



**North Tyneside Council**

# Cabinet

Friday, 11 February 2022

**Monday, 21 February 2022** 0.02, The Chamber, Quadrant, The Silverlink North, Cobalt Business Park, NE27 0BY **commencing at 6.00 pm.**

## Agenda Item

**Page(s)**

**1. Apologies for Absence**

To receive apologies for absence from the meeting.

**2. To Receive any Declarations of Interest and Notification of any Dispensations Granted**

You are invited to **declare** any registerable and/or non-registerable interests in matters appearing on the agenda, and the nature of that interest.

You are also invited to **disclose** any dispensation in relation to any registerable and/or non-registerable interests that have been granted to you in respect of any matters appearing on the agenda.

Please complete the Declarations of Interests card available at the meeting and return it to the Democratic Services Officer before leaving the meeting.

**3. Minutes**

To confirm the minutes of the meetings held on the 24 January 2022 (Ordinary meeting), 31 January 2022 (Extraordinary meeting), and 7 February 2022 (Extraordinary meeting) (previously circulated).

**4. Report of the Young Mayor**

Members of the public are welcome to attend this meeting and receive information about it.

North Tyneside Council wants to make it easier for you to get hold of the information you need. We are able to provide our documents in alternative formats including Braille, audiotape, large print and alternative languages.

For further information about the meeting please call (0191) 643 5320.

Agenda Item	Page(s)
To receive a verbal report on the latest activities of the Young Mayor and Young Cabinet.	
5. <b>Determination of School Admission Arrangements September 2023</b>	5 - 50
To seek approval for the proposed admission arrangements for all Community Schools in North Tyneside for the 2023/2024 academic year including the co-ordinated admissions schemes.	
6. <b>Proposed Acceptable Use of Authority Owned Land Policy</b>	51 - 56
To seek approval for the development of a new borough wide policy to outline how permission to use Authority owned land can be applied for and to set out the various activities that will be prohibited or restricted on land owned by the Authority.	
7. <b>Delivering 5,000 Affordable Homes and Reducing Derelict Properties in North Tyneside</b>	57 - 72
To receive progress of phase one delivery in 2021/22 and the planned delivery for 2022/2023 to deliver 4,000 affordable homes by 2032; and to formally request the North Tyneside Trading Company Limited and its subsidiaries to consider options to support the Authority's priorities within the Our North Tyneside Council Plan and increase their delivery of affordable homes and support the reduction of derelict properties.	
8. <b>An Ambition for North Tyneside - Update</b>	73 - 88
To receive an update on the delivery of the Council's 'Ambition for North Tyneside' as a framework for the regeneration of the borough in line with the then Our North Tyneside Plan.	
9. <b>Aligning Child Arrangements Order Allowances, Adoption Order Allowances and Special Guardianship Allowances</b>	89 - 106
To seek approval for an updated policy for the calculation and payment of Child Arrangements Order Allowances and Adoption Order Allowances.	
10. <b>Exclusion Resolution</b>	
This is to give further notice in accordance with paragraphs 5(4) and 5(5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to consider items (11) and (12) below in private.	
Cabinet is requested to consider passing the following resolution:	

Resolved that under Section 100A (4) of the Local Government Act 1972 (as amended) and having applied a public interest test as defined in Part 3 of Schedule 12A of the Act, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.

Reasons for taking the items in private: The reports in items (11) and (12) below contain information relating to the financial or business affairs of any particular person (including the authority holding the information).

**11. North Tyneside Trading Company - Strategic Business Plan 2021-2025 107 - 136**

To seek approval for the North Tyneside Company – Strategic Business Plan 2021-2025.

**12. 131 Bedford Street, North Shields 137 - 150**

To seek approval to declare land at 131 Bedford Street, North Shields, surplus to the Authority's requirements and to make it available for freehold sale for development.

**13. Date and Time of Next Meeting**

Monday 28 March 2022 at 6.00pm.

**Circulation overleaf ...**

**Circulated to Members of Cabinet: -**

N Redfearn (Elected Mayor)  
Councillor C Johnson (Deputy Mayor)  
Councillor C Burdis  
Councillor K Clark  
Councillor S Cox  
Councillor S Day  
Councillor P Earley  
Councillor S Graham  
Councillor A McMullen  
Councillor M Rankin

**Young and Older People's Representatives and Partners of  
North Tyneside Council.**

## North Tyneside Council Report to Cabinet Date: 21 February 2022

### Title: Determination of School Admission Arrangements September 2023

<b>Portfolio(s):</b>	<b>Children, Young People and Learning</b>	<b>Cabinet Member(s):</b>	<b>Councillor Peter Earley</b>
<b>Report from Service Area:</b>	<b>Commissioning and Asset Management</b>		
<b>Responsible Officer:</b>	<b>Mark Longstaff, Director of Commissioning and Asset Management</b>		<b>(Tel:(0191) 6438089)</b>
<b>Wards affected:</b>	<b>All</b>		

#### **PART 1**

##### **1.1 Executive Summary:**

This is an annual report submitted to Cabinet to meet a statutory requirement to determine school admission arrangements before publication. This report seeks approval to the proposed admission arrangements for all Community Schools in North Tyneside for the 2023/2024 academic year including the co-ordinated admissions schemes.

The Authority has a duty to consult on all aspects of its proposed admission arrangements if there are any proposed changes to the arrangements.

There are no changes proposed.

##### **1.2 Recommendation(s):**

It is recommended that Cabinet

- (1) approve the 2023 proposed admission arrangements and limits for Community Schools, as outlined in Appendices 1 to 5, subject to the appropriate publication of Statutory Notices;
- (2) authorise the Director of Commissioning and Asset Management to proceed in administering admission arrangements for the 2023/2024 academic year, subject to the publication of Statutory Notices and compliance with obligations required by the Secretary of State in accordance with the timescales set: and
- (3) authorise the Director of Commissioning and Asset Management, in consultation with the Cabinet Member for Children, Young People and Learning, to formally seek

approval, as necessary, from the Schools Adjudicator in accordance with the School Admissions Code 2021 for any necessary variations to the determined arrangements for the 2023/24 academic year should these arise.

### **1.3 Forward Plan:**

Twenty-eight days' notice of this report has been given and it first appeared on the Forward Plan that was published on 12 November 2021.

### **1.4 Council Plan and Policy Framework**

This report relates to the following priority in the 2021-2025 Our North Tyneside Plan:

A family friendly North Tyneside:

- We will ensure all children are ready for school including through poverty proofing the school day – giving our kids the best start in life

### **1.5 Information:**

#### **1.5.1 Co-ordinated Admission Schemes (The Scheme)**

All local authorities are required to formulate and consult on a scheme for each academic year for co-ordinating admission arrangements for all maintained schools within their area. This requirement includes maintained boarding schools but excludes maintained special schools and maintained nursery schools. Co-ordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is practical, every child living in a local authority area who has applied in the normal admissions round receives one, and only one, offer of a school place on the same day. While it is for each local authority to decide the scheme that best suits its residents and its schools, authorities must ensure that they:

- a. comply with law and regulations, including all the process requirements (for example, the common application form allowing at least 3 preferences, information sharing with other Local Authorities, sending out not more than one offer to all seeking places at its maintained schools or academies on the same day); and
- b. do not disadvantage applications to their schools from families resident in other Local Authority areas.

The Scheme applies to applications received from September 2022 for entry into maintained schools in September 2023. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (the Regulations) requires the Authority to exchange specified information on applications with neighbouring Authorities.

The purpose of the Scheme is to co-ordinate admissions into all mainstream maintained first and primary, middle and high schools in North Tyneside. The Regulations also place a duty on the Authority to make arrangements within its Scheme for cross-Authority border co-ordination of admissions.

The Authority's Co-ordinated Admissions Schemes are shown in Appendices 1 and 2.

### 1.5.2 Admissions Numbers

All schools must have an admission number for each 'relevant age group'. This is defined in law as 'an age group in which pupils are or will normally be admitted' to the school in question. Admission Authorities of maintained schools must set admission numbers with regard to the capacity assessment for the school under the Regulations.

The Authority's Planned Admission Numbers are shown at Appendix 3.

### 1.5.3 Admission Policies

Pupils will be able to go to their preferred school unless there are more applications to that school than there are places available. If there are more applications than places available at a school, oversubscription criteria will be used to allocate places after any children with an Education, Health and Care Plan have been provided for where the Education, Health and Care Plan names a specific school.

Admissions Policies for admission to North Tyneside Community Schools and Nurseries for which the Authority is the Admissions Authority are shown at Appendices 4 and 5.

### 1.5.4 Oversubscription Criteria

The oversubscription criteria used by the Authority where there are more applications than places available are set out in Appendices 4 and 5 of this report.

### 1.5.5 Admissions to Year 12 (sixth form)

Where a secondary school operates a sixth form and admits pupils from other schools at age 16 an admission number will be required for Year 12 as well as for the main year or years. Admission numbers must refer to pupils being admitted to the school for the first time and not transferring from earlier age groups. The entry requirements for sixth form are largely dependent on the course of study that a student wishes to access. Details of specific requirements and courses available may be obtained for individual schools. All schools publish information about their post 16 provision.

### 1.5.6 Community Schools

The Authority is responsible for consultation and determining the admission arrangements for community schools in the North Tyneside area in accordance with the School Admissions Code 2021.

### 1.5.7 The Learning Trust Schools

The North Tyneside Learning Trust was established in September 2010 and currently comprises 44 schools. The governing bodies of these schools are responsible for determining their arrangements in accordance with the School Admissions Code 2021. Five of the schools in the Learning Trust are Special Schools and these arrangements do not apply to them.

### 1.5.8 Voluntary Aided Schools

The governing bodies of these schools are responsible for consultation and determining their own admission arrangements in accordance with the School Admissions Code 2021.

### 1.5.9 Academies

There are four academies in North Tyneside. The governing bodies of these four schools are responsible for consultation and determining their own admission arrangements in accordance with the School Admissions Code 2021.

Any school which subsequently changes their status and becomes an academy will be responsible for determining their own admission arrangements in accordance with the School Admissions Code 2021 following the change.

## 1.6 **Decision options:**

The following decision options are available for consideration by Cabinet:

### Option 1

Approve the recommendations set out in section 1.2 of the report.

### Option 2

Do not approve the recommendations set out in section 1.2 of the report and request Officers undertake further work to change proposed admission arrangements.

Option 1 is the recommended option.

## 1.7 **Reasons for recommended option:**

Option 1 is recommended for the following reasons:

There are no changes to the admission arrangements.

The recommendations contained in this report are made to secure compliance with statutory requirements as outlined in Section 2.2 of this report.

If the recommended option is not approved, the Authority may not be in compliance with statutory requirements as outlined in Section 2.2 of this report.

## 1.8 **Appendices:**

Appendix 1: Proposed Co-ordinated Admissions Scheme First and Primary Schools 2023

Appendix 2: Proposed Co-ordinated Admissions Scheme Middle and High Schools 2023

Appendix 3: Proposed Admissions Numbers Community First and Primary Schools  
September 2023

Appendix 4: Proposed Admissions to Nursery Policy September 2023

Appendix 5: Proposed Admissions to Community First and Primary Schools Policy  
September 2023

## **1.9 Contact officers:**

Mark Longstaff, Director of Commissioning and Asset Management tel: 0191 643 8089  
Barbara Patterson, Senior Manager – Facilities and Fair Access tel: 0191 643 8340  
Val Johnson, Access Manager, tel: 0191 6438721  
Claire Emmerson, Senior Manager Financial Strategy and Planning tel: 0191 643 8109

## **1.10 Background information:**

The following background papers/information have been used in the compilation of this report:

- (1) [School Admissions Code December 2021](#)

# **PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING**

## **2.1 Finance and other resources**

There are no financial implications directly arising from this report.

## **2.2 Legal**

The School Admissions Code 2021 (the Code) applies to admissions to all maintained schools and sets out certain mandatory requirements and prohibited practices according to the relevant law. The Code consists of both mandatory requirements and statutory guidance. The Authority's determined admission arrangements must comply with the mandatory requirements of the Code. The Code is made under s.84 of the School Standards and Framework Act 1998.

The Authority is only required to consult on the admission arrangements for those schools for which it is the Admissions Authority and must do so by 31 January 2022 if there are any changes to the previously agreed arrangements. The admission arrangements for 2023 must be determined by 28 February 2022.

In accordance with the Local Government Act 2000 and the regulations made under that Act in relation to responsibility for functions, Cabinet is responsible for determining this matter.

Each year, the Authority is required to have in place a scheme for co-ordinating admission arrangements for maintained schools in the area (s.88M of the School Standards and Framework Act 1998). There is no requirement to co-ordinate applications for places in any other year groups including school sixth forms/year 12.

## **2.3 Consultation/community engagement**

### **2.3.1 Internal Consultation**

The Cabinet Member responsible for Children, Young People and Learning has been consulted in relation to the proposals.

### **2.3.2 External Consultation/Engagement**

No consultation required

## **2.4 Human rights**

The Human Rights Act 1998 confers a right of access to education. This right does not extend to securing a place at a particular school. Admissions Authorities, however, do need to consider parents' reasons for expressing a preference when they make decisions about the allocation of school places, to take account of the rights of parents under the Human Rights Act 1998, though this may not necessarily result in the allocation of a place. These might include, for example, the parents' right to ensure that their child's education conforms to their own religious or philosophical convictions (so far as is compatible with the provision of efficient instruction and the avoidance of unreasonable public expenditure).

## **2.5 Equalities and diversity**

Under Section 85 of the Equality Act 2010, it is unlawful for any education provider, including a private or independent provider, to discriminate between pupils on grounds of disability, sex, race, gender reassignment, sexual orientation, pregnancy and maternity, religion or belief. Discrimination on these grounds, which are known as 'protected characteristics', is unlawful in relation to admission arrangements. There are exceptions to these requirements set out in Schedule 11, including in respect of admissions to single sex schools, schools with a religious character and in respect of other types of education providers such as further and higher education. In addition, the Equality Act 2010 introduces the following duties on the responsible bodies of schools:

- (a) A duty not to harass a pupil or a person who has applied for admission (on the basis of protected characteristics, sexual harassment or less favourable treatment);
- (b) A duty not to victimise a person in its admission arrangements;
- (c) A duty to make reasonable adjustments in respect of the admission of prospective pupils who may be disabled and not to discriminate in respect of the same.

The arrangements that North Tyneside Council has in place are fully compliant with Section 85 of the Equality Act 2010. In addition, all maintained schools are also fully aware of their responsibilities associated with the Act.

## **2.6 Risk management**

There are no risk management implications directly arising from this report.

## **2.7 Crime and disorder**

There are no crime and disorder implications directly arising from this report.

## **2.8 Environment and sustainability**

There are no environment and sustainability implications directly arising from this report.

### **PART 3 - SIGN OFF**

- Chief Executive ☐ X
- Director(s) of Service ☐ X
- Mayor/Cabinet Member(s) ☐ X
- Chief Finance Officer ☐ X
- Monitoring Officer ☐ X
- Deputy Chief Executive ☐ X

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## **Proposed**

### **Co-ordinated Admissions Scheme for First and Primary Schools in the area of North Tyneside Local Authority 2023**

#### **Introduction**

1. This Scheme is made by North Tyneside Council under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2008 and applies to all First and Primary Schools in North Tyneside.

#### **Interpretation**

##### **2. In this Scheme -**

"The LA" means North Tyneside Council acting in their capacity as Local Authority;

"The LA area" means the area in respect of which the LA is the Local Authority;

"Primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"Secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"Primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"Secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"School" means a community, foundation or voluntary school (but not a special school), which is maintained by the LA;

"VA schools" means such of the schools as are voluntary aided schools;

"Trust schools" means such of the schools have a trust status;

"Academy" means such of the schools have academy status;

"Admission Authority" in relation to a community school means the LA and, in relation to Trust and VA schools means the governing body of that school and in relation to an Academy means the Academy Trust of that school.

"The equal preference system" the scheme operated by North Tyneside Council whereby all preferences listed by parents/carers on the common application form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil may be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the common application form;

"The specified year" means the school year beginning at or about the beginning of September 2023;

"Academic year" means a period commencing with 1<sup>st</sup> August and ending with the next 31<sup>st</sup> July.

“The determination year” in relation to the proposed admission arrangements for a school, means the academic year beginning two years before the academic year to which the arrangements relate.

"Admission arrangements" means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered;

“Parent/Carer” means any person who holds parental responsibility, as defined under the 1989 Children Act, and with whom the child normally resides;

“Direct distance” means the distance measured in a straight-line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council’s Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority;

“Appropriate school” means the nearest school identified by the authority in accordance with the home to school transport policy;

“Home” local authority means the local authority in whose area the parents live;

The Primary “National Offer Day” is 16 April or the next working day;

“In year “admission means any application for a place other than the normal year of entry;

School Admissions Code refers to the code published in July 2021;

“Eligible for a place” means that a child has been placed on a school’s ranked list at such a point, which falls within the school’s published admission number.

### **Commencement and extent**

This scheme applies in relation to the admission arrangements for the schools for admission year 2023-2024 (the specified year).

The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect.

The governing body of each of the Academies, VA and Trust schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

### **The Scheme**

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The scheme shall apply to every school in the LA area as identified in Appendix 1 (except special schools).
3. The Scheme will also include applications from parents seeking admission to North Tyneside schools who live within the following neighbouring LA’s:

- Newcastle Local Authority
- Northumberland Local Authority

We will also co-ordinate our admission process with any other Admission Authorities where relevant.

## **SCHEDULE 1**

### **PART I -THE SCHEME**

1. There will be a standard form known as the Common Application Form.
2. The Common Application Form will be used for the purpose of admitting pupils into the first year of First and Primary education in the specified year, and for applications made outside the normal year of entry i.e. 'In year' admissions leading up to, and during, the academic year 2023/2024.
3. The Common Application Form must be used as a means of expressing up to 3 preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child-
  - a To be admitted to a school within the LA area (including Academies, VA and Trust schools);
  - b To be admitted to a school located in another LA's area (including Academies, VA, and Trust schools)
4. **The Common Application Form will -**
  - a Allow parents to express up to 3 preferences, including, where relevant, any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place at the respective schools,
  - b Specify the closing date and where the application form must be returned in accordance with paragraph 10.
5. **The LA will make appropriate arrangements to ensure:**
  - a That the Common Application Form is available on request from the LA and on-line at [www.northtyneside.gov.uk/schooladmission](http://www.northtyneside.gov.uk/schooladmission) until the closing date and
  - b. That the Common Application Form is accompanied by a written explanation of the key features of the co-ordinated admissions scheme.
6. **The LA will take all reasonable steps to ensure that:**
  - a Every parent resident in the LA area who has a child attending a nursery class or early years setting and is eligible to commence primary education receives a written explanation of how to apply either online or paper copy (on request only); and
  - b Every parent whose application falls within the category of an 'In Year' transfer receives a copy of the Common Application Form (and written explanation), on request, and understands the process.

Parents will be advised that they will receive no more than one offer of a school place and that:

- (i) If more than one school is nominated and two or more preferences can be offered the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest); and
  - (ii) Places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school.
  - (iii) If a place cannot be offered at a nominated school, a place will be offered at an alternative school.
7. The Common Application Form will include an extra section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide additional relevant information.
8. Where a school receives a supplementary information form from a North Tyneside resident it will not be regarded as a valid application unless the parent has also completed a Common Application Form and the school is nominated on it. Where supplementary information forms are received directly by schools the school must inform the LA immediately so it can verify whether a Common Application Form has been received from the parent and, if not, the LA will contact the parent and ask them to complete a Common Application Form. Under the requirements of the scheme parents will not be under any obligation to complete an individual school's supplementary information form where this is not strictly required for the governing body to apply their oversubscription criteria.
9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2. (N.B. no Community, Academy, Trust or Voluntary Aided School in North Tyneside operates criteria for selection based on ability or aptitude)

### **Processing of Common Application Forms**

10. It will be the responsibility of parents to ensure that Common Application Forms are received directly to the LA by the closing date of **13 January 2023**. Common Application Forms may also be completed on-line by the closing date.

### **Determining offers in response to the Common Application Form**

11. The LA will act as a clearinghouse for the allocation of places by the relevant admission authorities in response to the Common Application Forms. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the Common Application Form where-
- (a) It is acting in its separate capacity as an admission authority, or
  - (b) An applicant is eligible for more than one place and is allocated a place at the highest ranked school, or
  - (c) An applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 18 of this Schedule.

12. Completed application forms must be received by the closing date of **13 January 2023**.
13. Completed application forms, which are received after the closing date will be marked '**LATE**' and considered on an individual basis except that the procedure must not prevent the proper processing under the Scheme of application forms received on time.
14. The LA will process all application forms; any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after this closing date unless exceptional circumstances apply.
15. **By 3 February 2023** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date, which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the LA area, the LA will also similarly notify the relevant authority/authorities by this date.
16. **By 24 February 2023** the admission authority for each Trust, VA and Academy school will provide the LA with a list in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school.
17. **By 6 March 2023** the LA will exchange responses to preferences with other LAs.
18. **By 10 March 2023** the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
  - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
  - Where the child is eligible for a place at two or more of the preferred schools they will be offered a place at whichever school is the highest ranked and any lower offers will be disregarded.
  - Where none of the preferences can be met, the child will be offered a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy, measured in a straight-line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority
  - The LA will allocate a school place to those pupils who have not submitted a Common Application Form once all other pupils who submitted a Common Application Form have been considered and after 8 May 2023. The LA will allocate a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy, as measured in a straight-line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority
19. **24 March 2023** -The LA informs its First and Primary Schools of the pupils to be offered places at their schools, and informs other LAs of places in North Tyneside schools to be offered to their residents.

**20. On 17 April 2023** parents will be notified by email of the outcome of their application if they applied online and requested an email notification. If the parent completed a paper application form a letter will be posted 2<sup>nd</sup> class informing them of the school place allocated. This letter will give the following information

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at any of the other higher ranked schools nominated on the Common Application Form;
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Allow parents to request that their child's name is placed on a waiting list for any schools that they were refused that were ranked higher on the application form than the place that was offered.
- Contact details for the schools (in the case of nominated VA schools where they were not offered a place) so that they can lodge an appeal, with the governing body, and the relevant LAs.

The letter will not inform parents of places still available at other schools.

**21. 2 May 2023: (1)** the deadline for parents to accept the place offered. If they do not respond by this date the LA will assume that the offer of the school place is accepted and will notify the school accordingly where possible the LA will also continue to pursue parents for written confirmation of acceptance for oversubscribed schools. **(2)** the deadline for parents to request to place their child's name on a waiting list for any school they ranked higher on their Common Application Form than the school they were offered.

## WAITING LISTS

Parents may ask for their children to be kept on a waiting list of children to be re-allocated places if they become available **after 17 April 2023** at any school they have ranked higher on their Common Application Form than the school they were offered. Where a parent has been offered a place at a school, which they did not nominate on their Common Application Form they may be placed on the list of all the schools they did nominate and can then be considered for places at those schools. If pupil numbers fall below the published admission number then children will be admitted from the waiting list according to the admission criteria regardless of when their application form was received. The LA will hold all waiting lists where requested. Waiting lists for schools will be kept for **one term** in the academic year i.e. **31 December 2023**. No list will be kept for any school thereafter either by the Local Authority or by any individual school.

**22. 8 May 2023:** The LA re-allocates any places that may have become vacant since 17 April, in accordance with the school admission criteria, which will include the following:

- Those who have not yet been offered any school place, for example, late applications from parents who have just moved into the area and have not been offered a school place.
- Those who have not been offered a school place at any of the schools they nominated on the Common Application Form and the place that has become available is at a school originally nominated on the Common Application Form.

- Those who have been offered a school place but who ranked the school at which a place has now become available higher on the Common Application Form.

Where there are more applicants than places available then the priorities used within the schools admission criteria will also be applied to all applicants on the waiting list to determine the allocation of places.

23. Where a parent has been allocated a place at their second ranked school, they may be placed on a waiting list of their first ranked school but not their third and so on. Where a parent has been offered a place at a school, which they did not nominate on their Common Application Form, they may be placed on the list of all the schools they did nominate, and can then be considered for places at those schools.
24. Waiting lists for schools will be kept by the Local Authority for **one term** in the academic year i.e. **31 December 2023**. No lists will be kept for any school thereafter, either by the LA or by individual schools.
25. Where parents have not returned their acceptance slip for oversubscribed schools or responded to the offer the LA will assume that the place has been accepted and the school will be notified accordingly.

## **PART 2 – LATE APPLICATIONS**

26. The closing date for applications in the normal admissions round is **13 January 2023**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a good reason or in exceptional circumstances may be considered provided they are received before **31 January 2023**, the date the allocation procedures begin. Examples of what may be considered as good reason and exceptional circumstances include: when a lone parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a North Tyneside property will be required in these cases). Other circumstances may be considered and each case will be decided on its own merits by each individual admission authority.

### **CHANGE OF SCHOOL PREFERENCE AFTER 13 JANUARY 2023:**

27. Once parents have submitted their Common Application Form they cannot change their preferences without a genuine reason, for example if the family has recently moved address, proof of ownership or tenancy of a North Tyneside property will be required.

### **LATE APPLICATIONS RECEIVED AFTER 31 January 2023**

28. Late applications received after 31 January 2023, which, are not deemed to be exceptional by the Authority, will not be processed until after 17 April.

### **NO COMMON APPLICATION FORM RECEIVED BY 17 APRIL 2023**

29. Where no Common Application Form is submitted the child will **not** be offered a school place on 17 April 2023. The Local Authority will not offer a place until a form has been completed and after **8 May 2023**. The parent will then be offered a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy.

## **APPLICATIONS RECEIVED AFTER 17 APRIL 2023**

30. Applications received after 16 April at any school must be forwarded to the LA immediately. Where only the supplementary information form is received the school must inform the LA immediately so it can verify whether a Common Application Form has been received from the parent and, if not, contact the parent and ask them to complete a Common Application Form. The LA will enter the details onto its Education Management System (EMS) and, after consultation with the relevant admission authority, offer a place as soon as possible at the school highest in the parent's order of preference that has a vacancy or if this is not possible, at the nearest appropriate school with a vacancy (as defined in paragraph 18).

## **CHANGE OF SCHOOL PREFERENCE AFTER 17 APRIL 2023**

31. Parents cannot change their original school preference(s) without a genuine reason, for example if the family has recently moved address. Where the LA agrees to accept a change of preference application the original school preference will be cancelled and a new application must be submitted which will be considered as 'Late'. Any place previously offered at a school in North Tyneside on 17 April 2023 will be withdrawn and the parent will be notified in writing of the outcome.

## **YEAR OF ENTRY APPEALS**

32. All Admission Authorities must publish their appeals timetable on their website by **28 February each year**.
33. Where schools are their own admission authority i.e. Academies, VA and Trust the school will be responsible for presenting the schools case for any appeals lodged. However, for Academies and Trust Schools the LA can be present for stage 1 of the appeal to answer any questions on the admission process.

## **PART 3 - 'IN YEAR' ADMISSIONS**

### **APPLICATIONS RECEIVED AFTER 17 APRIL 2023**

34. Applications received after 17 April 2023, and for places in year groups other than the normal year of entry to First and Primary schools, will be treated as 'In Year' admissions.

### **APPLYING FOR A SCHOOL PLACE OUTSIDE THE NORMAL YEAR OF ENTRY**

35. Parents must apply to their 'home' local authority regardless of the school they are applying for.
36. The 'home' local authority will process all Common Application Forms and inform parents of the outcome of their application even if the school is an Academy, Trust or Voluntary Aided.
37. The local authority is unable to process applications for schools where the date that the place is required from, is more than 2 months from the date of the application (Service and Crown Personnel are exempt).
38. Children must be resident in the country before a Common Application Form can be considered (Service and Crown Personnel are exempt).
39. School places cannot be allocated on the basis of intended future changes of address unless a house move has been confirmed through the exchange of contracts or a rental

agreement. The admission authority reserves the right to seek further documentary evidence to support the claim to residence.

## **LOOKED AFTER CHILDREN**

A Local Authority has the power to direct an admission authority (including Academies, Trust and Voluntary Aided schools) to admit a child who is Looked After by the Local Authority, even when the school is full. The Local Authority must not choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size. In respect of admissions for key stage 1 a Looked After Child would be admitted as an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **RESPONDING TO COMMON APPLICATION FORMS**

40. If the application is for an Academy, Trust or Voluntary Aided school, the local authority will refer the application to the Governing Body of the school. In the case of applications for schools outside North Tyneside, the LA will contact the relevant authority.
41. All admission authorities must respond to the local authority within 5 working days of receiving the Common Application Form informing them of the decision. If there is a place available pupils **must** be admitted within 20 school days of the application being received by the local authority or at the beginning of a half term if appropriate.
42. Where a place is not available at the highest ranked school the local authority will co ordinate with the second and third preference schools until a place can be offered at one of the preferences.
43. If the pupil is not on the roll of a North Tyneside school and a place cannot be offered at any of the nominated schools, the parent will be informed of places available at other schools in the area.
44. If there are more applications than places available the published admission criteria must be applied.
45. Pupils can only be refused a place at a school if one of the statutory reasons in the School Admissions Code applies.
46. Pupils should not be placed outside the normal age group without written recommendation from an Educational Psychologist.
47. The LA will keep a track of any pupils who apply for 'In Year' admissions, and intervene as appropriate to ensure that they are placed in a school without undue delay particularly in respect of Looked After Children and disadvantaged children moving into the area i.e. Gypsy, Roma and Traveller children.
48. Where schools are their own admission authority i.e. Academy, Trust or VA, the school will be responsible for presenting the schools case for any in-year appeals lodged. The school should liaise directly with the Clerk to the Independent Appeal Panel, Legal, Governance and Commercial Services, North Tyneside Council, NE27 0BY. Tel: (0191) 643 5316.

## **DETERMINING OFFERS IN RESPONSE TO THE COMMON APPLICATION FORM**

**Pupils living in North Tyneside and applying for a school in the area (including Academies, Trust and Voluntary Aided Schools)** The LA will notify the parent of the outcome of the place for all schools including Academies, Trust and VA schools.

### **Pupils living in North Tyneside applying for a school out of the area**

The 'Home' authority (NorthTyneside) must contact the maintaining authority to confirm the availability of a place. The 'Home' authority (NorthTyneside) would then confirm the offer of the place in writing to the parent, with a copy to the maintaining authority.

### **Pupils living out of the area applying for a North Tyneside school**

The 'Home' authority must contact North Tyneside LA to confirm the availability of a place. The 'Home' authority would then confirm the offer of a place to the parent, with a copy of the offer to North Tyneside LA.

### **Acceptance of the school place**

Parents will be expected to respond to accept or decline the offer within 10 working days, failure to do so will result in the school place being assumed as accepted and the school notified accordingly.

## **WAITING LISTS**

The LA will hold the waiting list where requested. The waiting list will be held for the year of entry only i.e. reception class for oversubscribed schools. The list will be held for **one term** in the academic year. No list will be held by the Local Authority for any school after **31 December 2023**.

**SCHEDULE 2**

**TIMETABLE OF CO-ORDINATED SCHEME**  
**FIRST AND PRIMARY SCHOOLS**

<b>DATE</b>	<b>EVENT</b>
<b>12 September 2022</b>	Application Process begins for 2023/24
<b>13 January 2023</b>	Closing date for all applications to be received by the Local Authority
<b>3 February 2023</b>	Details of preferences to be sent to Trust, VA, Academies and other Local Authorities where preferences stated are for schools other than the home LA.
<b>24 February 2023</b>	The admission authority for each Trust, VA and Academy School will provide the LA with a list in rank order in accordance with their admission criteria of all pupils who applied for a place at the school.
<b>6 March 2023</b>	The LA will exchange responses to preferences with other LAs.
<b>24 March 2023</b>	The LA will inform all North Tyneside schools of children to offered places at their schools.
<b>17 April 2023</b>	National Offer Day for places
<b>2 May 2023</b>	Last date for parents to accept or refuse the offer that has been made.
<b>2 May 2023</b>	Last date for parents to request in writing that they want to place their child's name on the waiting list for any schools which they have applied for and been refused.
<b>8 May 2023</b>	The LA reallocates any places that have become available since offer day.
<b>June/July 2023</b>	Appeals to be heard

## CO-ORDINATED ADMISSIONS SCHEME – FIRST AND PRIMARY SCHOOLS

**Admission Authorities in the Area of North Tyneside to which the scheme applies**

**The Scheme applies to the Governing Body as the Admission Authority for the following Voluntary Aided Schools:**

Christ Church C of E Primary School	Keilder Terrace North Shields NE30 2AD
St Bartholomew's C of E Primary	Goathland Avenue Longbenton NE12 8FA
Wallsend St Peter's C of E Primary School	North Terrace Wallsend NE28 6PY
St Aidan's RC Primary School	Coniston Road Wallsend NE28 0EP
St Bernadette's RC Primary School	Rising Sun Cottages Wallsend NE28 9JW
St Columba's RC Primary School	Station Road Wallsend NE28 8EN
St Cuthbert's RC Primary School	Lovaine Place North Shields NE29 0BU
St Joseph's RC Primary School	Wallsend Road North Shields NE29 7BT
St Mary's RC Primary School	Farringdon Road North Shields NE30 3EY
St Mary's RC Primary School	Great Lime Road Forest Hall NE12 7AB
St Stephens' RC Primary School	Goathland Avenue Longbenton NE12 8FA
Star of the Sea RC Primary School	Seatonville Road Whitley Bay NE25 9EG

**The Scheme applies to the Governing Body as the Admission Authority for the following Learning Trust Schools:**

Amberley Primary School	East Bailey Killingworth NE12 6SQ
Appletree Gardens First School	Appletree Gardens Whitley Bay NE25 8XS
Balliol Primary	Chesters Avenue Longbenton NE12 8QP
Battle Hill Primary School	Berwick Drive, Battle Hill Wallsend NE28 9DH
Benton Dene Primary School	Hailsham Avenue, Longbenton NE12 8FD
Burradon Primary School	Burradon Road Cramlington NE23 7NG
Carville Primary School	The Avenue Wallsend NE28 6AX
Denbigh Primary	Denbigh Avenue Wallsend NE28 0DS
Fordley Primary	Dudley Drive, Fordley Cramlington NE23 7AL
Forest Hall Primary School	Delaval Road Forest Hall NE12 9BA
Greenfields Primary School	Taylor Avenue Wideopen NE13 6NB
Hadrian Park Primary School	Addington Drive Wallsend NE28 9RT
Hazlewood Primary School	Canterbury Way, Woodlands Park Wideopen NE13 6JJ
Ivy Road Primary	Forest Hall Newcastle NE12 9AP
King Edward Primary	Preston Avenue North Shields NE30 2BD
Monkhouse Primary School	Wallington Avenue North Shields NE30 3SH

Preston Grange Primary	Chiltern Road North Shields NE29 9QL
Redesdale Primary School	Wiltshire Drive Wallsend NE28 8TS
Richardson Dees Primary	High Street East Wallsend NE28 7RT
Rockcliffe First School	Grafton Road Whitley Bay NE26 2NR
Stephenson Memorial Primary	Martin Road Wallsend NE28 0AG
Wallsend Jubilee Primary School	Mullen Road Wallsend NE28 9HA
Western Primary School	Rutland Road Wallsend NE28 8QL
Westmoor Primary School	Southgate Killingworth, NE12 6SA
Whitehouse Primary School	Whitehouse Lane North Shields NE29 7PE

**The Scheme applies to the Governing Body as the Admission Authority for the following Academies:**

Grasmere Academy	Grasmere Court Killingworth NE12 6TS
Kings Priory School	Huntington Place North shields NE30 4RF

**Community Schools where the Local Authority is the Admission Authority**

Coquet Park First	The Links Whitley Bay NE26 1TQ
Langley First	Drumoyne Gardens West Monkseaton NE25 9DL
Marine Park First	Park Road Whitley Bay NE26 1LT
Southridge First	Cranleigh Place Whitley Bay NE25 9UD

South Wellfield First	Otterburn Avenue Whitley Bay NE25 9QL
Whitley Lodge First	Woodburn Drive Whitley Bay NE26 3HW
Backworth Park Primary	Hotspur North Backworth NE27 0FZ
Bailey Green Primary	West Bailey Killingworth NE12 6QL
Collingwood Primary	Oswin Terrace North Shields NE29 7JQ
Cullercoats Primary	Marden Avenue, Cullercoats North Shields NE30 4PB
Holystone Primary	Whitley Road, Holystone Newcastle NE27 0DA
New York Primary	Lanark Close, New York North Shields NE29 8DP
Percy Main Primary	Nelson Terrace North Shields NE29 6JA
Preston Grange Primary	Chiltern Road, Preston Grange North Shields NE29 9QL
Riverside Primary	Minton Lane North Shields NE29 6DQ
Shiremoor Primary	Stanton Road, Park Estate Shiremoor NE27 0PW
Spring Gardens Primary	Brightman Road North Shields NE29 0HP
Waterville Primary	Waterville Road North Shields NE29 6SL



## **Determined**

### **Co-ordinated Admissions Scheme for Middle and High Schools in the area of North Tyneside Local Authority 2023**

#### **Introduction**

1. This Scheme is made by North Tyneside Council under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2008 and applies to all Middle and High Schools in North Tyneside.

#### **Interpretation**

##### **2. In this Scheme -**

"The LA" means North Tyneside Council acting in their capacity as Local Authority;

"The LA area" means the area in respect of which the LA is the Local Authority;

"Primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"Secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"Primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"Secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"School" means a community, foundation or voluntary school (but not a special school), which is maintained by the LA;

"VA schools" means such of the schools as are voluntary aided schools;

"Trust schools" means such of the schools have a trust status;

"Academy" means such of the schools have academy status;

"Admission Authority" in relation to a community school means the LA and, in relation to Trust and VA schools means the governing body of that school and in relation to an Academy means the Academy Trust of that school.

"The equal preference system" the scheme operated by North Tyneside Council whereby all preferences listed by parents/carers on the common application form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil may be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the common application form;

"The specified year" means the school year beginning at or about the beginning of September 2023;

"Academic year" means a period commencing with 1<sup>st</sup> August and ending with the next 31<sup>st</sup> July.

“The determination year” in relation to the proposed admission arrangements for a school, means the academic year beginning two years before the academic year to which the arrangements relate.

"Admission arrangements" means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered;

“Parent/Carer” means any person who holds parental responsibility, as defined under the 1989 Children Act, and with whom the child normally resides;

“Direct distance” means the distance measured in a straight-line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council’s Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority;

“Appropriate school” means the nearest school identified by the authority in accordance with the home to school transport policy;

“Home” local authority means the local authority in whose area the parents live;

The Secondary “National Offer Day” is 1 March or the next working day;

“In year “admission means any application for a place other than the normal year of entry;

School Admissions Code refers to the code published on 19 December 2014;

“Eligible for a place” means that a child has been placed on a school’s ranked list at such a point, which falls within the school’s published admission number.

### **Commencement and extent**

This scheme applies in relation to the admission arrangements for the schools for admission year 2023-2024 (the specified year).

The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect.

The governing body of each of the Academies, VA and Trust schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

### **The Scheme**

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The scheme shall apply to every school in the LA area as identified in Appendix 1 (except special schools).
3. The Scheme will also include applications from parents seeking admission to North Tyneside schools who live within the following neighbouring LA’s:

- Newcastle Local Authority
- Northumberland Local Authority

We will also co-ordinate our admission process with any other Admission Authorities where relevant.

## **SCHEDULE 1**

### ***PART I -THE SCHEME***

1. There will be a standard form known as the Common Application Form.
2. The Common Application Form will be used for the purpose of admitting pupils into the first year of Middle and High School education in the specified year, and for applications made outside the normal year of entry i.e. 'In year' admissions leading up to, and during, the academic year 2023/2024.
3. The Common Application Form must be used as a means of expressing up to 3 preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child-
  - a to be admitted to a school within the LA area (including Academies, VA and Trust schools);
  - b to be admitted to a school located in another LA's area (including Academies, VA, and Trust schools)
4. **The Common Application Form will -**
  - a Allow parents to express up to 3 preferences, including, where relevant, any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place at the respective schools,
  - b Specify the closing date and where the application form must be returned in accordance with paragraph 10.
5. **The LA will make appropriate arrangements to ensure:**
  - a That the Common Application Form is available on request from the LA and on-line at [www.northtyneside.gov.uk/schooladmission](http://www.northtyneside.gov.uk/schooladmission) until the closing date and
  - b. That the Common Application Form is accompanied by a written explanation of the key features of the co-ordinated admissions scheme.
6. **The LA will take all reasonable steps to ensure that:**
  - a Every parent resident in the LA area who has a child attending year 4 of a First School year 6 of a Primary and year 8 of a Middle School and is eligible to commence secondary education receives a written explanation of how to apply either online or paper copy (on request only); and
  - b Every parent whose application falls within the category of an 'In Year' transfer receives a copy of the Common Application Form (and written explanation), on request, and understands the process.

Parents will be advised that they will receive no more than one offer of a school place and that:

- (i) If more than one school is nominated and two or more preferences can be offered the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest); and
  - (ii) Places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school.
  - (iii) If a place cannot be offered at a nominated school, a place will be offered at an alternative school.
7. The Common Application Form will include an extra section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide additional relevant information.
8. Where a school receives a supplementary information form from a North Tyneside resident it will not be regarded as a valid application unless the parent has also completed a Common Application Form and the school is nominated on it. Where supplementary information forms are received directly by schools the school must inform the LA immediately so it can verify whether a Common Application Form has been received from the parent and, if not, the LA will contact the parent and ask them to complete a Common Application Form. Under the requirements of the scheme parents will not be under any obligation to complete an individual school's supplementary information form where this is not strictly required for the governing body to apply their oversubscription criteria.
9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2. (N.B. no Community, Academy, Trust or Voluntary Aided School in North Tyneside operates criteria for selection based on ability or aptitude)

### **Processing of Common Application Forms**

10. It will be the responsibility of parents to ensure that Common Application Forms are received directly to the LA by the closing date of **31 October 2022**. Common Application Forms may also be completed on-line by the closing date.

### **Determining offers in response to the Common Application Form**

11. The LA will act as a clearinghouse for the allocation of places by the relevant admission authorities in response to the Common Application Forms. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the Common Application Form where-
- (a) It is acting in its separate capacity as an admission authority, or
  - (b) An applicant is eligible for more than one place and is allocated a place at the highest ranked school, or
  - (c) An applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 18 of this Schedule.

12. Completed application forms must be received by the closing date of **31 October 2022**.
13. Completed application forms, which are received after the closing date will be marked '**LATE**' and considered on an individual basis except that the procedure must not prevent the proper processing under the Scheme of application forms received on time.
14. The LA will process all application forms; any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after this closing date unless exceptional circumstances apply.
15. **21 November 2022** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date, which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the LA area, the LA will also similarly notify the relevant authority/authorities by this date.
16. **9 January 2023** the admission authority for each Trust, VA and Academy school will provide the LA with a list in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school. The LA will then match this ranked list against the ranked lists of the other schools nominated.
17. **23 January 2023** the LA will exchange responses to preferences with other LAs.
18. **23 January 2023** the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
  - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
  - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked and any lower offers will be disregarded.
  - Where none of the preferences can be met, the child will be offered a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy, measured in a straight-line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority
  - The LA will allocate a school place to those pupils who have not submitted a Common Application Form once all other pupils who submitted a Common Application Form have been considered and after 20 March 2023. The LA will allocate a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy, as measured in a straight-line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority
19. **13 February 2023** -The LA informs its Middle and High Schools of the pupils to be offered places at their schools and informs other LAs of places in North Tyneside schools to be offered to their residents.

- 20. 1 March 2023** parents will be notified by email if the parent applied online and if the parent completed a paper application a letter will be posted 2<sup>nd</sup> class informing them of the school place allocated. This letter will give the following information
- The name of the school at which a place is offered;
  - The reasons why the child is not being offered a place at any of the other higher ranked schools nominated on the Common Application Form;
  - Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
  - Invite parents to contact the LA if they want to be considered for any places that might become available in schools, they ranked higher than the school they are offered, in the re- allocation process on 20 March 2023;
  - Contact details for the schools (in the case of nominated VA schools where they were not offered a place) so that they can lodge an appeal, with the governing body, and the relevant LAs.

The letter will not inform parents of places still available at other schools.

- 21. 13 March 2023: (1)** the deadline for parents to accept the place offered. If they do not respond by this date the LA will continue to pursue parents for written confirmation of acceptance for oversubscribed schools. **(2)** the deadline for parents to request to place their child's name on a waiting list for any school they ranked higher on their Common Application Form than the school they were offered.

### WAITING LISTS

Parents may ask for their children to be kept on a waiting list of children to be re-allocated places if they become available after 1 March 2023 at any school, they have ranked higher on their Common Application Form than the school they were offered. Where a parent has been offered a place at a school, which they did not nominate on their Common Application Form they may be placed on the list of all the schools they did nominate and can then be considered for places at those schools. If pupil numbers fall below the published admission number, then children will be admitted from the waiting list according to the admission criteria regardless of when their application form was received. The LA will hold all waiting lists where requested. Waiting lists for schools will be kept for **one term** in the academic year i.e. **31 December 2023**. No list will be kept for any school thereafter either by the Local Authority or by any individual school.

- 22. 20 March 2023:** The LA re-allocates any places that may have become vacant since 1 March, in accordance with the school admission criteria, which will include the following:
- Those who have not yet been offered any school place, for example, late applications from parents who have just moved into the area and have not been offered a school place.
  - Those who have not been offered a school place at any of the schools they nominated on the Common Application Form and the place that has become available is at a school originally nominated on the Common Application Form.
  - Those who have been offered a school place but who ranked the school at which a place has now become available higher on the Common Application Form.

Where there are more applicants than places available then the priorities used within the school's admission criteria will also be applied to all applicants on the waiting list to determine the allocation of places.

23. Where a parent has been allocated a place at their second ranked school, they may be placed on a waiting list of their first ranked school but not their third and so on. Where a parent has been offered a place at a school, which they did not nominate on their Common Application Form, they may be placed on the list of all the schools they did nominate and can then be considered for places at those schools.
24. Waiting lists for schools will be kept by the Local Authority for **one term** in the academic year i.e. **31 December 2023**. No lists will be kept for any school thereafter, either by the LA or by individual schools.
25. Where parents have not returned their acceptance slip for oversubscribed schools the LA will give the parent a further opportunity to respond however, the LA will explain that the offer may be withdrawn if they do not accept.

## **PART 2 – LATE APPLICATIONS**

26. The closing date for applications in the normal admissions round is **31 October 2022**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a good reason or in exceptional circumstances may be considered provided they are received before **21 November 2022**, the date the allocation procedures begin. Examples of what may be considered as good reason and exceptional circumstances include: when a lone parent has been ill for some time or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a North Tyneside property will be required in these cases). Other circumstances may be considered, and each case will be decided on its own merits by each individual admission authority.

### **CHANGE OF SCHOOL PREFERENCE AFTER 31 OCTOBER 2022:**

27. Once parents have submitted their Common Application Form, they cannot change their preferences without a genuine reason, for example if the family has recently moved address, proof of ownership or tenancy of a North Tyneside property will be required.

### **LATE APPLICATIONS RECEIVED AFTER 21 November 2022**

28. Late applications received after 21 November 2022, which, are not deemed to be exceptional by the Authority, will not be processed until after 1 March. Parents will, nevertheless receive an offer of a school place on 1 March 2023 in accordance with the terms of the scheme.

### **NO COMMON APPLICATION FORM RECEIVED BY 1 March 2023**

29. Where no Common Application Form is submitted the child will not be offered a place on 1 March 2023.

### **APPLICATIONS RECEIVED AFTER 1 March 2023**

30. Applications received after 1 March at any school must be forwarded to the LA immediately. Where only the supplementary information form is received the school must inform the LA immediately so it can verify whether a Common Application Form has been received from the parent and, if not, contact the parent and ask them to complete a Common Application Form. The LA will enter the details onto its Education Management

System (EMS) and, after consultation with the relevant admission authority, offer a place as soon as possible at the school highest in the parent's order of preference that has a vacancy or if this is not possible, at the nearest appropriate school with a vacancy (as defined in paragraph 18).

### **CHANGE OF SCHOOL PREFERENCE AFTER 1 March 2023**

31. Parents cannot change their original school preference(s) without a genuine reason, for example if the family has recently moved address. Where the LA agrees to accept a change of preference application the original school preference will be cancelled, and a new application must be submitted which will be considered as 'Late'. Any place previously offered at a school in North Tyneside on 1 March 2023 will be withdrawn and the parent will be notified in writing of the outcome.

### **YEAR OF ENTRY APPEALS**

32. All Admission Authorities must publish their appeals timetable on their website by **28 February each year**.
33. Where schools are their own admission authority i.e. Academies, VA and Trust the school will be responsible for presenting the schools case for any appeals lodged. However, for Academies and Trust Schools the LA can be present for stage 1 of the appeal to answer any questions on the admission process.

## **PART 3 - 'IN YEAR' ADMISSIONS**

### **APPLICATIONS RECEIVED AFTER 1 March 2023**

34. Applications received after 1 March 2023, and for places in year groups other than the normal year of entry to Middle and High schools, will be treated as 'In Year' admissions.

### **APPLYING FOR A SCHOOL PLACE OUTSIDE THE NORMAL YEAR OF ENTRY**

35. Parents must apply on their 'home' local authority form regardless of the school they are applying for. The Local Authority will deal with all school applications unless the school has opted to deal with the forms directly. (New School Admissions code September 2021)
36. The 'home' local authority will process Common Application Forms were requested to do so and inform parents of the outcome of their application even if the school is an Academy, Trust or Voluntary Aided.
37. The local authority is unable to process applications for schools where the date that the place is required from, is more than 2 months from the date of the application (Service and Crown Personnel are exempt).
38. Children must be resident in the country before a Common Application Form can be considered (Service and Crown Personnel are exempt).
39. School places cannot be allocated on the basis of intended future changes of address unless a house move has been confirmed through the exchange of contracts or a rental agreement. The admission authority reserves the right to seek further documentary evidence to support the claim to residence.

### **Looked After Children**

A Local Authority has the power to direct an admission authority (including Academies, Trust and Voluntary Aided schools) to admit a child who is Looked After by the Local Authority, even when the school is full. The Local Authority must not choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size. In respect of admissions for key stage 1 a Looked After Child would be admitted as an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **RESPONDING TO COMMON APPLICATION FORMS**

40. If the application is for an Academy, Trust or Voluntary Aided school, the local authority will refer the application to the Governing Body of the school. In the case of applications for schools outside North Tyneside, the LA will contact the relevant authority.
41. All admission authorities must respond to the local authority within 5 school days of receiving the Common Application Form informing them of the decision. If there is a place available pupil **must** be admitted within 20 school days of the application being received by the local authority or at the beginning of a half term if appropriate.
42. Where a place is not available at the highest ranked school the local authority will coordinate with the second and third preference schools until a place can be offered at one of the preferences.
43. If the pupil is not on the roll of a North Tyneside school and a place cannot be offered at any of the nominated schools, the parent will be informed of places available at other schools in the area.
44. If there are more applications than places available the published admission criteria must be applied.
45. Pupils can only be refused a place at a school if one of the statutory reasons in the School Admissions Code applies.
46. Pupils should not be placed outside the normal age group without written recommendation from an Educational Psychologist.
47. The LA will keep a track of any pupils who apply for 'In Year' admissions and intervene as appropriate to ensure that they are placed in a school without undue delay particularly in respect of Looked After Children and disadvantaged children moving into the area i.e. Gypsy, Roma and Traveler children.
48. Where schools are their own admission authority i.e. Academy, Trust or VA, the school will be responsible for presenting the schools case for any in-year appeals lodged. The school should liaise directly with the Clerk to the Independent Appeal Panel, Law and Governance, North Tyneside Council, NE27 0BY. Tel: (0191) 643 5316.

## **DETERMINING OFFERS IN RESPONSE TO THE COMMON APPLICATION FORM**

**Pupils living in North Tyneside and applying for a school in the area (including Academies, Trust and Voluntary Aided Schools)** The LA will notify the parent of the outcome of the place for all schools including Academies, Trust and VA schools.

**Pupils living in North Tyneside applying for a school out of the area**

The 'Home' authority (NorthTyneside) must contact the maintaining authority to confirm the availability of a place. The 'Home' authority (NorthTyneside) would then confirm the offer of the place in writing to the parent, with a copy to the maintaining authority.

**Pupils living out of the area applying for a North Tyneside school**

The 'Home' authority must contact North Tyneside LA to confirm the availability of a place. The 'Home' authority would then confirm the offer of a place to the parent, with a copy of the offer to North Tyneside LA.

**Acceptance of the school place**

Parents will be expected to respond to accept or decline the offer within 10 working days, failure to do so will result in the school place being assumed as accepted and the school notified accordingly.

**WAITING LISTS**

The LA will hold the waiting list where requested. The waiting list will be held for the year of entry only i.e. reception class for oversubscribed schools. The list will be held for **one term** in the academic year. No list will be held by the Local Authority for any school after **31 December 2023**.

**SCHEDULE 2**

**TIMETABLE OF CO-ORDINATED SCHEME**

**MIDDLE AND HIGH SCHOOLS**

<b>DATE</b>	<b>EVENT</b>
<b>12 September 2022</b>	Application Process begins for September 2023/24
<b>31 October 2022</b>	Closing date for all applications to be received by the Local Authority
<b>21 November 2022</b>	Details of preferences to be sent to Trust, VA, Academies and other Local Authorities where preferences stated are for schools other than the home LA.
<b>9 January 2023</b>	The admission authority for each Trust, VA and Academy School will provide the LA with a list in rank order in accordance with their admission criteria of all pupils who applied for a place at the school.
<b>23 January 2023</b>	The LA will exchange responses to preferences with other LAs.
<b>35 February 2023</b>	The LA will inform all North Tyneside schools of children to offered places at their schools.
<b>1 March 2023</b>	National Offer Day for places
<b>13 March 2023</b>	Last date for parents to accept or refuse the offer that has been made.
<b>13 March 2023</b>	Last date for parents to request in writing that they want to place their child's name on the waiting list for any schools which they have applied for and been refused.
<b>20 March 2023</b>	The LA reallocates any places that have become available since offer day.
<b>June/July 2023</b>	Appeals to be heard

## CO-ORDINATED ADMISSIONS SCHEME – MIDDLE AND HIGH SCHOOLS

Admission Authorities in the Area of North Tyneside to which the scheme applies

**The Scheme applies to the Governing Body as the Admission Authority for the following Roman Catholic Academy:**

St Thomas More RC Academy	Lynn Road North Shields NE29 8LF
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**The Scheme applies to the Governing Body as the Admission Authority for the following Learning Trust Schools:**

Marden Bridge Middle School	Lovaine Avenue Whitley Bay NE25 8RW
Monkseaton Middle School	Vernon Drive, Monkseaton Whitley Bay NE25 8JN
Valley Gardens Middle School	Valley Gardens Whitley Bay NE25 9AQ
Wellfield Middle School	Kielder Road, South Wellfield Whitley Bay NE25 9WQ
Burnside Business Enterprise College	St Peter's Road Wallsend NE28 7LQ
Churchill Community College	Churchill Street Wallsend NE28 7TN
George Stephenson High School	Southgate Killingworth NE12 6SA
John Spence Community High School	Preston North Road North Shields NE29 9PU
Longbenton High School	Hailsham Avenue Longbenton NE12 8ER
Marden High School	Hartington Road North Shields NE30 3RZ
Monkseaton High	Seatonville Road Whitley Bay NE25 9EQ

Norham High School

Alnwick Avenue  
North Shields NE29 7BU

Whitley Bay High School

Deneholm  
Whitley Bay NE25 9AS

**The Scheme applies to the Governing Body as the Admission Authority for the following Academies:**

Kings Priory School

Huntington Place  
Tynemouth, North Shields, NE30 4RF

North Gosforth Academy

Dudley Lane  
Seaton Burn NE13 6EJ

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**Proposed****NORTH TYNESIDE COUNCIL****Admission Numbers September 2023****North Tyneside Community First and Primary Schools**

School No.	School Name	Published Admission Number 2021	Indicated Admission Number	Admission Number 2020	Comments
392/2032	Backworth Park Primary School	30	45	45 (Reception only)	
392/2054	Bailey Green Primary School	60	60	60	
392/2076	Collingwood Primary School	60	58	60	
392/2059	Coquet Park First School	30	30	30	
392/2000	Cullercoats Primary School	60	58	60	
392/2036	Holystone Primary School	60	60	60	
392/2060	Langley First School	60	60	60	
392/2058	Marine Park First School	75	75	75	
392/2081	New York Primary School	44	45	45	
392/2008	Percy Main Primary School	30	34	30	
392/2021	Riverside Primary School	30	30	30	
392/2031	Shiremoor Primary School	60	60	60	
392/2055	South Wellfield First School	60	58	60	
392/2046	Southridge First School	60	60	60	
392/2016	Spring Gardens Primary School	60	57	60	
392/2004	Waterville Primary School	30	30	30	
392/2074	Whitley Lodge First School	45	45	45	

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**PROPOSED ADMISSION POLICY- SEPTEMBER 2023 for  
Sir James Knott Nursery School and  
Community and Trust Schools which have  
a Nursery Class attached  
(Including Grasmere Academy)**

Applications for nursery places should be made directly to the school before the end of January preceding admission in September. Offers of place will be made as soon as possible after this date.

The LA provides nursery education to three year olds and four year olds leading up to their statutory school starting age.

**Oversubscription Criteria**

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements (formerly residence) or special guardianship order. **See Note 1 below.**
2. Pupils who live within the catchment area of the nursery school/class (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2023 will be given priority.
3. Sibling link (an older brother or sister ) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the nursery school/class in September 2023.
4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the nursery school/class using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

***N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.***

**NOTE 1**

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission. This also includes children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002

A **child arrangements order** (formerly residence order) is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

**It should be noted that places in a nursery school or nursery class should be on a part- time basis (5 mornings or 5 afternoon sessions per week) and this will be the maximum amount of funding allocated. One nursery session is based on three hours in length.**

Full time places can only be agreed in exceptional circumstances and in agreement with the Director of Commissioning and Asset Management.

### **Waiting Lists**

Where parents are refused a place schools will keep a waiting list of the names of applicants up to the start of the Autumn Term or ongoing. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If a place becomes available it will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

There is no appeal procedure for parents refused a place in a nursery school/class but if parents feel that they have been unfairly treated then they can go through the Schools Complaints procedure through the Governing Body.

## **PROPOSED ADMISSIONS TO COMMUNITY FIRST AND PRIMARY SCHOOLS POLICY 2023**

Where the Local Authority receives more applications than places available the following admission criteria are used to decide on admission to Community First and Primary Schools.

All Community First and Primary Schools operate an equal preference system for processing parental preferences.

In accordance with the Education Act 1996, children with an Education Health and Care Plan (EHCP) are required to be admitted to the school named in the EHCP. Thereafter the following oversubscription criteria will apply.

### **Oversubscription Criteria**

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements (formerly residence) or special guardianship order. **See Note 1 below.**
2. Pupils who live within the catchment area of the school (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2023 will be given priority).
3. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the school in September 2023.
4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

***N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.***

### **NOTE 1**

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission. This also includes children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002

A **child arrangements order** (formerly residence order) is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

### **Closing Date**

In determining admissions, priority will be given to those applications where the parental application is received by the published deadline date **13 January 2023**.

### **Late Applications**

If you return your application after the closing date your application will be classed as Late unless exceptional circumstances exist. The Governing Body will consider your reasons, provided they are received before 31 January 2022 and if they are exceptional, consider your application along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required). If your reasons are not exceptional then your application will not be processed until after **17 April 2023**. You should be aware that this will reduce your chance at gaining a place at the school you want.

### **Offer Date**

**17 April 2023** parents will be notified of the outcome to their application. If you applied online and requested an email response, then you will be sent an email on this day. If you completed a paper application a letter will be sent out by 2<sup>nd</sup> class post on this day.

### **Equal Preference System**

The Governing Body of each school operates an equal preference system for processing applications. This means at the first stage there will be no distinction between first, second or third preference applications. Therefore, all applications will be considered equally against the admission criteria. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

### **Parental Responsibility**

When considering your application, the Local Authority will use the parental home residence of the Parent/Carer who receives or would have received the child benefit for the child/ren.

### **Waiting lists**

If you have been refused your preferred school(s), you will have the opportunity to place your child's name on a waiting list(s) for those schools. You may wish to place your child's name on a waiting list for more than one school. Children are placed on

the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If pupil numbers fall below the published admission number, the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

Waiting lists for schools will be held for one term in the academic year i.e. 31 December 2023; no list will be held by any individual school or the Local Authority after this date.

### **Catchment Areas**

All Learning Trust Schools have a defined geographic area called a catchment area. To find out which catchment area you live in log onto [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or contact the Access Team on telephone number 0191 643 8724

### **Sibling Link**

If your child has an older brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, long term fostered children) attending your preferred school in September 2023, the governing body will consider this as a sibling link. However, no guarantee is given that siblings can transfer to the same school where the school is oversubscribed.

### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents can request that their child attends part-time until he/she reaches compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. The child must, however, start school full time in the term after its fifth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age

Further information/advice on the admission of summer born children is available on the school's website and North Tyneside Council's website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)



## North Tyneside Council Report to Cabinet Date: 21 February 2022

### Title: Proposed Acceptable Use of Authority Owned Land Policy

<b>Portfolio:</b>	<b>Elected Mayor</b>	<b>Cabinet Member:</b>	<b>Norma Redfearn</b>
<b>Report from Service Area:</b>	<b>Commissioning and Asset Management</b>		
<b>Responsible Officer:</b>	<b>Mark Longstaff</b> <b>Director of Commissioning and Asset Management</b>	<b>(Tel:(0191) 6438089)</b>	
<b>Wards affected:</b>	<b>All Wards</b>		

#### **PART 1**

##### **1.1 Executive Summary:**

This report seeks authorisation for the Director of Commissioning and Asset Management to develop and draft a new borough wide Policy that will outline how permission to use Authority owned land can be applied for as well as setting out the various activities that will be prohibited or restricted on land owned by the Authority. The Policy will relate to open public spaces such as parks and beaches.

It is hoped that this Policy will be seen by residents and visitors to the borough as a way of ensuring that the Authority's parks, beaches and other open spaces are enjoyable and safe places to visit.

It is intended that the draft Policy will be subject to a 6-week period of public consultation before a final decision is made on its implementation.

##### **1.2 Recommendations:**

It is recommended that Cabinet:

1. Authorise the Director of Commissioning and Asset Management to take all necessary steps to draft an Acceptable Use of Authority Owned Land Policy taking into account the principles outlined in section 1.5 of the report;
2. Authorise the Director of Commissioning and Asset Management following consultation with the Deputy Mayor and the Director of Law and Governance to publish and undertake public consultation on the draft Acceptable Use of Authority Owned Land Policy;

3. Authorise the Deputy Mayor in consultation with the Director of Commissioning and Asset Management and the Director Law and Governance to amend and approve the adoption of the Acceptable Use of Authority Owned Land Policy on behalf of the Authority having regard to the consultation responses;
4. Authorise the Director of Commissioning and Asset Management to publish the Policy, and;
5. Authorise the Director of Commissioning and Asset Management to undertake future reviews the Acceptable Use of Authority Owned Land Policy as appropriate and to make amendments to the Policy following consultation with the Deputy Mayor and the Director of Law and Governance.

### **1.3 Forward Plan:**

Twenty-eight days' notice of this report has been given and it first appeared on the Forward Plan that was published on 21 January 2022.

### **1.4 Council Plan and Policy Framework**

This report relates to the following priority in the 2021-2025 Our North Tyneside Plan:

#### **A Secure North Tyneside**

We will work with Northumbria Police to prevent and tackle all forms of anti-social behaviour.

### **1.5 Information:**

#### **1.5.1 Background**

The Authority's Strategic Property Team has noted a considerable increase in enquiries to use land owned by the Authority for miscellaneous activities. There has also been a correlated rise in Members Enquiries and complaints from members of the public about inappropriate activities taking place in public open spaces such as beaches and parks that are owned by the Authority.

An example is the noticeable increase in the use of drones at St Mary's Lighthouse Nature Reserve, which is part owned by the Authority and classed as a Site of Special Scientific Interest (SSSI) by Natural England. This increase has caused multiple disturbances and a potential danger to wildlife. Other activities such as balloon and sky lantern releases can be harmful to the environment and can also pose a fire risk.

It is therefore appropriate for the Authority to consider the implementation of a borough wide Policy that will set out how individuals can apply for permission to use Authority owned land where appropriate, and the factors that will be taken into account when assessing such applications, as well as specifying the activities that will not be permitted on Authority owned land.

An officer working group was established in response to a number of activities of concern who are working together to draw up a draft Policy. The service areas represented on the Group, including the Community and Public Space Protection Team, have examples of activities that have been brought to their attention either by Members, or members of the

public, in addition to those that officers have observed themselves, which could be considered inappropriate and unacceptable for a number of reasons. Those reasons can include health and safety issues, potential damage to property as well as environmental and wildlife issues.

Examples of the activities that will be considered as part of the development of the Policy and that will be consulted on (if considered appropriate) as activities that will either be prohibited or restricted include: -

- Use of Unmanned Aerial Vehicles (UAVs) or drones on SSSI sites (unless approved by the Authority and Natural England)
- Setting off fireworks/firework displays
- The release of balloons and/or sky lanterns
- Camping
- Bonfires or firepits
- The riding or racing of quadbikes and/or motorbikes
- Metal detecting

The officer working group will continue to formulate the draft Policy and consult with the Deputy Mayor before it is published and made available for public consultation. The working group, amongst other things, are considering the following principles when shaping the draft policy and considering whether the activities such as those listed above are likely to: -

- Disturb wildlife
- Damage the environment
- Reduce the value of an asset
- Be considered as anti-social or cause a nuisance to the general public

If there is a breach of the proposed Policy, then officers will have regard to the Authority's Enforcement Policy and Code for Regulators and the circumstances surrounding the breach before enforcement action is considered. Breaches of the Policy could either result in a warning being issued to an individual or enforcement action being taken through the civil courts or potentially through the Magistrates' Court. In either case, court action would only be taken if it was considered a proportionate step to take and being in the public interest. Enforcement action through the Courts will always be the last resort.

The Authority currently regulates public spaces in the borough using Public Spaces Protection Orders (PSPOs). These are made under a specific legislation featuring a statutory test and currently tackle irresponsible dog ownership and the public consumption of alcohol. The PSPOs must be reviewed every three years and can be extended for a further period of time if that is considered to be appropriate. The required review will commence later this year with draft proposals being considered separately by Cabinet in the early part of 2023 prior to undertaking a statutory consultation process. However, the development of this Policy will inform the review of PSPOs.

## **1.6 Decision options:**

The following decision options are available for consideration by Cabinet:

### Option 1

To agree to the principle of implementing a Policy to control unwelcome activities on Land owned by the Authority, comprising the borough's parks, beaches and areas of public open space.

### Option 2

Not to agree to the principle of implementing a Policy in which case many unwelcome activities may continue to occur on the Authority's land.

Option 1 is the recommended option.

#### **1.7 Reasons for recommended option:**

The recommended option, Option 1, is considered to be the best way to potentially reduce the number of unwelcome activities that take place on land owned by the Authority, if a subsequent delegated decision is taken to implement a Policy following the period of public consultation.

#### **1.8 Appendices:**

None

#### **1.9 Contact officers:**

Niall Cathie – Strategic Property Manager – Tel. 0191 643 6517  
David Dunford – Senior Business Partner – Tel. 0191 643 7027

#### **1.10 Background information:**

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

There are no background papers or research reports.

## **PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING**

### **2.1 Finance and other resources**

There are no finance and resource implications arising from this report other than a potential reduction in officer time dealing with enquiries from members of the public wishing to carry out activities which will no longer be permitted on the Authority's land, if the delegated decision is taken to implement a new Policy.

### **2.2 Legal**

The legal implications in relation to this matter are set out in the body of the report.

The Policy will have to be considered alongside other policies such as the Authority's Enforcement Policy and there may be occasions when repeated anti-social behaviour in open spaces requires consideration to Public Space Protection Orders being made either for a specific area or areas in the borough or indeed the whole of the borough.

### **2.3 Consultation/community engagement**

#### **2.3.1 Internal Consultation**

The Strategic Property Group which provides robust governance to all strategic property matters confirmed its support for the principle of implementing a Policy on 19<sup>th</sup> December 2021. The membership of the group includes the Elected Mayor, Cabinet Members, Directors and Senior Council Officers.

### 2.3.2 External Consultation/Engagement

Northumbria Police have been consulted and are in support of the Authority's proposal to implement a Policy as an effective way to reduce the number of anti-social activities taking place on land owned by the Authority and which may require the intervention of the police service.

A draft Policy will be subject to an appropriate period of public consultation.

## 2.4 Human rights

There are potential Human Rights issues that will have to be taken into consideration when formulating the Policy, such as the right to assembly and association.

## 2.5 Equalities and diversity

An Equality Impact Assessment will be undertaken to inform the engagement plan to ensure that people with protected characteristics have an equal opportunity to know about and take part in the public consultation

## 2.6 Risk management

There are no risk management implications directly arising from this report.

## 2.7 Crime and disorder

It is considered that the implementation of a Policy will assist in the reduction of the number of anti-social activities taking place on the Authority's land.

## 2.8 Environment and sustainability

It is considered that a Policy will assist in the reduction of the number of activities taking place on the Authority's land and which can potentially harm the environment.

## PART 3 - SIGN OFF

- |                             |                                     |
|-----------------------------|-------------------------------------|
| • Chief Executive           | <input checked="" type="checkbox"/> |
| • Director(s) of Service    | <input checked="" type="checkbox"/> |
| • Mayor/Cabinet Member(s)   | <input checked="" type="checkbox"/> |
| • Chief Finance Officer     | <input checked="" type="checkbox"/> |
| • Monitoring Officer        | <input checked="" type="checkbox"/> |
| • Assistant Chief Executive | <input checked="" type="checkbox"/> |

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## North Tyneside Council Report to Cabinet Date: 21 February 2022

### Title: Delivering 5,000 Affordable Homes and Reducing Derelict Properties in North Tyneside

Portfolio(s):    Housing		Cabinet Member(s):    Councillor Steve Cox
Report from Service Area:	Environment, Housing and Leisure	
Responsible Officer:	Phil Scott, Head of Environment, Housing and Leisure	(Tel: (0191) 643 7295
Wards affected:	All	

#### PART 1

##### 1.1 Executive Summary:

The Our North Tyneside Plan was approved at full Council on 23 September 2021 and included a target of delivering 5,000 affordable homes and a commitment to reduce the number of derelict properties across the borough. This is a new, ambitious target that increases the previous delivery target by 1,000 affordable homes whilst remaining within the Authority's objectively assessed housing need and in line with the North Tyneside Local Plan that was adopted in July 2017. To meet this challenge, this report recommends that the target of 5,000 homes be delivered in two phases.

Phase one will see the delivery of a further 2,000 affordable homes bringing the total to 4,000 by 2032. This will include the delivery of the ten-year HRA plan that will deliver around 350 new Council homes and utilise new technology to reduce carbon emissions and support the Authority's response to the climate emergency in North Tyneside.

Phase two of the plan will consist of several workstreams to deliver the additional 1,000 homes. These include:

- Identifying potential 'windfall' opportunities for both the Authority and private developers
- Exploring the potential of brownfield sites that could be used to provide new affordable homes
- Increasing the number of derelict properties that are brought back as affordable homes
- Further increasing the delivery of affordable homes through the North Tyneside Trading Company Limited

## 1.2 Recommendation(s):

It is recommended that Cabinet:

- (1) In relation to the delivery of 5,000 affordable homes and the reduction of derelict properties:
  - (a) Note the progress of phase one delivering in 2021/22 and the planned delivery for 2022/2023 identified in section 1.5.2 to deliver 4,000 affordable homes by 2032
  - (b) Request the North Tyneside Trading Company Limited and its subsidiaries, developers, Registered Providers and Care Providers to consider options to support the Authority's priorities within the Our North Tyneside Council Plan and increase their delivery of affordable homes and support the reduction of derelict properties
  - (c) Authorises the Director of Environment, Housing and Leisure in consultation with the Cabinet Member for Housing, Director of Resources and Director of Law and Governance to undertake all necessary steps relating to phase two of the Affordable Homes Plan and to bring forward the emerging plans identified in section 1.5.3 to deliver the additional 1,000 homes required to achieve the target of 5,000 affordable homes
  - (d) Agree to receive an annual report on progress

## 1.3 Forward Plan:

Twenty-eight days' notice of this report has been given and it first appeared on the Forward Plan that was published on the 20 January 2022.

## 1.4 Council Plan and Policy Framework

This report relates to the following themes and priorities in the Our North Tyneside Plan 2021-2025:

### **A thriving North Tyneside:**

- We will reduce the number of derelict properties across the borough

### **A secure North Tyneside:**

- We will provide 5,000 affordable homes

### **A green North Tyneside:**

- We will publish an action plan of the steps we will take and the national investment we will seek to make North Tyneside carbon net-zero by 2030

## 1.5 Information:

### 1.5.1 Background

The Affordable Homes Programme (AHP) was approved by Cabinet on the 14 May 2013 and by the end of 2021/22 will have delivered over 1,900 new affordable homes across North Tyneside. In January 2021, the Mayor and Cabinet set out their policy intentions by increasing the AHP target to 4,000 affordable homes by 2032. This included a new ten-year Authority delivery plan called *'Supporting the Ambition for the Borough through Housing Growth'* that will see the Authority invest circa £50m and directly deliver an additional 350 new homes. The 'Our North Tyneside Plan' approved by full Council in November 2021, included within it as a priority the delivery by the Authority of "5,000 affordable homes" and a plan to "reduce the number of derelict properties".

The need for more affordable housing is clear. The Strategic Housing Market Assessment (SHMA) 2014 provides a robust evidence base on the level of housing need within the Borough, including the need for affordable housing. In addition, the Affordable Housing Needs Assessment tool brings together a range of information (e.g., SHMA, Census data, Market Position Statement, demand from the Authority's housing register) and is used to assess the type and size of affordable housing needed across the Borough.

The current AHP has been a success, and by end of 2021/22 will have delivered over 1,900 new affordable homes in eight years which constitutes a 135% improvement on the ten years prior to the programme starting.

The Authority has an outstanding track record of building high-quality homes with all homes built above the current Decent Homes Standard and Building Regulations, utilising a fabric first approach. Alongside new build development, the Authority also prioritises bringing back long-term empty homes into use as affordable homes. This approach, coupled with the Authority working with private landlords, has been a significant success, with the number of long-term empty properties reducing from 1,326 in January 2019 to 912 in September 2021.

Acting in a strategic enabling role, the Authority has successfully worked with a wide range of partners including Homes England, Registered Providers (RPs) and developers to meet a range of housing needs, including the needs of vulnerable groups.

North Tyneside Trading Company (Development) Ltd has continued to invest in affordable housing using "Section 106" funding the Authority has available. The Company has used a purchasing strategy since 2018, to buy homes in-line with housing need to let at an affordable rent from the open market. This strategy has been successful with the Company now owning 73 affordable homes with firm plans to bring its asset base up to 100 homes in 2022.

The Authority declared a climate emergency in July 2019 and the AHP plays an important role in responding to the challenge of reducing carbon emissions. This has included trailing innovative products including solar technology and high levels of insulation. Going forwards, the Authority has committed to ensuring that all new homes built directly by the Authority will utilise a fabric first approach ensuring that all homes are highly insulated and provide high levels of air tightness. This will support occupants of those homes by providing a high thermal performance and reduce energy consumption. The Authority will also go further on new build homes by no longer using fossil fuel to heat homes and other innovative technology to reduce carbon emissions.

### 1.5.2 Delivering 5,000 homes and reducing the number of Derelict Properties – Phase One

Phase one of the AHP will see 4,000 affordable homes delivered by 2032 and an indicative programme for delivery is provided in Appendix 3. This phase will be delivered across several workstreams including directly delivered homes by the Authority, tackling derelict properties, and working in partnership with the North Tyneside Development Company and Registered Providers.

The Authority acting in a strategic enabling role will continue to seek a high-level of affordable homes through Section 106 contributions from Private Developers. The following information details the progress made in 2021/22 and provides details of the plans for 2022/23. Projected targets for future years are included in Appendix 4.

### 1.5.3 Phase One – Work completed in 2021/22

#### (a) HRA Housing Delivery

A Ten-Year Delivery Plan for the Housing Revenue Account was approved in January 2021 that aims to significantly increase the number of Authority owned homes. The plan includes further investment of circa £50m and will deliver around 350 new affordable homes by 2032 including at least 300 new Authority homes. This plan is reviewed and adjusted on an annual basis and the current ten-year programme is provided in Appendix 2.

The Authority, through the Housing Revenue Account, built 12 new homes and converted 11 empty homes into 7 affordable homes in 2021/22. Details of the work this year include:

The Cedars (Collingwood Ward) - 12 new affordable homes were delivered on the site of the former resource centre, comprising 8 two bed and 4 three bed houses.

Charlotte Street (Wallsend Ward) – 11 problematic empty homes were renovated and converted to 7 affordable homes. The scheme comprises 4, three bed houses and 3, two bed flats.

The Authority successfully bid for grant funding from Homes England's Rough Sleepers Accommodation Programme (RSAP) to purchase 5 market homes and convert them to affordable homes. These homes have been purchased and support put in place for meeting the tenants' needs.

#### (b) Reducing the number of Derelict Properties

The Authority has continued to bring back derelict and empty homes for use as affordable homes. This includes targeting long-term empty properties and working with owners who may be struggling to maintain their rental properties.

Phase one of the AHP will see between at least 60 derelict homes targeted with further plans being developed to increase this number significantly. In-line with the Authority's Housing Strategy, the Authority continues to work with homeowners, private landlords, landlord groups and communities to focus on bringing derelict properties and empty homes back into use, where possible as affordable homes.

In 2021/22, 8 long-term empty properties were returned to use as affordable housing homes by the Local Authority.

(c) Working with Registered Providers (RPs) and Care Providers

The Authority continues to work closely with RPs and Care Providers to identify opportunities to meet housing need in the Borough.

Riverside Housing completed 50 affordable homes on the site of West Chirton industrial estate, North Shields. The homes are a mix of affordable rent and intermediate affordable housing.

Bernicia delivered 11 new affordable homes at East View Terrace, Dudley. The development comprises of 8, two bed and 3, three bed houses for affordable rent.

Age UK have completed the development of a 40-unit extra care scheme at Backworth Park. The scheme comprises 28 one bed apartments and 2 bed bungalows for older persons with dementia.

Galliford Try have completed the construction of a 64-bed extra care scheme on the behalf of Housing 21. The scheme comprises 45, one bed and 19, two bed apartments off Stanton Road, Cullercoats.

(d) Planning Obligations

The largest volume of homes within the first phase of the programme will be delivered by private developers who are subject to ever changing market conditions. The decision on when to bring forward large site is not within the Authority's direct control and will be heavily reliant on the strategic sites at the Murton Gap and Killingworth Moor coming forward. It is expected that the developers will deliver circa 1,500 homes in phase 1 of the AHP.

In 2021/22 a total of 54 new homes have been delivered across North Tyneside by developers through this route.

(e) Aurora Affordable Homes

The North Tyneside Trading Company Limited through its subsidiary Aurora Affordable Homes, currently has plans in place to increase its asset base to 100 in 2022/2023 as part of the first phase of the AHP.

In 2021/22, the Company successfully acquired 15 new homes from the open market to be let at an intermediate affordable rent. By the end of the year the Company aims to own 72 homes which are spread across the Borough in areas of high demand for homes.

#### 1.5.4 Phase One – Work Planned for 2022/23

275 affordable homes are expected to be delivered in 2022/23. A breakdown of these is provided in Appendix 3.

##### (a) Housing Revenue Account Housing Delivery

The Authority through its HRA will deliver 21 new homes in 2022/23. The new schemes being brought forward are:

Husk / Falmouth Road garages – 9 modular bungalows will be delivered on the site of Authority garages at Falmouth Road.

Husk / Battle Hill garages – 10 modular bungalows will be delivered at the site of garages in Battle Hill.

25-26 Wellington Avenue, Wellfield – The former children's home will be refurbished and converted into 2, three bed semi-detached affordable homes.

Conversion of underutilised Recreation Rooms – up to seven recreation rooms will be converted into affordable homes following consultation with local Ward Members. These properties have very low levels of community use and the conversion to new homes will go towards meeting housing needs across the borough, support the Authority's affordable home ambitions, reduce compliance and cleaning costs, and provide rental Council Tax income.

##### (b) Working with Registered Providers (RPs) and Care Providers

The Authority continues to work in partnership with Registered Providers who are expected to provide 99 affordable homes in 2022/23. These include:

West Chirton Industrial Estate South phase 2 – 50 new homes are expected to be completed at Riverside's development of Norham Road North Shields.

Castle Square – Bernicia will complete 32 new affordable homes at the former HRA site at Castle Square.

Action Building Maintenance, Oswin Road – Mersten Limited are expected to complete 16 affordable homes for vulnerable clients with mental health issues.

##### (f) Tackling Derelict Properties

It is proposed that a new system is developed to allow Ward Members to report in properties that are causing blight in their area for further investigation. This will allow officers to track and monitor problematic properties and intervene where possible.

The Authority will continue to use the Repair and Manage programme to refurbish long-term empty homes and take ownership of them until all costs have been repaid. This approach will deliver at least 6 affordable homes in 2022/23.

##### (c) Planning Obligations

The number of affordable homes delivered through planning obligations is expected to be 122 affordable homes delivered in 2022/23

Additional affordable homes will continue to be secured through Section 106 requirements in the future as further planning applications are submitted by developers.

(d) Aurora Affordable Homes

The North Tyneside Trading Company Limited through its subsidiary Aurora Affordable Homes will deliver 23 affordable homes in 2022/23 to bring the total number of owned to 100. Subject to approval by Cabinet, a formal request will be made to ask the Company to consider increasing its delivery targets.

1.5.5 Delivering 5,000 homes and reducing the number of Derelict Properties – Phase Two

Phase two of the AHP will focus on delivering as quickly as possible the remaining 1,000 homes that are currently not within the plan. The successful achievement of phase two, will require innovation and exploration of new ways of delivering homes. The Authority will also be required to work with a wide range of partners and assess a range of potential funding opportunities to support this.

The Authority will consider options to increase the direct delivery of affordable homes and continue to work in a strategic capacity to ensure that new opportunities from developers are considered.

Windfall sites are identified within the Strategic Housing Land Availability Assessment that may realise an additional 1,356 homes that are not currently within the Local Plan. These sites have been assessed as having the potential to be developed for residential use but may not have come forward to due viability or planning issues. Whilst it is not possible to accurately predict the level of windfall opportunities that come forward, it is possible to look at historic returns. Since 2016, a total of 436 windfall homes have been delivered at an average of 73 per year. Many these were on small sites that did not attract a Section 106 contribution. Of the larger sites where Section 106 was required a total of 220 homes were brought forward and it is reasonable to expect a similar number will continue to be delivered that will directly contribute to the 1,000-home target in phase 2.

Direct Delivery by the Authority

The HRA ten-year delivery plan in phase one of the AHP makes use of currently developable land assets held by the Authority. Therefore, to increase delivery in this area, there will be a requirement to identify new sites or buildings suitable for conversion that can be brought forward. This may require additional resources to purchase or build new schemes and potentially new delivery models and partnerships.

It will also be an opportunity to look at Brownfield sites within the borough that maybe suitable to bring forward potentially in conjunction with new delivery models including lease back models or other innovative solutions to funding new affordable homes.

North Tyneside Trading Company (NTTC)

NTTC is responding to the new policy agenda of the Authority and has produced a new 4-year Business Plan for the consideration of Cabinet that will include an ambition to further increase their stock past 100 affordable homes in the next 4 years and to reinvest all surpluses into the delivery of new affordable homes and tackling derelict properties.

## **1.6 Decision options:**

The following decision options are available for consideration by Cabinet.

In relation to the delivery of 5,000 homes and reducing the number of derelict properties:

### Option 1

- (a) To receive and note the update on the delivery of phase one of the Affordable Homes Programme detailed at 1.2(1a) of this report; and
- (b) agree the recommendations detailed in paragraph 1.2(1b) of this report

### Option 2

- (c) To receive and note the update on the delivery of phase one of the Affordable Homes Programme detailed at 1.2(1a) of this report; and
- (d) reject the recommendation detailed in paragraph 1.2(1b) of this report

## **1.7 Reasons for recommended option:**

Option 1 is recommended for the following reasons:

- It will support the delivery of the Elected Mayor and Cabinet's commitments within the Our North Tyneside Plan to deliver more quality affordable homes, reduce the number of derelict properties and support the ambition for North Tyneside to be carbon neutral by 2030.

## **1.8 Appendices:**

Appendix 1: Detailed Delivery Programme for 2021/22

Appendix 2: Ten-year HRA delivery Programme

Appendix 3: Forecast Delivery Programme for 2022/23

Appendix 4: Indicative Affordable Homes Delivery Programme 2014-2032

## **1.9 Contact officers:**

Richard Brook, Housing Growth Manager, tel. 07540 182 225

David Foster, Housing property and Construction Manager, tel. (0191) 643 7801

Darrell Campbell, Senior Business Partner, tel. (0191) 643 7038

## 1.10 Background information:

The following background papers/information has been used in the compilation of this report and is available at the office of the author:

- (1) [Supporting the Ambition for North Tyneside Through Housing Growth](https://democracy.northtyneside.gov.uk/documents/s4966/Supporting%20the%20Ambition%20for%20North%20Tyneside%20through%20Housing%20Growth.pdf)  
<https://democracy.northtyneside.gov.uk/documents/s4966/Supporting%20the%20Ambition%20for%20North%20Tyneside%20through%20Housing%20Growth.pdf>
- (2) [Cabinet Paper May 28 2019 ITEM title: “Delivering the Affordable Homes Programme”](#)
- (3) [Cabinet Paper April 9 2018 ITEM title: “Delivering the Affordable Homes Programme”](#)
- (4) [Cabinet Paper March 13 2017 ITEM title: “Delivering the Affordable Homes Programme”](#)
- (5) [Cabinet Paper September 14 2015 ITEM title: “Delivering Affordable Homes - Update” ..../..../Business\\_Devpt/Affordable Homes/BOARDS and Cabinet/Cabinet/October 2013/7k Delivering Affordable Homes FINAL.doc](#)
- (6) [Cabinet Paper March 9 2015 ITEM title: “Delivering Affordable Homes - Update” ..../..../Business\\_Devpt/Affordable Homes/BOARDS and Cabinet/Cabinet/October 2013/7k Delivering Affordable Homes FINAL.doc](#)
- (7) [Cabinet Paper March 10 2014 ITEM title: “Delivering Affordable Homes - Update”](#)
- (8) [Cabinet Paper October 14 2013 ITEM title: “Delivering Affordable Homes”](#)
- (9) [Cabinet Paper February 10 2014 ITEM Title: Empty Homes “Lease to Let Scheme”](#)
- (10) [Core Strategy Preferred Options 2010](#)
- (11) [Local Plan 2015-2030](#)
- (12) [Planning for the Future – White Paper August 2020](#)

## PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

### 2.1 Finance and other resources

- [HRA](#)

The current Investment Plan budget for 2022/23 for HRA new build schemes totals £4.580m, with re-programming of £0.650m from 2021/22. The ambitious delivery programme for the HRA budget through the Business Plan will total over £53.176m over the next 10 years. The HRA Business Plan is refreshed annually, and the refresh for the 2022/52 plan has sought to ensure that the resources necessary to match the Mayor and Cabinet’s ambition within this report are identified and provided for.

- Housing General Fund – bringing empty properties back into use

The budget for empty properties work was realigned to improve outcomes in the private sector. This has allowed the continuation of a programme bringing empty properties from the private sector back into use as affordable homes. This will deliver at least a further 15 units between 2022 and 2025.

- North Tyneside Trading Company (Development) Limited

The affordable homes work undertaken by the subsidiary of the Authority's trading company is currently funded through the Section 106 Town and Country Planning Act 1990 commuted sums available for affordable housing and rental income received from properties. To date the Company has spent or committed £8.662m to purchase 72 homes and forecasts to invest a further £3.500m in 2022-23.

## **2.2 Legal**

There will need to be consideration of procurement legislation and subsidy control rules in relation to each project and manner in which it is to be undertaken to ensure compliance with the legal requirements placed on the Authority in relation to those issues. In addition to those considerations, there will be a need to be compliance with the Authority's Financial Regulations and Standing Orders. Any future disposal or acquisition of land/property will also be dealt with in a separate report to Cabinet at the appropriate time.

## **2.3 Consultation/community engagement**

### **2.3.1 Internal Consultation**

The Our North Tyneside Plan was agreed by Cabinet on 23 September 2021.

The preparation of the Local Plan was supported by multiple stages of engagement internally with senior officers and members. The overall progress of the Local Plan to adoption was overseen by a Local Plan Steering Group comprised of senior officers, the Deputy Mayor, Cabinet Member for Housing and Transport and the Cabinet Member for Finance. The Local Plan was recommended for adoption by Cabinet and agreed at Full Council in July 2017 with the Masterplans for the strategic sites adopted by Cabinet in December 2017.

Comprehensive governance arrangements have been put in place for the Affordable Homes Programme. Members and key officers are consulted through the Strategic Property Group comprised of the Elected Mayor, Deputy Mayor, Cabinet Members for Housing, Environment and Finance and Resources, Directors of Environment, Housing and Leisure, Commissioning and Investment, Resources, and Regeneration and Economic Development. They receive a monthly update on the Affordable Homes Programme and make recommendations on key decisions for Cabinet.

In addition, the Authority's Investment Programme Board comprised of the Deputy Mayor, Cabinet Member for Finance and Resources, and Directors of Environment, Housing and Leisure, Commissioning and Investment, Resources and Regeneration and Economic Development receives update reports on the delivery of our Affordable Homes Programme.

### **2.3.2 External Consultation/Engagement**

RPs undertake consultation with existing residents on their future proposals for these sites prior to submission for planning approval and an officer from the Housing Strategy Team attends. There are also detailed planning requirements in terms of the consultation to be undertaken as part of the formal planning approval process.

Pre-planning consultations are held with Ward Members, residents, and businesses for all HRA development sites. The Authority's tenants are kept up to date with progress through the Authority's Repairs and Investment Service Development Group that is held three times a year. In addition, there are regular press releases to ensure the local communities are kept up to date with progress and the key milestones on the Authority's developments. The Local Plan has also involved extensive consultation around housing, which has included engagement with developers and members of the public.

## **2.4 Human rights**

There are no human rights issues directly arising from this report.

## **2.5 Equalities and diversity**

An increase in mixed tenure homes would help to meet local need as set out in the Strategic Housing Market Assessment and would increase the overall affordable housing supply, including helping to reduce some of the potential pressure for 1 and 2-bedroom properties.

The Affordable Homes Delivery Programme also includes some purpose-built housing for specific client groups which will help to promote equality for groups with specific characteristics.

## **2.6 Risk management**

There are multiple risk registers associated with all Authority new build schemes. These are monitored on a regular basis as part of their respective governance arrangements. A project risk register has been collated for the Affordable Homes Programme, however at this stage it is considered that there are no specific risks that need to be added to the Directorate Risk Register.

## **2.7 Crime and disorder**

Any sites being brought forward for development by either the Authority or by a private developer must address crime and disorder issues as part of the normal planning process.

When building new homes, the Authority's Design Standard is followed ensuring that Secure by Design Principals are followed.

## **2.8 Environment and sustainability**

Environment and sustainability issues will be considered as part of the normal planning process on any sites brought forward for development by either the Authority, RP, or a private developer.

The Authority declared a climate emergency in July 2019 and it important that the AHP supports the response to tackling this. The Authority will commit to delivering new homes that will utilise a fabric first approach ensuring that all homes are highly insulated and provide high levels of air tightness. The Authority will go further on directly built homes by moving ahead of planned changes to Building Regulations and build homes without fossil fuel heating systems and including solar photovoltaic panels wherever feasible.

### **PART 3 - SIGN OFF**

- Chief Executive ☐
- Director(s) of Service ☐
- Mayor/Cabinet Member(s) ☐
- Chief Finance Officer ☐
- Monitoring Officer ☐
- Assistant Chief Executive ☐

## Appendix 1

### Phase One Delivery Programme - 2021/22

DEVELOPMENT	DELIVERY METHOD	HOMES
Scaffold Hill	Private Developers	20
Former Grange Interiors	Private Developers	8
Field North Of 45 Sunholme Drive	Private Developers	14
Land East of Salters Lane	Private Developers	12
The Cedars	Council Housing	12
Charlotte Street regen	Council Housing	7
Various locations	RSAP Council Housing	5
Land North Of, East View Terrace, Dudley	Registered / Care Providers	11
West Chirton Industrial Estate South phase 2	Registered / Care Providers	50
Land North West Of, Brierdene Way, Backworth	Registered / Care Providers	40
Land Adjacent To 43 Stanton Road, Cullercoats	Registered / Care Providers	64
Various locations	Empty Homes	8
Various locations	Aurora Affordable Homes	15
<b>Total (homes delivered by 31 March 2022)</b>		<b>266</b>

## Appendix 2

### Ten Year HRA Delivery Programme

Scheme	Scheme Description	Potential No. of affordable homes	Programmed Construction Phase (Start dates)	Budget Estimate (£m)
Former Bawtry Court, Battle Hill Ward	Work is underway to provide a mix of affordable homes on the former Bawtry Care homes site in Battle Hill	9	Complete 2021/22	-
Edwin Grove, Howdon Ward	Work is underway to provide three new general needs homes on a former children's home in the Howdon ward	3	Complete 2021/22	-
The Cedars, Collingwood Ward	Work is underway to build 12 new affordable homes on the site of the former care home at the Cedars in Collingwood Ward	12	Complete 2021/22	-
Charlotte Street, Wallsend Ward	The regeneration of Charlotte Street will see several long-term empty homes brought back into use as affordable	11	Complete 2021/22	-
Garage Site, Falmouth Road - Collingwood Ward	It is proposed that a small brownfield garage site is used The proposal is to use the HUSK MMC solution to build new bungalows	9	Jan 2022	£1.344m
Various Garage Sites - Battle Hill	6 small brownfield garage sites across Battle Hill The proposal is to use the HUSK MMC solution to build new bungalows	10	2022/23	£1.493m
Conversion of Recreation Rooms	Conversion of underutilised Recreation Rooms into affordable homes following consultation with local Ward Members.	7	2022/23	£0.400m
Wellfield Avenue Refurbishment, St Mary's Ward	Based on a successful compulsory purchase of a long-term empty care home that was causing blight, these will be converted into general needs homes	2	2022/23	£0.214m
Murton West – Collingwood Ward	Council owned land within the wider strategic site at Murton Gap will be used to build a new fully affordable council community. The scheme will include a mixture of bungalows and 2,3 & 4 bed affordable homes	120	2023/24	£16.800m
Benton Lane - Benton Ward	Mid-sized site to provide new 2,3, and 4 bed affordable homes	30	2024/25	£3.900m
Charlton Court, Monkseaton South	Charlton Court sheltered scheme was not included within the NT Living project. The plan is to demolish and rebuild the scheme to provide a new 40 bed sheltered scheme and 14 new Council owned, affordable apartments. This development would be contained within the footprint of the existing site	54 new homes – (net gain of 13 affordable homes)	2024/25	£4.359m
Annitsford Farm, Weetslade Ward	This site has already been approved for development but to date has not been taken forward due to constraints.  The plan is to design a new 100% owned Council community that considers the noise issues from the airport that is currently constraining the site	100	2026/27	£14.000m

## Appendix 3

### Phase One Delivery Programme - 2022/23

DEVELOPMENT	DELIVERY METHOD	HOMES
Land East of Salters Lane	Private Developers	27
Moorhouses Reservoir, Billy Mill, North Shields	Private Developers	19
Land to The West of Station Road North and Land South of East Benton Farm Cottages	Private Developers	41
Field North Of 45 Sunholme Drive	Private Developers	9
Tynemouth Jubilee Infirmary	Private Developers	4
Land East Of, 9 Laurel End, Forest Hall	Private Developers	6
West Chirton Industrial Estate South phase 1	Private Developers	8
Howdon Green, Willington Quay	Private Developers	5
Unicorn House	Private Developers	7
25-26 Wellington Avenue, Wellfield	Council Housing	2
Husk / Falmouth Road garages	Council Housing	9
Husk / Battle Hill garages	Council Housing	10
West Chirton Industrial Estate South phase 2	Registered / Care Providers	50
Castle Square	Registered / Care Providers	32
Action Building Maintenance, Oswin Road	Registered / Care Providers	16
Chirton Lodge Ex Warden Flat	Registered / Care Providers	1
TBA	Empty Homes Various	6
TBA	Aurora Affordable Homes Various	23
<b>Total (homes due for completion by 31 March 2023)</b>		<b>275</b>

## Appendix 4 – Indicative Affordable Homes Delivery Programme 2014-2032 (Phase one)

Delivery Method	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	Total
Council Housing	110	171	201	12	26	22	12	24	28	59	17	17	30	33	36	18	18	14	848
Registered / Care Providers	87	18	52	112	10	23	0	165	99	30	0	10	10	10	10	10	10	10	666
Private Developers	55	41	77	146	197	114	58	54	119	143	155	155	130	130	150	150	150	150	2174
Aurora Homes	0	0	13	9	13	13	14	15	23	20	20	20	20	20	0	0	0	0	200
Empty Homes	13	8	4	1	4	8	6	8	6	6	6	6	6	6	6	6	6	6	112
<b>Total</b>	265	238	347	280	250	180	90	266	275	258	198	208	196	199	202	184	184	180	4000
<b>Cumulative Total</b>	265	503	850	1130	1380	1560	1650	1916	2191	2449	2647	2855	3051	3250	3452	3636	3820	4000	

## North Tyneside Council Report to Cabinet Date: 21 February 2022

### Title: An Ambition for North Tyneside - Update

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**Portfolio:**        **Regeneration**

**Cabinet Member:**    **Councillor Carl Johnson**

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**Responsible Officer:**        **John Sparkes, Director of Regeneration and Economic Development**        **Tel: 0191 643 6091**

**Wards affected:**                **All**

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#### **PART 1**

##### **1.1 Executive Summary:**

The purpose of this report is to provide the Cabinet with an update on the delivery of the Council's 'Ambition for North Tyneside' which was agreed by Cabinet on the 26<sup>th</sup> November 2018 as a framework for the regeneration of the borough in line with the then Our North Tyneside Plan.

An update was last provided to the Cabinet in September 2020. Since then, the Deputy Mayor and officers have been working closely with a range of partners to unlock potential and opportunity and the following have been delivered:

- In North Shields we acquired the former Co-op building and have prepared it for demolition.
- We also acquired and demolished the Unicorn House office building which will be brought forward for new family housing.
- Work has commenced improving the public realm in Northumberland Square and on Howard Street.
- Planning Applications have now been for a new transport hub in North Shields and a walkway between the Town Centre and Fish Quay.
- Supported North Shields Fish Quay Development Company and the Port of Tyne to begin work to repair and extend the Protection Jetty.
- In Whitley Bay we have continued work on the Northern Promenade with works around the Rendezvous Café.
- In Wallsend we have continued to work with the new owners of the Swan Hunter Site (Shepherd Offshore Limited) to bring the site forward for employment purposes.

- We have also completed the refurbishment of residential properties in Charlotte Street, Wallsend which has seen them brought forward for family housing following their acquisition from a private landlord.

In the next 12 months we expect to deliver the following:

- In North Shields we will demolish the former Co-op building and will commence work on the new Transport Interchange and Civic Square.
- We will also commence work on the Embankment Walkway linking the town centre with the Fish Quay.
- We will have started to acquire third party property interests at the Tyne Brand Site on the Fish Quay which is identified for new housing.
- Works to Howard Street and Northumberland Square will be completed in the summer breathing new life into the historic conservation area.
- Work will commence on the development of new housing at the former Unicorn House site.
- Improvement works will also commence on The Exchange building in North Shields as part of our plans to develop a cultural quarter
- We will also see private sector investment into 97 Howard Street and 131 Bedford Street which will be brought forward for cultural type activity following the decision to take these properties to market.
- Works will also commence bring 11/12 Northumberland Square forward for new housing to complement the new housing delivered at 14-16 Northumberland Square completed in 2020.
- At the coast we will continue works to the Northern Promenade between the Rendezvous Café and the subject to funding, and in line with Our North Tyneside Plan, we will install a permanent segregated cycleway at the coast.
- We will also prepare masterplans for Wallsend and Whitley Bay as well as our settlements in the North West of the borough.

This report explains what we have achieved to date as well as setting out our planned activities across the borough over the next 12 months and beyond utilising the £2m per annum funding identified in the Budget for delivering the 'Ambition for North Tyneside'.

## **1.2 Recommendation(s):**

It is recommended that Cabinet:

- (1) note the progress made in delivering the overall plan since November 2018
- (2) Note the projects to be delivered in 2022 and beyond
- (3) agree that 'An Ambition for North Tyneside' will continue to be monitored by the Investment Programme Board and progress reported regularly to Cabinet.

### **1.3 Forward Plan:**

Relevant notice of this report has been given and it first appeared on the Forward Plan that was published on 21 January 2022.

### **1.4 Council Plan and Policy Framework**

This report is directly concerned with the delivery of the entire Our North Tyneside Plan with outcomes expected to support a thriving, family friendly, caring, secure and a green North Tyneside.

### **1.5 Information:**

#### **1.5.1 Background**

##### **Scope and approach**

By way of background, An Ambition for North Tyneside considers the borough as four areas namely:

- The South West area around Wallsend, including the communities who live in Howdon, Willington Quay, Hadrian Park, High Farm and Battle Hill
- The North West including Benton and Longbenton, Forest Hall and Killingworth, Dudley, Weetslade, Burradon, Camperdown and Fordley
- The North East area around Whitley Bay, including Monkseaton and Earsdon, Shiremoor, Backworth and West Allotment; and
- The South East area around North Shields, including Cullercoats and Tynemouth, Chirton and Percy Main

#### **1.5.2 Borough-wide ambition**

The Elected Mayor and Cabinet's ambitions for the Borough are set out in the Our North Tyneside Plan. Specific commitments have been made and are being met in terms of a thriving, family-friendly, caring, secure and green promises.

To deliver the ambition and pay for delivery, the Council has allocated £2m per year for five years (2021-26) through its budget setting process. This has enabled the Council to use this as 'match funding' and attract external funding from the North of the Tyne Combined Authority, the North East Local Enterprise Partnership, Government and the private sector.

#### **1.5.3** The report explains in more detail progress that has been made on the Elected Mayor and Cabinet's ambitions for each part of the Borough. It sets out what has been achieved over the last 12 months, what is currently planned and what will happen next (subject to funding) and what the Authority will do if it can and when it can.

### 1.5.4 For the South West

The South West has some fantastic assets. It includes the World Heritage site at Segedunum marking the terminus for the Hadrian's Wall route and celebrating its 1900 anniversary in 2022. It is at the heart of the industrial north bank of the Tyne, with world leading business (including the Swans site). It also has a great leisure offer, with Hadrian Leisure Centre, well used libraries, and the refurbished Richardson Dees Park and, for some parts of the community, strong transport links.

The Authority continues to support business and residents to create more and better jobs. The Authority also continues to work with public transport providers and funders to help improve the connections of those parts of the area that do not have strong transport links. The Authority also wants to improve the housing offer and improve the sense of place and community and in doing so closing the gap in life chances.

#### **Current Activity:**

Swan Hunter Site: The sale of the site was completed in December 2020 to Shepherd Offshore Ltd (SOL) in line with the Councils policy objectives for the site. Since the sale, SOL have been working with the Authority and funders to bring the site back into beneficial economic. The Authority continues to work with Shepherd Offshore Ltd to identify opportunities for inward investment and create new employment opportunities. Demolition of the former office block is currently ongoing to prepare the site for investment.

Centre for Innovation: The Authority completed the second phase of the Centre for Innovation which opened in the summer of 2020. The building provides 1200m<sup>2</sup> of office space and is now substantially occupied providing high quality office accommodation aimed at businesses in the offshore sector.

Segedunum: The Authority is currently awaiting the outcome of a business case submitted to the MEND Fund to secure circa £500k for urgent repair work to the Museum. An expression of interest form has been submitted to the National Heritage Lottery Fund to undertake a programme of transformational works to bring the museum into the 21<sup>st</sup> century. It is hoped the Authority will be invited to progress a detailed submission to secure a multi- million-pound investment in the Museum with its Partners, Tyne, and Wear Museums. It is hope that the Authority will be advised of the outcome of this bid by the end of February 2022

Healthcare Facilities: Work has commenced on site with the landowners (New River Retail) and healthcare providers to deliver new healthcare facilities in the heart of Wallsend Town Centre as part of the regeneration of the town centre. Work is scheduled to be completed later in 2022.

Wallsend Masterplan: Funding has been secured from the North East Local Enterprise Partnership to prepare a Masterplan for Wallsend in line with Our North Tyneside Pan. Work has commenced in scoping the Masterplan, which will include improvements to the town centre public realm as well as improvements to the residential offer. It will also identify opportunities for ensuring our residents are able to access high quality jobs and are able to benefit from our inclusive economic growth.

It will also examine the connections between Segedunum Museum, the transport interchange, and the town centre. This will build on the recent covid recovery work undertaken by the Council, where action and recovery plans were produced to support

the town centre. It is anticipated that a draft Masterplan will be subject to engagement in by the summer 2022, prior to a final version being presented to Cabinet for adoption by the autumn 2022.

### **Next Steps 2022-2025:**

Segedunum: It is proposed that further investment is brought forward at Segedunum to deliver the Authority's ambition for the site and to grow it as a visitor destination helping to drive footfall into the town centre. Using the work from Hemingway Design, a transformational plan and supporting investment programme will be developed in line with funding criteria and requirements.

Investment will initially be targeted towards the repair and refurbishment of the existing fabric of the buildings and site with a focus on the Bath House which has been closed for some time. Estimated cost of this project is circa £1m with match funding to be sought to maximise the impact of the scheme.

Swan Hunter Site: We will continue to work with Shepherd Offshore Limited and funding partners to bring forward new employment opportunities. Work will also be progressed to ensure there is integration between the Authorities objectives for Swan Hunters and the proposals for investment in Segedunum to ensure they complement each other and maximise the benefits for Wallsend Town Centre and the surrounding area. We will also work with partners within the wider context of the River Tyne Task Group, established by NoTCA and four riparian local authorities to promote the river on national / international platforms as a destination for investment.

Centurion Park: A revised planning application is expected for improvements to the golf facilities. The Authority will also continue to work with the private sector over the development of Centurion Park.

### **When funding and timing allows:**

Plans for housing renewal will be developed and delivered, as will a long-term plan to redesign traffic and transport flows around the town centre, as well as other plans and projects emanating from the Masterplan work. On the latter point, valuable intelligence is being drawn from the temporary arrangements implemented to support safe opening as part of the National Recovery Strategy.

## **1.5.5 For the North West**

The North West has many attributes and some fantastic assets. It is a great place to live and includes many historic mining settlements as well as Killingworth new town. This popular area has a broad range of housing choice for residents and enjoys strong demand from families who want to live there. It has access to national infrastructure assets at the A1 and Newcastle Airport and includes a significant portion of the borough's open land, including Weetslade Country Park, which contributes to its leisure offer.

For the North West, the Authority is working to develop sustainable communities, support retailing, and bringing local centres to life while meeting housing need (particularly in and around the former mining communities).

The area also includes Killingworth Moor strategic housing site which is identified for 2000 new family homes in the 2017 Local Plan. Although private sector led, the Masterplan developed by the Council will underpin the delivery of new housing in a way that promotes a richer living environment on human scale.

From an economic standpoint, the North West has the Indigo Park Strategic Employment Site which provides the opportunity for significant inward investment. The site is suited to Storage and Distribution / General Industrial type uses (as opposed to office type uses) which will provide more and better jobs to which people are better connected.

### **Current Activity:**

Killingworth Lake: Plans are being progressed to broaden the offer of the park. This will include proposals to improve the footpaths, car parks and gateways into the Lake area. A Multi Use Sports Area is being considered as well as options for a café and toilet building. The plans will be subject to engagement by the summer 2022.

Killingworth Moor Housing Site: Work continues to deliver on the Authority's plans for new housing in the borough. Officers continue to work with developers and landowners as well as National Highways, to develop appropriate plans for the delivery of new housing and infrastructure at the Killingworth Moor site which will be in line with the approved Masterplan and our policy objectives around affordable housing.

Planning applications for the development of part of the site have been submitted to the Council as Planning Authority and these are currently being considered.

Borough-wide Wagonway Project: the Wagonways are a much-valued resource for the entire Borough. Spreading out from the former mines from Seaton Burn towards Earsdon, the original routes south to the river have been successfully developed into popular walking and cycling routes. Moreover, the network was a particularly valuable asset for our residents enabling them to undertake exercise safely during the recent restrictions caused by COVID 19.

It is proposed to develop the network over the next 5 years in three ways namely:

- Navigation and connectivity. The creation of the network happened over time and incrementally through various projects and funding bids. There is now a job to be done to bring this all together and ensure the network is easily navigated and connected. Approaching this in the same way as the highways network, the Authority will work with users and communities to ensure there is comprehensive signage that allows the use of the network for leisure and travel to work. This will also incorporate the Covid Memorial works which will feed into a central memorial at the Silverlink Biodiversity Park being delivered across Spring and early Summer 2022.

That work will translate into supporting maps available digitally to support residents and visitors to explore and use the network. In some places, the connections through built up areas or across the highways network need improvement to make travel and navigation easier.

- Surfacing and treatment. The Authority needs to ensure that the surfacing allows for participation by a wide variety of users and is accessible to everyone. A consistent approach to surfacing and treatment is being agreed to ensure greater consistency across the network and to ensure standards are in place whenever a new project is being delivered. Again, working with users and communities, the Authority will refine a set of common standards.

- Animating and Enriching the Experience. The Wagonways are a legacy of the industrial revolution and have a rich history. Work is planned to tell the story of the network and find ways to bring that to life for users thereby enriching the visitor experience. The Authority will work with users and communities to help interpret the heritage of the network. However, the network is also a living resource and there are opportunities to increase engagement and awareness of the flora and fauna that surround the network as well as encouraging greater diversity. There is also an opportunity to provide business opportunities throughout the network serving users and working with the materials that grow along its length.

This project is particularly appropriate for external funding, and the National Lottery Heritage Fund has been identified as a potential source. The Authority will continue dialogue with funders to ensure project deliverables and outcomes are in line with funder requirements. The plans will be subject to engagement in summer 2022.

### **Next Steps 2022-2025:**

North West Masterplan: Planning for our settlements in the North West is also a key priority for the Mayor and Cabinet. Looking ahead, this will involve master planning activities that will include developing a suite of proposed projects aimed at enhancing the quality of place and improving the settlements in the area. Early stages of the process will commence in Spring 2022, with engagement proposed by autumn 2022. A final plan will be presented to Cabinet in winter 2023.

Killingworth Lake: The plans will be subject to engagement in summer 2022. Delivery is planned for winter 2023.

Borough-wide Wagonway Project: The plans will be subject to engagement in the summer of 2022. This will focus on the initial stretch from Wideopen to Camperdown. Delivery is planned for 2023 subject to successful funding bids

Indigo Park: The site remains a strategic employment site and is identified in the adopted Local Plan for employment purposes. The site has been subject of recent interest, and we will continue to work with partners including developers and other landowners to review funding opportunities to secure investment and refine proposals that will see more and better jobs delivered in the borough.

### **When funding and timing allows:**

Subject to the agreement by the Mayor and Cabinet of the proposed Masterplans referred to above, the Authority will seek funding to deliver those elements of the plans identified as priorities.

Transport Infrastructure: The Authority will also seek to develop the transport network including continued lobbying for a direct Metro link between North Tyneside and Newcastle Airport negating the need for changing at South Gosforth. The Authority will also continue to work with Northumberland County Council / NoTCA for the delivery of the Northumberland / Tyne heavy rail link.

## **1.5.6 For the North East**

This part of North Tyneside has seen significant investment at the coast to create an asset for the borough and the region. Given the travel restrictions arising from the pandemic and the increase in day visits and 'staycations' the coast has seen a recent increase in visitor numbers and continues to be a popular destination for our residents

and visitors alike. Furthermore, in addition to providing a first-class food and beverage offer, the coast provides opportunities for exercise and informal leisure helping to support the physical and mental wellbeing of our residents. For the North East and the surrounding communities, the Authority has also invested in the environment and infrastructure to encourage visitors to support the local economy.

The Authority aims to build upon the ongoing success of the Spanish City regeneration and to sustain a first-class coastal visitor offer and destination for all North Tyneside, the region and beyond. This includes continued investment in coastal infrastructure following investment in the Central Lower Promenade and the southern portion of the Northern Promenade and the Watts Slope area.

In addition, the Authority aims to continue to meet housing and transport demand in the North East in a sustainable way that meets the needs of our residents and businesses.

### **Current Activity:**

Northern Promenade: Stage 1 and 2 have been completed to the southern and central areas of the promenade. Stage 3, from the Rendezvous Café to Briardene Car Park is currently on site and will see the re-use of the much loved 'Battenburg' paving providing a more sustainable treatment whilst also celebrating the rich history of our coastal offer. Work is expected to be completed summer 2022.

St Mary's Island and Lighthouse: The Authority carried out remedial works to St. Mary's Island Causeway in 2019 as part of initial steps to secure further investment into the island as part of the visitor offer. The Authority is in the process of submitting an expression of interest to the National Lottery Heritage Fund (NLHF) for a revised scheme to repair and consolidate the lighthouse and provide a small educational building on the headland. The funding programme is spread across three stages, and this is likely to take approx 18-24 months to conclude, resulting in delivery potentially in 2024 should an award of funding be made to the Council.

Murton Housing Site: Identified in the adopted Local Plan as a strategic housing site, the Authority continues to work with the development consortia to deliver the Murton Masterplan which was adopted by the Authority as a framework for the delivery of this major scheme. In addition to bringing forward 3000 new homes the development will include investment in new transport infrastructure including a new link road, Metro Station as well as new schools. Planning Permission was recently granted for initial phases of the development of 450 units.

### **Next Steps 2022-2025:**

Northern Promenade: Complete the work on the Northern Promenade by summer 2022.

Plans for a further phase linking the path at Briar Dene to the St Mary's Island Promenade are currently being refined which will see an upgrading of the current informal path on the seaward side of the Mini Golf Course. This is due to be delivered in 2022/23 and expected to cost £0.2m.

Coastal Cycleway: In line with the commitment in Our North Tyneside Plan to provide a permanent coastal cycleway, a proposed scheme was extensively consulted upon in 2021. This focused on a permanent, segregated cycleway whilst retaining two-way traffic along the seafront between the North Shields Fish Quay and St Mary's Lighthouse in Whitley Bay. This will build upon the success of the temporary scheme benefitting those

residents and visitors using sustainable and active forms of travel. The feedback is currently being assessed prior to the scheme being delivered in 2022 subject to funding. It is proposed that further consultation on the proposed final scheme will be carried out later this year.

Whitley Bay Town Centre Masterplan: In line with Our North Tyneside Plan, it is proposed to undertake some master planning activity in Whitley Bay town centre in 2022. The purpose of the plan will be to improve the pedestrian, cycle, and vehicular movements within the town centre environment. Together with improvements to the public realm, this will help create a better visitor experience and provide opportunities for new investment as well as supporting existing local business. This will build on the recent covid recovery work undertaken, where action and recovery plans were produced to support the town centre. This will form a sound basis to move forward later this year.

#### **When funding and timing allows:**

Metro Extension to Cobalt Business Park: The Authority will also seek to further develop the transport network including continued lobbying for a Metro extension in the Cobalt corridor and the potential for a rail station at Northumberland Park as part of Northumberland / Tyne Railway proposals.

St Mary's Island: Progression of a revised scheme and funding bid to the NLHF over the next 2 years.

### **1.5.7 For the South East**

The South East area contains North Shields Town Centre and Fish Quay and together with the surrounding communities contain some significant assets that contribute to the overall offer of the Borough. The Fish Quay is England and Wales largest prawn landing port. The South East is also home to the longstanding fishing activity which is based at Cullercoats Harbour. It contains the major Port of Tyne site, the north side of the Tyne Tunnels and a major site for Northumbrian Water as well as the two retail outlets at Silverlink and Royal Quays and the attractions of Tynemouth Village. Northumberland Park, Tynemouth Pool and The Parks are at the core of a significant leisure offer.

The South East also contains some of the highest deprivation in the borough and the Authority therefore is committed, through its Inclusive Economy Strategy, to tackling working poverty, improve the life chances of residents and address issues of poor quality private rented housing as part of the work to close the gap.

For the South East and its surrounding area, the Authority is working towards raising the quality of the built environment, through the North Shields Town Centre and Fish Quay Masterplan adopted in January 2021. It is making good headway, working in partnership with existing landowners and other stakeholders, in delivering the Masterplan and regenerating North Shields Town Centre with several schemes now on site.

For reference, the schemes contained in the Masterplan include:

1. Town Centre Gateway Improvements
2. Transport Hub and Bus Interchange
3. New Town Square
4. Bedford Street / Saville Street Public Realm Improvements
5. Northumberland Square Improvements
6. Howard Street Cultural Quarter

7. Riverside Embankment Walkway
8. Housing Sites
  - Tyne Brand
  - Unicorn House
9. Relocation of North Shields Ferry

### **Current Activity:**

11-12 Northumberland Square: Following on from the successful refurbishment and redevelopment of 12-16 Northumberland Square, the Authority acquired the adjacent properties (11-12 Northumberland Square) which were in private ownership and very poor condition and therefore unlikely to be brought forward. These listed properties are currently subject to Listed Building and Planning Applications for conversion to housing.

Work is scheduled to commence in the spring which will see the building refurbished and converted into residential apartments by Aurora Properties. This will complement the rest of the Northumberland Square scheme completed in 2020 and will bring a prominent building within the conservation area back into beneficial use. We are also working with Aurora Properties to access Heritage Action Zone Funding to help support the scheme and reinstate original architectural features.

Unicorn House: Unicorn House was purchased in May 2020 at a cost of £795K. Given the design of the building and the limited contribution it makes to the townscape of North Shields, it was considered that the best outcome would be for the public sector to intervene and redevelop the site to a high standard.

The building was demolished in 2021 and received planning permission for 29 new family housing units, which will shortly commence on site being delivered through Aurora Properties. The development has been successful in attracting Brownfield Housing Funding from the North of Tyne Combined Authority to help support the scheme.

North Shields Heritage Action Zone: The Authority has also been successful in attracting £1.4m of Heritage Action Zone funding for improvements to Howard Street Conservation Area. This will see significant investment into the fabric of the Conservation Area including both buildings and public realm. This will improve the character and appearance of the Conservation Area and will build upon the investment in Northumberland Square.

It will also provide new commercial opportunities for some of the buildings on Howard Street which could be repurposed towards high quality food and beverage / leisure uses which would take advantage of this unique location. Property grants have been awarded and properties on Howard Street and Northumberland Square have been improved. Several other grant awards are to be made to private property owners and work is scheduled to commence shortly. Of particular note is the proposed extensive scheme of repair proposed to the Exchange building which will address some of the buildings condition issues. This investment in the Exchange together with other complementary investment at 97 Howard Street will help underpin the proposed Cultural Quarter identified in the Masterplan.

North Shields Masterplan: Work continues to progress in implementing the adopted Masterplan.

The Authority has also been successful in securing funding through the Transforming Cities Fund which is for major transport infrastructure projects. The Authority's proposals

are for a new integrated transport facility within North Shields Town Centre which will link bus and Metro services and provide a better customer experience. The Authority's bid also includes highway improvements within North Shields Town Centre as well as proposals for an Embankment Walkway from the Town Centre to the Fish Quay to improve pedestrian connectivity.

The schemes have been designed and have been subject to engagement including specific engagement with women's groups to ensure that the layout and design are appropriate for the location and user groups. The Embankment Walkway and transport facilities are currently subject of planning applications, which should be determined by Spring 2022. Demolition of the former Co-op building which was acquired by the Council in 2021 to enable the scheme to be delivered, is scheduled for Spring 2022, with commencement on site of the new transport facility following shortly after. The Transforming Cities Fund schemes will be completed by May 2023 in line with the funding requirements.

Work is in progress on new public realm materials for Howard Street and Northumberland Square and this will be completed by Summer 2022. Designs for Stage 2 including Bedford Street and Saville Street are currently being worked up and will be subject to engagement in Summer 2022.

As highlighted earlier, developing the cultural offer of the town is a key strand of the Masterplan as we seek to grow and diversify the town centre offer. This has been further reinforced through interest by the private sector in 131 Bedford Street and the former Globe Gallery at 97 Howard Street. Both properties will be brought back into use for cultural purposes in the coming year by the new occupiers further adding to the vitality to the growing cultural offer.

The Tyne Brand Site: The Authority also continues to work with the new owners of the Tyne Brand site on the Fish Quay to identify development solutions that will see this prominent site brought forward for residential purposes. A Brownfield Housing grant of £4.5m+ has been awarded by the North of Tyne Combined Authority as part of a suite of sites in North Shields which also includes Smiths Dock and Unicorn House. This will help fund potential acquisitions needed, as well as surveys to bring the site forward for development. In broadening the housing offer at this stunning and unique location, the redevelopment of the site will address the longstanding issues of dereliction that blight the site and its surrounds. Moreover, it will create new opportunities on Tanners Bank and Brew House Bank which will further improve the quality of place.

North Shields Ferry Landing: Work is ongoing with Nexus to refine a scheme for the relocation of the Ferry Landing to Western Quay. It is also proposed that the new landing will link in with the proposed Riverside Embankment Walkway which is included in the Masterplan. Having the ferry link into the heart of the Fish Quay will improve accessibility and drive footfall. The proposals will include bus turning facilities to ensure there is public transport connectivity with the town centre and beyond. Nexus is currently refining its plans and is seeking funding to deliver this from the Getting Building Again Fund. The scheme will also see an extension to the Fish Quay Protection Jetty, enabling more fishing boats to berth in 'The Gut' whilst also providing mooring facilities for tenders servicing cruise ships too large to enter the river.

The consolidation of the Protection Jetty at the Fish Quay is currently on site and work is progressing having been funded through the North of Tyne Combined Authority and MMO (Marine Maritime Organisation).

## **Next Steps 2022-2025:**

North Shields Town Centre and Fish Quay: Work continues at pace to deliver several schemes within the adopted Masterplan and by 2025 many of these should be completed. Work is also in progress looking at the west end of Saville Street, to ensure this is improved as a major gateway into the town. The Authority has also secured circa £60k from the Local Enterprise Partnership to enhance plans for the Fish Quay through the production of a 'servant plan' for the area which will build and expand upon the proposals contained in the adopted Masterplan. This is likely to be developed over the coming months with engagement in the summer of 2022.

## **When funding and timing allows:**

Port of Tyne Enterprise Zone: The Authority will continue to work with the Port of Tyne and the North East LEP to identify solutions for the Royal Quays Enterprise Zone. The site is currently in a poor condition and requires extensive enabling works to bring it forward for beneficial economic use. The Port's plans for the site have been delayed due to the Coronavirus pandemic although they have undertaken soft market testing to see if there is appetite in the development community to work collaboratively to bring the site forward.

Collingwood Monument and Tynemouth Priory: Given the significance and visibility to these iconic structures and their place within the heritage of the North East, it is proposed to celebrate these with new lighting schemes that will redefine their presence and create a striking impression on visitors, especially those arriving via the River Tyne.

## **The people of North Tyneside**

This plan contains a broad range of physical projects which develop North Tyneside as a place. However, North Tyneside is nothing without its people. It's the businesses and shoppers that make the town centres, the visitors, residents, and businesses that bring to life the attractions at the coast and residents and visitors that fill the parks and wagonways with activity.

Just as this programme is designed to be for all of North Tyneside, it is designed for all the people of North Tyneside wherever they live. Many of the projects that have been delivered and will be delivered are shaped with that in mind, and is consistent with the Inclusive Economic Growth Strategy which seeks to ensure that those most marginalised from the mainstream economy have the opportunity to benefit from growth and fulfil their potential.

This plan is ambitious in scope and complex in nature, however, it means nothing without the people served by North Tyneside Council.

## **Proposed Funding Breakdown**

An initial breakdown of the proposed funding allocation is set out below.

In line with the Authority's priorities, further work will continue be undertaken to refine a delivery programme and to profile the spend for each project across the five-year period.

### 1.5.8 How the plan will be managed

Progress on the Our Ambition Plan shall be monitored by the Deputy Mayor, who has responsibility for regeneration, and regular reports on progress will be reported to Cabinet. Property related projects will be dealt with via the Strategic Property Group chaired by the Elected Mayor.

<b>Scheme</b>	<b>Council Funding from Our Ambition / Budget (2021-2025)</b>	<b>External Funding</b>
North West – Killingworth Lake	£0.755M	To be confirmed
North West – Wagonways	£0.515M	To be confirmed
South West – Segedunum	£1.078M	£500k id to the MEND fund from DCMS
North East – Northern Promenade	£1.15M	
South East – North Shields Heritage Action Zone	£0.908M	£0.90M Heritage and £0.10M private sector
South East – North Shields Town Centre	£2.929M	<p>£19.125M Transforming Cities Fund for investment in new bus infrastructure, gateways and pedestrian routes between the town centre and Fish Quay</p> <p>£3.6M DfT funding for improvements to Tanners Bank Bridge with £0.3M contribution from Nexus</p> <p>£3.5m Getting Building Again Fund (MHCLG via LEP) for investment in the town centre public realm, with £1.00M match from Heritage Action Zone and £0.6M from the North East LEP.</p> <p>£4.344m Brownfield Housing Fund for Tyne Brand Site</p> <p>£1.3mK Brownfield Housing Fund for Unicorn House</p> <p>£734k Brownfield Housing Fund for Smith Dock</p> <p>Bids are also pending for a servant plan for Fish Quay (£60k) and £1.6m for a Cultural and Creative Zone</p>

		from the North of Tyne Combined Authority
<b>TOTAL</b>	<b>£7.335m</b>	<b>£41.2m</b>

Specific project and working groups will be established to handle more significant projects with appropriate Elected Member and Chief Officer leadership.

### 1.5.9 Next steps

Subject to agreement by Cabinet, the next steps will include:

- Further project development including refining delivery plans and funding mix;
- Options on the major projects moving through appropriate governance; and
- Finalise the Investment Programme based on a £10m budget over 5 years.

### 1.6 Decision options:

There is no decision to be made regarding the report which is for information purposes only. All projects identified for delivery within the report will be subject to the Authority's project governance arrangements.

### 1.7 Reasons for recommended option:

Not applicable as the report is for information purposes only

### 1.8 Appendix:

None

### 1.9 Contact officers:

John Sparkes, Director of Regeneration and Economic Development, tel. (0191) 643 6091

Claire Emmerson, Senior Manager Financial Strategy and Planning, tel. (0191) 643 8109

### 1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

(1) Our North Tyneside Plan 2021-25

(2) State of the Area 2018

(3) Cabinet report 26<sup>th</sup> November 2018 'An Ambition for North Tyneside'

(4) Cabinet report 1<sup>st</sup> April 2019 'An Ambition for North Shields'

(5) Cabinet Report November 2019 'An Ambition for North Tyneside' mid year update

## PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

### 2.1 Finance and other resources

The capital and revenue implications relating to those projects currently underway are included within the Authority's current Investment Plan and Financial Plan respectively. Any future proposals will be considered as part of the investment plan gateway process in line with the Authority's Capital Investment Strategy.

The Authority's 5-year Investment Plan budget for 2020/21 identified a £10m investment pot to deliver the projects contained in Our Ambition for North Tyneside to the financial year 2024/25. The draft Investment Plan for 2022/23 identifies the residual funding of £5m available for the remaining 3 years to 2024/25. This will continue to support the specific projects identified in this report but crucially it is available as matched funding to take advantage of emerging public and private finance opportunities.

As projects are further developed and refined, the Authority will continue to identify sources of match funding from national and regional funding bodies to deliver on the Authority's promises and to maximise the impact of its schemes and to provide value for money.

## **2.2 Legal**

There are no direct legal implications arising from this report. As projects and plans come forward individual consideration of the legal implications of these plans and projects will be required.

## **2.3 Consultation/community engagement**

### **2.3.1 Internal Consultation**

The report is based on discussions with the Elected Mayor and Cabinet Members as well as detailed technical discussions across the Senior Leadership Team.

### **2.3.2 External Consultation/Engagement**

As the Authority has begun to mobilise on many of the key projects contained in Our Ambition for North Tyneside, the Authority has undertaken a numerous consultation events and have engaged with businesses and stakeholders to seek their views. This has included meeting with businesses at specific engagement events as well as meetings with the Chambers of Trade.

As proposals contained in Our Ambition for North Tyneside move towards delivery and where statutory processes are involved, for example Planning Applications, formal consultation will take place.

Future engagement will also build upon earlier consultation that has been undertaken which includes the Big Community Conversation; Budget Engagement and the engagement which supported the production of the North Tyneside Local Plan, Masterplans and Community Infrastructure Levy.

## **2.4 Human rights**

There are no human rights implications arising from this report.

## **2.5 Equalities and diversity**

Equality Impact Assessments (EIAs) will be carried out for each project where appropriate. This has seen the inclusion of a changing places facility within the transport hub, and the design of the walkway on the embankment has been designed to ensure easier access. EIAs are a key part of project planning as they assess the potential impact a project may have on people with protected characteristics and help to ensure our engagement activities are promoted appropriately and are accessible.

## 2.6 Risk management

Specific projects will have their own risk management arrangements in line with the agreed corporate approach.

## 2.7 Crime and disorder

Any crime and disorder implications and mitigation measures will be considered as part of the proposals for the individual schemes and projects set out in this report.

## 2.8 Environment and sustainability

The contents of the plan aim to support sustainable development and contribute to reducing carbon emissions and responding to our climate change emergency.

### PART 3 - SIGN OFF

- Chief Executive ☐
- Director(s) of Service ☐
- Mayor/Cabinet Member(s) ☐
- Chief Finance Officer ☐
- Monitoring Officer ☐
- Assistant Chief Executive ☐

## North Tyneside Council Report to Cabinet Date: 21 February 2022

### Title: Aligning Child Arrangements Order Allowances, Adoption Order Allowances and Special Guardianship Allowances

<b>Portfolio(s):</b>	<b>Children Young People and Learning</b>	<b>Cabinet Member(s):</b>	<b>Councillor Peter Earley</b>
<b>Report from Service Area:</b>			
	<b>Health, Education, Care and Safeguarding</b>		
<b>Responsible Officer:</b>	<b>Jacqui Old, Head of Service</b>	<b>(0191) 643 7295</b>	
<b>Wards affected:</b>	<b>All Wards</b>		

#### PART 1

##### 1.1 Executive Summary:

The Authority provides means tested financial support to carers of children subject to Child Arrangements Orders, Adoption Orders, and Special Guardianship Orders, to support the permanent care of a child or young person to prevent, or remove them, from being Looked After by the Authority.

Financial support provided for children subject to a Special Guardianship Order was revised in 2018 and updates to the policy and financial processing methods were made. The revision has left current Child Arrangements Order Allowances and Adoption Order Allowances misaligned with Special Guardianship Order Allowances, resulting in unequal provision of financial support. Aligning these allowances, while not an obligation on the Authority, would be fair and make business sense.

The Authority now seeks to assure itself that carers of children subject to Child Arrangements Orders and Adoption Orders in North Tyneside are not financially disadvantaged.

The main aspect to be considered by Cabinet is:

- Updated policy for the calculation and payment of Child Arrangements Order Allowances and Adoption Order Allowances. Appendix 1 to this report

##### 1.2 Recommendation(s):

It is recommended that Cabinet

- (1) Approve the updated policy which incorporates Child Arrangements Order Allowances and Adoption Order Allowances which includes proposals to:

- adopt the calculation used to determine the amount that eligible Special Guardians are entitled to receive as an allowance from the Authority to support permanent care of a child or young person.
- not include additional payment equivalent to four weeks allowance to cover costs for birthday, relevant main cultural event and, holidays throughout the year, in line with Special Guardianship Order and fostering allowances, as there is no legal requirement to do so.

### **1.3 Forward Plan:**

Twenty eight days notice of this report has been given and it first appeared on the Forward Plan that was published on 3<sup>rd</sup> December 2021.

### **1.4 Council Plan and Policy Framework**

This report relates to the following priority in the 2021/25 Our North Tyneside Plan:

A caring North Tyneside:

- Our People will be cared for, protected and supported if they become vulnerable including if they become homeless

### **1.5 Information:**

#### **1.5.1 Background**

Child Arrangements Orders (which replaced Contact Orders and Residence Orders) secure a child's living arrangement with a connected person and will provide the holder with parental responsibility to be shared with anyone else who holds parental responsibility such as birth parents. These orders are an alternative to adoption and long-term foster care or residential care and allow the child to have contact with their birth family.

Special Guardianship Orders secure a child's living arrangement with a connected person, and primary parental responsibility is given to the Special Guardians, however parental responsibility will be retained by anyone else who holds it. These orders are an alternative to adoption and long-term foster care or residential care and allow the child to have contact with their birth family. Special Guardianship Orders are accompanied by an additional support plan for which the Authority is responsible for.

Adoption Orders allow a child to legally become part of the adoptive family, with parental responsibility removed from birth parents and given to the adoptive parents.

From a legal perspective, the Authority has a duty to financially assess Special Guardians and 'may' assess carers in receipt of Child Arrangements Order Allowances or Adoption Order Allowances. There is therefore no legal requirement to revise the allowances however there is no legal barrier to doing so either. The current method for assessing Child Arrangements Order Allowances and Adoption Order Allowances is dependent on the specific qualities / needs of the child, which can be a subjective assessment. For example, in the case of trauma resulting in the need for ongoing therapeutic support, or how a disability impacts the child and family.

Unequal provision of financial support, coupled with an additional support plan, is likely to result in increased applications for Special Guardianship Orders, where a Child Arrangements Order would be more appropriate to meet the needs of the child and maintain shared parental responsibility. Delivering extra support plans would have both a financial and resource impact on the Authority.

To ensure financial equality between carers and children subject to Child Arrangements Orders and Adoption Orders in North Tyneside, the Authority requires a clearly defined assessment process which aligns allowances and strengthens support given to carers and adoptive parents by revising criteria to ensure it is based upon a means tested calculation.

#### 1.5.2 Current method of calculation – Child Arrangements Order Allowance

The Authority's current policy *Residence Orders and Residence Order Allowances Operational Guidance (April 2011)* is out of date as Child Arrangements Orders have now replaced Residence Orders. This allowance is means tested against the cost of an average family taken from the National Family Expenditure Survey. Any allowance paid by the Authority is up to two-thirds of the recommended rate for a child suggested by Fostering Network (which is the equivalent of the assessment of the cost of caring for a child within a family) and is payable on a sliding scale dependent on the outcome of the financial assessment. Child benefit will be taken into account. The allowance will be age related in the same age bands as the fostering allowance and will be appropriately increased at significant birthdays.

#### 1.5.3 Current method of calculation – Adoption Order Allowance

The current policy *Financial Support & Initial Information for Adoptive Parents 2016-17* states that the Authority maximum payment is a percentage of the fostering allowance based on the child's age, which is at the discretion of the Service Manager. The Authority utilises several elements to determine the level of support.

The Department for Education and Skills (DfES) model calculates the family's income and disregards the first 20% of this; it also considers the projected family expenditure. The 'core regular family expenditure' is then added, which is an amount of money the Benefits Agency identifies as the core expenditure for any family. The model then adds an additional 25% to this figure. The model then calculates the amount payable and deducts the Child Benefit and where the final figure is a minus it indicates that there is no financial payment due. Where the final figure is not a minus figure this is the maximum monthly amount payable to the family, not per child.

#### 1.5.4 Methods of calculation in use in other Local Authorities within the Region

The Authority's approach to the provision of financial support to carers through Child Arrangements Order Allowances and Adoption Order Allowances is at odds with the approach in use in the majority of Authorities within the region and adjoining regions. A review has revealed that five out of six Authorities within the North East region base all allowances on the age related allowances paid to foster carers, which are means tested and benefits deducted. The sixth Authority is currently revising its processes in order to adopt the same model.

#### 1.5.5 Proposed Method of Calculation

It is proposed that the Authority will adopt the method of calculation as set out in the current policy *Financial Support & Initial Information for Special Guardians 2016-17*. When determining the amount of any Child Arrangements Order Allowance or Adoption

Order Allowance, the Authority will have regard to the amount of fostering allowance which would have been payable if the child were fostered. The maximum amount payable by way of Child Arrangements Allowance or Adoption Order Allowance will be equivalent to the fostering allowance (less child benefit and any child tax credit for the child/ren subject to a Child Arrangements Order or Adoption Order) based on the child's age plus any enhancement that would be payable to meet any assessed additional needs of the child or exceptional circumstances which will require such an enhancement which is at the discretion of the responsible Senior Manager.

The means-testing model calculates assessable income of the Carer's family of which 20% is then disregarded. It then considers the assessable family outgoings, adding an amount of money the Benefits Agency identifies as the 'core expenditure' for any family and then adds an additional 25% to this figure.

A subsequent revision to the current policies, aligning them into a combined *Policy for the Calculation and Payment of Child Arrangements Order Allowances and Adoption Order Allowances* will bring the Authority in line with other Authorities within the region and ensure financial parity for Child Arrangements Order Allowances and Adoption Order Allowances.

#### 1.5.6 Implications of revision to the Method of Calculations

The required update to the relevant policies will result in a higher level of Child Arrangements Order Allowance and Adoption Order Allowance being payable to affected carers. It is estimated that the pressure on the relevant budgets will be **£160,941.13**.

### 1.6 **Decision options:**

The following decision options are available for consideration by Cabinet:

#### Option 1

To approve the recommendations as set out in paragraph 1.2 above.

#### Option 2

Not to approve the recommendations as set out in paragraph 1.2 above.

Option 1 is the recommended option.

### 1.7 **Reasons for recommended option:**

Option 1 is recommended for the following reasons:

Approving the recommendation in paragraph 1.2 will ensure the Authority does not financially disadvantage carers who provide permanent care for children and young people who are subject to a Child Arrangements Order or Adoption Order.

### 1.8 **Appendices:**

Appendix 1: Policy for the calculation and payment of Child Arrangements Order Allowances and Adoption Order Allowances.

### 1.9 **Contact officers:**

Julie Firth, Assistant Director Children's Services, Children, Young People and Learning  
(0191) 643 5943

Jackie Ingram, Senior Manager Children In Care, Health, Education, Care and Safeguarding, 07903931339

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David Dunford, Senior Business Partner, Strategic Finance, tel. (0191) 643 7027

## **1.10 Background information:**

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

- (1) Financial Support & Initial Information for Adoptive Parents 2016-17 [Family and Friends Care \(proceduresonline.com\)](#)
- (2) [Residence Orders and Residence Order Allowances Operational Guidance \(April 2011\)](#)
- (3) Financial Support & Initial Information for Special Guardians 2016-17 [Family and Friends Care \(proceduresonline.com\)](#)

## **PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING**

### **2.1 Finance and other resources**

Aligning Child Arrangements Order Allowances, Adoption Order Allowances and Special Guardianship Allowances will result in a budget pressure to the Authority of **£160,941.13** per year, starting in 2022/23. It is anticipated that the impact on Child Arrangements Orders will be able to be met through existing budgets however, the impact on Adoption Orders is expected to cause the majority of the pressure. The Service will endeavour to try and meet these costs within existing budgets as well but the on-going pressures within Children's Social Care will make this high risk. The potential risk that this cost becomes a pressure has been included in the 2022-26 Medium Term Financial Plan and should any such pressure crystallise, it will be reported to Cabinet through the bi-monthly Financial Management reports.

### **2.2 Legal**

North Tyneside Council Legal Services have confirmed that there is no legal requirement to revise the Child Arrangements Order Allowances and Adoption Order Allowances. There is also no legal barrier to doing so. If Option 1 is agreed, the Authority will not be legally required to backdate any subsequent awards.

### **2.3 Consultation/community engagement**

#### **2.3.1 Internal Consultation**

Consultation has been undertaken with service managers within Children's Services.

#### **2.3.2 External Consultation/Engagement**

2.3.2.1 The Authority has consulted with Adopt North East regarding the proposed change in policy, and linked in with other Authorities within the North East region and adjoining regions about their approach to the calculation of Child Arrangements Order Allowances and Adoption Order Allowances. The outcome of this engagement has informed this report.

2.3.3.2 The Authority is engaging with carers regarding issues raised around the current financial support provided to them. Learning from the approach taken by the Authority to revise the SGO policy in 2018, the Authority has listened to those affected and is addressing current issues to ensure a consistent and equitable approach is taken to the revision of current CAO and AO financial support.

2.3.3.3 Approximately 50 carers will be affected by a change in policy, which will see that no family will be financially disadvantaged. The Authority will contact those affected by the proposed change in the policy.

## **2.4 Human rights**

Children and young people have a right to life within their wider family (Human Rights Act 1998, Article 8). The calculation of financial support by the Authority to carers with children subject to Child Arrangements Orders or Adoption Orders should not place them in a financially disadvantaged position in relation to Special Guardians.

## **2.5 Equalities and diversity**

The calculation of financial support by the Authority for carers with children subject to Child Arrangements Orders and Adoption Orders should be calculated to provide equality between these carers and Special Guardians to ensure that the Authority does not discriminate.

## **2.6 Risk management**

The introduction of a revised policies for the calculation of Child Arrangements Order Allowance and Adoption Order Allowance will minimise the future risk of challenge to the Authority's policies.

## **2.7 Crime and disorder**

There are no crime and disorder implications directly arising from this report.

## **2.8 Environment and sustainability**

There are no environment and sustainability implications directly arising from this report.

## **PART 3 - SIGN OFF**

- |                             |  |
|-----------------------------|--|
| • Chief Executive           | <input checked="checked" type="checkbox"/> |
| • Director(s) of Service    | <input checked="checked" type="checkbox"/> |
| • Mayor/Cabinet Member(s)   | <input checked="checked" type="checkbox"/> |
| • Chief Finance Officer     | <input checked="checked" type="checkbox"/> |
| • Monitoring Officer        | <input checked="checked" type="checkbox"/> |
| • Assistant Chief Executive | <input checked="checked" type="checkbox"/> |



# Policy for the Calculation and Payment of Child Arrangements Order Allowances and Adoption Order Allowances

Document Control	
Document Title	Policy for the Calculation and Payment of Child Arrangements Order Allowances and Adoption Order Allowances
Service Area/s	Fostering Service
Version	1
Authors	Julie Firth, Assistant Director Children's Services / Jackie Ingram, Senior Manager Children in Care / Zoe Atkinson, Interim Team Manager Safeguarding and Litigation / Jill Dixon, Interim Service Manager Fostering Services / Colin Strutt, Business Process Manager
Owner	Jacqui Old, Director of Children's and Adult Services
Date Revised	February 2022
Approval Process	Cabinet delegated authority to DCS, DCS Approval
Date to be Reviewed	January 2024
Expiry Date	February 2024

## Introduction

This policy refers to those who care for children that are subject to Child Arrangements Orders and Adoption Orders, as parents / carers.

This policy refers to Child Arrangements Order Allowances and Adoption Order Allowances as 'Permanence Allowances' and may be paid to a parent / carer to support the permanent placement of a child.

The Council does not have a legal requirement to financially assess parents / carers who are awarded a Child Arrangements Order or Adoption Order but will do so. All allowances will be reviewed annually or when there is a change in circumstances.

Adoption Order Allowances will be considered at the point of a potential match, prior to a formal match being made at Panel. The Adoption Support Services Regulations 2005 sets out the circumstances in which financial support may be paid to an adoptive parent, following a means tested financial assessment of the adoptive parent.

### **Eligibility for Financial Support**

1.1 Permanence Allowances (on-going financial support paid periodically to meet a need which is likely to give rise to recurring expenditure) will be payable where:

- The Council consider that it is necessary to ensure that the parent / carer can look after the child; and/or
- The Council consider that the child's assessed needs require a greater expenditure of resources than would otherwise be the case because of his illness, disability, emotional or behavioural difficulties or the consequences of past abuse or neglect.

### **Determination of Eligibility and Amount of a Permanence Allowance**

1.2 When considering providing financial support the Council will:

- Endeavour to ensure that the parent / carer is aware of and taking advantage of all other benefits and tax credits (and any other grants, allowances or resources) available to them; and
- Consider the financial means of the parent / carer; and
- Consider the financial needs and resources of the child.

1.3 When determining the amount of any Permanence Allowance, the Council will have regard to the amount of Fostering Allowance which would have been payable if the child were fostered. The Council biannually review the Fostering Allowance payable.

1.4 The maximum amount payable by way of a Permanence Allowance will be equivalent to the Fostering Allowance (less child benefit and any child tax credit for the child/ren subject to an Order) based on the child's age plus any enhancement that would be payable to meet any assessed additional needs of the child or exceptional circumstances which will require such an enhancement which is at the discretion of the responsible Senior Manager. Parents / carers are not eligible for fees paid as remuneration to Foster Carers.

The actual amount payable by way of a Permanence Allowance will be determined using a means-testing model.

- 1.5 The initial amount of financial support calculated as payable by the Council is based upon the parent / carer's financial circumstances at the time of their application. This is established through the completion by the parent / carer of a Financial Assessment Form and the provision by them of appropriate evidence in support. This amount is a provisional amount and will be paid by the Council for a period of three months from the date an Order is made. The amount is provisional because it is not possible for the applicant or Council to know the amount of Child Tax Credits or Universal Credit that the parent / carer may be eligible for.

During the three month period from the making of the Order the Council expects the parent / carer to apply for all benefits and tax credits / Universal Credits if applicable, (and any other grants, allowances or resources) available to them for the child or children subject to an Order. Within three months of the making of an Order, the parent / carer must submit a new completed Financial Assessment Form which details any income they are now in receipt of in respect of the child or children subject to an Order.

- 1.6 The following Table details assessable income and outgoings that will be considered by the Council in determining the amount of financial support to which parents / carers are eligible:

**Assessable Income prior to an Order being made**

Pay	Evidence
Salary / Wages Average net weekly income before deductions for savings schemes, social clubs. The LA will calculate net weekly income as 52.143 weeks of annualised income. The income figure will exclude payments into pension funds. This can include overtime, fees, commission, gratuities	<ul style="list-style-type: none"><li>• 2 wage slips if paid monthly;</li><li>• 8 wage slips if paid weekly.</li></ul>

<p><b>Self-Employment</b></p> <p>Where one or both applicants are self-employed the only income that can be considered is "drawings" as this is equivalent of pay from an employer. Any profit from the business that has not been reinvested should be considered as capital - see other sources of income.</p>	<ul style="list-style-type: none"> <li>• Tax return prepared for Inland Revenue.</li> </ul>
<b>Benefits &amp; Pensions</b>	<b>Evidence</b>
<p>The following benefits and pensions are assessable income:</p> <ul style="list-style-type: none"> <li>• Employer's sick pay;</li> <li>• ESA</li> <li>• Statutory maternity, paternity and / or adoption pay and / or maternity allowance;</li> <li>• Bereavement Benefit;</li> <li>• Universal Credit.</li> </ul>	<ul style="list-style-type: none"> <li>• Wage slip;</li> <li>• Notification from DWP;</li> <li>• Award Notice from DWP (with breakdown)</li> </ul>
Housing Benefit - disregarded	<ul style="list-style-type: none"> <li>• Award notice from Local Authority.</li> </ul>
State, Occupational and / or private pensions received	<ul style="list-style-type: none"> <li>• Statement from pension provider;</li> <li>• Bank statement.</li> </ul>
Working Tax Credit	<ul style="list-style-type: none"> <li>• Award notice from DWP.</li> </ul>
Benefits (payable to the family and other children) this is excluding the child/ren subject to the Order but includes any benefits derived for children in the care of a parent / carer including Disability Living Allowances and any other benefits received by a parent / carer	<ul style="list-style-type: none"> <li>• Award Notice from DWP.</li> </ul>
Total Child Tax credit received	<ul style="list-style-type: none"> <li>• Award notice from DWP.</li> </ul>
Total Child Benefit	<ul style="list-style-type: none"> <li>• Notification from DWP;</li> <li>• Bank statement.</li> </ul>
Wages, Income Support or Jobseekers Allowance paid within the household over 18 years of age	<ul style="list-style-type: none"> <li>• Wage Slips;</li> <li>• Notification from DWP.</li> </ul>

Other Sources of Income	Evidence
Capital - Income from capital, savings and investments.	<ul style="list-style-type: none"> <li>• Bank statements;</li> <li>• Statements of holdings of shares;</li> <li>• Savings accounts.</li> </ul>
Income from Boarders & Lodgers. Include aged 18 years and over.	<ul style="list-style-type: none"> <li>• Rent Book.</li> </ul>
Income from rented property.	<ul style="list-style-type: none"> <li>• Tax return prepared for Inland Revenue;</li> <li>• Bank statements.</li> </ul>
Maintenance payments for child in household.	<ul style="list-style-type: none"> <li>• Correspondence;</li> <li>• Bank account.</li> </ul>
Permanence Allowance for a child placed with the family whether by the Council or another local authority	<ul style="list-style-type: none"> <li>• Correspondence;</li> <li>• Bank account.</li> </ul>
Income Related to the Child subject to an Order	Evidence
Regular interest or income to which the child has a legal interest and entitlement e.g. savings account, trust fund, property legacy Existing allowances' (including any enhancements or specific payments for special needs) paid for the child.	<ul style="list-style-type: none"> <li>• Bank statements;</li> <li>• Statements of holdings of shares;</li> <li>• Savings accounts.</li> </ul>
Payments from Criminal injuries and / or Medical Compensation Awards - exempt	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

### Assessable Outgoings

Home Expenditure	Evidence
Mortgage payments - capital & interest. This may include endowment payments linked to the mortgage.	<ul style="list-style-type: none"> <li>• Correspondence / statements from mortgage provider / endowment</li> </ul>

Rent - amount payable after deduction of Housing Benefit	<ul style="list-style-type: none"> <li>• Rent book;</li> <li>• Award notice of housing benefit</li> <li>• Bank statement.</li> </ul>
Council Tax - amount payable after deduction of Council Tax benefit	<ul style="list-style-type: none"> <li>• Council Tax statement;</li> <li>• Bank statement.</li> </ul>
<b>Other Outgoings</b>	<b>Evidence</b>
Repayments of loans taken out as part of meeting the need incurred as a result of an Order (e.g. buying a larger car / extension). Note - this will usually apply to loans taken out at the start of the living arrangements for the child. The decision to include a loan as an outgoing expense must be made by the Senior Manager, Looked After Children Resources in writing before the placement is made, this will then be considered at the friends and family panel.	<ul style="list-style-type: none"> <li>• Correspondence / Statement from Loan provider.</li> </ul>
Maintenance Payments.	<ul style="list-style-type: none"> <li>• Court Orders;</li> <li>• Correspondence with Child support Agency;</li> <li>• Bank statements.</li> </ul>
Court Orders.	<ul style="list-style-type: none"> <li>• Court Order</li> </ul>
Private pension contributions and National Insurance if self-employed or not working.	<ul style="list-style-type: none"> <li>• Correspondence;</li> <li>• Bank statements.</li> </ul>
Work related travel expenses - these are for purpose of travel between home and work. They can include:	<ul style="list-style-type: none"> <li>• Photocopy of season ticket, Metro pass;</li> <li>• Mileage - details journey, car log book.</li> </ul>

<p>Either</p> <ul style="list-style-type: none"> <li>Public transport costs - actual cost; or</li> <li>Mileage when one own vehicle is used - based on Inland Revenue- Mileage Allowance Payment rate for use of own vehicle at work.</li> </ul>	
<p>Childcare costs (for children of parent / carer) (after any childcare element paid as part of Working Tax Credit) not exempt</p>	<ul style="list-style-type: none"> <li>Statement of costs</li> </ul>
<p>School fees and further education costs of dependent children (for children of parent / carer) - not exempt</p>	<ul style="list-style-type: none"> <li>Statement of costs</li> </ul>

- 1.8 The guidance detailed above does not deal with all possible financial circumstances. Where a situation arises where there is a need to make a judgement as to whether a matter of income or outgoing is deemed to be assessable, the matter will be referred to the responsible Senior Manager for a decision. This decision will be confirmed with the parent / carer in writing within 28 days. The letter will afford the parent / carer the opportunity and sufficient time to make representations to the Council regarding its decision. The Council will then consider the representation and determine whether to include or exclude the financial circumstance from assessment and inform the parent / carer in writing of its decision.
- 1.9 The means-testing model calculates assessable income of the parent / carer's family. 20% of this amount is then disregarded. It then considers the assessable family outgoings, adding an amount of money the Benefits Agency identifies as the 'core expenditure' for any family and then adds an additional 25% to this figure.
- 1.10 Where parents' / carers' disposable income is calculated to be less than £0.00, the Council accepts that the parents / carers do not have the means to care or continue to care for a child or children subject to an Order. Accordingly, they will therefore be entitled to an allowance from the Council equivalent to the Fostering Allowance (less child benefit and any child tax credit for the child/ren subject to an Order) based on the child's age plus any enhancement that would be payable to meet any assessed additional needs of the child or exceptional circumstances which require such an enhancement which is at the discretion of the responsible Senior Manager.

- 1.11 Where the parents / carers disposable income is calculated to be higher than £0.00, the Council accepts that the parents / carers have the means to meet some or all of the expenditure to care or continue to care for a child or children subject to an Order. The amount of disposable income evidenced will determine the amount to which the parents / carers will be financially supported. The amount of disposable income is tapered at a set rate of 50%. This means that for every £1.00 of disposable income a parent / carer is calculated to have, 50 pence is deducted from the Fostering Allowance (less child benefit and any child tax credit for the child/ren subject to an Order) based on the child's age plus any enhancement that would be payable to meet any assessed additional needs of the child or exceptional circumstances which require such an enhancement which is at the discretion of the responsible Senior Manager. This means that the higher the amount of disposable income, the less financial support a parent / carer is entitled to.
- 1.12 Where the parent / carers' disposable income is calculated to be such that the allowance tapers to less than £0.00 of the Fostering Allowance (less child benefit and any child tax credit for the child/ren subject to an Order) based on the child's age plus any enhancement that would be payable to meet any assessed additional needs of the child or exceptional circumstances which require such an enhancement which is at the discretion of the responsible Senior Manager, the parent / carer is not eligible for an allowance. The parent / carer has been determined to have provided evidence that they have the means to accommodate all of the expenditure that would be reasonably required to care or continue to care for a child or children subject to an Order.
- 1.13 Where it is calculated that no allowance will be paid, the parent / carer can make representations to the responsible Senior Manager that their circumstances are such that an amount payable by way of an allowance is necessary in order to ensure that the parent / carer can look after the child having regard to the exceptional needs of the child or any other exceptional circumstances; in which case an amount shall be paid at the discretion of the responsible Senior Manager. Confirmation of any discretionary payment deemed necessary will be provided to the parent / carer in writing. The discretionary payment will not, ordinarily, exceed the maximum Fostering Allowance (less child benefit and any child tax credit for the child/ren subject to an Order) based on the child's age plus any enhancement that would be payable to meet any assessed additional needs of the child or exceptional circumstances which require such an enhancement which is at the discretion of the responsible Senior Manager.

#### **Use of Allowance paid to Parents / Carers**

- 1.14 An allowance paid by the Council is intended to ensure that the average costs of caring for a child or children subject to an Order are met. The Council does

not prescribe how parents / carers should spend the allowance or specify the amounts that should be spent on particular items or elements of care, as expenditure will vary from one parent / carer to another. However, the allowance is intended by the Council to cover the following costs:

- Food and accommodation (including a contribution towards heating and lighting costs);
- Clothing;
- Age-appropriate pocket money;
- Transport usually associated with any child living in a family including to and from education and out-of-school activities;
- Leisure activities;
- School meals and other education costs;
- Reasonable costs associated with the promotion of Contact.

- 1.15 Any other costs incurred by a parent / carer associated with the care of a child subject to an Order are expected to be met from the allowance paid. Exceptional cost relating to the child may be applied for by the parent / carer to the Family and Friends Panel. Confirmation of any discretionary payment deemed necessary for the child will be provided to the parent / carer in writing. A parent / carer should not enter into any commitment to an exceptional expense without prior, written agreement to reimbursement having been given by the Senior Manager. Exceptional costs will not, ordinarily, include payments for household items or other related expenditure.

#### **Financial Support in addition to that paid to Parents / Carers by way of an Allowance**

- 1.17 Legal costs incurred by a parent / carer associated with the care of a child subject to an Order are not expected to be paid by the parent / carer from the amount paid by way of an allowance. Legal costs can, on occasions, be significant. Parents / carers will need to evidence to the Council that they are not eligible for Legal Aid. The Council will then pay for reasonable legal costs at the equivalent to legal aid rates. A parent / carer should not enter into any commitment to pay legal expenses without prior, written agreement to reimbursement having been given by the responsible Senior Manager.
- 1.18 Exceptional transport costs related to the promotion of family time and other associated exceptional costs relating to the promotion of family time are not expected to be paid by the parent / carer from the amount paid by way of an allowance. Exceptional contact arrangements and costs are expected to be

detailed within the Support Plan. The Council will then pay these additional costs. A parent / carer should not however enter into any commitment to pay exceptional contact costs without prior, written agreement to reimbursement having been given by the responsible Senior Manager. Costs of transporting to and from contact within the Borough, hosting contact within the family home or at a free public venue will not be considered exceptional.

### **Exceptional Hardship Assistance for a Child in the care of a Parent / Carer**

- 1.22 Where a parent / carer's immediate circumstances are such that assessment by the Council is that they would not be able to remain a parent / carer for the child, the responsible Senior Manager may consider a discretionary payment to support the maintenance of the care arrangement. Each case will be unique and based on the assessed needs of the child, the particular circumstances of the parent / carer and the immediacy and level of risk to the care arrangement disrupting.
- 1.23 Where the Council offers a single sum of over £250, a clear written agreement will be drawn up so all parties are clear about the intended purpose and use of the payment.
- 1.24 Where the Council offers a series of payments, these will be time-limited and will be reviewed every six weeks for the duration of the agreed period of payment. A clear written agreement will be drawn up so all parties are clear about the intended purpose and use of the payments.

### **Review of Financial Support**

- 1.25 The Council will review the financial support paid to a parent / carer when:
- The Council becomes aware of a significant change in the circumstances of the family; or
  - The parent / carer informs the Council that there has been or is to be a significant change in the circumstances of the family; or
  - On an annual basis; or
  - At any point the Council considers it would be appropriate to do so
- 1.26 Reviews are undertaken by the Finance Section of the Placement Service. Parents / carers will be required to complete Financial Assessment Documentation and supply copies of required evidential documentation upon request. The Annual Review will be triggered at the ten month point from the previous Review, enabling the parent / carer and the Council sufficient time to

review the circumstances and establish eligibility and any amount to be paid within the next period.

## **Suspension of Financial Support**

1.27 Payments may be suspended by the Council when:

- The parent / carer has failed to notify the Council of any significant change of circumstances; or
- The parent / carer has not responded within 28 days of request by the Council for information required as part of the Annual Review process; or
- The Council has reasonable cause to suspect that the parent / carer may be making a fraudulent claim for the allowance.

1.28 Where a payment is suspended, the parent / carer will be informed in writing of the reasons for suspension. The parent / carer may make representations to the responsible Senior Manager in writing. Any decision to reinstate payments will be notified in writing. No back payments to cover the period of suspension will be made unless it can be shown that the Council acted in error in making the suspension.

1.29 Where fraud is suspected, the responsible Senior Manager will decide whether to refer the matter to the Police.

## **Ending of Financial Support**

1.30 Financial support will no longer be payable by the Council if:

- The child no longer has a permanent home with the parent / carer; or
- The child ceases full time education or training and commences employment; or
- The child qualifies for benefits in his / her own right; or
- The child dies; or
- The parent / carer's financial circumstances are such that their means no longer require the financial support of the Council to care for the child; or
- The parent / carer refuses to engage in the review process.

1.31 If the Council proposes to terminate financial support it will give the parent / carer written Notice of the proposed termination and afford the parent / carer the time and opportunity to making representations. The Council will then consider any representations received within the period specified in the Notice

and then decide whether to continue, vary or terminate payment of financial support and inform the parent / carer in writing of its decision.

### **Conditions of Payment of Financial Support**

1.32 If it is agreed that financial support is to be paid by the Council, parents / carers must comply with the following conditions:

- That the parent / carer informs the Council if they change their address; or
- That the parent / carer informs the Council if the child dies; or
- That the parent / carer informs the Council if there is a significant change in their financial circumstances or the financial needs or resources of the child; or
- That the parent / carer completes and returns within 14 days any request by the Council for information detailing and evidencing their financial circumstances
- That the parent / carer uses the financial support for the purposes intended by the Council