0%	4%	4%	25%	1%	2%	2%	0%	4%	0%	0%	0%	0%	0%	0%	6%	2%	6%	30%

School	African	Any Other Asian Background	Any Other Black Background	Any Other Ethnic Group	Any Other Mixed Background	Any Other White Background	Bangladeshi	Caribbean	Chinese	Gypsy / Romany	Indian	Information Not Obtained	Irish	Missing	Pakistani	Refused	Traveller Of Irish Heritage	White and Asian	White and Black African	White and Black Caribbean	White British
St John's Church of England Primary School	8%	0%	3%	2%	2%	3%	31%	5%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	7%	33%
St Luke's Church of England Primary School	8%	1%	3%	3%	6%	8%	24%	1%	5%	0%	9%	0%	0%	0%	1%	0%	0%	1%	1%	2%	29%
St Matthias Church of England Primary School	7%	1%	1%	2%	3%	9%	45%	4%	0%	0%	4%	0%	1%	0%	1%	0%	0%	1%	0%	1%	17%
St Paul with St Luke C of E Primary School	9%	0%	2%	1%	2%	4%	61%	6%	1%	0%	1%	1%	0%	0%	1%	0%	0%	0%	1%	1%	12%
St Pauls Whitechapel Church of England	6%	0%	3%	1%	5%	5%	60%	1%	2%	0%	2%	0%	0%	0%	3%	0%	0%	3%	2%	0%	6%
St Peters London Docks CofE Primary	2%	1%	2%	4%	9%	6%	32%	3%	1%	0%	1%	7%	0%	0%	2%	0%	0%	7%	0%	3%	20%
St Saviour's Church of England Primary School	8%	1%	2%	1%	8%	4%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%	1%	2%	3%	63%
English Martyrs Roman Catholic Primary School	4%	0%	0%	5%	5%	40%	2%	4%	1%	0%	0%	0%	1%	0%	0%	0%	0%	6%	2%	3%	26%

School	African	Any Other Asian Background	Any Other Black Background	Any Other Ethnic Group	Any Other Mixed Background	Any Other White Background	Bangladeshi	Caribbean	Chinese	Gypsy / Romany	Indian	Information Not Obtained	Irish	Missing	Pakistani	Refused	Traveller Of Irish Heritage	White and Asian	White and Black African	White and Black Caribbean	White British
Holy Family Catholic School	24%	2%	2%	5%	1%	16%	0%	4%	1%	0%	1%	0%	0%	0%	0%	0%	0%	0%	2%	4%	37%
Bow School of Maths and Computing	4%	0%	0%	2%	2%	4%	70%	2%	0%	0%	1%	0%	0%	0%	1%	0%	0%	1%	0%	1%	12%
Langdon Park School	9%	1%	0%	2%	0%	3%	66%	1%	1%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	2%	12%
Morpeth School	7%	1%	1%	1%	1%	3%	66%	1%	1%	0%	1%	0%	0%	0%	0%	0%	0%	1%	0%	2%	14%
Mulberry School for Girls	3%	0%	0%	2%	0%	0%	93%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	1%
Stepney Green Maths & Computing College	1%	0%	0%	1%	0%	1%	96%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%
St Paul's Way Trust School	5%	0%	0%	2%	1%	2%	84%	1%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	3%
Oaklands Secondary School	4%	0%	0%	0%	0%	4%	84%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	5%
Swanlea School, Whitechapel	9%	0%	1%	1%	0%	2%	80%	1%	0%	0%	1%	0%	0%	0%	1%	0%	0%	0%	0%	0%	2%
Bishop Challoner Catholic Collegiate School	24%	2%	3%	5%	2%	13%	9%	9%	0%	0%	1%	0%	0%	0%	1%	0%	0%	2%	3%	6%	19%
George Green's	7%	1%	1%	3%	1%	5%	50%	1%	2%	0%	1%	0%	1%	0%	0%	0%	0%	1%	1%	1%	23%

School	African	Any Other Asian Background	Any Other Black Background	Any Other Ethnic Group	Any Other Mixed Background	Any Other White Background	Bangladeshi	Caribbean	Chinese	Gypsy / Romany	Indian	Information Not Obtained	Irish	Missing	Pakistani	Refused	Traveller Of Irish Heritage	White and Asian	White and Black African	White and Black Caribbean	White British	
School																						
Central Foundation Girls' School	6%	1%	1%	1%	1%	1%	84%	1%	0%	0%	1%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	3%
Sir John Cass/Redcoat School	8%	1%	1%	2%	0%	2%	75%	3%	1%	0%	0%	0%	0%	0%	1%	0%	0%	1%	1%	1%	1%	3%
Bishop Challoner Catholic Collegiate School	22%	2%	4%	7%	2%	13%	8%	9%	1%	0%	2%	0%	0%	0%	1%	0%	0%	1%	3%	5%	5%	20%
Raine's Foundation School	11%	1%	6%	2%	4%	6%	9%	10%	0%	0%	1%	1%	1%	0%	0%	0%	0%	1%	1%	5%	5%	42%
Total	8%	1%	1%	3%	2%	4%	63%	2%	1%	0%	1%	0%	0%	2%	1%	0%	0%	1%	1%	2%	2%	10%

Appendix A, Table 3.4 – Children placed at a school outside their Catchment Area.

	Catchment 1 Stepney	Catchment 2 Bow North	Catchment 3 Bow South	Catchment 4 Poplar	Catchment 5 Isle of Dogs	Catchment 6 Wapping	Catchment 7 Bethnal Green	Total
2014/15	0	0	0	0	0	0	0	0
2013/14	0	2	0	6	17	0	0	25
2012/13	18	40	32	56	13	6	19	184

Appendix A, Table 3.5 – Travel Assistance

Children on Transport

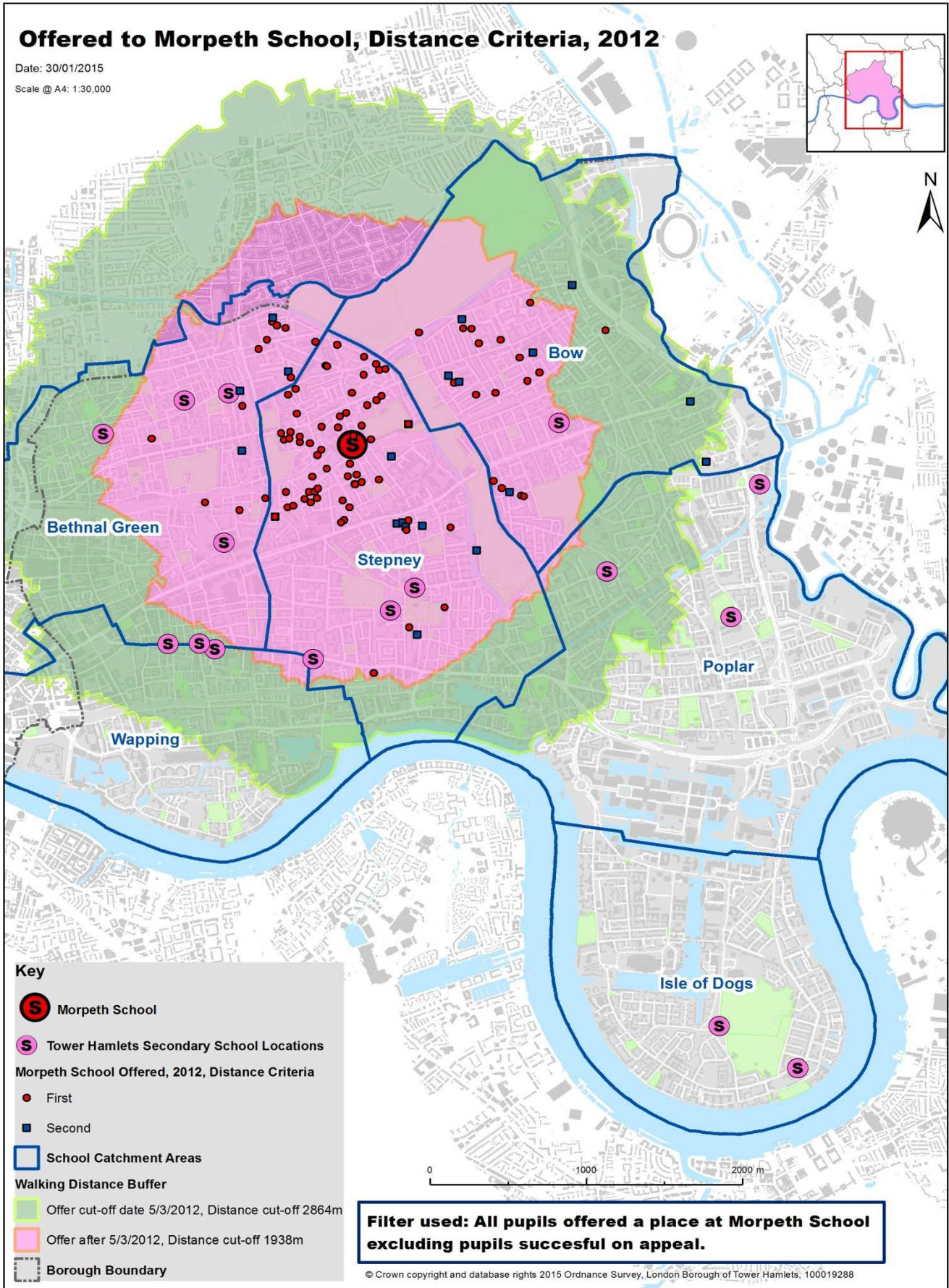
2012	2013	2014
137	98	60

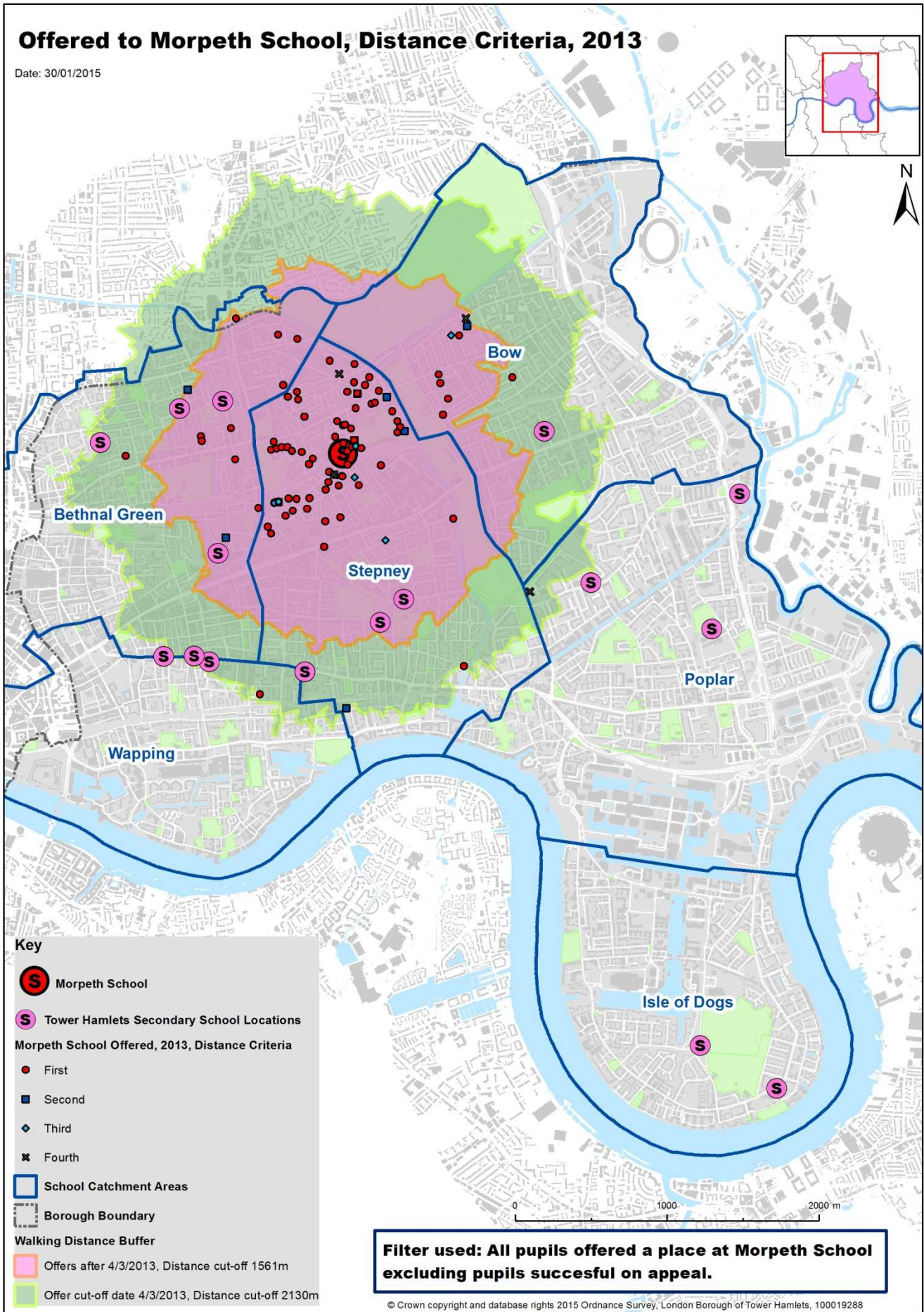
Page 101

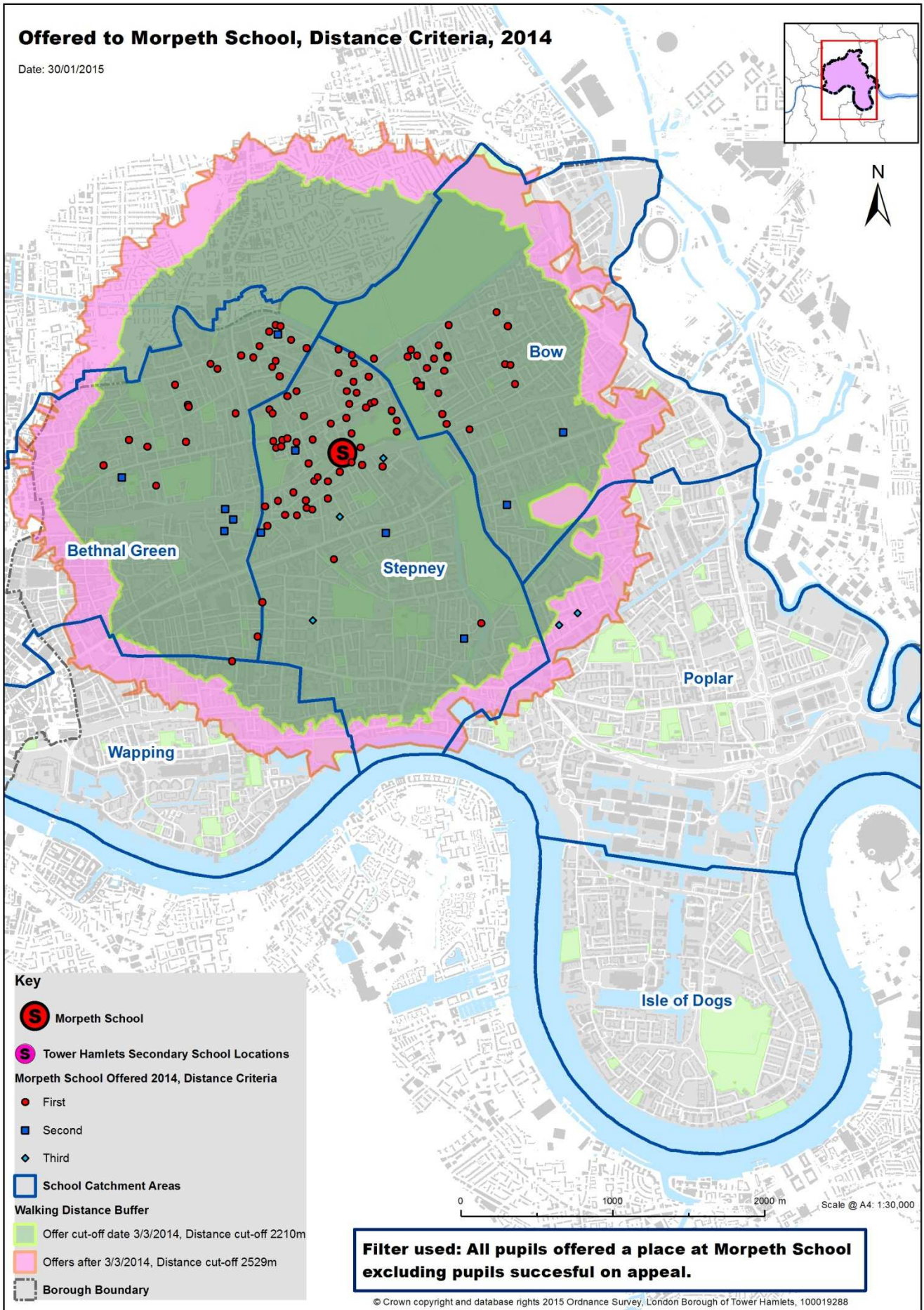
Table 3.6 - Children currently receiving one form of travel assistance – breakdown by ethnicity

Ethnicity	Travel Assistance	%
Bangladeshi	125	76.6%
Black	16	9.8%
Other BAME	8	4.9%
White other	5	3.1%
White British	4	2.5%
Information not obtained	5	3.1%
Total	163	100%

Table 3.7







Appendix A, Table 3.8 – Applications to Bow School

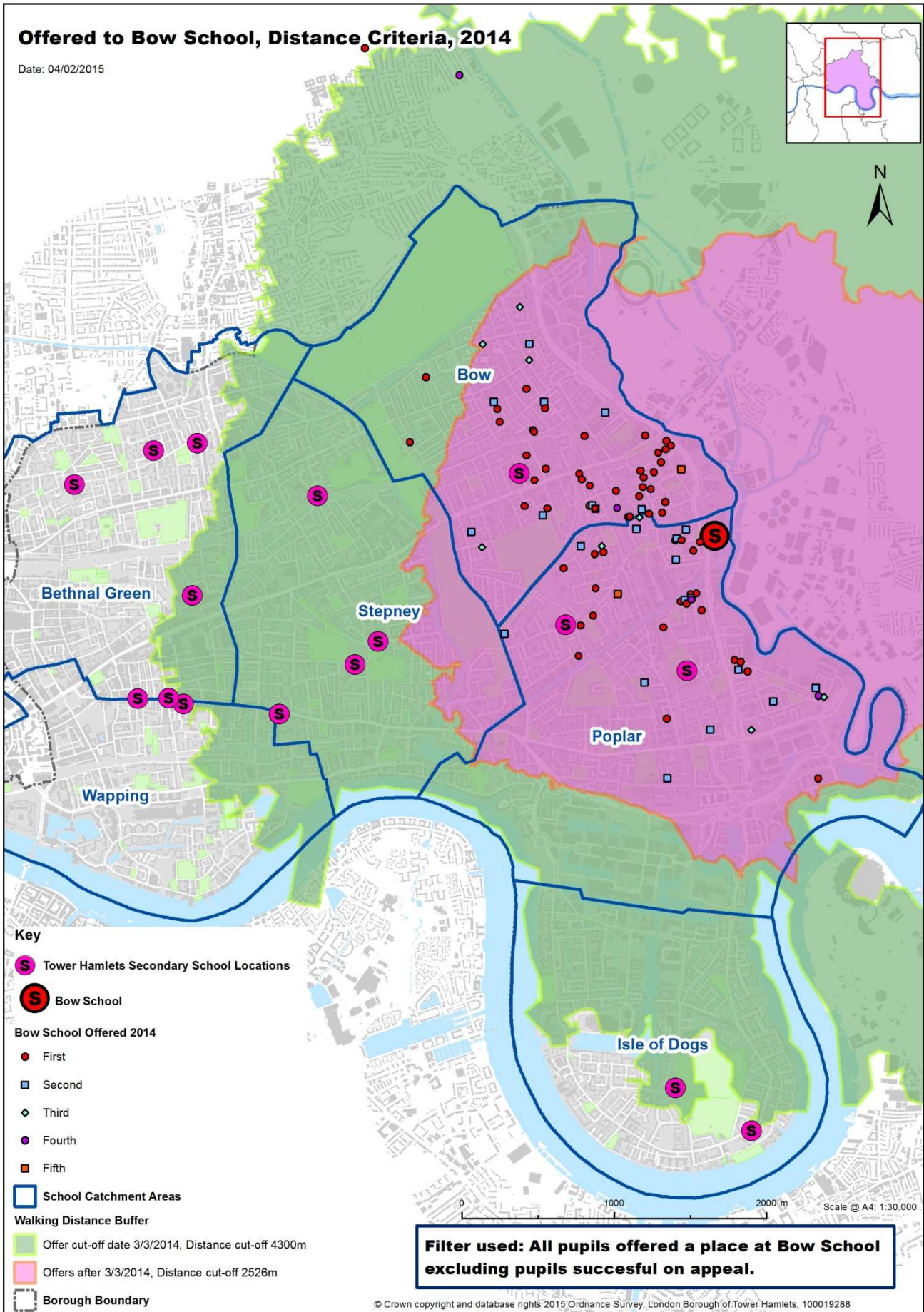
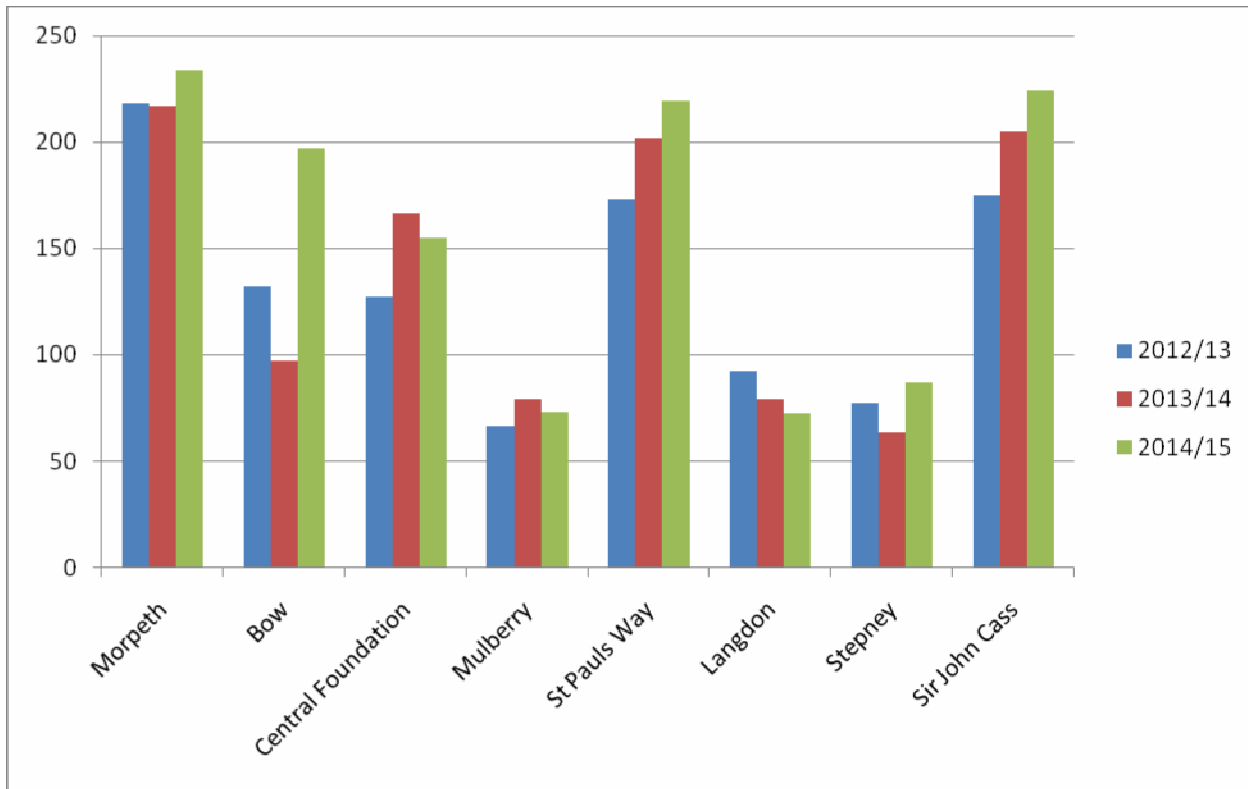


Table 3.9 - Applications to schools from Bow residents over the last three years



	Morpeth		Bow*		Central Foundation		Mulberry		St Pauls Way		Langdon		Stepney		Sir John Cass		Total Bow Resident pupils
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	
2012/13	218	48	132	29	127	28	66	15	173	38	92	20	77	17	175	39	453
2013/14	217	44	97	20	166	34	79	16	202	41	79	16	63	13	205	42	488
2014/15	234	49	197	41	155	32	73	15	219	46	72	15	87	18	224	47	480

Total applications from Bow Residents	
2012/13	453
2013/14	488
2014/15	480

**Appendix A - Table 3.10 – 3.16 (Mode of Travel Survey)
Mode of Travel Area Catchment Area 1**

Mode of Travel to schools in Area 1	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	14	4	2					20
Bus	31	19	56	38	7	1		152
Car	266	88	83	39	9	12	8	505
Carshare	11	1	4					16
Other	1			4				5
Rail	2	2		2	5	5	3	19
School Bus	8	6	15	11	11	1	1	53
Walk	2812	439	180	63	24	8	3	3529
Grand Total	3145	559	340	157	56	27	15	4299

(Mode of Travel Survey, 2011)

Table 3.11 Mobility of Travel
Mode of Travel in Catchment Area 2

Mode of Travel to schools in Area 2	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	10	13	3	1				27
Bus	19	9	20	8	3			59
Car	101	73	31	15	7	4	2	233
Carshare	3	3	1	3				10
Other		1	5					6
Rail	1	1					2	4
School Bus		1	1					2
Walk	1171	275	77	12	7	7	4	1553
Grand Total	1305	376	138	39	17	11	8	1894

(Mode of Travel Survey, 2011)

Table 3.12 Mobility of Travel
Mode of Travel in Catchment Area 3

Mode of Travel to schools in Area 3	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	1	1	1					3
Bus	4	8	31	9	1			53
Car	103	40	32	10	4	4	2	195
Carshare	2							2
Other	1	1	1					3
Rail	3	1	3	3	4	2		16
School Bus			1					1
Walk	1664	218	46	7	5	2	1	1943
Grand Total	1778	269	115	29	14	8	3	2216

(Mode of Travel Survey, 2011)

Table 3.13 Mobility of Travel
Mode of Travel in Catchment Area 4

Mode of Travel to schools in Area 4	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	2	6						8
Bus	16	24	35	16	2	1		94
Car	248	129	46	16	8	9	3	459
Carshare	4	1				1		6
Other	2	1						3
Rail	8	4	22	12	1	3	2	52
School Bus	2	3	12	9	6			32
Walk	1739	360	118	25	10	5	6	2263
Grand Total	2021	528	233	78	27	19	11	2917

(Mode of Travel Survey, 2011)

Table 3.14 Mobility of Travel
Mode of Travel in Catchment Area 5

Mode of Travel to schools in Area 5	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	13	4	4	1				22
Bus	21	24	44	28	5	1		123
Car	69	60	48	28	12	7	7	231
Carshare			1					1
Other	1		1					2
Rail	1		1			1		3
School Bus		1	2	1				4
Walk	753	197	65	18	14	1	1	1049
Grand Total	858	286	166	76	31	10	8	1435

(Mode of Travel Survey, 2011)

Table 3.15 Mobility of Travel
Mode of Travel in Catchment Area 6

Mode of Travel to schools in Area 6	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	9	1	1		1			12
Bus	21	8	30	24	34	2		119
Car	70	49	42	25	16	4	11	217
Carshare		1						1
Other	4	3	1		1			9
Rail	5			3	4	1	2	15
School Bus	2		1	6	57	2		68
Walk	1259	184	61	21	38	1		1564
Grand Total	1370	246	136	79	151	10	13	2005

Table 3.16 Mobility of Travel
Mode of Travel in Catchment Area 7

Mode of Travel to schools in Area 7	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	6	1	3	1				11
Bus	11	7	31	32	32	11	1	125
Car	79	46	37	24	27	2	10	225
Carshare	1							1
Other	1	2	2	1				6
Rail			1	4		1	3	9
School Bus	2	1	2	10	31			46
Walk	1905	258	119	50	39	20	12	2403
Grand Total	2005	315	195	122	129	34	26	2826

(Mode of Travel Survey, 2011)

Page 171

Appendix A, Table 3.17 – Ethnicity for housing waiting list

Ethnicity	Number of people	% of people
Asian	11,201	56.5 %
Black	2,385	12.0 %
Dual	497	2.5 %
White	4,504	22.7 %
Other	1,041	5.3 %
REFUSED	182	0.9 %
Total:	19,810	

(Housing Register as at 01 Dec 2014)

Current housing waiting list as of December 2014, break down by ethnicity. Please note that the below recorded ethnicity groups are of the main applicant on a housing application only.

Appendix B – School Admission Admissions 2016/17 - Consultation Survey Response

1.0 Introduction

Tower Hamlets Council consulted the public on its school admission arrangements for 2016/17. The aim being to further improve the school admission arrangements for Tower Hamlets schools, so that they are fair and that as many parents as possible gain a place for their child at one of their preferred schools. The consultation covered the following:

(i) Proposed Admissions Policies for Tower Hamlets community schools

- Nursery School/Class Admissions Policy
- Oversubscription criteria for Nursery Schools and Classes
- Priority criteria for part-time and full-time places
- Primary Schools Admissions Policy
- Oversubscription criteria, including a change to the priority admission (catchment) areas for community school
- Secondary Schools Admissions Policy
- Oversubscription criteria

(ii) Proposed coordinated schemes

- For reception year of primary school
- For Year 7 of secondary school; and
- For admissions outside of normal points of entry ('In-Year')

(iii) Planned admission number (PAN) for Tower Hamlets Schools

The consultation was launched the 1st of November 2014 and ended on the 5th of January 2015. The consultation lasted for over 8 weeks.

2.0 Communication

The table below includes the communication methods used to advertise and promote the consultation.

Item	Communication Medium	Locality	Actioned
Director's Briefing for Governors	All Governors Governors were given notice about the impending consultation.	Director's Briefing Autumn Term Brochure	01/09/2014
Email to neighbouring boroughs	Neighbouring LAs		04/11/2014
Head teachers and school staff	Head Teachers Bulletin	To all Head Teachers	03/11/2014 01/12/2014
Advertising consultation on email signatures	Email signature for Pupil Admission and Impulse Team staff	Pupil Services Team	03/11/2014
Advertising consultation on School Admissions website /consultations webpage / news and event webpage	LBTH Website	Internet	03/11/2014
Consultation advert x 2	East End Life Newspaper Two adverts were placed at different intervals to allow maximum publicity.	Borough wide	03/11/2014 20/11/2014
Governing Bodies	Email to all governors via	Borough wide	01/11/2014

Item	Communication Medium	Locality	Actioned
	Governor Services – to remind governors to complete the consultation.		
Email to parent groups/network	Via Parent & Family Support Service – widely circulated for parents' access.	Parent network/newsletter	11/11/2014
Details of consultation advertised	Media Release	Borough wide	04/11/2014
Consultation meeting to discuss the proposed changes	Public Meeting – notice of meeting widely circulated through the above mediums	Professional Development Centre	26/11/2014
Children Centre Leads	Raise Awareness through publicity at Children's Centres. Children Centre to display notice in their public notice board.	Borough wide	17/11/2014
Ocean Somali Community Association	Governors / Somali Community reps – contacted OSCA directly to disseminate information.	information share	02/12/2014
Collective Of Bangladeshi Governors	Governors/ Bangladeshi community reps – contacted CBSG directly to disseminate information.	information share	02/12/2014
Discussion on consultation held with Forum	Admissions Forum	Professional Development Centre	10/12/2014

3.0 Results

Despite the above methods to engage stakeholders, we have received four responses, all completed online. One response was from a parent, one was from a member of the public, one was from a governor (the school was not stated on the response), and one was classified as 'nothing selected'.

There was a collective response completed by the Tower Hamlets Admissions Forum and comments were also received from the City of London Admissions Forum.

The following analysis shows the outcome of the 4 and the Admissions Forums responses:

1. Do you agree with the proposed arrangements for admission to Tower Hamlets Nursery Schools and classes in 2016/17, which aim to ensure that children attend their nearest school? All respondents agreed with the proposed arrangements for TH Nursery Schools admissions 2016/17. The TH Admissions Forum agreed with the proposed arrangements and oversubscription criteria for admission to Nursery schools. There was no objection to this from the City of London Admissions Forum.

2. Do you agree with the proposed arrangements and oversubscription criteria for admission to community primary schools?

3 out of 4 respondents (75%) disagreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. The TH Admissions Forum also agreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. There was no objection to this from the City of London Admissions Forum.

3. Do you agree with the proposed arrangements and oversubscription criteria for admission to community secondary schools in 2016/17?

75% of respondents (3 people) agreed to proposed arrangements for oversubscription criteria for admission to community secondary schools in 2016/17. The TH Admissions Forum agreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. There was no objection to this from the City of London Admissions Forum.

4a. Do you agree with the Tower Hamlets scheme for co-ordinating year 7 and reception year admissions?

3 of the 4 respondents (75%) agreed with TH's scheme for coordinating year 7 and reception year admissions. The TH Admissions Forum agreed with the proposed arrangements and oversubscription criteria for admission to community primary schools. There was no objection to this from the City of London Admissions Forum.

4b. Do you agree with the Tower Hamlets scheme for co-ordinating in-year admissions?

75% of respondents (3 people) disagreed to the TH's scheme for co-ordinating in-year admissions. The TH Admissions Forum commented on this and their comments are listed below.

5a. Do you agree with the planned admission numbers (PAN) for Tower Hamlets schools in 2016/17?

3 of the 4 respondents (75%) agreed to the PAN for TH schools in 2016/17. The TH Admissions Forum commented on this and their comments are listed below.

The following questions were for school governing bodies only, of which there was only one response.

5b. Do you agree with the PAN for your school?

All of the respondents agreed with their schools' Planned Admission Number

5c. Do you agree with the PAN for those schools whose admissions impact on your own school?

All of the respondents agreed.

4.0 Breakdown of survey responses in numbers (including the Admissions Forum)

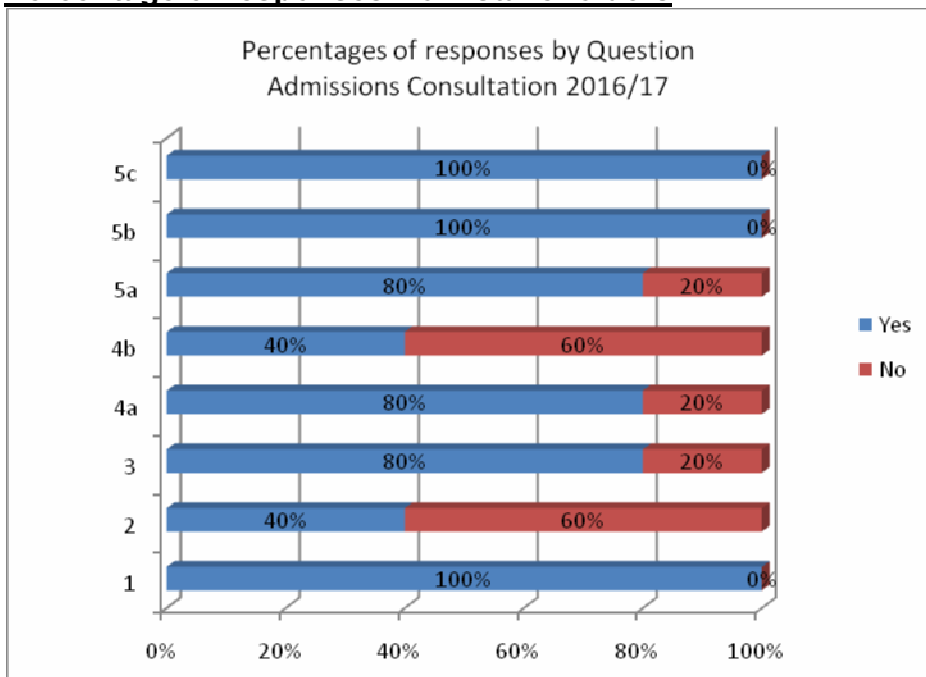
	Yes	No
1. Do you agree with the proposed arrangements for admission to Tower Hamlets Nursery Schools and classes in 2016/17, which aim to ensure that children attend their nearest school?	5	0
2. Do you agree with the proposed arrangements and oversubscription criteria for admission to community primary schools?	2	3
3. Do you agree with the proposed arrangements and oversubscription criteria for admission to community secondary schools in 2016/17?	4	1
4a. Do you agree with the Tower Hamlets scheme for co-ordinating year 7 and reception year admissions?	4	1
4b. Do you agree with the Tower Hamlets scheme for co-ordinating in-year admissions?	2	3
5a. Do you agree with the planned admission numbers (PAN) for Tower Hamlets schools in 2016/17?	4	1

	Yes	No
The next two questions are for school governing bodies only		
5b. Do you agree with the PAN for your school?	1	0
5c. Do you agree with the PAN for those schools whose admissions impact on your own school?	1	0

Breakdown of responses in percentages

	Yes	No
1. Do you agree with the proposed arrangements for admission to Tower Hamlets Nursery Schools and classes in 2016/17, which aim to ensure that children attend their nearest school?	100%	0%
2. Do you agree with the proposed arrangements and oversubscription criteria for admission to community primary schools?	40%	60%
3. Do you agree with the proposed arrangements and oversubscription criteria for admission to community secondary schools in 2016/17?	80%	20%
4a. Do you agree with the Tower Hamlets scheme for co-ordinating year 7 and reception year admissions?	80%	20%
4b. Do you agree with the Tower Hamlets scheme for co-ordinating in-year admissions?	40%	60%
5a. Do you agree with the planned admission numbers (PAN) for Tower Hamlets schools in 2016/17?	80%	20%
The next two questions are for school governing bodies only		
5b. Do you agree with the PAN for your school?	100%	0%
5c. Do you agree with the PAN for those schools whose admissions impact on your own school?	100%	0%

Percentage of responses from stakeholders



4.1 Comments from survey

Question	Respondent type	Comments
1	'Parent'	<p><i>'This is to ensure consistency in the way places are offered and, where possible, that children attend the same school for their nursery and primary education'</i></p> <p><i>I wholeheartedly support that statement and TRULY REGRET that it was not the policy in force when my child started nursery in 2013, she didn't get a place in reception in any of the 6 schools in her application leading to the horrendous appeal process, always a disappointment and a massive waste of energy for Parents. So hopefully the new policy will save young children the trouble to start all over again in another school and the parents the hassle of going through useless appeal procedure and travelling to new school, building new relationship with another school, getting new uniforms.</i></p>
2	'Parent'	<p><i>"Some applicants outside the catchment area live closer to the school applied for than other applicants who live within the catchment area, in this case priority should be given to the applicant living closer to school even if they don't live in the catchment area. The catchment area should be defined in concentric circle rather than using the ward map, it just doesn't make sense, what matters is not the ward boundaries but how far a child has to walk from home to school twice a day."</i></p>
4b	'Member of Public'	<p><i>This policy does not mention that priority is given to children out of school during the year above children who are waiting for a place in a school where they have a sibling but are presently in another school. This is wrong as it creates too much strain on families trying to get siblings to different schools. Priority should be given to children to move schools above those with no school place as ultimately the child who is waiting for a place in the same school as its sibling is will not be taking an additional space only creating one in a different school, which can then be filled by a child without a school place, assuming no other child is waiting for a place with a sibling in that school. That way more children will be placed together relieving the pressure on families, the</i></p>

		<p><i>school in looking after the child at the end of the day, reduce lateness, and reduce transport costs. As the number of spaces in the Borough ultimately remains the same, just as many children who are without a school place will be placed in a school, the only overall difference being that many children will be placed in the same school as their siblings. Please take this into account when you are determining your admissions policy. It does not mention any of this in the policy.”</i></p>
--	--	---

4.2 Response to comments

1. This is a positive comment highlighting the intended effect of the new policy. The statement also gives an insight into the impact on families and the pressures the new policy alleviates.
2. Tower Hamlets has adopted the system of having fixed geographical catchment areas containing schools as oppose to each school having its own catchment area which is what the respondent is describing in the comment. The catchment areas do not follow ward boundaries. Natural barriers such as canals and major road have been used to define catchment area boundaries. The Catchment areas have also been designed to ensure the nearest school lies within the same catchment area, however it has to be noted that with new developments being completed this may not be the case for a small number of pupils in the future. The catchment areas will be continued to be monitored to ensure that it is achieving the best outcomes for families.
- 4b. Places for in-year admissions are in line with the admissions policy. However, there are instances where children admitted to a school, in accordance with the Fair Access Protocol, take precedence over those on a waiting list. These can often include children who are out of school. Pupil Services seeks to place children who are out of school, at a school at the earliest opportunity to ensure that children are receiving an education, and that the LA is meeting its statutory obligation and safeguarding duties. The comment above will be taken into consideration when reviewing the criterions in future.

4.3 Response from Admissions Forums

Tower Hamlets Admissions Forum

Whilst the Forum had agreed with the proposed admissions arrangements, they also made the following comments:

4b – Diocesan Schools are advised they must comply with the agreed in-year arrangements, however individual schools may decide not to.

The Forum also requested that future year’s consultation should seek the views from the Phase Consultative groups.

5a – Despite planned expansions and developments notified, there is a request from the Forum for the development or expansion of the previous Bow School site to be brought forward and for school places to be given priority in all decisions.

City of London Admissions Forum

The City of London Admission Forum did not complete the full questionnaire but have submitted comments related to secondary school priority zones, which can be accommodated under question 3.

Question 3. Do you agree with the proposed arrangements and oversubscription criteria for admission to community secondary schools in 2016/17?

Response is in relation to the Tower Hamlets Priority Zones for secondary school:

Priority Zone A, preference to Mulberry and Stepney Green Maths & Computing College

Priority Zone B, preference to Swanlea.

“Thank you for giving us the opportunity to comment on Tower Hamlets school admissions arrangements.

Priority zones A and B are coterminous with Tower Hamlets borough boundary and do not extend into the City of London. We would be grateful if you could re-visit the priority area to include Middlesex Street and Mansell Street Estates.

The closest secondary schools for families on the east side of the City (Mansell Street and Middlesex Street estates) are located within Tower Hamlets.

There is a large Bangladeshi population within the two estates who are predominantly Muslims. Some families prefer their children to attend to attend single sex schools; Mulberry School for girls is the preferred choice for Bangladeshi girls.

The table below shows the number of successful applications to the three schools in the past 5 years.

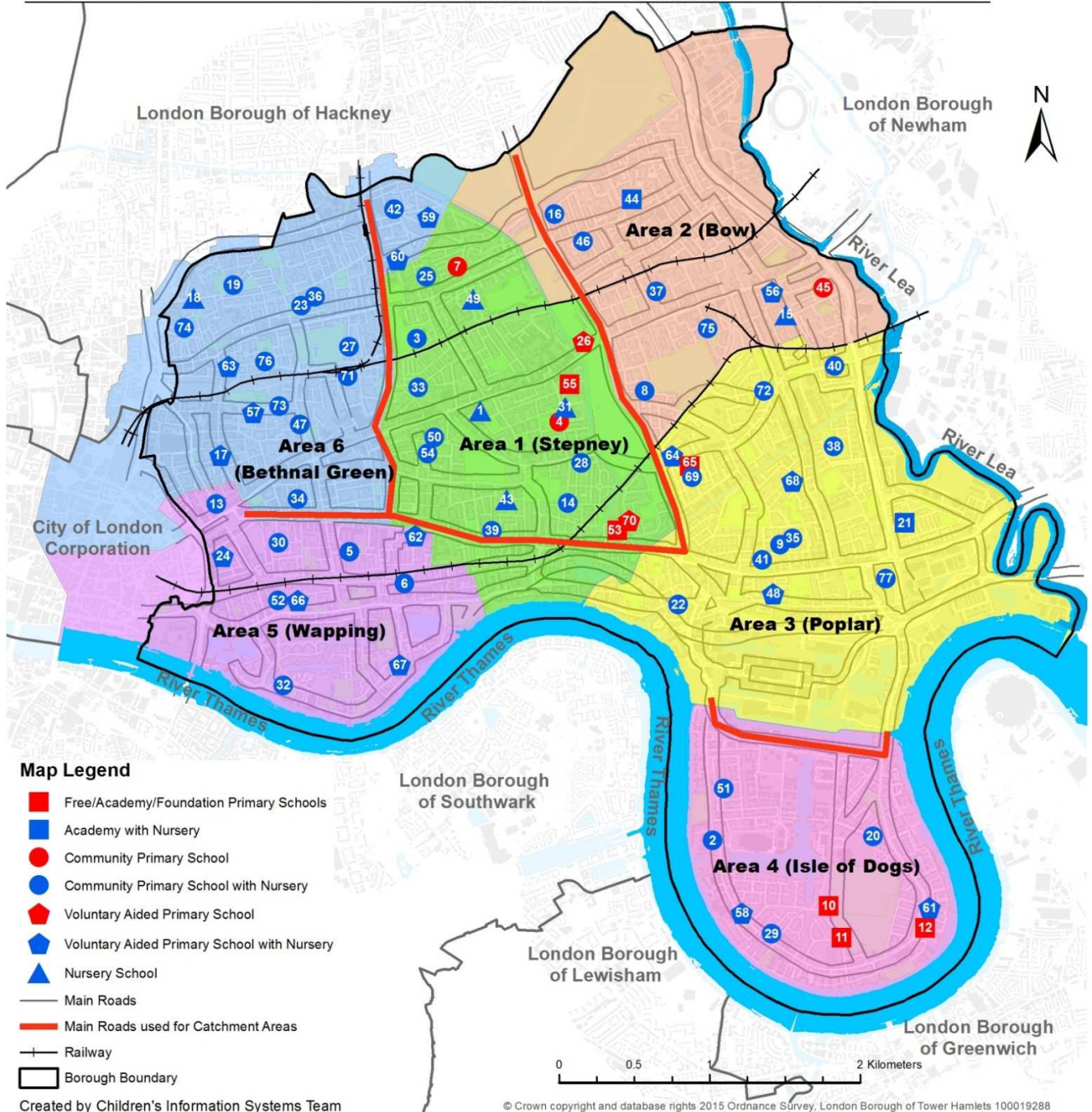
<i>Mulberry</i>	<i>Stepney Green Maths & Computing College</i>	<i>Swanlea</i>
<i>2013 -14 (Sept 2014 entry):</i> <i>Number of applications = 0</i> <i>Number of successful applications = 0</i>	<i>2013 -14 (Sept 2014 entry):</i> <i>Number of applications = 2 (all lower preferences)</i> <i>Number of successful applications = 0</i>	<i>2013 -14 (Sept 2014 entry):</i> <i>Number of applications = 2 (all lower preferences)</i> <i>Number of successful applications = 1</i>
<i>2012 – 13 (Sept 2013 entry):</i> <i>Number of applications = 4 (1 lower preference)</i> <i>Number of successful applications = 3</i>	<i>2012 – 13 (Sept 2013 entry):</i> <i>Number of applications = 3 (all lower preferences)</i> <i>Number of successful applications = 0</i>	<i>2012 – 13 (Sept 2013 entry):</i> <i>Number of applications = 1 (lower preference)</i> <i>Number of successful applications = 0</i>
<i>2011 -12 (Sept 2012 entry):</i>	<i>2011 -12 (Sept 2012 entry):</i>	<i>2011 -12 (Sept 2012 entry):</i>

<p><i>Number of applications = 1</i></p> <p><i>Number of successful applications = 1</i></p>	<p><i>Number of applications = 0</i></p> <p><i>Number of successful applications = 0</i></p>	<p><i>Number of applications = 0</i></p> <p><i>Number of successful applications = 0</i></p>
<p><i>2010 -11 (Sept 2011 entry):</i></p> <p><i>Number of applications = 1</i></p> <p><i>Number of successful applications = 1</i></p>	<p><i>2010 -11 (Sept 2011 entry):</i></p> <p><i>Number of applications = 2</i> <i>1 (Lower preference)</i></p> <p><i>Number of successful applications = 1</i></p>	<p><i>2010 -11 (Sept 2011 entry):</i></p> <p><i>Number of applications = 1</i> <i>(Lower preference)</i></p> <p><i>Number of successful applications = 0</i></p>
<p><i>2009 -10 (Sept 2010 entry):</i></p> <p><i>Number of applications = 2</i> <i>(1 lower preference)</i></p> <p><i>Number of successful applications = 1</i></p>	<p><i>2009 -10 (Sept 2010 entry):</i></p> <p><i>Number of applications = 0</i></p> <p><i>Number of successful applications = 0</i></p>	<p><i>2009 -10 (Sept 2010 entry):</i></p> <p><i>Number of applications = 0</i></p> <p><i>Number of successful applications = 0</i></p>

As you can see the numbers of applications to the three schools are very small. City residents who have expressed their first preference at any of the three schools were successful in getting places even though they are out of the priority zone. Therefore I am sure you'll agree that including the two estates in the priority zone will not add additional pressure on school places.

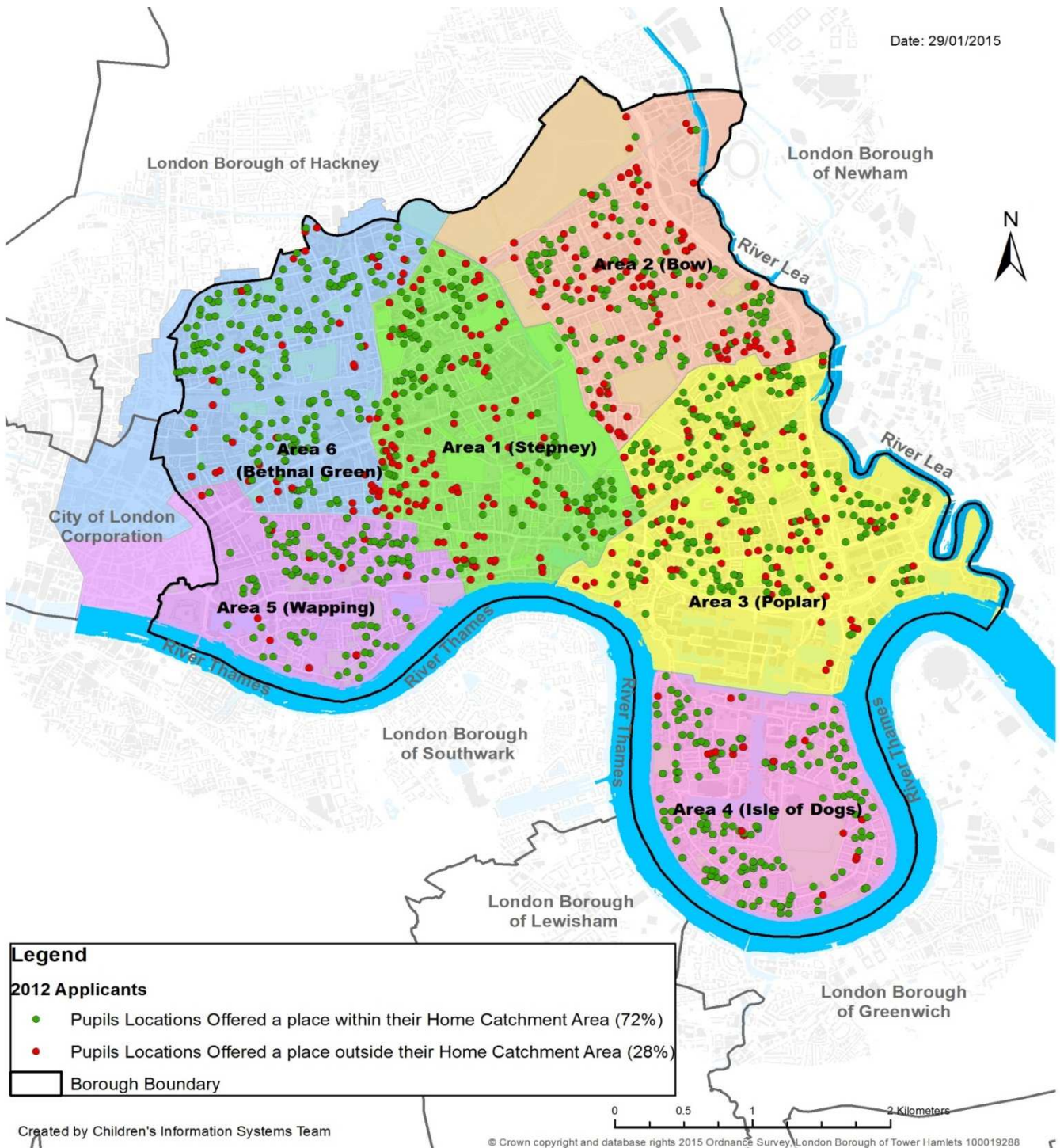
Appendix C – Primary admissions catchment area with major roads and railways

1 Alice Model	16 Chisenhale	31 Harry Roberts	47 Osmani	62 St Mary's & St Mchael's
2 Arnhem Wharf	17 Christ Church CofE	32 Hermitage	48 Our Lady & St Joseph	63 St Matthias CofE
3 Bangab&hu	18 Columbia Market	33 John Scurr	49 Rachel Keeling	64 St Paul with St Luke CofE
4 Ben Jonson	19 Columbia	34 Kobi Nazrul	50 Redlands	65 St Paul's Way Foundation
5 Bigland Green	20 Cubitt Town Infants	35 Lansbury Lawrence	51 Seven Mills	66 St Paul's Whitechapel CofE
6 Blue Gate Fields Infants	20 Cubitt Town Junior	36 Lawdale Junior	52 Shapla	67 St Peter's London Docks CofE
6 Blue Gate Fields Junior	21 Culloden	37 Malmesbury	53 Sir William Burrough	68 St Saviour's CofE
7 Bonner (Bethnal Green)	22 Cyril Jackson	38 Manorfield	54 Smithy	69 Stebon
8 Bonner (Mile End)	23 Elizabeth Selby Infants	39 Marion Richardson	55 Solebay (formerly CET) Primary School	70 Stepney Greencoat CofE
9 Bygrove	24 English Martyrs RC	40 Marner	56 St Agnes RC	71 Stewart Headlam
10 Canary Wharf College 3	25 Globe	41 Mayflower	57 St Anne RC	72 The Clara Grant
11 Canary Wharf College East Ferry	26 Guardian Angels RC	42 Mowlem	58 St Edmund RC	73 Thomas Buxton
12 Canary Wharf College Glenworth	27 Hague	43 Old Church	59 St Elizabeth's RC	74 Virginia
13 Canon Barnett	28 Halley	44 Old Ford	60 St John's CofE	75 Wellington
14 Cayley	29 Harbinger	45 Old Palace	61 St Luke's CofE	76 William Davis
15 Childrens House	30 Harry Gosling	46 Olga		77 Woolmore



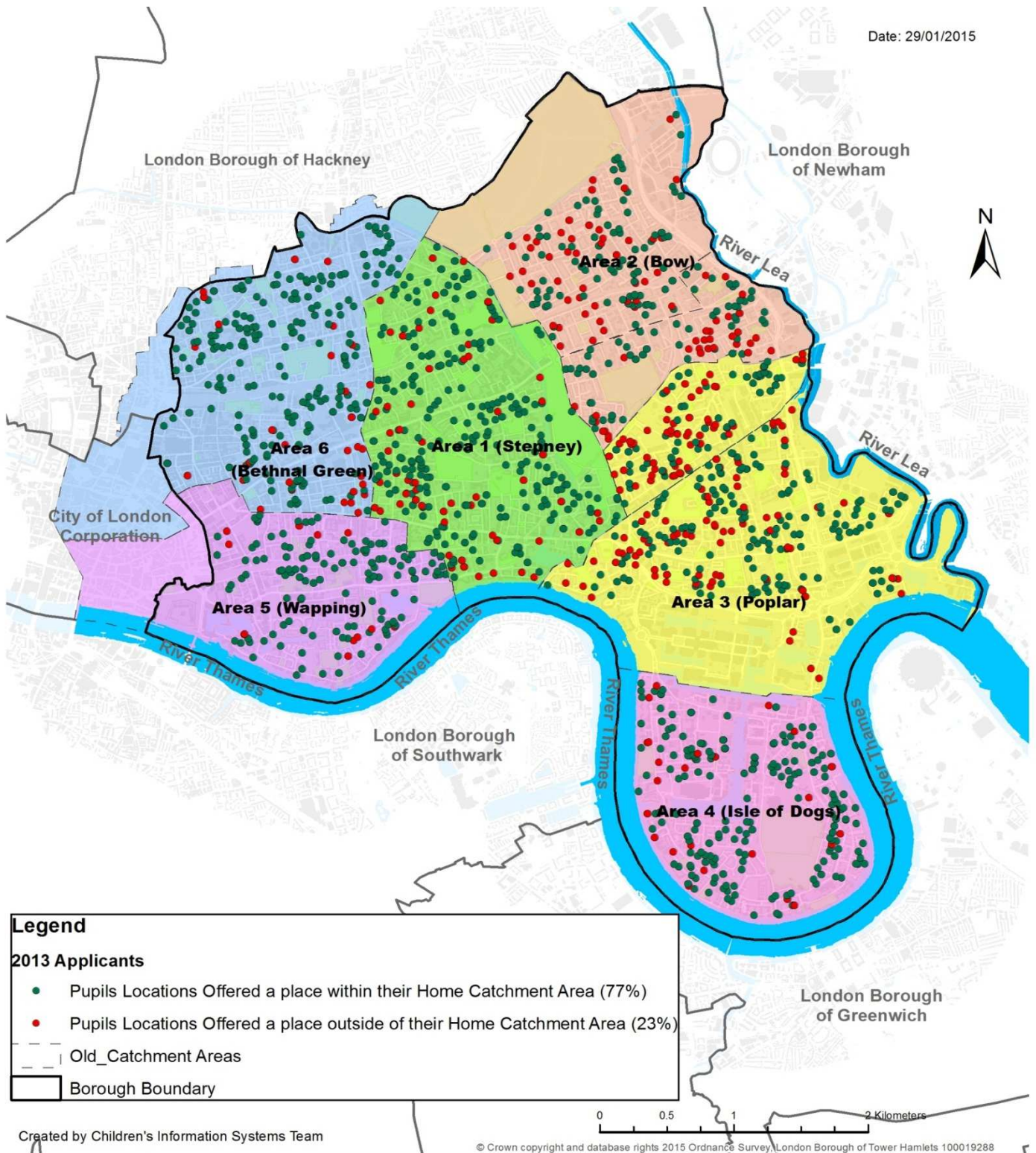
2012/13

Date: 29/01/2015



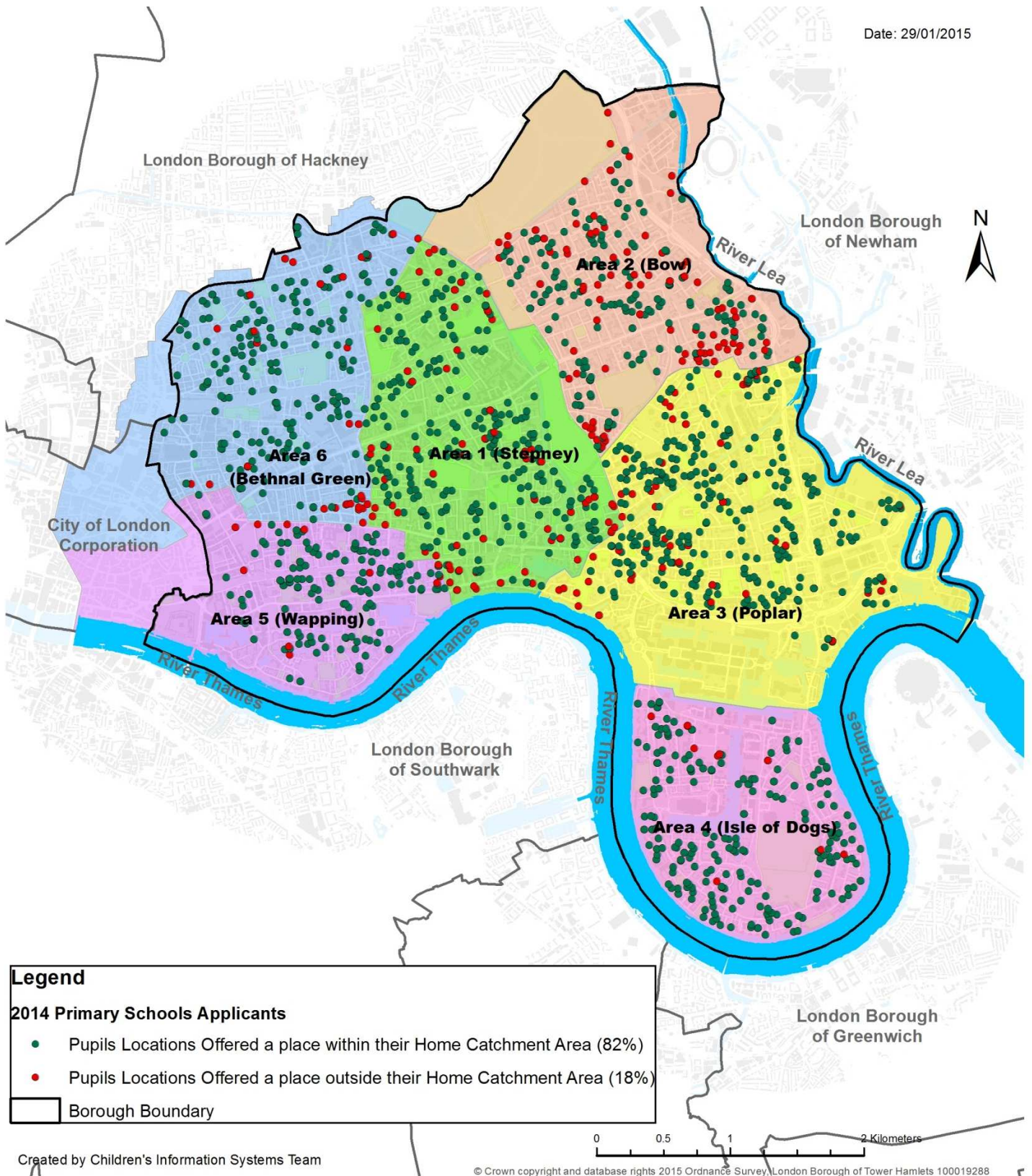
Pattern of applications 1st year of catchment area implementation
2013/14

Date: 29/01/2015



Pattern of applications 2nd year of catchment area implementation
2014/15

Date: 29/01/2015



Created by Children's Information Systems Team

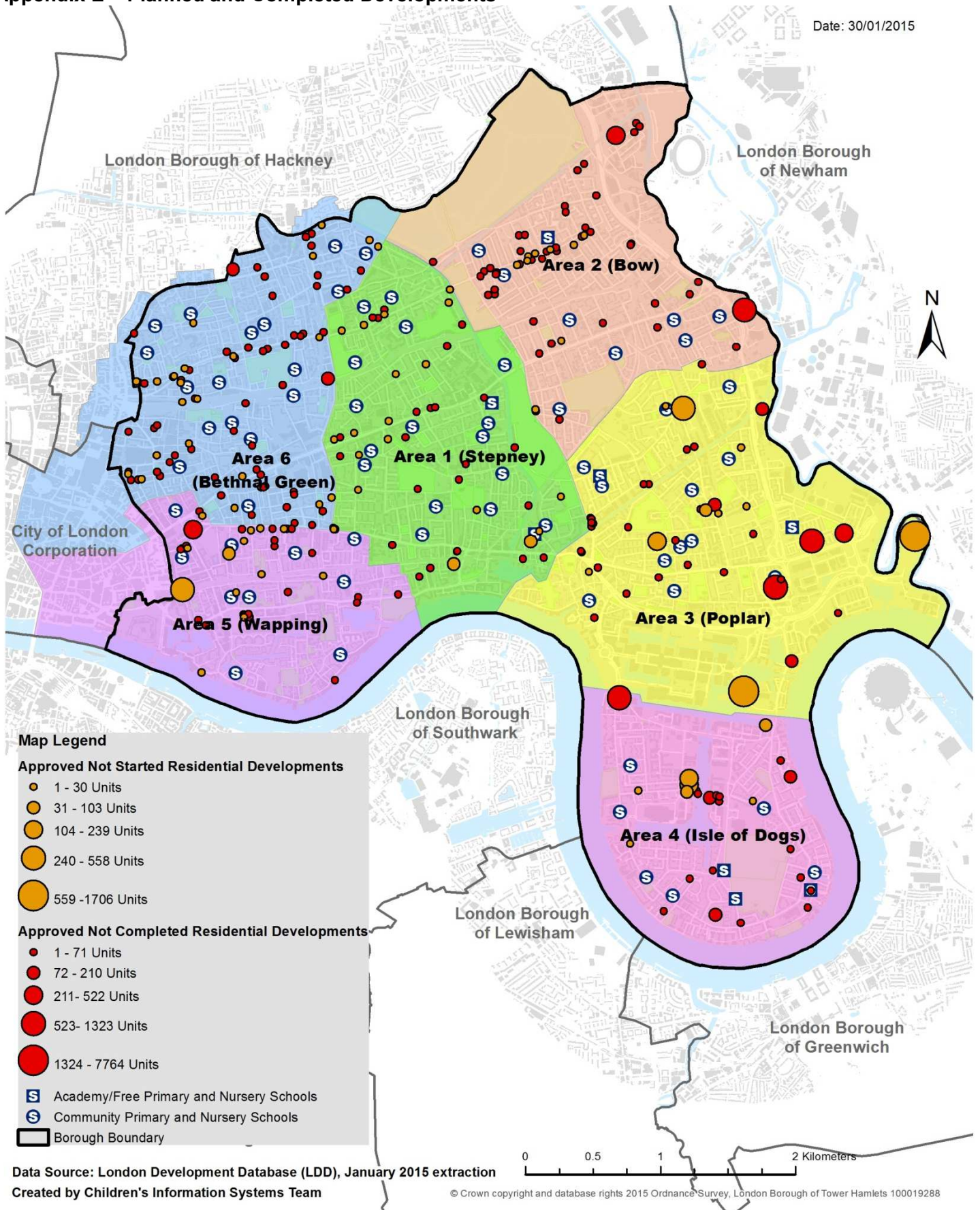
© Crown copyright and database rights 2015 Ordnance Survey, London Borough of Tower Hamlets 100019288

Appendix D, Table 1 Places offered within catchment area and outside of catchment area 2012-2014


	Within Catchment Area	Outside Catchment Area
2012/13 applications	72%	28%
2013/14 applications	77%	23%
2014/15 applications	82%	18%

Appendix E – Planned and Completed Developments

Date: 30/01/2015



This page is intentionally left blank

<p>Cabinet Decision 04/03/15</p>	 TOWER HAMLETS
<p>Report of: Stephen Halsey, Head of Paid Service and Corporate Director, Communities, Localities and Culture</p>	<p>Classification: Unrestricted</p>
<p>Substance Misuse Commissioning Intentions – Next Steps</p>	

Lead Member	Councillor Ohid Ahmed, Cabinet Member for Community Safety
Originating Officer(s)	Andy Bamber, Rachael Sadegh
Wards affected	All wards
Community Plan Theme	Safe and Cohesive, Healthy and Supportive
Key Decision?	Yes

Executive Summary

The Drug and Alcohol Action Team (DAAT), within CLC, currently commissions drug / alcohol treatment interventions via 23 individual contracts with statutory and third sector providers. On 23rd July 2014, the Mayor in Cabinet agreed to a re-procurement of the substance misuse treatment system in Tower Hamlets. After consideration of the options presented, it was agreed that “Option 3” be progressed.

Since the Cabinet decision on 23rd July, further work has been undertaken to map current interventions provided to this model in order to ensure service specifications cover all interventions required and to determine financial breakdown across the model. This process has identified current treatment interventions which would not fit within this model of contracts.

Option 3 outlined a structure which did not include the Harbour Recovery Centre (a borough based inpatient detoxification unit) and instead included access to inpatient detoxification and residential rehabilitation interventions via the Tier 4 panel based upon an established application procedure.

Therefore the report outlines the rationale for continuing to commission distinct services via Barts Health NHS Trust and for commencing consultation on the decommissioning of the Harbour Recovery Centre.

As part of the corporate savings plan, a proposal has been agreed to reduce funding available for drug / alcohol treatment by £500k.

Recommendations:

The Mayor in Cabinet is recommended to:

- 1.1. Agree to the continued commissioning of the services outlined in the report
- 1.2. Agree the proposal to commence consultation around the decommissioning of the Harbour Recovery Centre.
- 1.3. To note a reduced funding envelope for drug / alcohol treatment services in the borough
- 1.4. Authorise the commencement of the treatment system procurement exercise

1. REASONS FOR THE DECISIONS

- 1.1 In July 2014, the Mayor in Cabinet agreed to re-procurement of the drug / alcohol treatment system in line with a specified model (Option 3). This paper highlights additional services that need to be procured within that system in order that the system may operate effectively and improve outcomes for Tower Hamlets residents
- 1.2 In order to secure cost effective residential treatment services and improve outcomes for drug users in treatment, LBTH should undertake a consultation process regarding the future of the Harbour Recovery Centre.
- 1.3 There are considerable financial pressures across LBTH which necessitate a review of spend across all projects. The proposed reduction in funding across drug / alcohol services is considered achievable via re-procurement without a significant impact upon frontline services
- 1.4 The drug / alcohol treatment system has not been subject to competitive procurement for a number of years and there is a commitment within the substance misuse strategy to review the structure of the treatment system to improve outcomes and increase cost effectiveness.

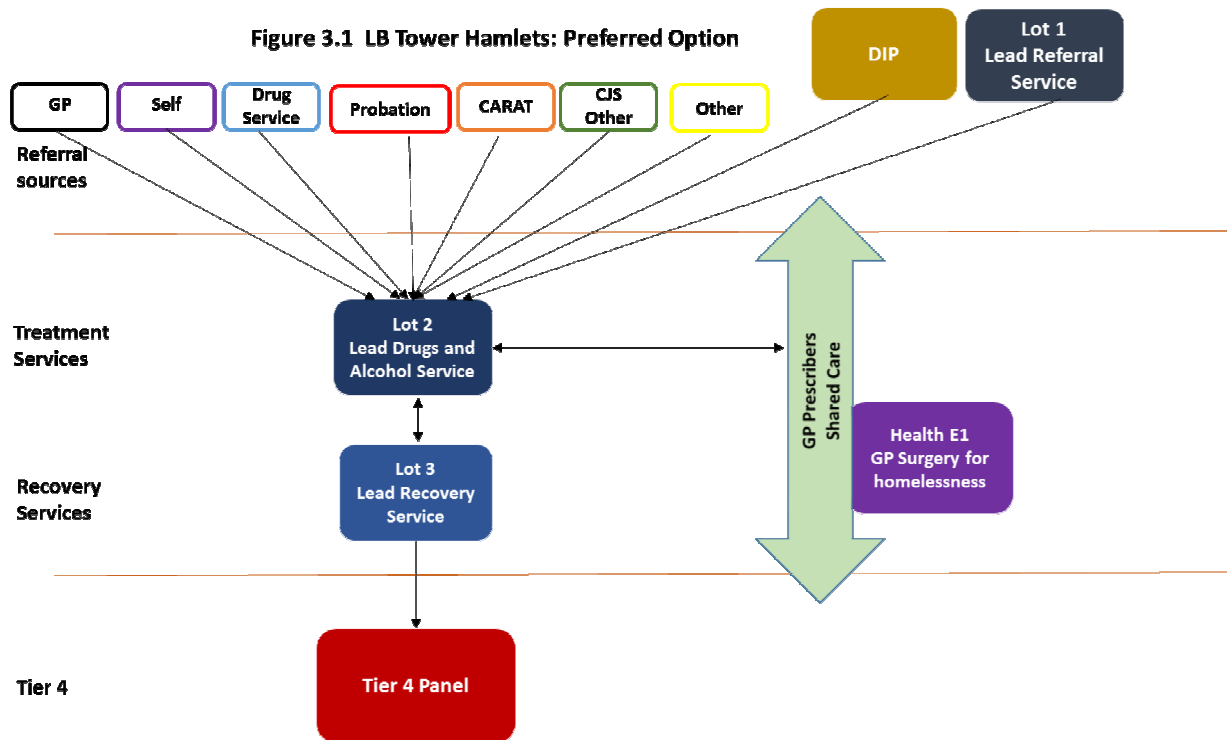
2. ALTERNATIVE OPTIONS

- 2.1 Reject the re-procurement proposals and restart the design process
- 2.2 Continue with current commissioning arrangements – subject to legal challenge and worsening outcomes

3. DETAILS OF REPORT

- 3.1. On 23rd July 2014, Cabinet agreed to a re-procurement of the substance misuse treatment system in Tower Hamlets. After consideration of the options presented, it was agreed that “Option 3” be progressed. The overall structure represented by Option 3 is pictured in Figure 3.1 below. This model incorporates 6 service contracts:
 1. Tower Hamlets drugs and alcohol Referral / Outreach service (Lot 1)
 2. Tower Hamlets drugs and alcohol treatment service (Lot 2)

3. Tower Hamlets drugs and alcohol recovery service (Lot 3)
4. Health E1
5. Shared Care GP provision (drugs and alcohol)
6. Shared Care pharmacy provision (supervised consumption and needle exchange)



3.2. Since the Cabinet decision on 23rd July, further work has been undertaken to map current interventions provided to this model in order to ensure service specifications cover all interventions required and to determine financial breakdown across the model. This process has identified current treatment interventions which would not fit within this model of contracts.

3.3. Additional Contracts

The DAAT currently commissions two services from Barts Health, based at the Royal London Hospital. These services are the Specialist Midwife service and the Alcohol and Drugs Service.

3.3.1. The specialist midwife service is responsible for ensuring pregnant drug / alcohol users engage appropriately in drug / alcohol treatment as well as maternity services. This population is often hard to engage in both service areas and pose significant risk to themselves and their unborn

child. This service could only run effectively from the Royal London Hospital as part of the current midwifery team and therefore would not fit within one of the proposed contracts. The post is an integrated part of maternity services provision within Barts Health and provides general maternity services to women with substance misuse issues as well as specialist support for other midwives in the unit. The rest of the maternity service is funded by CCGs and we have no contractual arrangement with Barts Health or funding available for general maternity services and do not wish to fund a wider maternity service structure for this cohort of service users. The interventions delivered via this role do not sit independently of the rest of the maternity service and therefore may not be delivered by an external organisation and if there were no contractual arrangement with Barts Health, there would be no agreement in place for them to work with the commissioned service, thus presenting challenges around data sharing and patient access. The service must be based in the Royal London Hospital as that is where most residents of Tower Hamlets access maternity services. Therefore this service is essentially an enhanced level of service provision within Barts Health. It is proposed that the current contract for this service is extended for a period of up to 9 months (in line with extensions for other substance misuse service contracts) during which other options for purchasing this service will be investigated. This investigation will include work with the CCG (as commissioner of maternity services) to consider how substance misuse services can be integrated into currently commissioned midwifery services as well as researching market options and provision in other boroughs. The funding associated with this service (£43k per annum) has not been included in the indicative value of lots 1, 2 and 3 in the current procurement exercise.

- 3.3.2. The Alcohol and Drugs Service at the Royal London was developed as a response to the recommendations for high impact changes identified in *Signs for improvement – commissioning interventions to reduce alcohol-related harm (DH 2009)*. It is recommended that every acute hospital has an alcohol health worker or alcohol liaison nurse to manage patients with alcohol problems within the hospital and liaise with community services. In Tower Hamlets the role of these nurses has been expanded to also cover patients attending RLH with an Opiate addiction. The service has been successful in identifying and referring individuals into drug /alcohol community services, often for the first time. The service also has a role in educating staff within the hospital and promoting universal alcohol screening. The service is situated in the Royal London Hospital to enable opportunistic screening and proactive interventions for Tower Hamlets residents presenting at RLH A&E, many of whom may not have disclosed their issues with drugs/alcohol in any other setting. There is no other A&E service in Tower Hamlets and therefore the nurses must work within the Royal London Hospital. This service can only work with Barts Health employees in post to ensure access to patients and facilitate policy development across the whole Trust. In order to effect the change in culture and policy across the Trust that is required to deliver effective drug / alcohol interventions, the

provider needs to be embedded within clinical governance structures of Barts Health. Tower Hamlets Community Alcohol Team currently provide satellite clinics within RLH but are not able to access wards or patients without a member of Barts Health and they have no role in training or policy development. If an external provider were to be commissioned, there would be no contractual arrangement with Barts Health and therefore no agreement in place for them to work with the commissioned provider thus presenting challenges around data sharing and patient access. It is essentially an enhanced level of service provision within Barts Health. It is proposed that the current contract for this service is extended for a period of 9 months (in line with extensions for other substance misuse service contracts) during which other options for purchasing this service will be investigated. This investigation will include work with the CCG (as commissioner of emergency services) to consider how substance misuse services can be integrated into currently commissioned emergency services as well as researching market options and provision in other boroughs. The funding associated with this service (£100k) has not been included in the indicative value of lots 1, 2 and 3 in the current procurement exercise.

3.4. Decommissioning

Whilst the proposals have previously focused on community treatment, there is a significant amount of investment made in residential services (inpatient detoxification and residential rehabilitation). Currently, most funding for residential treatment is agreed via the DAAT tier 4 panel and places secured on a spot purchase basis. These placements are determined according to need and may be situated in Tower Hamlets or across London or anywhere within the UK. Uniquely in Tower Hamlets, the DAAT also commissions an inpatient detoxification Unit, the Harbour Recovery to provide self-referral access to male, non-injecting Opiate users with no significant physical or mental health issues. This facility was originally commissioned in 2007 to attract into treatment BME drug users across the borough which hitherto had tended to access treatment in their country of origin or via private providers. More recent information shows that the target groups are now more likely to access treatment interventions in the UK.

3.4.1. The case for decommissioning the Harbour Recovery Centre is three-fold:

- i. Despite continuous work conducted by the provider and Tower Hamlets DAAT, the service model is not as successful as we would like at delivering successful completions from treatment. It perpetuates multiple instances of self referral without securing commitment to and engagement with a programme that breaks dependency. Stand-alone detoxification interventions without follow-up treatment are not recognised as good practice and the Harbour Recovery Centre has for some time been under the scrutiny of the National Treatment Agency and subsequently Public Health England.

- ii. The unit is relatively small and due to the staffing requirements of a residential facility is expensive in terms of unit price. The provider has indicated that the funding provided by LBTH does not cover costs and is subsidised by the Salvation Army (the current provider). This has meant LBTH reducing the number of beds commissioned from 8 to 6 and therefore the unit can now potentially be used by other commissioning bodies. In practice, there has been no interest in commissioning the other beds and Tower Hamlets utilisation rates are decreasing. The DAAT have undertaken a review of service costs and we do not believe there are any further cost efficiencies that can be made by the provider. The current annual cost of the service is £544k for approximately 146 admissions annually equating to £3723 per admission. The average cost per admission across other detoxification units utilized is £3529. If access were limited to individuals demonstrating the commitment required to benefit from this intervention long term, the bed utilisation would decrease and cost per unit would increase accordingly.
 - iii. The proposed reduction in Public Health Grant allocated to drug / alcohol services (£500k) will have an impact upon the quantity and quality of drug / alcohol treatment interventions offered in Tower Hamlets. A minimum saving of £28k per annum could be achieved by decommissioning this service whilst still offering the same number of inpatient detoxification episodes on a spot purchase basis at facilities elsewhere. Furthermore, if access were via the tier 4 panel process, there would be fewer inappropriate admissions and therefore opportunity for further saving. This would reduce the impact of the grant reduction on the wider treatment system whilst still facilitating the same level of residential provision where appropriate.
- 3.4.2. In consideration of the issues highlighted above, it is proposed that LBTH consults on the decommissioning of this service and utilising funding to provide access to other residential facilities on a spot purchase basis via the tier 4 panel application process. The funding associated with this service (£544k) has not been included in the indicative value of lots 1,2 and 3 in the current procurement exercise.
- 3.4.3. On presentation of this proposal to MAB on 23/09/14, the Mayor indicated that he wished to see a report that explored the potential for a move away from the spot purchase with regard to the re-procurement of substance misuse residential treatment provision towards a borough dedicated residential intervention service. This approach would have a number of basic benefits:
- The service would be directly controlled by and accountable to the Council
 - Lines of accountability for the Service to the Public would be clearer
 - Decision making specific to the service would be simpler

However, on balance the risks, as outlined below, tend to outweigh the potential benefits:

- A Tower Hamlets dedicated unit would not be cost effective.
- A unit with a small number of beds will always run at a high unit cost and we could not fill a larger unit by ourselves.
- A single Facility for Tower Hamlets would not meet the needs of a wide ranging treatment population
 - In order to meet wider profile of needs so that beds are not empty and so that there would not be a need to spot purchase, the unit would need to cater for drug users, alcohol users, men, women, complex mental health needs, physical disability, injectors, non-injectors. This is almost impossible and spot purchasing from a range of facilities is the only way to meet individual need.
 - The unit would need to offer a longer (evidence based) programme (at least 8 weeks) which may at times lead to long waiting lists within a small unit (current target for treatment start is within 3 weeks of assessment).
 - Many drug users seeking residential treatment are desperate to leave the borough as they are not able to sustain recovery whilst within their current networks. Residential treatment offers that break and a new opportunity where appropriate, but not if we were limited to a unit in the borough.

It should also be noted that there is already a detoxification unit in the borough. Greig House is based in the building next to HRC and is already utilised on a spot purchase basis for individuals who do not fit HRC criteria. Therefore individuals requiring inpatient detoxification in the borough could still be treated within the borough on a spot purchase basis without committing to an annual spend.

- 3.4.4. There is understandably concern that a withdrawal of funding for a dedicated inpatient detoxification unit in the borough for Tower Hamlets residents only could be perceived as a reduction in services for a vulnerable population. However, the funds currently invested in the Harbour Recovery Centre would continue to be invested in accessible residential treatment services (at a reduced cost) and would be utilised via more effective pathways to secure improved treatment outcomes.

3.5. Procurement Process

Option 3 as represented in Figure 3.1 was considered by the Strategic Competition Board and Lots 1, 2 and 3 will soon be advertised, subject to agreement of the available budget (see 3.6) and Cabinet agreement to commence procurement. Service specifications have been developed and reviewed by a number of key partners and include requirements related to the LBTH procurement imperatives. A consortium approach has been encouraged to ensure appropriate expertise, knowledge and competence and local knowledge can be maximised within service provision. Additional

support will be provided to ensure smaller third sector providers may be supported to engage in this process appropriately.

- 3.5.1. A consultation exercise has been undertaken with stakeholders, service providers and service users and there has been broad approval for the changes proposed.
- 3.5.2. A business case has been presented for Health E1 and agreement achieved for this service to be commissioned within the new treatment system.
- 3.5.3. Pharmacy enhanced services will be contracted using the terms and conditions currently in development for other public health services provided by community pharmacies in Tower Hamlets.
- 3.5.4. GP services will be commissioned via the CCG or, if ready in time, via the GP provider arm.
- 3.5.5. Current contractual provision of drug / alcohol treatment services was extended via Mayoral Decision to 31/12/14 with a commitment to establish mobilisation dates for new services prior to that date, commencing in late 14/15. These dates were noted in the Cabinet paper of 23rd July. Upon presentation at Strategic Competition Board and on the advice of procurement and legal colleagues, timelines were developed to facilitate a consideration of contract award at the March Cabinet and a mobilisation date for new services in April / May 2015. The original timetable has now been subject to some delay whilst the level of available funding was discussed. An April / May mobilisation date was dependent upon advertising the services to be tendered in September 2014. This date is now not achievable and a new timetable will be developed once a date to advertise is agreed which must allow sufficient time for some development of the local market to facilitate the formation of meaningful partnership / consortia arrangements. A Mayoral Executive Decision report has been submitted to request a 9 month extension of current services to 30/09/15.

3.6. Treatment Services Budget

- 3.6.1. There has been a proposal submitted and agreed to reduce the drug / alcohol budget by £500k to contribute to the savings required across the Public Health Grant.
- 3.6.2. This suggestion has been considered by officers and the majority of the saving can be achieved without reducing funding to frontline services. The funding reduction required within frontline services is considered to be manageable within the re-procurement process which will generate some cost efficiencies via reduced management costs and overheads.
- 3.6.3. An Equalities Analysis has been completed in light of the proposed funding reduction and has been provided at Appendix 1.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 A savings target of £500k has been set as part of the Medium Term Financial Plan that will be delivered through a reduction in the drug/alcohol commissioning budget which currently stands at £7.4m. There is currently sufficient provision within the existing budget envelope to manage the contracts extension, if approval is given to the 30th September 2015. However, this will mean that the planned savings reduction will not be fully realised in 2015/16.

5. LEGALCOMMENTS

- 5.1 The value of the lots proposed to be tendered is above the OJEU threshold and, consequently, the Public Contracts Regulations 2006 apply. The extent of the application of the Regulations is limited, however, because the services are “Part B” services within the meaning of those Regulations. In the circumstances, the Council is required to:
- follow a fair and transparent process
 - undertake a reasonable level of advertising; and
 - place a final award notice in the Official Journal of the European Union.
- 5.2 The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council’s best value duty. One of the ways in which the Council achieves best value is by subjecting its purchases to competition in accordance with its procurement procedures and the Public Contracts Regulations 2006. The proposed tendering of lots 1 to 3 should meet these requirements.
- 5.3 It is proposed that there be direct contract awards to Barts Health to continue provision of –
- specialist midwifery services to women with substance misuse issues as part of the wider midwifery service at the Royal London Hospital; and
 - opportunistic screening and proactive interventions as part of the accident and emergency service at the Royal London Hospital.
- 5.4 In each case, the proposed direct awards are to be limited to 9 months to enable consideration to be given to future commissioning intentions. The values of these contract awards will be below the threshold set in the Public Contracts Regulations 2006 for compliance with the requirements of EU law for public procurement. The services in question are also Part B services and would be subject to more limited application of the Public Contracts Regulations (as set out in paragraph 5.1 above) even if the values did exceed the EU threshold.

- 5.5 The Council is required to comply with its best value duty in relation to the proposed awards to Barts Health. Consideration will need to be given to whether the direct awards will achieve this, having regard to the matters set out in the body of the report. The direct awards will require waiver of the Council's procurement procedures and Cabinet should first be satisfied that one of the grounds for waiving those procedures is made out. Relevant grounds for consideration are set out in section 12.1 of the procurement procedures and include the following:
- 12.1(a) the nature of the market for the works to be carried out or the supplies or services to be provided has been investigated and has demonstrated that only a single source of supply is available, or it is otherwise clearly in the Council's interest to do so
- 5.6 There is material in the report on which Cabinet may conclude the direct awards would fall into this description.
- 5.7 It is suggested that a level of spot purchasing may be carried out to meet needs currently provided by the Harbour Recovery Centre. If this is the case, the Council is required to find an appropriate way to subject these purchases to an appropriate level of competition as the combined value of the spot purchases may be significant and attract the application of the Public Contracts Regulations. In any event the Council must comply with its best value duty as outlined in paragraph 5.2 above. The Council may consider procuring a framework of spot providers to be used on an "as and when required" basis to facilitate the spot purchases and provide for the spot purchases to be subjected to competition quickly. This would need to be done in accordance with the requirements of the Public Contracts Regulations and the Council's procurement procedures.
- 5.8 When carrying out the procurement exercise, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't (the public sector equality duty).
- 5.9 The report indicates that a level of equality analysis has been conducted which indicates that a budget cut would adversely impact on protected groups. This does not necessarily mean that cuts cannot be made, although consideration would have to be given to whether the impacts are proportionate and the extent to which they may or may not be managed.
- 5.10 It is proposed that further analysis be carried out in relation to decommissioning the Harbour Recovery Centre. If the decommissioning is likely to impact on service users, then the requirement to have due regard to equality impacts will require that consultation be carried out in order to understand fully and respond to any likely impacts.

- 5.11 The Council is required by the Public Services (Social Value) Act 2012 to consider: (i) how what is proposed to be procured might improve the economic, social and environmental well-being of Tower Hamlets; and (ii) how, in conducting the procurement exercise, it might secure such improvement. Consultation may be required on these issues.
- 5.12 Any consultation carried out should comply with the following criteria: (1) it should be at a time when proposals are still at a formative stage; (2) the Council must give sufficient reasons for any proposal to permit intelligent consideration and response; (3) adequate time must be given for consideration and response; and (4) the product of consultation must be conscientiously taken into account. The duty to act fairly applies and this may require a greater deal of specificity when consulting people who are economically disadvantaged. It may require inviting and considering views about possible alternatives, including other areas in which savings may be made.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. The current treatment system within Tower Hamlets has been successful in attracting a wide range of individuals into treatment across the equality strands. Within the large number of services commissioned there are specialist services for BME clients (with a focus on Bangladeshi and Somali individuals), female clients, pregnant clients and clients with mental health issues. Commissioning a simplified structure would mean fewer specialist provisions. However, within the procurement process there will be requirements for providers to determine how best they will incorporate the needs of such populations. Providers will be encouraged to form consortia or sub-contract with other providers and provide services in a flexible manner from a wide range of venues to ensure specialism is incorporated into their service offer. Once contracts are awarded there will be performance targets for engaging targeted populations based upon the equality strand data that has been collected over the last three years.
- 6.2. Whilst the current treatment system has been successful in engaging known populations of drug / alcohol users, there are still a number of groups not engaging in treatment. For example, it is well documented that problematic drug / alcohol use is more prevalent within populations such as homosexual men, Chinese, Eastern Europeans, students / young adults, high earning individuals, than the demand presented to our current services. In the current financial situation, it will not be possible to initiate specialist services for each new population that demonstrates a demand for treatment services and therefore a more flexible approach should be developed to target emerging population needs.
- 6.3. The Harbour Recovery Centre has traditionally offered a service mainly to Bangladeshi drug users and therefore decommissioning this service will be most significant for this population. However, over recent years the client profile has become much more mixed. Decommissioning this service has

been proposed to improve the outcomes of service users accessing tier 4 treatment.

7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 7.1 There are no major environmental implications within this proposal but bidders for services will be requested to demonstrate their commitment to contributing to a sustainable environment.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1. There is now an urgent need to re-procure to avoid legal challenge with regards to current contracts. Hence the procurement project necessary to mitigate that risk.
- 8.2. Re-procurement on such a grand scale will inevitably result in some disruption to services for a short period of time. A comprehensive implementation plan will be developed to manage this risk.
- 8.3. It is anticipated that the new structure of the treatment system will attract a wider range of service users with drug / alcohol issues and therefore improve access to treatment. The structure should also facilitate improved quality of service delivery, resulting in improved outcomes. This increased demand should be anticipated and monitored to ensure capacity within the system is maintained within a reduced financial envelope.

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 9.1 Problematic drug / alcohol use within the borough contributes significantly to crime and anti-social behaviour across the borough. Treatment interventions are funded on the basis that they prevent further health harm and costs associated with crime. In Tower Hamlets, it is estimated that every £1 spent on drug treatment saves £2.82 in health and crime costs. This is based upon current performance of the treatment system and a more effective system with improved outcomes would increase this cost benefit. Latest data shows that 23% of referrals into the treatment system are via criminal justice agencies (police, probation, prison).

10. EFFICIENCY STATEMENT

- 10.1 The current treatment system configuration does not offer good value for money. Re-procurement of the treatment system as proposed will facilitate lower management / administration costs which may be re-invested in frontline staff and recovery focussed services resulting in lower case loads and facilitating improved performance.
- 10.2 The budget reduction of £500k will be achieved via reducing non-frontline service costs (e.g. equipment costs, testing services) and through efficiencies generated by integrating services across the borough.

- 10.3 The DAAT team is currently carrying a number of vacant posts. A restructure of the team will be carried out once the model of treatment provision to be procured is determined. A team can then be built around the requirements of the service and will generate a saving of at least £60k per annum.
-

Linked Reports, Appendices and Background Documents

Linked Report

- Public Health Savings Programme.

Appendices

- Appendix 1: Equalities Analysis

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- None

This page is intentionally left blank

Equality Analysis(EA)

Financial Year
2014/15

Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose

(Please note – for the purpose of this doc, 'proposal' refers to a policy, function, strategy or project)

See
Appendix A

Current decision
rating



Substance Misuse Commissioning Intentions – Next Steps (V2)

The aim of the proposal is to reduce funding to drug and alcohol treatment by £500k in order that it may be utilised elsewhere as part of the Public Health Savings Programme. This reduction would be achieved via reprocurement of the treatment system modelled to achieve better treatment outcomes for residents in the treatment system, improve overall performance of drug and alcohol services in the borough, attain better value for money and respond better to local needs.

MAB is requested to consider and comment on:

- The proposal to commence consultation around the decommissioning of the Harbour Recovery Centre.

MAB is requested to note:

- The revised timescale outlined in the report.
- The amended proposed grant reduction and consider this amended Equality Analysis relating to these savings following presentation at MAB SARP.
- That (subject to comments / amendments) this report will progress to Cabinet.

Conclusion - To be completed at the end of the Equality Analysis process

(the exec summary will provide an update on the findings of the EA and what outcome there has been as a result. For example, based on the findings of the EA, the proposal was rejected as the impact on a particular group was unreasonable and did not give due regard. Or, based on the EA, the proposal was amended and alternative steps taken)

Name:

(signed off by)

Date signed off:

(approved)

Service area:

Communities, Localities and Culture

Team name:

Drug and Alcohol Action Team

Service manager:

Rachael Sadegh

Name and role of the officer completing the EA:

Rachael Sadegh

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

Introduction

- The DAAT completed a Substance Misuse Needs Assessment in February 2014, which involved a variety of consultation exercises with stakeholders and service users. The needs assessment concluded that the re-procurement of drug and alcohol services in Tower Hamlets would be the appropriate way to improve future performance and achieve better value for money. NB this was based on the maintenance of the current budget base for the service.
- The DAAT was initially requested to review the potential for a £1m saving on the current budget. A n Equality Analysis was completed and raised concerns about the potential impact of such a budget reduction. A revised funding reduction of £500k has now been proposed and this Equality Assessment seeks to address the impact of this budget reduction.

Context

- The borough has complex need opiate drug users and a complex treatment structure. In recent months service users successfully completing treatment have decreased, re-presentations back into drug services have increased and new entries into treatment decreased. This trend means that performance compared to other boroughs in the same complexity cluster has worsened.
- The DAAT has access to good data and research about Tower Hamlets on the Borough Profile web pages. This information is setting the scene and provides an understanding of the different communities in the borough. However, we have only limited information about the local problematic drug using population and drug use in general. The majority of data comes from treatment sources, based on information about clients in the treatment system.
- The treatment system will be subject to re-procurement which will commence once a funding agreement has been reached.
- The majority of the reduction required will be achieved via reducing overheads and management costs via the integration of services, however some reduction to frontline service funding will be required.
- The Department of Health has announced that local authorities' public health funding for 2015-16 is expected to remain the same as last year, at £2.79 billion. The funding will remain ring-fenced to ensure it is used solely for improving public health. A further £5 million of funding has also been announced as part of the Health Premium Incentive Scheme (HPIS). The scheme is designed to reward local authorities that make improvements to their localities public health by providing cash incentives. Under the scheme, which will be piloted during 2015 and 2016, local authorities will be rewarded for meeting one mandatory national public health target, related to improving drug and alcohol services, and one local target of their choice.

Analysis

- In this EA we discuss primarily the impact on service users and staff in service providers. The information is taken from local monitoring reports provided directly from service providers and NDTMS data directly accessible via Public Health England.
- Consultation meetings with the community reviewing the plans for re-procurement have played a crucial role to inform this EA, widening our understanding of potential risks and impacts on service delivery and service users. Results of the consultation meetings with service users, service providers and GPs are discussed in this document.
- Both quantitative and qualitative information contributed to our analysis and are represented in our conclusions and recommended actions.

Section 3 – Assessing the Impacts on the 9 Groups

Please refer to the guidance notes below and evidence how your proposal impact upon the nine Protected Characteristics in the table on page 3?

For the nine protected characteristics detailed in the table below please consider:-

What qualitative or quantitative data do we have?

List all examples of quantitative and qualitative data available (include information where appropriate from other directorates, Census 2011 etc) Data trends – how does current practice ensure equality

Quantitative data available for EA

- Statistics from NDTMS (National Drug Treatment Monitoring System) contains information about who is in treatment and for what. Data about drug & alcohol use and treatment has been analysed extensively in the Substance Misuse Needs Assessment 2013/14. This data set is critical to assessing both service need and performance. It also supports an understanding of treatment demand to inform substance misuse intervention priorities for local partnerships.
- Data about the Tower Hamlets population – Access via Tower Hamlets Borough Profile web pages for statistics about the boroughs population including information from the National Census 2011.
- Results from service user questionnaire with 200 responses delivered as part of Substance Misuse Needs Assessment 2013/14 informing its recommendations
- Service user data from monitoring returns (latest data June / July 2014)
- Staff monitoring data provided by service providers (Q4 2013/14 and July 2014)

Qualitative information available for EA

- Substance Misuse Needs Assessment interviews with 29 stakeholders from service providers and DAAT staff. Interviews undertaken in Nov and Dec 2013.
- Four qualitative research focus groups in Dec 2013 with 36 clients with experience of a range of Tower Hamlet drug and alcohol services, including ISIS, THCAT, CDT and NAFAS.
- Consultation workshop with service managers 17th July 2014
- Consultation workshop with GPs, three session 22nd, 23rd and 25th July 2014
- Consultation workshop with Drug & Alcohol Network 23rd July 2014
- Consultation workshop with service user 24th July 2014

What is the equality profile of service users or beneficiaries that will or are likely to be affected?

Use the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups

Data shows that the profile of people in drug and alcohol treatment illustrates both similarities and differences when compared to the general adult population in the borough.

The data discussed in the document shows that the female population is under-represented in the treatment system while White British, Bangladeshi and Christian populations were marginally over-represented in treatment. In comparison, the White-Other groups appears to be under-represented.

Age matters when understanding drug treatment data; it is clear that the drug treatment population in Tower Hamlets is dominated by those aged 30 to 44 / 49.

Gender

In 2013/14 there were 1,685 adults in drug treatment, around 324 (19 per cent) were female clients and 1,361 (80 per cent) male clients. The female population is under-represented in

treatment and lower than the London average (24per cent) and national average (26per cent) in treatment. (Source: NDTMS 2013/14 All in treatment YTD)

The overall gender split of the 18 plus population in the borough was 51.7per cent males and 48.3 per cent females. (Source: Census 2011)

Age

Around 60per cent of clients in treatment during 2013/14 were aged 30-44, a strong overrepresentation compared to the proportion of residents in that age group according to the Census. Remarkably, more clients in Tower Hamlets aged 30 to 44 were in treatment compared to London (49per cent) and England (58per cent).

In Tower Hamlets, those aged 18 to 24 (6 per cent) were under-represented compared to London (9 per cent) and England (9 per cent).

The group of clients in treatment aged 45 and older in Tower Hamlets resembles closely the proportion of clients in England aged 45 and older. In comparison to London, the proportion of Tower Hamlets residents was actually lower. See table below.

Age group	Tower Hamlets	Tower Hamlets	London	England	Tower Hamlets
	All in Treatment - Total	All in treatment %	All in treatment (%)	All in treatment (%)	Census 2011 population 18 plus (%)
18 – 24	105	6%	9%	9%	19%
25 – 29	184	11%	12%	13%	20%
30 – 34	398	24%	17%	21%	17%
35 – 39	340	20%	16%	20%	11%
40 – 44	264	16%	16%	17%	8%
45 – 49	209	12%	14%	11%	6%
50 – 54	111	7%	9%	6%	5%
55 – 59	47	3%	4%	2%	4%
60 – 64	19	1%	2%	1%	3%
65 plus	8	0%	1%	0%	8%

(Source: NDTMS 2013/14 All in treatment YTD)

NB service users tend to come into structured treatment when their lives have become chaotic, their health has worsened and where they have to present because of their engagement in the criminal justice system. Additionally the borough's drug presentations are predominantly opiate based and this is generally a reflection of an older cohort of drugs users. It is clear however that the borough has younger drug and alcohol misusing populations. The treatment system is keen to ensure that this group has equal access to services and to ensure that their problematic substance misuse does not proliferate and / or begin to create greater harm both to them and the communities in which they live.

Race / Ethnicity

The majority of clients in treatment were White British (39 per cent), higher than the total population aged 18 plus of 35.7 per cent. Around 29 per cent percent of those in treatment were Bangladeshi which was again above the proportion of British Bangladeshi in the 18 plus population in the borough (25 per cent). In comparison, the Other White population was slightly under-represented in the treatment population. See table below. (Source: NDTMS 2013/14 All in treatment YTD / Census 2011)

Ethnicity	In treatment population Tower Hamlets %	Census 2011 – 18 plus population Tower Hamlets %
White British	39%	35.7%
White Irish	2%	1.9%
Other White	11%	14.9%
White & Black Caribbean	3%	0.8%
White & Black African	1%	0.5%
White & Asian	0%	0.9%
Other Mixed	1%	1.0%
Indian	1%	3.1%
Pakistani	0%	1.0%
Bangladeshi	29%	25.0%
Other Asian	1%	2.4%
Caribbean	3%	2.2%
African	2%	3.4%
Other Black	1%	1.1%
Chinese	0%	3.8%
Other	1%	2.4%
Not Stated	4%	N/A
Missing ethnicity code	1%	N/A

(Source: NDTMS 2013/14 All in treatment YTD and Census 2011 18 plus population by ethnicity)

Religion or Belief

Tower Hamlets has the highest percentage of Muslim residents in England – 35 per cent compared with a national average of 5 per cent. Conversely, the borough has the lowest proportion of Christian residents in England: 27 per cent compared with a national average of 59 per cent. The third largest group was the group with no religion with 19 per cent.

Recent quarter 4 monitoring data from drug and alcohol service providers indicates that Christian residents (41.6 per cent) were slightly over-represented in treatment while Muslim residents (26.4 per cent) were under-represented. The proportion of residents with no religion including Atheists of 17.6 per cent was close to the Census 2011 figure. See table below.

Religion	Religious belief of those in treatment
Atheist	0.3%
Buddhist	0.2%
Christian	41.6%
Hindu	0.3%
Sikh	0.3%
Jewish	0.1%
Muslim	26.4%
No Religion	17.3%
Other	13.6%

(Source: Tower Hamlets Quarter 4 monitoring returns 2013/14)

Disability

Census 2011, respondents were asked whether their activities are limited by long-term health problems or disability. They were able to choose between 'limited a lot', 'limited a little' and 'no'. Of over 254,000 respondents in the borough, 7 per cent stated that their day-to-day activities were limited a lot, and another 7 per cent stated they were limited a little.

Service providers in Tower Hamlets monitor the take up of treatment by disability. Recent quarter 4 monitoring returns indicate that around 12.2 per cent of clients in treatment had a disability. This would be close to the borough average of 14 per cent taken from the Census2011.

Gender Reassignment

The council does not hold information on gender reassignment in the borough. Service providers are monitoring the category to ensure that client data will be available in the future.

Sexual orientation

The council does not hold robust information about sexual orientation in Tower Hamlets. However, service providers monitor sexual orientation of those in treatment. Data indicates that 94.3per cent were heterosexual, 1.5per cent homosexual and 1.1per cent Bi-sexual.

Sexual orientation	Percentage
Heterosexual	94.3%
Homosexual	1.5%
Bi-Sexual	1.1%
Other	0.6%
Not Recorded	2.5%

(Source: Tower Hamlets Quarter 4 monitoring returns 2013/14)

Anecdotal evidence shows that drug use by MSM is high but does not show in the treatment data.

Marriage or civil partnership

Service providers monitor the take up of treatment by marriage & civil partnership. However the data is currently very limited. We believe that future improvement in monitoring will enhance our understanding of needs in this group.

Pregnancy and Maternity

Service providers monitor the take up of treatment by pregnancy and maternity. However the data is currently very limited. We believe that future improvement in monitoring will enhance our understanding of needs in this group.

A number of groups are known to be under-represented in treatment. A new treatment system model for re-procurement has been developed to drive increased engagement of these groups in treatment. However this relies upon increasing frontline capacity which requires continued levels of funding. It is known that different populations access treatment in different ways and have different preferences of intervention. Whilst the treatment system model to be procured will involve fewer contracts, the variety of interventions and specialisms needs to be maintained to ensure different populations access treatment and experience good treatment outcomes.

Reductions in funding to frontline services will impact upon ability to deliver higher quality, more intensive interventions to a larger cohort of people. However, this has been limited by the change in funding decision and can be managed largely outside of frontline services and by the generation of savings associated with reduced management and overhead costs.

Equalities profile of staff

Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are not directly employed by the council.

Any re-procurement process might involve changes to service providers or internal staff structures, depending on service needs and existing service delivery capacity. This section is focusing on the equalities profile of staff and potential risks.

As part of the re-procurement exercise, DAAT will seek a commitment from service providers to employ local staff and subcontractors as part of the Mayors *Workforce to reflect the community agenda*.

- **DAAT staff**
The DAAT team is a small team with currently 5 members selected on the basis of expertise. The team represents approximately the local community in terms of ethnicity and gender.
- **Service provider staff**
For this EA we used up to date monitoring equalities data about staff employed by service providers in the borough. The data relates to period June / July 2014.

The diversity of staff employed by service providers is a strong feature of local service delivery. Analysis indicates that the overall workforce is representative of the diverse Tower Hamlets communities. However, some exceptions were noted in the data and there is scope to address this in the future.

The data shows that women (58 per cent) are more likely to be employed in service provision compared to men (42 per cent), not unusual for the health and social work sector. The age data indicates that only 2 per cent of staff were between 18 to 24 years old. This might be caused by the existing low levels of entry position and lack of apprenticeships. The re-procurement exercise can be used to address this issue with the aim to create entry positions.

In terms of disability, it is noticeable that hardly any disabled staff were employed with current service providers. This will need to be addressed in the re-procurement exercise. In terms of sexual orientation, the current staff structure is close to the borough average.

In terms of ethnicity, the Bangladeshi group (18.2 per cent) was noticeable under-represented in staff employed by service providers. The White British (29.5 per cent) and White other (14.8 per cent) groups were slightly under-represented. In comparison, the Black African group(18.2 per cent) was strongly over-represented, mainly down to one employer, while the Black Caribbean group(6.8 per cent) was slightly over-represented in employment when compared to the Tower Hamlets population. See table below.

Ethnicity	Residents Aged 18 to 64	STAFF Service providers Aged 18 to 64
White: Total	51.5%	46.6%
<i>White: English/Welsh/Scottish/Northern Irish/British</i>	33.9%	29.5%
<i>White: Irish</i>	1.7%	2.3%
<i>White: Gypsy or Irish Traveller</i>	0.1%	N/A
<i>White: Other White</i>	15.8%	14.8%
Mixed/multiple ethnic group: Total	3.3%	3.4%
<i>Mixed/multiple ethnic group: White and Black Caribbean</i>	0.8%	2.3%
<i>Mixed/multiple ethnic group: White and Black African</i>	0.5%	0%
<i>Mixed/multiple ethnic group: White and Asian</i>	1.0%	0%
<i>Mixed/multiple ethnic group: Other Mixed</i>	1.1%	1.1%
Asian/Asian British: Total	36.0%	21.6%
<i>Asian/Asian British: Indian</i>	3.2%	1.1%
<i>Asian/Asian British: Pakistani</i>	1.0%	0%
<i>Asian/Asian British: Bangladeshi</i>	25.3%	18.2%
<i>Asian/Asian British: Chinese</i>	4.0%	0%
<i>Asian/Asian British: Other Asian</i>	2.5%	2.3%
Black/African/Caribbean/Black British: Total	6.6%	28.3%
<i>Black/African/Caribbean/Black British: African</i>	3.5%	18.2%
<i>Black/African/Caribbean/Black British: Caribbean</i>		6.8%

<i>Black/African/Caribbean/Black British: Other Black</i>	1.1%	3.3%
Other ethnic group: Total	2.5%	0%
<i>Other ethnic group: Arab</i>	1.1%	0%
<i>Other ethnic group: Any other ethnic group</i>	1.4%	0%

(Source: Population Census 2011, Staff data service providers July 2014)

In terms of religion and belief, staff of Christian faith with 36 per cent were over- represented compared to the Tower Hamlets population (27 per cent) while the proportion of Muslim staff (26 per cent) was lower than the Tower Hamlets average of 35 per cent. The proportion of staff with no religion (21.6 per cent) was close to the borough average of 29 per cent.

The staff equalities data shows that while the workforce is diverse, there is scope in some categories to achieve a workforce that better represents the Tower Hamlets community and in this respect, re-procurement could have a positive impact if staffing levels were increased. Clearly this would be limited by a funding reduction. The staff within Harbour Recovery Centre

However, there is the additional risk that changes in service provision might impact some projects with a unique staff structure. This unique staff structure might be caused by its targeted services and / or specific ethics and delivery philosophy. Any changes could result in an overall shift within the equalities categories leading to a less diverse workforce in the borough.

The staff profile of Harbour Recovery Centre, which may be decommissioned, represents particular ethnic and faith groups, namely Black African and Christian (currently over-represented across the system). However the total number of staff is small (10) and therefore there is not a significant impact on these groups

Barriers?

What are the potential or known barriers to participation for the different equality target groups? Eg- communication, access, locality etc.

- The DAAT understands the potential barriers to user engagement and treatment participation for the different equality groups in terms of communication and access. These barriers will be taken into account when commissioning service providers and formulating new performance targets.
- Interventions by drug and alcohol services in the borough will still need to focus and target needs in specific client groups including BME groups, women, hostel residents, people affected with homelessness or people with mental health issues responding to specific needs in communities. Many of these groups are reluctant to openly access substance misuse services for a variety of reasons and therefore new service specifications include additional interventions expected of providers in order to facilitate improved engagement in treatment across a variety of hard to reach groups.
- Additional communication will be needed to raise awareness of any changes in service provision targeting the following groups including:
 - BME groups
 - Female drug users / access to treatment for women
 - Sex workers
 - Alcohol users who do not mix with drug users
 - Drug use in the gay community
 - Drug users with mental health problems
 - Khat use in predominantly Somali community
 - Hostel residents
 - Homeless users/ rough sleepers
 - Domestic violence victims
 - Young adults 18 to 24
 - Support to families dealing with drug using family member

- *Access / location to services*

Any potential change in service provision might include the relocation of service providers and treatment centres. If this will be necessary, service users will need to be introduced to the new location which could result in some disruption of their treatment and potentially destabilise their recovery. The new providers will need to ensure that treatment and provision will not be unsettled.

If it is impossible to travel to treatment, providers should ensure that home visits are a serious option for service provision and this has been included in new service specifications.

Recent consultation exercises carried out?

Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups. Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

- Extensive consultation including focus groups and survey based research with relevant interest groups, service users, service providers and stakeholders were carried out as part of the Substance Misuse Needs Assessment 2013/14. The results informed directly the recommendations of the needs assessment which were used to inform the proposed re-procurement of local services.
- Various consultation sessions were delivered to consult on the preferred service commissioning model in the borough including three sessions with GPs, a consultation workshop with service managers of local drug and alcohol services, a workshop with the Drug & Alcohol Network and a session with the service user group.
- As part of the consultation workshops, participant agreed with the general direction of the plans and supported the proposals including:¹
 - the streamlined structure, easier to understand and navigate;
 - the clear journey from admission to recovery;
 - the overall recovery focus, and
 - increase of front line staff and level of outreach / in-reach.
- Workshop participants raised concerns about the re-procurement plans. The main concerns included:
 - location of services;
 - the flexibility of service delivery, out of hours availability including home visiting services;
 - the workability of the consortia approach;
 - maintaining the delivery of specific services including Blood Borne Viruses (BBV) or liver disease treatment;
 - risk of losing specialist workers and specialist services, trained staff with negative impact on client relationships;
 - are contract specifications robust enough to deliver results, and
 - TUPE arrangements and service disruption.

These concerns have been integrated into the service specifications by the DAAT as part of the re procurement exercise and will be further addressed in contract negotiations. The future service providers will be responsible to deliver drug and alcohol treatment that will mitigate those concerns.

Additional factors which may influence disproportionate or adverse impact?

Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- We have not identified any management arrangements which may have a disproportionate impact on the equality groups / 9 protected characteristics.

The Process of Service Delivery?

In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

- We anticipate that proposed changes to the service at full budget will ensure that more frontline staff are available to deliver drug and alcohol services in the borough. At the same time we are committed to maintain specific focus on key working, counselling and psychosocial interventions. New developments in service specifications for the new treatment system model include; Increased psychosocial interventions, robust care planning review processes, dedicated referral / outreach capacity for targeted populations, longer opening hours, home visits where appropriate, embedded family interventions, improved recovery support interventions integral to every service user's care plan.
- This approach assumes operating at the full budget seeking an increase of those in treatment, a better retention rate of clients and improved successful completions. Any reduction in funding will reduce capacity and limit engagement and / or effectiveness reducing the services to simply stabilising and maintaining clients and not supporting the key Public Health Outcome target of achieving drugs and alcohol free recovery.

Tier 4 residential detoxification and rehabilitation are not included in the re-procurement process. However this service would be impacted with this level of budget reduction. The provision is set to give clients access to residential detoxification and rehabilitation either in borough or in appropriate localities. These decisions are reached by the Tier 4 Panel who are formed through a multiagency partnership including clinicians, treatment providers and commissioners. In many cases clients work through their structured treatment to move onto residential detoxification and rehabilitation. Indeed for many this is seen as the panacea of their treatment. Nonetheless in a recovery orientated service residential detox and rehabilitation is an important instrument to secure recovery outcomes.

There is a proposal in place to decommission the Harbour Recovery centre (HRC) (subject to consultation) and instead purchase places for service users who would normally access the Harbour Recovery centre via spot purchase, approved at tier 4 panel. Ethnicity of service users accessing Tier 4 treatment including HRC is detailed below. Although, this would represent a shift in services, all populations would have the same access to tier 4 services.

Ethnicity			
	Harbour Recovery Centre	Tier 4 Panel	Total
Black	4	12	16
Bangladeshi/ Asian or British Asian	86	15	101
British	-	4	4
Mixed Ethnicity	5	4	9
White British/ White Irish	24	66	90
White Other	5	15	20
Somali	-	1	1
Not stated	2	1	3
Chinese	1	-	1
Other	1	-	1
Total	128	118	246

- This proposal will contribute to the One Tower Hamlets objectives of reducing inequalities and strong community cohesion and also supports the community plan themes 'A safe and cohesive community' and 'A Healthy and Supportive community'.

Value and impact of drugs and alcohol treatment

- The National Drug Treatment Monitoring System (NDTMS) has established a Value for Money (VfM) tool which essentially calculates the cost impact of drug and alcohol use to the borough if treatment services were not available.
- The model can review previous and future benefits of treatment (with the latter based on trends in service engagement over the last six years) to establish a strategic cost-saving estimate based on service provision and what this has saved the public purse in terms of crime, health and other societal costs which would have been generated by Opiate and / or Crack users (OCU) over the period of the model.
- Based on the latest estimate from NDTMS it is calculated that the cost of not treating drugs and alcohol users would be £23.7M.
- Based on the current levels of expenditure the net benefit of this expenditure would be £12.7m
- Thus for every pound spent on structured treatment there is a net gain of £2.82
- The impact of a £500k budget reduction in terms of this VfM calculation is hard to fully assess however it is safe to say that the ratio of net value will reduce.

Target Groups	Impact – Positive or Adverse	Reason(s)
Race	Adverse	<p>Service users</p> <p>The majority of clients in treatment were White British (39%), higher than the total population of 31% and the population aged 18 plus of 35.7%. Around 29% of those in treatment were Bangladeshi which was slightly above the proportion of British Bangladeshi in the 18 plus population in the borough (25%). (Source: NDTMS 2013/14 All in treatment YTD).</p> <p>However with a £500K reduction this will limit the range of new entrants coming into services and services could focus on opiate and extreme levels of alcohol dependency. This could mean that many presenting with non-opiates (including KHAT, cannabis and legal highs) do not access treatment. This would suggest that the service would return to a strong dominance of White British and Bangladeshi presentation and a reduction in virtually all other ethnic groups. This group will be disproportionately affected by this proposal due to its characteristics?</p>
Disability	Adverse	<p>Service users</p> <p>Current service users are overall representative of residents with a disability in Tower Hamlets. We anticipate developing strong links with mental health services improving services for those clients.</p> <p>The re-procured service will be tasked to work with high need groups in the borough. The consortia approach should ensure that the expertise of existing service provision in the borough will be retained. Even with a reduction in funding the proportion of disabled people entering services would remain broadly constant. However there will potentially be less opportunity for disabled people to access services with a reduction in funding.</p>
Gender	Positive	<p>Service users</p> <p>We know that women are less likely to enter the treatment system and will be specifically targeted by service providers.</p> <p>In 2013/14 there were 1,685 adults in drug treatment, 324 (19%) were female clients and 1,361 (80%) male clients. The female population is under-represented in treatment and lower than the London average (24%) national average (26%). (Source: NDTMS 2013/14 All in treatment YTD)</p> <p>Staff – We do not have sufficient information</p>
Gender Reassignment	Neutral - Positive	<p>Service users</p> <p>Currently we don't have enough information to assess the impact on the group. However, we anticipate, that with general service improvements, a positive impact will be experienced in this user group.</p>

		Staff – We do not have sufficient information
Sexual Orientation	Neutral - Adverse	<p>Service users</p> <p>It is difficult to estimate the size and profile of the lesbian, gay, bisexual and transexual (LGBT) population in the borough as sexual orientation was not a specific category used in the last Census. National surveys indicate that LGBT people make up around 10% of the population in London</p> <p>The council does not hold robust information about sexual orientation in Tower Hamlets. However, service providers monitor sexual orientation of those in treatment. Data indicates that 94.3% were heterosexual, 1.5% homosexual and 1.1% Bi-sexual.</p> <p>Anecdotal evidence shows that drug use by MSM is high. Moreover the emergence of ‘Chemsex’ is a growing problem in the borough. A £500k reduction in funding will reduce the capacity for the DAAT and its providers to provide effective targeted services for the LGBT community.</p>
Age	Adverse	<p>Service users</p> <p>Around 60% of clients in treatment during 2013/14 were aged 30-44, a strong over-representation compared to the proportion of residents in that age group according to the Census. Remarkably, more clients in Tower Hamlets aged 30 to 44 were in treatment compared to London (49%) and England (58%). In Tower Hamlets, those aged 18 to 24 (6%) were under-represented compared to London (9%) and England (9%).</p> <p>We know that age matters when accessing treatment. We understand the relationship between problematic drug use, age and treatment need. The aim of the new drugs and alcohol services will be to offer and provide successful treatment as early as possible in the life of a problematic drug and alcohol user. With a reduction in funding the capacity to support young adults through the treatment system will be limited</p>
Marriage and Civil Partnerships.	Neutral - Positive	<p>Service users</p> <p>Currently we don’t have enough information to access the impact on the group. However, we anticipate that with general service improvements, a positive impact will be experienced in this user group.</p> <p>Staff – We do not have sufficient information</p>
Pregnancy and Maternity	Neutral - Positive	<p>Service users</p> <p>Currently we don’t have enough information to access the impact on the group. However, we anticipate that with general service improvements, a positive impact will be experienced in this user group.</p> <p>Staff – We do not have sufficient information</p>
Other Socio-economic / Carers	Neutral - Positive	<p>Service users</p> <p>Currently we don’t have enough information to access the impact on the group. However, we anticipate that with general service improvements, a positive impact will be experienced in this user group.</p> <p>Staff – We do not have sufficient information</p>

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence or view that suggests that different equality or other protected groups (inc' staff) could be adversely and/or disproportionately impacted by the proposal?

Yes? No?

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added/removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. An EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Where you believe the proposal discriminates but not unlawfully, you must set out below your objective justification for continuing with the proposal, without mitigating action.

Any reduction in funding will limit the proposed improvements in drug / alcohol treatment across Tower Hamlets. The new treatment system model has been developed to improve levels of engagement, particularly amongst groups who do not currently engage well, as well as improve outcomes amongst service users. It is hoped that the model will be sufficiently flexible to cater for changing demands and increased expression of need due to streamlined treatment pathways. Whilst the model itself will generate savings via overheads and management costs, these funds should be invested in increased frontline capacity to achieve the desired outcomes. Caseloads across the borough are currently high and less than 50% of the borough's estimated Opiate and Crack users currently access treatment. A reduction in investment will limit outcomes and engagement to current levels which are not satisfactory. The level of reduction required has been reduced from £1m to £500k and work has taken place to ensure most of this reduction will be met without reducing provider services. However, it will impact upon wider promotional work undertaken at a borough level. The impact upon the groups identified will reveal as more pressure is placed on the system via increased access to treatment and therefore these impacts should be reviewed regularly to continually assess levels of capacity and therefore funding. Actions in section 6 are recommended to mitigate against these adverse impacts..

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes

How will the monitoring systems further assess the impact on the equality target groups?

- Service providers are already monitoring clients in treatment using the nine protected characteristics when possible. The data will be monitored as part of the contract monitoring approach.
- DAAT will update the existing monitoring sheet in time of the re-procurement to incorporate the latest version of Tower Hamlets equalities monitoring.
- The impact on equality groups will be reviewed regularly at Project Team and DAAT Board meetings.

Does the policy/function comply with equalities legislation?

(Please consider the OTH objectives and Public Sector Equality Duty criteria)

Yes? x

No?

If there are gaps in information or areas for further improvement, please list them below:

- The information for some of the protected characteristics is limited. Future monitoring will ensure that the recording will be carried out.

How will the results of this Equality Analysis feed into the performance planning process?

- Results of the EA will inform the target setting process and development of key performance indicators with the future drugs and alcohol services.
- Service providers will be asked to use equalities information to target outreach work and specific projects to respond to needs in different communities.


Section 6 - Action Plan


As a result of these conclusions and recommendations what actions (if any) will be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Better collection of feedback and data.	DAAT will update the existing monitoring sheet in time of the re-procurement to incorporate the latest version of Tower Hamlets equalities monitoring.	New monitoring forms introduced in time for the new providers to start The impact on equality groups will be reviewed regularly at Project Team and DAAT Board meetings	DAAT Information and Needs Analyst	
Explore greater representation of underrepresented groups in workforce as part of re-procurement process.	Ensure new contractual arrangements allow for diverse workforce including opportunities for young people.	Contracts and contract monitoring in place.	DAAT Commissioning Manager	
Ensure groups identified where a negative impact may be experienced are monitored regularly for uptake and effectiveness of services and implement service provider targets for those groups.	Implement and monitor new targets robustly		DAAT Commissioning Manager	
Produce annual needs assessment with particular regard to groups identified	Needs assessment Incorporation of emerging needs and under-represented groups in annual targets for providers	Completion and discussion of needs assessment at DAAT Board	DAAT Information and Needs Analyst	
Maintain awareness of caseloads and balance of proactive engagement activity with hard to engage groups	Quarterly monitoring and activity recording		DAAT Commissioning Manager	
Monitor budget utilisation and staff profiles in service provider agencies	Quarterly monitoring		DAAT Commissioning Manager	

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Suspend – Further Work Required	Red 
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy.	Further (specialist) advice should be taken	Red Amber
As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.	Proceed pending agreement of mitigating action	Amber
As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	Proceed with implementation	Green:

<p>Cabinet 4 March 2015</p>	
<p>Report of: Chris Holme, Acting Corporate Director - Resources</p>	<p>Classification: Unrestricted</p>
<p>Digital Inclusion Strategy and Action Plan</p>	

Lead Member	Cllr Aminur Khan, Corporate Director for Strategy, Policy and Performance
Originating Officer(s)	Ellie Kuper Thomas, Strategy, Policy and Performance Officer, Law Probity and Governance / Louise Russell, Service Head, Corporate Strategy and Equality
Wards affected	All wards
Community Plan Theme	One Tower Hamlets
Key Decision?	Yes

Executive Summary:

- 1.1. This paper contains the Draft Digital Inclusion Strategy and Action Plan.
- 1.2. Both the Tower Hamlets Fairness Commission and the Council’s Strategic Plan highlighted the need to make Tower Hamlets an “online borough”.
- 1.3. In addition, the push for digital is also emerging from central Government, who’s *Digital by Default Agenda* was launched in 2012. This agenda works to both incentivise citizens to go online by moving more information and services online and by obliging citizens to go online by making some services digital only. Of particular importance for Tower Hamlets residents are the new DWP Universal Job Match requirements which require residents in receipt of JSA to apply for jobs on line and the introduction of the Universal Credit, which can only be applied for online. Tower Hamlets has just been chosen to be in tranche one of the national roll-out, which is scheduled for March 2015.
- 1.4. Finally, one of the emerging themes from the Council’s future savings planning is *Resident-centred Service Re-design*, which includes the delivery of more online services.
- 1.5. Digital Inclusion can be viewed as an individual’s effective and sustainable engagement with Information and Communication Technologies (ICT) in ways that allow full participation in society in terms of economic, social, cultural, civic and personal well-being. Being digitally included is fast becoming an essential life skill and helping our residents to become digitally included is now a priority for the Council and partners.

1.6. This strategy and action plan respond to this challenge.

Recommendations:

The Mayor in Cabinet is recommended to:

1. Agree the Digital Inclusion Strategy and Action Plan (Appendix 1).
2. Note the partnership approach and consultation activity, outlined in section 3, which has helped develop the Digital Inclusion Strategy and Action Plan (Appendix 1);

1. REASONS FOR THE DECISIONS

- 1.1 This paper fulfils the commitment made by Cabinet in April 2014 in the “Response to the Tower Hamlets Fairness Commission” report and in the Council’s Strategic Plan to create and implement a Digital Inclusion Strategy.
- 1.2 Supporting our residents to be digitally included is becoming increasingly important due to Central Government’s *Digital by Default Agenda*; the range of financial, educational, employment and health benefits of being online and the growing preference of service providers to move more transactions online.
- 1.3 Demand for digital inclusion support is increasing and without a co-ordinated partnership strategy there is a risk that residents will be excluded from the benefits of digital inclusion, and may possibly risk losing access to some benefits and services.

2. ALTERNATIVE OPTIONS

- 2.1 The Mayor in Cabinet may choose not to agree the strategy. This course of action is not recommended as the need for a more co-ordinated and targeted partnership approach to tackling digital exclusion has been identified, particularly as demand for digital inclusion support services is increasing in response to the Government’s digital by default agenda and the evidenced benefits digital inclusion can provide.
- 2.2 The Mayor in Cabinet may choose to amend the strategy prior to approval. Should he wish to do so, any amendments should reflect local needs. The resource and equality implications of any changes will also need to be considered.

3. BACKGROUND

3.1. Why we need a partnership approach to tackling Digital Exclusion

Being digitally included is fast becoming an essential life skill and helping our residents to become digitally included is now a priority for the Council and partners.

- I. The social and economic benefits of digital inclusion include:
 - Employment Benefits
 - Financial inclusion
 - Education and learning
 - Overcoming social isolation and improving wellbeing
- II. Central Government's *Digital by Default Agenda* is moving more information and services online.
- III. Efficiencies for the Council, other public sector organisations and wider partners of offering services online.

3.2. The 3 elements of Inclusion

Access: To a computer, laptop, tablet or mobile and the internet

Skills: The ability to fully use the internet to access a range of services, requires a wide array of skills.

Motivation: A lack of understanding of the relevance and benefits of going online is one of the most frequent reasons given by residents who aren't online.

3.3. Who is excluded?

Older residents: Only 55% of those aged 50 and over have access.

Disabled Residents: Only 60% of disabled residents have access

Social Rented Tenants: Are less likely to have internet access (82%) compared with private renters (93%) or owner occupiers (84%).

Low Income households: Internet access was lowest (76%) for Tower Hamlets households from social class DE (which typically includes low income households) and highest for those in social grades AB and C1 (94% and 96%).

3.4. How we will overcome this exclusion:

- I. Develop the Tower Hamlets Get Online Campaign to promote the benefits of digital inclusion and the support available.
- II. Work in partnership with a range of organisations to improve co-ordination, mapping and learning between organisations
- III. Resident focused and flexible with different approaches for different excluded groups
- IV. Embed digital activities and learning across services and programmes
- V. Develop locality based solutions to address gaps in access and skills training

4. DEVELOPING THE STRATEGY

Tackling Digital Exclusion is a key priority for both the Council and other partners across the borough, many of whom already undertake work to promote digital inclusion.

The strategy and action plan have been developed and will be delivered in partnership with these organisations.

The following provides the background on the development of the strategy.

4.1. Digital Inclusion Workshop:

On the 26th of June 2014, the Corporate Strategy and Equality Service held a Workshop on Digital Inclusion. Over 40 participants attended, from a range of services and partners including:

Housing and Registered Providers
Third Sector Learning Providers and Advice Agencies
Idea Stores
Economic Development
ICT and Agilisys
Benefits

JCP
Public Health
Health Services
Communications
Children's Centres and Parental Support

The purpose of the workshop was:

- I. To understand the nature of digital exclusion in the borough
- II. To understand what work is already going on in the borough to increase digital inclusion
- III. To discuss ideas and options to increase digital inclusion in the borough
- IV. To agree shared priorities for digital inclusion

All the feedback and suggested actions have been fed into the development of this strategy.

4.2. Digital Inclusion Partnership Group:

In order to refine the actions from the Workshop and receive agreement from the range of delivery partners, a small Digital Inclusion Partnership Group has been established, with representation from the key services and partner organisations who will be involved in delivering the strategy.

This includes representatives from:

Housing and Registered Providers
Third Sector Learning Providers and Advice Agencies
Idea Stores
JCP
Economic Development
ICT and Agyllisis
Public Health and Adult Health
Communications
Children's Centres and Parental Support
Customer Access

This has held two meetings so far, with a third meeting planned for January to hear feedback from CMT and MAB.

The current action plan has been agreed by this group.

4.3. Consultation:

In addition to the Workshop and Partnership Group, additional consultation has been held with:

Local Voices, disability forum
Third Sector Advisory Group

Tower Hamlets Housing Federation
Interfaith Forum

The responses from these consultations have been embedded into the evidence base for the strategy and the action plan.

And has been planned for:

Tower Hamlets Health and Wellbeing Board
Head Teacher's Consultative
Digital Entrepreneurs
Linkage Plus

5. DRAFT ACTION PLAN:

5.1. Key principles

- I. Work in partnership with a range of organisations to bring co-ordination, mapping and learning between organisations
- II. Resident focused and flexible with different approaches for different excluded groups
- III. Embed digital activities and learning across services and programmes
- IV. Develop locality based solutions to address gaps in access and skills training
- V. The strategy should be linked to Partners' Digital Strategies, including the Council's, to ensure service design and ICT provision improve digital inclusion.
- VI. All elements should be underpinned by a shared Communications Strategy.

5.2. Full Report

The Digital Inclusion Strategy and Action Plan is attached as Appendix 1

5.3. Monitoring

The Digital Inclusion Partnership Group has agreed to meet at six monthly intervals to monitor the progress towards the action plan and organise any partnership activities, including communication campaigns and events.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1. This report asks Cabinet to agree the Digital Inclusion Strategy and Action Plan. There are no financial implications arising from the recommendation within this report.

6.2. The action plan included within pages 25-32 of the Digital Inclusion strategy provides an analysis of the key activities, the majority of which are expected to be funded through existing resources. Any requirements for additional funding will need to be approved through the Council's financial procedures.

7. LEGAL COMMENTS

7.1. It is proposed that the Council support improved infrastructure, such as Wi-Fi and computers, and that it provide support for job seekers and small businesses. The Council has power under section 1 of the Localism Act 2011 to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. As an individual may provide the sort of support which is planned, this is something that the Council may also do provided there is a good reason for doing so. The relevant justification is set out in the report and may be supportive of the Council's strategic objectives, as set out in the Community Plan and other strategies such as the employment and enterprise strategies.

7.2. The action plan proposes a range of adult learning measures. The Council has power pursuant to sections 15A and 15B of the Education Act 1996 to secure the provision for Tower Hamlets of full-time or part-time education suitable to persons who are over compulsory school age who have not attained the age of 19 (16 – 18 provision) and also to persons who have attained the age of 19. This may include provision for persons from other areas. The Council may do anything that it considers necessary or expedient for the purposes of, or in connection with, the provision of such further education.

7.3. When considering its approach to digital inclusion, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristics and those who do not (the public sector duty). An equality analysis is required which is proportionate to the exercise of any relevant function.

7.4. The "protected characteristics" under the Equality Act 2010 are as follows: age; disability; gender reassignment; marriage and civil partnership;

pregnancy and maternity; race; religion or belief; sex; and sexual orientation. The report sets out an intention to prepare specialised support for older residents.

- 7.5. The Council is not generally permitted to discriminate in favour of or against a protected group in the delivery of services. However, section 158 of the Equality Act 2010 permits the Council to take positive action where it reasonably considers that: (1) persons who share a protected characteristic suffer a disadvantage connected to the characteristic; (2) persons who share a protected characteristic have needs that are different from the needs of persons who do not share it; or (3) participation in an activity by persons who share a protected characteristic is disproportionately low. Positive action may be taken to overcome such difficulties, provided it is not prohibited by a statute other than the Equality Act 2010. There appears to be some justification in the report for the approach, but this will need to be further supported by the equality analysis.
- 7.6. The communications proposed in the action plan should be supportable either by the general power of competence outlined in 7.1 above, or by the Council's incidental power. By virtue of section 111 of the Local Government Act 1972, the Council has power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. This may involve expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights. In carrying out any communications, the Council should comply with the restrictions on political advertising and the Code of Recommended Practice on Local Authority Publicity, unless there are valid reasons for not doing so.

8. ONE TOWER HAMLETS CONSIDERATIONS

- 8.1. An Equalities Impact Analysis Screening has been undertaken and appended to the report (Appendix 2). This indicates that no target group will be adversely affected and most groups will be positively impacted. The action plan includes activities to help overcome any digital exclusion experienced by all residents, with particular targeted activities for those residents who may not be able to access mainstream activities.

9. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 9.1. There are no major implications for a green environment, however an impact of more residents being digitally included may be to reduce the need for printed material and help move towards a paperless Council.

10. RISK MANAGEMENT IMPLICATIONS

- 10.1. Supporting more residents to be digitally included will reduce one of the key risks around the implementation of Universal Credit.

11. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 11.1. Including e-safety training in digital learning provision will reduce the risk of residents becoming victims of online crime.

12. EFFICIENCY STATEMENT

- 12.1. The planned activity in the strategy is due to be funded through existing budgets. In addition improving co-ordination and co-operation between different partners will improve provision. Finally, digital services can be a more efficient way of providing services, supporting digital inclusion will increase the take up of more efficient online services.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix 1: Digital Inclusion Strategy and Action Plan
- Appendix 2: Equality Impact Assessment Screening

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

Officer contact details for documents:

- N/A

Get Online Tower Hamlets

**Tower Hamlets Partnership
Digital Inclusion Strategy and Action Plan**

March 2015 – March 2018

1. CONTENTS

1. CONTENTS	1
2. FOREWARD.....	1
3. INTRODUCTION	1
4. WHY WE NEED A PARTNERSHIP APPROACH TO TACKLE DIGITAL EXCLUSION	1
Strategic Drivers:	5
Wider Importance of Digital Inclusion.....	7
5. WHAT IS DIGITAL EXCLUSION?.....	1
Access:	10
Skills and Confidence:	11
Motivation and Trust:	11
The Digital Exclusion Scale:	12
6. WHO IS EXCLUDED IN TOWER HAMLETS?	1
Introduction:	14
Excluded Groups:	15
Why are residents excluded?.....	16
7. TACKLING DIGITAL EXCLUSION: Current Activity.....	1
8. TACKLING DIGITAL EXCLUSION: Gap Analysis.....	1
9. TACKLING DIGITAL EXCLUSION: Action Plan.....	1
Key principles.....	23
Action Plan.....	23

2. FOREWARD

As Mayor of Tower of Hamlets I am committed to tackling exclusion in all its forms and as this report makes clear, digital exclusion will have an increasingly damaging impact on the lives of our residents. This is why I pledged in my Manifesto in 2014 to make Tower Hamlets an 'Online Borough: Set up WiFi zones and help more residents get online' through working with big IT providers to set up free and low-cost WiFi in locations across Tower Hamlets.

The Tower Hamlets Fairness Commission, in their 2013 'Time to Act' Report, spoke of digital inclusion as being "essential to creating a fairer environment in terms of both money and jobs...a fundamental utility that residents should not be without. It is true that online skills are fast becoming an essential life skill. From seeking and gaining employment, to helping your children with homework or to stay safe online, to staying in touch with friends and family to accessing essential government services, those who are not digital included are at a disadvantage.

There has never been better time to help residents get online. This strategy will help us to make that a possibility. Although it is mainly older people that are thought to be digitally excluded in the borough, we find that a large range of people in our borough are digital excluded. Shockingly, many of these people are disabled, and a disproportionate number come from lower income families.

The Digital Inclusion Strategy has been developed in partnership with key organisations in the borough including the Council, housing associations, the local NHS, community and voluntary groups. This partnership strategy will bring co-ordination and learning between organisations to embed digital activities and learning across services and ensure there is digital provision across the borough.

I want to ensure that residents feel confident and supported to go online and to take full advantage of the benefits that being online can offer to them. I want residents to have access where possible and most of all, for them to feel motivated and to understand how digital resources can make their lives easier. We hope that this strategy goes some of the way to doing that.



Lutfur Rahman

3. INTRODUCTION

The Tower Hamlets Fairness Commission and the Council's Strategic Plan highlighted the need to make Tower Hamlets an "online borough".

In addition, the push for digital is also emerging from central Government, whose *Digital by Default Agenda* was launched in 2012. This agenda works to both incentivise citizens to go online by moving more information and services online and by obliging citizens to go online by making some services digital only. Of particular importance for Tower Hamlets residents are the new DWP Universal Job Match requirements which require residents in receipt of JSA to apply for jobs online and the introduction of the Universal Credit, which can only be applied for online. Tower Hamlets has just been chosen to be in tranche one of the national roll-out, which is scheduled for March 2015.

Finally, one of the emerging themes from the Council's future savings planning is *Resident-centred Service Re-design*, which includes the delivery of more online services.

Digital Inclusion can be viewed as an individual's effective and sustainable engagement with Information and Communication Technologies (ICT) in ways that allow full participation in society in terms of economic, social, cultural, civic and personal well-being

Being digitally included is fast becoming an essential life skill and helping our residents to become digitally included is now a priority for the Council and partners.

This strategy and action plan respond to this challenge.

4. WHY WE NEED A PARTNERSHIP APPROACH TO TACKLE DIGITAL EXCLUSION

Strategic Drivers:

1. The Strategic Plan

Following the Mayor's manifesto commitment, the Council's Strategic Plan commits the council to: Develop proposals to respond to Local Support Services Framework

The delivery of this commitment, coupled with the recommendations of the Fairness Commission, outlined below, form the main basis for this strategy.

2. Fairness Commission

The Tower Hamlets Fairness Commission's report "Time to Act" highlighted the key importance of digital inclusion:

Achieving digital inclusion in Tower Hamlets is an essential element in creating a fairer environment in terms of both money and jobs. Access to the internet should be regarded in similar terms as access to water, electricity and gas – a fundamental utility that households should not be without. Tower Hamlets will not effectively tackle the poverty premium nor maximise access to job opportunities without reducing the number of people who can't access the internet.

The growing use of the internet by the majority of the UK population and the increasing number of services more efficiently, or only, available online means that digital inclusion is essential for social and economic inclusion.

In recognition of this importance the Fairness Commission recommended that:

Tower Hamlets becomes an online borough and that a partnership is developed in which local universities, and or the creative and digital industries, take the lead in making free access to wireless internet universal in Tower Hamlets. (Recommendation 2)

In response to this recommendation, the Council's Action Plan, agreed in Cabinet in April 2014 agreed to:

- Undertake research and analysis of digital exclusion in TowerHamlets.
- Increase internet connectivity on housing estates and in publicspaces, through commercial and/or public sector partnership.
- Develop and promote a package to support people to access theinternet.

3. Digital by Default

National Government has committed to a “digital by default” agenda in their Digital Strategy in November 2012¹. Through this the government aims to make digital services most citizen’s preferred option when using government services. The accompanying action plan includes:

- From April 2014, all new or redesigned transactional services will meet the Digital by Default Service Standard
- Policy teams will use digital tools and techniques to engage with and consult the public
- Collaborate with partners across public, private and voluntary sectors to help people go online

The actions set out in the strategy aim to reduce the number of people without basic digital skills and capabilities by 25% through incentivising citizens to go online by moving more information and services online and by obliging citizens to go online by making some services digital only.

Following the Government’s lead, Health information, employment opportunities, and other key services are also increasingly provided via digital channels.

A growing focus on online delivery increases the importance of ensuring that Tower Hamlets residents are able to access online services.

4. Universal Credit

In 2012 the Government announced that 25 ‘exemplar’ transactional services would become digital by default in 2015. Of these, the biggest impact will be felt by the new Universal Credit system, through which all benefits claimants will eventually have to apply. All applications have to be undertaken online and the system works in real time, requiring residents to alter their application as soon as their circumstances change. For some residents in irregular employment, that may require very regular online updates.

Tower Hamlets will be in tranche one of the Universal Credit national roll-out, in March 2015 which will have implications for all working age single people making a new benefit claim.

Department for Work and Pensions data suggests that 80% of future Universal Credit claimants, particularly younger people, are already online. However local anecdotal experience from front line services and advice agencies in the borough suggest that a high percentage of future local Universal Credit claimants will struggle to apply online. Ensuring residents are prepared for the Digital by Default agenda and are able to apply for those services moving online will be a key challenge for the Council and Advice Agency Partners.

¹<https://www.gov.uk/government/publications/government-digital-strategy/government-digital-strategy>

In addition Personal Independence Payments, Carers Allowance, Electoral Registration and Apprenticeship Applications are all moving online.

5. Council Objectives

There are many services provided by the Council and by other public sector partners where the most efficient provision, for most residents and the service provider, is online.

The Annual Residents Survey shows that for a growing number of residents, online services are their preferred way of contacting the Council. In June 2004, 21% of residents used email or the website to contact the Council in the last year, a number which has steadily increased over time, and 27% of residents would prefer to use this method in the future. The Budget Consultation Survey, carried out at the end of 2014, indicated that of all savings methods, the second most supported (30% of respondents) was to deliver more services online rather than face to face.

However, this use is not uniform across different groups: The Annual Residents Survey (2014) found that only 12% of residents in social housing; 15% of residents aged 50+; 13% of Bangladeshi and 12% of low income and low skilled (DE) households had used digital methods to contact the council in the last year.

Therefore as more services move online, it is crucial that residents are provided with the skills and access to use them. We know that some residents, especially some older residents, residents with disabilities and BME residents, as well as residents who live in social housing, may require significant support to be able to use online service. Positively across all groups there is a growing interest in using online methods to contact the Council in the future.

This Strategy and Action Plan is designed to accompany the Council's emerging Digital Strategy which will outline how the Council is planning to develop further online services and also the infrastructure required for the Council to provide further public access to online services.

Wider Importance of Digital Inclusion

In addition to the strategic drivers outline above, there is a wealth of research which outlines the benefits for citizens who are digitally included.

1. Employment Benefits:

These benefits are twofold. Firstly the need for digital skills within the workplace is increasing; 72% of employers stated they were unlikely to offer an interview to an entry level candidate if they did not have basic computer or internet skills² with the demand for digital literacy amongst employees increasing. Secondly job seeking is increasingly

²<http://www.tinderfoundation.org/our-thinking/research-publications/online-jobs-report>

moving online, with research from 2012 suggesting that 25% of jobs were advertised exclusively online³, a percentage which is likely to increase.

In addition, from March 2013, Job Seekers Allowance (JSA) claimants have been required to use the online Universal Jobs Match system to look for jobs. Failure to do so will result in sanctions.

2. Financial inclusion:

The range of retail, financial and comparison services available online means that goods and services are on the whole cheaper when purchased online.

Research for Race Online 2012, states that offline households are missing out on savings of £560 per year from shopping and paying bills online and that people living in the 3.6 million low income households which are digitally excluded are missing out on annual savings of over £1 billion a year from shopping and paying bills online.⁴

However to gain most of the benefits of shopping online, digital inclusion is not sufficient. Residents also require an accepted current account and debit card and for some services the ability to pay through direct debit payments.

Online banking also provides customers with accessible and instant mechanisms to manage their money. Many banks and independent applications enable customers to breakdown their expenditure improving ease of budgeting.

3. Education:

ICT and Computer courses in schools are now an established part of the curriculum. In addition there is an increasing requirement for children and young people to complete homework and assignments on computers.

Research suggests that children with computer access at home have better academic outcomes. A PricewaterhouseCoopers' ⁵ report estimated that if all digitally excluded children had at computers at home, GCSE performance could increase by 4.5%. However computer provision within the home is not in of itself sufficient to increase attainment and could instead be used for social media and gaming.

A generational digital divide also exacerbates the risk of children using a computer within the home unsupervised, with parents not understanding the possible risks and online dangers. This increases the need for more parents to become as digitally included as their children.

³<http://www.tinderfoundation.org/our-thinking/research-publications/online-jobs-report>

⁴<http://ukdigitalchampionmodel.com/wp-content/uploads/2012/04/Evaluation-of-UK-Digital-Champion-and-Race-Online-2012-vFINAL.pdf>

⁵<http://ict-industry-reports.com/wp-content/uploads/sites/4/2013/10/2009-Economic-Case-for-Digital-Inclusion-PWC-UK-Oct-2009.pdf>

In addition the National Institute of Adult Education⁶ suggests that digital inclusion also helps adult education. Their study found that adults with no internet access are three times less likely to take part in learning (just 6% reporting current participation), than adults with internet access (22% currently learning).

4. Overcoming social isolation and improving wellbeing:

Digital technology has the ability to help overcome social isolation, especially for some older or disabled residents, who are less able to leave their home on a regular basis.

A Cabinet Office study found that the prevalence of persistent social exclusion for older people without access to digital communication devices is almost three times as high as for those who have digital connections⁷.

Reducing isolation is not only beneficial in its own right, it also improves health and wellbeing, by keeping residents more active and engaged.

In addition a wide range of health services can also be provided online, including Skype consultations and health advice. This enables easier access to health support as well as reducing the cost of providing equivalent support. A recent large scale project by the Tinder Foundation and the NHS developed a range of pilot schemes (including one at Bromley by Bow Centre) to encourage those who are both digitally excluded and have low health outcomes to access online health information. Their evaluation suggested that “By supporting people to develop their digital skills for health, individuals have not only felt more empowered to better manage their own health, but these skills help people feel more confident, and reduced social isolation”⁸.

Wellbeing outcomes from using the internet are not limited to older or disabled residents, positive benefits are felt by all new internet users. For example, a poll of UK online Centre Users showed that 87% of respondents believe that the internet has changed their life for the better⁹.

⁶<http://ict-industry-reports.com/wp-content/uploads/sites/4/2013/10/2009-Economic-Case-for-Digital-Inclusion-PWC-UK-Oct-2009.pdf>

⁷<http://ukdigitalchampionmodel.com/wp-content/uploads/2012/04/Evaluation-of-UK-Digital-Champion-and-Race-Online-2012-vFINAL.pdf>

⁸<http://nhs.tinderfoundation.org/our-activity/>

⁹<http://www.tinderfoundation.org/our-thinking/research-publications/digital-divide-and-happiness>

5. WHAT IS DIGITAL EXCLUSION?

Measuring levels of digital inclusion is complex. There are primarily three key elements to inclusion:

Access:

Access to the internet is the basic pre-requisite for digital inclusion and comprises both access to hardware (a computer, laptop, tablet or smartphone) and the ability to go online (usually through a Wifi connection or through a data connection). This access could be at home or work, or through a public access computer at an Idea Store or Job Centre.

In addition specialist access for residents with different types of disabilities is key to overcoming digital exclusion. This includes hardware that is accessible to people with physical impairments, software appropriate to those with sensory impairments, reducing barriers to access for those with dyslexia and learning disabilities, and reducing the number of inaccessible (either in primary design, or due to compatibility issues with specialist disability software technologies) websites.

Access to the internet is often used as a proxy measure for digital inclusion. However there are several key reasons why this suggests an over-estimate of levels of inclusion.

Primarily, access does not mean use. As laptops, tablets and smartphones become increasingly cheap and more popular, residents are likely to own this technology or have it in their homes, without the skills or motivation to use it. This is especially true for families with children, who are more likely to be digitally literate than their parents.

Using smartphone ownership as a proxy for digital inclusion is especially problematic. Anecdotal evidence suggests that whilst residents may have smartphones with the capacity to access the internet, they are using them only to receive and make calls and to text message.

Finally, depending on the online activity, different types of hardware and different access points are more or less suitable. For example, whilst residents may be happy job searching on a computer in an Idea Store, they may be less comfortable filling in a

Universal Credit Claim on a public computer. Smartphones too provide limited capacity to enable complex online activity, such as e-learning or form filling.

Skills and Confidence:

The ability to fully use the internet to access a range of services requires a wide array of skills.

As well as requiring support to develop skills online, many users are fearful of doing something wrong when using a computer or accessing the internet. An Age UK study found that 'the main barrier appears to be a lack of understanding of and confidence with 'how it works'. A number of fears and anxieties were expressed about 'doing something wrong'.¹⁰

In addition to developing confidence using a computer and the internet, the skills required include literacy, especially understanding very specific digital vocabulary. For some younger digitally excluded residents, their main barrier may be language skills.

Skills levels required vary by the type of services accessed online. Some residents may already be comfortable accessing services such as Skype, which are extremely simple and intuitive to use. However internet banking or using comparison sites require a greater level of skill.

Motivation and Trust:

A lack of understanding of the relevance and benefits of going online is one of the most frequent reasons given by residents who aren't online. In the 2013 Office for National Statistics Opinions and Lifestyle Survey 59% of offline residents are not motivated and feel they do not need the internet. However, it is likely this lack of motivation may stem from fear due to a lack of skills and confidence. For those people experiencing more extreme disadvantage, including some disabled people, it may be that they do not see gaining access to the Internet as a priority in comparison with coping with day-to-day life.

¹⁰http://www.ageuk.org.uk/Documents/EN-GB/For-professionals/Computers-and-technology/Digital%20exclusion%20in%20later%20life%20-%20Research%20Report_pro.PDF?dtrk=true

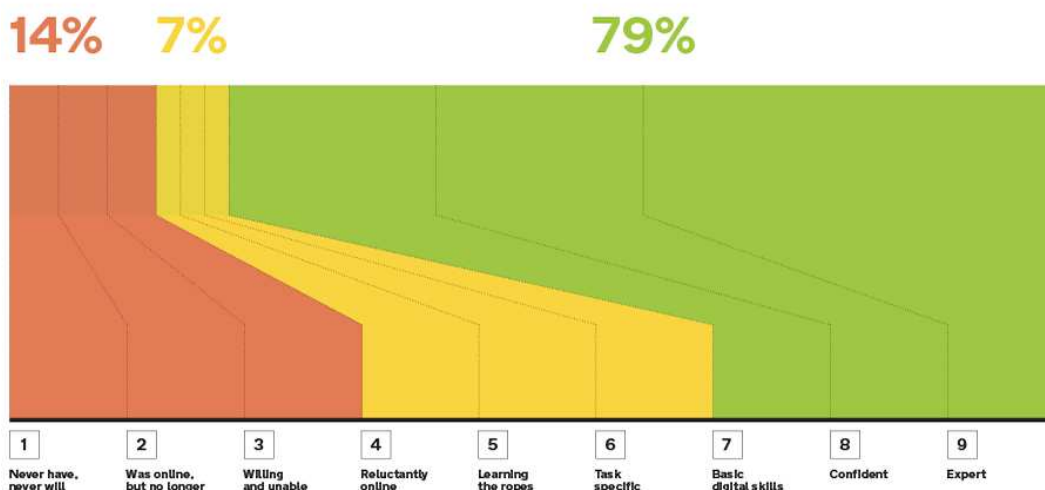
This lack of interest and understanding of the relevance of being online is most often expressed by older residents. Other people who are digitally excluded also often require support with overlapping social issues and needs.

Whilst the government’s move to digital for key services, including benefit applications, will force many residents to move online, motivating residents to use computers and access the internet for a wide range of activities will require a focus on activities residents wish to undertake, rather than have to undertake. There is a danger otherwise that digitally excluded residents will only go online to access a narrow set of services, perhaps relying on advice agencies or family members to support them.

A lack of trust in online services is also a key barrier which de-motivates residents to go online. The Department for Work and Pensions Identifies that nearly one in five people cite fears about data security as a reason they would not make an application for benefits online.¹¹

The Digital Exclusion Scale:

In recognition of the complex nature of inclusion and the varying degrees to which residents are digitally included, the Government’s digital service created a digital inclusion scale in 2013¹² for the whole of the UK population, based on the BBC GO ON UK survey. The different categories and the main characteristics of each group are explained below:



¹¹<https://www.gov.uk/government/publications/dwp-digital-strategy>

¹²<https://www.gov.uk/government/publications/government-digital-inclusion-strategy/government-digital-inclusion-strategy>

Never have, never will

This category predominantly includes older people or people who were born before digital technology became common and often have negative perceptions of the internet.

Was online, but no longer online

This category includes those users who may have lost trust in the internet or no longer require the internet to access a particular service or have lost access due to cost or reducing physical or mental capability. 90% of these people have someone to do online transactions for them (usually a friend or relative).

Willing and unable

People in this category predominantly have a positive perception of being online but have problems with a lack of access, confidence and skills. They are mostly 'empty nesters', with low skills and who struggle to learn. They may have low levels of literacy. Cost may also be a problem.

Reluctantly online

These people may be resentful of the internet. They associate it with being forced to learn something they find hard. For example, they may have had to go online for work or to claim benefits, such as Jobseeker's Allowance. Whilst they use the family computer (70% have children at home), they struggle to learn new computer or internet skills, despite help from children.

Learning the ropes

These users are predominantly very positive about the benefits of the internet and have willingly started to engage with digital technologies. They may still need help when they use digital services as they develop digital skills.

Task specific

This category predominantly includes people who can use certain digital services. Their tasks may include online banking or updating social media. These tasks are often limited and specific. These people have enough skills to be able to navigate online independently and perform all tasks at a basic level.

6. WHO IS EXCLUDED IN TOWER HAMLETS?

Introduction:

The local data available on levels of digital inclusion is heavily focussed on access, with some data available on use. However there is limited local data on why residents are excluded (access, motivation or skills).

Within Tower Hamlets general levels of access are similar to the London average. Estimates from the 2014 Tower Hamlets Annual Residents' survey suggest that around 86% of adults had access to the internet. This closely mirrors the findings by the Office for National Statistics on internet use, which estimates that 87% of adults in Tower Hamlets use the internet, compared to 88% of Londoners.

However it is likely digital inclusion is stratified within Tower Hamlets, reflecting the high levels of inequality on different scales within the borough. For example in the 2011 Census, Tower Hamlets had the highest level of online returns, 29% compared to a UK average of 16%. However this varied greatly across wards – with 39% in Millwall and 22% in Bow West.

The Tower Hamlets Annual Residents Survey also asked residents where they accessed the internet. The majority (82%) accessed it at home, with 38% having access at work, 9% at school or college and 7% at a Library or Idea Store. Of those with personal internet access, the majority had access via a laptop (81%) and two thirds said they had access via a mobile/smart phone (figure 3). One third of residents said they used a PC and a similar proportion used a tablet.

The use of smart phones is most popular with younger residents: 72 %of those aged 18-34 used a mobile for internet access compared with 35 %of the over 50s who used the internet (figure 4). Younger residents were also more likely to use a laptop than older residents to access the internet (83% vs. 66%).

Younger residents were more likely than older residents to use more than one method to access the internet than older residents. The average number of platforms used by residents to access the internet was 2.3 for 18-34 year olds compared with 1.7 for those aged 50 and over.

Finally, of those with internet access, most said they accessed the internet at least once a day (93%) and the most popular online activities were: email (80%); browsing for information about goods and services (79%); social media (68%); and buying and selling online (61%). The percentage of residents who currently use the internet for paying for Council services was 37%, well below the proportion who use internet banking (59%).

In addition, the survey conducted of 1,010 residents on behalf of the Council's paper East End Life by ICM asked residents if they have access to the internet, and if so, where. 90% said they had access, with 86% accessing at home, 17% at work, 2 % at an Idea

Store. The poll was also conducted in 2007 and 2009, and shows a rapid increase of residents who have access to the internet at home.¹³

Excluded Groups:

There are several groups who are significantly digitally excluded, both in the UK and in Tower Hamlets.

Age: Internet access and use is most strongly associated with age. According to the 2014 Annual Residents Survey, most (97%) of borough residents aged 18-34 had internet access compared with just over half (55%) of those aged 50 and over. This figure reduces even further to 21% when residents were asked if they used over 6 different internet activities a day. On average, of those aged 50 and over who did use the internet they only used 3.6 internet activities, the lowest of all groups.

Disability: Borough residents who are disabled or have a health problem were far less likely to have access to the internet compared with non-disabled residents with no health problem (60 vs. 90%). The prevalence of disability increases with age, so this is consistent with the findings on age. In addition, there is anecdotal evidence from local organisations that indicates that levels of exclusion are significantly higher for disabled people who are also part of another group, e.g. from an ethnic minority. The Annual Residents Survey does not have a large enough sample size to verify this information statistically robustly. It is also quite possible that rates will differ significantly for different impairment types.

Ethnicity: Data from the Tower Hamlets Annual Residents' survey suggests that Bangladeshi residents were a bit more likely to have access to the internet than White households (88% vs.85%). However, they were less likely than White residents to use online methods to contact the Council. Across all internet activities BME residents had lower usage than white residents.

Housing Tenure:Data from the Tower Hamlets Annual Residents' survey suggests that Borough residents in social rented housing were less likely to have internet access (82%) compared with private renters (93%) or owner occupiers (84%).

Social grade: Internet access was lowest (76%) for Tower Hamlets households from social class DE (which typically includes low income households) and highest for those in social grades AB and C1 (94% and 96%).

Use is also much higher across all activities among AB/C1 households, particularly for transactional purposes such as internet banking, or paying for council services online. For example, the proportion of households with internet access who use internet banking ranges from 73 %of those from ABC1 households down to 47 %of C2DE households.

Gender: Analysis of UK data for 2014, finds no significant difference in internet use between men and women among those aged under 65. However, a gender differential is

¹³http://www.towerhamlets.gov.uk/news__events/news/april_2014/no_town_hall_pravda_here.aspx

evident among older age groups: for example, 70% of women aged 75 and over had never used the internet compared with 53% for men in the same age group.

Finally, exclusion may be compounded for those individuals who have more than one of the above characteristics and may require a range of support to overcome multiple barriers to inclusion, including cost, specialist equipment and language skills.

Why are residents excluded?

Whilst we have only limited local data on why residents are digitally excluded, there are several national studies which provide this detail.

The 2013 ONS Opinions and Lifestyle Survey provides reasons why households do not have internet access at home. Overwhelmingly (59% of) residents are not motivated and feel they do not need the internet. 20% cite a lack of skills and a further 13% and 12% state that equipment costs and access costs are too high.

The Government Digital Inclusion Strategy, published in 2014, includes a more extensive list of reasons cited by non-users, compiled by LSE researchers.¹⁴

I'm not interested	82%
I don't have a computer	60.4%
I don't know how	60.3%
It's not for people like me	59.3%
It's too difficult	52.5%
It's not for people my age	50.3%
It's too expensive	42.6%
There's no connection where I live	40.4%
There's nothing interesting on the internet	38.7%
I'm worried about my privacy	35.7%
It's not useful	30.3%
It's too time consuming	26.6%
I'm worried about SPAM	16.5%
I don't have time	15.3%

Locally the Tower Hamlets Citizens Advice Bureau asked 150 service users, during April 2013 to March 2014 about their levels of digital inclusion. 57% of users have experience of using a computer, 24% graded themselves as having poor computer skills and 26% average. 61% had access to a computer or Wifi at home.

In terms of use, the majority had not applied for a job online (56%) or completed a benefits form online (88%). In terms of motivation to improve skills, 52% were not aware of computer courses available and only 48% would be willing to take part in an available course (however this may be due to the high levels of reported existing use).

¹⁴<https://www.gov.uk/government/publications/government-digital-inclusion-strategy/government-digital-inclusion-strategy>

Finally, whilst the borough has universal broadband coverage, there have been concerns raised by residents that the current broadband capacity in some areas is insufficient, leading to reduced bandwidth availability, slowing connection speeds. This is of increasing concern in areas with high development where higher demand is not yet matched by higher capacity. In order to encourage more residents to go online it is important that the service they can access is of the highest possible quality.

7. TACKLING DIGITAL EXCLUSION: Current Activity

An awareness of the importance of digital inclusion is not new and different Council services and partner organisations have developed different actions to support residents to become digitally included; providing free access and skills training to residents. Efforts to co-ordinate the work around digital inclusion in the borough led to Tower Hamlets' first participation in the annual UK Get Online Week in October 2014, with a series of events across the borough.

1. Idea Stores:

The borough's 2 Libraries and 5 Idea Stores provide the largest number of publicly accessible computers in the borough (approx. 300 machines) and also provide free publicly accessible Wifi at most sites. These are available to all residents, are fitted with accessibility hardware and software, and are open extended hours and at weekends. Staff currently provide adhoc assistance to new users, especially those referred by the job centre to use Universal Job Match. Core services are available online, including the catalogue, renewals, booking and joining. A wide range of digital resources are available online, including learning resources and e-reading through the 24 hour library and the Idea Store Online Directory, which provides a wide range of information about services available in the borough as well as health information.

2. Idea Store Learning:

Idea Store learning provide digital skills learning as part of the provision of ESOL, citizenship, job clubs and homework clubs. A new course for September is a 10 week course of digital inclusion for ESOL. This is in addition to starting to include digital inclusion skills for ESOL in all their courses, including pre-entry levels. All courses include a basic safety online course. They also provide 18 laptops and 18 tablets for use during classes.

3. Children's Centres

Several of the Children's Centres run Literacy, numeracy, IT skills and money mentoring classes are provided through drop-in sessions, set courses and one-to-one sessions on a weekly basis. Some classes are targeted at specific groups and some have crèche facilities.

4. Skillsmatch

There are 10 publicly accessible computers in the Skillsmatch office, with an additional 15 available for training and 12 available for job searches. Training is available on using online job searching tools, as well as digital skills for employment (such as email and CV writing).

5. Economic Development Service

In Cabinet in November 2014, the Mayor agreed to start the commissioning process for free Wifi Zones in the borough. This will deliver Wi-Fi networks in high-footfall locations

(e.g. town centres, transport hubs) which will be free for a limited period of time per day per user and provide universal free access to some websites. The network will be run by a commercial partner who will provide an income for the Council, which could be used to support more digital inclusion provision. This should be in place by 2016.

6. Benefits Service

The Benefits Service is currently encouraging new benefit applicants to apply in the first instance online and are receiving approximately 100 – 200 applications online a week, approximately 21% of the total. Wherever possible they are signposting and encouraging callers to use the online forms as part of the telephony service. They are about to launch an sms text service which sends the form link to smartphones.

7. Adult Social Services

The Council's Assisted Technology service started in November 2012 and supplies different devices to residents homes to improve independent living.

This year, the next stage of the project has started and one of the key areas of focus is reducing isolation for older and vulnerable people, especially those who are house-bound, through interactive technologies.

The project will support a small number of older and vulnerable residents within the community, to use new technology (probably tablets). The focus will be on videoing conferencing skills, both to increase socialising and also for health consultations. Learning from this small group, will inform rolling the provision out to more residents.

The aim of the project is to reduce social isolation and improve health outcomes. Social isolation is a common issue for older people. As a person ages, their familial and friendship networks shrink and the ability to socialise can diminish, for example, as a result of reduced mobility. Social isolation can be a factor in wider physical and mental health deterioration, leading to increased demand and requirements for health and social care services. This can impact on domiciliary and residential care, GP surgeries, A&E and wider hospital admissions.

The project is currently identifying suitable partners to help deliver the project, suitable hardware and software, and is developing guidance to support residents to use the technology.

8. Linkage Plus / Age UK:

Age UK East London has set up an IT project via the Tower Hamlets Older People's Reference Group. The project aims to help reduce social isolation and increase participation in the community via IT.

This has included group training sessions and they are now offering a home support short course for housebound residents. The provision is for 3 2 hour sessions.

Skills taught include online food shopping, Skype and health services.

9. Housing providers:

Many of the Borough's housing providers have publicly accessible computers, including Swan Housing, Southern Housing Group, Circle Old Ford, One Housing, Poplar Harca and Tower Hamlets Homes (at the Residents Resource Centre at Wingarret Street); Tower Hamlets Community Housing provide free public Wifi.

They also often provide skills provision, for example:

Tower Hamlets Community Housing provide free one-to-one sessions for those who are claiming benefits. The sessions are carried out by the community development team in THCH community centres. They are aimed at those without computer access at home or for whom language is a barrier. They can accommodate up to 8 individuals.

East End Homes sponsors 'Techmums' classes which teach internet safety and awareness. The classes are held weekly, and the techmum course lasted around 10 weeks. It is run through George Green's School. They also provide ESOL with integrated ICT courses.

Swan Housing provides a Digital Champions programme for residents to pass on their digital skills to excluded residents. Champions are provided with training and free laptops.

Southern Housing Group operates a Lend-a Laptop scheme and offers ICT training using the "learn my way" website.

Poplar Harca offers two free sessions a week of basic computer skills and using the "learn my way" website on a drop in basis.

Old Ford (Circle Anglia) also provide training and are a UK Online centre.

10. 3rd Sector Learning Providers and Advice Agencies

The Limehouse Project provides an online support project, which is used to develop residents' confidence and capability in making claims online, also allowing them to access advice and help by workers. The sessions are drop-in and are held twice a week.

In addition one of the ESOL classes provides learners with tablets through which the learning is delivered. At each class more functions are made available and at the end of the class the learner is able to keep the tablet.

Toynbee Hall provides drop in training support

The Bromley by Bow Centre, who are part of the UK Online network, has publicly available computers and provide drop-in classes to improve basic IT skills, accessing online health advice, and ability to fill out online forms/access information.

Realprovide unfunded drop in sessions to improve basic IT skills and ability to fill out online forms/access information staffed by volunteers. The sessions are run and cater to deaf and disabled people and people with long term health issues. Technology available

at Real includes a number of computers with adaptive technologies, including physical equipment and specialist software for supporting people with different physical impairments and sensory impairments (including sight loss).

Toynbee Hall is also seeking to provide drop in sessions for residents to get support with accessing a small number of public access computers and CAB are currently exploring how they can resource similar activities to support residents with on line claims.

The Stifford Centre are working with Swan Housing to deliver a digital literacy course for residents of the Exmouth Estate.

11. JCP

Job Centre Plus in Tower Hamlets have recently installed fifteen new public access computers in all their offices to enable the use of universal job match and online benefit applications.

12. NHS – Clinical Commissioning Groups

Tower Hamlets CCG have provided the technology for all GP surgeries to install WiFi. Roll out started in December and is due to finish by the end of March. This will give clinician access only but with the ability for the practices to extend the provision to enable public access. Installing public access WiFi will be the choice of individual surgeries and depend on a range of factors including space and facilities available in the surgery. The CCG will be encouraging surgeries to widen their WiFi access to give public access.

8. TACKLING DIGITAL EXCLUSION: Gap Analysis

It is clear that from the above activities that there are already a range of support options available for residents to improve digital inclusion. This mainly focuses on skills development, with some services also providing access, and with less work undertaken on motivation.

However there are gaps emerging:

1. Co-ordination:

There is no current co-ordinating mechanism for provision, especially skills training and 1:1 support which could benefit from better progression and referral routes.

2. Communication:

There is no current common borough wide branding of digital services and limited information provided to residents or services about current public access and skills training availability.

3. Provision:

Currently the Idea Stores and some of the housing providers and larger third sector organisations provide the core access and skills provision. This could be widened to other publicly accessible services, including schools, other Council services and additional third sector organisations.

Provision is not evenly distributed around the borough, with the Isle of Dogs and Bethnal Green and Bow currently under served for both access and skills training.

4. Targeting:

Most of the current provision is available to all residents, with some provision restricted to residents of housing providers and very little targeted to specific groups of need, be that job seekers, benefit claimants or other particularly excluded groups. Given the particular policy drivers around universal credit and access to key services, there are some groups which may need further targeted support.

In addition the research suggests that different approaches are needed to engage different key groups and that a more targeted approach maybe more successful.

Within the partnership, most organisations do not regularly collect data on who is digitally included, which reduces our ability to target support to those excluded and measure progress towards digital inclusion.

5. Engagement:

We know that most digitally excluded residents are excluded due to low levels of motivation. This is often due to believing they may not be able to pick up new skills or feeling that it has nothing to offer them. To overcome this, different forms of engagement and approach need to be developed to reach out to different excluded groups. Our current digital offer provides a limited attempt to use different partners and methods to engage.

9. TACKLING DIGITAL EXCLUSION: Action Plan

Key principles

- Work in partnership with a range of organisations to bring co-ordination and learning between organisations
- Resident focused and flexible with different approaches for different excluded groups
- Embed digital activities and learning across services and programmes
- Develop locality based solutions to address gaps in access, including disability-friendly access, and skills training
- The strategy should be linked to Partners' Digital Strategies, including the Council's, to ensure service design and ICT provision improve digital inclusion.
- All elements should be underpinned by a shared Communications Strategy

Action Plan

Key Actions:

1. Co-ordination:

- Create a co-ordination Group (similar to the External Partners Advisory Group for ESOL) to standardise digital training offer and referrals.

2. Communication:

- Develop a communications plan which will build on the Tower Hamlets Go Online Brand and Messaging.
- Launch Strategy and Action Plan with Partners to promote the importance of digital inclusion and ways to support residents.

3. Provision:

- Increase the number of public access computers and other devices in both Council and Partner's buildings, including some with accessible IT features.
- Increase the number and range of places residents can access free Public Wifi, in both Council and Partner's buildings and in residents' homes.
- Ensure there is digital skills provision in each locality area /LAP to increase the provision of taught courses, drop in sessions and 1:1 support

4. Targeting:

- Provide targeted support for residents most in need of Digital Skills, including for residents moving onto Universal Credit, Job Seeking Residents, Disabled Residents, Parents and Older Residents.

5. Engagement:

- Increase the number of organisations operating digital champion / buddy programmes, with Idea Store Learning supporting the exchange of best practice and learning.
- Embed Digital Learning in all learning provision, thereby reaching residents who may not sign up for digital learning.
- Provide more services online which are simple to use, to promote the convenience of online services.

The Complete Action Plan is below:

Focus: Improving residents' ACCESS to hardware and WiFi

Objective 1: Increase free public access to internet enabled computers and devices and free public access to Wifi

Action	Activities:	Target Date	Lead	Resource
1.1 Increase the number of public access computers and other devices.	Increase the number of public access computers and devices in Council Buildings, including the Town Hall, Children's Centres, One Stop Shops, Ideas Stores and Youth Centres.	Autumn 2015	ICT / Asset management	Seek external funding to pilot the use of tablets.
	Increase the number of public access computers in Housing Providers' Offices, Estate Community Centres, and in Youth Centres.	Autumn 2015	THHF Management Subgroup	Within Existing Budgets
	Encourage the provision of internet access and equipment to residents in sheltered housing, hostels and care homes	Autumn 2015	Sheltered Housing	Within Existing Budgets
	Encourage local Voluntary Groups, Faith Groups and Community Centres to provide public access computers.	Autumn 2015	Third Sector Advisory Group	Within Existing Budgets
1.2 Increase the number and range of places residents can access free Public Wifi	Provide free WIFI in public spaces in the borough	WiFi in place in 2016	Economic Development	Self-Funding and provides income for LBTH
	Enhance the provision of free WiFi in Idea Stores, Libraries and the Town Hall.	2015	ICT Digital Strategy	Within Existing Budgets
	Explore the possibility of providing free public access WIFI in all other council buildings	2015	ICT Digital Strategy	Within Existing Budgets
	Increase the number of Housing Providers' Offices, Estate Community Centres, and GP surgeries providing free WIFI access	Autumn 2015	CS & E THHF HWBB	Within Existing Budgets

			THCCG	
	Encourage local voluntary groups, faith groups and community centres to provide free WIFI access in their buildings.	Autumn 2015	THCVS / Third Sector Advisory Board	Within Existing Budgets
Objective 2: Help more residents to own internet enabled computers and devices and access WiFi at home				
Action	Activities:	Target Date	Lead	Resource
2.1 Encourage more organisations to provide equipment loans or give-aways	Explore the provision of tablets to residents, pre-loaded with information or applications including tenancy information, the ability to report repairs or to make decent homes choices	2015	THHF CIN to explore, Housing Providers to deliver.	Within Existing Budgets
	Provide more technology for learners	April 2015	Idea Store Learning / learning providers	Seek external funding from adult learning funders
	Work with the Council's Strategic ICT partner to provide recycled computers for Tower Hamlets organisations and residents.	End of 2015	ICT	No cost
2.2 Explore WIFI / fibre-optic internet provision within a social housing block	Housing Providers to explore existing models from providers including Community Fibre and Hyperoptic to determine feasibility for delivery in their housing blocks.	Summer 2015	THH / Gateway Housing / Swan Housing / Other housing providers	No revenue cost to the Housing Providers
2.3 Lobby for improved broadband infrastructure in the borough	The improved provision of utilities will be reflected in the refresh of the Local Development Framework.	2015	Planning and Building Control	No Cost
Focus: Help more residents to learn digital SKILLS				

Objective 3: Increase provision and improve standardisation of digital skills training				
Action	Activities:	Target Date	Lead	Resource
3.1 Ensure there is digital skills provision in each locality area /LAP to increase the provision of taught courses, drop in sessions and 1:1 support	Map provision and analyse gaps	Ongoing	CS & E	Within Existing Budgets
	Include Digital Skills Training in any new MSG funding round	2015	Third Sector Team	Within Existing Budgets and opportunity to use the income raised from Free Wifi provision.
	Create a co-ordination Group (similar to the External Partners Advisory Group for ESOL) to standardise digital training offer and referrals	Spring 2015	Idea Store Learning	Staff Capacity Required – Navigate project possible
	Share the Idea Store Learning digital module with Voluntary Sector organisations to deliver, including training around internet safety.	April 2015	Idea Store Learning	Within Existing Budgets
	Work with JCP to bid for funding for two digital co-ordinator posts to work with the third sector to work across the borough to improve the co-ordination, delivery and referral routes for the provision of digital inclusion work.	Autumn 2015	Economic Development	Flexible Support Fund
	Third Sector organisations to explore applying for additional external funding for more digital skills training	2015	Limehouse Project / Stifford Centre / Third Sector Advisory Board	External Funding Providers
3.2 Increase the number of	Idea Store Learning to host a Digital Champions / Buddies seminar to advertise existing buddying schemes and promote best practice,	May 2015	Idea Store Learning	Within Existing Budgets


organisations operating digital champion / buddy programmes	involving the Tinder Foundation			
	More organisations to establish Online Buddies Programmes and use buddies to teach skills on residents' own equipment (tablets/phones etc.)	September 2015	Idea Store Learning / Volunteer Centre / Housing Providers /	Within Existing Budgets
3.3 Embed Digital Learning	Include a digital element in all adult learning and training (ESOL, Employment, financial inclusion etc) delivered by Idea Stores	Ongoing	Idea Store Learning	Within Existing Budgets
	Include the provision of a digital skills element to all adult learning within any new MSG funding round.	2015	Third Sector Team	Within Existing Budgets
	Provide Training for front-line service workers in Idea Stores, schools, children's centres, one stop shops to use and deliver digital skills.	Spring 2015	Digital Inclusion Co-ordination Group	Pilot Universal Offer National Librarian Training in Idea Stores.
3.4 Promote online independent digital skills training	Install "Learn My Way" on all Council Public Access Computers	January 2015	Idea Store Learning	Within Existing Budgets
	Encourage other providers of public access computers to also install "Learn My Way"	Spring 2015	CS & E THHF Third Sector Advisory Board	Within Existing Budgets
3.5 Provide targeted support for residents most in need of Digital Skills	Work with services and partners to develop actions to help identify digitally excluded residents.	2015	Economic Development / Housing Providers / Skillsmatch / JCP / Children's Centres / Advice Agencies	Within Existing Budgets
	Develop a triage tool to identify digitally excluded residents, as part of the Integrated Support Service Project.	Spring 2015	Integrated Employment Service	Within Existing Budgets

	Work with front line staff to enable them to use the triage tool, at key engagement points, to be able to identify clients and users who may be digitally excluded.	Summer 2015	Integrated Employment Service	Within Existing Budgets
	Identify, using the triage tool, residents in receipt of benefits who will need support undertaking welfare claims online and refer them to training	Summer 2015	Integrated Employment Service via ESCW / Skillsmatch / JCP / Children's Centres / Housing Providers/ Housing Options / Benefits Service / Advice Agencies	Within Existing Budgets
	Provide support to be delivered in JCP officers or partners' offices specifically for online job seeking	Summer 2015	JCP	Within Existing Budgets or through additional funding through the Delivery Partnership Agreement with JCP in advance of Universal Credit
	Work with more schools to provide digital training to carers / parents and access to internet enabled computers, with a particular emphasis on online safety.	Ongoing	Parent Engagement Team	Offered as a procured service to schools
	Provide customised I.T training for people with particular disabilities	Spring	Real / Idea Store	Within Existing

	and access needs support and improve the provision of assisted technology across the borough.	2015	Learning/ Local providers	Budgets and opportunity to use the income raised from Free Wifi provision.
	Develop specialist support for older, isolated residents to access health and social care services online, as well as learning online skills to stay connected and promote independence.	After the first stage of the Age Uk pilot	ESCW Assisted Technology Team / Age UK / Idea Store Housebound Service / Health Outreach Workers / Public Health / Health and Wellbeing Board / Lunchclubs	Within Existing Budgets and opportunity to use the income raised from Free Wifi provision. Explore support available from Barclay's Digital Eagles scheme.
	Support small businesses to get online	Ongoing	Economic Development	Within Existing Budgets
Focus: Help more residents to be MOTIVATED to go online				
Objective 4: Make more service available online and increase their ease of use:				
Action	Activities:	Target Date	Lead	Resource
4.1 Increase the number of residents accessing Council	Improve ease of use of the Council's website, especially online forms	First phase of Council	ICT/ Communications	Within Existing Budgets

information and using Council services online		Website improvement delivers in 2015		
	Increase the number of online and mobile transactions for council services, including parking permits and benefits	Summer 2015	ICT/ Communications /Customer Access	Within Existing Budgets, possible resulting savings
	Promote use of online services, including social media, as an alternative method of contacting the council, through contact centre messaging and communications.	Spring 2015	Communications /Customer Access	Within Existing Budgets, possible resulting savings
	Improve online and mobile transaction for council services, to incentivise online service use (explore the potential of providing discounts or a quicker service) and provide online tracking	2016	ICT Digital Strategy	Within Existing Budgets, possible resulting savings
	Support residents to use online services, by providing support at One Stop Shops to help residents access and learn how to use Council's online services	2016	ICT/Customer Access	Within Existing Budgets, possible resulting savings
4.2 Encourage partners in the borough to place more services online and promote their use	Housing Providers to increase the number of online service including tenant portals, repairs information, decent homes choices and promote this form of engagement	Spring 2015	THHF / THH	Within Existing Budgets
	GPs to investigate increasing access to health records and health information	Spring 2015	Public Health / HWBB	Within Existing Budgets
Objective 5: Increase awareness of the benefits of online skills and the support available				

Action	Activities:	Target Date	Lead	Resource need? Available?
5.1 Develop a communications plan	Build on the Go Online Campaign – To maximise the outcome of “Get online week” and create an ongoing digital campaign, in line with national campaigns, to promote positive benefits of going online	Ongoing	CS&E / Idea Stores / Communications / UK Online Partners in borough	Within Existing Budgets
	Create a common brand for all organisations with public access computers and Wifi	Spring 2015	CS&E / Communications	Within Existing Budgets
	Promote all Public Access Computers and Wifi spots and digital skills provision, including in a range of community languages.	Spring 2015	CS&E/ Communications	Within Existing Budgets
5.2 Engage with a wide range of partners to encourage residents to go online.	Deliver presentations on the benefits of digital inclusion and what partners can do to support digital inclusion, at: THHF; Interfaith Forum; THCVS; HWBB; Heads’ Consultative	By March 2015	CS&E / Economic Development / Communications	Within Existing Budgets
	Encourage Engagement from large companies in the borough who may be interested in supporting digital inclusion through their CSR activity.	2015	CS&E / Economic Development / Communications	Within Existing Budgets to draw in additional funding
5.3 Encourage more community organizations and community resource centres to become UK Online centres access point or network members.	Provide guidance for organisations on what this involves and actions required. Including briefing on promoting online safety.	Spring 2015	CS&E / ICT	Within Existing Budgets
	Work with existing UK Online Centres in the borough and smaller organisations, to sign up as an UK Online centre Access Point and provide free or low cost access to the internet	Spring 2015	Stifford Centre / Third Sector Advisory Group	Within Existing Budgets
5.4 Launch Strategy and Action Plan	Organise a launch event to promote the strategy and action plan and promote opportunities to organisations. Invite wide range of partners, national promoters, local technology companies.	Spring 2015	CS&E	Within Existing Budgets

<p>Cabinet 4 March 2015</p>	
<p>Report of: Chris Holme – Acting Corporate Director Resources</p>	<p>Classification: Unrestricted</p>
<p>Contracts Forward Plan – Q4 (2014-2015)</p>	

Lead Member	Cllr Alibor Choudhury, Cabinet Member for Resources
Originating Officer(s)	Zamil Ahmed – Head of Procurement
Wards affected	All wards
Community Plan Theme	One Tower Hamlets
Key Decision	Yes

EXECUTIVE SUMMARY

The Council's Procurement Procedures require a quarterly report to be submitted to Cabinet, laying down a forward plan of supply and service contracts over £250,000 in value, or capital works contracts over £5 million. This provides Cabinet with the visibility of all high value contracting activity, and the opportunity to request further information regarding any of the contracts identified. This report provides the information in period Q4 of the Financial Year.

Only contracts which have not previously been reported are included in this report.

DECISION REQUIRED:

The Mayor in cabinet is recommended to:-

1. Consider the contract summary at Appendix 1, and identify those contracts about which specific reports – relating to contract award – should be brought before Cabinet prior to contract award by the appropriate Corporate Director for the service area and
2. Confirm which of the remaining contracts set out in Appendix1 can proceed to contract award after tender subject to the relevant Corporate Director who holds the budget for the service area consulting with the Mayor and the relevant lead member prior to contract award
3. Authorise the Head of legal Services to execute all necessary contract documents in respect of the awards of contracts referred to at recommendation 2 above.

1. **REASONS FOR THE DECISIONS**

- 1.1 The Council's Procurement Procedures require submission of a quarterly forward plan of contracts for Cabinet consideration, and it is a requirement of the Constitution that "The contracting strategy and/or award of any contract for goods or services with an estimated value exceeding £250,000, and any contract for capital works with an estimated value exceeding £5,000,000, shall be approved by the Cabinet in accordance with the Procurement Procedures". This report fulfils these requirements for contracts to be let during and after the period Q4 of the Financial Year.

2. **ALTERNATIVE OPTIONS**

- 2.1 Bringing a consolidated report on contracting activity is considered the most efficient way of meeting the requirement in the Constitution, whilst providing full visibility of contracting activity; therefore no alternative proposals are being made.

3. **BACKGROUND**

- 3.1 This report provides the forward plan for the period Q4 of the Financial Year in Appendix 1, and gives Cabinet Members the opportunity to select contracts about which they would wish to receive further information, through subsequent specific reports.

4. **FORWARD PLAN OF CONTRACTS**

- 4.1 Appendix 1 details the new contracts which are planned during the period Q4 of the Financial Year. This plan lists all of the new contracts which have been registered with the Procurement Service, and which are scheduled for action during the reporting period.

Contracts which have previously been reported are not included in this report. Whilst every effort has been made to include all contracts which are likely to arise, it is possible that other, urgent requirements may emerge. Such cases will need to be reported separately to Cabinet as individual contract reports.

- 4.2 Cabinet is asked to review the forward plan of contracts, confirm its agreement to the proposed programme and identify any individual contracts about which separate reports – relating either to contracting strategy or to contract award – will be required before proceeding.
- 4.3 Equalities and diversity implications – and other One Tower Hamlets issues – are addressed through the Council's Tollgate process which provides an independent assessment of all high value contracts, and ensures that contracting proposals adequately and proportionately address both social considerations and financial ones (such as savings targets). The work of the Competition Board and Corporate Procurement Service ensures a joined-up approach to procurement.

- 4.4 The Tollgate process is a procurement project assurance methodology, which is designed to assist in achieving successful outcomes from the Council's high value contracting activities (over £250,000 for revenue contracts, and £5,000,000 for capital works contracts which have not gone through the Asset Management Board approval system). All Tollgate reviews are reported to Competition Board, and when appropriate contract owners are interviewed by the Board; contracts require approval of the Board before proceeding.

5. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 5.1 This report describes the quarterly procurement report of the forward plan for Q4 of the Financial Year and beyond, to be presented to Cabinet for revenue contracts over £250,000 in value and capital contracts over £5 million.
- 5.2 Approximately £46.2m of goods, services and works will be procured from external suppliers. Procured services comprise around 40% of the Council's annual expenditure and control of procurement processes is thus crucial to delivering value for money for local residents as well as managing the risks that may arise if procurement procedures go wrong. Consideration of the plan by Cabinet operates as an internal control and also provides the opportunity for the Mayor to comment on specific procurements at an early stage.

6. CONCURRENT REPORT OF THE HEAD OF LEGAL SERVICES

- 6.1 The Council has adopted financial procedures for the proper administration of its financial affairs pursuant to section 151 of the Local Government Act 1972. These generally require Cabinet approval for expenditure over £250,000. The Mayor has approved procurement procedures, which are designed to help the Council discharge its duty as a best value authority under the Local Government Act 1999 and comply with the requirements of the Public Contract Regulations 2006. The procurement procedures contain the arrangements specified in the report under which Cabinet is presented with forward plans of proposed contracts that exceed the thresholds in paragraph 3.1 of this report. The arrangements are consistent with the proper administration of the Council's financial affairs.
- 6.2 In accordance with the powers in the Public Services (Social Values) Act 2012, where appropriate, as part of the tender process bidders will be invited to state what community benefits which enhance the economic social or environmental well-being of the borough are available through the contract in line with the Procurement Policy Imperatives adopted at Cabinet on 9th January 2013. The exact nature of those benefits will vary with each contract and will be reported at the contract award stage. All contracts which require staff based in London will require contractors to pay their staff the London Living Wage. Where staff are based outside London an assessment will be carried out to determine if that is appropriate.

- 6.3 Contracts are recommended for a maximum period of three years except where there are particular circumstances relating to the procurement which warrant a longer period e.g. where equipment or premises needs to be provided by the contractor. Due to the requirement for the contractor to recover their investment in that equipment the cost of a shorter contract would not represent best value to the Council.
- 6.4 When considering its approach to contracting, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't (the public sector equality duty). Information is provided in section 7 of the report to explain how this is taken into account.

7. ONE TOWER HAMLETS CONSIDERATIONS

- 7.1 Equalities and diversity implications – and other One Tower Hamlets issues – are addressed through the tollgate process, and all contracting proposals are required to demonstrate that both financial and social considerations are adequately and proportionately addressed. The work of the Competition Board and the Procurement & Corporate Programme Service ensures a joined-up approach to procurement.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 Contracts are required to address sustainability issues in their planning, letting and management. Again, this is assured through the Tollgate process, and supported through the Procurement & Corporate Programmes' Corporate Social Responsibility work stream.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 Risk management is addressed in each individual contracting project, and assessed through the tollgate process.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 There are no specific crime and disorder reduction implications.

11. EFFICIENCY STATEMENT

- 11.1 Contract owners are required to demonstrate how they will achieve cashable savings and other efficiencies through individual contracting proposals. These are then monitored throughout implementation.

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices

- Appendix 1 – new contracts planned: Q4 of the Financial Year and beyond

Background Documents – Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012

- None.

Officer contact details for documents:

- N/A

Appendix one – Contracts Forward Plan Q4 of the Financial Year 2014-15

Directorate Contract	Contract Value	Scope of Contract	Length of New Contract, or Contract Extension	Funding	Date submitted to Competition Board or scheduled for submission*	Planned Date for Invitation to Tender or * Contract signature	Community Benefits
<p align="center">Page 268</p> <p>ESCW(AHW B&CSF)4781</p>	<p align="center">£45m</p>	<p><u>Domiciliary and Personal Care and Support</u></p> <p>C1.1million hours per annum of commissioned domiciliary care per annum (including care at home provided to give informal carers a short break); c15,000 hours per annum of commissioned care for disabled children;</p> <p>In addition, a strategic review will be undertaken with Tower Hamlets Clinical Commissioning Group to ascertain whether there are community health services that it may also be appropriate to procure as part of this tender in furtherance of the integration work being undertaken locally.</p> <p>The Supporting People Generic Floating Support service (current contract expires 31.03.2016 and delivers an annual volume of c44,000 support hours per annum) will also be covered by the strategic review in order to determine whether this service could be incorporated into the wider commissioning arrangements for domiciliary and personal care and support.</p> <p>To be confirmed following completion of the review referred to above, but likely to be a multi-lot Framework Agreement. The review will include exploration of alternative contracting approaches including Prime Contractor models.</p> <p>Domiciliary and personal care is a workforce intensive activity, and key community benefits are likely to relate to local employment and training. The strategic review referred to above will explore</p>	<p align="center">3 years (2+1)</p>	<p align="center">General Fund</p>	<p align="center">16/12/2014</p>	<p align="center">Feb 2015</p>	<p align="center">Included as part of the Tender</p>

		<p>what workforce is required for the future and how this can best be secured in a way that maximises opportunities for local residents to be recruited, and within a structure that offers career development opportunities. In this context we will explore different ways in which learning and development opportunities could be delivered to the workforce to allow for increased opportunities (both volume and level of training provided) an increased value for money.</p> <p>Attendance at local careers events will be required, as will work experience placements (number and structure of placements to be determined in context of contracting approach).</p>					
<p>Page 269</p> <p>DR4413</p>	£450,000	<p><u>Catering and Hospitality</u> The tender will cover 2 services namely: the catering service for Mulberry place and the hospitality and function catering. The contract will enable the Council to introduce a range of ethnic food as well as options on healthy eating options. Lot 1 will include the in-house catering (business cafe and hospitality beverages only) Lot 2 will be a food hospitality framework.</p> <p>The proposed contract would be for 3 years with no option to extend as this aligns with the proposed move of the Town Hall to the new Civic Centre in 2018.</p> <p>A standard EU tendering procedure will be followed. Supplier briefing will be held to help suppliers, especially local SMEs, the expectations for the outcome of the tender and the tendering process.</p> <p>The community benefits will arise as a result of this contract (s) targeting local suppliers providing catering across the borough.</p>	3 years (2+1)	General Fund	16/12/2014	Feb 2015	Included as part of the Tender

<p>DR4864</p>	<p>£585,000</p>	<p><u>Day Service for Rough Sleepers</u> The service provider will work in close partnership with outreach teams, NHS, DIP, DAAT, Probation, DWP, CMHTs and hostels to provide an integrated service and ensure clients are able to access appropriate support service.</p> <p>The successful contractor will implement all relevant pan London and local rough sleeping policies and protocols that aim to reduce rough sleeping in LBTH and the City of London. The provider will deliver the services from its own premises and will work strategically and operationally with the local outreach teams to reduce the number people sleeping rough in Tower Hamlets to as close to zero as possible.</p> <p>The benefits to the community of providing a day centre for rough sleepers are:</p> <ul style="list-style-type: none"> • Provision of assistance for local people who have become homeless for various reasons including relationship breakdown, ejection from the family home, release from prison, drug and alcohol abuse. • A recovery and progression service for rough sleepers and vulnerability housed individuals including: medical and dental surgeries, specialist mental health and substance misuse support, a rapid prescribing service, health and well-being sessions. Tower Hamlets hostel residents are offered a fast track into these services. • Education and employment advice and referrals. • A reduction in the number of rough sleepers in Tower Hamlets and the associated ASB 	<p>3 years (2+1)</p>	<p>DCLG Grant</p>	<p>16/12/2014</p>	<p>TBC</p>	<p>Included as part of the Tender</p>
---------------	-----------------	---	--------------------------	-----------------------	-------------------	------------	---

<p style="text-align: center;">DR4808</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 271</p>	<p style="text-align: center;">£240- £250,000</p>	<p><u>Action for New Enterprise (ANE)</u> <u>Scope of Contract</u></p> <p>In May 2012, London Borough of Tower Hamlets adopted the Tower Hamlets Enterprise Strategy which sets out how the Council and its partners can encourage and support enterprise and entrepreneurial activity to increase opportunity, prosperity and mobility in Tower Hamlets.</p> <p>To support this strategy, we are looking to deliver a three year contract “Action for New Enterprise”. The objective of this contract is to encourage and train residents and organisations in Tower Hamlets to create and develop entrepreneurial businesses with a particular emphasis on supporting third sector organisations.</p> <p>Owing to a successful bid under the New Homes Bonus scheme and through S106 revenue we have secured funding to deliver this project based on Entrepreneurship.</p> <p>The contracting approach will be through an open tender via the London tenders portal, taking into account all council obligations in relation to procurement procedures. Each tendering organisation will tender separately in line with pre-determined specification criteria.</p> <p>The procurement will ensure that a range of community benefits are included as part of the tender process.</p>	<p style="text-align: center;">3 years (2+1)</p>	<p style="text-align: center;">New Homes Bonus &S106</p>	<p style="text-align: center;">16/12/2014</p>	<p style="text-align: center;">TBC</p>	<p style="text-align: center;">Included as part of the Tender</p>
---	---	---	--	--	---	--	---

This page is intentionally left blank