

Cabinet Agenda

Date: Tuesday, 2nd December, 2008
Time: 2.00 pm
Venue: The Capesthorpe Room - Town Hall, Macclesfield SK10 1DX

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Note: In order for officers to undertake any background research it would be helpful if questions were submitted at least one working day before the meeting.

4. **Minutes of Previous meeting** (Pages 1 - 6)

To approve the minutes of the meeting held on 4 November 2008.

Please contact Cherry Foreman on 01270 529736
E-Mail: cherry.foreman@cheshireeast.gov.uk with any apologies or requests for further information or to give notice of a question to be asked by a member of the public

5. **Key Decision CE30 Investors in People** (Pages 7 - 10)

To consider the options available to Cheshire East should they wish to retain and/or seek re-accreditation against the Investors in People standard.

6. **Key Decision CE38 Commissioning Strategy - Advocacy** (Pages 11 - 14)

To approve the general approach to independent advocacy into the first year of the Council and beyond.

7. **Key Decision CE44 School Admissions** (Pages 15 - 78)

To approve the required annual consultation on Cheshire East's proposed school admission arrangements and coordinated admissions scheme.

8. **Key Decision CE50 Draft Customer Access Strategy** (Pages 79 - 88)

To approve the proposed guiding principles, objectives and vision for Customer Access, which will lead to the production of a Customer Access Strategy for Cheshire East.

9. **Key Decision CE51 Cheshire East Local Development Scheme** (Pages 89 - 178)

To agree the submission of the amended Draft Local Development Scheme for approval by full Council on 9 December 2008.

10. **Discretionary Rate Relief Policy** (Pages 179 - 184)

To establish a discretionary rate relief policy for Business Rates in respect of charitable and non-profit making organisations, rural businesses and hardship cases.

11. **Council Tax Discounts, Exemptions and Payment Dates** (Pages 185 - 188)

To consider the options and recommendations for Council Tax Discounts and Exemptions, and instalment dates for Council Tax and Business Rates.

12. **Council Tax Base 2009/10** (Pages 189 - 194)

To recommend to Council the Council Tax Base for Cheshire East for 2009/10.

13. **Local Area Agreement** (Pages 195 - 212)

To consider the current position in relation to Local Area Agreement delivery, and the implications for the Council in the light of the Local Government (Structural Changes)(Transitional Arrangements) Regulations 2008 and the proposed process and timetable for severance of the Agreement.

14. **Cheshire and Warrington Improvement and Efficiency Strategy** (Pages 213 - 240)

To consider and adopt the Cheshire and Warrington Improvement and Efficiency Strategy.

15. **Section 24 Schedules of Consent**

To note any Section 24 Specific Consent Applications dealt with under delegated powers since the last meeting.

(Report to follow)

16. **Progress Reporting Paper** (Pages 241 - 248)

To receive an update on the programme, with respect to key milestones, and to note the steps to be taken in the coming months.

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CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Cabinet**
held on Tuesday, 4th November, 2008 in the Capesthorne Room, Town Hall,
Macclesfield SK10 1DX

PRESENT

Councillor W Fitzgerald (Chairman)
Councillor R Domleo (Vice-Chairman)

Councillors D Brickhill, D Brown, P Findlow, A Knowles, J Macrae, P Mason
and B Silvester

In attendance: Councillors A Arnold and R Westwood.

83 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Frank Keegan.

84 DECLARATIONS OF INTEREST

Members gave a general declaration of personal interest in respect of every item on the agenda where an individual Member was a Member of Cheshire County Council and/or of one of the current Borough Councils. In accordance with the Constitution they remained in the meeting during consideration of the relevant items.

85 PUBLIC SPEAKING TIME/OPEN SESSION

There were no questions from the public.

86 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 7 October 2008 were approved as a correct record.

87 KEY DECISION CE17 & CE18 - DETRIMENT AND RELOCATION SUPPORT

Consideration was given to the issues relating to the introduction of a detriment scheme and to relocation support for staff appointed to the new authority who were not covered by TUPE provisions.

RESOLVED

For the reasons set out in the report: -

1. That the detriment scheme for appointments to the new authority be approved.

2. That the relocation support for appointments to the new authority be approved.

88 KEY DECISION CE24 - VOLUNTARY REDUNDANCY PROCESS PRIOR TO MARCH 2009

Consideration was given to the arrangements for considering redundancies in relation to Local Government Reorganisation prior to Vesting Day. The Leader of the Council reported that the decision requested had been revised since the report had been written; approval was given to the revised recommendation.

RESOLVED

For the reasons set out in the report: -

1. That the existing Councils be requested to adopt the proposed process attached at Appendix 1.
2. That delegated authority be granted to the Chief Executive or her nominee, to respond to the recommendations of the Panels in relation to proposed redundancies, for agreement by the existing employing Council, and to note the implications for transitional costs.

89 KEY DECISION CE31 - CHESHIRE EAST PARTNERSHIP IN SERVICE DELIVERY

Consideration was given to the level of financial support to existing external service delivery partners for 2009/2010.

RESOLVED

For the reasons set out in the report: -

1. That Cheshire East Council agree that the level of financial support to existing service delivery partners be maintained for 2009/2010 at current levels (without an inflationary increase), subject to the demands of the overall budget scenario.
2. That it be agreed that all partnership arrangements be subject to more detailed review in year one to assess cost/outcomes of all individual agreements.
3. That a complete list of all grants and funding agreements be made available as soon as possible.

90 KEY DECISION CE32 - CROSS BOUNDARY LIBRARY USAGE - EAST CHESHIRE / CHESHIRE WEST AND CHESTER

Consideration was given to cross boundary library usage between Cheshire East and Cheshire West and Chester libraries after 1 April 2009.

RESOLVED

For the reasons set out in the report: -

1. That the current situation for library users be noted.
2. That Members endorse a recommendation agreeing cross boundary usage of Cheshire East and Cheshire West and Chester libraries for library users after 1 April 2009 and instruct officers to take steps to implement this proposal.

91 KEY DECISION CE33 - TRANSITIONAL COST UPDATE

Consideration was given to an update on the mid-year review of transitional costs and existing sources of funding, and to changes to the Transitional Cost Programme.

RESOLVED

For the reasons set out in the report: -

1. That approval be given to the amendments to the projected Transitional Costs as a result of previous Member decisions and required adjustments, detailed in Section 7 of the report.
2. That the outcome of the mid-year review be noted.

92 KEY DECISION CE34 - DISAGGREGATION ON THE COUNTY BALANCE SHEET

A report was circulated at the meeting which set out progress to date, decisions now needed and areas of work required in order to comply with Department of Communities and Local Government regulations.

RESOLVED

For the reasons set out in the report: -

1. That the progress on the disaggregation of Cheshire County Council's balance sheet and the ongoing work in this area be noted.
2. That the agreement of the County Balance Sheet disaggregation package be delegated to the Interim Chief Finance Officer, or Borough Treasurer and Head of Assets (Section 151 Officer) if in post by the relevant time, in consultation with the Portfolio Holder for Resources, the Leader and the other Performance and Capacity Portfolio Holders.

93 KEY DECISION CE 39 - TRANSFORMING LEARNING COMMUNITIES - MACCLESFIELD LOCALITY REVIEW

Consideration was given to a report on the outcome of public consultations undertaken by the County Council in relation to primary school provision in

Macclesfield, and on the discussions with schools in the Bollington area about possible school federations.

RESOLVED

For the reasons set out in the report: -

Cabinet endorsed the recommendations of the County Council's School Planning Select Panel to:

1. approve the issue of statutory public notices proposing the closure of St Barnabas CE Primary School and St Edward's Catholic Primary School, Macclesfield, in July 2009;
- 2 subject to 1 above, to issue on behalf of the Dioceses of Chester and Shrewsbury a proposal to establish a new joint Church School on the current St Edward's Catholic Primary School site, with effect from September 2009;
- 3 authorise discussions with the Governing Body of Ash Grove Primary School to enter into an agreement supported by an action plan with explicit measurable targets, to seek to develop and improve the school over a 3 year period, with the recommendation to Cheshire East Council that the position of Ash Grove Primary School be reviewed in October 2011;
- 4
 - a. note the positive developments in relation to a possible hard federation between Bollington St John's CE Primary School and Pott Shrigley CE Primary School, and request that they continue developing detailed proposals for further consideration; and
 - b. note also the commitment of all schools in the area to work together and encourage them to continue their current dialogue.

94 KEY DECISION CE40 - CREATION OF ADULT SAFEGUARDING BOARDS

Consideration was given to a report outlining the process for creating Adult Safeguarding Boards in Cheshire East and Cheshire West and Chester, to operate from 1 April 2009, to ensure that effective strategies, policies and good practice are in place to protect vulnerable adults from abuse, harm and exploitation.

RESOLVED

For the reasons set out in the report: -

That approval be given to change the current County-wide Adult Protection Committee into two, multi-agency Adult Safeguarding Boards for 1 April

2009, in order to deliver the Action Plan outlined in the Feb 2008 Commission for Social Care and Inspection (CSCI) Safeguarding Inspection, and ultimately the improved protection of vulnerable adults.

95 KEY DECISION CE42 - CHILDREN PLAN 2008-11

Consideration was given to a brief for the Cheshire East Council on its duties in relation to the Cheshire East Children Plan 2008-2011, and to formal decisions required in order to ensure that statutory requirements were complied with for 1 April 2009. In considering the local priorities listed in paragraph 7.8 reference was made to an aim contained in the Cheshire Plan to 'raise achievement in School' and it was agreed that an extra bullet point should be added to the local priorities to reflect this.

RESOLVED

For the reasons set out in the report: -

1. That the Cheshire Children Plan 2008-2011 be formally recommended for adoption by Cheshire East Council as its statutory Children Plan to 2011.
2. That Council notes the requirement to set local targets (as part of the LAA process) by 1 April 2009 and the need to review, refresh and localise that plan during the period April 2009 to June 2010.
3. That a further bullet point in respect of 'improving outcome' be added to the list of priorities in paragraph 7.8.

96 FREE SWIMMING TO THOSE AGED 16 AND UNDER AND CAPITAL MODERNISATION PROGRAMME - FUNDING OFFER TO CHESHIRE EAST COUNCIL.

Cabinet was informed that following consultation with Cabinet Members and others an urgent decision had been made by the Chief Executive on 24 October 2008 under Council Procedure Rule 25 to approve acceptance of the Government's Free Swimming Programme offer of funding for the 16 and under category and capital improvements. The report provided a framework for implementing the decision.

RESOLVED

For the reasons set out in the report: -

1. That the decision of the Chief Executive be noted.
2. That approval be given to the actions needed to take the programme forward from April 2009 onwards as set out in Section 7.6 of the report.

**97 NOTICE OF MOTION RELATING TO WASTE MANAGEMENT
CONTRACT REFERRED FROM COUNCIL ON 20 OCTOBER 2008**

Cabinet received a Notice of Motion referred to it from the meeting of the Council on 20 December 2008 and approved the response given by Councillor D Brickhill, Portfolio Holder for Environmental Services.

RESOLVED

Cabinet notes that it has already set up a Joint Waste Board to work with the West to monitor the procurement of new waste treatment facilities, knowing that its members on that Board will continue to ensure that environmental impacts from treatment of waste are minimised and fully taken into account in determining the preferred bidder.

98 SCHEDULES OF SECTION 24 CONSENTS

Consideration was given to a report by the Interim Monitoring Officer and the Interim Chief Finance Officer on Section 24 Consents issued under delegated powers since the last meeting. Details were reported of a refusal of consent in respect of the disposal of Trinity Court, Macclesfield.

RESOLVED

For the reasons set out in the report: -

That the report be noted.

99 PROGRESS REPORTING PAPER

Consideration was given to an update on the programme giving progress made against key milestones, and to the steps to be taken in the coming months.

RESOLVED

For the reasons set out in the report: -

That the report be noted.

The meeting commenced at 2.00 pm and concluded at 3.00 pm

W Fitzgerald (Chairman)

CHESHIRE EAST

Cabinet

Date: 2 December 2008
Report of: HR Lead Officer
Title Investors in People

1.0 Purpose of Report

- 1.1 To outline options available to Cheshire East (CE) should they wish to retain and/or seek re-accreditation against the Investors in People (IiP) standard.

2.0 Decision Required

- 2.1 To agree that the Council commits to continue with IiP and seeks accreditation by April 2010 as outlined in Option 3.

3.0 Financial Implication 08/09

- 3.1 There are no known transitional costs as retaining IiP recognition in the existing Authorities in the run up to vesting day as these will be met from individual Authority budgets.

4. Financial implication 09/10

- 4.1 Costs will arise in this period if Cheshire East decided to go for a new first assessment, as a corporate whole, in April 2010. The assessment is likely to cost approximately £17,000. This is based on 8,000 employees, over various locations but excludes schools based staff. No transitional funding has been allocated to this therefore a bid will need to be made through the 2009/10 budget setting process in order to proceed.

5. Legal implications

- 5.1 None Identified

6. Risks of not re-accrediting

Risk	Impact	Mitigating Action
Negative messages about importance of workforce development and value of individual's contribution	De-motivation of staff	Continue to use standards informally
Loss of IiP logo	Failure to attract staff in a competitive market. PR issues	None

7.0 Background

- 7.1 Macclesfield and Crewe and Nantwich currently hold the liP award as do all five Departments in the County Council. For most of these the three year reassessment falls at various dates throughout 2009. Congleton does not hold the liP award.
- 7.2 The Districts who hold the award and the County Council use the liP standards proactively as an organisational and workforce development tool. This has proved particularly valuable during times of organisational change, as the standards provide a template for ensuring that key processes are in place to support the ongoing development of staff to enable them to contribute to organisational objectives and outcomes
- 7.3 In May this year the Joint Implementation Teams for the East accepted the recommendation outlined in the paper on Transitional Learning and Development priorities which was:
- To provide the ongoing support necessary to maintain liP recognition up to 31 March 2009

8.0 liP options for the New Authority

- 8.1 In consultation with the liP Centre for Assessment and Recognition in the North West (CARNW) the following options for the new Authority have been established.

Option 1 - not to continue with liP

- 8.2 The new authority could decide that they do not wish to continue seeking accreditation against the liP standards.

Advantages

- There would be some financial savings in terms of costs for the assessment processes and in terms of staff time in preparing for assessment.

Disadvantages

- Whilst this option would not preclude the on going use of the liP standards to inform learning and development there could well be less focus to the process. Deciding to 'drop' liP could give out negative messages to staff about their value and the importance of their development at a time when morale may well be suffering anyway.

Option 2 - Commitment to seek recognition at a later date

- 8.3 The new authority could decide to make a totally new commitment to start again to gain recognition from 1 April 2009 within its own time frames. This would involve post vesting day:
- formally communicating this decision to CARNW
 - deciding whether to seek authority wide accreditation or accreditation at directorate level
 - setting up a steering group(s) to draw up an action plan(s)
 - working to identified actions to achieve accreditation

Advantages

- This option gives the authority the opportunity to set a realistic time scale for seeking liP accreditation and to consider how it wants to use the liP standards in the most effective way to support organisational and workforce development.

Disadvantages

- If CE chooses this option it would lose the right to use the liP logo until recognition has been gained.
- There is a danger that with other competing priorities liP might slip down the agenda with the similar issues about negative messages to staff and affect on morale as outlined with Option 1

Option 3 - Commitment to Continue

- 8.4 This option would enable the new Authority to be recognised as holding the liP standard for **up to one year** from vesting day. This option is available provided that the majority of staff are covered by the liP standard, with either full recognition or retaining recognition status, in their current authority or department, at 31 March 2009 (this will be the case). This would involve the authority:

Prior to vesting day:

- Setting up an interim steering group consisting of County and District staff with previous experience of supporting liP
- submitting a letter of commitment and an action plan with the aim of being assessed by April 2010.

Post vesting day:

- Reviewing the membership of the steering group to ensure it is representative and preferably includes a 'champion' at Senior Management level
- Working towards agreed actions to achieve accreditation

- 8.5 With this option there would still be the choice of whether to seek authority wide or directorate level accreditation. This choice would have implications for the number of steering groups required.

Advantages

- The right to continue being regarded as an liP accredited organisation and to retain the logo.
- Positive messages for staff about their value and the importance of their development, with this being treated as a high priority
- Focusing on the real actions that will provide support to staff during the changes

Disadvantages

- Tight timescales to be ready for assessment within one year of vesting day (N.B. If this proves to be the case, once the process has started, it may be possible to negotiate a later assessment date).

9.0 Conclusion

- 9.1 In view of the scale of changes faced in Cheshire East and the importance of supporting and developing staff throughout this, Option 3 is strongly recommended.

For further information:-

<i>Officer:</i>	<i>Trish Barnett</i>
<i>Lead Member</i>	<i>Frank Keegan</i>
<i>Tel No:</i>	<i>01244 972273</i>
<i>Email:</i>	<i>tricia.barnett@cheshire.gov.uk</i>

Background Documents:-

Westfields. Middlewich Road, Sandbach

CHESHIRE EAST COUNCIL

CABINET

Date of meeting:	2 December 2008
Report of:	John Weeks Strategic Director (People Designate)
Title:	Commissioning Strategy - Advocacy

1.0 Purpose of Report

- 1.1. Independent advocacy has for many years been a key element along the spectrum of social care. Often provided close to the communities they serve, independent advocacy is set to grow in importance with the development of social care redesign and new legislation such as the Mental Capacity Act 2005 and the Mental Health Act 2007.
- 1.2. The purpose of this report is to briefly highlight the range of provision in Cheshire East and to propose, in high level terms, the commissioning approach for the future, in partnership with the PCT.

2.0 Decision Required

- 2.1. To approve the general approach to independent advocacy into the first year of the Council and beyond.

3.0 Financial Implications for Transition Costs

- 3.1. There are no transitional costs.

4.0 Financial Implications 2009/10 and beyond

- 4.1. Funding for independent advocacy comes primarily from the PCT and the Council for Mental Health and Older People's services. Funding also comes from the Mental Capacity Act grant. Funding for learning disability advocacy comes from the pooled budget and is therefore shared with the PCT. Self advocacy is funded from the Learning Disability Development Fund. More work is required on the disaggregation of this funding, which across Cheshire is £534,579.

5.0 Legal Implications

- 5.1. Up until recently, there has existed no statutory requirement to provide advocacy. It has, however, been regarded as an essential element of service provision, helping vulnerable people have their voices heard. The Mental Capacity Act 2005, has for the first time, given people who lack capacity and who are in certain circumstances the statutory right to advocacy, known as Independent Mental Capacity Advocacy (IMCA). The Mental Health Act 2007 amends the Mental Health Act

1983 to introduce similar statutory rights to advocacy to people who meet certain qualifying conditions, i.e. are liable to be detained under one of the Act's longer term sections for assessment or treatment or who are subject to Guardianship or a Community Treatment Order. This statutory duty will come into power in 2009. We are still awaiting guidance from the Department of Health as to how this service is to be commissioned and financed. Also, in 2009, the Deprivation of Liberty Safeguards will come into force. People subject to these safeguards may also be entitled to IMCA.

6.0 Risk Assessment

6.1. Advocacy provision is an essential element of the spectrum of social care. It is provided by a range of local organisations which have grown up from within local communities and their strengths are very much based on a strong identity with a locality and or specific user groups. They are significant generators of local social capital, supporting a wide range of activities around befriending, volunteering and welfare rights. As small organisations they are vulnerable to problems of cash flow and require a degree of stability from which they can confidently deliver their services. Failure of business continuity would impact on vulnerable service users and their carers and adversely effect external judgment of the Council's performance from Commission for Social Care Inspection. The Council would also fail in it duty to commission the IMCA service which is a statutory responsibility.

7.0 Background and Options

- 7.1. Cheshire East, along with Cheshire West and Chester, is unique in England for its commissioning approach to IMCA. All other local authorities have commissioned this service separately from their main advocacy providers, often geographically remote from their area. The advantage of the Cheshire East approach is to provide an holistic service, offering continuity of care with no hand-offs. This is not the case in other areas, where people may receive an IMCA advocate and another advocate for matters not directly linked to the Mental Capacity Act.
- 7.2. It is recommended that this approach continues
- 7.3. Similarly with the Mental Health Act, once we know the guidance around its implementation and crucially, the amount of grant funding, it is recommended to adopt the same approach. The mental health advocacy organisations are already providing this type of advocacy and this will enable them to build further on their level of service and expertise.
- 7.4. The commissioning of advocacy will need to continue to be developed jointly with the PCT. Some of the organisations are pan-Cheshire. The providers in east and west have also formed a federation, "Cheshire Independent Statutory Advocacy"(CIAS), which provides a forum for

the exchange of good practice and mutual support, e.g. will take referrals from each other if work flow is uneven between the partners. Currently, Macclesfield CAB receives an extra £5,000 from the MCA grant to provide administrative support to CIAS. Commissioners receive comprehensive statistical reports, including commentary and case studies, from CIAS which adds great value to our understanding of their work and provides good evidence to Commission for Social Care Inspection (CSCI) on outcomes.

7.5. It recommended that the work of CIAS continues, at least for the first year, and is commissioned in co-operation with Cheshire West and Chester, on a 51:49 basis.

7.6. For those organisations that are pan Cheshire, it is recommended that they continue to be commissioned in co-operation with Cheshire West and Chester, again on a 51:49 basis.

7.7. Once the PCT boundaries are aligned, this current pattern of funding can be reviewed in line with the Council's commissioning strategy for advocacy.

8.0 Overview of Day One, Year One and Term One Issues

8.1. Day One, to achieve business continuity for the advocacy providers via joint funding between the PCT and the Council at the current level in accordance with their contract with Cheshire County Council.

8.2. In Year One, monitor and review the workload of all the providers. In respect of those providers which currently provide for both east and west Cheshire, review the level of funding in proportion to the work generated in co-operation with Cheshire West and Chester.

8.3. By the end of Term One reviewed the entire provision of advocacy to ensure that the service is efficient and effective. Depending on the results of this review, there may be a need to re-tender all or part of the advocacy service.

9.0 Reasons for Recommendation

9.1. To ensure stability and business continuity in to the first year of Cheshire East Council and to provide a secure base for the future growth and development of advocacy.

Appendix 1

Advocacy Provider and Funding	Service Group	Area Covered
Age Concern £125,701	Older People with MH	Across Cheshire
Cheshire Centre for Independent Living (CCIL) £30,281	Physical Disability	Across Cheshire
Crewe CAB £40,483	Mental Health	Crewe & Nantwich Borough
Macclesfield & Wilmslow CAB £60,047 (plus £5k for CISA)	Mental Health	Macclesfield Borough and Congleton Town
East Cheshire Advocacy £41,587	Learning Disability	Macclesfield Borough and Congleton Town
Independent Advocacy £39,587	Learning Disability	Vale Royal & Crewe & Nantwich & Congleton Boroughs, excluding Congleton Town
Self Advocacy (MENCAP) £33,087	Learning Disability	Two schemes covering West and East Cheshire

For further information:

Portfolio Holder: Councillor Domleo
Officer: Keith Evans
Tel No: 01244 6072990
Email: keith.evans@cheshire.gov.uk

Background Documents:

Documents are available for inspection at:
Westfields
Middlewich Road
Sandbach
CW11 1HZ

CHESHIRE EAST COUNCIL

CABINET

Date of meeting: 2 December 2008
Report of: John Weeks,
Title: Strategic Director of People

1.0 Purpose of Report

- 1.1 This Decision Paper seeks approval to the required annual consultation on Cheshire East's proposed school admission arrangements and coordinated admissions scheme for the school year commencing September 2010 and beyond.
- 1.2 The consultation document needs to be approved before 31 December 2008, in order to go to all school governing bodies meeting during the spring term 2009.

2.0 Decision Required

- 2.1 The attached consultation document and appendices, with any subsequent amendments and additions recommended by the Cheshire East Admissions Forum, on admissions for the school year commencing September 2010 and beyond; and its circulation to all Cheshire East schools and neighbouring local authorities at the beginning of the spring term 2009 be approved.

3.0 Financial Implications for Transition Costs

- 3.1 None

4.0 Financial Implications 2009/10 and beyond

- 4.1 Members should note that the costs of School Admissions are charged to the Dedicated Schools Grant within the element for central expenditure.

5.0 Legal Implications

- 5.1 Local authorities are required by law to consult annually on their proposed admission arrangements for the following school year for those schools for which they are responsible and on their coordinated scheme where appropriate. Regulations require that consultation be completed by 1 March in the year preceding the admission year, and that the arrangements be determined by 15 April in that preceding year.
- 5.2 Consultation must take place with all other admission authorities in the '*relevant area*', which, for the Cheshire East Authority, has been proposed (and is currently out for consultation within the existing

'relevant area' with a closing date of 1 December) as the administrative boundary of Cheshire East, together with neighbouring local authorities. The 'relevant area' will be determined by Cabinet on 2 December, taking into account all responses received by 1 December.

6.0 Risk Assessment

- 6.1 If the Local Authority does not consult on its proposed admission arrangements and coordinated scheme before 1 March 2009, it will be in breach of its statutory duty to comply with the provisions of the School Admissions Code. Failure to comply may result in an objection to the Schools Adjudicator or a complaint to the Secretary of State. If the Local Authority does not notify the Secretary of state that it has adopted a coordination scheme by 15 April, the Secretary of State may impose one.

7.0 Background and Options

- 7.1 The attached draft Consultation Document (**Annex 1**) and its Appendices have been prepared for consideration next term by Cheshire East school governing bodies and to be sent to neighbouring local authorities. (Full copies of the proposed primary and secondary coordinated scheme and admission arrangements are attached for the attention of the Cabinet as Annex 2.)
- 7.2 The consultation document proposes that the current arrangements and coordinated scheme, determined in April 2008 by Cheshire County Council for September 2009 admissions, should apply for Cheshire East for 2010 **apart** from the proposed amendments (a brief summary is listed below – full details of the proposed amendments are shown in the Report to Governing Body Annex 1.) to retain as much as possible of the existing admission arrangements which appear, from previous years' consultations, to command wide support among Cheshire schools:

:

Primary Admissions:

- Admissions timetable revised resulting in an earlier decision on applications;
- Coordinated Scheme revised timetable - adjusted around the proposed change to the admissions timetable;
- Amendment to *sibling* criterion within the oversubscription criteria to remove infant to junior school cross-linked siblings.

Secondary Admissions

- Proposed oversubscription criteria for considering external applications for sixth form places where more applications are received than there are places available;

- Proposed minimum entry requirements for admission to sixth form (internal and external candidates);
- Proposed Published Admission numbers for admission to sixth forms for external applicants.

Primary and Secondary Admissions:

- Change to the date for handing over waiting lists to schools from 1 October to 10 September;
- A later closing date for submitting appeal applications with a separate date for accepting and declining places;
- Change to the oversubscription criteria with the removal of category 6 and the addition of social need alongside medical need within category 2;
- Change to the arrangements for considering applications submitted by parents/carers stating residency based on shared responsibility for a child;
- Proposals to vary some schools' current admission numbers for September 2010 admissions, in line with net capacities (Appendix 1);
- Proposed re- zoning arrangements (Appendix 2).

8.0 Overview of Day One, Year One and Term One Issues

- 8.1 East Authority determines on 15 April arrangements for admission in September 2010 following consultation (completed by 1 March 2009) within the newly determined relevant areas (determined on 2 December 2008). In accordance with the School Admissions Code (2007) arrangements will be subject to consultation each year and in the year preceding admission.

9.0 Reasons for Recommendation

- 9.1 The recommendation will enable the Authority to meet its statutory duty to consult in the year preceding admission on its proposed admission arrangements for community and controlled schools in East Cheshire and on its coordination scheme for all Cheshire East maintained schools.

For further information:

*Portfolio Holder: Councillor P Findlow
Officer: Barbara Dale, Admissions and Appeals Manager
Tel No:01606 275698
Email:Barbara.Dale@cheshire.gov.uk*

Background Documents:

*Schools Admissions Code 2007
Documents are available for inspection at:
Westfields, Middlewich Road, Sandbach*

CHESHIRE EAST LOCAL AUTHORITY**REPORT TO GOVERNING BODIES OF ALL EAST SCHOOLS – SPRING TERM 2009
ADMISSION ARRANGEMENTS FOR 2010 AND BEYOND****1 INTRODUCTION**

- 1.1 This report is intended to fulfil the requirements arising from the School Standards and Framework Act 1998 for annual consultation by the local authorities on admission arrangements. The proposals in this report have been agreed by the Cheshire East Admissions Forum as the basis for consultation.

2 BACKGROUND

- 2.1 Regulations made under provisions of the School Standards and Framework Act 1998 require local authorities for community and controlled schools, and governing bodies of aided and foundation schools to consult on their proposed admissions arrangements for the following year, and to determine their arrangements by 15 April for admissions in September of the following year.
- 2.2 Consultation must take place with all other admission authorities in the '*relevant area*', which, for Cheshire East Local Authority, is the administrative boundary of Cheshire East, together with neighbouring local authorities.

3 CONSULTATION FOR SEPTEMBER 2010 ADMISSIONS

- 3.1 The shadow authority proposes that the admission arrangements for Cheshire East Council community and controlled schools for September 2010 be based on the arrangements previously determined for 2009 by Cheshire County Council with the following proposed changes:-

i. Primary Admissions:

- Admissions timetable revised resulting in an earlier decision on applications;
- Coordinated Scheme revised timetable - adjusted around the proposed change to the admissions timetable;
- Amendment to *sibling* criterion within the oversubscription criteria to remove infant to junior school cross-linked siblings.

ii. Secondary Admissions

- Proposed oversubscription criteria for considering external applications for sixth form places where more applications are received than there are places available;
- Proposed minimum entry requirements for admission to sixth form (internal and external candidates);
- Proposed Published Admission numbers for admission to sixth forms for external applicants.

DRAFT**Annex 1****iii. Primary and Secondary Admissions:**

- Change to the date for handing over waiting lists to schools from 1 October to 10 September;
- A later closing date for submitting appeal applications with a separate date for accepting and declining places;
- Change to the oversubscription criteria with the removal of category 6 and the addition of social need alongside medical need within category 2;
- Change to the arrangements for considering applications submitted by parents/carers stating residency based on shared responsibility for a child;
- Proposals to vary some schools' current admission numbers for September 2010 admissions, in line with net capacities (**Appendix 1**);
- Proposed re-zoning arrangements.

4 PRIMARY ADMISSIONS:**4.1 Proposed Revision of the Admissions Timetable.**

4.1.1 At the meeting of the Cheshire Admissions Forum of 24 April 2008, it was resolved that the primary timetable for September 2010 admission arrangements would be reviewed for 2010 following concerns expressed by headteachers that the current date of 12 March was too late for schools at a time when staffing arrangements for September needed to be set. Whilst it was explained at the meeting that the date could not be significantly different due to the need to allow parents and carers time to visit schools and make their applications, and to allow the Authority sufficient time to coordinate all applications which includes exchanging data with other admission authorities, the dates would nevertheless be reviewed.

4.1.2 The proposed changes for 2010 include a revised closing date of **18 December 2009** (currently 16 January) with the offer date changed to **12 February 2010** (currently 16 March). The closing date for appeal applications has been brought forward to **26 March** which allows time to process all the 'accept and decline' forms (which are to be received by the earlier date of **5 March** – currently 16 April), and to reallocate vacancies before appeal applications have to be submitted. Appeal hearings for on time applications must be completed within 30 school days of this closing date, in accordance with legal requirements. (Full details of the proposed primary and secondary admissions arrangements and coordinated schemes for 2010 are available at www.cheshire.gov.uk/consultation)

4.2 Proposed Revision of the Coordinated Scheme Timetable.

4.2.1 As a consequence of the changes proposed to the admissions timetable, as set out in 4.1 above, the coordinated scheme has been revised, which details the dates by which information on preferences will be exchanged between the Local Authority and admission authorities. Admission authorities of aided and foundation schools in Cheshire East will wish to note the earlier date proposed of **8 January** (previously 2 February) for receiving preferences from the Local Authority for consideration by the governing body and the earlier date of **22 January** (previously 23 February) for responding to the Authority with provisional offers.

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4.3 Amendment to *Sibling* Criterion – Removal of Infant to Junior School Cross-Linked Siblings.

4.3.1 This change is simply being made as all infant and junior schools in Cheshire East have now amalgamated to form all-through primary schools.

5 SECONDARY ADMISSIONS

5.1 Proposed Sixth Form Published Admission Numbers (PANs) (External Applicants)

5.1.1 In accordance with admissions regulations, if a school sets out to admit external candidates to its sixth form, rather than just to deal with ad-hoc applications the admission arrangements must include a published admission number, which should be based on the estimated minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for certain courses can be met. (School Admissions Code, para 1.36). The proposed PANs for 2010 include PANs of 10 if the school mainly admits internal applicants. For schools that have historically admitted a high intake from outside the school, PANs have been proposed based on the estimated minimum number of applicants and taking into account the schools net capacity. Governing bodies are invited to comment on the proposals before the closing date for consultation of 1 March.

Sixth Form Admissions Community and Controlled Secondary Schools	September 2010
Alsager School	20
Congleton High School	20
Eaton Bank School	10
Knutsford High School	10
Poynton High School And Performing Arts College	50
Sandbach School	50
Tytherington High School	10
Wilmslow High School	50

5.2 Proposed Oversubscription Criteria - Sixth Form Places

5.2.1 In accordance with admissions regulations, if a school sets out to admit external candidates to its sixth form, rather than just to deal with ad-hoc applications the admission arrangements must also include oversubscription criteria for considering priority for places when the sixth form receives more applications (external applications) than it can accommodate. (School Admissions Code, para 1.36) The proposed oversubscription for applications to sixth forms of community and controlled schools is:

- i) **‘Looked after children’**
A ‘looked after child’ is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
- (ii) **Children for whom there are particular medical or social reasons, which, in the Council’s view, justify admission to a particular school.**
Supporting evidence from a registered professional, such as a medical

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practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of officers will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Council, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

- (iii) **Children resident within the designated catchment zone of the school**
Children will be classed within this category if they and their parents/carers are resident within the area served by the school.
- (iv) **Pupils living nearest to the school (Distance)** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

- 5.2.1 Where it is identified that there are a limited number of places available and a tie breaker is needed, random allocation will be applied as a subsequent criterion. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth.

5.3 Proposed Sixth Form Minimum Entry Requirements (Internal and External Candidates)

- 5.3.1 Whilst it is not necessary for children already in the school to apply formally for places in Year 12, the admission arrangements must give details of any entry requirements (such as minimum entry qualifications, which can include a level of attainment at GCSE. The minimum entry requirements for admission to sixth forms must be the same for internal and external applicants. The Authority is seeking feedback on the proposal to publish the following requirements:

*"The minimum entry requirements for admission to the sixth forms of Cheshire East Community and Controlled schools are **5 GCSEs grade A* to C (or equivalent)**. Individual courses may require a specific level of attainment. Minimum entry requirements for admission onto vocational courses vary and a full list of requirements can be obtained from the school. Parents are advised to contact the school for further information."*

6 PRIMARY AND SECONDARY ADMISSIONS:

6.1 Proposed Revised Date for Handing Waiting Lists to Schools

- 6.1.1 Once all applications have been processed resulting in places being offered to parents and carers on the published dates, parents can request to remain on a school's waiting list for any places that may subsequently become available through the coordinated process. Cheshire County Council currently holds a waiting list in respect of applications made as part of the normal admission round up until 1

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October when the waiting lists are handed over to schools. There is no legal requirement for LAs or admission authorities to hold waiting lists.

- 6.1.2 After the start of the autumn term, all 'in year' applications are made direct to the school in accordance with the existing (2009) and proposed coordinated scheme for 2010. Cheshire East Authority is proposing that an earlier date for handing the waiting lists over to schools of **10 September** is agreed in order that schools have the appropriate information needed to administer the 'in year' application process.

6.2 Proposed Later Closing Date for Submitting Appeal Applications with a Separate Date for Accepting and Declining Places.

- 6.2.1 Currently parents and carers are required to *accept or decline* the school place offered and submit their admission appeal application by the same closing date, which is currently 16 April for the primary admission round and 23 March for the secondary. The consequence of this is that appeal applications are often completed and returned unnecessarily i.e. when a place can be offered from the waiting list following the receipt of declines from parents.
- 6.2.2 It is therefore proposed that for 2010, the closing date for accepting or declining the school place offered be determined for the primary admission round as **5 March** with a later appeal application deadline of **26 March** and for the secondary application round as **22 March** for accepting and declining places with a closing date for appeal applications of **12 April**.

6.3 Proposed Change to Categories 2 and 6 of the Oversubscription Criteria.

- 6.3.1 It is proposed that category 6 within the oversubscription criteria (i.e. Children for whom there are exceptional personal and domestic circumstances presented by the parents which justify admission to a particular school) be removed and category 2 be revised to include 'social' reasons alongside medical reasons. Such priority would only be given where supporting documentation from a registered professional had been received.
- 6.3.2 This proposal is on the basis that category 6 only provides for priority over applicants within the 'distance' category and therefore applicants that fall within a higher category than 'distance' who have particular social reasons which it has been agreed justify admission to a particular school can still be unsuccessful with their application if the preferred school is oversubscribed. The School Admissions code (2007) states that 'it is acceptable to give higher priority to children or families where there is a social or medical need (for example where one or both parents or the child has a disability that may make travel to a school further away more difficult).

6.4 Proposal in Respect of Residency Based on Shared Responsibility for a Child

- 6.4.1 The current arrangement requires that, where an application includes more than one address due to shared parental responsibility, parents and carers are required to submit full details in order that the LA can determine which address or addresses to use for the purpose of admission. This is problematic in circumstances where parents state that the child resides equally at both addresses.

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6.4.2 The proposed change in the arrangements states that 'the place of residency will be the address where the child resides for the majority of the week (e.g wakes up between Monday to Friday).' It will also be stated that 'where the Local Authority is unable to reach a decision based on the information received, the place of residency will be the address used for claiming Child Benefit and where appropriate, Child Tax Credits'. Supporting documentation will be required.

6.5 Proposed Variations to Current Admission Numbers (Appendix 1);

6.5.1 For most schools it is proposed to retain the existing admissions number for September 2010 arrangements. These are set out in Cheshire County Council's admissions booklets for 2009-2010, which are available on the internet at www.cheshire.gov.uk/admissions. Schools where the LA governing bodies propose to vary the current admission numbers for September 2010 and proposed changes arising out of the County Council's TLC review are shown in **Appendix 1**.

6.6 Proposed Re- Zoning Arrangements for 2010.

6.6.1 The zoning proposed for September 2010 is set out below. The proposals seek, so far as is compatible with using main roads as boundaries, to minimise crossings and to give children priority for admission to their most local schools. The Cheshire East Cabinet will be asked to consider their adoption for September 2010 admissions, following earlier consultation with the Admissions Forum and in the light of responses from the governing bodies of local schools.

6.6.2 The Local Authority is considering the re-zoning of the area currently served by **Church Lawton Primary School**, to apply only in the event that a final decision is taken to close the school at the end of July 2009. The proposal is that that with effect from September 2009 the area currently served by the school would be rezoned to three nearby schools, those of Excalibur primary School, Alsager Highfields Community Primary School and Rode Heath Primary School. (see maps attached as appendix 2).

6.6.3 In the event that a final decision is taken on the proposed closures of **St Barnabas CE Primary** and **St Edward's Catholic Primary Schools** in July 2009, and the establishment by the Dioceses of Chester and Shrewsbury of a shared faith school on the current St Edward's Catholic Primary school site with effect from September 2009, it is proposed that the current catchment area for **St Barnabas CE Primary School** should be rezoned to Ashgrove Primary School and Nursery. This would ensure that children resident within the school's catchment area would have priority for admission under the Council's arrangements for a nearby community school. This would not prejudice the right of parents and carers to apply for a place at the new shared faith school. All such applications would be prioritised by the school's governing body (as the admission authority for the school), on the basis of the school's own published admission arrangements for admission in September 2010.

6.6.4 Recent investigations have identified a discrepancy between the catchment area published by the governing body in its admission arrangements for **Marton and District CE (Aided) Primary School, Macclesfield** which is based on an ecclesiastical parish boundary, and that of the catchment area published by the Authority on its mapping system, which is based on a civil parish boundary.

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- 6.6.5 The discrepancy concerns an area to the south east of the school, referred to hereafter as the Daisy Bank Estate and which includes Daisy Bank Drive, Tidnock Avenue, Walfield Avenue, Manchester Road, Giantswood Lane, Suffolk Close, Somerset Close, Dorset Close, Jackson Road and Ascot Close (Maps are available on request), which falls within the ecclesiastical parish of Hulme Walfield and is currently zoned to Marlfields Primary according to the County Council's mapping system.
- 6.6.6 Whilst this anomaly does not affect the admission arrangements to Marton and District CE Primary, which are determined by the governing body and which afford a high priority to children resident within this area, it does impact on the Authority's transport policy, which provides free transport to school if the school is over the statutory walking distance **and** is the zoned (catchment area) school or nearest suitable school to the home address.
- 6.6.7 In order to address this, it is proposed that for admission in September 2010 the area is administered by the Local Authority as a *shared* catchment area in accordance with both the Authority's published admission arrangements and those of the governing body of Marton and District CE Primary.
- 6.6.8 The effect of this would be that a) children resident within this area would continue to have a high priority for admission to Marlfields as part of the normal admission round under the Authority's admission arrangements; b) parents resident in this area applying for places at Marton and District CE would be considered on the basis of the governing body's published admission arrangements, which currently afford a high priority (category 2) to residents within this area; and c) in administering this as a shared catchment area based on determined admission arrangements, free transport would be provided to either school if children resident in this area are over the statutory walking distance of 2 miles from the home address, in accordance with the transport policy.
- 6.6.9 It is also proposed that in preparation for statutory consultation on the admission arrangements for September 2011, which must be completed by 1 March 2010, the Authority carries out a full review of its admission arrangements (and specifically its catchment areas) through informal consultation with schools in Cheshire East during the summer term 2009. The aforementioned arrangements for 2010 would be without prejudice to the outcome of the review affecting arrangements for 2011 and beyond.

RECOMMENDED:

That governing bodies of all schools consider and comment on the proposed admission arrangements and coordinated admissions scheme (proposed for September 2010 and beyond) by the statutory closing date of 1 March 2009.

**CONSULTATION ON SCHOOL ADMISSION ARRANGEMENTS FOR
SEPTEMBER 2010 & BEYOND – RESPONSE FORM**

Name of School or L A.....

	Support	Do not Support	No View
1. Proposed Revision of the Primary Admissions Timetable (Para 4.1)			
Comments (if any)			

	Support	Do not Support	No View
2 Proposed Revision of the Coordinated Scheme Timetable (Para 4.2)			
Comments (if any)			

	Support	Do not Support	No View
3. Proposed Amendment to <i>Sibling</i> Criterion – Removal of Infant to Junior School Cross-Linked Siblings. (Para 4.3)			
Comments (if any)			

	Support	Do not Support	No View
4. Proposed Sixth Form Published Admission Numbers (PANs) (External Applicants) (Para 5.1)			
Comments (if any)			

	Support	Do not Support	No View
5. Proposed Oversubscription Criteria - Sixth Form Places (Para 5.2)			
Comments (if any)			

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	Support	Do not Support	No View
6. Proposed Sixth Form Minimum Entry Requirements (Internal and External Candidates) (Para 5.3)			
Comments (if any)			

	Support	Do not Support	No View
7. Proposed Revised Date for Handing Waiting Lists to Schools (Para 6.1)			
Comments (if any)			

	Support	Do not Support	No View
8. Proposed Later Closing Date for Submitting Appeal Applications with a Separate Date for Accepting and Declining Places. (Para 6.2)			
Comments (if any)			

	Support	Do not Support	No View
9. Proposed Change to Categories 2 and 6 of the Oversubscription Criteria. (Para 6.3)			
Comments (if any)			

	Support	Do not Support	No View
10. Proposal in Respect of Residency Based on Shared Responsibility for a Child (Para 6.4)			
Comments (if any)			

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	Support	Do not Support	No View
11. Proposed Variations to Current Admission Numbers (Appendix 1); (Para 6.5)			
Comments (if any)			

	Support	Do not Support	No View
12. Proposed Re- Zoning Arrangements for 2010 (Para 6.6)			
Comments (if any)			

Please return to Barbara Dale, Admissions & Appeals Manager, County Offices Watling Street, Northwich, Cheshire CW9 5ET email: Barbara.Dale@Cheshire.gov.uk by **1 March 2009**.

CHESHIRE EAST AUTHORITY**DRAFT PROPOSALS TO REDUCE/INCREASE PUBLISHED ADMISSION NUMBERS FOR SEPTEMBER 2010**

Admission numbers are part of a school's admission arrangements. Admission regulations require that admission authorities set an admission number for the relevant year group, which is subject to consultation, based on the physical capacity of the school. Admission numbers must refer in each case to children to be admitted to the school for the first time.

Admission authorities may fix an admission number for a relevant age group that is lower than the capacity assessment. If they do so, they **must** publish this information for parents at the same time as they notify the bodies they are required to consult about the determination of their admission arrangements, who may object to the admission number. They can also set a higher admission number than that indicated by the capacity assessment.

This paper seeks comments on a number of proposals for reductions/increases in Published Admission Numbers (PAN) at various primary and secondary schools in Cheshire East Authority for September 2010-2011.

Comments on the proposed arrangements must be referred to the admission authority for the school before the closing date of 1 March 2009. Admission authorities will need to consider the responses before determining the admission arrangements, which must be 15 April 2009.

Proposed Changes for 2010 –2011

Part 1 - Reductions/increases proposed by, or supported by governing bodies which would bring Published Admission Numbers more in line with their school's net capacity are listed below. Proposals that the Local Authority recommends for approval are listed in Table A.

Table A
RECOMMENDED FOR APPROVAL - PROPOSED REDUCTIONS/INCREASES IN PUBLISHED ADMISSION NUMBERS

School	Current Net Capacity	Proposed Net Capacity	Current Published Admission Number	Proposed PAN for 2010
Bickerton Holy Trinity	126	140	18	20
Brierley Primary	210	161	30	23
Holmes Chapel Comp School	1180	1216	200	210
Monks Coppenhall	420	385	60	55
Sandbach School	1136	1167	195	210
St Paul's Catholic Primary	120	120	20	17

Shavington High	970	970	197	194
Wyche	200	196	30	28
Mablins Lane	567	504	72	75

Part 2 - Proposals by governing bodies to increase the published admission number for their school which the Local Authority recommends are not supported are listed in Table B. This recommendation is made as either the proposed change is not in line with the net capacity of the school, or the Authority has concerns about the long term implications for the school or other schools within the locality.

Table B
NOT RECOMMENDED FOR APPROVAL - PROPOSED INCREASES IN PUBLISHED ADMISSION NUMBERS

School	Current Net Capacity	Proposed Net Capacity	Current Published Admission Number	Proposed Published Admission Number 2010
Lacey Green Primary	210	210	30	40
Lindow	150	180	21	25
St Mary's Congleton	180	180	27	30
Sandbach High School	1285	1285	210	240

Part 3 – Cheshire County Council, in its review of school places in the Alsager, Sandbach, Congleton and Holmes Chapel locality, has proposed the following changes to the published admission numbers of the following schools. Comments on these proposals must be returned by 1 March 2009.

Table C
PROPOSED REDUCTIONS/ INCREASES IN PUBLISHED ADMISSION NUMBERS SUBJECT TO ANTICIPATED CHANGES TO NET CAPACITIES DUE TO TLC PROPOSALS

School	Current Net Capacity	Proposed Net Capacity	Current Published Admission Number	Proposed Published Admission Number 2010
Alsager Highfields	233	263	40	37
Astbury St Mary's	112	126	16	18
Black Firs Primary	240	270	40	38
Brereton CE	150	147	30	21
Buglawton Primary	178	210	30	30
Chelford CE Primary	105	60	15	9
Cranberry Primary	315	210	45	30
Daven Primary	390	210	60	30
Haslington Primary	329	280	50	40
Offley Primary	420	315	60	45
Sandbach Com Primary	210	105	30	15
Scholar Green	210	180	30	25
Smallwood CE	112	126	16	18

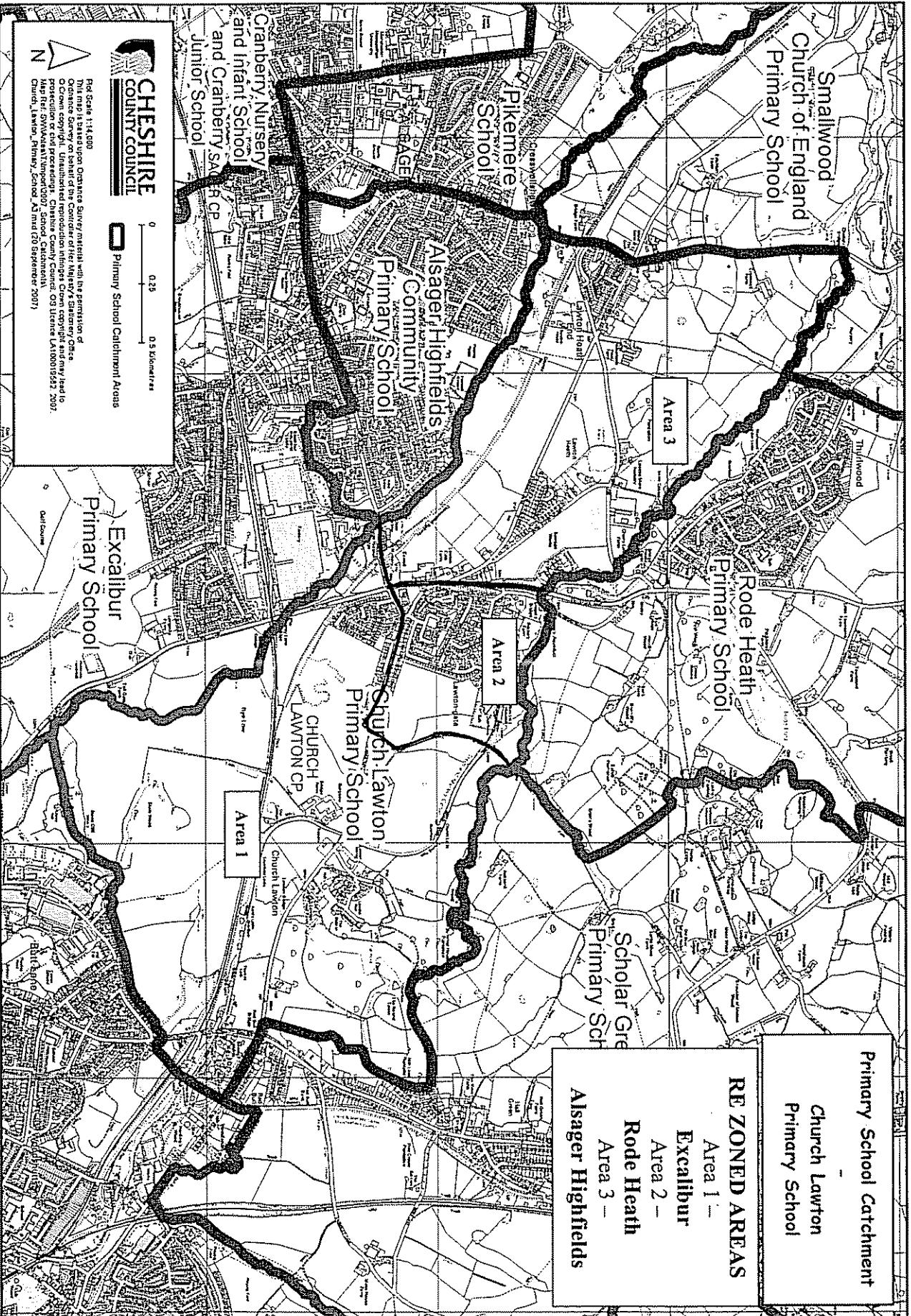
St John's CE Primary Sandbach Heath	150	180	30	25
Woodcocks' Well	103	89	15	12

Objections to Determined Admission Arrangements

Once responses have been considered by admission authorities arrangements must be determined by 15 April. Any objections to determined arrangements must be referred to the Office of the Schools Adjudicator, which must be before 31 July 2009.

The School Adjudicator can consider objections from parents, admission authorities, local authorities and the admission forum. Governing bodies of community and voluntary controlled schools can also object to the admission arrangements of other schools within the relevant area, although they may not object to the admission arrangements for other community and voluntary controlled schools whose admission arrangements have been determined by the local authority.

Full details of this process are available at www.schoolsadjudicator.gov.uk



CHESHIRE EAST LOCAL AUTHORITY**CO-ORDINATED ADMISSIONS SCHEME FOR CHESHIRE EAST MAINTAINED
PRIMARY SCHOOLS IN THE ACADEMIC YEAR 2010-2011**

1. Applications for primary, infant and junior schools maintained by Cheshire East Local Authority (except special schools) for the normal admissions round shall be determined in accordance with the provisions set out in Part 1 of this scheme and processed in accordance with the timetable set out in Part 2. Admissions outside the normal round whether in-year or at the start of a school year which is not a normal point of entry to the school i.e. into any year group (Reception - Year 6), will be processed in accordance with the provisions set out in paragraphs 42-49.
2. This scheme meets the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Co-ordination of Admissions Arrangements) (England) Regulations 2007 made under sections 89B and 89C of the School Standards and Framework Act 1998, for the area of Cheshire East Council.
3. The scheme applies to admissions at age 4+ into reception classes in maintained primary schools in the school year 2010-11 and for subsequent years, subject to any review. It applies to all primary schools maintained by Cheshire East Council.

PART ONE: THE SCHEME

4. Under its scheme of co-ordination for primary schools in Cheshire East, the Authority will be responsible for managing the admission of all pupils who are resident in Cheshire East and pupils resident in the areas of other local authorities applying for Cheshire East schools. This responsibility will cover admissions to Cheshire East Authority schools which have community and controlled or voluntary aided (VA) status and to the Cheshire East foundation schools. Admissions to other schools with independent status will not be covered by the co-ordinated scheme.
5. Cheshire East Authority, as the admissions authority for the community and controlled schools in Cheshire East, will be responsible for determining who is allocated a place at these schools in accordance with the policy determined by the Authority.
6. For the voluntary aided primary schools and the one foundation primary school in Cheshire East Authority the governing body is the admissions authority. As such it will be the governing body that determines who will be allocated a place at that school in accordance with the authorities' relevant published oversubscription criteria and admissions policy. All admissions policies are published on the Authority's website and in its composite prospectus in line with the requirements set out in the School Admissions Code (2007). Admissions arrangements are also available from each school on request.

APPLICATION PROCESS

7. Parents and carers will be required to register their child with the Local Authority at any time from birth onwards. As a minimum, the Local Authority will provide an e-form on the Authority's website and parents and carers can send in written notification including e-mail or can register details by telephone.

8. All parents and carers applying for a Cheshire East Authority school place will be asked to make their application on the Council's Common Application Form (CAF). Application forms will be available from **1 September** in the year preceding the admission year. Parents/Carers will also be able to make their application online from this date.
9. An admission booklet (composite prospectus) will be available during the first week of the Autumn Term at the start of the process. Copies will be available electronically on Cheshire East Council's website. Hard copies will be available from Cheshire East primary and infant schools or from the Local Authority. The booklet will include information on the application process including key dates, details of Cheshire East schools and allocation data relating to applications for the previous year. Parents/Carers who want to express a preference for a school located outside Cheshire East Authority will be advised in the booklet to contact the maintaining authority.
10. The Common Application Form will invite parents and carers to express **3 preferences** for Cheshire East maintained schools only. Cheshire East parents and carers seeking places at schools maintained by other local authorities should apply direct to the authority maintaining the school. Parents and carers seeking places at independent (i.e. fee paying) schools should continue to apply direct to the school.
11. Parents and carers will be asked to rank their preferred schools in priority order, give reasons for their preferences and can, if appropriate, provide any additional documents in support of their preference(s).
12. Applications for places sent direct by parents to individual schools cannot be accepted and will be sent back to the Cheshire East Authority for inclusion within these arrangements.
13. If a parent or carer expresses a preference for a school designated as having a religious character (faith school) in Cheshire East they will be asked to state the religious denomination of their child on their application form. This will also apply to applications made online. Some voluntary aided schools in Cheshire East may require information in addition to that provided on the application form, for example, information about membership of, or relationship with the church or religious denomination. Such requests must be made in accordance with the requirements set out in paragraphs 2.41 and 2.42 of the School Admissions Code (2007). In such cases parents and carers may be required to complete a supplementary information form; forms are available on the Cheshire East website or direct from the school. Some schools may also ask for proof of religious commitment in writing, for example, asking for a reference from a priest or other religious minister.
14. Parents and carers will be asked to return their completed application form directly to Cheshire East Council by the published closing date. **The closing date for applications is 18 December.**
15. All preferences must be in writing and those made in accordance with the Council's arrangements will be met except where this would prejudice efficient education or the efficient use of resources i.e. where the year group in question is full. Applications for schools that are oversubscribed will be considered in accordance with the relevant published oversubscription criteria.

CHANGING PREFERENCES

16. After the closing date for applications, the Local Authority will not accept a change of preference without a genuine reason for doing so, such as a recent house move. Full details must be provided along with supporting documentation. For a recent house move documentation required would be evidence of a change of address, such as confirmation of disposal of previous property, exchange of contracts, utility contracts.
17. Any parent wishing to change a preference after the closing date for applications without a genuine reason for doing so in the opinion of the Local Authority will be advised that the application will be treated as a late application.

PROCESSING APPLICATIONS

18. Cheshire East Council will forward electronic reports containing details of applications to the Cheshire East voluntary aided and foundation schools by **8 January** for consideration by governing bodies in accordance with the school's own published admission arrangements where parents/carers have expressed a preference for those schools.
19. If an aided or foundation school in Cheshire East receives an application form direct from a parent, the form will be sent on to the Council for inclusion within these arrangements.
20. Cheshire East voluntary aided and foundation schools will inform the Local Authority by **22 January** of the pupils eligible for a place under its admissions criteria and provide lists of pupils in criteria order who cannot be offered places.
21. Cheshire East Council as the maintaining authority, will exchange information on applications received from parents and carers of children resident in another authority and will seek to eliminate multiple offers across local authority borders wherever possible.
22. Cheshire East Council will inform the home local authority if it intends to offer a place at one of its schools in accordance with paragraph 7(M) of the School Admissions Code (2007).
23. All preferences will be considered on the basis of the **equal preference model** for allocating places in accordance with legal requirements. This means that in the first instance all preferences will be considered against the relevant published oversubscription criteria **only**, i.e. without reference to the preference ranking. Thereafter, where a pupil can potentially be allocated more than one school place stated on the application form, the **single offer** will be for the school ranked highest by the parents or carers.

DETERMINING OFFERS

24. Around **5 February** the Local Authority will finalise allocations on the basis of equal preferences.
25. If the pupil is a Cheshire East resident and the Council is not able to offer any of the preferences stated on the form the parent/carer will be allocated a place at the nearest Cheshire East school with vacancies using the Authority's Ordnance Survey address

point data system for measuring straight line distances from the address point of the school to the address point of the home address in miles.

26. Where an application has been received from a parent resident in another authority and a place cannot be offered, Cheshire East Authority will not allocate a place at the nearest Cheshire East school with vacancies.
27. Parents and carers will be informed in writing of their legal right of appeal against any decision not to offer them a place at a school stated as a preference on their application form. Officers from the Local Authority will be available to offer further advice if required.

NOTIFYING PARENTS/CARERS OF DECISIONS

28. On **12 February** the Local Authority will post decision letters by second-class post to all parents and carers who have expressed a preference for any maintained primary school in Cheshire East.
29. Offers will be made by the Local Authority for Cheshire East community and controlled schools, for which the Authority is the admission authority, and on behalf of governing bodies as the admissions authority for the all aided and foundation schools.
30. Where online applications have been received, the parent or carer making the online application can logon to their online account on **12 February** to view the school place offered and can also request to receive their offer by e-mail. Where requested, the e-mail offer will be sent on **12 February**.
31. **After 12 February** all Cheshire East maintained primary schools will be informed of the pupils offered a place for admission in September.

ACCEPTING AND DECLINING PLACES

32. Parents and carers will be required to **accept or decline** the school place offered by the **5 March**. The Local Authority reserves the right to withdraw places not accepted by this date.
33. For late applications (in respect of offers made after 5 March), parents and carers will be required to accept the place offered within **10 working days** of the offer date.

ADMISSIONS APPEALS

34. When the school place allocated is not the parents' first preference, the decision letter will explain the parents' right of appeal and how appeals may be made.
35. All **appeal applications** should be sent to the admission authority for the school for which admission has been refused. The closing date for submission of appeals for Cheshire East Authority community and controlled schools (those relating to decisions sent on published offer date) is **26 March**. Parents and carers can submit an appeal in respect of each school for which admission has been refused. Appeals for late applications will be heard within 30 school days of the appeal being lodged.

LATE APPLICATIONS

36. Late applications for places at community and CE controlled primary schools in Cheshire East will be considered after all applications received by the closing date.
37. Parent and carers making new applications after **12 February** will be advised of the outcome of their application after **5 March**.

WAITING LISTS

38. After the **5 March**, waiting lists for oversubscribed schools will be prepared and will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with those for whom an appeal application has been received and new applicants.
39. Waiting lists will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal.
40. After **5 March**, any places that have become vacant after offers were made on 12 February will be **reallocated** to children on the school's waiting list, held in criteria order.
41. On **10 September** waiting lists for oversubscribed schools will be forwarded by the Local Authority to the relevant schools.

IN-YEAR ADMISSIONS (admissions outside the normal admissions round)

42. Initial enquiries about individual schools should be directed to the school concerned.
43. Applications will be considered on the basis of the relevant published admission arrangements. Where the school has a vacancy a place will be offered. An application will normally only be refused if the school has reached or exceeded its published admission number in the relevant year group.
44. Any parents or carers refused admission will be **notified in writing** of the reason for the refusal and will be **informed in writing** of their **statutory right of appeal**.
45. If there are spaces available in the child's particular year group the parent or carer should be advised that a place can be allocated and that normally transfer is to take place at the beginning of the next term. Where an application is made during the course of the year as a result of a removal into the area, and in consequence the child has no school to attend, if there are spaces available in the child's particular year group the parent should be advised that a place can be allocated and the headteacher should make arrangements for admission to the school.
46. The child will be included on the school's Admission Register from the beginning of the first day on which the school has agreed, or has been notified, that the child will attend the school.
47. Parents and carers unsuccessful with their application will be directed by the school to the Local Authority where officers will provide further details of the appeals process and of alternative schools where places are available

48. Parents/carers pursuing a place at their preferred school through the appeals process must be placed on a waiting list by the relevant admission authority pending the outcome of the appeal. If prior to appeal a place becomes available the waiting list will be applied and where appropriate, the appeal will be cancelled. Parents/carers can accept alternative school places and still pursue an appeal for their preferred school.
49. Appeal applications for places at Cheshire East community or voluntary controlled schools must be made to the Local Authority. Appeal applications for places at aided and foundation schools in Cheshire East Authority must be made to the school.

PART TWO: KEY DATES FOR SEPTEMBER 2010

PRIMARY SCHOOLS

Closing date for applications	18 December 2009
Preferences forwarded to Aided & Foundation Schools	8 January 2010
Aided & Foundation Schools to respond	22 January 2010
Allocations to be finalised	5 February 2010 <i>(as far as possible)</i>
Decisions letters sent to Cheshire East & non-Cheshire East residents	12 February 2010
Deadline for accepting or declining places	5 March 2010
Deadline for application for Appeals against LA/governing body decisions	26 March 2010
Appeal hearings	Within 30 school days of 26 March (deadline for appeals)
Appeals hearings (late/in year applications)	Within 30 school days of appeals being lodged
Waiting lists for oversubscribed schools forwarded by the LA to the relevant schools.	10 September 2010

DRAFT**ANNEX 2 (b)****CHESHIRE EAST LOCAL AUTHORITY****ADMISSION ARRANGEMENTS FOR MAINTAINED PRIMARY SCHOOLS IN
CHESHIRE EAST – SEPTEMBER 2010/JANUARY 2011****COMPULSORY SCHOOL AGE**

Children reach compulsory school age at the beginning of the term following their 5th birthday. Under the Council's policy, however, children may start school the September following their 4th birthday. Therefore, children born between 1 September 2005 and 31 August 2006 may be admitted to school in September 2010 or January 2011 as a deferred entry.

DEFERRED ENTRY

Admission can be deferred until the start of the Spring Term in January 2011. Applications for deferred admissions should be made by the published closing date. To help younger children adjust to school, schools may phase full-time admission over the first four weeks of term, admitting these children on a part-time basis. Arrangements are decided at school level, but part-time attendance will not last longer than the first four weeks of term.

APPLICATION PROCESS

(All maintained Cheshire East primary schools.)

Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

As required by law, Cheshire East Council makes arrangements for parents and carers to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered.

All preferences must be made in writing (including electronic online applications) and those made in accordance with the Council's arrangements will be met except where this would prejudice efficient education or the efficient use of resources i.e. where the year group in question is full. Applications for schools that are oversubscribed will be considered in accordance with the relevant published oversubscription criteria.

All preferences will be considered on the basis of the **equal preference** model for allocating places. This means that all preferences listed by parents and carers will initially be considered without reference to the preference ranking. Where a pupil can potentially be offered more than one place the **single offer** made by the local authority will be for the school ranked highest on the application form.

All parents and carers applying for a Cheshire East Authority school place will be asked to make their application on the Council's Common Application Form (CAF).

REPEAT APPLICATIONS

Repeat applications will not be considered within the same school year, unless the parent's/carer's or the school's circumstances have changed significantly since the original application was made.

DRAFT**ANNEX 2 (b)****PUBLISHED ADMISSION NUMBERS**

The Council and the governing bodies of aided and foundation schools have set published admission numbers for each school in order to decide whether any year group within a school is full or has places available. Published admission numbers for each primary school are listed in the Authority's composite prospectus (booklet) available from **1 September** in the year preceding admission. Booklets will be available electronically on Cheshire East's website and on request from Cheshire East primary schools or the Local Authority.

CONSIDERATION OF PREFERENCES

Preferences for community and Church of England (CE) controlled primary schools in Cheshire East where Cheshire East Authority is the admission authority, and any supporting information provided, will be considered by the Authority on the basis of its published criteria, as follows:

- i) **'Looked after children'**
A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
- ii) **Children for whom there are particular medical or social reasons which, in the Council's view, justifies admission to a particular school.**
Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of officers will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Council, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.
- iii) **Children resident within the designated catchment zone of the school**
Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
- iv) **Siblings** – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school and expected to continue at the school in the following school year.
- v) **Children** not resident within a school's local catchment zone but **attending a school designated as a partner school for admissions purposes**, as out-of-zone pupils.
- vi) **Pupils living nearest to the school (Distance)** measured using an Ordnance Survey address-point system which measures straight line

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distances in miles from the address point of the school to the address point of the place of residence.

OVERSUBSCRIPTION WITHIN A CRITERION

Where a school can accommodate some, but not all pupils qualifying for one of the preceding criteria, priority will be given to pupils having regard to the subsequent criteria.

ATTENDANCE AT A NURSERY OR CO-LOCATED CHILDREN'S CENTRE

Attendance at a nursery school or co-located children's centre does not guarantee admission to the school; parents of children who are admitted for nursery education will still need to apply for a place at the school and all applications will be considered in accordance with the relevant published admission arrangements.

PARENTS AND CARERS WITH SHARED RESPONSIBILITY FOR A CHILD

Where parents/carers have shared responsibility for a child the place of residency will be determined as the address where the child resides for the majority of the week (e.g. where the child wakes up between Monday to Friday). Full details must be submitted in writing to enable the Local Authority to determine which address will be used for the purpose of admission. A panel of officers will consider the information provided. Where the Local Authority is unable to reach a decision based on the information received, e.g. where the child lives equally with both parents, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be applied to the admission application. In such circumstances, documentary evidence must be provided.

DIFFERENTIATING BETWEEN APPLICATIONS WHERE *DISTANCE* CRITERION DOES NOT IDENTIFY PRIORITY FOR ADMISSION

For community and controlled schools that are oversubscribed, where it is identified that there are a limited number of places available and the Local Authority cannot differentiate between the applications using the distance criterion contained within the published oversubscription criteria, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth.

In relation to children of multiple births, exceptionally it may be necessary to offer places in reception over the published admission number. This exception will only apply if the admission is compatible with the duty to comply with infant class size legislation which requires that no more than 30 children aged 7 or below are taught by a single qualified teacher. This is to ensure as far as possible, that siblings (i.e. twins, triplets or children from other multiple births) can attend the same primary school.

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a **Statement of Special Education Needs** that names their school.

DRAFT**ANNEX 2 (b)****AIDED AND FOUNDATION SCHOOL APPLICATIONS**

Applications for places in **aided and foundation** schools will be considered by the governing body as the admissions authority for the school against the school's published oversubscription criteria. Parents and carers naming aided and foundation schools in Cheshire East Authority among their preferences may receive subsequent requests from the school(s) for more information in support of their application. For instance, church aided schools named as preferences may request written confirmation of religious commitment, e.g. by means of a letter of support from a church minister, or, for admission to Catholic schools, evidence of baptism.

ACKNOWLEDGEMENTS

An acknowledgement confirming receipt of application can be provided on request from parents and carers. A stamped addressed envelope must be provided. Online applicants can request to receive an e-mail acknowledgement.

INFANT CLASS SIZE LEGISLATION

Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by one qualified teacher. These limited exceptions, prescribed by regulations, are:

- a) Children with statements of special educational needs who are admitted to the school outside the normal admissions round;
- b) Children moving into the area outside the normal admissions round for whom the local authority identifies that there is no other available school within reasonable distance
- c) Children admitted, after initial allocation of places on the local offer date, because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements and that a place ought to have been offered;
- d) Where the child is looked after (in public care) and is admitted outside the normal admissions round;
- e) Children admitted on appeal; and
- f) Where a child normally educated in a special school or special educational needs unit attached to a mainstream school attends an infant class in the mainstream school, where this has been deemed as beneficial to the child.

MOVING HOUSE

Parents and carers must inform the Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Authority will require supporting evidence to show that the place of residency has changed, for example exchange of contracts, tenancy agreements, council tax forms, utility bills and any other information considered relevant to the application including disposal of previous property, which must be received before the closing for applications of 18 December. Proof of residency received after the closing date will not be used to process the application, but will be used to send the decision letter on 12 February.

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LATE APPLICATIONS

ANNEX 2 (b)

Late applications for places at community and CE controlled primary schools in Cheshire East, i.e. applications received after the closing date of **18 December** will be considered after all applications received by the closing date.

WAITING LISTS

After the **5 March**, waiting lists for oversubscribed schools will be prepared and will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with those for whom an appeal application has been received and new applicants.

Waiting lists will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal.

After **5 March**, any places that have become vacant after offers were made on 12 February will be **reallocated** to children on the school's waiting list, held in criteria order.

RIGHT OF APPEAL

Applications for admission appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances.

Parents and carers who are not offered a place for their child at a school stated as a preference have a right of appeal to an independent appeals panel. Parents can submit an appeal in respect of each school for which admission has been refused.

All appeals should be sent to the admission authority for the school for which admission has been refused.

INFANT CLASS SIZE APPEALS

Any admissions which would increase an infant class to more than thirty pupils with a single qualified teacher would result in a breach of infant class size legislation and would require what are called 'qualifying measures' to comply with this legislation. Qualifying measures that could be taken include:

- Organising an extra class;
- Appointing an additional teacher;
- Providing an additional classroom;
- Introducing or extending mixed age group teaching, e.g. grouping year one and year two children together in classes of 30 or less.

When the Local Authority or school governing body can show to an appeals panel that any further admissions would require qualifying measures, an appeal could **only** be upheld (supported) if the appeals panel decide either:

- That a mistake had been made in the allocation of places according to the admissions criteria which had deprived a child of a place; or
- That the decision not to offer a place was 'unreasonable' in the circumstances of the case.

IN-YEAR ADMISSIONS (APPLICATIONS OUTSIDE THE NORMAL ROUND)

Initial enquiries about individual schools should be directed to the school concerned. Parents are, however, advised as a first step, to discuss their child's progress and any problems with the headteacher of the child's present school.

Applications for places at Cheshire maintained community and CE controlled schools received, for any age group during the course of a school year will be considered by the school on the basis of the Cheshire East Authority's published admission arrangements and the availability of places at the time the application is made.

Applications for places at aided and foundation schools in Cheshire East Authority, for any age group, received during the course of the school year, will be considered by the school on the basis of the school's published admission arrangements and the availability of places at the time the application is made.

Parents/Carers will normally receive a written response to their application within **10 working days of receipt**. Transfers are normally made at the beginning of a school term. If the preferred school is full then the applicant will be informed of the legal right of appeal and will be directed to the Local Authority who will provide further details of the appeals process and of alternative schools where places are available.

Where the Local Authority considers that a pupil meets the criteria for admission in accordance with the Authority's **In-Year Fair Access (Hard to Place Pupil) Protocol**, applications can be considered for admission over the Published Admission Number. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol will take precedence over those on a waiting list (School Admissions Code, Para 3.14 to 3.19).

Children will also be considered for admission over the published admission number as part of a managed transfer from a **closing school** subject to the requirements of Infant Class size Legislation which limits infant classes, i.e. classes with a majority of children of 7 years of age and under, to 30 pupils to one qualified teacher. In such circumstances, the Local Authority will give precedence to these children over any on waiting lists.

Applications received in respect of '**Looked After Children**' (children in public care) who require admission to a school outside the normal admission round will normally be offered a place at the school serving the address at which the pupil is/will be living, i.e. the catchment area school, or the most appropriate school as determined by the Local Authority even if that school is full. This is subject to the requirements of Infant Class size Legislation which limit infant classes i.e. classes with a majority of children of 7 years of age and under to 30 pupils to one qualified teacher. Admissions will normally be processed within ten days of receipt of application. The Local Authority will give precedence to these children over any on waiting lists.

DRAFT**ANNEX 2 (b)****TIMETABLE FOR APPLYING FOR PLACES**

1 September 2009	online application facility available
12 September 2009	Composite prospectus (admissions booklet) containing application forms will be available. Completed paper application forms must be returned to Cheshire East Council at the address on the form.
18 December 2009	Closing date for applications.
12 February 2010	A letter will be posted out (by second class post) to advise of the school offered. Online applicants can request to receive the single offer by e-mail and online accounts can be viewed on this day.
5 March 2010	Offers must be accepted or declined by this date. The Local Authority reserves the right to withdraw places not accepted.
After 5 March 2010	Waiting lists will be prepared and any places that have subsequently become available after offers were made on 12 February will be reallocated to children on the waiting list, which is held in criteria order. Parents and carers offered places on this basis will be required to accept or decline the place offered within 10 school days .
26 March 2010	Closing date for appeal applications.
Within 30 school days (of 26 March deadline)	Appeal hearings will be heard during these months.
Within 30 school days of appeals being lodged	Appeals hearings (late/in year applications)

Parent and carers making new applications after **12 February** will be advised of the outcome of their application after **5 March** and **within 10 working days** of 5 March or receipt of application (whichever is the later), as far as possible.

DRAFT**ANNEX 2 (c)****CHESHIRE EAST LOCAL AUTHORITY****CO-ORDINATED ADMISSIONS SCHEME FOR CHESHIRE EAST MAINTAINED SECONDARY SCHOOLS AND SANDBACH SCHOOL IN THE ACADEMIC YEAR 2010-2011**

1. Applications for secondary schools maintained by Cheshire East Local Authority (except special schools) for the normal admissions round shall be determined in accordance with the provisions set out in Part 1 of this scheme and processed in accordance with the timetable set out in Part 2. Admissions outside the normal round - whether in-year or at the start of a school year which is not a normal point of entry to the school into any year group Y7-Y11, will be processed in accordance with the provision of paragraphs 45-52.
2. This scheme meets the requirements for a scheme for co-ordinating admission arrangements under the school Admission (Co-ordination of Admissions Arrangements) (England) Regulations 2007 made under sections 89B and 89C of the School Standards and Framework Act 1998, for the area of Cheshire East Council.
3. The scheme applies to admissions at age 11+ into year 7 at secondary schools in the school year 2010-2011 and in subsequent years, subject to any review. It applies to all secondary schools maintained by Cheshire East Council and to admissions to Sandbach School, and to preferences expressed by Cheshire East resident parents for schools maintained by other English local authorities.

PART ONE: THE SCHEME

4. Under its scheme of co-ordination for secondary schools in Cheshire East, the Authority will be responsible for managing the admission of all pupils who are resident in Cheshire East. This responsibility will cover admissions to Cheshire East schools which have community or voluntary aided (VA) status; to the Cheshire East Foundation schools; and to schools maintained by other local authorities. Admissions to other schools with independent status will not be covered by the scheme of co-ordination.
5. Cheshire East Authority, as the admissions authority for the community high schools in Cheshire East, will be responsible for determining who can be allocated a place at these schools in accordance with the policy determined by the Authority.
6. For the voluntary aided and foundation high schools the governing body is the admissions authority. As such it will be the governing body that determines who can be allocated a place at that school in accordance with the relevant published oversubscription criteria and admissions policy. All admissions policies are published on the Authority's website and in its composite prospectus in line with the requirements set out in the School Admissions Code (2007). Admissions arrangements are also available from each school on request.
7. For schools not maintained by Cheshire East Authority, the relevant admissions authority will be responsible for determining who can be offered a place.

APPLICATION PROCESS

8. The parents and carers of all Y6 children who reside in Cheshire East Authority will apply for a high school place to their home authority. Cheshire East Council will have records for all those children resident in Cheshire who attend Cheshire East primary schools. In order to make sure that all pupils resident in Cheshire East are included in the coordinated

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admissions process, the Authority will request data from neighbouring authorities and from independent schools in the area at the end of the Summer Term in the year preceding admission for details of pupils who attend their schools and who reside in Cheshire East.

9. All Cheshire East parents and carers will be asked to make their application on Cheshire East's Common Application Form (CAF). Application forms will be available from **1 September** in the year preceding the admission year. Parents and Carers will also be able to make their application online from this date.
10. An admission booklet (composite prospectus) will be available during the first week of the Autumn Term. Copies of the admissions booklet will be handed out to pupils in year 6 in addition to being available electronically on Cheshire East Council's website or by request from the Local Authority. The booklet will include information on the application process including key dates, details of Cheshire East schools and allocation data relating to applications for the previous year. Parents and Carers who want to express a preference for a school located outside Cheshire East Authority will be advised in the booklet to include such schools on the home authority's application form.
11. The common application form will invite Cheshire East parents and carers to express **3 preferences** for schools within Cheshire East and schools maintained by other English authorities. Parents and carers seeking places at independent (i.e. fee paying) schools should continue to apply direct to the school. Parents/carers seeking places in schools outside Cheshire East are advised to contact the relevant local authority for information on the determined admissions arrangements.
12. Parents and carers will be expected to rank their preferred schools in priority order, give reasons for their preferences and provide any additional documents in support of their preference(s).
13. Applications for places sent direct by parents to individual schools cannot be accepted and will be sent back to the Local Authority for inclusion within these arrangements.
14. If a parent/carer expresses a preference for a school designated as having a religious character (faith school) they will be asked to state the religious denomination of their child on their application form. This will also apply to applications made online. Some voluntary aided schools may require information in addition to that provided on the CAF, for example, information about membership of, or relationship with the church or religious denomination. Such request must be made in accordance with paragraphs 2.41 and 2.42 of the School Admissions Code (2007). In such cases parents and carers may be required to complete a supplementary information form; forms are available on the Cheshire East website or direct from the school. Some schools may also ask for proof of religious commitment in writing, for example, asking for a reference from a priest or other religious minister.
15. Parents/carers will be asked to return the completed application form directly to Cheshire East Council by the published closing date. **The closing date for applications is 30 October 2009.**
16. All preferences must be in writing (including electronic online applications) and those made in accordance with the Council's arrangements will be met except where this would prejudice efficient education or the efficient use of resources i.e. where the year group in question is full. Applications for schools that are oversubscribed will be considered in accordance with the relevant published oversubscription criteria.

DRAFT**ANNEX 2 (c)****CHANGING PREFERENCES**

17. After the closing date for applications, the Local Authority will not accept a change of preference without a genuine reason for doing so, such as a recent house move. Full details must be provided along with supporting documentation. For a recent house move documentation required would be evidence of a change of address, such as confirmation of disposal of previous property, exchange of contracts, utility contracts.
18. Any parent wishing to change a preference after the closing date for applications without a genuine reason for doing so in the opinion of the Local Authority will be advised that the application will be treated as a late application.

PROCESSING APPLICATIONS

19. Cheshire East Council will exchange applications for maintained schools in other authorities with all relevant authorities electronically around **16 November 2009**. Applications for places in schools in Cheshire East received from parents and carers resident in other authorities will be sent by the home authority to Cheshire East Council in accordance with their agreed scheme.
20. Cheshire East Council will forward electronic reports containing details of applications to the Cheshire East voluntary aided and foundation schools by **20 November 2009** for the consideration by the governing bodies in accordance with the school's own published admissions arrangements where parents/carers have expressed a preference for those schools.
21. Cheshire East voluntary aided and foundation schools will inform the Authority by **18 December 2009** of the pupils eligible for a place under its admissions criteria and provide lists of pupils in criteria order who cannot be offered places.
22. Cheshire East Council will inform other local authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be making to Cheshire East residents by **15 January 2010**, or as soon as possible thereafter.
23. All preferences will be considered on the basis of the **equal preference model** for allocating places in accordance with legal requirements. This means that in the first instance all preferences will be considered against the relevant published oversubscription criteria **only**, i.e. without reference to the preference ranking. Thereafter, where a pupil can potentially be allocated more than one school place stated on the application form, the **single offer** will be for the school ranked highest by the parents or carers.

DETERMINING OFFERS

24. Around **15 February** the Local Authority will finalise allocations on the basis of equal preferences.
25. If the pupil is a Cheshire East resident and Cheshire East Council is not able to offer any of the preferences stated on the form the parent and carer will be allocated a place at the nearest Cheshire East school with vacancies using the Authority's Ordnance Survey address point data system for measuring straight line distances from the address point of the home to the address point of the school in miles.

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26. Where a preference has been received from a parent or carer resident in another authority and a place cannot be offered, Cheshire East Authority will not allocate a place at the nearest Cheshire East school with vacancies.
27. Parents and carers will be informed in writing of their legal right of appeal against any decision not to offer them a place at a school stated as a preference on their application form. Officers from the Local Authority will be available to offer further advice if required.

NOTIFYING PARENTS AND CARERS OF DECISIONS

28. Cheshire East Council will send the parents and carers of pupils who reside in Cheshire East a decision letter on ***1 March 2010** confirming, where relevant, offers of places for Cheshire East schools and for schools in other local authorities where prior agreement has been reached to offer places on behalf of the maintaining authority. Offer letters will be sent out on this day by second class post. **The Regulations state that the prescribed day shall be 1st March...except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.*
29. Where appropriate, offers will be made by Cheshire East Authority acting on behalf of the admissions authority for the school allocated as follows:

Admissions authority	Category of school
Cheshire East Authority	All community and voluntary controlled schools in Cheshire East
Maintaining Local Authority	All non-Cheshire East community and voluntary controlled schools.
Governing Body of the school	All aided and foundation schools

30. Where Cheshire East parents and carers have applied online, the parent or carer will be able to logon to their online account on **1 March** to view the school place offered and, if requested by the parent/carers, will also receive their offer by e-mail. Where requested, the e-mail offer will be sent on **1 March**.
31. After **1 March** all Cheshire East maintained schools will be informed of the pupils offered a place.

ACCEPTING AND DECLINING PLACES

32. Parents and carers will be required to **accept or decline** the school place offered by the **22 March 2010**. The Local Authority reserves the right to withdraw places not accepted by this date.
33. For late applications (in respect of offers made after 22 March), parents and carers will be required to accept the place offered within **10 working days** of the offer date.

ADMISSIONS APPEALS

34. When the school place allocated is not the parents' first preference, the decision letter will explain the parents' right of appeal and how appeals may be made.

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35. All **appeal applications** should be sent to the admission authority for the school for which admission has been refused. The closing date for submission of appeals for Cheshire East Authority community and controlled schools (those relating to decisions sent on published offer date) is **12 April 2010**. Parents and carers can submit an appeal in respect of each school for which admission has been refused. Appeals for late applications will be heard within 30 school days of the appeal being lodged.

LATE APPLICATIONS

36. Late applications for places at community and CE controlled secondary schools in Cheshire East will be considered after all applications received by the closing date unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application, i.e. exceptional medical reasons preventing an earlier application, late removal into the area, etc. Supporting documentation **must** be provided.
37. Where supporting documentation has been received by **18 December** and the Authority has accepted reasons stated for a late application the application will be considered as if it had been received by the closing date.
38. Application forms and supporting documentation received after the 18 December will be considered after all on-time applications even where the Authority accepts that there are good reasons for the late application and as such these applications may be disadvantaged in the consideration of their preferences.
39. Where late applications are received for places at **aided or foundation** schools in Cheshire East, the Local Authority will notify the school that the application has been received late. Late applications will be forwarded to the governing body for consideration in line with the school's published arrangements. Aided and foundation schools will inform the Local Authority whether a place is available and the Local Authority will then notify the parent of the school allocated.
40. Parent and carers making new applications after **1 March** will be advised of the outcome of their application after **22 March**.

WAITING LISTS

41. After the **22 March**, waiting lists for oversubscribed schools will be prepared and will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with those for whom an appeal application has been received and new applicants.
42. Waiting lists will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal.
43. **After 22 March**, any places that have become vacant after offers were made on 1 March will be **reallocated** to children on the school's waiting list, held in criteria order.
44. On **10 September 2010** waiting lists for oversubscribed schools will be forwarded by the Local Authority to the relevant schools.

DRAFT**ANNEX 2 (c)****IN-YEAR ADMISSIONS** (admissions outside the normal admissions round)

45. Initial enquiries about individual schools will be directed to the school concerned.
46. Applications will be considered on the basis of the relevant published admission arrangements. Where the school has vacancies a place will be offered. An application will normally only be refused if the school has reached its published admission number.
47. Any parents or carers refused admission will be **notified in writing** of the reason for the refusal and will be **informed in writing** of their **statutory right of appeal**.
48. If there are spaces available in the child's particular year group the parent or carer should be advised that a place can be allocated and that normally transfer is to take place at the beginning of the next term. Where an application is made during the course of the year as a result of a removal into the area, and in consequence the child has no school to attend, if there are spaces available in the child's particular year group the parent should be advised that a place can be allocated and the headteacher should make arrangements for admission to the school.
49. The child will be included on the school's Admission Register from the beginning of the first day on which the school has agreed, or has been notified, that the child will attend the school.
50. Parents and carers unsuccessful with their application will be directed by the school to the Local Authority where officers will provide further details of the appeals process and of alternative schools where places are available.
51. Parents/carers pursuing a place at their preferred school through the appeals process must be placed on a waiting list by the relevant admission authority pending the outcome of the appeal. If prior to appeal a place becomes available the waiting list will be applied and where appropriate, the appeal will be cancelled. Parents/carers can accept alternative school places and still pursue an appeal for their preferred school.
52. Appeal applications for places at Cheshire East community or voluntary controlled schools must be made to the Local Authority. Appeal applications for places at aided and foundation schools in Cheshire East Authority must be made to the school.

ADMISSIONS TO YEAR 12 OF SCHOOLS WITH SIXTH FORMS

53. Applications for admission to the Sixth Form of a Cheshire East school will be dealt with by the school in accordance with the published admissions arrangements and not by Cheshire East Council.
54. Published admission numbers, which relate only to external applicants, will be set based on an estimate of the minimum number of external candidates to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.
55. Children already in the school will **not** be required to apply formally for places in Year 12 but should have reached the minimum entry qualifications for admission into the sixth form, details of which are included in the school's published admission arrangements.

DRAFT**ANNEX 2 (c)**

56. External applicants will not be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.
57. If more applications are received from external candidates than the published admission number, the oversubscription criteria contained within the published admission arrangements will be applied.
58. Schools will not interview pupils or their families for entry to year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.
59. Entry must not be dependent on attendance, behaviour record, or perceptions of attitude or motivation.
60. Any applicant refused a place in Year 12 will be notified of the statutory right of appeal to an independent appeals panel, whether the child is already attending the school or is an external candidate.

PART TWO: KEY DATES**SECONDARY SCHOOLS**

Closing date for applications	30 October 2009
Preferences forwarded to other LAs	16 November 2009
Preferences forwarded to Aided & Foundation Schools <i>including those from other LAs</i>	20 November 2009
Aided and Foundation Schools to respond	18 December 2009
Provisional allocations of places at Cheshire East Schools sent to other LAs for their residents	15 January 2010
Responses to other LAs on potential offers of places in their schools for Cheshire East residents	15 January 2010 (so far as possible)
Allocations to be finalised	By 15 February 2010
Letters allocating places at Cheshire East schools Sent to Cheshire East & non-Cheshire East residents	1 March 2010 (statutory date)
Deadline for accepting or declining places	22 March 2010
Deadline for application for Appeals against LA/governing body decisions	12 April 2010
Appeal hearings	by 6 July 2010 (statutory date)
Waiting lists for oversubscribed schools forwarded by the LA to the relevant schools.	10 September 2010

DRAFT**ANNEX 2 (d)****CHESHIRE EAST LOCAL AUTHORITY****ADMISSION ARRANGEMENTS FOR MAINTAINED COMMUNITY AND CONTROLLED SECONDARY SCHOOLS AND SANDBACH SCHOOL IN CHESHIRE EAST – SEPTEMBER 2010-2011****AGE OF TRANSFER**

Children will usually transfer to secondary school at the beginning of the Autumn Term following their eleventh birthday.

EARLY/LATE TRANSFER

Only in exceptional circumstances are children allowed to spend an extra year in primary or transfer early to secondary. Parents and carers considering such a request must in the first instance speak to the headteacher of the child's primary/junior school.

APPLICATION PROCESS

(All maintained Cheshire East secondary schools.)

Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

As required by law, Cheshire East Council makes arrangements for parents and carers to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered.

All preferences must be made in writing (including electronic online applications) and those made in accordance with the Council's arrangements will be met except where this would prejudice efficient education or the efficient use of resources i.e. where the year group in question is full. Applications for schools that are oversubscribed will be considered in accordance with the relevant published oversubscription criteria.

All preferences will be considered on the basis of the **equal preference** model for allocating places. This means that all preferences listed by parents/carers will initially be considered without reference to the preference ranking. Where a pupil can potentially be offered more than one place the **single offer** made by the local authority will be for the school ranked highest on the application form.

All applications from residents in Cheshire East for local authority maintained schools in England, inside and outside Cheshire East should be made on the Cheshire East Council Common Application Form (CAF).

REPEAT APPLICATIONS

Repeat applications will not be considered within the same school year, unless the parent's/carer's or the school's circumstances have changed significantly since the original application was made.

PUBLISHED ADMISSION NUMBERS

The Council and the governing bodies of aided and foundation schools have set published admission numbers for each school in order to decide whether any year group within a school is full or has places available. Published admission numbers for each secondary school are listed in Cheshire East's composite prospectus (booklet) available from **1 September** in the year preceding admission. Booklets will be available electronically on the Cheshire East's website and from the Local Authority on request.

CONSIDERATION OF PREFERENCES

Preferences for community and Church of England (CE) controlled secondary schools in Cheshire East where Cheshire East Local Authority is the admission authority, and any supporting information provided, will be considered by the Local Authority on the basis of its published criteria, as follows:

- i) **'Looked after children'**
A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
- (ii) **Children for whom there are particular medical or social reasons which, in the Council's view, justifies admission to a particular school.** Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of officers will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Council, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.
- (iii) **Children resident within the designated catchment zone of the school.** Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
- (iv) **Siblings** – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school and expected to continue at the school in the following school year.
- (v) **Children** not resident within a school's local catchment zone but **attending a school designated as a partner school for admissions purposes**, as out-of-zone pupils.
- (vi) **Pupils living nearest to the school (Distance)** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

DRAFT**ANNEX 2 (d)****OVERSUBSCRIPTION WITHIN A CRITERION**

Where a school can accommodate some, but not all pupils qualifying for one of the preceding criteria, priority will be given to pupils having regard to the subsequent criteria.

PARENTS/CARERS WITH SHARED RESPONSIBILITY FOR A CHILD

Where parents/carers have shared responsibility for a child the place of residency will be determined as the address where the child resides for the majority of the week (e.g. where the child wakes up between Monday to Friday). Full details must be submitted in writing to enable the Local Authority to determine which address will be used for the purpose of admission. A panel of officers will consider the information provided. Where the Local Authority is unable to reach a decision based on the information received, e.g. where the child lives equally with both parents, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be applied to the admission application. In such circumstances, documentary evidence must be provided.

DIFFERENTIATING BETWEEN APPLICATIONS WHERE *DISTANCE* CRITERION DOES NOT IDENTIFY PRIORITY FOR ADMISSION

For community and controlled schools that are oversubscribed, where it is identified that there are a limited number of places available and the Local Authority cannot differentiate between the applications using the distance criterion contained within the published oversubscription criteria, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth.

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a **Statement of Special Education Needs** that names their school.

AIDED AND FOUNDATION SCHOOL APPLICATIONS

Applications for places in **aided and foundation** schools will be considered by the governing body as the admissions authority for the school against the school's published oversubscription criteria. Parents and carers naming aided and foundation schools in Cheshire East Authority among their preferences may receive subsequent requests from the school(s) for more information in support of their application. For instance, church aided schools named as preferences may request written confirmation of religious commitment, e.g. by means of a letter of support from a church minister, or, for admission to Catholic schools, evidence of baptism.

ACKNOWLEDGEMENTS

An acknowledgement confirming receipt of application can be provided on request from parents and carers. A stamped addressed envelope must be provided. Online applicants can request to receive an e-mail acknowledgement.

DRAFT**ANNEX 2 (d)****MOVING HOUSE**

Parents and carers must inform the Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Authority will require supporting evidence to show that the place of residency has changed, for example exchange of contracts, tenancy agreements, council tax and utility bills and any other information considered relevant to the application, including disposal of previous property. Information and supporting evidence must be received by 18 December. Proof of residency received after this date will not be used to process the application, but will be used to send the decision letter on 1 March.

LATE APPLICATIONS

Parent and carers making new applications after **1 March** will be advised of the outcome of their application after **22 March**.

Late applications for places at community and CE controlled secondary schools in Cheshire East, i.e. applications received after the closing date of **30 October** will be considered after all applications received by the closing date unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application, i.e. exceptional medical reasons preventing an earlier application, late removal into the area, etc. Supporting documentation **must** be provided.

Where supporting documentation has been received by **18 December** and the Authority has accepted reasons stated for a late application the application will be considered as if it had been received by the closing date.

Application forms and supporting documentation received after the 18 December will be considered after all on-time applications even where the Authority accepts that there a good reasons for the late application and as such these applications may be disadvantaged in the consideration of their preferences.

Where late applications are received for places at **aided or foundation** schools in Cheshire East, the Local Authority will notify the school that the application has been received late.

WAITING LISTS

After the **22 March**, waiting lists for oversubscribed schools will be prepared and will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with those for whom an appeal application has been received and new applicants.

Waiting lists will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal.

After 22 March, any places that have become vacant after offers were made on 1 March will be reallocated to children on the school's waiting list, held in criteria order.

DRAFT**ANNEX 2 (d)****RIGHT OF APPEAL**

Applications for admission appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances.

Parents and carers who are not offered a place for their child at a school stated as a preference have a right of appeal to an independent appeals panel. Parents can submit an appeal in respect of each school for which admission has been refused.

All appeals should be sent to the admission authority for the school for which admission has been refused. For appeals for places in schools maintained by other authorities, parents/carers will be advised to contact the local authority maintaining the school.

IN-YEAR ADMISSIONS (APPLICATIONS OUTSIDE THE NORMAL ADMISSIONSROUND)

Initial enquiries about individual schools should be directed to the school concerned. Parents are, however, advised as a first step, to discuss their child's progress and any problems with the headteacher of the child's present school.

Applications for places at Cheshire East maintained community and CE controlled schools received, for any age group during the course of a school year will be considered by the school on the basis of the Cheshire East Authority's published admission arrangements and the availability of places at the time the application is made.

Applications for places at aided and foundation schools in Cheshire East Authority, for any age group, received during the course of the school year, will be considered by the school on the basis of the school's published admission arrangements and the availability of places at the time the application is made.

Parents/Carers will normally receive a written response to their application within **10 working days of receipt**. Transfers are normally made at the beginning of a school term. If the preferred school is full then the applicant will be informed of the legal right of appeal and will be directed to the Local Authority where officers will provide further details of the appeals process and of alternative schools where places are available.

Parents/carers pursuing the place at their preferred school through the appeals process will be placed on a waiting list pending the outcome of the appeal. Parents/carers can accept alternative places and still pursue an appeal for their preferred school. Appeals for places at Cheshire East community or voluntary controlled schools should be made to the Local Authority. Appeals for places at aided and foundation schools in Cheshire East must be made to the school.

Where the Local Authority considers that a pupil meets the criteria for admission in accordance with the Authority's **In-Year Fair Access (Hard to Place Pupil) Protocol**, applications can be considered for admission over the Published Admission Number. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol will take precedence over those on a waiting list (School Admissions Code, Para 3.14 to 3.19).

DRAFT**ANNEX 2 (d)**

Children will also be considered for admission over the published admission number as part of a managed transfer from a **closing school**. In such circumstances, the Local Authority will give precedence to these children over any on waiting lists.

Applications received in respect of '**Looked After Children**' (children in public care) who require admission to a school outside the normal admission round will normally be offered a place at the school serving the address at which the pupil is/will be living, i.e. the catchment area school, or the most appropriate school as determined by the Local Authority even if that school is full. Admissions will normally be processed within ten days of receipt of application. The Local Authority will give precedence to these children over any on waiting lists.

TIMETABLE FOR APPLYING FOR PLACES

1 September 2009	online application facility available
12 September 2009	Composite prospectus (admissions booklet) containing application forms will be available. Completed paper application forms must be returned to Cheshire East Council at the address on the form.
30 October 2009	Closing date for applications.
*1 March 2010	A letter will be posted out (by second class post) to advise of the school offered. Online applicants can request to receive the single offer by e-mail and online accounts can be viewed on this day

**In accordance with regulations which state that the prescribed day shall be 1st March...except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.*

22 March 2010	Offers must be accepted or declined by this date. The Local Authority reserves the right to withdraw places not accepted.
After 22 March 2010	Waiting lists will be prepared and any places that have subsequently become available after offers were made on 1 March will be reallocated to children on the waiting list, which is held in criteria order. Parents and carers offered places on this basis will be required to accept or decline the place offered within 10 school days .
12 April 2010	Closing date for appeal applications.
May - 6 July 2010 (as far as possible)	Appeal hearings held (on time applications)
Within 30 school days of appeals being lodged	Appeals hearings (late/in year applications)

Parent and carers making new applications after **1 March** will be advised of the outcome of their application after **22 March** and **within 10 working days** of 22 March or receipt of application (whichever is the later), as far as possible.

ADMISSIONS TO YEAR 12 OF SCHOOLS WITH SIXTH FORMS

Applications for admission to the Sixth Form of a Cheshire East school are dealt with by the school in accordance with the published admissions arrangements and not by Cheshire East Council.

Children already in the school are **not** required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the sixth form. Minimum entry requirements are the same for internal and external applicants.

Schools will not interview pupils or their families for entry to year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

SIXTH FORM MINIMUM ENTRY REQUIREMENTS

The minimum entry requirements for admission the sixth forms of Cheshire East Community and Controlled schools are **5 GCSEs grade A* to C (or equivalent)**. Individual courses may require a specific level of attainment. Further information will be provided by the school.

Minimum entry requirements for admission onto vocational courses vary and a full list of requirements can be obtained from the school. Parents are advised to contact the school for further information.

For admission to sixth forms in Cheshire East **aided or foundation** schools the minimum entry requirements are included in the admission arrangements determined by the governing body of the school. Full details are available on the Cheshire East website and from schools direct.

CHESHIRE EAST COMMUNITY AND CONTROLLED SCHOOLS - OVERSUBSCRIPTION

If more applications are received from external candidates than the published admission number, the following oversubscription criteria will be applied.

- i) **‘Looked after children’**
A ‘looked after child’ is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
- (ii) **Children for whom there are particular medical or social reasons which, in the Council’s view, justifies admission to a particular school.** Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of officers will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Council, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

- (iii) **Children resident within the designated catchment zone of the school**
Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
- (iv) **Pupils living nearest to the school (Distance)** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

PUBLISHED ADMISSION NUMBERS – EXTERNAL CANDIDATES ONLY

The following sixth form admission numbers apply to admission in September 2010. This number relates to the admission of **external candidates only**. The admission numbers included in the table are based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

Sixth Form Admissions Community and Controlled Secondary Schools	September 2010
Alsager School	20
Congleton High School	20
Eaton Bank School	10
Knutsford High School	10
Poynton High School And Performing Arts College	50
Sandbach School	50
Tytherington High School	10
Wilmslow High School	60

SIXTH FORM ADMISSION APPEALS

Any applicant refused a place in Year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate.

Parents refused admission to a sixth form in a Cheshire East community or controlled school will be advised to contact the Cheshire East Authority for an admission appeal application form and details on the appeals process.

CHESHIRE EAST COUNCIL

CABINET

Date of meeting: 2 December 2008
Report of: John Weeks,
Title: Strategic Director of People

1.0 Purpose of Report

- 1.1 This Decision Paper seeks agreement on the proposed relevant area, as stated in paragraph 2 below, taking into account responses received as part of the consultation within the existing relevant area, which commenced on 27 October and is due to close on 1 December. This will enable the new Authority to meet its statutory obligation to determine a relevant area for consultation on admission arrangements for September 2010 and beyond.

2.0 Decision Required

- 2.1 Determination of the Cheshire East 'relevant area' to be Cheshire East administrative boundary for all Community and Controlled Schools for which the Cheshire East Local Authority is the admissions authority and the 'relevant area' for every Cheshire East authority aided and foundation school to be the area normally served by the school, from which most of its pupils are drawn.
- 2.2 It is recognised that parents actual preferences and children's actual schooling patterns will extend beyond the Authority's boundary and therefore consultation on admission arrangements will involve all neighbouring authorities.
- 2.3 Consultation responses have been minimal and include only 1 neighbouring authority, 3 Cheshire schools and 1 governing body. The comments that have been returned have been in support of the proposal. No objections have been received.

3.0 Financial Implications for Transition Costs

- 3.1 None

4.0 Financial Implications 2009/10 and beyond

- 4.1 Members should note that the costs of School Admissions are charged to the Dedicated Schools Grant within the element for central expenditure.

5.0 Legal Implications

- 5.1 The 'relevant area' is the area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other admission authorities on its proposed

admission arrangements in accordance with The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

- 5.2 Regulations state that 'relevant areas' for consultation purposes are determined by local authorities (LAs) following consultation; must cover all the LA's area, may differ from school to school; may overlap either within or across local authority boundaries; and must be the subject of a minimum 30-day consultation period, involving:

- Every neighbouring authority;
- Every admission authority (eg the governing bodies of aided and foundation schools);
- Every other admission authority within any proposed "relevant area";
- Every other admission authority for a school outside the authority's area within 1.6km (1 mile) for primary schools or 4.8km (3 miles) for secondary schools of the border of the authority's area;
- Any other person or body the LA considers appropriate.

6.0 Risk Assessment

- 6.1 In order to ensure that consultation on admission arrangements for September 2010 takes place within a newly defined relevant area under the east authority, determination must be agreed before the commencement of the spring term consultation process on the statutory date of 1 January.

7.0 Background and Options

- 7.1 At the meeting of 10 September 2008 of the Cheshire East shadow cabinet, members agreed to the recommendation by the County Council that the 'relevant area' for consultation on admission arrangements be revised during the Autumn Term 2008. This would ensure that consultation on admissions policy for September 2010, which commences in January 2009, would be within the re-determined 'relevant area' for each authority.
- 7.2 Important considerations in determining relevant areas are the pattern of parents' preferences and children's travel-to-school patterns, so that the admission authorities between whose schools choices are made consult each other. Sometimes established schooling patterns may point towards combining part of one LA's area with parts of the area of one or more neighbouring authorities. There is no bar to determining overlapping areas, which may be necessary to reflect schooling patterns and parents' diverse preferences.
- 7.3 Due to the very limited timescales for reviewing and determining 'relevant areas' by the end of December 2008, and on the basis that the existing arrangements have been effective in allowing widespread consultation on the proposed admission arrangements, the County Council is not proposing a significant change to the existing arrangements.
- 7.4 At the meeting of the Cheshire Admissions Forum of 15 September 2008, members agreed to the proposed 'relevant area' stating that the existing

practice had been working effectively and therefore it was felt to be appropriate that a similar arrangement should be continued for the new authority.

- 7.5 The current 'relevant area' for Cheshire County Council Community and Controlled Schools, for which the County Council is the admissions authority, was determined as the Cheshire administrative boundary. It was recognised that parents' actual preferences and children's actual schooling patterns extend beyond the County boundary. The requirements set out in Regulations, which require that 'relevant areas' be determined so as to ensure that admission authorities, between whose schools real life choices are made, talk to and consult each other, was to be met in such instances, through the consultation process with neighbouring authorities.
- 7.6 The current 'relevant area' for every aided and foundation school in Cheshire was determined as the area normally served by the school, from which most of its pupils are drawn.

8.0 Overview of Day One, Year One and Term One Issues

- 8.1 Cheshire East Authority determines by 15 April arrangements for admission in September 2010 following consultation within the newly determined relevant areas. The relevant areas will then be reviewed every two years in accordance with regulations.

9.0 Reasons for Recommendation

- 9.1 The recommendation will enable the Authority to meet its statutory duty to determine a relevant area for consultation in order that consultation on admission arrangements for September 2010 and beyond will be carried out in accordance with Regulations and within the newly determined relevant area for Cheshire East Authority.

For further information:

Portfolio Holder: Councillor Findlow

Officer: Barbara Dale, Admissions and Appeals Manager

Tel No: 01606 275698

Email: Barbara.Dale@cheshire.gov.uk

Background Documents:

The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999

STATUTORY INSTRUMENTS

1999 No. 124**EDUCATION, ENGLAND AND WALES****The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999**

<i>Made</i> - - - -	<i>2nd February 1999</i>
<i>Laid before Parliament</i>	<i>5th February 1999</i>
<i>Coming into force</i>	<i>1st April 1999</i>

In exercise of the powers conferred upon the Secretary of State by section 89(3) and (8)(g) and 138(7) of the School Standards and Framework Act 1998(a), and after consulting the Council on Tribunals with respect to regulation 9, the Secretary of State for Education and Employment, as respects England, and the Secretary of State for Wales, as respects Wales, hereby make the following Regulations:

Citation and commencement

1. These Regulations may be cited as the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 and shall come into force on 1st April 1999.

Interpretation

2.—(1) In these Regulations:

“the Act” means the School Standards and Framework Act 1998;

“education authority” means a local education authority;

“local school”, in relation to an education authority, means a school (as defined below) maintained by that authority including any grant-maintained school pursuant to regulation 2 of the School Standards and Framework Act 1998 (Modification) Regulations S.I. 1998/2670.

“main entrance” means the principal entrance to the school premises in question, or (if the school has more than one site) to the principal entrance to the main administrative building of the school;

“school” means—

- (a) in relation to the period ending immediately before 1st September 1999, a county, voluntary, or grant-maintained school within the meaning of the Education Act 1996; and
- (b) in relation to the period beginning on 1st September 1999, a community, foundation or voluntary school.

“section”, unless the context otherwise requires, means a section of the Act.

(a) 1998 c. 31; for the meaning of “regulations” see section 142(1).

(2) For the purposes of these Regulations, an education authority is “neighbouring”, in relation to another education authority, if the areas of the two authorities adjoin to any extent.

Application

3.—(1) These Regulations apply for the purpose of determining the relevant areas for consultation under section 89(2)(b) by admission authorities about their proposed admission arrangements for the school year commencing in 2001 and for any later school year.

(2) For the purpose of paragraph (1), admission arrangements for a school shall be treated as being for the particular school year in which pupils are to be admitted to the school in consequence of the arrangements.

Determination by local education authorities

4. Relevant areas shall be determined by education authorities in accordance with these Regulations.

Preparation of proposals

5.—(1) Each education authority shall draw up proposals for determining the relevant area or relevant areas for consultation by the admission authorities for the local schools.

(2) The proposals shall be such that—

- (a) a relevant area will be determined in relation to consultation by the admission authority for each local school (referred to in the rest of these regulations as a relevant area “for” such a school); and
- (b) every part of the authority’s area will fall within at least one relevant area for a local primary school or schools and at least one relevant area for a local secondary school or schools (which may be the same relevant area as that for the primary school or schools).

(3) The proposals may contain proposals of any of the following kinds—

- (a) for different relevant areas to be determined for different local schools, or for different groups or categories of local schools;
- (b) for the same relevant area to be determined for all local schools;
- (c) for a relevant area to be determined for one case to overlap, wholly or partly, the relevant area to be determined for another case;
- (d) for the relevant area to be determined for any local school or schools to comprise part (or all) of the area of the education authority and part (or all) of the area of one or more other education authorities.

Consultation on proposals

6.—(1) The education authority shall consult the following on their proposals drawn up under regulation 5—

- (a) every neighbouring education authority;
- (b) every other admission authority for a local school;
- (c) insofar as not falling within paragraph (a) or (b), every other admission authority for a school situated (wholly or partly) within any relevant area which the education authority propose to determine; and
- (d) insofar as not falling within paragraphs (a) to (c), every other admission authority for a school outside the education authority’s area which is situated—
 - (i) in the case of a primary school, not more than 1.6 kilometres, or
 - (ii) in the case of a secondary school, not more than 4.8 kilometres,from the border of the education authority’s area.

(2) For the purpose of paragraph (1), a school is to be taken to be situated at the point where its main entrance is situated.

(3) The education authority may also consult any other person or body they think fit.

(4) For the purpose of consultation under this regulation, the education authority shall communicate their proposals by, at least, sending each admission authority which they are required to consult a written copy of the proposals and inviting their written comments within a specified period (which shall not be less than 30 days).

Determination

7.—(1) Following consultation, the education authority shall determine the relevant area or relevant areas for consultation by the admission authorities for the local schools.

(2) The provisions of regulation 5(2) and (3) shall apply in relation to such a determination in the same way as they apply in relation to a proposed determination.

(3) In the case of the relevant area or relevant areas for consultation about admission arrangements for the school year commencing in 2001, the education authority shall take all steps necessary to ensure that their determination is made no later than the end of July 1999.

Notification of determination

8. The education authority shall notify details of their determination in writing to—

- (a) every admission authority they were required to consult by virtue of regulation 6(1); and
- (b) so far as not falling within (a), every admission authority for a school situated (wholly or partly) in a relevant area so determined.

Redetermination by adjudicator or Secretary of State of cross-border relevant areas

9.—(1) Where—

- (a) an education authority determine any relevant area which comprises part (or all) of the area of that education authority and part (or all) of the area of another education authority (or of the areas of other education authorities) (“a cross-border relevant area”), and
- (b) that other education authority (or any of those other such authorities) object to that determination,

the objecting authority may refer the determination to the adjudicator to be redetermined.

(2) Such a reference to the adjudicator shall—

- (a) be in writing addressed to the adjudicator;
- (b) state the reasons for objection; and
- (c) be sent so as to be received by the adjudicator no later than 28 days after the receipt by the objecting authority of the notification required by regulation 8.

(3) On receiving the reference, the adjudicator—

- (a) shall invite written representations from—
 - (i) the education authority that made the determination; and
 - (ii) every other education authority whose area falls (wholly or partly) within the cross-border relevant area; and
- (b) may invite such other representations, and seek such other information, as he thinks appropriate.

(4) The adjudicator shall redetermine the relevant area either by confirming the education authority’s determination or by determining that some other area specified in his decision shall be the relevant area in question.

(5) The adjudicator shall notify the objecting authority and each of the education authorities falling within paragraph (3)(a) in writing of his decision and the reasons for it.

(6) Such a redetermination shall have effect to determine the relevant area concerned in the same way as if it were a determination by the education authority.

(7) References in this regulation to the adjudicator shall be read as references to the Secretary of State in a case where any part of either—

- (a) the cross-border relevant area which has been determined; or
- (b) the relevant area which the objecting authority wishes to be determined;

lies or would lie in Wales.

Effect of determination or redetermination for future years

10. The determination by an education authority, or (where there has been a redetermination by the adjudicator or the Secretary of State) the redetermination, of any relevant area for a local school or schools in relation to a particular school year shall have effect in relation to later school years until a subsequent determination or, as the case may be, redetermination of the relevant area.

Review of relevant areas

11.—(1) Each education authority shall review periodically their determination of the relevant area or relevant areas for their local schools in accordance with this regulation.

(2) The authority shall review their first, or as the case may be most recent, determination within the period of two years after the date on which that determination was made.

(3) Where—

- (a) a relevant area was redetermined by the adjudicator or the Secretary of State under regulation 9, and
- (b) the redetermined relevant area differed from that which had been determined by the education authority,

the education authority may not propose any determination which would change that relevant area unless the proposed determination would be made more than a year after the end of the school year in which they made the determination referred to in subparagraph (b).

(4) Having reviewed their determination, the authority shall prepare and consult on proposals for the relevant area or relevant areas for consultation by the admission authorities for the local schools, in accordance with regulations 5 and 6.

(5) Paragraph (4) does not require the new proposals to propose any change to the relevant area or relevant areas previously determined.

(6) Following consultation, the education authority shall decide either—

- (a) that a fresh determination shall be made, in which case regulations 7(1) and (2), 8 and 9 shall apply; or
- (b) that no fresh determination shall be made, in which case they shall notify the bodies mentioned in regulation 8 in writing of their decision.

(7) The education authority shall take all steps necessary to ensure that, should it conclude that a fresh determination is to be made, that determination is made no later than two years after the latest time by which their previous determination was required to have been made.

(8) A fresh determination by an education authority under this regulation shall specify, by reference to admission arrangements for a particular school year, the earliest admission arrangements for consultation about which the freshly determined relevant area or relevant areas has or have effect.

(9) Regulation 9 applies to enable a decision under paragraph (6) to be referred to the adjudicator or the Secretary of State where the decision determines, or (where no fresh determination is made) leaves in effect, a cross-border relevant area.

30th January 1999

Estelle Morris
Minister of State,
Department for Education and Employment

2nd February 1999

Peter Hain
Parliamentary Under Secretary of State,
Welsh Office

EXPLANATORY NOTE

(This note is not part of the Regulations)

Section 89(2) of the School Standards and Framework Act 1998 requires the admission authority for every maintained school to consult other admission authorities before determining the school's admission arrangements for a school year. Under section 89(2)(b) this includes a duty to consult all admission authorities for schools in "the relevant area", which is defined by section 89(3) as the local authority's area or such other area as is determined by or in accordance with regulations. These Regulations make provision for the relevant areas to be determined by local education authorities and, in certain cases, redetermined by the adjudicator or (in Wales) the Secretary of State. They come into force on 1st April 1999.

Regulation 2 defines terms used in the Regulations. Regulation 3 provides that the Regulations will apply in relation to consultation about proposed admission arrangements for the school year 2001/2002 and for later school years. (The relevant areas for admission arrangements for the school year 2000/2001 are determined by S.I. 1998/3165.)

Regulation 4 provides that local education authorities are to determine the relevant areas in accordance with the Regulations. Regulation 5 requires such authorities to draw up proposals for determining the relevant area for consultation about admission arrangements for each local school (meaning a school maintained by the authority). These proposals shall be such that every part of the education authority's area falls within a relevant area proposed to be determined for at least one primary school and for at least one secondary school. The proposals may provide that different schools, or different groups or categories of schools, will have different relevant areas, or that they will all have the same relevant area. Relevant areas may overlap and may cover part (or all) of the area of another education authority.

Regulation 6 places the education authority under a duty to consult specified authorities on its proposals, which must be communicated in writing and must invite written comments on the proposals within a stated period of not less than 30 days. An education authority is required to consult every neighbouring education authority, every admission authority for a local school, and every admission authority for a school within any proposed relevant area. The education authority must additionally consult the admission authority of any primary school within 1.6 kilometres (just under one mile), or of any secondary school within 4.8 kilometres (just under three miles) from the border of the education authority's area. The education authority may also consult any other person or body they think fit.

Regulation 7 provides that the education authorities are to determine the relevant area or relevant areas following the consultation. It requires education authorities to take all necessary steps to ensure that they determine the relevant areas for consultation about admission arrangements for the school year 2001/2002 by the end of July 1999. Regulation 8 requires an education authority to notify specified admission authorities in writing of the details of its determination.

Regulation 9 provides for another education authority to object to the adjudicator against a relevant area that has been determined and crosses their border. An objection is to be referred in writing to the adjudicator, who will then invite written representations from specified authorities and other persons he thinks fit. The adjudicator will then redetermine the relevant area, either by confirming the authority's determination or by specifying some other area. The adjudicator must notify specified authorities in writing of his decision and the reasons for it. Where an objection relates to a relevant area part or all of which lies or would lie in Wales, the objection must be made to and redetermined by the Secretary of State.

Regulation 10 enables determinations and redeterminations to continue in effect for future years. Regulation 11 requires an education authority to review its determination of relevant areas and to follow the consultation and determination provisions of Regulations 5 to 8, and the objection procedure under Regulation 9 will also apply. The review must be within the period of 2 years after the date on which the last determination was made. Where it is decided to make a fresh determination, that determination must not be made later than two years after the latest time by which the education authority's previous determination must have been made.

STATUTORY INSTRUMENTS

1999 No. 124

EDUCATION, ENGLAND AND WALES

**The Education (Relevant Areas for Consultation on
Admission Arrangements) Regulations 1999**

£2.00

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WO 4129 2/99 ON (MFK)

CHESHIRE EAST COUNCIL

CABINET

Date of meeting: 2 December 2008

Report of: John Weeks

Title: Strategic Director of People

1.0 Purpose of Report

- 1.1 To obtain approval from Cabinet on the proposed terms of reference for the statutory Admissions Forum for Cheshire East Authority as set out in Appendix 1.

2.0 Decision Required

- 2.1 Members are asked to approve the terms of reference, in order that the forum can be set up in accordance with the timescales (provided as background information) without further reference to the cabinet, with any future discussions on this being with the Lead Member.

3.0 Financial Implications for Transition Costs

- 3.1 None

4.0 Financial Implications 2009/10 and beyond

- 4.1 Members should note that the costs of School Admissions are charged to the Dedicated Schools Grant within the element for central expenditure.

5.0 Legal Implications

- 5.1 Section 85A of the School Standards and Framework Act 1998 requires all local authorities to establish an Admission Forum charged with co-ordinating the effectiveness and equity of local admission arrangements and with a statutory right of objection to these.
- 5.2 Under provisions of the Education Act 2002 and Regulations (Education (Admissions Forum) (England) 2002, Amendment 2007), local authorities are required to establish a statutory admissions forum with core membership prescribed in Regulations. Within the prescribed framework the LA decides on the overall size of the Forum. Full details are enclosed as Appendix 1.

6.0 Risk Assessment

- 6.1 The establishment of two admission forums must be finalised during autumn 2008 in order that the Cheshire East Shadow Council can be advised by the Cheshire East Admissions Forum on its proposed policy for September 2010

APPENDIX 1

and beyond. Permission to consult will be requested on 10 December and consultation must commence on the statutory date of 1 January, to be completed by 1 March 2009, with arrangements being determined by 15 April 2009 in accordance with statutory requirements.

7.0 Background and Options

- 7.1 The recommendation taken to the two shadow authorities was to approve immediate action* to set up two separate admissions forums to be established by Autumn 2008 in line with the proposed timetable (available as background information) in order that each LA can be advised on issues and policies in relation to its local area and local schools. (*i.e. determines the constitution and membership in line with statutory requirements and approves the commencement of seeking new nominations, including nominations from existing members of the existing admissions forum).
- 7.2 At the meeting of 10 September 2008 of the Cheshire East Shadow Cabinet, members agreed to the recommendation (summarised in paragraph 7.1 above) that the Local Authority establishes separate admission forums to commence in September/October 2008 to advise on policy for September 2010 and to report on the arrangements applied to admissions in September 2008.

8.0 Overview of Day One, Year One and Term One Issues

- 8.1 Cheshire East Admissions Forum to be established autumn 2008 to consider and offer advice to the Cheshire East Authority on proposed admission arrangements for 2010, which must be determined by 15 April 2009.

9.0 Reasons for Recommendation

- 9.1 The recommendation will enable the Authority to meet its statutory duty to establish an Admissions Forum as required by the relevant Regulations, in readiness for decision making on admissions issues and policy in relation to admission in September 2010 and beyond.

For further information:

Portfolio Holder: Councillor P Findlow

Officer: Barbara Dale, Admissions and Appeals Manager

Tel No:01606 275698

Email:Barbara.Dale@cheshire.gov.uk

Background Documents:

**CHESHIRE EAST
STATUTORY ADMISSIONS FORUM
TERMS OF REFERENCE**

1 INTRODUCTION

- 1.1 Section 85A of the School Standards and Framework Act (SSFA) 1998 (as amended by the Education Act 2002; Section 41 of the Education and Inspections Act 2006; Education (Admissions Forums) (England) Regulations 2002, and subsequent amendment of 2007) requires all local authorities to establish an admission forum which is charged with co-ordinating the effectiveness and equity of local admission arrangements with a statutory right of objection to these. Forums are responsible for monitoring compliance with the Code and have important powers to publish a report annually on the effectiveness of local admission arrangements and to refer an objection to the Schools Adjudicator where they consider admission arrangements to be unfair or not in accordance with the Code.
- 1.2 Admissions forums provide advice and recommendations to all admission authorities, maintained schools and Academies within its area, and to make available such advice and recommendations to any other persons who may have an interest.
- 1.3 Admission authorities of all Cheshire East Council maintained schools, other than special schools, when exercising their functions **must have regard to any advice** offered by the forum. This is a mandatory requirement of the School Admissions Code and failure to comply with this requirement can result in an objection being made to the Schools Adjudicator or a complaint to the Secretary of State.

2 TERMS OF REFERENCE

- 2.1 The Regulations lay down that the role of the admissions forum shall be to:
- a. consider how well existing and proposed admissions arrangements serve the interests of children and parents within the area of the Authority;
 - b. promote agreement on admission issues;
 - c. consider the comprehensiveness and accessibility of the admission literature and information for parents produced by each admissions authority within the area of the forum;
 - d. Consider the effectiveness of the authority's proposed co-ordinated admission arrangements;
 - e. consider the means by which admissions processes might be improved and how actual admissions relate to the admission number published;

- f. monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with the arrangements made under Section 86 (1) of the SSFA Act 1998;
- g. promote the arrangements for children with special educational needs, looked after children and children who have been excluded from school;
- h. consider any admission issues arising not included above (a-g).

2.2 ENSURE FAIR ACCESS

In discharging these responsibilities, the forum should:

- a. refer an objection to the Schools Adjudicator where either it identifies policy, practice or oversubscription criteria of a school that may be unfair, unlawful or that contravene the mandatory provisions of the Code, or where their advice has been disregarded by admission authorities
- b. review the comprehensiveness, effectiveness and accessibility of advice and guidance for parents by the local authority, both through published composite prospectus and the delivery of Choice Advice as referred to in the Code.
- c. agree, promote and monitor local authority In-Year Fair Access Protocols for potentially vulnerable children including those previously excluded from school, children in care, children with special educational need and or disabilities, children who are hard to place and those who arrive in the area outside the normal admissions round.
- d. report on the effectiveness of local admission arrangements by way of an annual report the prescribed matters for which are:
 - 1. the number and percentages of a 1st, 2nd, 3rd preferences expressed and the main factors that affected whether preferences were met;
 - 2. the number of school admission appeals made to the appeal panel for schools in the authority;
 - 3. the ethnic and social mix of pupils attending schools in the area of the authority and factors which affect this;
 - 4. the extent to which existing and proposed admission arrangements serve the interests of vulnerable children;
 - 5. how well the fair access protocol has worked and how many children have been admitted to each school under the protocol;

6. whether primary schools are meeting their statutory duties in relation to infant class size legislation;
7. details of other matters that affect how fairly admission arrangements serve the interests of children and parents within the authority;
8. any recommendation or recommendations that the forum wishes to make in order to improve parental choice and access to education in the area.

3 MEMBERSHIP OF THE FORUM

- 3.1 Admission forums must consist of representatives of the local authority, schools, dioceses, parents and the local community and are appointed to the forum by the local authority.
- 3.2 The membership of admission forums is set out in The Education (Admission Forums) (England) Regulations 2002/2007 (Amendment).
- 3.3 Core Membership:

Regulations	Core Membership	No of Members	Comments
LA (1-5)	Cheshire East Council	4:1	Elected Members in proportion to the political balance of the council
Schools (1-3)	Community and voluntary controlled	1 Primary 1 Secondary 1 Special	Head teacher or governor (other than a governor appointed by the LA).
Schools (1-3)	Foundation	1	
Schools (1-3)	Voluntary aided	1	
1-3	Church of England Diocesan	1-3	Nominated by the Chester Diocesan Board of Education.
1-3	Roman Catholic Church Diocese	1-3	Nominated by Diocese of Shrewsbury
1-3	Parent governor	1-3	Appointed to an education overview and scrutiny committee of a local authority in accordance with the Parent Governor Representatives (England) Regulations 2001
Up to 3	Representatives of the local community		Appointed by the LA on the Recommendation of the forum
Regulations	School Group	Comments	
1 per maintained School (in the area of the local authority, other than a special school)	School Members	A school member should be either the head teacher or governor (other than a governor appointed by the local authority). Where a core member already represents a school, no school member shall be appointed for that school. School members are appointed following a recommendation from the governing body of the school.	

- 3.4 Core members can invite other interested parties to attend a meeting.
- 3.5 Members can nominate alternate members as representatives at forum meetings in their absence, who must also be a member of the body being represented. The **alternate member** can vote at meetings of the forum in the absence of the core member provided they fall into the same category as the member and have the support of the organisation they represent. Details of which must be provided to the Secretary upon receipt of the Agenda.

4 ELECTION AND TENURE OF MEMBERS

- 4.1 Chair and vice chair are elected at the first meeting of the forum by a majority vote of the core members and at meetings every year thereafter.
- 4.2 Chair and vice chair can resign their office by written notice to the forum secretary.
- 4.3 Core members and school members are appointed for a fixed term of no more than 4 years, subject to their remaining eligible,
- 4.4 Core members or school members on ceasing to be members, will be eligible for reappointment.
- 4.5 There is no limit to the number of terms of office to which a member may be nominated or re-nominated, if still eligible.
- 4.6 Any member appointed to the forum will vacate office if he or she ceases to be a member of the body being represented, or is removed from office following a recommendation of the core members.
- 4.7 The Secretary will provide details of relevant **vacancies** to governing or diocesan bodies and nominations will be invited to represent the appropriate group as listed under paragraph 3.3.

5 FORUM MEETINGS

- 5.1 Core members appoint a person, nominated by the authority, to act as secretary to the forum. The secretary is not a member of the forum.
- 5.2 Meetings will be held at least three times per year in September, December and April.
- 5.3 Procedure at meetings will be regulated by the core members themselves.
- 5.4 The quorum for the Admission Forum is 40% of core members. A meeting may continue if inquorate but any advice given to the Local Authority as a result of such a meeting will be taken by the Local Authority to be advisory only.

- 5.5 The Secretary will ensure that meetings of the forum are convened by giving a minimum of 7 days notice in advance of the meetings, with a full agenda.
- 5.6 Members may bring agenda items via the Chairman normally no later than four weeks prior to any meeting. Items must fall within the remit of the Forum (see paragraph 2) above).

6 ESTABLISHMENT OF SUB-GROUPS

- 6.1 The Local Authority may establish sub-groups on particular issues and the Forum is responsible for running these. The sub-groups will report back to the Forum.

7 RECORDS OF MEETINGS

- the Secretary to the Forum will keep a written record of each meeting;
- the names of the members present at a meeting will be recorded with
- the minutes of the meeting;
- the minute will not be published until they have been agreed at the following meeting;
- the minutes of any part of a meeting that are confidential will be kept separate and not available for inspection;
- Members of the Forum shall respect the confidentiality of items of business which the Forum decides are confidential.

8 FORUM ADVICE AND REFERRALS TO THE SCHOOLS ADJUDICATOR

- 8.1 The Forum's advice will be published on the school admissions section of the Local Authority's website and copies will be sent to all admission authorities in the area. The advice will be also be contained in the Authority's composite prospectus.
- 8.2 In order for an objection to be made to the Schools Adjudicator, the proposal must first be approved by a simple majority of all members (not just Core members) voting at the meeting.
- 8.3 In any vote regarding the exercise of the forum's power to refer an objection to the adjudicator, the vote must be carried by a simple majority of those members present at the meeting, and in the case of an equality of votes, the chair, or vice chair in his absence, shall have a second or casting vote.

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CHESHIRE EAST COUNCIL

CABINET

Date of meeting: 2 December 2008
Report of: David Naylor
Customer Access - Proposed Guiding Principles, Objectives & Vision

1.0 Purpose of Report

- 1.1 The purpose of this report is to approve the proposed guiding principles, objectives and vision for Customer Access contained in the attached document. This will lead to the production of a Customer Access Strategy for Cheshire East.

2.0 Decision Required

- 2.1 To approve the proposed guiding principles, objectives and vision for Customer Access.

3.0 Financial Implications for Transition Costs

- 3.1 Delivering day-one functionality is on schedule and should be achieved within the agreed Customer Access Transitional Cost Allocation.

4.0 Financial Implications 2009/10 and beyond

- 4.1 The future for Customer Access is that the service and its dedicated revenue budget will grow. However, resource transfer will balance this as more services are delivered in the front office and less in the traditional middle office.
- 4.2 Corporate costs will also be reduced as end-to-end business processes are reviewed within a corporate business improvement initiative. This will aim to centralise and aggregate activities, cut out non-productive tasks and electronically enable others. The net result of this will be that significant resources are aggregated and released for efficiency savings or used to invest elsewhere within Cheshire East.
- 4.3 Further efficiency savings will be delivered by reducing unnecessary (avoidable) customer contact, which for Cheshire East and other Councils may be as high as 40-50%. In addition to this is the drive to migrate a significant proportion of Cheshire East's 2.25 million customers to using more accessible and cost effective self-delivery channels.

- 4.4 The net result of all this is a significant although as yet undefined net corporate saving to Cheshire East
- 4.5 In terms of capital spending there will be the need to procure or roll out hardware and software solutions such as Customer Relationship Management (CRM) and its links to the website and middle office systems. Others will include upgraded customer call and visitor handling and messaging systems and ultimately a new or rolled-out telephone system for Cheshire East.
- 4.6 These Capital costs are currently being more clearly defined and will be informed by the development of neighbourhood hubs and the face-to-face upgrade/rationalisation programme. They will all be the subjects of detailed business case appraisals.

5.0 Legal Implications

- 5.1 There are no significant legal implications

6.0 Risk Assessment

- 6.1 The Customer Access Documentation submitted to and approved by the Performance & Capacity Board includes a risk log and mitigation measures.

7.0 Background and Options

- 7.1 See attached report

8.0 Overview of Day One, Year One and Term One Issues

- 8.1 See attached report

9.0 Reasons for Recommendation

- 9.1 To approve the approach being taken regarding the development of customer access and to enable a Strategy to be produced to take Cheshire East Council to service excellence by 2012.

For further information:

The attached Interim Strategy contains all the relevant details

<i>Portfolio Holder:</i>	<i>Councillor David Brown</i>
<i>Officer:</i>	<i>David Naylor</i>
<i>Tel No:</i>	<i>01625 504311 Mobile 07753 583500</i>
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Cheshire East Council

Customer Access

Guiding Principles, Objectives &
Vision document

v 1.0

Customer Access - Cheshire East Council

1. Introduction

1.1 The form and function of Cheshire East's customer interfaces will be critical factors, not only in terms of the efficiency of the new Council but they will also be an early and vivid indicator of how serious the Council is about building services around the needs of its customers.

1.2 Effective performance management of these interfaces and the optimisation of the end-to-end processes that support them will be crucial. It involves an organisational development approach that will lead to:

- Efficiency savings
- More accessible services
- More approachable services
- More equitable services
- Improved customer experience and outcomes
- Improved customer trust & confidence
- Improvements in sustainability
- A Positive Image for the Council

It will be a pillar helping to build a confidence culture in the new Council

1.3 The Customer Channels:

- A Telephone Contact Centre
- Telephone self-delivery with Interactive Voice Response (IVR)
- Interactive Text Messaging (SMS)
- Face-to-face
- Website self delivery
- Email & fax
- Post (white mail)

1.4 This document details Cheshire East's proposed customer access objectives and guiding Principles. It also details a vision for 2013. It will lead to the production of Cheshire East's Customer Access Strategy 2009-2012.

1.5 It has been prepared by the Cheshire East Customer Access Group in consultation with the Customer Access Member Panel and Cheshire West & Chester's Customer Access Group. Its development continues to be informed by cutting edge opportunities, the experience of other Councils and liaison with other Cheshire East delivery groups.

2. Objectives & Guiding Principles

2.1 To gain a deeper insight into the socio demographics, lifestyles, culture and behaviour of our customers/citizens. This will inform the development of the service and enable the Council and its partners to become more

proactive and to promote services specifically to meet customer need, improve well-being and progress other community objectives.

- 2.2 To develop more responsive customer services; organised to reflect these customer characteristics, preferences and life events such as starting school
- 2.3 To ensure that all customer access channels provide high quality one-stop services
- 2.4 To ensure that customer service channels are accessible to customers, making adjustments as appropriate to accommodate people with disabilities, special needs or language requirements
- 2.5 To develop relationships and trust with partners to enable customers to access a range of Council, health, police, Government and voluntary services through a local virtual public gateway.
- 2.6 To ensure that business processes are designed and refined from a customer point of view, minimising hand-offs and streamlining workflow between teams, departments and partner agencies.
- 2.7 To ensure that more than 80% of customer enquiries are resolved at their first point of contact
- 2.8 To establish a corporate/community Customer Charter detailing the service levels that customers can expect
- 2.9 To ensure that Customer Service excellence is embedded across all front and middle office staff through NVQs and training mechanisms such as the Institute of Customer Services. The Council will also aim to achieve the equivalent of Charter Mark during 2010.
- 2.10 To improve the accessibility and efficiency of Council services in terms of locations, opening hours, access channels and links to other organisations. This will involve sharing a presence with other providers wherever possible.
- 2.11 To establish appropriate operational hours for telephone contact. It is proposed that ultimately these will be 8am – 8 pm weekdays but initially, during 2009, they will be 8am - 6pm. The existing out-of hours service will operate until re-tendered in 2010
- 2.12 To establish appropriate face-to-face opening hours. These will depend upon the populations they serve and potentially will be 8.45 – 6 pm. However, initially during 2009 they are proposed to be as they are prior to vesting day.
- 2.13 To shift the profile of customer contact to access channels that are more convenient to the customer and more cost-effective for the Council.

2.14 The proposed targets for channel migration by volume by 2012 are:

- Self-delivery (website, telephone self delivery and interactive text)
From 15% up to 40%
- Telephone Contact Centre
From 58% down to 40%
- Face-to-face
From 14% down to 12%

2.15 To reduce unnecessary (avoidable) customer contact caused by service failures, progress chasing and poor communication. The objectives are to:

- Get it Right First Time
- Do what the Customer Expects
- Keep the Customer Informed

Avoidable contact for Cheshire East Council could be as high as 40%.
Reducing it will generate significant efficiency savings.

2.16 To regard complaints in a positive light and use them to resolve root cause and not just address the symptoms. The way the Council deals with complaints will be seen as a means of improving trust and confidence in the organisation

2.17 To ensure that the Council's telephone numbering structure and tariffs provide accessibility and affordability for the customer and value for money for the Council

2.18 To establish an appropriate range of 20-25 customer contact telephone numbers. It is proposed to adopt 0300 numbers. These numbers will minimise call costs to a local call rate whether from a landline or a mobile telephone. Calls to other numbers from mobiles may not be at a local rate.

2.19 Thirty-five percent of telephone calls are from mobiles and not using 0300 numbers will disadvantage the most needy users who are forced to use "pay as you go" mobiles because they cannot secure a landline contract.

2.20 Improve sustainability by reducing travel and the use of consumables and by sharing facilities and the energy they use.

3. Vision for 2013

The Council as a Community Gateway

3.1 By 2013 the Council's customer channels will act as a gateway to unified community services

3.2 Customers will think community rather than Council and be able to access a wide range of Council, health, police and voluntary services through these channels. In effect the Council will be part of a virtual public sector, dealing end-to-end with service requests and significant life events

seamlessly across a range of partners and central Government departments.

Customer Insight

- 3.3 The Council will understand its customers and potential customers very well. This will include their contact history, their needs, their preferences, the services they use and find useful and the services they don't use.
- 3.4 This intelligence will have been complemented by socio economic and socio demographic information regarding the services and access channels that customers can be encouraged to use.
- 3.5 It will have enabled the Council and the community to accurately target and promote services to those in need and those most likely to take advantage of them.
- 3.6 It will also enable the Council to use "nudge economics" to increase the take up of some services by very selective targeting
- 3.7 It will also have enabled the Council and the community to promote the most accessible and cost effective customer channels to those most likely to use them. As a result, the Council will have optimised the scale and support for these channels.
- 3.8 The Council will have commissioned automated systems such Gov Metric to collect customer satisfaction and preference data from users of all channels. This will have been complemented by comprehensive ongoing customer feedback from specific user groups

Public Trust in Data Sharing

- 3.9 Customers will understand that data sharing between partners is essential to deliver tailored and targeted services. However, they will also understand the limits of that sharing and the effectiveness of the controls and protocols to prevent inappropriate access.
- 3.10 These controls will include customer and staff authentication, encrypted data transfer and the live operation of the secure data network between partners known as Government Connect.
- 3.11 The existence of these controls and the establishment of public trust will have enabled the Government to devolve and fund services to the Council and its partners.

Preference for Self-Delivery

- 3.12 The majority of existing and potential customers will think of the website, and telephone self-delivery as their preferred means of accessing services at their convenience day or night. These channels will offer the full range of informational and transactional services at a community level.

- 3.13 Customers will be able to access on-line services via a single secure authentication or sign-on. It will enable customers to tailor their view of services to the ones they need and use most frequently.

Accessible Face-to-Face Services

- 3.14 There will be a range of accessible face-to-face locations positioned to reflect the needs of residents of communities, taking into account a range of issues from transport to social disadvantage.
- 3.15 Wherever possible these locations will be shared with other organisations such as libraries (including mobile libraries), parish and town councils, police stations, GP super surgeries and even supermarkets.
- 3.16 The Council will also be supporting a number of at risk community shops and post offices to promote local access, equality, sustainability and to help to maintain community cohesiveness.
- 3.17 Face-to-face locations will have as a minimum, a person to facilitate customer access to the Website and facilitate access to specialist staff either by telephone or video.
- 3.18 Staff at these locations will also have access to a comprehensive community knowledge base and will be able to deal with a wide range of issues completely. There will also be pre-arranged and advertised specialists' surgeries at key locations.

Efficient and Accessible Telephone and Text Messaging Services

- 3.19 There will be a principal telephone contact centre and a smaller back-up centre to ensure business resilience. These centres will be linked by technology and work together as if located within the same building. They will also deal with calls from other community organisations and deal with non-emergency calls from the Police within the Single Non Emergency Number (SNEN) initiative. Telephone access will be 24 hours.
- 3.20 Contact centre staff will be working from home on a day-to-day basis to reduce cost and improve sustainability but also to enable the Council to enhance flexibility and deal with unexpected peak call flows.
- 3.21 Customers will access these centres and some middle office services using a small range of 0300 public trust telephone numbers.
- 3.22 Interactive text messaging will be used widely to access service information, log service requests and pay for services. The Council and its partners will also use it to target services, remind users about an approaching deadline and provide progress information about their service request.

Efficient Post Services

- 3.23 Post will be handled centrally and will be electronically scanned and indexed. The paper will be held securely for a short period and then destroyed.
- 3.24 The indexing and associated electronic workflow will automatically route the document to the service and responding officer and where appropriate the CRM will automatically be updated with the event.
- 3.25 The handling of post will be within a Corporate Electronic Document Management Strategy (EDMS), which will deal with document referencing, version control, archiving, Freedom of Information and Data Protection document retention etc.

One Stop Services

- 3.26 All channels will provide the same quality of one-stop deep services and be fully supported by optimised business processes and technology. The technology will include Customer Relationship Management (CRM) to facilitate that single view of the customer.
- 3.27 The CRM, using a common website interface, will extract information from and write information to key middle office systems. It will enable authenticated customer advisors and authenticated website self-delivery customers to access this information effectively in a common easy to understand format. This common format will help customer advisors to foster self-delivery.
- 3.28 The Council will have embraced the “Tell Us Once” approach to change of circumstances including address
- 3.29 The Council will also have dramatically reduced unnecessary (avoidable) customer contact by:
- Getting it Right First Time
 - Doing what the Customer Expects
 - Keeping the Customer Informed
- 3.30 Staff delivering these services will be skilled customer professionals. Customer Service excellence will have been embedded across all front and middle office staff through NVQs and training mechanisms such as the Institute of Customer Services. The Council will have achieved the equivalent of Charter Mark.

4. Conclusion

- 4.1 These objectives and guiding principles and the 2013 vision will be used to develop a focussed Customer Access Strategy for the period 2009 - 2012



Cheshire East Council
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This information can be made available in other formats on request.

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CHESHIRE EAST COUNCIL

CABINET

Date of meeting: 2 December 2008
Report of: Chris McCarthy Interim Strategic Director Places
Title: Cheshire East Local Development Scheme

1.0 Purpose of Report

- 1.1 The purpose of this report is to reconsider the Draft Local Development Scheme for Cheshire East.

2.0 Decision Required

- 2.1 To agree the submission of the amended Draft Local Development Scheme for approval by full Council on 9 December 2008.

3.0 Financial Implications for Transition Costs

- 3.1 None.

4.0 Financial Implications 2009/10 and beyond

- 4.1 The costs of the Local Development Scheme will be in staff time. The implementation of the programme will require substantial staff and budgetary resources as yet undefined.

5.0 Legal Implications

- 5.1 The preparation of a Local Development Scheme and certain Local Development Framework documents is a statutory requirement set out in the 2004 Planning and Compulsory Purchase Act. The Draft Transitional Regulations require Cheshire East to submit a Local Development Scheme to the Secretary of State for Communities and Local Government before end of December 2008. The same Regulations will transfer Local Development Framework powers to the Cheshire East Council at the end on November 2008.

6.0 Risk Assessment

- 6.1 The Draft Local Development Scheme contains a full Risk Assessment. Final approval of the Scheme rests with the Secretary of State.

7.0 Background and Options

- 7.1 Local Development Schemes are a feature of the reformed local planning system introduced by the Planning and Compulsory Purchase Act (2004). The introduction of the Local Development Scheme was a direct response by Government to ensure that Local Development Frameworks are better managed, with local development documents being prepared and reviewed more quickly than development plans under the old system.
- 7.2 The Local Development Scheme is a public statement of the local planning authority's programme for the production of local development documents. For local authorities, the Local Development Scheme serves as a programme management tool, encouraging the successful and timely delivery of a number of inter-related projects (local development documents). The Local Development Scheme is essentially a three year project plan, with the timetable of milestones used to manage resources, drive progress, and inform stakeholders
- 7.3 The Draft Local Development Scheme was considered at the last meeting of the Places Advisory Panel on 22 September 2008. It was agreed that it would be recommended for approval by Cabinet and Council.
- 7.4 At its meeting on 15th October 2008, Congleton Borough Council resolved that representations be made to Cheshire East Council to include the following items in the proposed Local Development Scheme:-
- (a) An Area Action Plan for Congleton Town Centre with appropriate resources allocated once the Core Strategy is sufficiently advanced.
 - (b) An Area Action Plan for Middlewich Canal Corridor with resources allocated once the Core Strategy is sufficiently advanced.
 - (c) A Town Design Statement for Sandbach as a community led approach, with work to start in November 2008 and appropriate resources allocated.

In addition, the Council asked that the urgent need for additional employment land to be allocated for the Congleton town area be communicated to the Cheshire East Council.

- 7.5 At the Cheshire East Council meeting on 22 October 2008 the Local Development Scheme item was withdrawn from consideration by the Portfolio Holder, Councillor David Brown.

- 7.6 One of the most important tasks for the new Council will be the preparation of a Core Strategy which should set out, in accordance with the principles now confirmed within the adopted Regional Spatial Strategy, the hierarchy of settlements, the type of development which will be encouraged in each category of settlement and the priorities for regeneration, renewal and development within settlements.
- 7.7 At the meeting of the Local Development Framework Task Group held on 28 October 2008, officers outlined the importance of completing the Core Strategy and highlighted that this should be the first priority for the Local Development Scheme. Resources available to carry out Local Development Framework work are not yet known and the inclusion of additional documents could compromise work on other priorities. Members expressed that significant efforts had already been made in progressing these documents and Congleton's risk assessment of its own LDF had indicated that they were still needed. Inclusion of such documents in the Cheshire East Local Development Scheme would also provide some continuity for partners and avoid any negative perceptions of the new Authority. Macclesfield and Crewe & Nantwich Borough Councils had taken a different approach and had not progressed LDF schemes during 2008. Consequently, other important issues in these areas were as yet unknown and would need to be addressed through the Local Development Scheme. These issues would become apparent as the Core Strategy developed.
- 7.8 At the Task Group meeting it was agreed to include the three documents in the Local Development Scheme. It was also, however, made clear that Core Strategy work should take priority. The Minutes of the Local Development Framework meeting are as follows –

Cheshire East Local Development Scheme

At the meeting of the LDF member task group held on 28 October it was agreed that:

- The three additional items requested by Congleton Borough Council for inclusion in the Cheshire East Local Development Scheme (for Congleton town centre, the Middlewich Canal corridor and Sandbach) be agreed and included in the 2008 submission.
- LDS would make it clear that the preparation of the Core Strategy will take priority until it is sufficiently advanced.
- Once spatial priorities emerge from the Core Strategy across Cheshire East, plans and policies will be prioritised and resources allocated accordingly.
- This approach to the LDS should be agreed with the Government Office for the North West.

The Advisory Panel on 12th November agreed the recommendations from the Task Group.

An amended draft Local Development Scheme has therefore been produced in accordance with the recommendations of the Places Advisory Panel and is attached as Appendix 1 to this report. The amended draft has been referred to the Government Office for the North West but at the time of report writing, no response had been received. Any response subsequently received will be reported orally at your meeting.

The amended draft Local Development Scheme proposes that the work programme for the first three years should comprise:

- Core Strategy – sets out the Vision, Objectives, Core Strategy and Core Policies for the spatial development of the area.
- Site Allocations- contains detailed policies and proposals to deliver and guide land allocated for specific purposes.
- Minerals Allocations - Contains the detailed development control policies and allocations for Minerals development, where applicable.
- Congleton Town Centre Area Action Plan, when the Core Strategy is sufficiently advanced.
- Middlewich Canal Corridor Area Action Plan, when the Core Strategy is sufficiently advanced.
- A range of Supplementary Planning Documents.

A full Risk Assessment of the Document has been carried out and is set out in Section 12. The key risks identified are: Staff turnover /inability to recruit / loss of staff /staff motivation / staff absence; National / regional changes to policy through Planning Policy Statements/Regional Spatial Strategy etc; adequate staff/ financial resources being put in place.

The Local Development Framework needs to be based on a sound, relevant and up to date evidence base. This evidence base is the information that will be used to support the policies contained within the LDF The draft Local Development Scheme (Section 8) accordingly identifies a number of documents which will be prepared or updated to provide the evidence base for the Cheshire East Local Development Framework.

8.0 Overview of Day One, Year One and Term One Issues

- 8.1 The Local Development Scheme needs to be submitted by the end of 2008 and agreed as soon as possible prior to Vesting Day to inform planning policy preparation work towards the Core Strategy and other elements of the Local Development Framework.

9.0 Reasons for Recommendation

- 9.1 To meet the statutory requirement for submission of the Local Development Scheme before the end of December 2008.

For further information:

Portfolio Holder: Councillor David Brown
Officer: as in heading

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Email: chris.mccarthy@cheshireeast.gov.uk

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Cheshire East

DRAFT

Local Development Scheme

December 2008

Version 9

Version 8 (incl. AAPs):
Amendment to para. 5.2

Version 7:
Following withdrawal of LDS from Council meeting on 20th October
And publication of RSS for NW

Version 6:
Following Places Advisory Panel (22/09/08)
and Comments from GONW

Version 5:
Following Cheshire East Officers Meeting (15/09/08)

Version 4:
Following comments from:
LDF Task Group
GONW
Anne Mosquera
Paul Griffiths
Stuart Penny

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12	Risk Assessment
Appendix 1	Saved Policies
Appendix 2	Local Development Document Profiles
Appendix 3	Evidence Base
Appendix 4	Glossary

Acronyms

AMR	Annual Monitoring Report
AAP	Area Action Plan
CIL	Community Infrastructure Levy
CLG	Communities and Local Government
DPD	Development Plan Document
LAA	Local Area Agreement
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LSP	Local Strategic Partnership
PPS	Planning Policy Statements
RSS	Regional Spatial Strategy
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SCS	Sustainable Community Strategy
SPD	Supplementary Planning Document

A glossary of terms can be found in Appendix 4.

1 Introduction

Local Development Scheme

- 1.1 The Local Development Scheme (LDS) is a public statement of the Council's programme for the production of Local Development Documents (LDDs). It provides the starting point for local communities and stakeholders to find out what local planning policies relate to their area and outlines the timetable for the preparation of LDDs over a 3-year rolling period.
- 1.2 LDDs form the policy content of the Local Development Framework (LDF), and are defined as Development Plan Documents (DPDs), which are statutorily tested and Supplementary Planning Documents (SPDs) which are not statutory. The status of the LDDs, either DPDs or SPDs, is expressed in the Schedule of Proposed LDDs and the individual LDD profiles later in this document.
- 1.3 The Council have consulted with the Government Office for the North West in the development of the LDS, to ensure the timing of the examinations of the DPDs are appropriate.

Local Government Reorganisation

- 1.4 In December 2007, the Secretary of State for Communities and Local Government (CLG) announced that there would be a reorganisation of local government in Cheshire from April 2009. Cheshire County Council and the six districts of Cheshire namely Chester, Ellesmere Port & Neston, Vale Royal, Macclesfield, Crewe & Nantwich and Congleton, will cease to exist and be replaced by two new unitary councils – Cheshire West and Chester (Cheshire County Council, Chester, Ellesmere Port & Neston and Vale Royal) and Cheshire East (Cheshire County Council, Congleton, Crewe & Nantwich and Macclesfield).
- 1.5 Local government reorganisation in Cheshire will radically affect the drawing up of development plans covering the area. All four councils which currently cover Cheshire East (Cheshire County Council, Congleton, Crewe & Nantwich and Macclesfield Borough Councils) will be abolished on 31st March 2009 and a new unitary authority established.
- 1.6 The new unitary authorities have been set up with the aim of streamlining and improving the delivery of local services, as well as promoting greater community involvement. The Unitary Authority will be facing challenges not only of its own in bringing together the four authorities, but also with respect to changes in the Planning Bill; new planning Regulations and guidance and the potential for joint working.

Cheshire East in Context

- 1.7 Cheshire East has a population of 358,900 and an area of 116,638 hectares. In addition to 'Cheshire West and Chester' on the west, East Cheshire is bounded by the Manchester conurbation to the north, the Peak District

National Park to the east, and Stoke-on-Trent to the south. It contains the industrial town of Crewe, the old mill towns of Macclesfield, Bollington and Congleton, the market towns of Nantwich, Knutsford and Sandbach, the salt town of Middlewich, the commuter town of Wilmslow, as well as the smaller settlements of Alsager, Holmes Chapel and Poynton.

- 1.8 Cheshire East has quite diverse features and characteristics reflecting its location within the Cheshire Plain, but close to the Manchester City Region, the Potteries conurbation and the uplands of the Peak District.
- 1.9 Much of the northern part of the authority and a smaller area to the east lie within the Green Belt which is intended to prevent urban sprawl by keeping the land permanently open, in order to safeguard the countryside and to assist in the urban regeneration of the neighbouring Manchester City Region and the Potteries conurbation. Cheshire East also has a number of other designated areas where development is restricted, including the Jodrell Bank Consultation Zone, which restricts development near to the Radio Telescope. The map below highlights some of the key features within Cheshire East.
- 1.10 There are a number of issues within Cheshire East which will need to be considered within the LDF, these include:
 - Affordability of housing;
 - Supply and distribution of housing;
 - Regeneration of the town centres;
 - Maintaining viable rural communities;
 - Changes in education provision;
 - Facilities for children and young people;
 - Pockets of deprivation;
 - Reducing anti-social behaviour
 - Protection of the natural environment;
 - Achieving sustainable management of waste resources;
 - Enhancement of the historic environment;
 - An ageing population;
 - High dependency on the car;
 - Provision of national minerals such as silica sand and salt; and aggregates;
 - Provision of an appropriate range and variety of employment land;
 - Reducing worklessness and improved skills
 - Congestion on key transport routes;
 - Improving road safety
 - The availability of public transport;
 - Major developments, such as Manchester Airport; and
 - Climate change.

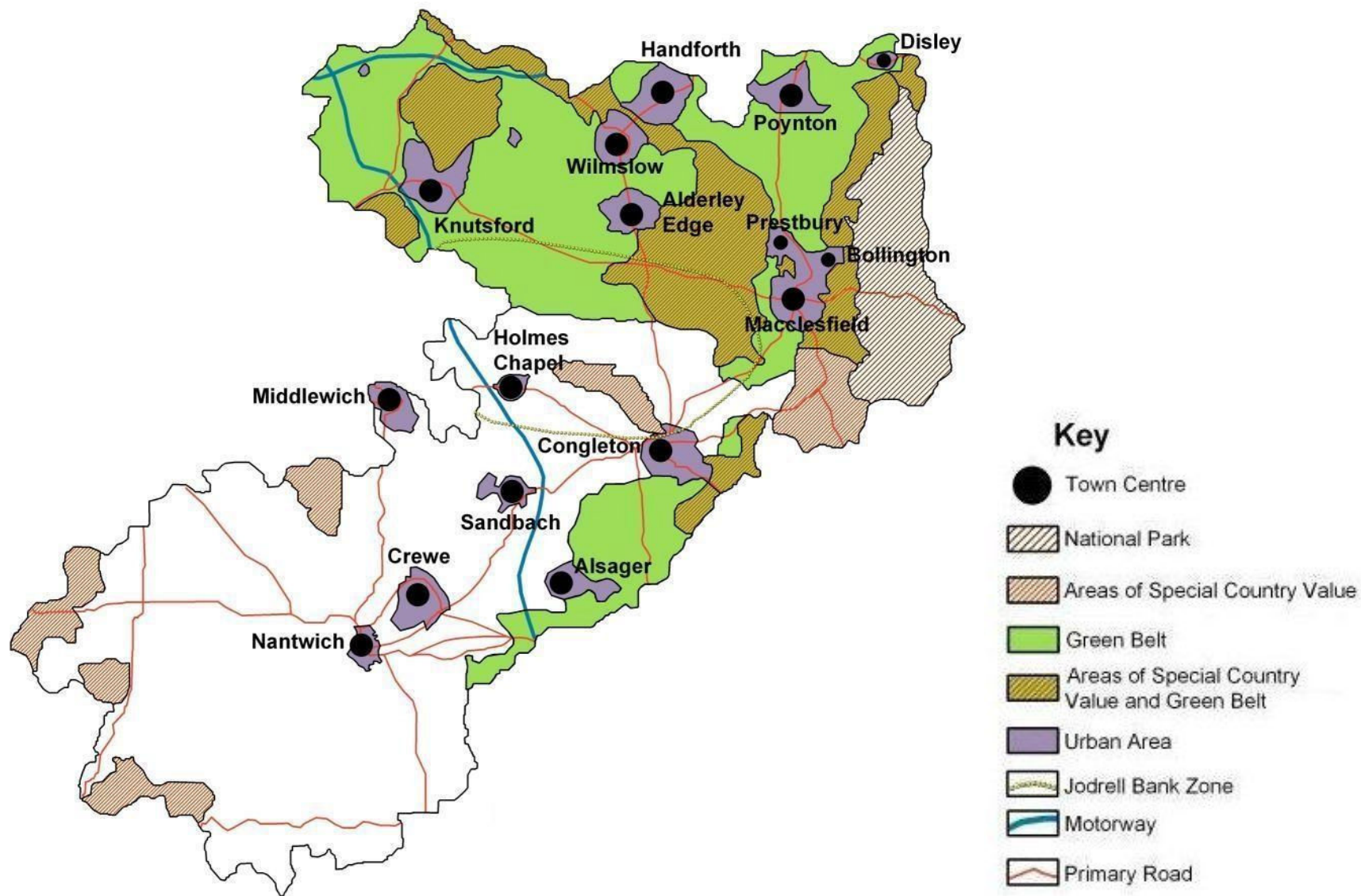


Diagram 1: Map of Cheshire East

2 Local Development Framework

2.1 The local development framework is a collection of documents that will form the planning policy basis for the Cheshire East authority. This shown diagrammatically in Appendix 4 (Diagram 1).

2.2 The document that will make up the LDF are:

Local Development Scheme (LDS) (this document)

2.3 This document provides the starting point to the preparation of the LDF the Government requires local planning authorities (LPAs) to submit a Local Development Scheme to the Secretary of State. The LDS will be a statutory project management plan for the preparation of the LDF covering at least three years.

Development Plan Documents (DPDs)

2.4 Development Plan Documents (DPDs), together with the Regional Spatial Strategy (RSS), will form the statutory development plan for the Authority. DPDs must be in conformity with the RSS. They will be subject to independent assessment at an Examination by an Inspector, whose report will be binding.

2.5 DPDs include the following types:

Core Strategy – This sets out the vision for the area and the primary policies for meeting that vision together with housing and employment provisions in accordance with the Regional Spatial Strategy (RSS). It may also allocate strategic sites for development, which should be central to achievement of the strategy. National advice is that this document should be produced as a priority, in a timely and efficient manner.

Site Specific Allocations – this will set out the detailed policies and proposals to deliver and guide land allocated for specific purposes.

Proposals Map – This will be on an Ordnance Survey base. It will show area of protection and illustrate locations and identify sites for particular land uses and development proposals included in the adopted plan and set out the areas to which specific policies apply. Separate inset maps may also be included. The proposals map will be updated every time a DPD is adopted.

Area Action Plans – These may be used to provide a planning framework for areas of change and areas of conservation.

Supplementary Planning Documents (SPDs)

2.6 Supplementary Planning Documents (SPDs) may cover a range of issues, both thematic and site specific, which may expand policy or provide further detail on policies in a DPD. They may take the form of design guides, area development briefs, master plans or issue-based documents which supplement policies in a DPD. SPDs will not be subject to independent examination and will not form part of the statutory Development Plan but

should be included in the LDF. They will be 'material considerations' in Development Control decisions.

Statement of Community Involvement (SCI)

- 2.7 This will set out how the Council intends to achieve continuous community involvement in the preparation of Local Development Documents (LDDs) in their area.

Annual Monitoring Report (AMR)

- 2.8 The Annual Monitoring Report (AMR) sets out progress in terms of producing LDDs and implementing policies. Monitoring performance of the LDF is a key requirement of government guidance on Development Plans. Continual monitoring of targets and indicators is essential to maintain progress and to ensure that development documents are delivering what they set out to achieve.

3 Purpose of the Local Development Scheme

Purpose of the Local Development Scheme

- 3.1 This document is the Cheshire East Council's Scheme for the next three years and beyond. It sets out the rolling programme that the Cheshire East Council intends to follow in the production of its LDF. Its main purposes are:
- To inform the community and other partners of the LDDs that will make up the LDF for the area and the timescales they can expect for their preparation; and
 - To establish the Council's priorities for the preparation of the LDDs and their associated work programmes, including information in relation to programme management and resources.

New PPS12 and Regulations

- 3.2 A new planning policy statement (PPS) - PPS12 "Creating Strong Safe and Prosperous Communities through Local Spatial Planning" was published by Communities and Local Government (CLG) on 4th June 2008. It is accompanied by an online 'plan making manual' and a revised set of regulations governing LDF preparation. This new PPS and the 'plan-making manual' replace the old PPS 12 'Local Development Frameworks' and its companion guide 'Creating LDFs'. One of the key elements of this revised PPS is to present the 'tests of soundness' in a different and more simple way, rather than the previous 9 tests, DPDs now need to be 'justified', 'effective' and consistent with National Policy. Another change is that Core Strategies may now allocate strategic sites for development.
- 3.3 The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 came into force on 27th June and updated the 2004 regulations. The amended regulations change the procedure for preparing local development plans. The Issues and Options and Preferred Options stages of consultation are combined to create a single stage. The submission stage also changes so that the statutory period for making representations will occur before submission. This will give the local authority a greater opportunity to consider representations before the examination and will also potentially reduce the length of time between submission and the start of any oral hearing.
- 3.4 Other procedural changes may follow the enactment of the Planning Bill currently in Parliament. Including the introduction of the Community Infrastructure Levy (CIL), this will allow the Authority to introduce a charge on development for infrastructure provision, the CIL is likely to form part of the LDF and will be subject to examination.

Transitional regulations for Local Government Reorganisation

- 3.5 CLG has also issued a draft of Regulations to assist the preparation of LDFs in new unitary Councils. Government's general policy in respect of land use planning functions in the context of local government restructuring is that the

Shadow Council leading the transition to unitary status becomes the local planning authority (LPA) except in relation to development control (ie. decisions relating to planning applications will continue to be undertaken by existing districts). The Shadow Council is required to submit a LDS to the Secretary of State by the end of December 2008.

- 3.6 In the absence of a Statement of Community Involvement (SCI) for the new unitary, the authority is required by law to meet the minimum requirement for consultation set out in the Regulations. However, each of the predecessor Councils had an adopted SCI and we will strive to meet the standards in those documents until such a time as a SCI for Cheshire East is produced. A SCI for Cheshire East will produced at the earliest possible opportunity, whilst allowing for appropriate community consultation and involvement from the Cheshire East Local Strategic Partnership.

Local Development Scheme Milestones

- 3.7 The new PPS12 indicates that the LDS should set out the following DPD milestones:
- Consulting statutory bodies on the scope of the Sustainability Appraisal
 - Publication of the DPD
 - Submission of the DPD
 - Adoption of the DPD
- 3.8 In addition it is recommended that the LDS also sets out the following additional DPD elements:
- Regulation 25 consultation
 - Pre-examination meeting
 - Examination Hearing
 - Receipt of the Inspectors Report
- 3.9 The new Regulation 25 consultation provides a more flexible stage of engagement in which reasonable alternatives can be evaluated and consulted upon. This stage is likely to encompass a variety of consultation and involvement techniques over a variety of time periods. It is also possible that consultation undertaken on the Sustainable Community Strategy (SCS) could include a number of areas which are covered by both the SCS and the Core Strategy.
- 3.10 Under the current Planning Bill, amendments would be made to the 2004 Act relating to the preparation and revision of SPDs. Until this is in force the LDS should continue to set out the timetable for producing SPDs, giving the timings of production of the draft SPD and its adoption. If the Planning Bill does remove the need to list SPDs within the LDS, their progress can still be tracked through the authority's Annual Monitoring Report (AMR).

Content of LDS

- 3.11 The LDS sets out:
- The present Development Plan for Cheshire East and the existing policies that are saved;

- The LDDs that are to be prepared over the forthcoming 3-year period to replace existing policies, and whether they are to be DPDs or SPDs;
- The subject matter and the geographical area to which each LDD relates;
- Which, if any, are to be prepared jointly with other local planning authorities; and
- The arrangements for future monitoring of the LDF, including the timetable for the preparation and review of the LDDs.

3.12 The LDS also covers the following matters:

- The evidence base for the LDDs;
- Arrangements for community involvement and the relationship to the Sustainable Community Strategy (SCS) and other Council strategies;
- Resources and the project management arrangements for the LDDs preparation;
- Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA); and
- An assessment of the risks involved in the LDF's production.

4 Existing Development Plan for Cheshire East

- 4.1 The Development Plan forms the starting point in the consideration of planning applications for the development or use of land and consists of both the Regional Spatial Strategy (RSS), prepared by the regional planning bodies, saved policies from the Cheshire Structure Plan and the Local Plans prepared by Congleton, Crewe and Nantwich and Macclesfield Borough Councils and Cheshire County Council. The purpose of preparing the Cheshire East LDF is to replace these saved policies.

Regional Spatial Strategy

- 4.2 The Regional Spatial Strategy (RSS) for the North West (2008) was published on 30th September 2008. It provides a framework for development and investment in the region over the next fifteen to twenty years. It establishes a broad vision for the region and its sub-regions, priorities for growth and regeneration, and policies to achieve sustainable development across a wide range of topics – from jobs, housing and transport to climate change, waste and energy.

Regional Spatial Strategy Partial Review

- 4.3 The Regional Leaders' Forum (4NW) is responsible for progressing the RSS Partial Review and will also be the only organisation that will have responsibility to agree and sign off the single regional strategy. 4NW operates with a board structure, with council leaders from each of the five sub-regions, Cumbria, Cheshire, Lancashire, Merseyside and Greater Manchester, along with seven representatives from the private, non-governmental sector.
- 4.4 On 16th November 2007 4NW, as the Regional Planning Body, agreed to undertake a partial review of RSS covering a number of issues focused on housing, renewable energy and waste. It was also agreed to look at policies relating to Gypsies and Travellers, Travelling Showpeople and the regional parking standards. 4NW produced a series of papers, for public consultation between 2nd June and 4th July, setting out the issues and some options for dealing with the issues in each policy area.
- 4.5 The scope of the Partial Review of RSS has now been changed to focus on a limited number of discrete technical issues addressing strategic gaps in RSS policy, including Gypsies & Traveller's, Travelling Showpeople and Regional Car Parking standards. There will now be a further round of stakeholder consultation taking place in early 2009, with submission of the document to the Secretary of State in July 2009.

Integrated Regional Strategy

- 4.6 Following proposals set out in the Government's Sub National Review of Economic Development and Regeneration, the North West Development Agency (NWD), the Regional Leaders' Forum (4NW) and the Government Office for the North West (GONW) agreed that the region should work together over the next two years to produce a Northwest Regional Strategy. This will

bring together spatial, economic and environmental strategies and investment plans in order to create the conditions for achieving higher levels of sustainable economic and social well being while strengthening the Northwest's contribution to tackling climate change.

- 4.7 The strategy will be spatially focussed and will:
- Refresh economic development actions and build on the 2006-9 Regional Economic Strategy (RES);
 - Integrate priorities in the Regional Housing Study (RHS), Regional Spatial Strategy (RSS) and the RSS Partial Review with sustainable economic priorities in a strategic review;
 - Set out a delivery and implementation plan with actions and accountability for all relevant partners.
- 4.8 Although the strategy will not be statutory, its development will allow the region to prepare a statutory Integrated Regional Strategy quickly and effectively after the necessary legislative changes, which are unlikely to occur before 2010. Until these legislative changes take place, the RSS will remain the statutory basis for spatial planning.

Local Planning Policy

- 4.9 The **Congleton Borough Local Plan First Review** sets out the planning policies and proposals for the Borough until 2011. This document has been through inquiry and modification stages and was adopted by the Council on 27th January 2005.
- 4.10 The **Crewe and Nantwich Replacement Local Plan 2011** (Adopted February 2005), covers the whole of the Borough of Crewe and Nantwich and it relates to development up to the year 2011.
- 4.11 The **Macclesfield Borough Local Plan** (Adopted January 2004) contains the planning policies and proposals to shape the environment of the whole Borough up to 2011.
- 4.12 The **Cheshire Replacement Waste Local Plan** has been prepared under the transitional arrangements and was subject to a local plan inquiry in 2006. It was adopted in July 2007 and covers the period to 2017. The plan is pan Cheshire and provides planning policies and allocations relating to future waste development.
- 4.13 The **Cheshire Replacement Minerals Local Plan**, was adopted in 1999 and covers a period to 2007. The document is pan Cheshire and provides planning policies and proposals relating to mineral development.
- 4.14 **Cheshire County Structure Plan, Cheshire 2016.** A number of the policies within this document have been saved through the RSS review, see appendix 1 for details. The policies to be saved are identified as filling a policy void in the present development plan system.

- 4.15 A significant number of the policies contained within these Local Plans have been 'saved' by the Secretary of State, or are still relevant a full list of all the saved policies can be seen in Appendix 1. 'Saving' policies means that these policies will remain part of the statutory Development Plan and can still be used to determine planning applications.

Existing Supplementary Planning Documents (SPDs)

- 4.16 The following Supplementary Planning Documents (SPDs), which are not part of the development plan, have been adopted and are a material consideration in planning decisions.

4.17 **Congleton:**

- Affordable Housing and Mixed Communities (April 2006)
- Trees and Development (October 2006)
- Sustainable Development (April 2005)
- Rural Development (July 2008)
- Mid Point 18 Development Brief (February 2007)

4.18 **Crewe and Nantwich:**

- P Way Development Brief (September 2005)
- Stapeley Water Gardens Development (September 2006)
- Crewe Rail Gateway (September 2006)
- Extensions and Householder Development (July 2008)
- Development on Backland and Gardens (July 2008)

4.19 **Macclesfield:**

- Locally Important Buildings (February 2008)
- Prestbury Village Design Statement (May 2007)
- Supplementary Planning Document for Poynton (May 2007)
- Nature Conservation Strategy (October 2006)
- Designing Out Crime (January 2006)
- Supplementary Planning Document for Bollington (January 2006)

Existing Supplementary Planning Guidance (SPGs)

- 4.20 The following Supplementary Planning Guidance notes (SPG), which are not part of the development plan, have also been adopted and will continue to be material considerations.

4.21 **Congleton:**

- Public Open Space (October 2003)
- Provision of Private Open Space (November 1993)
- Shop Front Security (September 1994)
- Telecommunications Development (July 2004)
- Sandbach Business Park (October 1989)
- Arclid Hospital (July 1992)
- ERF Site, Sandbach (September 1999)
- Danesford School, Congleton (January 1997)

- Cranage Hall (September 1996)

4.22 **Crewe and Nantwich:**

- Basford East Strategic Industrial and Business Park Development Brief (April 2004)
- Basford West Regional Warehouse and Distribution Park Development Brief (April 2004)
- Tipkinder Park Supplementary Planning Guidance (February 2003)

4.23 **Macclesfield:**

- Tytherington Business Park (April 1989)
- South Macclesfield Development Area (December 1998)
- Alderley Park Planning Brief (April 1999)
- Rieter Scragg, Langley Development Brief (January 2000)
- Stamford Lodge Development Brief (2002)
- Floodlighting (Originally adopted June 1998; policy in MBLP Jan 2004; SPG reproduced April 2005)
- Equestrian facilities (Adopted August 2002; policy in MBLP Jan 2004; reproduced Jan 2005)
- Trees & Development Guidelines (February 2004)
- Areas of Archaeological Potential (February 2004)
- Shopfronts and Security Shutters Guide (January 2003)
- Conservation Area Appraisal for Alderley Edge (June 2004)
- Dingle Bank Quarry (July 2004)
- Housing Character Areas (July 2004)
- Section 106/Planning Obligations (June 2004)

5 Proposed Cheshire East Local Development Framework

- 5.1 The table below sets out the schedule of proposed Local Development Documents (LDDs), including: a brief description for each LDD; key consultation milestones; the specific LDD's status within the Local Development Framework (LDF) process; its position in the chain of conformity; and a brief description of the LDD's contents. Detailed profiles of each of the Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) can be found in Appendix 2.
- 5.2 Based on the experience of Local Planning Authorities at the forefront of the process it has become clear that it is crucial to have an appropriate evidence base and to ensure that there is sufficient time between the Core Strategy document and subsequent key development plan documents to enable a coherent and consistent policy approach within the Cheshire East LDF. Once spatial priorities emerge from the Core Strategy across Cheshire East, plans and policies will be prioritised and resources allocated accordingly. Although currently Area Action Plans are proposed for Congleton Town Centre and Middlewich Canal Corridor, and a Town Design Statement SPD is proposed for Sandbach, it is possible that priorities may change and there may be a need to address issues in other settlements before those issues in Congleton Town Centre, Middlewich Canal Corridor and Sandbach. Any change in priorities will be addressed in a review of the Local Development Scheme.

Development Plan Documents (DPDs)													
Title	Status	Description	Geographic Coverage	Conformity	Timetable								
					Commence ment	SA Scoping	Regulation 25 consultation	Publication of the DPD	Submission	Pre-hearing meeting	Start of Examination hearing	Inspectors Report	Adoption
Core Strategy	DPD	Sets out the Vision, Objectives and Strategy for the spatial development of the area, and may include strategic sites.	Authority wide	General conformity with the RSS and PPGs/PPSs.	Jan 2009	April 2009	Nov 2008 – Oct 2010	Nov 2010	April 2011	June 2011	Sept 2011	Jan 2012	April 2012

Development Plan Documents (DPDs)													
Title	Status	Description	Geographic Coverage	Conformity	Timetable								
					Commence ment	SA Scoping	Regulation 25 consultation	Publication of the DPD	Submission	Pre-hearing meeting	Start of Examination hearing	Inspectors Report	Adoption
Site Specific Allocations	D P D	Contains detailed policies and proposals to deliver and guide land allocated for specific uses.	Specific sites Authority wide	General conformity with the PPGs/PPSs, RSS and the Core Strategy DPD.	April 2010	Sept 2010	April 2010 – Mar 2012	April 2012	Sept 2012	Nov 2012	Jan 2013	May 2013	Sept 2013
Minerals policies and allocations	D P D	Contains the detailed development control policies and allocations for Minerals development, where applicable.	Authority wide	General conformity with the MPGs/MPS/PPGs/PPSs, RSS and the Core Strategy DPD.	April 2010	Sept 2010	April 2010 – Mar 2012	April 2012	Sept 2012	Nov 2012	Jan 2013	May 2013	Sept 2013
Congleton Town Centre Area Action Plan	D P D	Contains detailed policies and proposals for the redevelopment of Congleton town centre.	Congleton Town Centre (to be defined in Core Strategy)	General conformity with the PPGs/PPSs, RSS and the Core Strategy DPD.	Nov 2010	April 2010	Nov 2010 – Oct 2012	Nov 2012	April 2013	June 2013	Aug 2013	Dec 2013	Mar 2014
Middlewich Canal Corridor Area Action Plan	D P D	Contains detailed policies and proposals for the redevelopment of Middlewich Canal Corridor.	Middlewich Canal Corridor (to be defined in Core Strategy)	General conformity with the PPGs/PPSs, RSS and the Core Strategy DPD.	Nov 2010	April 2010	Nov 2010 – Oct 2012	Nov 2012	April 2013	June 2013	Aug 2013	Dec 2013	Mar 2014

Supplementary Planning Documents (SPDs)							
Title	Status	Description	Geographic Coverage	Conformity	Timetable		
					SA Scoping	Draft SPD	Adoption
Alsager Town Centre	SPD	Provides the context for the future development of Alsager Town Centre.	Site specific	Conforms with policies of the saved Congleton Local Plan.	Feb – Mar 2009	May – June 2009	Sept 2009
Local List	SPD	Identifies locally important buildings deemed worthy of retention.	Authority wide	Conforms with the saved policies of the Congleton, Macclesfield and Crewe and Nantwich Local Plans.	Feb – Mar 2009	May – June 2009	Sept 2009
Smallwood Village Design Statement	SPD	Sets out design guidance within the Parish.	Site specific	Conforms with the saved policies of the Congleton Local Plan.	Feb – Mar 2009	June – July 2009	Dec 2009
Heritage and Conservation	SPD	Provides detailed advice on heritage and conservation in the built environment.	Authority wide	Conforms with the saved policies of the Congleton, Macclesfield and Crewe and Nantwich Local Plans.	May – June 2009	Sept – Oct 2009	Mar 2010
Prestbury	SPD	Provides planning policy guidance within the Parish of Prestbury.	Site specific	Conforms with the saved policies of the Macclesfield Local Plan.	May – June 2009	Sept – Oct 2009	Mar 2010

Supplementary Planning Documents (SPDs)							
Title	Status	Description	Geographic Coverage	Conformity	Timetable		
					SA Scoping	Draft SPD	Adoption
Over Peover	SPD	Provides planning policy guidance within the Parish of Over Peover.	Site specific	Conforms with the saved policies of the Macclesfield Local Plan.	May – June 2009	Sept – Oct 2009	Mar 2010
Sandbach Town Design Statement	SPD	Sets out design guidance within the Town.	Site specific	Conforms with the saved policies of the Congleton Local Plan.	May – June 2009	Sept – Oct 2009	Mar 2010
Open Space	SPD	Provides guidance that will lead to appropriate level and design of open space within development.	Authority wide	Conforms with the saved policies of the Congleton, Macclesfield and Crewe and Nantwich Local Plans.	Nov – Dec 2009	Mar – April 2010	Sept 2010
Planning Obligations	SPD	Provides guidance on the approach to negotiating planning obligations arising from development.	Authority wide	Conforms with the saved policies of the Congleton, Macclesfield and Crewe and Nantwich Local Plans.	Nov – Dec 2009	Mar – April 2010	Sept 2010

Local Development Documents in previous Local Development Schemes

- 5.3 Paragraph 18 of The Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008 requires that the LDS specifies any local development document which was referred to in a LDS prepared by a predecessor Council; but will no longer be a LDD under the successor Council's scheme.

Document Title	LDD	Included in the Cheshire East LDS?	Comments
Cheshire County Council:			
Cheshire – core strategy minerals	DPD	No	The unitary authority takes on the previous County Council role as minerals and waste planning authority. Aspects should therefore be incorporated within the core strategy and other DPD documents.
Site specific policies and allocations -minerals	DPD	Yes	Much of the work undertaken on the minerals core strategy and site-specific policies and allocations can be utilised.
Cheshire Replacement Waste Local Plan	DPD	N/A	Now adopted in July 2007 under transition regulations.
Congleton:			
Core Strategy	DPD	No	One Core Strategy to be produced for Cheshire East, work undertaken during the production of this document will feed into the Cheshire East document.
Site Specific Allocations	DPD	No	One Site Specific Allocations DPD to be produced for Cheshire East, work undertaken during the production of this document will feed into the Cheshire East document.
Middlewich Canal Corridor AAP	DPD	No	Much of the work undertaken for this document will feed into the Cheshire East Core Strategy and Site Specific Allocations document.
Alsager Town Centre AAP	DPD	No	Much of the work undertaken for this document will feed into the Alsager Town Centre Strategy, Cheshire East Core Strategy and Site Specific Allocations document.
Congleton Town Centre AAP	DPD	No	Much of the work undertaken for this document will feed into the Cheshire

Document Title	LDD	Included in the Cheshire East LDS?	Comments
			East Core Strategy and Site Specific Allocations document.
Conservation Areas	SPD	No	This document has been superseded by a more appropriate document in relation to Heritage and Conservation.
Shop Front Design	SPD	No	This SPD may be included within a future LDS once resources are confirmed.
Managing Housing Land Supply	SPD	No	Due to changes in National and Regional policy it is not considered necessary to prepare this document at present.
Public Open Space	SPD	No	An Open Space SPD will be prepared for Cheshire East, work undertaken during the production of this document will feed into the Cheshire East document.
Landscape Character	SPD	No	This SPD may be included within a future LDS once resources are confirmed.
Residential Design	SPD	No	This SPD may be included within a future LDS once resources are confirmed.
Nature Conservation	SPD	No	This SPD may be included within a future LDS once resources are confirmed.
Rural Development	SPD	N/A	This document has since been adopted by Congleton Borough Council.
Alsager Campus	SPD	Yes	Congleton Borough Council is currently consulting upon this document (now titled MMU Campus Development Brief)
Bank Street, Congleton	SPD	No	This SPD may be included within a future LDS once resources are confirmed.
Smallwood Village Design Guidance	SPD	Yes	This SPD will continued to be prepared on behalf of Smallwood village.
Crewe and Nantwich:			
Core Strategy	DPD	No	One Core Strategy to be produced for Cheshire East, work undertaken during the production of this document will feed into the Cheshire East document.

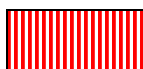
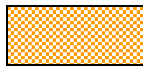


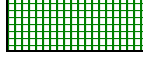



Document Title	LDD	Included in the Cheshire East LDS?	Comments
Housing Policies	DPD	No	Much of the work undertaken for this document will feed into the Cheshire East Core Strategy and Site Specific Allocations document.
Planning Obligations	SPD	Yes	A Planning Obligations SPD will be prepared for Cheshire East.
Extensions / Householder Development	SPD	N/A	This document has since been adopted by Crewe and Nantwich Borough Council.
Development on Backlands and Gardens	SPD	N/A	This document has since been adopted by Crewe and Nantwich Borough Council.
Barn Conversions	SPD	No	This SPD may be included within a future LDS once resources are confirmed.
Agricultural Workers Dwellings	SPD	No	This SPD may be included within a future LDS once resources are confirmed.
Public Open Space and Play Provision	SPD	No	An Open Space SPD will be prepared for Cheshire East, work undertaken during the production of this document will feed into the Cheshire East document.
Macclesfield:			
Core Strategy / Policies	DPD	No	One Core Strategy to be produced for Cheshire East, work undertaken during the production of this document will feed into the Cheshire East document.
Site Specific Allocations	DPD	No	One Site Specific Allocations DPD to be produced for Cheshire East
General / Generic Policies	DPD	No	This DPD may be included within a future LDS once a need is confirmed and resources are confirmed.
Town Centres Policy	DPD	No	Much of the work undertaken for this document will feed into the Cheshire East Core Strategy and Site Specific Allocations document.
South Macclesfield	DPD	No	Much of the work undertaken for this document will feed into the Cheshire East Core Strategy and Site Specific Allocations document.
Locally Important Buildings	SPD	N/A	This document has since been adopted by Macclesfield Borough Council.

Document Title	LDD	Included in the Cheshire East LDS?	Comments
Macclesfield Town Centre Public Realm	SPD	No	This SPD may be included within a future LDS once resources are confirmed.
Prestbury Village Design Statement	SPD	N/A	This document has since been adopted by Macclesfield Borough Council.
Poynton Parish Plan	SPD	N/A	This document has since been adopted by Macclesfield Borough Council.




6 Timetable for LDD Production

- 6.1 The chart below sets out the timetable and key milestones for the production of each Local Development Document (LDD).
- 6.2 The timetable for the Core Strategy Development Plan Document (DPD) has been produced to reflect the timetable for the North West Regional Spatial Strategy (RSS) and the Cheshire East Sustainable Community Strategy. This is to ensure that the policies included within the Core Strategy can be in general conformity with the policies contained within the RSS and reflects the spatial aspects of the Sustainable Community Strategy.
- 6.3 The timetable for each of the DPDs and SPDs incorporates the time taken for the Habitats Regulations Assessment and Sustainability Appraisal (SA) and where appropriate the Strategic Environmental Assessment (SEA) process.

Key for DPDs

Sustainability Appraisal Scoping	
Regulation 25 consultation	
Publication of the DPD	
Submission of the DPD	
Pre-hearing meeting	
Start of examination Hearing	
Receipt of the Inspectors Report	
Adoption of the DPD	

Key for SPDs

Sustainability Appraisal Scoping	
Draft SPD	
Adoption of the SPD	

[illegible]

7 Resources and Project Management

- 7.1 No structure has been set for the delivery of planning policy within the new Authority or the level of staff and financial resources available to it. The Executive Member for People responsible for the LDF work is aware that in order to undertake the authority's statutory function as a Local Planning Authority and to deliver the programme of documents set out in the LDS a team has to be adequately resourced both financially and in staffing terms.
- 7.2 Some elements of the LDF process are likely to involve other service areas such as Development Control, Housing and Leisure. It will be crucial to the LDF process that appropriate resources are allocated in these service areas to areas of work such as Housing Needs and Open Space. There will also be resource implications for other service areas particularly Education, Social Services and Highways and public agencies such as the Central and Eastern Cheshire Primary Care Trust. Consultants may also be engaged to work on some areas of the LDF where there is a lack of expertise or capacity in house.
- 7.3 Further information will also be required to determine the exact route that any LDD will go through in terms of Council procedures as further committees and sub-groups are currently in the process of being set up. Information in relation to the resources and project management of the LDF will be updated in future reviews of the LDS.

Joint Working

- 7.4 One of the culture changes brought about by the LDF is the ability to work jointly between Councils, across the authority and with other organisations. Joint working can be undertaken to ensure that LDF documents are produced more effectively and efficiently. This could be through jointly preparing a DPD or SPD or by working together to produce an appropriate evidence base.

8 Evidence Base

- 8.1 The LDF needs to be based on a sound, relevant and up to date evidence base. This evidence base is the information that will be used to support the policies contained within the LDF. This evidence base may well be taken from existing published sources as well as from research carried out by the authority and consultants. LDDs will establish the Council's planning policies. However, in preparing these LDDs, a range of background work has been prepared and collated which needs to be taken account of.
- 8.2 Whilst a number of current background documents have been listed in Appendix 3, it should be noted that the Council may well publish others in the course of preparing LDDs to improve upon the robust and credible evidence base for the LDF.
- 8.3 The list below highlights a number of documents which will be prepared or updated to provide the evidence base for the Cheshire East LDF. It is possible that further documents will be required during the production of the LDF and where possible such additions will be listed in Local Development Scheme (LDS) review documents.
- Annual Monitoring Report
 - Aggregate Resources
 - Census 2001
 - Corporate Strategy
 - Employment Land Monitoring Report
 - Employment Land Review
 - Gypsy & Travellers Study
 - Habitats Regulations Assessment
 - Housing Land Availability Report
 - Infrastructure Study
 - Landscape Character Assessment
 - PPG17 Open Space Assessment
 - Retail Schedule
 - Retail Study
 - South Cheshire Sub-Regional Study
 - State of the Authority Report
 - Strategic Flood Risk Assessment (SFRA)
 - Strategic Housing Land Availability Assessment (SHLAA)
 - Strategic Housing Market Assessment (SHMA) and Housing Needs Survey
 - Sustainability Appraisal
 - Sustainable Community Strategy
 - Tourism Study
 - Transport and Accessibility Studies

9 Sustainable Community Strategy

9.1 The Government intends that spatial planning objectives for local areas, as set out in the LDF, should be aligned not only with national and regional plans, but also with the shared local priorities set out in the Sustainable Community Strategy (SCS) where these are consistent with national and regional policy. Local authorities should therefore ensure that:

- Their SCS takes full account of spatial, economic, social and environmental issues;
- Key spatial planning objectives for the area as set out in the LDF Core Strategy are in harmony with the SCS priorities; and
- The Local Area Agreement (LAA), as the delivery agreement with central Government, is based on the priorities of the SCS supported by the local planning policy to deliver the agreed outcomes. (PPS12 Para 1.6).

The Sustainable Community Strategy should therefore set out the vision for Cheshire East.

9.2 An interim Cheshire East Sustainable Community Strategy has been prepared based upon the existing 4 community strategies and the agreed LAA which will be able to be divided between East and West Cheshire. It is expected that a high level shadow Local Strategic Partnership (LSP) will be in place by January 2009. There is work in progress concerning the future function and structure of the LSP, thematic boards etc.

9.3 From April 2009 onwards a new Cheshire East Sustainable Community Strategy will be developed. Joint consultation can be carried out on a draft Cheshire East Sustainable Community Strategy and any LDF options that need to be consulted on. The development of the Cheshire East Sustainable Community Strategy and the Regulation 25 work for the Cheshire East Core Strategy can therefore run in tandem achieving joint consultation with the relevant stakeholders, partners and the community.

10 Sustainability Appraisal and Habitats Regulations Assessment

- 10.1 The Government's policy is that Sustainability Appraisal (SA) should incorporate the requirements of the Strategic Environmental Assessment (SEA) Directive (2001/42/EC) which requires a formal environmental assessment of certain plans and programmes including those in the field of Planning and land use. Currently, all LDDs (except the Annual Monitoring Report, Statement of Community Involvement and LDS) are subject to a SA to ensure that they reflect sustainable development objectives, however, it should be noted that the forthcoming Planning Bill may remove the requirement for SPDs to be subject to SA.
- 10.2 The SA forms part of testing the 'soundness' of DPDs to ensure that they are consistent with each other in terms of their objectives and policies. All DPDs are subject to independent examination to assess whether they are sound in terms of their content and the process by which they are produced. SPDs are subject to Statutory procedures in terms of preparation but are not subject to examination.
- 10.3 Habitats Regulations Assessment (HRA) of the DPDs and SPDs will also be undertaken. This relates to Articles 6(3) and (4) of the Habitats Directive (Directive 92/43/EEC) and is concerned with assessing the likely significant effects of land use plans on European Sites (including Ramsar sites). It is the responsibility of the LPA to decide if a HRA is required and to undertake the Appropriate Assessment if it is considered necessary. The purpose of an HRA is to assess the impacts of land use plans upon the conservation objectives of a European Site. HRA could potentially be relevant to all DPDs and SPDs. There is a need to consider proposals for all options in plans and also to consider the impacts of plans in combination. The level of detail is only that required for an HRA to do its job. Impacts should be assessed using the precautionary principal. Natural England can advise on the HRA process. HRA should be tied in with SA and SEA process, however, recent guidance from Natural England suggest that it should be an on-going process as the LDF evolves.
- 10.4 The SA and HRA work will be continually updated as the LDF progresses, with community and stakeholder involvement. The SA of each LDD will be subject to public consultation at the same time as the consultation period of the LDD in question.

11 Monitoring and Review

- 11.1 The Government requires that the LDS is annually reviewed and kept up to date by taking account of progress on the programme and monitoring of the evidence base and adopted policies. However, there may be a need to review the LDS more frequently if unforeseen changes occur to the LDF programme.
- 11.2 The LDS will be reviewed through the Annual Monitoring Report (AMR), which in turn will lead to the review of the LDS. The AMR monitors the implementation and effectiveness of policies, from the beginning of April to the end of March. The AMR will be submitted to the Secretary of State before 31st December each year and published following submission.
- 11.3 The AMR will review actual plan progress over the year compared to the targets and milestones for LDD preparation set out in the LDS. It will assess:
- whether the Council is meeting, or is on track to meet, the targets and consultation milestones set out in the LDDs;
 - if the Council is falling behind schedule or has failed to meet a target or milestone, the reasons for this;
 - the need to update the LDS in light of the above, and if so, the necessary steps and timetable;
 - whether any policies need to be replaced to meet sustainable development objectives; and
 - what action needs to be taken if policies need to be replaced.
- 11.4 The AMR is also used to monitor both National and Local Indicators to provide evidence, and allow for monitoring of the LDF. In July 2008 a number of the National Indicators were updated to better reflect Government guidance.
- 11.5 Due to the current monitoring situation it is expected that Cheshire County, Congleton, Crewe and Nantwich and Macclesfield Borough Councils will monitor the 2007/08 period individually¹. However, in subsequent years a single AMR will be produced by Cheshire East covering the entirety of the new Authority, although it may take a little time to ensure that the monitoring is undertaken consistently across the new Authority.

¹ Links to the AMR can be found in Appendix 3.

12 Risk Assessment

12.1 Government guidance requires that the LDS should contain a risk assessment that identifies all possible risks that could be encountered in the implementation of this LDS. The following table identifies those risks. The key risk is at present Local Government Reorganisation. With no decisions over the level of staff; location of staff and budget/resourcing it may well be that this LDS needs to be reviewed quite quickly, once this information becomes available.

No.	Risk	Commentary (where appropriate)	Problem	Mitigation Measures	Risk Assessment (Probability x Impact)
1	Local Government Reorganisation.	<p>Four authorities are being brought together to form East Cheshire. The new East Cheshire will be the LPA in April 2009. Transitional arrangements are in hand Summer 2008.</p> <p>As we draft this document there is a lack of information on resources to carry out the LDF (both staffing and financial) as well as location of the Service and staff and Service / Departmental priorities.</p> <p>Co –location of key linked services has yet to be decided.</p>	<p>- Programme slippage</p> <p>-objectives on quality compromised</p> <p>-Work can not be progressed;</p>	<p>The Council has taken a realistic and pragmatic view when putting together the work programme.</p> <p>Budget needs to be kept under review once allocated, including the potential for reassessment of work programme.</p> <p>Need to consider how remote working can be managed and programme management kept to schedule.</p>	4 x 5 = 20

No.	Risk	Commentary (where appropriate)	Problem	Mitigation Measures	Risk Assessment (Probability x Impact)
2	Staff turnover /inability to recruit / loss of staff /staff motivation / staff absence.	There are significant uncertainties for staff within the authorities prior to vesting day. Staff may well leave which may also lead to a loss of experienced staff. Recruitment may well be difficult.	-the need to reschedule the LDS. Requirement to buy in expertise.	It is expected that staff resources will be drawn from the planning services of all four authorities. Day one needs are being considered at the outset. Staff are being kept informed of progress. Use of temporary staff and consultants may be considered although this will be dependant upon budget.	$4 \times 4 = 16$
3	National / regional changes to policy through PPS/RSS etc		Additional work will be required to comply with the guidance/policy.	Keep up to date with emerging policy/ guidance and have an input into such policy where appropriate.	$4 \times 4 = 16$
4	Culture Change and challenge	The new authority has to hit the floor running. There may well be steep learning curves for politicians and staff alike.	Disenfranchisement and programme slippage.	Set out a clear vision and ensure strong leadership. Carry out staff and councillor training.	$4 \times 4 = 16$
5	Political delay	Council meeting dates and procedures still to be formalised. New work areas being taken on that some Councillors may not be familiar with.	Deferring decision making or the inability to meet the identified draft dates for Council.	Involvement of members at an early stage in the process. Council dates (where available) have been considered in the programme timetable. Councillor training	$3 \times 4 = 12$
6	DPD fails test of soundness		DPD cannot be adopted without	Work closely with GONW & PINs to ensure risk is minimised.	$2 \times 5 = 10$

No.	Risk	Commentary (where appropriate)	Problem	Mitigation Measures	Risk Assessment (Probability x Impact)
			additional work or may well need to have the core strategy approved prior to submission of the DPD.	Utilise soundness toolkit.	
7	Legal challenge		Adopted LDD quashed. Additional work loads.	Ensure robust and up to date evidence base. Audited stakeholder and community engagement.	$2 \times 5 = 10$
8	Joint working with other internal departments and or external authorities	More complex management of the process – needs continual agreement between parties with a potential for delay Joint working needs close political management and risk may arise were one of the authorities pull out at a late stage	Cause a slippage in programme	Ensure that timescales for DPD's is realistic and reflect partner authorities ability to contribute to joint working. Ensure commitment to milestones, dates and resource allocations from relevant parties in advance. Political liaison.	$2 \times 4 = 8$
9	Project team required to undertake other unforeseen work	Resources are finite. The project team and work area are still to be decided, there may well be instances	Cause slippage in the programme.	Make LDF a corporate priority. Identify core staff to be shielded from other work.	$2 \times 3 = 6$

No.	Risk	Commentary (where appropriate)	Problem	Mitigation Measures	Risk Assessment (Probability x Impact)
		where the team are called upon to input in to other priority areas of the Authority.		Staff training.	
10	Volume of work greater than anticipated	This may well be, for example, a higher number of representations than expected, particularly given the boundary changes, new work areas etc.	Cause slippage in the programme.	Ensure timetable is realistic and has a degree of built in flexibility. Monitor against LDS. Consider resources available at peak times.	$2 \times 3 = 6$
11	IT and remote working	Uncertainties remain over how the 4 old authorities will be united and how remote working can be utilised. IT plays a significant part in the new authority's ability to deliver.	Cause slippage in the programme.	Pre day one issue that needs to be considered from the outset.	$2 \times 3 = 6$
12	Linkages to SCS	SCS is quicker and less rigorous process. Some LSP partners may become impatient with I&O /evidence based work. Procedural synchronicity required. SCS contains much which	Poor understanding of the process and slippage in the programme.	Ensure key linkages internally within the Authority and with key stakeholders. Staff and Councillor training.	$1 \times 5 = 5$

No.	Risk	Commentary (where appropriate)	Problem	Mitigation Measures	Risk Assessment (Probability x Impact)
		is non spatial.			
13	Consultation fatigue /overload		Lack of response. Lack of understanding of vision.	Link to SCS wherever practicable.	$2 \times 2 = 4$
14	The capacity of the Planning Inspectorate (PINS) and GONW		Inability of PINS or the GONW to meet deadlines due to nationwide demand will lead to delays in adoption.	This is outside of the Council's control, however PINS and the GONW have been consulted on the proposed timetable for the production of the LDS documents. PINS and the GONW consider this timetable to be acceptable.	$1 \times 4 = 4$
15	LDF programme too ambitious		May result in key milestones within the LDS not being met. Programme slippage.	The Council has taken a realistic view to the programme. Resources will be requested to manage the programme. The LDF is now a priority of the council.	$1 \times 3 = 3$
16	Secretary of State directs revisions /changes to the LDS		- Approval of LDS delayed; - Cause overall slippage in LDF programme	Close liaison with Government Office on emerging LDS.	$1 \times 2 = 2$

Appendix 1: Saved Policies

- 12.2 Under the Planning and Compulsory Purchase Act 2004 adopted structure and local plan policies are saved for 3 years from whichever is the later of:
- The date of the commencement of the Act [27th September 2004] or
 - The date the plan was adopted.
- 12.3 However, the Act does allow the Secretary of State to extend the saving of policies beyond that date. Providing that the policies to be extended comply with the following criteria:
- Where appropriate, there is a clear central strategy
 - Policies have regard to the community strategy for the area
 - Policies are in general conformity with the regional spatial strategy
 - Policies are in conformity where the LDF Core Strategy has been adopted
 - There are effective policies for any parts of the authority's area where significant change in the use or development of land or conservation of the area is envisaged, and
 - Policies are necessary and do not merely repeat national or regional policy.

Cheshire 2016 Replacement Structure Plan

The Planning and Compulsory Purchase Act 2004 includes a mechanism whereby structure plan policies can be saved for a period of up to three years from commencement of the Act or adoption of the Structure Plan (December 2005). Scope exists for the Regional Planning Board, in discussion with the Structure Plan authority, to consider whether any policies should be saved for a longer period, in order to fill a policy void. The Secretary of State will then decide whether such policies should be saved. The RSS identifies the following policies in the Cheshire Structure Plan that are to be saved in this way:

GEN 5 – Jodrell Bank Zone

GEN8 – Regional Parks

HOU6 – caravan sites for gypsies

T4 - Strategic improvements to the transport network

T5 - Former railway infrastructure

T7 – Parking

T8 - Improvements to the rail network

T9 - Motorway and trunk road networks

T10 -Roadside services.

TR3 -Visitor accommodation

TR4 – Extensive outdoor recreation

Cheshire Replacement Waste Local Plan

All policies within the Cheshire Replacement Waste Local Plan are saved for a period of three years from adoption, from July 2007 until July 2010. If after this date it is still necessary to 'save' the policies of the Cheshire Replacement Waste Local Plan it will then be possible to request a further extension from the Secretary of State.

**DIRECTION UNDER PARAGRAPH 1(3) OF SCHEDULE 8 TO THE PLANNING
AND COMPULSORY PURCHASE ACT 2004
POLICIES CONTAINED IN THE CHESHIRE REPLACEMENT MINERALS LOCAL
PLAN (JUNE 1999)**

The Secretary of State for Communities and Local Government in exercise of the power conferred by paragraph 1(3) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 directs that for the purposes of the policies specified in the Schedule to this direction, paragraph 1(2)(a) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 does not apply.

Signed by authority of the
Secretary of State

Steven Fyfe
Head, Local Planning Team
Government Office for the North West
18 September 2007

SCHEDULE

**POLICIES CONTAINED IN THE CHESHIRE REPLACEMENT MINERALS LOCAL
PLAN (ADOPTED JUNE 1999)**

CHAPTER 2 – MINERALS - GENERAL

Policy 1 - Sustainability

Policy 2 - Need

Policy 3 – Aggregate Reserves

Policy 4 – Alternative Sources of Aggregates

Policy 5 – Safeguarding High Quality Mineral

Policy 6 – Prior Extraction

Policy 7 – Mineral Consultation Areas

Policy 8 - Review

Policy 9 – Planning Applications

Policy 10 – Geological Content of Planning Applications

Policy 11 – Pre-Application Discussions

Policy 12 - Conditions

Policy 13 – Planning Obligations/Legal Agreements

Policy 14 – Areas of Special County Value (ASCV)

Policy 15 - Landscape

Policy 16 – Plant and Buildings

Policy 17 – Visual Amenity

Policy 18 – Jodrell Bank Zone

Policy 19 - Archaeology

Policy 20 - Archaeology

Policy 21 - Archaeology

Policy 22 – Nature Conservation

Policy 23 – Nature Conservation

Policy 24 – Built Heritage and Historic Environment

Policy 25 – Groundwater/ Surface Water/ Flood Protection

Policy 26 - Noise

Policy 27 - Noise

Policy 28 – Dust

Policy 29 – Agricultural Land

Policy 30 – Agricultural Land – Silica Sand

Policy 31 – Cumulative Impact
Policy 32 – Advance Planting
Policy 33 – Public Rights of Way
Policy 34 - Highways
Policy 35 - Alternative forms of transport
Policy 36 – Secondary Operations
Policy 37 – Hours of Operation
Policy 38 - Blasting
Policy 39 – Stability and Support
Policy 40 – Mine Waste Disposal
Policy 41 - Restoration
Policy 42 - Aftercare
Policy 43 – Liaison Committees

CHAPTER 5 – COAL

Policy 44 – Opencast Coal

CHAPTER 6 – SAND AND GRAVEL

Policy 45 – Sand and Gravel Landbank
Policy 46 – Future Sand and Gravel Extraction
Policy 47 – Sand and Gravel Area of Search

CHAPTER 7 - HYDROCARBONS

Policy 48 - Hydrocarbons

CHAPTER 8 – PEAT

Policy 49 - Peat

CHAPTER 9 – SALT

Policy 50 – Natural Brine Pumping
Policy 51 – Future Rock Salt Extraction
Policy 52 – Future Controlled Brine Extraction

CHAPTER 10 – SANDSTONE

Policy 53 – Crushed Rock Landbank

CHAPTER 11 – SILICA SAND

Policy 54 – Future Silica Sand Extraction

**DIRECTION UNDER PARAGRAPH 1(3) OF SCHEDULE 8 TO THE PLANNING
AND COMPULSORY PURCHASE ACT 2004**

**POLICIES CONTAINED IN CONGLETON BOROUGH LOCAL PLAN
(ADOPTED JANUARY 2005)**

The Secretary of State for Communities and Local Government in exercise of the power conferred by paragraph 1(3) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 directs that for the purposes of the policies specified in the Schedule to this direction, paragraph 1(2)(a) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 does not apply.

Signed by authority of the
Secretary of State

Steven Fyfe
Head, Local Planning Team
Government Office for the North West
25 January 2008

SCHEDULE

POLICIES CONTAINED IN CONGLETON BOROUGH LOCAL PLAN (ADOPTED JANUARY 2005)

1. Chapter 2 – Plan Strategy

Policy PS3: Settlement Hierarchy
Policy PS4: Towns
Policy PS5: Villages in the Open Countryside and Inset in the Green Belt
Policy PS6: Settlements in the Open Countryside and the Green Belt
Policy PS7: Green Belt
Policy PS8: Open Countryside
Policy PS9: Areas of Special County Value
Policy PS10: Jodrell Bank Radio Telescope Consultation Zone
Policy PS12: Strategic Transport Corridors

2. Chapter 3 – General Requirements

Policy GR1: New Development
Policy GR2: Design
Policy GR3: Design
Policy GR4: Landscaping
Policy GR5: Landscaping
Policy GR6: Amenity and Health
Policy GR7: Amenity and Health
Policy GR8: Amenity and Health
Policy GR9: Accessibility, Servicing and Parking Provision (New Development)
Policy GR10: Accessibility, Servicing and Parking Provision
Policy GR11: Development Involving New Roads and other Transportation Projects
Policy GR13: Public Transport Measures
Policy GR14: Cycling Measures
Policy GR15: Pedestrian Measures
Policy GR16: Footpath, Bridleway and Cycleway Networks
Policy GR17: Car Parking
Policy GR18: Traffic Generation
Policy GR19: Infrastructure
Policy GR20: Public Utilities
Policy GR21: Flood Prevention
Policy GR22: Open Space Provision
Policy GR23: Provision of Services and Facilities

3. Chapter 4 – Natural Environment and Resources Policies

Policy NR1: Trees and Woodlands
Policy NR2: Statutory Sites
Policy NR3: Habitats

Policy NR4: Non-statutory Sites

Policy NR5: Non-statutory Sites

Policy NR6: Reclamation of Land

Policy NR9: Renewable Energy

4. Chapter 5 - Built Environment and Heritage

Policy BH1: Parks and Gardens of Historic Interest

Policy BH2: Statutory List of Buildings of Special Architectural or Historic Interest (Demolition)

Policy BH3: Statutory List of Buildings of Special Architectural or Historic Interest (Change of Use/Conversion)

Policy BH4: Statutory List of Buildings of Special Architectural or Historic Interest (Effect of Proposals)

Policy BH5: Statutory List of Buildings of Special Architectural or Historic Interest

Policy BH6: Non-statutory List of Buildings of Special Architectural or Historic Interest

Policy BH7: Enabling Development

Policy BH8: Conservation Areas

Policy BH9: Conservation Areas

Policy BH10: Conservation Areas

Policy BH13: New Agricultural Buildings

Policy BH15: Conversion of Rural Buildings

Policy BH16: The Residential Re-use of Rural Building

5. Chapter 6 – Economy

Policy E3: Employment Development in Towns

Policy E4: Employment Development in Villages

Policy E5: Employment Development in the Open Countryside

Policy E6: Employment Development in the Green Belt

Policy E8: Home-based Businesses

Policy E9: Royal Ordnance factory, Radway Green

Policy E10: Re-use or Redevelopment of Existing Employment Sites

Policy E11: Owner-specific Employment Sites

Policy E12: Distribution and Storage Facilities

Policy E13: Roadside Facilities

Policy E14: Motorway Service Areas

Policy E15: Heavy Goods Vehicle Parking

Policy E16: Tourism and Visitor Development (Facilities & Attractions)

Policy E17: Tourism and Visitor Development (Serviced Accommodation)

Policy E18: Tourism and Visitor Development (Camping & Caravanning Sites)

Policy E19: Telecommunications

6. Chapter 7 – Housing

Policy H1: Provision of New Housing Development

Policy H2: Provision of New Housing Development
Policy H3: Committed Housing Sites
Policy H4: Residential Development in Towns
Policy H5: Residential Development in Villages
Policy H6: Residential Development in the Open
Countryside and the Green Belt
Policy H7: Residential Caravans and Mobile Homes
Policy H8: Gypsy Caravan Sites
Policy H9: Additional Dwellings and Sub-divisions
Policy H10: Additional Dwellings and Sub-divisions
Policy H13: Affordable and Low-cost Housing
Policy H14: Affordable and Low-cost Housing
Policy H16: Extensions to Dwellings in the Open Countryside and
Green Belt
Policy H17: Extension of residential Curtilages into the Open Countryside
Or Green Belt
Policy H18: Dwellings Associated with Rural Enterprises
Policy H19: Agricultural Occupancy Conditions

7. Chapter 8 – Town Centres and Shopping

Policy S1: Shopping Hierarchy
Policy S2: Shopping and Commercial Development Outside Town Centres
Policy S4: Principal Shopping Areas
Policy S5: Other Town Centre Areas
Policy S6: The Use of Upper Floors within Town Centres
Policy S7: Shopping and Commercial Development in Villages
Policy S8: Holmes Chapel
Policy S9: Shopping and Commercial Development in the Open
Countryside and Green Belt
Policy S11: Shop Fronts and Security Shutters (Shop Fronts)
Policy S12: Security Shutters-Solid Lath
Policy S13: Security Shutters-Lattice/Mesh Grilles
Policy S14: Advertisements
Policy S15: Advertisements in Conservation Areas
Policy S16: Environmental Improvements and Traffic Management
Measures

8. Chapter 9 – Recreation and Community Facilities

Policy RC1: Recreation and Community Facilities Policies (General)
Policy RC2: Protected Areas of Open Space
Policy RC3: Nuisance Sports
Policy RC4: Countryside Recreational Facilities
Policy RC5: Equestrian Facilities
Policy RC6: Golf Courses and Driving Ranges

Policy RC7: Water Based Activities
Policy RC8: Canal/Riverside Recreational Developments
Policy RC9: Canal/Riverside Recreational Developments (Mooring)
Policy RC10: Outdoor Formal recreational and Amenity Open Space
Facilities
Policy RC11: Indoor Recreational and Community Uses (General)
Policy RC12: Retention of Existing Community Facilities
Policy RC13: Day Nurseries

9. Chapter 10 – Development Proposals

Policy DP1: Employment Sites
Policy DP2: Housing Sites
Policy DP3: Mixed Use Sites
Policy DP3A: Alsager Campus
Policy DP4: Retail sites
Policy DP5: Recreation, Leisure and Community Use Sites
Policy DP6: Treatment Facility
Policy DP7: Development Requirements
Policy DP8: Supplementary Planning Guidance
Policy DP9: Transport Assessment
Policy DP10: New Road Schemes
Policy DP11: Transport Facilities

**DIRECTION UNDER PARAGRAPH 1(3) OF SCHEDULE 8 TO THE
PLANNING AND COMPULSORY PURCHASE ACT 2004**

**POLICIES CONTAINED IN BOROUGH OF CREWE AND NANTWICH
REPLACEMENT LOCAL PLAN 2011 (ADOPTED FEBRUARY 2005)**

The Secretary of State for Communities and Local Government in exercise of the power conferred by paragraph 1(3) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 directs that for the purposes of the policies specified in the Schedule to this direction, paragraph 1(2)(a) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 does not apply.

Signed by authority of the
Secretary of State

Steven Fyfe Head, Local Planning Team Government Office for the North West 14
February 2008

SCHEDULE

**POLICIES CONTAINED IN BOROUGH OF CREWE AND NANTWICH
REPLACEMENT LOCAL PLAN 2011 (ADOPTED FEBRUARY 2005)**

1. Chapter 4 – The Natural Environment

Policy NE1: Development in the Green Belt
Policy NE2: Open Countryside
Policy NE3: Areas of Special County Value
Policy NE4: Green Gaps
Policy NE5: Nature Conservation and Habitats
Policy NE6: Sites of International Importance for Nature Conservation
Policy NE7: Sites of National Importance for Nature Conservation
Policy NE8: Sites of Local Importance for Nature Conservation
Policy NE9: Protected Species
Policy NE10: New Woodland Planting and Landscaping
Policy NE11: River and Canal Corridors
Policy NE12: Agricultural Land Quality
Policy NE13: Rural Diversification
Policy NE14: Agricultural Buildings Requiring Planning Permission
Policy NE15: Re-Use and Adaptation of a Rural Building for a Commercial,
Industrial or Recreational Use.
Policy NE16: Re-Use and Adaptation of a Rural Building for Residential
Use.
Policy NE17: Pollution Control
Policy NE18: Telecommunications Development
Policy NE19: Renewable Energy
Policy NE20: Flood Prevention
Policy NE21: New Development and Landfill Sites

2. Chapter 5 – The Built Environment

BE1: Amenity Policy
BE2: Design Standards Policy
BE3: Access and Parking Policy
BE4: Drainage, Utilities and Resources Policy
BE5: Infrastructure Policy
BE6: Development on Potentially Contaminated Land Policy
BE7: Conservation Areas Policy
BE8: Advertisements in Conservation Areas Policy
BE9: Listed Buildings: Alterations and Extensions Policy
BE10: Changes of use for Listed Buildings Policy
BE11: Demolition of Listed Buildings Policy
BE12: Advertisements on Listed Buildings Policy
BE13: Buildings of Local Interest Policy
BE14: Development Affecting Historic Parks and Gardens Policy
BE15: Scheduled Ancient Monuments

BE17: Historic Battlefields Policy
BE18: Shop Fronts and Advertisements Policy
BE19: Advertisements and Signs Policy
BE20: Advance Directional Advertisements Policy
BE21: Hazardous Installations

3. Chapter 6 – Employment Policy

E1: Existing Employment Allocations Policy
E2: New Employment Allocations Policy
E3: Regional and Strategic Employment Allocations at Basford Policy
E4: Development on Existing Employment Areas Policy
E5: Employment in Villages Policy
E6: Employment Development within Open Countryside Policy
E7: Existing Employment Sites

4. Chapter 7 – Housing

RES1: Housing Allocations Policy
RES2: Unallocated Housing Sites Policy
RES3: Housing Densities Policy
RES4: Housing in Villages with Settlement Boundaries Policy
RES5: Housing in the Open Countryside Policy
RES6: Agricultural and Forestry Occupancy Conditions Policy
RES7: Affordable Housing within the Settlement Boundaries Of Nantwich and the Villages listed in Policy RES4
RES8: Affordable Housing in Rural Areas Outside Settlement Boundaries (Rural Exceptions Policy)
RES9: Houses in Multiple Occupation Policy
RES10: Replacement Dwellings in the Open Countryside Policy
RES11: Improvements and Alterations to Existing Dwellings Policy
RES12: Living over the Shop Policy
RES13: Sites for Gypsies and Travelling Showpeople

5. Chapter 8 – Transportation Policy

TRAN1: Public Transport Policy
TRAN2: Crewe Bus Station Policy
TRAN3: Pedestrians Policy
TRAN4: Access for the Disabled Policy
TRAN5: Provision for Cyclists Policy
TRAN6: Cycle Routes Policy
TRAN7: Crewe Railway Station Policy
TRAN8: Existing Car Parks Policy
TRAN9: Car Parking Standards Policy
TRAN10: Trunk Roads Policy
TRAN11: Non Trunk Roads Policy
TRAN12: Roadside Facilities

6. Chapter 9 – Recreation and Tourism

Policy RT1: Protection of Open Spaces with Recreational or Amenity Value

Policy RT2: Equipped Children's Playgrounds
Policy RT3: Provision of recreational Open Space and Children's
Playspace in New Housing Developments
Policy RT5: Allotments
Policy RT6: Recreational Uses in the Open Countryside
Policy RT7: Visitor Accommodation
Policy RT8: Promotion of Canals and Waterways
Policy RT9: Footpaths and Bridleways
Policy RT10: Touring Caravans and Camping Sites
Policy RT11: Golf Courses
Policy RT12: Nantwich Riverside
Policy RT13: Leighton West Country Park
Policy RT14: Nantwich Canal Basin
Policy RT15: The Protection of Existing Indoor Leisure Facilities
Policy RT16: Noise Generating Sports
Policy RT17: Increasing Opportunities for Sport

7. Chapter 10 – Shopping, Town Centres and Regeneration

Policy S1: New Retail Development in Town Centres
Policy S2: Crewe Town Centre Primary Frontages
Policy S3: Crewe Town Centre Secondary Frontages
Policy S4: Nantwich Town Centre
Policy S5: Welsh Row, Nantwich
Policy S6: Sites Allocated for Retailing and/or Leisure/Entertainment
Uses
Policy S7: Cronkinson Farm District Shopping Centre
Policy S8: Existing District and Local Shopping Centres
Policy S9: Nantwich Road, Crewe
Policy S10: Major Shopping Proposals
Policy S11: Leisure and Entertainment
Policy S12: Mixed Use Regeneration Areas
Policy S13: Village Shops

8. Chapter 11 – Community Needs

CF1: Leighton Hospital Policy
CF2: Community Facilities Policy
CF3: Retention of Community Facilities

N.B. POLICY RES 7 AS MODIFIED (Affordable Housing within the Settlement Boundaries of Nantwich and the Villages listed in Policy RES4)

The Government Office for the North West states that the direction to save policies under paragraph 1(3) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 would only apply to those policies adopted within the original version of the Adopted Replacement Local Plan 2011 (Adopted on the 17th February 2005).

As such, Policy RES. 7 (As Modified) could not be included within the saved policies direction. However, as the original policy refers to the importance of the use of an up to date evidence base, and the fact that the modified policy is based upon the most

up to date Housing Needs Survey (undertaken in 2005), then the modified policy is still relevant and used by staff within Development Management processes at the Borough Council.

Moreover, as both the evidence base and approach taken within policy RES.7 (As Modified), reflects the advice in Planning Policy Statement 3, then its continued use is justifiable. In fact the Government Office for the North West, specifically stated: *'In particular, we would draw your attention to the importance of reflecting policy in Planning Policy Statement 3 Housing and Strategic Housing Land Availability Assessments in relevant decisions'*.

This advice therefore seems to endorse the approach undertaken by the Borough Council.

**DIRECTION UNDER PARAGRAPH 1(3) OF SCHEDULE 8 TO THE PLANNING
AND COMPULSORY PURCHASE ACT 2004
POLICIES CONTAINED IN THE MACCLESFIELD BOROUGH PLAN (JANUARY
2004)**

The Secretary of State for Communities and Local Government in exercise of the power conferred by paragraph 1(3) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 directs that for the purposes of the policies specified in the Schedule to this direction, paragraph 1(2)(a) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 does not apply.

Signed by authority of the
Secretary of State

Steven Fyfe
Head, Local Planning Team
Government Office for the North West
18 September 2007

SCHEDULE

**POLICIES CONTAINED IN MACCLESFIELD BOROUGH LOCAL PLAN (ADOPTED
JANUARY 2004)**

CHAPTER 3 – ENVIRONMENT

Natural Environment

- Policy NE1 - Areas of Special County Value
- Policy NE2 - Protection of Local Landscapes
- Policy NE3 - Landscape Conservation
- Policy NE5 - Conservation of Parkland Landscapes
- Policy NE7 - Woodland Management
- Policy NE8 - Promotion and Restoration of Woodland
- Policy NE9 - Protection of River Corridors
- Policy NE10 - Conservation of River Bollin
- Policy NE11 - Nature Conservation
- Policy NE12 - SSSI's, SBI's and Nature Reserves
- Policy NE13 - Sites of Biological Importance
- Policy NE14 - Nature Conservation Sites
- Policy NE15 - Habitat enhancement
- Policy NE16 - Nature Conservation Priority Areas
- Policy NE17 - Nature Conservation in Major Developments
- Policy NE18 - Accessibility to Nature Conservation

Built Environment

- Policy BE1 - Design Guidance
- Policy BE2 - Preservation of Historic Fabric
- Policy BE3 - Conservation Areas
- Policy BE4 - Design Criteria in Conservation Areas
- Policy BE6 - Macclesfield Canal Conservation Area
- Policy BE7 - High Street Conservation Area
- Policy BE8 - Christ Church Conservation Area
- Policy BE9 - Barracks Square Conservation Area
- Policy BE12 - The Edge Conservation Area
- Policy BE13 - Legh Road Conservation Area
- Policy BE15 - Listed Buildings
- Policy BE16 - Setting of Listed Buildings

Policy BE17 - Preservation of Listed Buildings
Policy BE18 - Design Criteria for Listed Buildings
Policy BE19 - Changes of Use for Listed Buildings
Policy BE20 - Locally Important Buildings
Policy BE21 - Sites of Archaeological Interest
Policy BE22 - Scheduled Monuments
Policy BE23 - Development Affecting Archaeological Sites
Policy BE24 - Development of Sites of Archaeological Importance

CHAPTER 4 – GREEN BELT AND COUNTRYSIDE

Policy GC1 - Green Belt – New Buildings
Policy GC4 - Major Developed Sites in the Green Belt
Policy GC5 - Countryside Beyond the Green Belt
Policy GC6 - Outside the Green Belt, Areas of Special County Value and Jodrell Bank Zone
Policy GC7 - Safeguarded Land
Policy GC8 - Reuse of Rural Buildings – Employment and Tourism
Policy GC9 - Reuse of Rural Buildings - Residential
Policy GC10 - Extensions to Residential Institutions
Policy GC12 - Alterations and Extensions to Houses
Policy GC14 - Jodrell Bank

CHAPTER 5 – RECREATION AND TOURISM

Recreation

Policy RT1 - Protection of Open Spaces
Policy RT2 - Incidental Open Spaces/Amenity Areas
Policy RT3 - Redundant Educational Establishments
Policy RT5 - Open Space Standards
Policy RT6 - Recreation/Open Space Provision
Policy RT7 - Cycleways, Bridleways and Footpaths
Policy RT8 - Access to Countryside
Policy RT9 - Restoration of Danes Moss Tip
Policy RT10 - Canals and Water Recreation
Policy RT11 - Canal Mooring Basins

Tourism

Policy RT13 - Promotion of Tourism

Policy RT15 - Hotel Development

Policy RT17 - Reuse of Rural Buildings

Policy RT19 - Dairy House Lane Recreational Allocation

CHAPTER 6 – HOUSING AND COMMUNITY USES

Housing

Policy H1 - Phasing Policy

Policy H2 - Environmental Quality in Housing Developments

Policy H4 - Housing Sites in Urban Areas

Policy H5 - Windfall Housing Sites

Policy H6 - Town Centre Housing

Policy H8 - Provision of Affordable Housing in Urban Areas

Policy H9 - Occupation of Affordable Housing

Policy H11 - Existing Housing Stock

Policy H12 - Low Density Housing Areas

Policy H13 - Protecting Residential Areas

Community Uses

Policy C2 - Macclesfield District General Hospital

CHAPTER 7 – EMPLOYMENT

Policy E1 - Retention of Employment Land

Policy E2 - Retail Development on Employment Land

Policy E3 - B1 (Business) Uses

Policy E4 - General Industrial Development

Policy E5 - Special Industries

Policy E6 - Land to the west of Lyme Green Business Park

Policy E7 - Land at Hurdsfield Road

Policy E8 - Parkgate Industrial Estate

Policy E11 - Mixed Use Areas

Policy E14 - Relocation of Businesses

CHAPTER 8 – TRANSPORT

Policy T1 - General Transportation Policy

Policy T2 - Public Transport

Policy T3 - Pedestrians

Policy T4 - Access for People with Restricted Mobility

Policy T5 - Provision for Cyclists

Policy T6 - Highway Improvement Schemes

Policy T7 - Safeguarded Routes

Policy T8 - Traffic Management and Environmental Improvements

Policy T9 - Traffic Management and Traffic Calming

Policy T10 - South Macclesfield Distributor Road

Policy T11 - Improvements to Strategic Highways Network

Policy T13 - Public Car Parks

Policy T14 - Lorry Park Proposals

Policy T15 - Lorry Parking

Policy T18 - Restrictions on Development within NNI Zones

Policy T19 - Public Safety Zone

Policy T20 - Control of Airport Infrastructure

Policy T21 - Airport Related Development

Policy T22 - Restoration of Land to the East of Satellite Fire Station

Policy T23 - Airport Operational Area

CHAPTER 9 SHOPPING

Policy S1 - Town Centre Shopping Development

Policy S2 - New Shopping, Leisure and Entertainment Developments

Policy S3 - Congleton Road Development Site

Policy S4 - Local Shopping Centres

Policy S5 - Class A1 Shops

Policy S7 - New Local Shops

CHAPTER 10 – MACCLESFIELD TOWN CENTRE

Policy MTC1 - Prime Shopping Area

Policy MTC2 - Exchange Street Redevelopment

Policy MTC3 - Development in Prime Shopping Areas

Policy MTC4 - Secondary Shopping Areas

Policy MTC5 - Waters Green Area

Policy MTC6 - Improvement of Sunderland Street

Policy MTC7 - Redevelopment Area – West of Churchill Way

Policy MTC8 - Redevelopment Area – Samuel Street/Park Lane

Policy MTC9 - Redevelopment Area – Duke Street
Policy MTC11 - Redevelopment Area – Macclesfield Station
Policy MTC12 - Mixed Use Areas
Policy MTC13 - Park Green Regeneration Area
Policy MTC14 - Conservation of Park Green
Policy MTC15 - King Edward Street Regeneration
Policy MTC16 - Pedestrian Routes/Links
Policy MTC17 - Jordangate and Market Place
Policy MTC18 - George Street Mill Regeneration Area
Policy MTC19 - Housing
Policy MTC20 - Christ Church Housing Area
Policy MTC21 - Reuse of Christ Church
Policy MTC22 - Office Development
Policy MTC23 - Pedestrianisation
Policy MTC24 - Car Parks
Policy MTC25 - Car Parking Provision
Policy MTC26 - Car Parking Provision
Policy MTC27 - River Bollin Recreational Route

CHAPTER 11 - WILMSLOW TOWN CENTRE

Policy WTC3 - Kings Close Shopping Proposal
Policy WTC4 - Development in the Shopping Area
Policy WTC5 - Upper Floor Development
Policy WTC6 - Green Lane/Alderley Road Redevelopment Area
Policy WTC7 - Mixed Use Areas
Policy WTC8 - Housing and Community Uses
Policy WTC9 - Offices
Policy WTC10 - Environmental Improvement of Bank Square Area
Policy WTC11 - Pedestrian Priority Measures
Policy WTC12 - Car Parks
Policy WTC13 - Car Park Proposal – Spring Street

CHAPTER 12 - HANDFORTH DISTRICT CENTRE

Policy HDC1 - Shopping Area
Policy HDC2 - Upper Floor Development

Policy HDC3 - Mixed Use Area

Policy HDC4 - Housing and Community Uses

Policy HDC5 - Office Development

Policy HDC6 - Car Parking

Policy HDC7 - Redevelopment of the Paddock

CHAPTER 13 – ALDERLEY EDGE VILLAGE CENTRE

Policy AEC1 - Shopping Area

Policy AEC3 - Upper Floor Development

Policy AEC4 - Mixed Use Areas

Policy AEC5 - Office Development

Policy AEC6 - Housing Development

Policy AEC7 - Car Parking

CHAPTER 14 - KNUTSFORD TOWN CENTRE

Policy KTC1 - Conservation of Historic Character

Policy KTC2 - Design Guidance

Policy KTC3 - Design Guidance

Policy KTC4 - Design Guidance

Policy KTC5 - Redevelopment Criteria for “The Yards”

Policy KTC6 - Red Cow Yard

Policy KTC8 - Silk Mill Street

Policy KTC9 - Shopping Areas

Policy KTC10 - Shopping Area Development

Policy KTC11 - Upper Floor Development

Policy KTC12 - Housing and Community Uses

Policy KTC13 - Housing Development

Policy KTC14 - Mixed Use Areas

Policy KTC16 - Office Development

Policy KTC17 - King Street Link Road

Policy KTC18 - Pedestrian Priority Measures

Policy KTC19 - Car Parks

Policy KTC20 - Additional Car Parking

Policy KTC21 - Car Parking Provision

CHAPTER 15 – POYNTON DISTRICT CENTRE

Policy PDC1 - Prime Shopping Area

Policy PDC2 - Development in the Prime Shopping Area

Policy PDC3 - Secondary Shopping Area

Policy PDC4 - Upper Floor Development

Policy PDC5 – Housing and Community Uses

Policy PDC6 - Office Development

Policy PDC7 - Car Parking

Policy PDC8 - Car Parking at Park Lane

CHAPTER 16 – IMPLEMENTATION

Policy IMP1 - Development Sites

Policy IMP2 - Transport Measures

Policy IMP3 - Land Ownership

Policy IMP4 - Environmental Improvements in Town Centres

CHAPTER 17 – DEVELOPMENT CONTROL

Design and Amenity

Policy DC1 - Design and Amenity

Policy DC2 - Design and Amenity

Policy DC3 - Design and Amenity

Policy DC5 - Design and Amenity

Policy DC6 - Design and Amenity

Policy DC8 - Landscaping and Tree Protection

Policy DC9 - Landscaping and Tree Protection

Policy DC10 - Landscaping and Tree Protection

Policy DC13 - Noise

Policy DC14 - Noise

Provision of Facilities

Policy DC15 - Provision of Facilities

Policy DC16 - Provision of Facilities

Water Resources

Policy DC17 - Water Resources

Policy DC18 - Water Resources

Policy DC19 - Water Resources

Policy DC20 - Water Resources

Temporary Buildings and Uses

Policy DC21 - Temporary Buildings and Uses

Policy DC22 - Temporary Buildings and Uses

Green Belt and Countryside

Policy DC23 - Agricultural Dwellings

Policy DC24 - Agricultural Dwellings

Policy DC25 - Agricultural Dwellings

Policy DC27 - Caravans

Policy DC28 - Agricultural Buildings

Policy DC29 - Agricultural Buildings

Policy DC31 - Gypsies

Policy DC32 - Equestrian Facilities

Policy DC33 - Outdoor Commercial Recreation

Residential Development

Policy DC35 - Materials

Policy DC36 - Road Layouts and Circulation

Policy DC37 - Landscaping

Policy DC38 - Space, Light and Privacy

Policy DC40 - Children's Play Space

Policy DC41 - Infill Housing Development

Policy DC42 - Subdivision

Policy DC43 - Side Extensions

Policy DC44 - Residential Caravans

Policy DC45 - Playgroups and Nurseries

Policy DC46 - Demolition

Policy DC47 - Demolition

Retail Development

Policy DC48 - Shop Front Design etc

Policy DC49 - Shop Front Design etc

Policy DC50 - Shop Front Design etc

Policy DC51 - Adverts

Policy DC52 - Adverts

Policy DC53 - Adverts

Policy DC54 - Restaurants etc

Policy DC55 - Amusement Centres

Community Uses

Policy DC57 - Residential Institutions

Policy DC60 - Telecommunications Equipment

Policy DC61 - Telecommunications Equipment

Policy DC62 - Renewable Energy

Policy DC63 - Contaminated Land

Policy DC64 - Floodlighting

Appendix 2: Local Development Document Profiles

Title:	Core Strategy
Status:	DPD
Role:	Sets out the Vision, Objectives and Strategy for the spatial development of the area, and may include strategic sites.
Geographical Area:	Authority wide
Conformity Chain:	Conformity with the PPG / PPS and RSS
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Full Council will approve the publication, submission and adoption of the DPD based on recommendations from the Cabinet ² .
Community Involvement:	Community involvement will be encouraged throughout the process, with consultation during the Regulation 25 consultation stage and when the document is published prior to being submitted to the Secretary of State.
Sustainability Appraisal:	Simultaneous consultation with the Development Plan Document. To be assessed through the Sustainability Appraisal, including the Strategic Environmental Assessment.
Monitoring & Review:	The Core Strategy is intended to be a long term strategy and will be reviewed with that in mind. Monitoring will take place through the contextual section of the AMR.

Timetable	Commencement:	January 2009
	Sustainability Appraisal Scoping Report:	April 2009
	Regulation 25 Consultation:	November 2008 – October 2010
	Publication of the DPD:	November 2010
	Submission to Secretary of State:	April 2011
	Pre-hearing Meeting:	June 2011
	Commencement of Examination Hearing:	September 2011
	Inspectors Binding Report:	January 2012
	Adoption:	April 2012

² To be confirmed

Title:	Site Specific Allocations
Status:	DPD
Role:	Contains detailed policies and proposals to deliver and guide land allocated for specific purposes.
Geographical Area:	Authority wide
Conformity Chain:	Conformity with the PPG / PPS, RSS and the Core Strategy
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Full Council will approve the publication, submission and adoption of the DPDs based on recommendations from the Cabinet. ³
Community Involvement:	Community involvement will be encouraged throughout the process, with consultation during the Regulation 25 consultation stage and when the document is published prior to being submitted to the Secretary of State.
Sustainability Appraisal:	Simultaneous consultation with the Development Plan Document. To be assessed through the Sustainability Appraisal, including the Strategic Environmental Assessment.
Monitoring & Review:	The Annual Monitoring Report (AMR) will monitor the take up of the allocations and other residential, employment and retail development. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Commencement:	April 2010
	Sustainability Appraisal Scoping Report:	September 2010
	Regulation 25 Consultation:	April 2010 – March 2012
	Publication of the DPD:	April 2012
	Submission to Secretary of State:	September 2012
	Pre-hearing Meeting:	November 2012
	Commencement of Examination Hearing:	January 2013
	Inspectors Binding Report:	May 2013
	Adoption:	September 2013

³ To be confirmed

Title:	Minerals Policies and Allocations
Status:	DPD
Role:	Contains the detailed development control policies and allocations for Minerals development, where applicable.
Geographical Area:	Authority wide
Conformity Chain:	Conformity with the PPG / PPS, RSS and the Core Strategy
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Full Council will approve the publication, submission and adoption of the DPDs based on recommendations from the Cabinet. ⁴
Community Involvement:	Community involvement will be encouraged throughout the process, with consultation during the Regulation 25 consultation stage and when the document is published prior to being submitted to the Secretary of State.
Sustainability Appraisal:	Simultaneous consultation with the Development Plan Document. To be assessed through the Sustainability Appraisal, including the Strategic Environmental Assessment.
Monitoring & Review:	The Annual Monitoring Report (AMR) will monitor the take up of the allocations and other minerals development. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Commencement:	April 2010
	Sustainability Appraisal Scoping Report:	September 2010
	Regulation 25 Consultation:	April 2010 – March 2012
	Publication of the DPD:	April 2012
	Submission to Secretary of State:	September 2012
	Pre-hearing Meeting:	November 2012
	Commencement of Examination Hearing:	January 2013
	Inspectors Binding Report:	May 2013
	Adoption:	September 2013

⁴ To be confirmed

Title:	Congleton Town Centre Area Action Plan
Status:	DPD
Role:	Contains detailed policies and proposals for the redevelopment of Congleton town centre.
Geographical Area:	Congleton Town Centre (to be defined in Core Strategy)
Conformity Chain:	Conformity with the PPG / PPS, RSS and the Core Strategy
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Full Council will approve the publication, submission and adoption of the DPDs based on recommendations from the Cabinet. ⁵
Community Involvement:	Community involvement will be encouraged throughout the process, with consultation during the Regulation 25 consultation stage and when the document is published prior to being submitted to the Secretary of State.
Sustainability Appraisal:	Simultaneous consultation with the Development Plan Document. To be assessed through the Sustainability Appraisal, including the Strategic Environmental Assessment.
Monitoring & Review:	The Annual Monitoring Report (AMR) will monitor the take up of the allocations and other residential, employment and retail development. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Commencement:	November 2010
	Sustainability Appraisal Scoping Report:	April 2010
	Regulation 25 Consultation:	November 2010 – October 2012
	Publication of the DPD:	November 2012
	Submission to Secretary of State:	April 2013
	Pre-hearing Meeting:	June 2013
	Commencement of Examination Hearing:	August 2013
	Inspectors Binding Report:	December 2013
	Adoption:	March 2014

⁵ To be confirmed

Title:	Middlewich Canal Corridor Area Action Plan
Status:	DPD
Role:	Contains detailed policies and proposals for the redevelopment of Middlewich Canal Corridor.
Geographical Area:	Middlewich Canal Corridor (to be defined in Core Strategy)
Conformity Chain:	Conformity with the PPG / PPS, RSS and the Core Strategy
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Full Council will approve the publication, submission and adoption of the DPDs based on recommendations from the Cabinet. ⁶
Community Involvement:	Community involvement will be encouraged throughout the process, with consultation during the Regulation 25 consultation stage and when the document is published prior to being submitted to the Secretary of State.
Sustainability Appraisal:	Simultaneous consultation with the Development Plan Document. To be assessed through the Sustainability Appraisal, including the Strategic Environmental Assessment.
Monitoring & Review:	The Annual Monitoring Report (AMR) will monitor the take up of the allocations and other residential, employment and retail development. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Commencement:	November 2010
	Sustainability Appraisal Scoping Report:	April 2010
	Regulation 25 Consultation:	November 2010 – October 2012
	Publication of the DPD:	November 2012
	Submission to Secretary of State:	April 2013
	Pre-hearing Meeting:	June 2013
	Commencement of Examination Hearing:	August 2013
	Inspectors Binding Report:	December 2013
	Adoption:	March 2014

⁶ To be confirmed

Title:	Alsager Town Centre
Status:	SPD
Role:	Provides the context for the future development of Alsager Town Centre.
Geographical Area:	As defined within the SPD.
Conformity Chain:	General conformity with the PPGs/PPSs and RSS. Linked to saved policies within the Congleton Local Plan.
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section.
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Cabinet will approve the draft SPD for consultation and that Council will adopt the SPD based on recommendations from the Cabinet. ⁷
Community Involvement:	Community involvement will be encouraged throughout the process, with formal consultation at the draft consultation stage.
Sustainability Appraisal:	Consultation for the Sustainability Appraisal will take place simultaneously with the production of the document.
Monitoring & Review:	The Annual Monitoring Report (AMR) will assess the extent to which this guidance is being implemented successfully. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Sustainability Appraisal Scoping Report:	February – March 2009
	Public participation on Draft Supplementary Planning Document:	May – June 2009
	Adoption and Publication:	September 2009

⁷ To be confirmed

- Title:** Local List
- Status:** SPD
- Role:** Identifies locally important buildings (non-listed buildings and other structures of architectural or historic interest, which do not enjoy the full protection of statutory listing) deemed worthy of retention.
- Geographical Area:** Authority wide
- Conformity Chain:** General conformity with the PPGs/PPSs and RSS. Linked to saved policies within the Congleton, Crewe and Nantwich and Macclesfield Local Plans.
- Produced by:** Expected to be produced by Cheshire East LDF Section.
- Resources:** Expected to be provided by Cheshire East LDF Section.
- Management Arrangements:** LDF Section Manager is expected to be responsible for the management of this document. It is expected that Cabinet will approve the draft SPD for consultation and that Council will adopt the SPD based on recommendations from the Cabinet.⁸
- Community Involvement:** Community involvement will be encouraged throughout the process, with formal consultation at the draft consultation stage.
- Sustainability Appraisal:** Consultation for the Sustainability Appraisal will take place simultaneously with the production of the document.
- Monitoring & Review:** The Annual Monitoring Report (AMR) will assess the extent to which this guidance is being implemented successfully. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Sustainability Appraisal Scoping Report:	February – March 2009
	Public participation on Draft Supplementary Planning Document:	May – June 2009
	Adoption and Publication:	September 2009

⁸ To be confirmed

Title:	Smallwood Village Design Statement
Status:	SPD
Role:	Sets out design guidance within the Parish.
Geographical Area:	As defined within the SPD.
Conformity Chain:	General conformity with the PPGs/PPSs and RSS. Linked to saved policies within the Congleton Local Plan.
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section.
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Cabinet will approve the draft SPD for consultation and that Council will adopt the SPD based on recommendations from the Cabinet. ⁹
Community Involvement:	Community involvement will be encouraged throughout the process, with formal consultation at the draft consultation stage.
Sustainability Appraisal:	Consultation for the Sustainability Appraisal will take place simultaneously with the production of the document.
Monitoring & Review:	The Annual Monitoring Report (AMR) will assess the extent to which this guidance is being implemented successfully. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Sustainability Appraisal Scoping Report:	February – March 2009
	Public participation on Draft Supplementary Planning Document:	June – July 2009
	Adoption and Publication:	December 2009

⁹ To be confirmed

Title:	Heritage and Conservation
Status:	SPD
Role:	Provides detailed advice on heritage and conservation in the built environment.
Geographical Area:	Authority wide.
Conformity Chain:	General conformity with the PPGs/PPSs and RSS. Linked to saved policies within the Congleton, Crewe and Nantwich and Macclesfield Local Plans.
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section.
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Cabinet will approve the draft SPD for consultation and that Council will adopt the SPD based on recommendations from the Cabinet. ¹⁰
Community Involvement:	Community involvement will be encouraged throughout the process, with formal consultation at the draft consultation stage.
Sustainability Appraisal:	Consultation for the Sustainability Appraisal will take place simultaneously with the production of the document.
Monitoring & Review:	The Annual Monitoring Report (AMR) will assess the extent to which this guidance is being implemented successfully. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Sustainability Appraisal Scoping Report:	May – June 2009
	Public participation on Draft Supplementary Planning Document:	September – October 2009
	Adoption and Publication:	March 2010

¹⁰ To be confirmed

Title:	Prestbury
Status:	SPD
Role:	Sets out planning policy guidance within the Parish.
Geographical Area:	Prestbury Parish.
Conformity Chain:	General conformity with the PPGs/PPSs and RSS. Linked to saved policies within the Macclesfield Local Plan.
Produced by:	Expected to be produced by Cheshire East LDF Section in conjunction with Prestbury Parish Plan Group
Resources:	Expected to be provided by Cheshire East LDF Section.
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Cabinet will approve the draft SPD for consultation and that Council will adopt the SPD based on recommendations from the Cabinet. ¹¹
Community Involvement:	Community involvement will be encouraged throughout the process, with formal consultation at the draft consultation stage.
Sustainability Appraisal:	Consultation for the Sustainability Appraisal will take place simultaneously with the production of the document.
Monitoring & Review:	The Annual Monitoring Report (AMR) will assess the extent to which this guidance is being implemented successfully. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Sustainability Appraisal Scoping Report:	May – June 2009
	Public participation on Draft Supplementary Planning Document:	September – October 2009
	Adoption and Publication:	March 2010

¹¹ To be confirmed

Title:	Over Peover Supplementary Planning Document
Status:	SPD
Role:	Sets out planning policy guidance within the Parish.
Geographical Area:	Over Peover Parish.
Conformity Chain:	General conformity with the PPGs/PPSs and RSS. Linked to saved policies within the Macclesfield Local Plan.
Produced by:	Expected to be produced by Cheshire East LDF Section in conjunction with Over Peover Parish Plan Group
Resources:	Expected to be provided by Cheshire East LDF Section.
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Cabinet will approve the draft SPD for consultation and that Council will adopt the SPD based on recommendations from the Cabinet. ¹²
Community Involvement:	Community involvement will be encouraged throughout the process, with formal consultation at the draft consultation stage.
Sustainability Appraisal:	Consultation for the Sustainability Appraisal will take place simultaneously with the production of the document.
Monitoring & Review:	The Annual Monitoring Report (AMR) will assess the extent to which this guidance is being implemented successfully. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Sustainability Appraisal Scoping Report:	May – June 2009
	Public participation on Draft Supplementary Planning Document:	September – October 2009
	Adoption and Publication:	March 2010

¹² To be confirmed

Title:	Sandbach Town Design Statement
Status:	SPD
Role:	Sets out design guidance within the Town.
Geographical Area:	Sandbach Town (as defined within the SPD).
Conformity Chain:	General conformity with the PPGs/PPSs and RSS. Linked to saved policies within the Congleton Local Plan.
Produced by:	Expected to be produced by Cheshire East LDF Section in conjunction with Sandbach Town Council.
Resources:	Expected to be provided by Cheshire East LDF Section.
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Cabinet will approve the draft SPD for consultation and that Council will adopt the SPD based on recommendations from the Cabinet. ¹³
Community Involvement:	Community involvement will be encouraged throughout the process, with formal consultation at the draft consultation stage.
Sustainability Appraisal:	Consultation for the Sustainability Appraisal will take place simultaneously with the production of the document.
Monitoring & Review:	The Annual Monitoring Report (AMR) will assess the extent to which this guidance is being implemented successfully. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Sustainability Appraisal Scoping Report:	May – June 2009
	Public participation on Draft Supplementary Planning Document:	September – October 2009
	Adoption and Publication:	March 2010

¹³ To be confirmed

Title:	Open Space
Status:	SPD
Role:	Provides guidance that will lead to an appropriate level and design of open space within development.
Geographical Area:	Authority wide.
Conformity Chain:	General conformity with the PPGs/PPSs and RSS. Linked to saved policies within the Congleton, Crewe and Nantwich and Macclesfield Local Plans.
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section.
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Cabinet will approve the draft SPD for consultation and that Council will adopt the SPD based on recommendations from the Cabinet. ¹⁴
Community Involvement:	Community involvement will be encouraged throughout the process, with formal consultation at the draft consultation stage.
Sustainability Appraisal:	Consultation for the Sustainability Appraisal will take place simultaneously with the production of the document.
Monitoring & Review:	The Annual Monitoring Report (AMR) will assess the extent to which this guidance is being implemented successfully. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Sustainability Appraisal Scoping Report:	November – December 2009
	Public participation on Draft Supplementary Planning Document:	March – April 2010
	Adoption and Publication:	September 2010

¹⁴ To be confirmed

Title:	Planning Obligations
Status:	SPD
Role:	Provides guidance on the approach to negotiating planning obligations arising from development.
Geographical Area:	Authority wide.
Conformity Chain:	General conformity with the PPGs/PPSs and RSS. Linked to saved policies within the Congleton, Crewe and Nantwich and Macclesfield Local Plans.
Produced by:	Expected to be produced by Cheshire East LDF Section
Resources:	Expected to be provided by Cheshire East LDF Section.
Management Arrangements:	LDF Section Manager is expected to be responsible for the management of this document. It is expected that Cabinet will approve the draft SPD for consultation and that Council will adopt the SPD based on recommendations from the Cabinet. ¹⁵
Community Involvement:	Community involvement will be encouraged throughout the process, with formal consultation at the draft consultation stage.
Sustainability Appraisal:	Consultation for the Sustainability Appraisal will take place simultaneously with the production of the document.
Monitoring & Review:	The Annual Monitoring Report (AMR) will assess the extent to which this guidance is being implemented successfully. The document will be reviewed as and when required as highlighted by the AMR.

Timetable	Sustainability Appraisal Scoping Report:	November – December 2009
	Public participation on Draft Supplementary Planning Document:	March – April 2010
	Adoption and Publication:	September 2010

¹⁵ To be confirmed

Appendix 3: Evidence Base

	Congleton	Crewe and Nantwich	Macclesfield	Cheshire
Annual Monitoring Report	AMR Available online	AMR Available online	AMR Available online	AMR Available online
Housing Land Availability Report	June 2008 Available online	April 2007 Summary Document Available online	April 2007 Available online	N/A
Employment Land Monitoring Report	March 2007 Available online	2007 Hard copies available on request	On going process which now forms part of the Annual Monitoring Report	N/A
Employment Land Study	Drivers Jonas 2005 Available online	N/A	N/A	N/A
Housing Needs Study	David Couttie Associates 2004 and Desktop update 2006 Available online	David Couttie Associates, 2005 Available online	August 2005 Available online	N/A
Strategic Housing Market Assessment (SHMA)	N/A	N/A	April 2008 Available online	N/A
Strategic Housing Land Availability Assessment (SHLAA)	N/A	N/A	Draft May 2008 Available online	N/A
PPG17 Open Space Assessment	PMP, 2005 Summary Available online Hard copies available on request at cost.	Work has been undertaken on this assessment but is not yet complete.	March 2007 Available online	N/A

	Congleton	Crewe and Nantwich	Macclesfield	Cheshire
Sustainable Community Strategy	2007-2016 Available online	January 2006 Available online	February 2007 Available online	February 2002 Available online
Neighbourhood Renewal Strategy	N/A	2006 Available online	N/A	
Transport Studies	Study in relation to Middlewich Eastern Bypass	Saturn Model	Paramics Model	Available online Also Multi Modal Transport Model
Housing Strategy	Available online	2005 - 2008 Available online	July 2006 Available online	N/A
Homelessness Strategy	Available online	June 2003 Available online	Summer 2003 Available online	N/A
Older People's Housing Strategy	N/A	Summer 2007 Available online	March 2004 Available online	
Corporate Strategy	2008-2012 Available online	2007-2012 Available online	2004-2009 Available online	2008-2009 Available online
Strategic Flood Risk Assessment	JBA Consulting, 2007 Available online	January 2008 Available online	June 2008 Available online	September 2007 Available on line
Cheshire Town Centres Study	N/A	N/A	N/A	May 2007 Available online
Conservation Area Appraisal	Macclesfield Canal Corridor; Alsager; Astbury Available online	Nantwich Conservation Area Appraisal (May 2006) Available online	Alderley Edge; Bollington and Kerridge; Cross Town (Knutsford); Disley; Gawsworth; Heathfield Square (Knutsford); Knutsford; Legh Road (Knutsford); Macclesfield Canal Corridor; Macclesfield Town Centre;	N/A

	Congleton	Crewe and Nantwich	Macclesfield	Cheshire
			Mobberley; Prestbury. Available online	
Quality of Life Survey	N/A	N/A	N/A	2005 Available online
Cheshire Community Report	N/A	N/A	N/A	2006 Available online
Customer Satisfaction and Citizens' Panels Surveys	N/A	Available online	N/A	Annual Available on line
Cheshire Omnibus Survey Environment 2007	N/A	N/A	N/A	2007 Available on Line
Cheshire County Council Local Statistics	N/A	N/A	N/A	Available online
Housing Potential Study	2006 Available online	2001 Hard copies available on request	March 2006 Available online	N/A
Landscape Character Assessment	Chris Blandford Associates, 1999 Available online	N/A	N/A	Pan Cheshire study Draft 2008
Economic Strategy	2007-2016 Available online	2003-2006 Available online	2006 Summary Available online	N/A
Air Quality Management Area	Available online	Available online	Available online	N/A
Hierarchy of Settlements	N/A	N/A	Available online	N/A
Local Futures The State of the Borough	N/A	N/A	October 2005 Available online	N/A

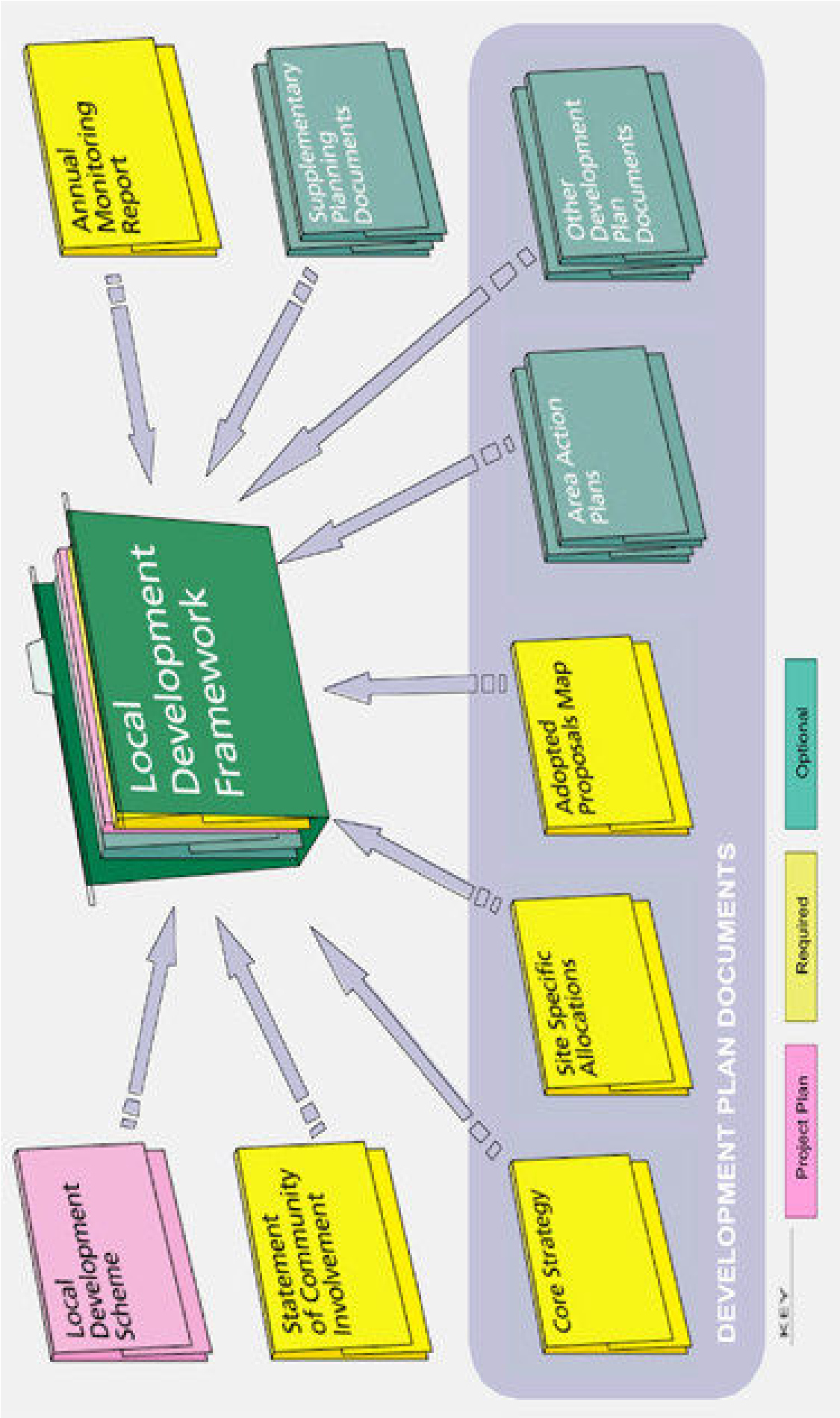
	Congleton	Crewe and Nantwich	Macclesfield	Cheshire
NHS Consultations on the Future Provision of Health Services	N/A	N/A	Available online at both: www.macclesfield.gov.uk ; www.ecpct.nhs.uk	N/A
Regional Aggregate Working Party reports	N/A	N/A	N/A	Annual Available on line
Cheshire Community Survey	N/A	N/A	N/A	Annual Available on Line
Study to fill Evidence Gaps for Commercial & Industrial Waste Streams in the North West Region of England. (2 studies)	N/A	N/A	N/A	2007 Available on line
South Cheshire Sub-Regional Study				Will be available online
Local Transport Plan	As County	As County	As County	July 2005 Available on line
Cheshire Gypsy and Traveller Accommodation Assessment	N/A	N/A	N/A	Available online or Available online

Appendix 4: Glossary

AMR	Annual Monitoring Report	A report which is published to show how the authority is performing against all relevant targets and to show what changes may be required to the Local Development Framework (LDF).
AAP	Area Action Plan	Area Action Plans (AAPs) may be used to provide a planning framework for areas of change and areas of conservation. AAPs are a type of Development Plan Document (DPD).
CIL	Community Infrastructure Levy	The Community Infrastructure Levy (CIL) will be a new charge which local authorities will be empowered, but not required, to charge on most types of new development in their area. CIL charges will be based on simple formulae which relate the size of the charge to the size and character of the development paying it. The proceeds of the levy will be spent on local and sub-regional infrastructure to support the development of the area.
CLG	Communities and Local Government	Communities and Local Government is a department of Central Government that sets policy on local government, housing, urban regeneration, planning and fire and rescue.
-	Core Strategy	This Development Plan Document (DPD) sets out the vision for the area and the primary policies for meeting that vision together with housing and employment provisions in accordance with the Regional Spatial Strategy (RSS).
-	Development Plan	The Development Plan is the statutory element of the Local Development Framework. It consists of Development Plan Documents (DPDs) and the Regional Spatial Strategy (RSS).
DPD	Development Plan Document	A Local Development Document (LDD) with significant weight in the determination of planning applications. Independent scrutiny is required before its adoption.
-	Independent Examination	All Development Plan Documents (DPDs) will be subject to independent examination by a person (the Inspector) appointed by the Secretary of State. The purpose of the examination is to determine the 'soundness' of the plan. Following the examination the Inspector will produce a report which will be binding.

LAA	Local Area Agreement	Local Area Agreements (LAAs) are made between central and local government in a local area. Their aim is to achieve local solutions that meet local needs, while also contributing to national priorities and the achievement of standards set by central government.
LDD	Local Development Document	There are two types of Local Development Document (LDD): Development Plan Documents (DPD) and Supplementary Planning Documents (SPD)
LDF	Local Development Framework	The Local Development Framework (LDF) will contain a portfolio of Local Development Documents (LDDs) which will provide policies for meeting the community's economic, environmental and social aims for the future of the area, where this effects the development and use of land. (Diagram 1 below shows the make up of the LDF)
LDS	Local Development Scheme	The Local Development Scheme (LDS) will set out what Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) the Council propose to prepare over a three year period and the timetable for their production.
LSP	Local Strategic Partnership	Local Strategic Partnerships (LSPs) are bodies with representatives of the community, public, private sector and other agencies that work to encourage greater public participation in local governance by drawing together local community plans and producing an overall community strategy for each local authority area. Local Development Frameworks (LDFs) must have regard to, and should be the spatial expression of, the community strategy.
PPS	Planning Policy Statements	A series of statements issued by the Government, setting out policy on different aspects of planning. Local Planning Authorities must take their content into account in preparing their Local Development Framework (LDF).
RSS	Regional Spatial Strategy	Planning policy produced at a regional level to tackle issues of strategic importance that can be best dealt with over a larger area. The Regional Spatial Strategy (RSS) is part of the Development Plan.
SA	Sustainability Appraisal	Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) seek to inform decision-making by providing

		information on the potential implications of policies.
SCI	Statement of Community Involvement	The Statement of Community Involvement (SCI) will set out how the Council intends to achieve continuous community involvement in the preparation of Local Development Documents (LDDs) in their area.
SCS	Sustainable Community Strategy	A Plan or Strategy for enhancing the quality of life of the local community which each local authority has a duty to prepare under the Local Government Act 2000. The plan is developed and implemented by the Local Strategic Partnership.
SPD	Supplementary Planning Document	Supplementary Planning Documents (SPDs) are not subject to independent examination but the matters covered must be directly related to policy in the Development Plan Documents (DPDs).



CHESHIRE EAST COUNCIL

CABINET

Date of meeting: 2 December 2008
Report of: Revenues and Benefits Workstream
Title: Discretionary Rate Relief Policy

1.0 Purpose of Report

- 1.1 To establish a discretionary rate relief policy for Business Rates in respect of charitable and non-profit making organisations, rural businesses and hardship cases.
- 1.2 Applications and individual decisions need to be made prior to billing for 2009/10 to ensure that reduced bills can be issued.

2.0 Decision Required

- 2.1 To agree the policy detailed in Appendix A for charitable, non-profit making and rural applications.
- 2.2 To agree the rural settlement list detailed in Appendix B.
- 2.3 That applicants applying for discretionary relief only and with a rateable value below £10,000 be required to apply for Small Business Relief.
- 2.4 To award delegated powers to the Borough Treasurer to determine applications in accordance with the agreed policy.
- 2.5 That consideration is given to allow applicants who would receive less relief under the new policy to retain their existing award until any future change in circumstances.
- 2.6 That applications that fall outside the agreed policy to be determined by the Borough Treasurer in conjunction with recommendations from senior revenues officers.
- 2.7 That appeals against either a decision not to award relief or the level of relief awarded be considered by the Borough Treasurer in consultation with the relevant portfolio holder. If still not resolved, the case should be considered by Cabinet and appropriate amendments made to the policy if required, following the decision.
- 2.8 That all applications for hardship relief are considered on a case by case basis by the Borough Treasurer in consultation with the relevant Portfolio Holder and any appeals to be considered by Cabinet.

3.0 Financial Implications for Transition Costs

- 3.1 Minimal but all existing applicants will have to be advised of the new policy and invited to make fresh applications.

4.0 Financial Implications for 2009/10 and beyond

- 4.1 Actual amounts for 2009/10 are not yet available as the Business Rates multiplier has not been confirmed. However, based on 2008/09 costings, the total amount of discretionary relief awarded, if the categories were harmonised between the three former authorities, would be in the region of £278,000 at a cost of £143,000 to Cheshire East (the remainder is funded by Government). This represents a saving of around £9,000.
- 4.2 If it was decided to allow existing applicants to maintain their current levels of relief, rather than losing out, this would mean an additional £47,000 being awarded at a cost of £25,000. Consequently to offer this protection would only result in extra costs of £16,000.
- 4.3 If all applicants within a particular category were to be awarded the highest level of relief, this would cost the authority an additional £285,000.

5.0 Background and Options

5.1 Rate Reliefs Available

Small Business Rate Relief - this is a statutory scheme introduced in 2005 and billing authorities have no discretion to vary the amount awarded. Small Business Relief (SBR) is available for ratepayers occupying single properties with a rateable value up to £10,000. Ratepayers whose rateable value is below £5,000 receive 50% relief, whilst those with a rateable value between £5,000 and £9,999 receive relief on a sliding scale which decreases for 1% for every £100 of rateable value. Ratepayers occupying properties with a rateable value over £15,000 or those not eligible for SBR pay a supplement to fund the scheme. Ratepayers in single properties with a rateable value between £10,000 and £15,000 can apply not to pay for this supplement. All relief granted is funded in full by the Government.

Discretionary Rate Relief - there are 3 types of discretionary rate relief that authorities can award:

- Relief for Charitable and Non-profit making organisations
- Rural Settlement Relief
- Hardship Relief

Charitable and Non-profit making organisations - registered charities (including those exempt from registration) and registered Community Amateur Sports Clubs (CASC's) receive 80% mandatory relief, funded in full by Government. Authorities can award a 'top up' of anything up to 20% of which only 25% is funded by Government with the remaining 75% funded locally.

Non-profit making organisations including sports clubs can apply for up to 100% discretionary relief. 75% of this relief is funded by Government with 25% funded locally.

Rural Settlement Relief - authorities have to draw up a rural settlement list based on rural communities of 3000 population or less in a designated rural area (outlined by statute). Certain properties in those areas can apply for relief:

Sole General Store or Post Office with a rateable value (RV) of £7,000 or lower	50% mandatory	up to 50% disc
Sole Public House or Petrol Filling Station with a RV of £10,500 or lower	50% mandatory	up to 50% disc
Any food shop (other than catering or confectionary) with a RV of £7,000 or lower	50% mandatory	up to 50% disc
Any other business with a RV of £14,000 or lower	-	up to 100% dis

To qualify for discretionary relief, the authority must be satisfied that the property is used for purposes which are of benefit to the local community and it would be reasonable to award relief, having regard to the interests of people liable to pay its Council Tax. 75% of any discretionary relief is funded by the Government with 25% funded locally.

Hardship Relief - Section 49 of the Local Government Finance Act 1988 gives a billing authority power to reduce or remit the amount of Business Rates a person is liable to pay. They must be satisfied that:

- the ratepayer would sustain hardship if the authority did not grant relief and
- it is reasonable to grant relief, having regard to the interests of people liable to pay its Council Tax

75% of relief is funded by Government with 25% funded locally.

5.2 Current Situation

Across the three existing authorities, there are 459 Charitable Relief cases, 97 Non-profit making cases and 34 Rural Settlement Relief cases. £3.8m is currently being awarded, of which £289,000 is discretionary, costing the authorities £152,000.

The three existing authorities deal with applications in different ways. At Crewe and Nantwich, applications are decided by Senior Officers in accordance with a policy resolved by members. At Congleton, decisions are usually made by the Portfolio Holder (Resources) although the Chief Financial Officer can make some decisions. All cases at Macclesfield are considered by a Members Rate Relief panel. Hardship applications are considered on a case by case basis in all authorities – at Congleton and Macclesfield these are decided by members, at Crewe and Nantwich delegated powers have been given for decisions to be made by the Executive Director (Finance) in consultation with the Portfolio Holder (Finance).

5.3 Details

When drawing up a proposed policy for Cheshire East, categories have been identified for common areas of applications and possible levels of discretionary relief have been suggested – see appendix A. As far as possible, this has been done by comparing existing awards given by the 3 authorities. Rateable Value (RV) limits have been used in some categories to differentiate between smaller and larger organisations. For properties such as museums, the charging of admission has been used to ensure the smaller trusts are not treated in the same way as larger organisations. Sports Clubs have all been categorised by RV and their operation (or not) of a licensed bar. In all categories, local is defined as any charity or organisation whose area of operation is limited to Cheshire and/or where accounts are prepared just for the local branch. The wider definition for the whole of Cheshire should take into account some charities that operate on the fringes of the Cheshire East area but are of benefit to Cheshire East residents e.g. hospices.

Discretionary only cases have all been categorised by RV using £10,000 as the divider, the same as the legislative qualification for Small Business Relief (SBR). Applicants with RV's below £10,000 will be required to apply for SBR before the full entitlement is given (see category summary for details) which will result in savings for Cheshire East. SBR is applied first to cases and funded in full by Government (relief varies from 50% down to 0.1%, depending on RV) and hence any awards of discretionary relief will be lower (e.g. if someone receives 50% SBR, their award of 100% discretionary relief will only be on the remaining 50%).

In addition, cases have been identified where applicants will lose relief and consequently it has been assumed that protection for these will be required and this is reflected in the costings shown on Appendix A. This protection will continue until there is a change in circumstances for the applicant.

5.4 Costs

Spreadsheets are available showing all cases and the indicative costs of the proposed policy compared to current awards. Costings are based on RV x 2008/09 multiplier for ease and speed of calculation, and take no account of transitional relief or current awards of SBR. There is a summary sheet (Appendix A) which includes cases where full protection is offered for any applicants who are potentially worse off, this adds around £25,000 to the total cost for the authority.

Costings have also been drawn up to show the additional amounts that would become payable if the largest percentage of the 3 authorities in each category was used e.g. the new policy recommends 25% be given to large sports clubs with a bar (category 23) but one authority currently awards 75% to those. If the higher percentage were awarded in all categories there would be an extra cost of £285,000 to Cheshire East.

6.0 Overview of Day One, Year One and Term One Issues

A policy needs to be established prior to the 2009/10 financial year to ensure that existing applicants can be informed of the new policy and invited to make fresh applications to the Cheshire East Council. They have all been informed that their existing awards will cease at 31 March 2009 (as required by legislation) and understandably, many of them are concerned about what they may have to pay in the new financial year. An early decision will also allow time for applications to be sought, processed and correct bills issued during March 2009.

7.0 Reasons for Recommendation

To be able to maintain assistance to charitable, non-profit making organisations and rural businesses, by establishing a Discretionary Rate Relief policy.

For further information:-

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Background Documents:-

Documents are available for inspection at:

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CHESHIRE EAST SHADOW COUNCIL

CABINET

Date: 2 December 2008
Report of: Revenues and Benefits Workstream
Title Council Tax Discounts, Exemptions and Payment Dates

1.0 Purpose of Report

1.1 To consider options and recommendations for the following issues:

- Council Tax Discounts and Exemptions
- Instalment dates – Council Tax and Business Rates

2.0 Decisions Required

- 2.1 To agree discounts of 25% for both second homes and long-term empty properties.
- 2.2 To agree a policy whereby applications for local discounts are determined by the Borough Treasurer in consultation with the Portfolio Holder.
- 2.3 To approve the proposed monthly payment dates for Council Tax as follows:

Cash/cheque payers	1 st
Direct debit payers	1 st , 5 th , 10 th , 15 th , 22 nd and 27 th
Half yearly payers	1 st April and 1 st September
Yearly payers	1 st April

- 2.4 To approve the proposed monthly payment dates for Business Rates as follows:

Cash/cheque payers	1 st
Direct debit payers	1 st , 15 th and 27 th
Half yearly payers	1 st April and 1 st September
Yearly payers	1 st April

3.0 Implications for Transitional Costs

- 3.1 None

4.0 Background and Options

- 4.1 **Second Home Discounts** - Currently all three authorities are in a position where discount has been reduced from 50% to 25% for

second homes. This originated from an arrangement with Cheshire County Council to increase income for the provision of Police Community Support Officers. A further reduction is possible up to a maximum of 10%, but a reduction below 25% at other billing authorities has resulted in the integrity of the tax base being compromised. This is because customers advise that properties are occupied on a single person basis instead of as a second home which results in a 25% discount being awarded. Consequently, it is recommended that a discount of 25% continues.

- 4.2 **Long-term Empty Property** - Congleton currently charge full tax following the statutory 6 months exemption period on empty property in an effort to align with their housing strategy and reduce the number of empty properties. Macclesfield and Crewe both charge 50%.

Congleton's long-term empty figures have decreased during the last year whilst Crewe and Macclesfield show increases. Whilst Congleton's policy does appear to be having some effect on the numbers of empty properties being brought back into use, the full impact of the current economic situation may not yet have been felt in terms of properties which may previously have been sold or let quickly but may in future remain empty. A balance should be sought between encouraging the reoccupation of neglected property and imposing what could be perceived as a punitive additional burden on properties that remain empty because of the current housing market. The imposition of a full charge may also encourage taxpayers to advise that properties are occupied on a single person basis as noted in second homes above. Consequently, it is recommended that a discount of 25% is adopted by Cheshire East which results in an alignment between Single Person Discount, Second Homes and Long-term Empties.

- 4.3 **Local Discounts** – Section 13A of the Local Government Finance Act 1992 allows Billing Authorities the discretion to allow local discounts, an example of which would be where properties are flooded. Neither Congleton, Crewe nor Macclesfield has allowed a discount under S13A. Consequently, it is proposed that in line with the recommendation for hardship relief, any applications are determined by the Borough Treasurer in consultation with the relevant Portfolio Holder and any appeals are considered by the Policy and Performance Committee

- 4.4 **Payment Dates – Council Tax**

Cash and cheque payers – The standard instalment date for cash/cheque payers is 1st of the month for all three authorities. The proposal is for this to continue.

Direct Debit – The current direct debit dates are:

Macclesfield – 1st, 5th, 12th, 20th and 27th
 Crewe – 1st, 8th, 15th and 22nd
 Congleton – 1st, 10th and 21st

In order to minimise disruption to customers and as Direct Debit will be the preferred payment option for the council because of the low cost of collection, the following dates are proposed for Cheshire East:

1st, 5th, 10th, 15th, 22nd and 27th

Half yearly – Current half yearly dates are:

Macclesfield – 1st June and 1st October

Crewe – 1st May and 1st September

Congleton – 1st April and 1st September

For cash flow purposes it is proposed that dates are aligned with those at Congleton.

Yearly – Only Macclesfield offer yearly payment due on 1st June. The proposal is to move this date forward to 1st April.

Other instalment arrangements – Any other instalment schemes are arranged on an ad hoc basis depending on individual circumstances e.g. weekly, 12 monthly. It is proposed that this flexibility is retained.

4.5 Payment Dates – Business Rates

Cash and cheque payers – The standard payment date at Crewe and Congleton is 1st whereas Macclesfield use the 15th. Again the proposal is for the Cheshire East payment date to be 1st of the month.

Direct Debit – Crewe and Congleton offer the choice of 1st and 15th of the month. Macclesfield offer only 27th. In order to cause minimum disruption to current direct debit payers and to further encourage direct debit as the preferred method of payment the proposed Cheshire East dates are 1st, 15th and 27th

Half yearly and yearly – Payment dates should replicate the dates proposed for council tax above

5.0 Recommendations

5.1 That the above options and proposals be noted and approved.

For further information:-

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CHESHIRE EAST COUNCIL

CABINET

Date of meeting: 2 December 2008
Report of: Revenues & Benefits Workstream
Title: Council Tax Base 2009/10

1.0 Purpose of Report

- 1.1 To notify Cabinet of the Council Tax Base for Cheshire East

2.0 Decision Required

- 2.1 Cabinet is requested to recommend to Council that, in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount to be calculated by Cheshire East Council as its Council Tax Base for the year 2009/10 is:
- for the whole area – 144,761.46
 - for each Parish area as set out in Appendix A

3.0 Financial Implications for Transition Costs

- 3.1 None

4.0 Financial Implications 2009/10 and beyond

- 4.1 None

5.0 Legal Implications

- 5.1 Included in report

6.0 Risk Assessment

- 6.1 The risk is that the statutory requirement to set the Council Tax Base for 2009/10 will not be met.

7.0 Background and Options

- 7.1 Cheshire East Council is required to approve its Tax Base before 31 January 2009 so that the information can be provided to Cheshire Police Authority and Cheshire Fire Authority for their budget processes.

- 7.2 The Tax Base for the area is the estimated number of chargeable dwellings expressed as a number of Band D equivalents adjusted for an estimated number of discounts, exemptions, disabled relief and appeals plus an allowance for non-collection.
- 7.3 The Tax Base has been calculated on the assumption that properties remaining empty for longer than six months are allowed a discount of 25% and that properties regarded as second homes are allowed a discount of 25%. The number of band D equivalent properties for 2009/10 is 145,545.55.
- 7.4 It is necessary to further adjust the Tax Base for:

Changes in the Valuation List

These could arise for a variety of reasons such as appeals, disabled relief, new properties, deleted properties and changes in discount or exemption entitlements. Taking into account these factors, the Tax Base is expected to increase by 678.14 properties.

Non-collection

It is suggested that a reduction of 1% be made in the Tax Base calculation to accommodate non-collection. This reduces the Tax Base by 1462.23 to 144,761.46.

8.0 Overview of Day One, Year One and Term One Issues

- 8.1 N/a

9.0 Reasons for Recommendation

- 9.1 In accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 Cheshire East Council is required to agree its tax base before 31 January 2009. Cabinet is therefore requested to recommend the Tax Base to Council.

For further information:

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Background Documents:

Congleton tax base calculation working papers

Crewe & Nantwich tax base calculation working papers

Macclesfield tax base calculation working papers

Documents are available for inspection at:

Revenues Service

Town Hall

Macclesfield

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COUNCIL TAX-TAX BASE 2009/10

CHESHIRE EAST	BAND D EQUIVALENT	TAX BASE 99%
Adlington	597.78	591.80
Acton	133.40	132.07
Agden	78.22	77.44
Alderley Edge	2,630.03	2,603.73
Alraham	179.90	178.10
Alsager	4,575.16	4,529.41
Arclid	115.22	114.07
Ashley	161.25	159.64
Aston by Budworth	179.36	177.57
Aston-juxta-Mondrum	90.00	89.10
Audlem	913.90	904.76
Austerson	41.00	40.59
Baddiley	123.70	122.46
Baddington	55.70	55.14
Barthomley	95.20	94.25
Basford	98.40	97.42
Batherton	23.60	23.36
Betchton	284.75	281.90
Bickerton	121.00	119.79
Blakenhall	59.70	59.10
Bollington	3,083.53	3,052.69
Bosley	194.83	192.88
Bradwall	82.55	81.72
Brereton	574.67	568.92
Bridgemere	66.00	65.34
Brindley	70.60	69.89
Broomhall	88.20	87.32
Buerton	219.20	217.01
Bulkeley	126.90	125.63
Bunbury	619.50	613.30
Burland	276.70	273.93
Calveley	124.10	122.86
Checkley-cum-Wrinehill	47.70	47.22
Chelford	650.92	644.41
Cholmondeley	78.90	78.11
Cholmondeston	75.00	74.25
Chorley (M)	257.31	254.74
Chorley (Cr)	47.30	46.83
Chorlton	490.40	485.50
Church Lawton	902.66	893.63
Church Minshull	206.70	204.63
Congleton	10,165.90	10,064.25
Coole Pilate	25.70	25.44
Cranage	609.67	603.57
Crewe	14,606.00	14,459.94
Crewe Green	95.90	94.94
Disley	1,943.31	1,923.88
Doddcott-cum-Wilkesley	173.10	171.37
Doddington	17.40	17.23
Eaton	170.33	168.63
Edleston	40.10	39.70
Egerton	35.50	35.15
Faddiley	73.20	72.47
Gawsworth	850.17	841.67
Goostrey	1,105.71	1,094.65
Great Warford	437.17	432.80
Hankelow	127.40	126.13
Haslington	2,388.70	2,364.81
Hassall	109.41	108.32
Hatherton	172.20	170.48
Haughton	96.20	95.24
Henbury	335.47	332.11
Henhull	21.10	20.89
High Legh	893.53	884.59
Higher Hursfield	341.97	338.55
Holmes Chapel	2,457.24	2,432.67
Hough	351.40	347.89
Hulme Walfield & Somerford Booths	161.22	159.61
Hunsterson	79.40	78.61
Hurleston	31.10	30.79

COUNCIL TAX-TAX BASE 2009/10

CHESHIRE EAST	BAND D EQUIVALENT	TAX BASE 99%
Kettleshulme	175.92	174.16
Knutsford	6,044.25	5,983.81
Lea	22.70	22.47
Leighton	1,525.20	1,509.95
Little Bollington	80.89	80.08
Little Warford	36.97	36.60
Lower Peover	71.92	71.20
Lower Withington	302.83	299.80
Lyme Handley	70.25	69.55
Macclesfield	18,993.69	18,803.75
Macclesfield Forest/Wildboardclough	114.39	113.25
Marbury-cum-Quoisley	119.30	118.11
Marton	117.25	116.08
Mere	425.36	421.11
Middlewich	4,699.64	4,652.64
Millington	107.31	106.24
Minshull Vernon	121.70	120.48
Mobberley	1,456.50	1,441.94
Moston	179.00	177.21
Mottram St Andrew	388.83	384.94
Nantwich	5,385.70	5,331.84
Nether Alderley	373.86	370.12
Newbold Astbury-cum-Moreton	337.57	334.19
Newhall	351.30	347.79
Norbury	94.50	93.55
North Rode	117.36	116.19
Odd Rode	2,028.05	2,007.77
Ollerton with Marthall	303.95	300.91
Over Alderley	214.06	211.92
Peckforton	76.80	76.03
Peover Superior	388.61	384.72
Pickmere	371.75	368.03
Plumley with Toft and Bexton	395.52	391.56
Poole	60.80	60.19
Pott Shrigley	150.19	148.69
Poynton with Worth	6,104.03	6,042.99
Prestbury	2,122.19	2,100.97
Rainow	597.58	591.60
Ridley	59.70	59.10
Rope	821.10	812.89
Rostherne	82.14	81.32
Sandbach	6,867.48	6,798.81
Shavington-cum-Gresty	1,689.00	1,672.11
Siddington	195.33	193.38
Smallwood	283.69	280.85
Snelson	84.94	84.09
Somerford	185.04	183.19
Sound	103.70	102.66
Spurstow	192.80	190.87
Stapeley	1,329.60	1,316.30
Stoke	110.00	108.90
Sutton	1,169.81	1,158.11
Swettenham	165.80	164.14
Tabley	205.81	203.75
Tatton	12.44	12.32
Twemlow	94.29	93.35
Walgherton	56.40	55.84
Wardle	60.70	60.09
Warmingham	104.20	103.16
Weston	781.00	773.19
Wettenhall	96.60	95.63
Willaston	1,313.20	1,300.07
Wilmslow	14,211.86	14,069.74
Wincle	92.42	91.49
Wirswall	42.30	41.88
Wistaston	3,074.20	3,043.46
Woolstanwood	262.70	260.07
Worleston	103.90	102.86
Wrenbury	470.80	466.09
Wybunbury	616.60	610.43
	146,223.71	144,761.46

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CHESHIRE EAST COUNCIL

Cabinet

Date of meeting:	2 December 2008
Report of:	Partnerships Workstream, Performance & Capacity Block
Title:	A LOCAL AREA AGREEMENT FOR CHESHIRE EAST

1.0 Purpose of Report

- 1.1 To raise awareness of the current Cheshire position in relation to Local Area Agreement delivery and refresh, the implications for the Council in the light of the Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008 and the proposed process and timetable for severance of the Agreement.

2.0 Decision Required

- 2.1 The Cabinet to recommend to Council to:

- (i) endorse the Cheshire Local Area Agreement 2008 - 2011 (Appendix 1) in accordance with the requirements of the Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008;
- (ii) note its statutory duty to have regard to all targets in the Local Area Agreement and those for which it will become the 'lead partner'; and
- (iii) delegate its authority to make any proposals for 'revision' of the Cheshire Local Area Agreement 2008 - 2011 to the Secretary of State, deemed necessary as a consequence of the annual refresh process and in accordance with the requirements of Section 111 of the Local Government and Public Involvement in Health Act 2007, to the Cabinet.

3.0 Financial Implications for Transition Costs

- 3.1 None identified

4.0 Financial Implications 2009/10 and beyond

- 4.1 Both the Sustainable Community Strategy and Local Area Agreement (as the Delivery Plan of the SCS) are intended to influence the business planning processes of the local authority and all partners from across the public, private, community, voluntary and faith sectors within the local area.

- 4.2 In so doing, it is expected that resource allocation and service delivery be driven by the targets and indicators, both 'designated' and 'non designated', incorporated in Local Area Agreements.

5.0 Risk Assessment

- 5.1 Under the Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008, responsibility for the preparation, submission and approval of a local area agreement now rests with the shadow councils. As a consequence the County Council, previously the responsible authority for the agreement, becomes a partner authority under sections 104 and 117 of the Local Government and Public Involvement in Health Act 2007. Should the shadow Council not endorse the current agreement it will be in breach of those statutory responsibilities now placed upon it under the Local Government and Public Involvement in Health Act 2007.
- 5.2 Furthermore Comprehensive Performance Assessment (CAA), to be introduced from April 2009 as part of the new local performance framework, will include an assessment of performance and future prospects for delivery of local priorities in the area as agreed through the Local Area Agreement.

6.0 Background

- 6.1 The Local Area Agreement (LAA) sets out the 'deal' between central government and local authorities and their partners to improve services and the quality of life for local people. As such, the LAA is also a shorter-term delivery mechanism for the Sustainable Community Strategy with the Strategy providing the story of the local area and articulating a longer term ambition, evidence and rationale beyond the focus of the three-year LAA.
- 6.2 The LAA is prepared by a responsible local authority as defined in Section 103 of the Local Government and Public Involvement in Health (LGPIH) Act 2007. This includes County Councils and Unitary District Councils though those authorities are also under a statutory duty to consult, cooperate and involve all partner authorities in identifying the content of the LAA. The Statutory Guidance – "Creating Strong, Safe and Prosperous Communities" – states that this should be done through the Local Strategic Partnership (LSP) and its thematic partnerships to collectively agree a shared set of priorities for the LAA, before working with them to determine how each target is drafted. The role of the responsible local authority is therefore to:
- seek to achieve collective consensus, via the LSP, to the content of the LAA;
 - ensure the right balance and level of ambition of targets; and
 - ensure that the normal requirements of local government legislation are met.

- 6.3 The LAA for an area must contain up to 35 'designated' improvement targets drawn from the new national indicator set published in March 2008 plus 16 statutory educational attainment and early years targets. The national indicators are the only indicators against which local authorities' performance, alone or in partnership, will be reported to Central Government. As such, they are the only measures against which Government can agree targets with a local authority or partnership (through the LAA).
- 6.4 In addition, local authorities and their partners may incorporate any number of 'non-designated' improvement targets for priorities of specifically local concern. In legal terms, the distinction between designated and non-designated targets is the circumstances under which they may be amended. Targets that have been designated by the Secretary of State, either following the submission and approval of the draft LAA or as part of a revision proposal, may not be altered without the agreement of all partners signed up to the target and the Secretary of State. By contrast non-designated targets may be amended or dropped without the approval of the Secretary of State – with only the agreement of the relevant partner authorities and after the responsible local authority has consulted those who have agreed to help deliver the target on a voluntary basis.
- 6.5 In agreeing targets for inclusion in LAAs, local authorities and their partners need to consider how the delivery of these priorities will be resourced. It is expected all revenue and capital funding should support the delivery of national and local priorities for the area including local income (e.g. council tax, capital receipts), Formula Grant (i.e. RSG, NNDR), Single Capital Pot, specific grants and the new non-ringfenced Area Based Grant – a general grant providing additional revenue to areas according to specific policy criteria made up of a range of former specific grants from seven Government departments (e.g. Children's Fund, Connexions, Carers, Preserved Rights, Detrunking, Supporting People, etc.). In addition, the Government have recently concluded consultation on a new model for calculating LAA Performance Reward Grant to provide a continued financial incentive for the achievement of improvement targets.
- 6.6 Once agreed, each LAA will be subject to an annual **review** intended to identify and address any issues around delivery, including risks and good practice, to help assess and benchmark progress of the three-year span of the Agreement. In addition, the review is an opportunity to revise, by exception, particular targets to reflect changes in local circumstances or national priorities. It should be noted, however, that the arrangements for the imminent first Annual Review will be different and will include a distinct **refresh** element. In part this is due to the fact that the first Comprehensive Area Assessment (CAA), which will provide evidence and conclusions to inform LAA annual reviews, has not yet taken place. Furthermore, ongoing development of the national indicator set resulted in a

number of non-finalised negotiations with targets remaining to be set across a number of areas.

- 6.7 **Review** - The review will take place in the context of limited delivery data and will, therefore, look more at local capacity and delivery arrangements to ensure future delivery. Issues for consideration will include arrangements with partners and their commitments, performance management systems, joint commissioning and citizen engagement, including efforts to communicate with residents on local priorities.
- 6.8 **Refresh** - While the refresh element may conclude some limited revisions where new evidence is available, it is anticipated that most changes will be in terms of 'unfinished business' from the negotiations. This unfinished business comprises delayed indicators, revised indicators and targets that are inconsistent with their indicator definition. The aim is that all outstanding targets will be resolved ready for year two of the LAA (from 1 April 2009). Appendix 2 highlights the key milestones for the year one review and refresh process.
- 6.9 The introduction of a LAA for Cheshire against the background of local government re-organisation has been particularly challenging. At the time of formal agreement with the Government, the responsible authority for the preparation of the LAA was Cheshire County Council. However, in view of the imminent re-structuring, it was agreed to prepare a 'transitional, severable' Agreement for Cheshire, incorporating separate targets for the Cheshire West and Chester and Cheshire East local authority areas where possible, which could then be taken forward by the new authorities and their partners at the earliest opportunity.
- 6.10 Since the Cheshire LAA was formally agreed on 30 June, the responsibility for the preparation, submission and approval of the LAA and any subsequent proposed revisions made to it under the annual refresh process has transferred to the two new unitary authorities under the Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008. The Local Authorities (Functions and Responsibilities) Regulations 2000 have been amended to allow local flexibility as to who will have responsibility for preparing and approving the LAA. As a consequence, the Council will need to decide whether to discharge this function itself or delegate it to the Cabinet. This decision needs to be made as soon as possible to ensure that the formal adoption process for the LAA review / refresh is completed by 26 March 2009 at the latest.
- 6.11 Furthermore, each respective Council needs to be aware of its specific responsibilities in relation to target delivery. Section 105(2) of the LGPIH Act states that a target will relate to a responsible local authority if any of the functions or anything done by the responsible local authority could contribute to the attainment of the target. It is, therefore, crucial in the light of Comprehensive Area

Assessment that the Council is aware of its responsibilities and those of its statutory 'partner authorities.

7.0 Options

7.1 Not applicable

8.0 Reasons for Recommendation

8.1 Under the Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008, the Shadow Authority now has the responsibility for the preparation, submission and approval of the local area agreement and any subsequent proposed revisions made to it under the annual refresh process. In the light of imminent local government re-organisation in Cheshire, the current Cheshire Local Area Agreement was developed as a 'transitional' agreement to be severed for the new Cheshire West and Chester and Cheshire East authority areas at some point during its three year life-span. The recommendation in 2.1 enables the Shadow Council to meet its new statutory duties and formalises the process agreement of any revisions which emerge from the imminent annual refresh.

For further information:

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Background Documents:

Documents are available for inspection at:

Cheshire East Council Support Office
Congleton Borough Council
Westfields
Middlewich Road
Sandbach

CHESHIRE LAA 2008 – 2011: Designated Improvement Targets

Priority	New National Indicators	Area	Baseline	LAA Improvement Target			Lead Partner
				2008/09	2009/10	2010/11	
1. Stronger Communities	NI 4 % of people who feel they can influence decisions in the locality (PSA 21) *	East	(2006/07) 33%	40%			Local Authority
2. Stronger Communities	NI 8 Adult participation in sport and active recreation (DCMS DSO) *	East	23.2%	25.2%	26.2%	27.2%	Sport Cheshire; Local Authority
3. Safer Communities	NI 18 Adult re-offending rates for those under probation supervision (PSA 23) *	C/wide	(2006/07) 36%	32.5%	29%	25.5%	Cheshire Probation Service
4. Safer Communities	NI 20 Assault with injury crime (PSA 25) *	East		5.87 (2080)	5.6 (2026)	5.5 (1976)	Cheshire Police
5. Safer Communities	NI 21 Dealing with local concerns about anti-social behaviour and crime by the local councils and police (PSA 23) * (SEE FOOTNOTE 'A' BELOW)	East		5%			Local Authority; Cheshire Police
6. Safer Communities	NI 30 Re-offending rate of prolific and priority offenders (HO DSO) * (SEE FOOTNOTE 'B' BELOW)	East	16.6%	19%			Cheshire Police
7. Safer Communities	NI 32 Repeat incidents of domestic violence (PSA 23) *	East	34%	31%			Cheshire Domestic Abuse Partnership
8. Safer Communities	NI 33 Arson incidents (HO DSO) *	East	994 (27.7)	653 (18.2)	622 (17.3)	597 (16.6)	Cheshire Fire and Rescue Service
		East Secondary	669 (18.6)	417 (11.6)	408 (11.4)	400 (11.1)	
		East Primary	325 (9.6)	236 (6.6)	214 (6.0)	197 (5.5)	
9. Safer Communities	NI 47 People killed or seriously injured in road traffic accidents (DfT	East	(June 2007)	249	233	229	Cheshire Safer Roads Partnership

Priority	New National Indicators	Area	Baseline	LAA Improvement Target			Lead Partner
				2008/09	2009/10	2010/11	
	DSO) *		280				
10. Children and Young People – <i>Be Healthy</i>	NI 56 Obesity in primary school age children in Year 6 (DCSF DSO) *	Central & Eastern PCT	(2007) 16.7%	16.7%	16.5%	16.2%	Cheshire Children's Trust
11. Children and Young People – <i>Make a positive contribution</i>	NI 110 Young people's participation in positive activities (PSA 14)* (SEE FOOTNOTE 'C' BELOW)	East					
12. Children and Young People – <i>Make a positive contribution</i>	NI 111 First time entrants to the Youth Justice System aged 10-17 (PSA 14) * (SEE FOOTNOTE 'D' BELOW)	East	(2007/08) 521				Cheshire Children's Trust
13. Children and Young People – <i>Make a positive contribution</i>	NI 112 Under age conception rate (PSA 14) *	C/wide	Baseline set in 1998 and progress at 2007 is minus 15%	- 32%			Cheshire Children's Trust
14. Children and Young People – <i>Make a positive contribution</i>	NI 115 Substance misuse by young people (PSA 14) * (SEE FOOTNOTE 'C' BELOW)	C/wide	Tell Us Survey Autumn 2008				Cheshire Children's Trust
15. Children and Young People – <i>Economic Wellbeing</i>	NI 117 16 to 18 olds who are not in education, employment and training (NEET) (PSA 14) *	East	5.2%	4.8%	4.4%	4.1%	Cheshire Children's Trust
16. Adult Health and Wellbeing	NI 120 All-age all cause mortality rate (PSA 18) *	Central & Eastern PCT	(2005) Male 705.31	652	633	614	Central & Eastern Cheshire PCT
		Central & Eastern	(2005) Female	453	439	425	

Priority	New National Indicators	Area	Baseline	LAA Improvement Target			Lead Partner
				2008/09	2009/10	2010/11	
		PCT	507.49				
17. Adult Health and Wellbeing	NI 121 Mortality rate from all circulatory diseases at ages under 75 (DH DSO) *	Central & Eastern PCT	(2005) 80.1	70.35	66.62	63.09	Central & Eastern Cheshire PCT
18. Adult Health and Wellbeing	NI 123 Stopping smoking (PSA 18)* (SEE FOOTNOTE 'E' BELOW)	Central & Eastern Cheshire PCT	795	785	788	791	Central & Eastern Cheshire PCT
		Central & Eastern Cheshire PCT	Number of 4-week smoking quitters who attended NHS Stop Smoking Services	2,912	2,928	2,943	
		Central & Eastern Cheshire PCT	Population aged 16 and over	371,183	371,500	371,904	
19. Adult Health and Wellbeing	NI 125 Achieving independence for older people through rehabilitation/intermediate care (DH DSO) *	East	78%	79%	80%	81%	Central & Eastern Cheshire PCT; Local Authority
20. Adult Health and Wellbeing	NI 130 Social Care clients receiving Self Directed Support (Direct Payments and Individual Budgets – adults all ages) * SEE FOOTNOTE 'F' BELOW	C/wide	(2006/07) 99.32	282	469	1036	Local Authority
21. Adult Health	NI 135 Carers receiving needs	East	(2007/08)	47%	48%	50%	Local Authority

Priority	New National Indicators	Area	Baseline	LAA Improvement Target			Lead Partner
				2008/09	2009/10	2010/11	
and Wellbeing	assessment or review and a specific carer's service, or advice and information (DH DSO) *		45%				
22. Adult Health and Wellbeing	NI 137 Healthy life expectancy at age 65 (PSA 17) *	C/wide	– no modern baseline data (2001 Data available)	Set baseline and targets	As set in year one	As set in year one	
23. Tackling exclusion and promoting equality	NI 141 Percentage of vulnerable people achieving independent living (CLG DSO) *	East	66.9%	68%	69%	70%	Cheshire Supporting People Team
24. Tackling exclusion and promoting equality	NI 142 Percentage of vulnerable people who are supported to maintain independent living (CLG DSO) * SEE FOOTNOTE 'G' BELOW	East	98.7%	98.7%	98.7%	98.7%	Cheshire Supporting People Team
25. Tackling exclusion and promoting equality	NI 153 Working age people claiming out of work benefits in the worst performing neighbourhoods (DWP DSO) * SEE FOOTNOTE 'H' BELOW	C/wide	(May 2007) 29.1%	0.33%	0.33%	0.34%	Jobcentre Plus
26. Local Economy	NI 154 Net additional homes provided (PSA 20) *	East	1273	960	1440	1440	LPAs and RSLs
27. Tackling exclusion and promoting equality	NI 155 Number of affordable homes delivered (gross) (PSA 20) *	East	130	344			Local Authority; Cheshire Housing Alliance
28. Tackling exclusion and	NI 156 Number of households living in temporary accommodation (PSA	East	231	24	18	12	Local Authority

Priority	New National Indicators	Area	Baseline	LAA Improvement Target			Lead Partner
				2008/09	2009/10	2010/11	
promoting equality	20) *						
29. Local Economy	NI 163 Proportion of population aged 19-64 for males and 19-59 for females qualified to Level 2 or higher (PSA 2) * SEE FOOTNOTE 'I' BELOW	East	(2006) 73.9%	(2009) 79.5%	(2010) 81.3%	(2011) 83.2%	LSC/DIUS
30. Local Economy	NI 164 Proportion of population aged 19-64 for males and 19-59 for females qualified to Level 3 or higher (PSA 2) * SEE FOOTNOTE 'I' BELOW	East	(2006) 53.2%	(2009) 57.9%	(2010) 59.4%	(2011) 61.0%	LSC/DIUS
31. Local Economy	NI 168 Principal roads where maintenance should be considered (DfT DSO) *	East	5%	5%	4%	3%	Local Authority
32. Local Economy	NI 169 Non-principal classified roads where maintenance should be considered (DfT DSO) *	East	9%	8%	7%	6%	Local Authority
33. Local Economy	NI 171 New business registration rate (BERR DSO) * SEE FOOTNOTE 'J' BELOW	East					CWEA
34. Environmental sustainability	NI 186 Per capita reduction in CO2 emissions in the Local Authority area (PSA 27) * SEE FOOTNOTE 'K' BELOW	East	8.8 tonnes per capita	8.68 t per capita (47,000 tCO2 saved)	8.53 t per capita (99,250 tCO2 saved)	8.40 t per capita (145,500 tCO2 saved)	Local Authority; Energy Projects Plus; Groundwork
35. Environmental sustainability	NI 191 Residual household waste per household (Defra DSO) *	East	711	711	690	681	Cheshire Waste Partnership

CHESHIRE LAA 2008 – 2011: Non-designated (Local) Improvement Targets

Priority	Local indicators	Area	Baseline	LAA Improvement Target			Lead Partner
				08/09	09/10	10/11	
36. Stronger Communities	Percentage increase in Local Authority spending in contracts and grants to Third Sector organisations	C/wide	(2007/08)				Local Authority
37. Safer Communities	Reported incidents of ASB	East	18,640	17,708			CDRPs
38. Safer Communities	Increase in proportion of non-Police referrals to the Cheshire DAFSUs and MARACs	East	15%	20%			Cheshire Domestic Abuse Partnership
39. Safer Communities	Alcohol arrest referrals	East		240			Cheshire DAAT
40. Safer Communities	(Anti-social behaviour – criminal damage)	East	5567	4957			Local Authority
41. Children and Young People – <i>Be Healthy</i>	NI 56 Obesity in primary school age children in Year 6 (DCSF DSO) <i>(Looked after children – proxy measure)</i>	East					Children's Trust
42. Children and Young People – <i>Make a positive contribution</i>	NI 110 Young people's participation in positive activities (PSA 14) <i>(Looked after children – proxy measure)</i>	East					Children's Trust
43. Children and Young People – <i>Make a positive</i>	NI 111 First time entrants to the Youth Justice System aged 10-17 (PSA 14)	East					Children's Trust

Priority	Local indicators	Area	Baseline	LAA Improvement Target			Lead Partner
				08/09	09/10	10/11	
<i>contribution</i>	<i>(Looked after children – proxy measure)</i>						
44. Children and Young People – <i>Make a positive contribution</i>	NI 112 Under age conception rate (PSA 14) <i>(Looked after children – proxy measure)</i>	East					Children's Trust
45. Children and Young People – <i>Make a positive contribution</i>	NI 115 Substance misuse by young people (PSA 14) *	East					
46. Children and Young People – <i>Economic Wellbeing</i>	NI 117 16 to 18 olds who are not in education, employment and training (NEET) (PSA 14) *	East					
47. Adult Health and Wellbeing	NI 134 The number of emergency bed days per head of weighted population (DH DSO) Emergency bed days for those 75 and over (current LAA sub outcome)	East		** Maintain at baseline rates per 1000 population	Decrease rates by 1% against baseline	Decrease rates by 2% against baseline	Central & Eastern Cheshire PCT; Local Authority
48. Adult Health and Wellbeing	C32 Older people only Proxy for NI 136 People supported to live independently through social services (all adults) (PSA 18)	East					Local Authority
49. Adult Health and Wellbeing	(Mental Health – number of organisations adopting the Mental Health Employment Charter))	East		6	6	4	
50. Local	Increase the value of the Cheshire	East	£0.532 billion	£0.57 billion	£0.593 billion	£0.61	Visit Chester

Priority	Local indicators	Area	Baseline	LAA Improvement Target			Lead Partner
				08/09	09/10	10/11	
Economy	visitor economy (STEAM)					billion	and Cheshire; Local Authority; NWDA; Private Sector
51. Local Economy	(Enterprise development – new social enterprises demonstrating growth after 12 months)	East	13	23	28		Cheshire & Warrington Social Enterprise Partnership
52. Local Economy	Proxy measure for NI 171(Enterprise development – Business start-up rates)	East	83.2	91.6	95.8	100	
53. Environmental sustainability	NI 192 Percentage of household waste sent for refuse, recycling and composting (DEFRA DSO)	East	40	41	43	44	

FOOTNOTES:

- A. Baseline for NI 21 will be available in July 2008: 5% increase in the number of people who agree that the Police and Local Authority are dealing with ASB. A new Respect Action Plan will be developed following publication of results.
- B. NI 30: although three year targets have been identified on an equal division of the baseline and year 1 targets, a significant review and re-negotiation will be required following the publication of centrally generated data from NOMS HQ which will change the targets for this indicator.
- C. NI 110 and NI 115: data for these indicators is not be available until December 2008.
- D. NI 111, the Youth Justice Board data for this indicator will not be available until December 2008 and targets will be negotiated at December refresh 2008/09.

E. NI 123 relates to smoking quitters per 100,000 population aged 16 and over.

F. The figures for NI 130 represent the total local population expressed as a proportion per 100,000. The absolute client numbers for this indicator:

AREA	BASELINE (2006/07)	2008/09	2009/10	2010/11
East	408	780	1300	2873

G. NI 142 why are we maintaining current performance and not improving it? Because we are already a upper quartile performer and known changes in service will impact the availability and effectiveness of service during this period. This indicator will be measured by CLG to 2 places decimal i.e. from .01 to .02 being seen as a target for improvement.

H. NI 153 target was the percentage fall in the proportion of working-age people claiming out-of-work benefits (rather than the number of people doing so). (The worst performing neighbourhoods are the LSOA recognised worst 25% in England).

I. Both indicators NI 163 and 164 figures are subject to Annual Population Survey revisions: inputting data for three years will result in a significant data report lag. There is a very significant confidence interval issue for the disaggregated East & West data.

J. NI 171 baseline to be established at December 2008 review, following publication of BERR data in the Autumn. Local 'non-designated' indicator in place as number 53 using BETA model based baselines.

K. NI 186 baselines and targets are expressed locally they contribute to the national figures outlined below:

AREA	BASELINE (2006/07)	2008/09	2009/10	2010/11
East	East -8.8 tonnes CO2 per capita.(3,137 Kt CO2)	East -3.9% (0.34 tonnes) reduction from baseline ,of which 2.4%(0.21 tonnes) is due to national measures. New per capita total 8.46 tonnes	East -7.96% (0.70 tonnes) reduction from baseline ,of which 4.8% (0.42 tonnes) is due to national measures. New per capita total 8.1 tonnes	East -11.84% (1.04 tonnes) reduction from baseline, of which 7.2% (0.63 tonnes) is due to national measures. New per capita total 7.76 tonnes.

Set Statutory Indicators for attainment and early years

Priority	New National Indicators – (when shown with an * denote designated indicators)	Area	Baseline	LAA Improvement Target		
				<u>08/09</u>	<u>09/10</u>	<u>10/11</u>
11. Children and Young People – Enjoy and Achieve	NI72 Achievement of at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal Social and Emotional Development and Communication, Language and Literacy PSA 10	C/wide	64% (2007)	66.2%	68.9%	TBC
	NI 73 Achievement at level 4 or above in both English and Maths at Key Stage 2 (Threshold) PSA 10	C/wide	New	NA	83	TBC
	NI 74 Achievement at level 5 or above in both English and Maths at Key Stage 3 (Threshold) PSA 10	C/wide	New	NA	80	TBC
	NI 75 Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths (Threshold) PSA 10	C/wide	New	57	60	TBC
	NI 83 Achievement at level 5 or above in Science at Key Stage 3 DCSF DSO	C/wide	78	84	84	TBC
	NI 87 Secondary school persistent absence rate DCSF DSO	C/wide	New	NA		TBC
	NI 92 Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest PSA 11	C/wide	33.6% (2007)	30.7%	29.3%	TBC
	NI 93 Progression by 2 levels in English between Key Stage 1 and Key Stage 2 PSA 11	C/wide	New	NA	90	TBC

	NI 94 Progression by 2 levels in Maths between Key Stage 1 and Key Stage 2 PSA 11	C/wide	New	NA	88	TBC
	NI 95 Progression by 2 levels in English between Key Stage 2 and Key Stage 3 PSA 11	C/wide	New	NA	38	TBC
	NI 96 Progression by 2 levels in Maths between Key Stage 2 and Key Stage 3 PSA 11	C/wide	New	NA	71	TBC
	NI 97 Progression by 2 levels in English between Key Stage 3 and Key Stage 4 PSA 11	C/wide	New	NA	67	TBC
	NI 98 Progression by 2 levels in Maths between Key Stage 3 and Key Stage 4 PSA 11	C/wide	New	NA	36	TBC
	NI 99 Children in care reaching level 4 in English at Key Stage 2 PSA 11	C/wide	New	NA	TBC	TBC
	NI 100 Children in care reaching level 4 in Maths at Key Stage 2 PSA 11	C/wide	New	NA	TBC	TBC
	NI 101 Children in care achieving 5 A*-C GCSEs (or equivalent) at Key Stage 4 (including English and Maths) PSA 11	C/wide	New	NA	TBC	TBC

LAA Annual Review 2008/09 – Key Milestones

DATE	ACTIVITY
October 2008:	Departments finalise target negotiating briefs, where needed
October 2008:	GOs will agree detailed arrangements for annual reviews in their region, including the deadline for receipt of Partnership performance reports
October 2008 – January 2009:	Annual Review discussions
January 2009:	GO Annual Review conclusions sent to Government
2 March 2009:	Final or near final refreshed LAAs sent to GOs (at this point LAAs should be in final or near-final form though possibly not yet formally adopted
9 March 2009:	GOs make recommendations to Ministers
Throughout March 2009:	Negotiations to be concluded on any outstanding issues
By 26 March 2009:	Formal adoption process completed according to the agreed scheme of delegation and <u>final</u> LAAs submitted to GOs Cross-Government consideration of refreshed LAAs
Friday 27 March 2009:	GOs to submit adopted LAAs to the Secretary of State
Early April 2009:	Secretary of State approval of revised LAAs

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CHESHIRE EAST COUNCIL

Cabinet

Date of meeting: 2 December 2008
Report of: **Bernadette Hurst** Director, Cheshire & Warrington Improvement & Efficiency Partnership
Title: **Cheshire & Warrington Improvement & Efficiency Strategy**

1.0 Purpose of Report

- 1.1** This report explains the background to the development of the Cheshire and Warrington Improvement and Efficiency Partnership and Strategy. Members are asked to consider and approve the Strategy (appended) for adoption. The Council's emerging ambitions and improvement priorities as identified in the interim Corporate Plan will be supported by the implementation of this strategy.

2.0 Decision Required

- 2.1** To consider and adopt the Cheshire and Warrington Improvement and Efficiency Strategy as appended to this report.
- 2.2** To agree to Warrington BC undertaking the role of "accountable body" in relation to CWIEP
- 2.3** To authorise officers to enter into a partnership agreement on behalf of Cheshire East for CWIEP

3.0 Financial Implications for Transition Costs

- 3.1** None

4.0 Financial Implications 2009/10 and beyond

- 4.1** £22 million is being made available to the region over the next 3 years. It has been agreed that for 2008/09, the broad allocation of resources to the sub-regions should be 60%. This will be revised at the end of the first year of the programme, with a view to increasing it, subject to the sub-regions demonstrating achievement of their year 1 objectives. In 2008/09, £680k has been allocated to the Cheshire & Warrington sub-region. If the same formula is applied in Year 2, the funding would be about £781k. If the sub-regional allocation were to increase to say 80%

of available funding, Cheshire and Warrington could receive up to £1,041m p.a. for 2009/10 and 2010/11.

- 4.2 However, the Government has made it clear that this is pump-priming funding and from 2011, the partnership will need to be self-sustaining. Proposals will be brought forward in due course as to how that might be achieved.

5.0 Legal Implications

- 5.1 A legally binding partnership agreement and terms of reference are currently being drawn up by Warrington BC. All partners will have the opportunity to comment and propose any amendments.

6.0 Risk Assessment

- 6.1 The desired outcome is for a Partnership which is owned and operated by the sector with responsibility for managing the development and delivery of a strategy and outputs that secure continuous improvement in and value for money of Cheshire and Warrington's public services.
- 6.2 There will be a significant risk to the success and reputation of Cheshire and Warrington's sub-regional improvement and efficiency partnership if partners do not remain engaged with and responsible for its direction, programme of work and take up of improvement and efficiency outputs and products. Considerable amounts of funding could be at risk and failure could also negatively impact on future Comprehensive Area Assessments.
- 6.3 This risk is being mitigated by firmly positioning the sub-regional strategy and delivery plans to respond to sub-regional priorities.
- 6.4 Central government funding is only available for the first three years of the partnership and that funding is also contingent upon successful delivery. This presents a risk in terms of possible redundancy costs. However, there is a requirement for the partnership to submit proposals as to how funding will be invested to build sustainable collaboration beyond 2011 and this is likely to be on the basis of partner subscription.

7.0 Background and Options

- 7.1 The North West Regional Improvement and Efficiency Strategy sets the vision for and outlines the context in which improvement and efficiency challenge and support will be developed and provided. It builds on the experience and expertise that has been developed in the region over the last three years through the work of the North West Improvement Network (NWIN) and the

North West Centre of Excellence (NWCE). These two have been formally combined as of 1st April 2008, to bring together support for improvement and efficiency into one organisation, the new Regional Improvement and Efficiency partnership for the North West (NWRIEP). The strategy sets out a challenging and an ambitious programme for the Partnership to deliver against nine improvement themes:

- Transformational government and the citizen
- Efficiency
- Economic development and regeneration
- Health and social care
- Community safety
- Community empowerment and neighbourhood delivery
- Children's and young people's services
- Environmental quality and climate change
- Cohesion, and equalities and diversity.

7.2 Given the establishment of the NWIEP and the requirements of the regional strategy, the sub-regional landscape has been reviewed. The opportunity was taken to mirror the regional structures in terms of accessing funding streams and support but also the philosophy driving the combining of the improvement and efficiency agendas. Cheshire and Warrington Improvement and Efficiency partnership (CWIEP) brings together the work of the former Cheshire Warrington and Halton Information Consortium (CWHIC), Cheshire Improvement Partnership (CWIP), Cheshire Shared Services Programme, Cheshire Collaborative Services Group and Cheshire Procurement Group, to deliver the Improvement and Efficiency Strategy for Cheshire and Warrington. It is proposed that Warrington BC act as the accountable body for CWIEP and therefore Terms of Reference and a partnership agreement are being drawn up. Proposals as to staffing and financial arrangements are currently being finalised.

- 7.3 In May 2008, Cheshire Chief Executives and Cheshire Fire and Rescue Service approved the submission of the CWIEP Year 1 Delivery Plan to the NWRIEP Management Board. It was considered to be a good submission and projects have since been commissioned in line with that plan. However, CWIEP has to also submit a detailed 3 year strategy demonstrating how the improvement and efficiency programmes commissioned will contribute to achieving improved outcomes across priority areas, and how the pump-priming funding from the partnership will be invested to build sustainable collaboration beyond 2011.

7.4 Recommendation

- 7.4.1 To consider and adopt the Cheshire and Warrington Improvement and Efficiency Strategy as appended to this report.

- 7.4.2 To agree to Warrington BC undertaking the role of “accountable body” in relation to CWIEP
- 7.4.3 To authorise officers to enter into a partnership agreement on behalf of Cheshire East for CWIEP

8.0 Reasons for Recommendation

- 8.1 The delivery of support for improvement and efficiency in the North West will primarily be through the 5 sub-regional partnerships. The aim is now to significantly raise the level of sub-regional collaboration and support political and managerial leaders in implementing radically different solutions to address long-standing challenges. This strategy is the starting point for that journey.

For further information:

Portfolio Holder: Councillor D Brown

Officer Bernadette Hurst, Director CWIEP:

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Email: Bernadette.Hurst@crewe-nantwich.gov.uk

Background Documents:

The National Improvement & Efficiency Strategy

The North West Improvement & Efficiency Strategy

:

Cheshire and Warrington Improvement and Efficiency Partnership

Improvement and Efficiency Strategy 2008/11

November 2008



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Foreword

The District Councils and County Council of Cheshire and Warrington Borough Council are performing well. All of the existing Local Authorities have been judged as good, excellent or 4 star. Our Direction of Travel is 'Improving well' or moving in a positive direction, The 'Use of Resources' scores do offer some scope for improvement, although we score above national averages as a sub-region. Of course, Local Government Reorganisation in Cheshire will significantly alter the organisational landscape and future assessments will be made on a different basis; it is also likely to pose both a challenge and opportunity for improved performance. Notwithstanding this, our aim is still to achieve further improvement.

However, modern Local Government is about much more than the delivery of services. Our primary duty is to all those who live or work in and visit Cheshire and Warrington and we recognise that local government is only part of the wider public sector in the sub-region. To fulfil our duty, we need to work in partnership with a range of other organisations too. In particular, we will support councils and their partners in delivering the shared priorities for their local areas (as expressed in their Local Area Agreements targets); and in meeting their 3% efficiency savings.

The improvement and efficiency agendas are changing, and aligning. A tight public spending round, rising public expectations, and a new emphasis on community leadership and community empowerment, means that incremental change is no longer enough. Increasingly our roles are moving into the new agendas of innovation and service transformation.

To play these new roles requires a balance of challenge and support. There are a wide range of organisations providing support, advice and challenge to our local public services. But overall, the improvement 'architecture' is complicated and confusing. We will position Cheshire and Warrington Improvement and Efficiency Partnership as the centre of all improvement and efficiency work in the sub-region, so that we can make more sense of it – and co-ordinate it where necessary – on behalf of our partners. Taking leadership from elected Members, we will provide challenge and support to individual councils and partnerships; and we will deliver shared and collaborative solutions to tackle particular service issues in the sub-region.

These are the ambitions of Cheshire and Warrington's Improvement and Efficiency Partnership. They are set out in more detail in the rest of this document. We are excited about these new stages in our journey. We believe that the vision we set out here is ambitious, and that it will be challenging for us to deliver. However, in doing so, we will be able to maintain our duty to all who live and/or work in Cheshire and Warrington to make their public services beacons of improvement and efficiency. We are looking forward to leading and shaping our own agenda in this innovative way and to working with partners to achieve this.



Councillor Keith Bland
NWIEP Board



Councillor Herbert Manley
Chairman CWIEP Member Panel

1. Introduction

This strategy sets out our ambition for the new Cheshire & Warrington Improvement and Efficiency Partnership 2008/11. It details our priorities, which will be reviewed and refreshed each year to ensure we are able to respond to new challenges. The strategy includes details of our performance management and commissioning frameworks. There is also a high level financial overview and risk assessment.

The principles and priorities set out in the National Improvement and Efficiency Strategy (NIES) and the North West Improvement and Efficiency Strategy (NWIES) have shaped our thinking. However, this is very much a sub-regional strategy and the proposals set out in this strategy are based on extensive consultation with key stakeholders. The approach outlined here will continue to develop as we learn about the best way to support sub-regional improvement and efficiency.

2. About Cheshire & Warrington

Cheshire & Warrington is one of 5 sub-regions within the North West of England.

The sub-region is well linked into it's neighbouring areas, looking across to the border with Wales and the Deeside Hub, to the city regions of Manchester in the East, and to Liverpool and The Wirral in the West, and the Potteries of Stoke in the South.

Cheshire & Warrington has a population of 875,000 covering 2,344 sq km. Warrington is the fastest growing town in the North West, and Cheshire's population is also forecast to grow by 4% by 2021.

There are over 29,800 businesses, employing nearly 415,000 people. The sub-region has low unemployment rates overall, which are consistently lower than the North West and National average.

Although Warrington and Cheshire are regarded as relatively affluent, there are 58 lower layer 'super output areas' (SOAs) ranking within the 20% most deprived nationally. 20 rank within the lowest 10%. These areas all fall within urban wards, and this manifests itself in lower educational attainment, skill levels, and employment prospects and poorer health in those areas.

Our Local Authorities are all strong performers. Comprehensive Performance Assessment (CPA) data reflects this. All of the existing Local Authorities have been judged as good, excellent or 4 star. Direction of Travel results reflect authorities who are 'Improving well' or moving in a positive direction. For 'Use of Resources' there is some scope for improvement, although we score above the national averages as a sub-region. Please see Annex D for further details. Local Government Review in Cheshire will significantly alter the organisational landscape and future assessments will be made on a different basis; it is also likely to pose a challenge for improved performance. Notwithstanding this, our aim is still to achieve further improvement.

Cheshire Fire & Rescue Service are a key partner. A national report by the Audit Commission recently compared the performance of all 47 fire authorities in England and listed Cheshire as one of only five judged to be 'performing strongly'. The detailed review also reveals the authority has improved its performance on 82 per cent of its national performance indicators – more than any other fire authority.

Cheshire Fire & Rescue Service serve Cheshire & Warrington. Cheshire comprises the six district councils of Chester, Congleton, Crewe & Nantwich, Ellesmere Port & Neston, Macclesfield and Vale Royal, and Cheshire County Council. Formerly a district council within Cheshire, Warrington became a unitary authority in 1998.

We are committed to being inclusive as we build the partnership. We anticipate that we will want to widen its membership and involve representatives from other sectors such as the police and health. We also want to strengthen links with key strategic partnerships such as Crime and Disorder Reduction Partnerships and Local Strategic Partnerships.

2 new unitary authorities, Cheshire West & Chester, and Cheshire East, will be created on April 1st 2009 and the existing 7 Cheshire authorities will cease to exist. There is no doubt that this presents a challenging context within which the new sub-regional Improvement and Efficiency Partnership is positioned. However, there is a strong sense in which the process of local government review can be viewed as a transformational change programme in its own right and therefore a significant opportunity for the whole improvement and efficiency agenda.

Two Labour MPs represent Warrington, and the council is currently a shared administration by the Liberal Democrats and Conservatives. The two new Cheshire unitary authorities are Conservative controlled, and represented by 9 MPs, 5 Conservative and 4 Labour.

3. The National Context

As part of the new performance framework, Central and Local Government have committed to building a new, joint approach to supporting excellent and efficient performance by local authorities and their partners through the development of a National Improvement and Efficiency Strategy (NIES). The NIES, published at the end of December 2007, sets out four principles for the operation of a combined improvement and efficiency programme led by Regional Improvement and Efficiency Partnerships (RIEP's):

- Local ownership of improvement ("sector-led" support)
- Devolving a greater proportion of central and local government improvement resources
- Stronger strategic planning of improvement needs (which can now be planned over the three year CSR07 period)
- Simplifying the current improvement and efficiency architecture

There are also four underpinning national themes, which regional and sub-regional strategies should take into account:

- Improving value for money to meet the 3% efficiency target
- Increased innovation

- Greater community empowerment
- Improving economic and neighbourhood renewal leadership capacity

It is also clear from the document “Delivering Value for Money in Local Government: Meeting the challenge of CSR07” (November 2007) that the work of the RIEPs will fall broadly into two areas:

- Support for authorities in difficulty
- Support for the outcomes of Local Area Agreements

4. The North-West Region

The North West Regional Improvement and Efficiency Strategy sets the vision for and outlines the context in which improvement and efficiency challenge and support will be developed and provided.

This vision is to lead the ambition, foster innovation and share best practice and learning to support the public sector in delivering better outcomes for their communities. In doing so, it will establish the North West's reputation for as an innovator within the national improvement & efficiency agenda.

It builds on the experience and expertise that has been developed in the region over the last three years through the work of the North West Improvement Network (NWIN) and the North West Centre of Excellence (NWCE). These two have been formally combined as of 1st April 2008, to bring together support for improvement and efficiency into one organisation, the new Regional Improvement and Efficiency partnership for the North West (NWIEP). The regional strategy sets out a challenging and ambitious programme for the Partnership to deliver against nine improvement themes:

- Transformational government and the citizen
- Efficiency
- Economic development and regeneration
- Health and social care
- Community safety
- Community empowerment and neighbourhood delivery
- Children's and young people's services
- Environmental quality and climate change
- Cohesion, and equalities and diversity.

The delivery of support for improvement and efficiency in the North West will primarily be through 5 sub-regional partnerships. The aim is now to significantly raise the level of sub-regional collaboration and support political and managerial leaders in implementing radically different solutions to address long-standing challenges.

This strategy document brings together the requirements of the National and Regional strategies and sets them within the context of the Cheshire & Warrington Sub Region.

5. Cheshire and Warrington Improvement and Efficiency Partnership (CWIEP) Vision and Objectives

The alignment of the improvement and efficiency agendas gave the impetus to realise an integrated improvement and efficiency infra-structure for Cheshire and Warrington. Cheshire and Warrington's Improvement and Efficiency Partnership (CWIEP) brings together activities/functions previously delivered by a number of different bodies i.e. Cheshire, Warrington and Halton Information Consortium, Cheshire and Warrington Improvement Network, Cheshire Shared Services Group and Cheshire Collaborative Services Group. Warrington B.C. is the accountable body for CWIEP.

Our vision is that the sub-region's public services will continue to take the lead in innovation, fairness, relevance, efficiency and effectiveness. In particular, CWIEP will support councils and their partners in delivering the shared priorities for their local areas (as expressed in their Local Area Agreements targets); and to meet and exceed their 3% efficiency savings. This will be delivered with a focus on value for money, maintaining service quality, serving our customers and supporting greater local empowerment.

There are a number of key objectives/processes which flow from this vision:

- Supporting the creation of a strong sub-region which is focussed on continuous improvement and owned by the sector
- Helping partners to meet the challenges of locality working and Comprehensive Area Assessment and to achieve key Local Area Agreements (LAAs) (and Multi Area Agreements or MAA) outcomes
- Supporting partners to achieve their efficiency and financial targets
- Linking transformational change with the drive for efficiency
- Supporting collaboration between local authorities and other public service providers, avoiding unnecessary duplication through partnership working
- Developing the skills of elected members and managers so they are able to lead transformational change and effective partnership working
- Promoting innovation and sharing learning and knowledge
- Helping councils and services in difficulty and improving performance
- Leading collaborative work on inclusion, equality and diversity agendas and delivering positive outcomes within local communities

The Cheshire and Warrington Improvement and Efficiency Strategy sets out how it is intended to deliver against these objectives.

6. Cheshire and Warrington's Improvement and Efficiency Strategy

It is essential that this strategy is based on a robust assessment of the challenges, and then prioritisation of those challenges, facing Local Authorities and their partners, and for the support provided by the partnership to be seen as adding real value by them. Also underpinning this strategy is a recognition that we want to support the creation of a strong sub-region with a commitment to continuous improvement. It is for these reasons that the strategy places great emphasis on support for:

- Leadership and people development – for both officers and members
- Support for performance improvement across all partners
- Transformation and process improvement as a core vehicle for change

The outcomes that Local Authorities are seeking to achieve are formalised in the Local Area Agreements in the sub-region. Six of the priorities identified in the North West Regional Improvement and Efficiency Strategy were drawn out by an analysis of the regional Local and Multi Area Agreements. Two further priorities emerged from the broader transformation and efficiency agenda and then a final priority was highlighted as being a key “enabler” of improvement in the North West.

Our current thinking, generated from a further analysis of the sub-regional Local Area Agreements, the impact of Local Government Reorganisation, and from consideration of partners’ ambitions and the challenges facing us, is that the improvement and efficiency priorities are:

CWIEP Priorities:

- ***Healthy lifestyle challenges to improve life expectancy, with a focus on obesity, substance misuse, smoking cessation and teenage pregnancies.***
- ***The development of more preventative and supportive responses to people experiencing mental ill-health, to ensure their continuation in, and/or return to, employment.***
- ***The development and maintenance of appropriate skill sets which have a beneficial impact on both levels and quality of employment.***
- ***The management of the housing market across the sub-region***
- ***Challenges around community safety particularly reducing crime, disorder and anti-social behaviour; reducing the number of first time entrants to the Youth Justice System; reducing the re-offending rate, and the number of repeat incidents of domestic violence.***
- ***Promoting the full participation of older people within communities***
- ***Member and workforce development/capacity building***
- ***Public Service transformation***

Effective delivery of these objectives will be undertaken working with other partners and professionals with these common goals. This will be determined on a case by case basis.

7. Delivery Model

There are many positives evident in the Cheshire and Warrington sub-region. However, there needs to be a stronger consistent overall sub-regional drive for improvement and a sense of pride in its achievements. CWIEP will work with all partners to create a climate of high aspirations for public services, a culture of collaboration and continuous improvement and showcase and build pride in the sub-region. In doing so, we need to ensure that we complement and support other key areas of sub-regional work such as the development of a new sub-regional economic partnership.

We will facilitate sector led challenge and support areas of risk at corporate and service levels and leads to improvement and sustained high levels of performance across the sub-region. We will support the development of Members and officers and we will focus also on building the reputation of the sub-region.

We will offer a strong core of support for partnership working and for achievement of LAA (and MAA) outcomes and respond to Comprehensive Area Assessments (CAAs). We will take a collaborative approach to building skills and knowledge, led by the needs of practitioners.

The financial pressures against which improvement will have to be achieved are widely understood in the sub-region. For this reason, there is a very strong focus on efficiency that is built around two core themes – Smarter Procurement; and Transformation and Process Improvement.

Smarter Procurement – our model is built around a strong organisational strategic procurement capacity and a sub-regional “Procurement Hub” as the vehicle for sharing good deals. We have identified and prioritised collaborative procurement opportunities and will focus on those areas of third party spend classed as “high priority” – these are areas of reduced complexity, where there is the ability to deliver good savings quickly.

Business transformation expertise does exist across the sub-region but is currently disparate. Some partners have specific teams, some individuals and some buy it in. Many people perform this role as an “add-on” to their day job. There are a number of different methodologies in use and therefore a number of different “languages” which can be very confusing. The creation of 2 new unitary authorities in Cheshire gives the opportunity to look afresh at how public services are being delivered, individually and in partnership. However, the current landscape does not present a model for meeting this challenge. We will secure a well developed and resourced business transformation capacity within the sub-region. Our model is customer driven and about building capacity and supporting the implementation of change.

Our delivery is achieved through innovative projects working across partners in the sub-region collaboratively, and in a different way than would otherwise happen.

8. High Level Outcomes

The key high level outcomes that the strategy will focus on during 2008-11 are set out here. Specific measurable targets will be defined as part of the performance management framework. These outcomes are in response to the question:

What difference will CWIEP make over the 2008-11 period?

- Creating a sub-regional climate of innovation and excellence
 - ✓ *A sub-region of high performing authorities and partnerships*
 - ✓ *All partners committed to collaborative improvement, and to working with CWIEP.*

- ✓ *An improved perception of Cheshire and Warrington as being at the leading edge of public sector improvement (as judged by key decision makers).*
 - ✓ *Improved customer satisfaction ratings for the sub- region's authorities and partnerships, and a good reputation for the sector.*
 - ✓ *A high performing sub-regional workforce increasingly equipped with the skills to meet the new partnership and delivery agenda; and a significant decrease in identified areas of occupational skills shortages.*
 - ✓ *All partners committed to excellence for inclusion, equality and diversity in the sub-region.*
- **Improvement**
 - ✓ *Informed and engaged partners achieving strong performance in the Comprehensive Area Assessment.*
 - ✓ *Authorities and partnerships with strong capacity to improve - all authorities having positive Direction of Travel Statements (or equivalent).*
 - ✓ *A demonstrable record of innovation supported by CWIEP.*
- **Place shaping and the Needs of Localities**
 - ✓ *Strong relationships in place with all LAA partnerships leading to clear understanding of partnerships strengths and needs. Early problem identification resulting in no failing Partnerships.*
 - ✓ *Positive CAA Risk Assessments for all partnerships by 2011.*
 - ✓ *Support for councils and partnerships to deliver their shared priorities in their local areas. Achievement of the majority of targets set within sub-regional LAAs. (and MAA's if relevant).*
 - ✓ *A strong commitment to developing community empowerment and equalities; all authorities achieving Level 3 of the Equalities Standard with strong progress towards Level 4 (or equivalent in the new framework).*
- **Efficiency and Transformation**
 - ✓ *Support for all authorities to achieve their 3% targets for efficiency gains set under Performance Indicator NI179.*
 - ✓ *A continuing programme of rolling out of best practice enabling the sub-region to support achievement of its CSR07 efficiencies.*
 - ✓ *A collaborative approach to smarter commissioning and procurement in major spend areas.*
 - ✓ *A major sub-regional transformation programme driving improvement in councils and partnerships.*

9. Financial Overview

£22 million is being made available to the North West region over the next 3 years to support councils to work in partnership to improve the quality of life in places and deliver better public services. However, the Government has made it clear that this is pump-priming funding and from 2011, CWIEP will need to be self-sustaining. Cheshire and Warrington Improvement Partnership (CWIP) was totally financed from what was formerly the North West Improvement Network (NWIN). Cheshire, Warrington and Halton Information Consortium (CWHIC) was

financed from a combination of grant funds from the former North West Centre of Excellence (NWCE) and via partner contributions. Those financial contributions varied between partners from £8,000 pa up to £57,000 pa. In any one year, they were in the region of £250,000.

It has been agreed that for 2008/09, the broad allocation of resources to the sub-regions should be 60%. This will be revised at the end of the first year of the programme, with a view to increasing it, subject to the sub-regions demonstrating achievement of their year 1 objectives. In 2008/09, £680k has been allocated to the Cheshire & Warrington sub-region. If the same formula is applied in Year 2, the funding would be about £781k. However, if the sub-regional allocation were to increase to say 80% of available funding, the sub region could receive up to £1,041k p.a. for 2009/10 and 2010/11.

As detailed in section 5, CWIEP brings together the activities/functions of a number of different bodies. Two of those bodies, Cheshire Warrington and Halton Information Consortium (CWHIC) and Cheshire and Warrington Improvement Partnership (CWIP), had their own revenue streams. Any budgetary surplus at the end of these programmes will cede to CWIEP.

In order to sustain the partnership, alternative sources of funding will be sought. However, proposals will also be brought forward to introduce a subscription fee for Members.

10. Membership

The partnership consists of the following bodies:

Cheshire County Council
Chester City Council
Congleton Borough Council
Crewe and Nantwich Borough Council
Ellesmere Port and Neston Borough council
Macclesfield Borough Council
Vale Royal Borough Council

(With effect from 1st April 2009, the above Authorities will cease to exist and Membership will cede to Cheshire West and Chester Council and Cheshire East Council.)

Warrington Borough Council
Cheshire Fire and Rescue Authority

Plus such other bodies as may be determined by agreement.

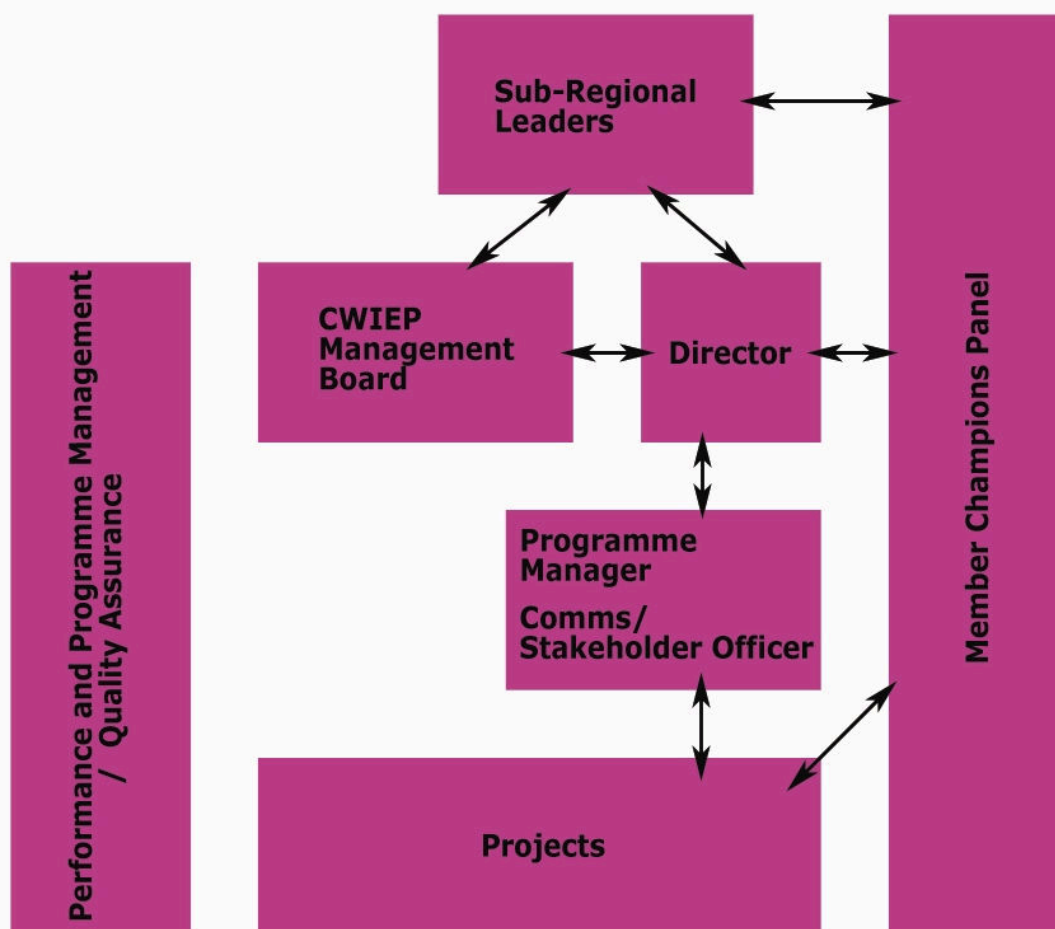
11. Governance

CWIEP is keenly aware of its role in both spending public money and in ensuring efficient and effective public services. It follows that our governance arrangements need to be of a high standard. Good governance leads to good management, good performance, good stewardship of public money, good public engagement and, ultimately, good outcomes.

In determining our governance arrangements therefore, we have had regard to the six core principles set out in the Good Governance Standard for Public Service. The standard comprises six core principles of good governance, each with its own supporting principles. The principles form a universal standard of good governance and not all parts are directly applicable to all types and sizes of organisation. We have accordingly adopted them in a way which is proportionate and reflects our structure.

1. Good governance means focusing on the partnership's purpose and on outcomes for partners, citizens and service users
 - Being clear about the partnership's purpose and its intended outcomes for partners, citizens and service users
 - Making sure that partners receive a high quality service
 - Making sure that taxpayers receive value for money
2. Good governance means performing effectively in clearly defined functions and roles
 - Being clear about the functions of the sub-regional leaders group in respect of CWIEP
 - Being clear about the responsibilities of the Partnership Management Board, and making sure that those responsibilities are carried out
3. Good governance means promoting values for the whole partnership and demonstrating the values of good governance through behaviour
 - Putting organisational values into practice
 - Individual Members and officers behaving in ways that uphold and exemplify effective governance
4. Good governance means taking informed, transparent decisions and managing risk
 - Being rigorous and transparent about how decisions are taken
 - Having and using good quality information, advice and support
 - Making sure that an effective risk management system is in operation
5. Good governance means developing the capacity and capability of Members
 - Making sure that appointed and elected Members have the skills, knowledge and experience they need to perform well
 - Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group
6. Good governance means engaging stakeholders and making accountability real
 - 6.1 Understanding formal and informal accountability relationships
 - 6.2 Taking an active and planned approach to dialogue with and accountability to partners
 - 6.3 Taking an active and planned approach to responsibility to staff
 - 6.4 Engaging effectively with stakeholders

Governance for improvement and efficiency will operate at a number of different levels to meet political, strategic and operational needs. In order to deliver this challenging agenda, the following sub-regional governance structure has been agreed.



At Partnership level, the sub-regional leaders group will drive improvements in public services. In time, this will be expanded to bring together other key sub-regional partners. The primary functions of the sub-regional leaders group in respect of CWIEP are to:

- Establish the partnership's strategic direction and aims, in conjunction with the Partnership Management Board
- Ensure accountability for the partnership's performance
- Assure that the partnership is managed with probity and integrity

A Member panel, made up of a "champion" for each of the projects, will support and advise the leaders group; the panel will meet bi-monthly. The role of each member champion is to

encourage communication and positive interaction with and about Cheshire and Warrington Improvement and Efficiency Partnership. Their primary responsibilities are:

- To act as a catalyst for change and improvement in service delivery in partner organisations
- To contribute to the review and development of CWIEP strategies, policies and plans
- To promote effective working relationships between CWIEP and all relevant partners and stakeholders
- To take an active role in the commissioning of projects
- To foster the awareness and engagement of a wide range of Members in CWIEP

At Programme level, the CWIEP Programme Management Board will meet bi-monthly and be chaired by a Local Authority Chief Executive. The Programme Board is made up of the Chief Executives of Cheshire and Warrington Councils, plus the Chief Fire Officer. The Board may be expanded to include other key partners. The primary functions of the Programme Board are to:

- Oversee and direct the implementation of the Improvement and Efficiency Strategy for Cheshire and Warrington.
- Commission improvement and efficiency programmes of work, manage peer challenge, support and intervention
- Account to the Cheshire and Warrington sub-regional Leaders Group for their actions.

At delivery plan level, multi-organisational project boards chaired by the project sponsor/lead officer will work closely with the CWIEP programme team to develop and implement improvement plans and transformation and efficiency proposals. The primary functions of the project boards are to:

- Champion and manage work streams and projects covering performance improvement, transformation and efficiency and building capacity.
- Follow an agreed project management methodology, providing regular progress reports at appropriate intervals

12. Partnership values

Good governance flows from a shared ethos or culture, as well as from systems and structures; this can be expressed as values and demonstrated in behaviour.

CWIEP is committed to the seven principles for the conduct of people in public life that were established by the Committee on Standards in Public Life (the Nolan principles). These are:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty, and
- leadership.

These are in addition to compliance with legal requirements on, for example, equal opportunities and anti-discrimination. Members and officers are also bound by any approved codes or guides to ethical conduct for their own organisation.

13. Decision Taking

Partners will have different requirements for the types of decisions and information that can or must be excluded from the public domain and about the publication generally of their decisions. However, transparent decisions that can be clearly explained, are more likely to be understood by partners and other stakeholders and therefore to be implemented effectively. It is also easier to evaluate the impact of decisions that are transparent and therefore to have evidence on which to draw in making future decisions.

14. Performance Management

The commissioning framework offers CWIEP partners the opportunity to submit project proposals in the context of the regional and sub-regional strategies. It is essentially a bidding process and all proposals are evaluated against a comprehensive scored and weighted set of criteria in conjunction with the Member panel. Recommendations are then made to the sub-regional Leaders Group for approval via the CWIEP Management Board.

Having demonstrable evidence of the impact of CWIEP will be critical to the success, reputation and sustainability of the partnership. Achieving improved outcomes for local people will need to be demonstrated by delivery of tangible outcomes that benefit the communities that we are serving.

CWIEP must manage performance at three key levels:

- delivery of outcomes on the ground – ensuring that each strategy and plan is are moving in the right direction and making a difference to the lives of local people both within the sub-region and the North West region.
- the working of the partnership itself – the efficiency, effectiveness and appropriateness of the partnership's internal systems, processes.
- Relationships; the value added by CWIEP – the connection between the two aims above and the benefit that working together with other authorities brings over and above what partners would achieve working alone.

In terms of Performance Management, the reporting of CWIEP's activities will be robust and transparent with all information readily available. Core elements are:

- all work stream and support activities are managed following best practice Prince2 principles, and Managing Successful Programmes (MSP) methodology

- Each work stream will provide a monthly progress and performance report to the Programme Team. Key issues and risks will be escalated to the CWIEP Partnership Management Board.
- there will be a rigorous quarterly monitoring and annual performance monitoring process to the regional Board
- projects and their host authorities will be held to account to deliver benefit to the sub-region and NW region.
- accountability to partners will be through the sub-regional Leaders Group; through the Partnership Management Board; and through the Member panel

We will also explore and develop a tool to evaluate the effectiveness and impact of the partnership itself.

15. Communications and stakeholder engagement

CWIEP has multiple accountabilities: to partner organisations, to the public (citizens), to elected Members, and to others who have the authority and responsibility to hold CWIEP to account on the public's behalf e.g. the Department of Communities and Local Government. CWIEP will seek to actively and effectively engage with all stakeholders. We cannot achieve our intended outcomes through our own efforts alone.

The main objective of the Communications Strategy is to communicate the vision, objectives and priorities of CWIEP to current and potential stakeholders. It also aims to embed the CWIEP brand, support effective delivery of work streams, and achieve recognition for the brand and its programme.

We have developed a distinct brand and identity in line with the design family used by the regional IEP (and other sub-regions). Brand guidelines for appropriate use of the logo and brand have been established and will be disseminated to all partners.

We are developing strong communication links with other sub-regions, the regional team, regional "enablers" and sub-regional stakeholders.

We are creating and developing forms of communication that directly address the needs of stakeholders and audiences in the sub-region. We will utilise both new and existing communications channels and networks. We will use Stakeholder mapping to assist in intelligent (communications) targeting.

Consultation and evaluation exercises are planned to measure the effectiveness of the brand and the communications programme throughout its three year lifespan.

A strong Communications Strategy is key to ensuring the effective and efficient spread of information, best practice and successes. Communications activity will be reviewed annually.

ANNEX A: Relationship between CWIEP year 1 projects and regional priorities/enablers:

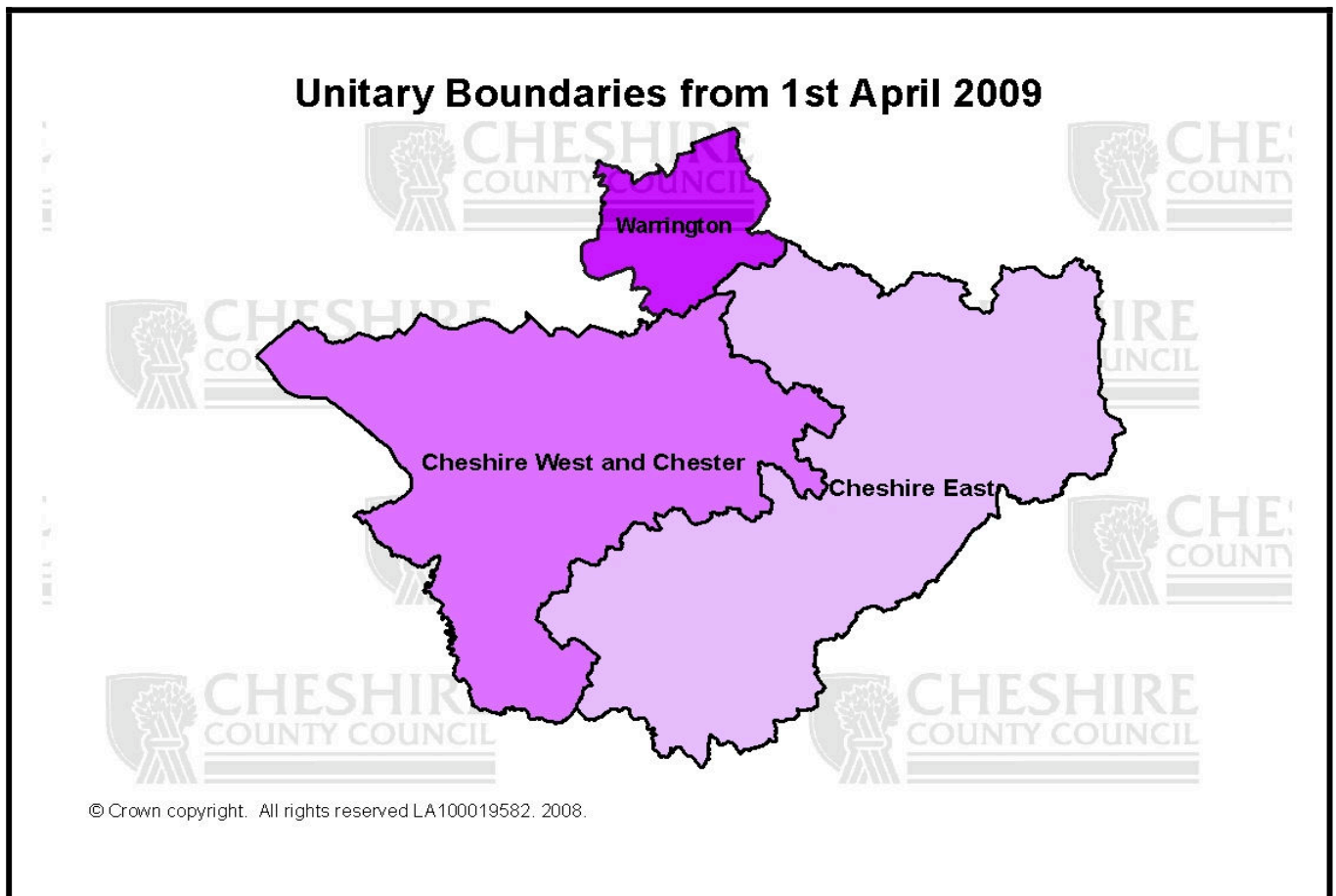
NWIEP Improvement Priorities ↓	NWIEP Enablers →			
	LAA and support for Local Strategic Partnerships	Member and Workforce Development	Equality, Diversity and Cohesion	Innovation
Transformational Government and the citizen	Procurement Hub Project / Business Transf'n & Project & Programme Mgmt	Member Development Project		Business Transformation & Project and Programme Management Project
Efficiency				
Economic Development and Regeneration				
Health and Social Care	Health & Social Care Project			
Community Safety				
Community Empowerment and Neighbourhood Delivery	Community Empowerment / Health & Social Care	Community Empowerment / Member Development		
Children and Young's People Services				
Environmental Quality and Climate Change				
Cohesion and Equality and Diversity	Equality & Diversity / Health & Social Care	Equality & Diversity / Member Development	Equality & Diversity Project	

Year 1 (2008/09) projects

		Senior Responsible Owner	Project Manager
Procurement Hub Cllr Peter Mason	£200k	Bernadette Hurst <i>Director, CWIEP</i>	Dave Wharton <i>Corporate Procurement Manager, Cheshire CC</i>
Building Business Transformation Expertise Cllr Fiona Bruce	£150k	Elizabeth Squires <i>County Manager, HR</i>	Dave Upton <i>Business Process Transformation Co-ordinator, Cheshire CC</i>
Health & Social Care Personalisation Agenda Cllr Roy Smith	£150k	Helen Sumner <i>Strategic Director, Community Services, WBC</i>	John Kershaw <i>Business Projects & Quality Officer, Community Services, WBC</i>
Community Empowerment & Neighbourhood Delivery Cllr John Grimshaw	£100k	Jan Souness <i>Head of CEO's Unit, WBC</i>	Kirstie Hercules <i>LSP Manager, Crewe & Nantwich BC</i>
Member Development Cllr Frank Keegan	£50k	Elizabeth Squires <i>County Manager, HR</i>	Pam Booth <i>Northern Regions Improvement Manager, IDeA</i>
Raising Equality & Diversity Standards Cllr Myles Hogg	£40k	Kathryn Foreman <i>Deputy Chief Fire Officer</i>	Erin Fulton <i>Equalities & Diversity Officer</i>

ANNEX B

Council Boundaries from April 1st 2009

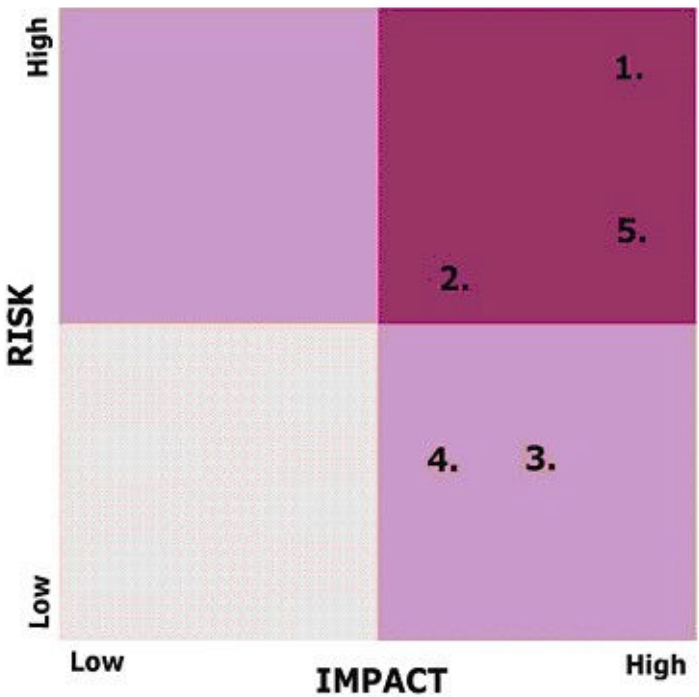


ANNEX C

Risk Assessment

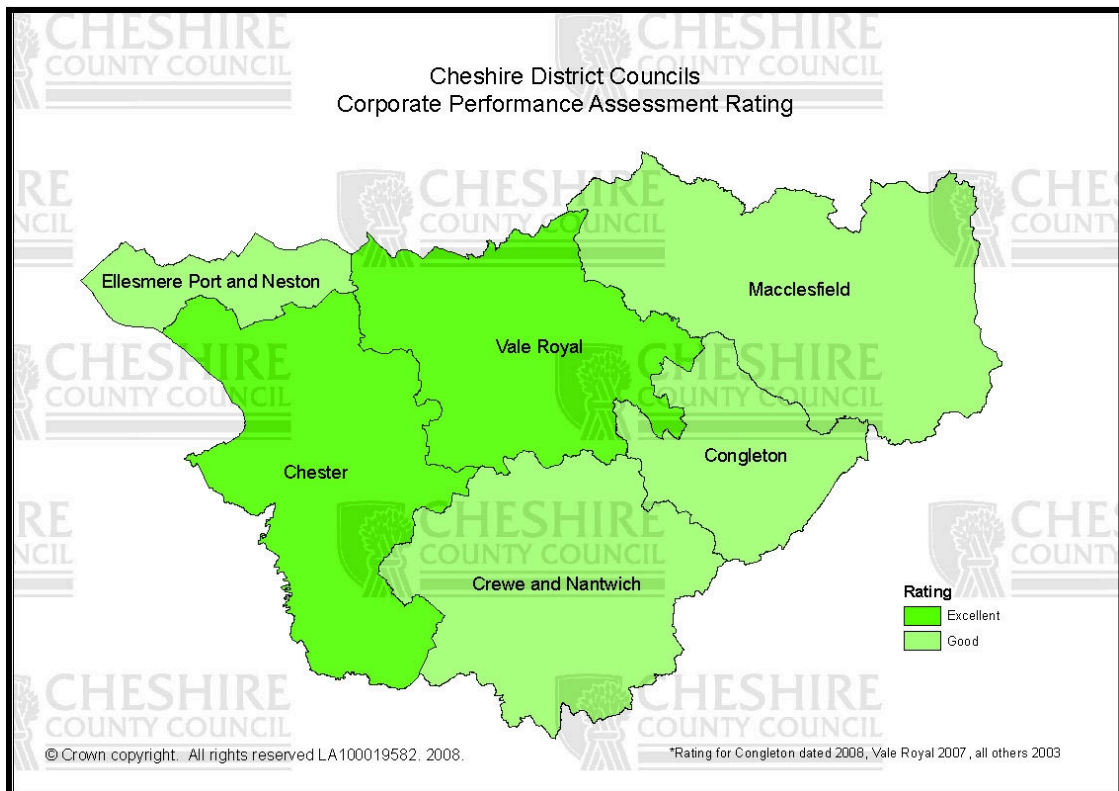
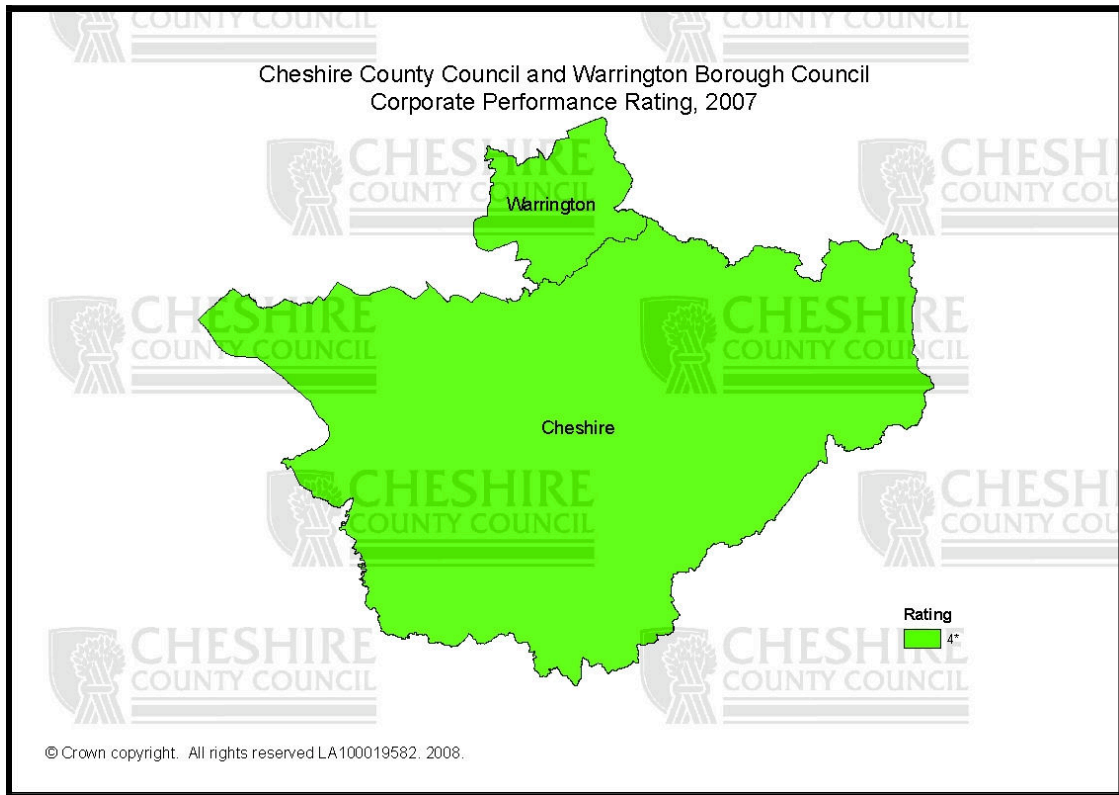
Cheshire and Warrington Improvement and Efficiency Partnership regularly reviews the risks to achieving our aims, and to delivering our programmes. Appropriate actions are then taken to reduce or mitigate the risk.

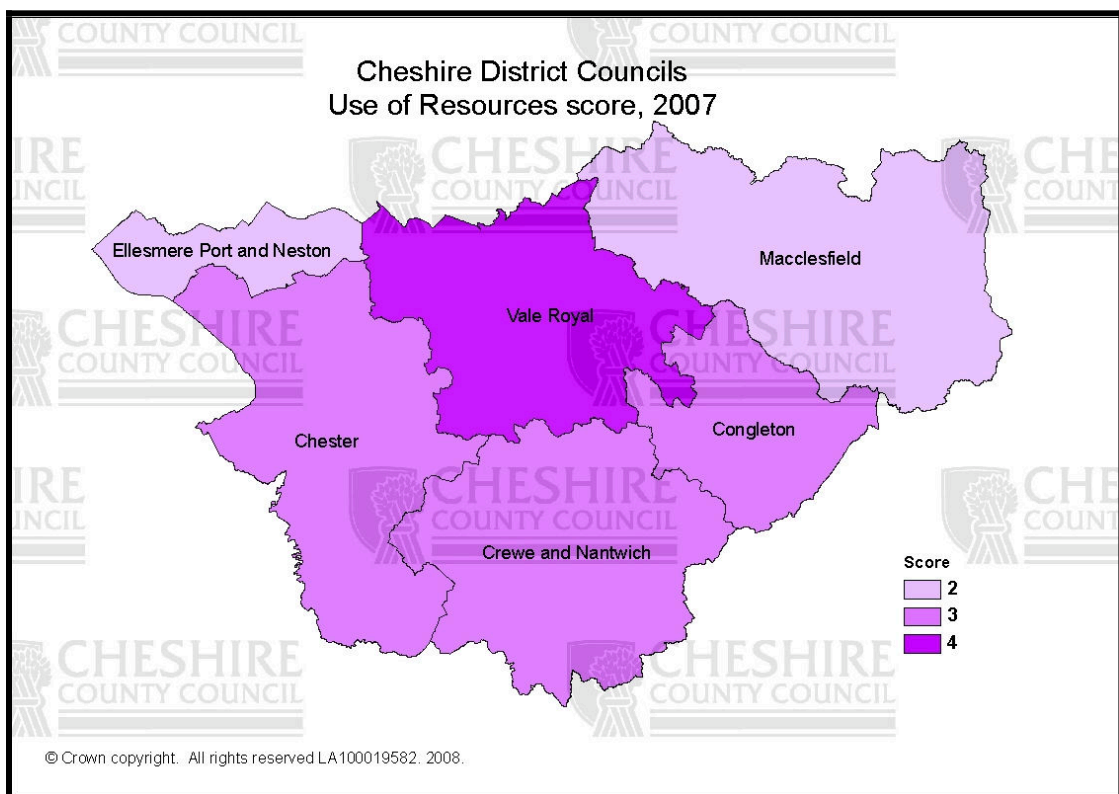
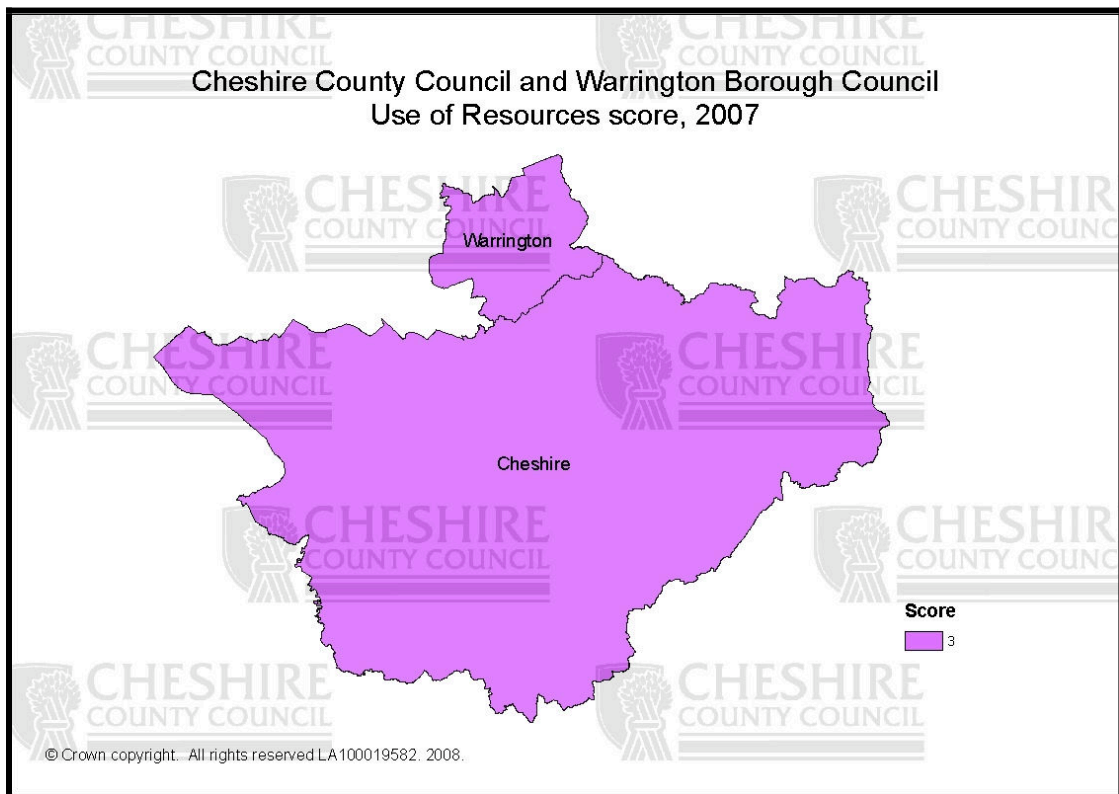
The matrix below sets out what we currently consider to be some of the most significant risks for the Cheshire and Warrington Improvement and Efficiency Partnership.

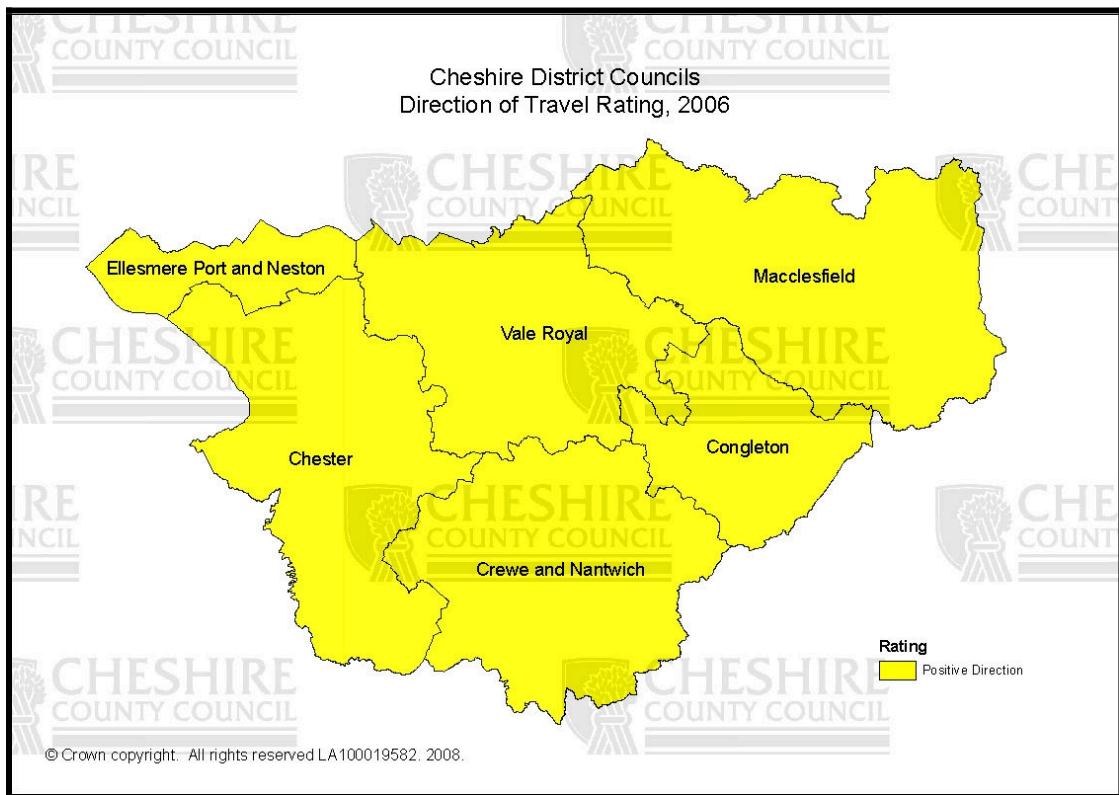
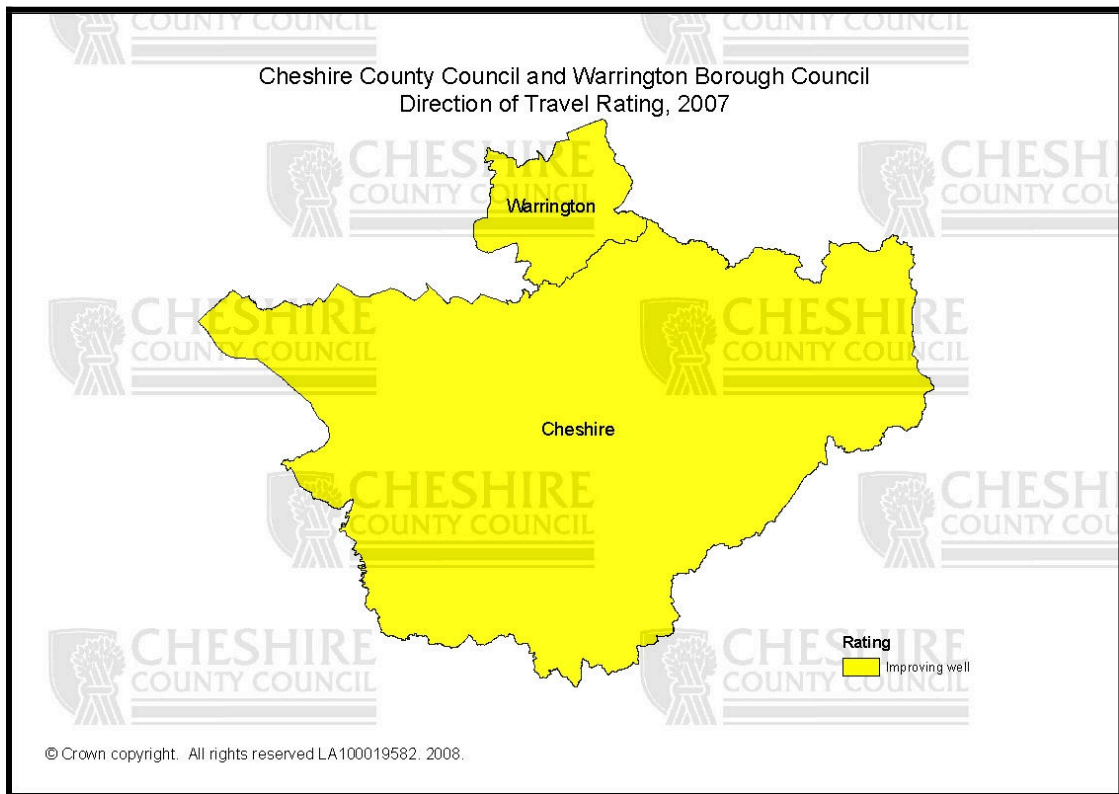
<p>1. The risk of the impact of LGR on maintaining performance across Cheshire and Warrington</p> <p>2. The risk that the Cheshire and Warrington Improvement and Efficiency Partnership does not have the capacity or resources to deliver its work programmes</p> <p>3. The risk that councils in Cheshire and Warrington do not have continued engagement with Cheshire and Warrington Improvement and Efficiency Partnership</p> <p>4. The risk that other stakeholders in Cheshire and Warrington do not engage with Cheshire and Warrington Improvement and Efficiency Partnership</p> <p>5. The risk to partners if Cheshire and Warrington Improvement and Efficiency Partnership is not sustainable in terms of finance and resources</p>	 <p>The risk matrix is a 2x2 grid. The vertical axis is labeled 'RISK' with 'High' at the top and 'Low' at the bottom. The horizontal axis is labeled 'IMPACT' with 'Low' on the left and 'High' on the right. The quadrants are colored as follows: top-left is light purple, top-right is dark red, bottom-left is light grey, and bottom-right is medium purple. The risks are numbered in the quadrants: risk 1 and 5 are in the top-right (High Risk, High Impact) quadrant; risk 2 is in the top-left (High Risk, Low Impact) quadrant; risk 4 and 3 are in the bottom-right (Low Risk, High Impact) quadrant.</p>
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ANNEX D

Comprehensive Performance Assessment data for Cheshire & Warrington sub-region.







ANNEX E**Acronym Glossary**

CAA	Comprehensive Area Assessments
CPA	Comprehensive Performance Assessment
CSR07	Comprehensive Spending Review 2007
CWHIC	Cheshire Halton & Warrington Information Consortium
CWIEP	Cheshire & Warrington Improvement & Efficiency Partnership
CWIP	Cheshire & Warrington Improvement Partnership
LAA	Local Area Agreements
MAA	Multi Area Agreement
NIES	National Improvement & Efficiency Strategy
NWCE	North West Centre for Excellence
NWIEP	North West Improvement & Efficiency Partnership
NWIES	North West Improvement & Efficiency Strategy
NWIN	North West Improvement Network
RIEP's	Regional Improvement & Efficiency Partnerships
SOA	Super Output Areas

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CHESHIRE EAST COUNCIL**Cabinet**

Date of meeting: 2 December 2008
Report of: Leader
Title: Progress Reporting Paper

1.0 Purpose of Report

- 1.1 The purpose of this paper is to provide Members with an update on the programme; to draw attention to progress made against key milestones and highlight what the next steps will be for the forthcoming months.

2.0 Decisions Required

The Cheshire East Cabinet is recommended to:

- 2.1 note progress made during November (appendix 1);
- 2.2 recognise activities to be undertaken throughout December and January (appendix 2)

3.0 Financial Implications for Transition Costs

- 3.1 None

4.0 Financial Implications 2009/10 and beyond

- 4.1 None

5.0 Risk Assessment

- 5.1 All milestones should be considered against the high level Risk Matrix.

6.0 Background - Appendix 1: Progress during September

- 6.1 Appendix 1 sets out the key milestones, as taken from the High Level Implementation Plan, which were due for completion in November. The status of each milestone and a brief description of what has been achieved can be found here.

7.0 Options - Appendix 2: Next Steps

- 7.1 Appendix 2 highlights the key milestones to be achieved in December and January.

8.0 Appendix 3 – Milestone Plan

- 8.1 Appendix 3 provides a visual representation of progress to date in the form of a Milestone Plan.

9.0 Reasons for Recommendations

- 9.1 Members of the Cabinet are invited to comment on:
- achievements to date; and
 - activities that need to be undertaken throughout December and January.

For further information:-

Portfolio Holder: Councillor Wesley Fitzgerald
Officer: Cedric Knipe
Tel No: 01625 504602
Email: c.knipe@macclesfield.gov.uk

Background Documents:-

Documents are available for inspection at:
Democratic Services Team, Westfields, Middlewich Road, Sandbach, CW11 1HZ

APPENDIX 1**PROGRESS DURING NOVEMBER**

Listed below are a number of key milestones that were due to be completed in November. The status of each milestone and a brief summary of what has been achieved can be found in the paragraphs following the table.

NOVEMBER	
People	1.1 Agree Packages/Costs of Support Services for Schools 1.2 School Governors re-appointing 1.3 Setup Schools Forum
Places	1.4 Waste Disposal Contract Preferred Bidder
Performance & Capacity	1.5 Establish Shadow Local Strategic Partnership 1.6 Corporate Plan Development
HR	1.7 liP arrangements for new Authority 1.8 Agree Core Values Framework 1.9 Employee Code of Conduct
Finance & Asset Management	1.10 Transitional Cost Update 1.11 Disaggregate CCC Balance Sheet, Progress & Approval Report 1.12 Medium term Financial Strategy Update

1.1 Agree Packages/Costs of Support Services for Schools - DELAYED

This milestone has been delayed and will be reported at the next Cabinet meeting.

1.2 School Governors re-appointing – IN PROGRESS

The process of appointment was agreed at Governance Committee at the beginning of November. The next stage of the process has commenced and nominations are now being received.

1.3 Setup Schools Forum – IN PROGRESS

As above, the process for creating a Schools Forum was considered and agreed at the last Governance Committee. Nominations for the Forum have now been invited.

1.4 Waste Disposal Contract Preferred Bidder – RESCHEDULED

In July, Members of the Cabinet considered a report on the Waste Disposal and Waste Treatment PFI Contract.

The Preferred Bidder stage will not now be until December 2009 with some deselection of contractors early in 2009/

1.5 Establish Shadow Local Strategic Partnership – IN PROGRESS

The Partnership Framework has been discussed informally with Cheshire East Members. A number of stakeholder workshops will be held from end of November to move this item forward.

1.6 Corporate Plan Development – IN PROGRESS

Cheshire East Draft Corporate Plan has been considered by the Performance and Capacity Advisory Panel and at Cabinet Away Days on 27th October and 19th November. The plan has also been reviewed by the Chief Executive and the Cheshire East Management Team and is being amended accordingly. It is expected that the draft will go to Cabinet in time for approval to be recommended to Council with the budget in February 2009.

1.7 liP arrangements for New Authority – IN PROGRESS

A report is being considered by Cabinet Members on 2 December.

1.8 Agree Core Values Framework – IN PROGRESS

An further update report will be made to Cabinet in January.

1.9 Employee Code of Conduct – IN PROGRESS

The Employee Code of Conduct has been drafted and is on track to be agreed by Council in December.

1.10 Transitional Cost Update – IN PROGRESS

At the 4th November Cabinet meeting, Members received an update on the mid-year review of Transitional Costs and existing sources of funding.

Approval was given to the amendments to the projected Transitional Costs as a result of previous Member decisions and required adjustments.

1.11 Disaggregate CCC Balance Sheet, Progress & Approval Report – IN PROGRESS

On the 4th November, Cabinet Members were presented with a report which set out progress to date on the disaggregation of the County Council's Balance Sheet. It was noted that additional work on the disaggregation needs to take place in order to comply with Department of Communities and Local Government regulations.

It was agreed that the County Balance Sheet disaggregation package be delegated to the Borough Treasurer and Head of Assets in consultation with the Portfolio Holder for Resources, the Leader and the other Performance and Capacity Portfolio Holders.

1.12 Medium Term Financial Strategy Update – IN PROGRESS

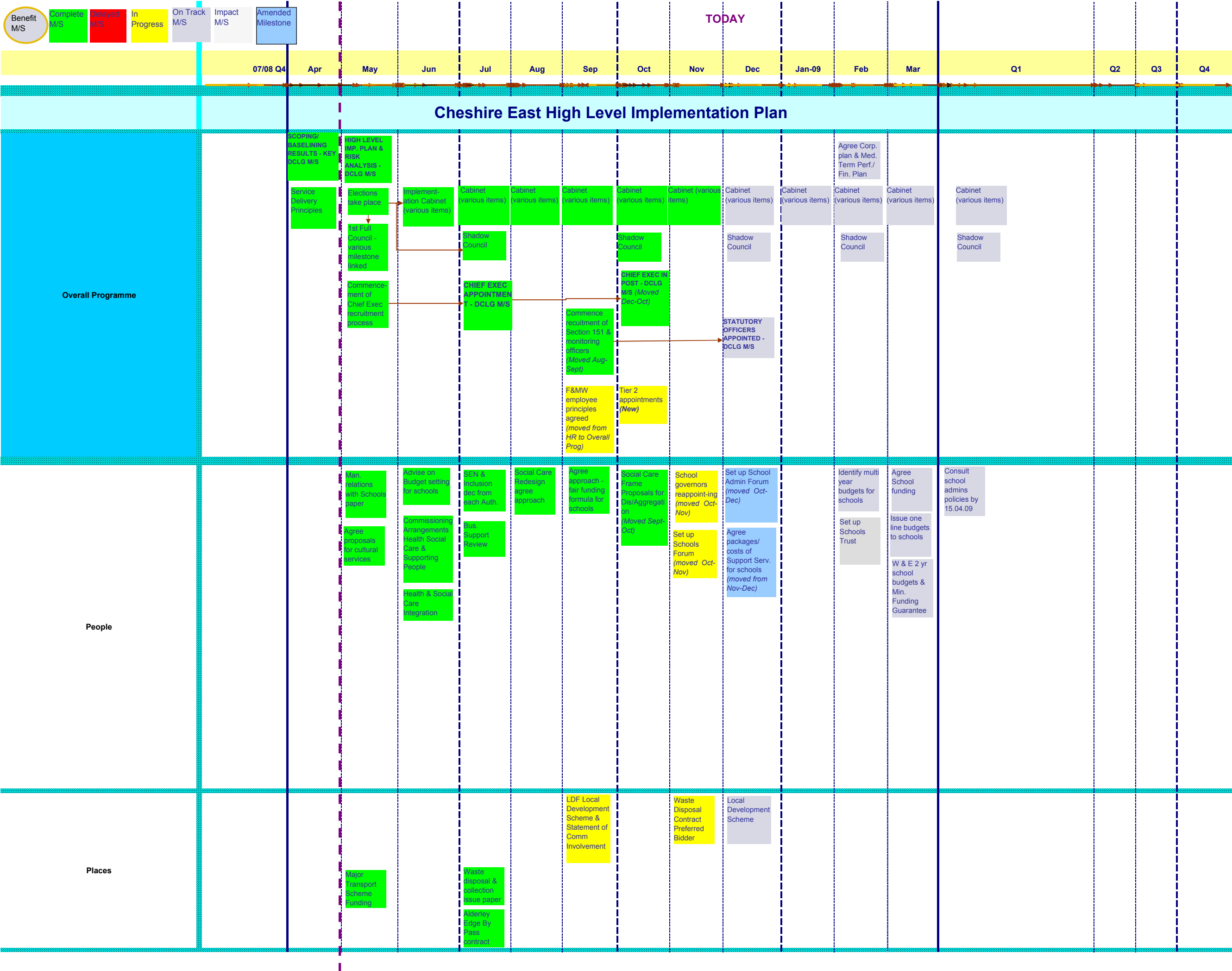
Work on the Medium Term Financial Strategy continues to progress at a steady pace. Portfolio Holder meetings are taking place during November and all Cabinet Members will be briefed on the MTFS and 2009/10 budget setting progress ahead of the report to Cabinet on 17th December 2008.

APPENDIX 2**NEXT STEPS**

The following milestones have been grouped under the relevant Block, Joint Transitional Project or Overall Programme and are to take place throughout December and January.

DECEMBER	
Overall programme	<ul style="list-style-type: none"> Statutory Officers Appointed
People	<ul style="list-style-type: none"> Set up School Admin Forum
Places	<ul style="list-style-type: none"> Local Development Scheme
HR	<ul style="list-style-type: none"> Strategy for Pay and Policy
Finance & Asset Management	<ul style="list-style-type: none"> Finalise 2009/10 Council Tax Base – Report to Cabinet 2nd December 2008 Medium term Financial Strategy Update – Report to Cabinet 17th December 2008 Agreement on disaggregation of CCC Balance Sheet

JANUARY	
HR	<ul style="list-style-type: none"> Transitional Structures agreed
Finance & Asset Management	<ul style="list-style-type: none"> Formal Budget Consultation Planning Closure 2008/09 Accounts Medium Term Financial Strategy update



	07/08 Q4	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-09	Feb	Mar	Q1	Q2	Q3	Q4
Performance & Capacity			Develop Area & Neigh. Working and Community Empowerment Principles Draft Protocols Disposables/ Contracts/ Agree-ments Member training/ develop-ment	Define Area & Neigh. Working and Community Empowerment Principles		Area & Neigh. Working – consultation with Community commences	Draft Sustainable Community Strategy (New)		Establish Shadow Local Strategic Partnership Corporate Plan Development (NEW)					Cheshire's LAA goes live Interim Sus. Cheshire Comm. Strat goes live Perf. Man. Framework in place by 01.04.09	New Local Strat. Part. Go live 2010 Comp Area Assessment Corporate Plan goes live		
HR		Training/ dev. Provisions for JPT		Options on office locations, headquarters & FMN	Cabinet decision on Severance (moved from May -Jul)	Principles for agg/dis-aggregation of staff	High level organisational structures agreed Staff Retention Strategy moved from Jul-Sept Detriment Scheme (New) Relocation Expenses Scheme (New)		IIP arrangements for new Authority (moved from Jul-Nov) Agree Core Values Framework for Cheshire East (NEW) Employee Code of Conduct (NEW)	Strat. for pay & policy HR	Transitional structures agreed	Sen. Mans. (tier 3) recruitment		Finalise appointments & manage displaced employees			
Finance & Asset Management		Trans. costs & budget for F.J.C		Advise on Budget Setting for 2009/10 Initial Financial Cost Envelope 2009/10	Disaggregate County Budget, Assets & Liabilities & Formula grant	Transfer of assets agreement	Implement Financial ledger for modelling		Transitional Cost Update (NEW) Disaggregate CCC Balance Sheet Progress & Approval Report (NEW) Medium Term Financial Strategy Update	Finalise 2009/10 Council Tax Base - Report to Cabinet 2nd Dec 08 Medium Term Financial Strategy Update Report to Cabinet 17th Dec 08 Agreement on Disaggregation of CCC Balance Sheet (NEW)	Formal budget consult-ation Planning closure 2008/09 Accounts Medium Term Financial Strategy Update	Council tax billing system go live Agree 2009/10 Budget & Council Tax Corp Plan and Medium Term Performance & Financial Plan agreed by Shadow Council		Procurement contracts			
ICT/Knowledge Management			IT support for all Shadow Councillors in place	Shadow Auth. Web-sites operational Develop a high level ICT protocol													