

## NOTICE OF MEETING

# CABINET

**Tuesday, 10th November, 2020, 6.30 pm MS Teams**([View it Here](#)) This web link will go live at the start of the meeting.

**Members:** Councillors Joseph Ejiofor (Chair), Seema Chandwani, Charles Adje, Kaushika Amin (Deputy Chair), Mark Blake, Gideon Bull, Kirsten Hearn, Emine Ibrahim, Sarah James and Matt White

Quorum: 4

### 1. **FILMING AT MEETINGS**

Please note that this meeting will be recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on.

By entering the meeting, you are consenting to being filmed and to the possible use of those images and sound recordings

### 2. **APOLOGIES**

To receive any apologies for absence.

### 3. **URGENT BUSINESS**

The Chair will consider the admission of any late items of Urgent Business. (Late items of Urgent Business will be considered under the agenda item where they appear. New items of Urgent Business will be dealt with under Item 24 below. New items of exempt business will be dealt with at Item 33 below).

### 4. **DECLARATIONS OF INTEREST**

A Member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A Member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct.

**5. NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE, ANY REPRESENTATIONS RECEIVED AND THE RESPONSE TO ANY SUCH REPRESENTATIONS**

On occasions part of the Cabinet meeting will be held in private and will not be open to the public if an item is being considered that is likely to lead to the disclosure of exempt or confidential information. In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (the "Regulations"), members of the public can make representations about why that part of the meeting should be open to the public.

This agenda contains exempt items as set out at **Item [25] : Exclusion of the Press and Public**. No representations with regard to these have been received.

This is the formal 5 clear day notice under the Regulations to confirm that this Cabinet meeting will be partly held in private for the reasons set out in this Agenda.

**6. MINUTES (PAGES 1 - 30)**

To confirm and sign the minutes of the meeting held on 13 October 2020 as a correct record.

**7. MATTERS REFERRED TO CABINET BY THE OVERVIEW AND SCRUTINY COMMITTEE**

**8. DEPUTATIONS/PETITIONS/QUESTIONS**

To consider any requests received in accordance with Standing Orders.

**9. ALTERATIONS POLICY FOR LEASEHOLDERS (PAGES 31 - 80)**

[Report of the Director for Housing, Regeneration and Planning. To be introduced by the Cabinet Member for Housing and Estate Renewal.]

The report seeks Cabinet approval to revise leaseholder policy to ensure that any alterations to external windows and doors do not compromise fire safety.

**10. SCHOOL STREETS PLAN (PAGES 81 - 170)**

[Report of the Director for Housing, Regeneration and Planning. To be introduced by the Cabinet Member for Climate Change, Equalities and Leisure]

This report sets out the policies and processes that will be used in the delivery of the Councils School Street Programme. It then lists the schools that will be prioritised with measures.

**11. ADMISSION TO SCHOOLS – PROPOSED ADMISSION ARRANGEMENTS FOR 2022/23 (PAGES 171 - 252)**

[Report of the Director of Children's Services. To be introduced by the Deputy Leader of the Council and Cabinet Member for Children, Education and Families]

To agree the proposed arrangements for admission to community nursery classes, primary, junior, and secondary schools and to St Aidan's Voluntary Controlled School and for sixth form admission for the year 2022/23 can go out for consultation.

**12. DETAILS OF THE UNIVERSITY SCHEME FOR YOUNG PEOPLE (PAGES 253 - 282)**

[Report of the Director of Children's Services. To be introduced by the Leader of the Council.]

This report provides the details to the July 2020 Cabinet report which agreed to provide financial support to young people on low incomes to access university, including selection process, mentoring at school, a bursary grant while at university and paid work experience within the Local Authority.

**13. SUPPLEMENTARY REPORT - PARKING PERMITS AND CHARGES - ULEZ READINESS (PAGES 283 - 292)**

[Report of the Director of Environment and Neighbourhoods. To be introduced by the Cabinet Member for Transformation and Public Realm Investment.]

This report seeks approval to amend the implementation date of changes proposed to parking permits and charges, to coincide with the implementation of the Parking IT system. The report will also clarify the charge increase that will apply to parking permits.

**14. BROADWATER FARM DESIGN CONTRACT VARIATION (PAGES 293 - 298)**

[Report of the Director for Housing, Regeneration and Planning. To be introduced by the Cabinet Member for Housing and Estate Renewal.]

Cabinet approval to vary the existing design contract with Karakusevic Carsen Architects to facilitate the delivery of new homes

**15. FUTURE APPROACH TO COUNCIL RECRUITMENT (PAGES 299 - 308)**

[Report of the Director for Transformation, Customers and Resources. To be introduced by the Leader of the Council]

Report to set out the Council's approach to future recruitment of staff.

**16. VARIATION OF CONTRACT TO KIND DIAMOND BUILD CONSORTIUM ON THE LINDEN HOUSE PROJECT (PAGES 309 - 312)**

[Report of the Assistant Director for Commissioning. To be introduced by the Cabinet Member for Adults and Health.]

Variation of contract to Kind Diamond Build on the Linden House Project to take into consideration variation to works during the construction phase.

**17. VARIATION OF CONTRACT AWARD AND ASSOCIATED PURCHASE ORDER ON HORNSEY LIBRARY REFURBISHMENT PROJECT (PAGES 313 - 322)**

[Report of the Assistant Director for Commissioning. To be introduced by the Cabinet Member for Communities.]

A variation is required for the contract awarded to T&B Contractors Ltd in 2019 primarily due to unforeseen items in the existing structure.

**18. THE NOVATION OF THE REMAINING PART OF THE SAP CONTRACT FOR SCANNING SERVICES (PAGES 323 - 326)**

[Report of the Director for Customers, Transformation and Resources. To be introduced by the Cabinet Member for Planning and Corporate Services.]

The contract was originally procured from a part UK based and Indian company. They had two UK companies and they are consolidating into one. The main part of the contract was terminated but we are still using their scanning services.

**19. EXTENSION AND VARIATION OF THE CONTRACT FOR THE INTEGRATED HEALTH IMPROVEMENT/WELLNESS SERVICE (PAGES 327 - 336)**

[Report of the Director of Adults and Health. To be introduced by the Cabinet Member for Adults and Health.]



Extension and variation of the existing contract for Integrated Health Improvement/Wellness Service, named One You Haringey.

**20. AWARD OF CONTRACT FOR HOMES FOR HARINGEY STOCK SURVEY (PAGES 337 - 342)**

[Report of the Director for Housing, Regeneration and Planning. To be introduced by the Cabinet Member for Housing and Estate Renewal]

To seek approval for the appointment of the successful contractor to undertake a buildings stock survey of Haringey Council owned assets over 3 financial years.

**21. FORTISMERE SCHOOL – WAIVER TO CONTRACT STANDING ORDERS TO VARIATION A CONTRACT FOR PHASE 3 FIRE PRECAUTION AND EXTERNAL FABRIC HEALTH AND SAFETY WORKS - CONSTRUCTION CONTRACT AWARD (PAGES 343 - 348)**

Report of the Director for Children's Services. To be introduced by the Deputy Leader and Cabinet Member for Children, Education and Families.]

Procurement of a construction contractor to undertake condition and compliance works.

**22. MINUTES OF OTHER BODIES (PAGES 349 - 352)**

To note the minutes of the following:

Urgent decision on 19<sup>th</sup> of October 2020

**23. SIGNIFICANT AND DELEGATED ACTIONS (PAGES 353 - 360)**

To note significant and delegated actions taken by directors.

**24. NEW ITEMS OF URGENT BUSINESS**

To consider any items admitted at Item 3 above.

**25. EXCLUSION OF THE PRESS AND PUBLIC**

Note from the Democratic Services and Scrutiny Manager

Items 26,27, 28,29,30 and 32 allow for consideration of exempt information in relation to items 14 to 21.

**TO RESOLVE**

That the press and public be excluded from the remainder of the meeting as the items below, contain exempt information, as defined under paragraph 3 and 5, Part 1, schedule 12A of the Local Government Act:

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

**26. EXEMPT - BROADWATER FARM DESIGN CONTRACT VARIATION (PAGES 361 - 364)**

As per item 14.

**27. EXEMPT - FUTURE APPROACH TO COUNCIL RECRUITMENT (PAGES 365 - 368)**

As per item 15.

**28. EXEMPT - VARIATION OF CONTRACT TO KIND DIAMOND BUILD CONSORTIUM ON THE LINDEN HOUSE PROJECT (PAGES 369 - 372)**

As per item 16.

**29. EXEMPT - VARIATION OF CONTRACT AWARD AND ASSOCIATED PURCHASE ORDER ON HORNSEY LIBRARY REFURBISHMENT PROJECT (PAGES 373 - 378)**

As per item 17.

**30. EXEMPT - AWARD OF CONTRACT FOR HOMES FOR HARINGEY STOCK SURVEY (PAGES 379 - 382)**

As per item 20.

**31. EXEMPT - FORTISMERE SCHOOL – WAIVER TO CONTRACT STANDING ORDERS TO VARIATION A CONTRACT FOR PHASE 3 FIRE PRECAUTION AND EXTERNAL FABRIC HEALTH AND SAFETY WORKS - CONSTRUCTION CONTRACT AWARD (PAGES 383 - 386)**

As per item 21.

**32. EXEMPT MINUTES (PAGES 387 - 390)**

To approve the exempt minutes of the Cabinet held on 13<sup>th</sup> of October 2020.

**33. NEW ITEMS OF EXEMPT URGENT BUSINESS**

To consider any items admitted at Item 3 above.

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Monday, 02 November 2020

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## **MINUTES OF MEETING Cabinet HELD ON Tuesday, 13th October, 2020, 6.30pm**

**PRESENT:** Councillors: Joseph Ejiofor (Chair), Kaushika Amin(Deputy Chair), Charles Adje, Mark Blake, Gideon Bull, Seema Chandwani Kirsten Hearn, Emine Ibrahim, Sarah James and Matt White

**ALSO ATTENDING:** Councillors: Ahmet, Cawley- Harrison, Berryman, and Williams

### **310. FILMING AT MEETINGS**

The Leader referred to the notice of filming at meetings and the meeting noted this information.

### **311. APOLOGIES**

There were no apologies for absence in the public part of the meeting.

### **312. URGENT BUSINESS**

The Leader advised that there was a late addendum for consideration with item 10, Local Plan, First steps of engagement. This contained the Regulatory Committee comments on this report.

### **313. DECLARATIONS OF INTEREST**

There were personal interests declared by Cllr Bull and Cllr Chandwani as they were leaseholders in the borough.

### **314. NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE, ANY REPRESENTATIONS RECEIVED AND THE RESPONSE TO ANY SUCH REPRESENTATIONS**

None

### **315. MINUTES**

#### **RESOLVED**

To approve the minutes of the meeting held on 15 September 2020.

### **316. DEPUTATIONS/PETITIONS/QUESTIONS**

Mr Jacob Secker, Secretary of the Broadwater Farm Residents' Association, and Mr Chris Hutton, Chair of the Broadwater Farm Residents' Association, addressed the Committee in relation to item 13 – Tangmere and Northolt Compulsory Purchase Order.

Mr Jacob Secker strongly objected to the proposal to use a Compulsory Purchase Order (CPO) against the remaining leaseholders. He felt that, instead, the Council should make a fair offer, not involving eviction, which covered the cost of a comparable property in Tottenham because the prices were artificially depressed. Therefore, when considering the shared equity this was not enough and the leaseholder would lose their home loss payment as this was added to the financial pot to enable purchase of a property. He stated that it was unacceptable to use CPOs when such low offers had been made, explaining that £160,000 was offered for a 1-bed unit in Northolt and this would force people out of the area which was unacceptable. Mr Secker felt that this was similar to the issue on the Aylesbury estate, and the same situation should not be faced on Broadwater Farm

Although offers were made in July, these were not consulted upon. These offers met some people's needs but the deputation contended that not all the leaseholders needs were met and time had not been taken to complete a proper consultation on this situation to avoid the CPO process.

Mr Jacob Secker wanted the Council to offer leaseholders an amount comparable to other values in Tottenham rather than the depressed values in Broadwater Farm.

Mr Chris Hutton reiterated that Broadwater Farm had depressed values and that not enough consideration had been given to the fact that these leaseholders were not willing sellers. He stated that the basis of evaluation for leaseholders to receive a fair offer should be an offer comparable to the cost of replacing their home in the local area, assuming that there was a willing seller and buyer.

The Leader responded that the Council's offer was very different from the offer on the Aylesbury Estate in Southwark. The Leader advised that the Council were offering the opportunity for residents to purchase a property and for the Council to take an equity stake in that. The Leader challenged the view that the Council were forcing people out and making people homeless as this was not sustained or justified by the proposal that the Council was actually putting forward. He added that it was unfortunate that property prices were depressed in the area but that this would have also been the case when properties were purchased. It was highlighted that leaseholders had the opportunity to move in Tottenham and were not being restricted. Mr Jacob Secker contended that shared equity could be used to move elsewhere in Tottenham but this was too low and that leaseholders would end up having a limited choice and would lose their home loss payment. He felt that leaseholders were getting the lowest possible offer in the circumstances which was why people were not moving and the Council were having to resort to a CPO process Mr Secker reiterated that the Council needed to consult on another offer.

The Cabinet Member for Housing and Estate Renewal thanked the deputation for their representations and noted that these issues had also been set out in a recent

email which was helpful and the Cabinet Member would respond to each of the points made.

The Cabinet Member explained that both blocks had failed structural tests and required demolition on health and safety grounds. The Council had been in negotiations with leaseholders for quite some time and there were those who may argue that the Council should have started the CPO process earlier. However, the approach taken was a balanced one which recognised the need to secure vacant possession of the building so the Council could start rebuilding the blocks. This was, at the same time, recognising that the leaseholders were in a situation that was unforeseen and was no fault of their own. The approach taken forward was the least antagonistic. Also, whilst taking forward the CPO process, the negotiations with the leaseholders would continue.

The Cabinet Member emphasised that the Council had been negotiating with leaseholders for a considerable length of time and the CPO was designed to set a deadline on the process.

A deadline was needed for a number of necessary reasons:

- The blocks presented a health and safety risk and the Council would continue to mitigate those risks.
- There was no gas supply to the building, but this could not be sustained.
- Security costs for keeping the blocks secure, and this was considerable to ensure the buildings were not squatted and this money could be better spent on services for residents.
- While the blocks remained standing, the Council were prevented from building much needed new homes on the estate

The Cabinet Member reiterated not ceasing negotiations with leaseholders and the Cabinet report in July underlined the Council's commitment to seek a negotiated settlement with those leaseholders and allowed for considerable amount of more flexibility to ensure this.

The Cabinet Member continued to respond to the other points made by the deputation.

In relation to the payment of £160k for a flat in Northolt example, the Cabinet Member was clear that the amounts that the Council were offering were based on market values and these valuations were carried out by an organisation that was certified by the Institute of Chartered Surveyors. These valuations were not based on the Council's perception of value. The Council also had offered to pay for the leaseholders to have their own valuations completed and these figures could also be used as a basis for negotiations, underlining the Council's commitment for a fair outcome for leaseholders.

It was accepted that values on Broadwater Farm were lower than elsewhere but the Council had balance out that with the price that the leaseholder originally purchased their property for.

In relation to offering the amount of compensation with the cost of a comparable property in Tottenham as a whole, as opposed to the Council's perceived property values, the Cabinet Member reiterated that this was a perception in values. In addition to the full market offer, the Council were offering to all the BWF leaseholders an equity loan, as acknowledged by the deputation. This would make onward purchases much easier to ensure that they can remain in the area. The Council were not aware, at the moment, of any cases where this did not at least provide for a comparable property in Tottenham. It was noted that the equity loan was limited to that in the policy. The Council allowed the leaseholders to submit a request, through the discretion panel to increase that amount so this was another avenue available to leaseholders.

In relation to the low values and Aylesbury Estate situation raised by the deputation, the Council had a rehousing and repayments policy which was reflective of best practice in London to provide a range of options so that leaseholders could remain in the area. The Cabinet Member was more than happy to be provided with examples of cases, from the Residents Association, where the leaseholder was struggling to secure any accommodation elsewhere based on the negotiations that the Council were undertaking and would consider them and try to resolve them.

With regard to the historic decision making on the building of the blocks and the unfair situation the leaseholders were facing as a result of this, the Cabinet Member recognised the difficult circumstances, but believed that the leaseholder offer was a reasonable one, considering the unforeseen circumstances in 2018, and apologised for the upheaval this had caused residents and she would continue to work with leaseholders to find a settlement. The valuations did not take into account the problems identified in the blocks, post 2018 and were completed on the basis of being in a good condition.

With regards to the new offers for leaseholders approved in July, and contention that no consultation was taken forward with leaseholders to understand if these offers would meet their needs, the Cabinet Member highlighted that there was a team of officers as well as Independent Liaison Officers working closely with remaining residents on the Broadwater Farm. It was noted that the team's understanding of the needs of all these residents was used to inform the proposals that Cabinet approved in July. Where leaseholders felt that the range of options were not reasonable, then the Cabinet Member advised the leaseholders to contact the Council.

Given the need to move forward to the next agenda item, the Cabinet Member agreed to provide an email response to the deputation on the remaining issues and these would be added to the minutes.

In concluding her response to the deputation, the Cabinet Member appreciated the difficult circumstances that the leaseholders found themselves in, through no fault of their own, but emphasised that this was not the end of the negotiations and the



process allowed a clear roadmap and timeline to reach a final resolution and the negotiations would be ongoing.

The Leader added that he hoped the leaseholders would find in comfort in the response received.

*Emailed response for the minutes*

*Very importantly, in the cases of leaseholders that cannot purchase new homes, the Council should offer an amount approaching the market value of the home on Broadwater Farm plus a secure tenancy. This is opposed to the current offer which is 25% of the home or its 'use value' which can be as little as £56,000 or even less.*

*The Council have yet to be approached by any leaseholder who has set out how the council's existing policies for rehousing means it is impossible for them to purchase a new home. The secure tenancy offer is therefore only one option offered to leaseholders and they are under no obligation to accept this where this offer has been made. The Council strongly encouraged anyone who finds themselves in this position to get in contact with us immediately.*

*While the Council is working hard to build and acquire new homes, they remained a scarce resource and the council has a very significant waiting list of high priority applicants for them. We believe the offer of a secure tenancy has significant value. Leaseholders who take this option are guaranteed to receive, in addition to a secure tenancy, at least what they paid for their homes. We believe this is a reasonable offer*

### **317. TANGMERE AND NORTHOLT COMPULSORY PURCHASE ORDER**

The Cabinet Member for Housing and Estate Renewal introduced the report which sought authority for the Council to use its compulsory purchase powers to make 'The London Borough of Haringey (Tangmere and Northolt) Compulsory Purchase Order 2020' ("the Order") in respect of the Tangmere and Northolt sites and to acquire all outstanding property interests and any additional rights that may be required. It was noted that the majority of the information for this report had been covered in the deputation under item 7.

In response to a question from Cllr Chandwani, it was confirmed that there were people in both blocks who had accepted the package of relocation offers.

In response to a question from Cllr Cawley-Harrison, it was explained that the health and safety issues with the blocks had been discovered in 2018. All Council tenants had been rehoused as soon as possible and the remaining residents were leaseholders. It was noted that the Council had made significant efforts to come to agreements with the remaining leaseholders but that it was essential to vacate the blocks as they were unsafe and the current situation, including mitigation measures, was not sustainable.

Further to considering the exempt information at item 23,

**RESOLVED**

1. To authorise the making of the Order to acquire all land and rights within the land edged red on (Appendix 2(b)) for housing purposes pursuant to the powers contained in section 17 of the Housing Act 1985, to enable the Council demolition of the Tangmere and Northolt blocks and the erection of new housing accommodation on the site so as to achieve a future qualitative gain following confirmation of the Order.
2. To delegate authority to the Director of Housing, Regeneration and Planning in consultation with the Assistant Director of Corporate Governance as follows:
  - (a) To make all necessary changes, as appropriate to the draft Statement of Reasons (and any adjustment to the Order Schedule and Order Map) and take all necessary steps to make, serve and implement the Order, to pursue its confirmation by the Inspector, Secretary of State (or the Council) and to implement the Order as may be necessary (these steps are set out in section 6.59-6.74 of this report);
  - (b) To make General Vesting Declarations (GVDs) under the Compulsory Purchase (Vesting Declarations) Act 1981 and/or to serve notices to treat and notices of entry (if required) following confirmation of the Order.
  - (c) To issue and serve any warrants to obtain possession of property acquired by the Council following the execution of a GVD or service of a notice of entry relating to the Order if it is considered appropriate and necessary to do so.
  - (d) To acquire third party interests in the land within the Order either by agreement or compulsorily; and
  - (e) To finalise and confirm the Order documents prior to making the Order.

**Reasons for decision**

Proceeding with a CPO and making the Order is necessary due to the extensive timescale and resources expended in acquiring all of the third-party properties by private treaty spanning approximately 2 years to date, which puts at risk residents' safety. Residents approved the demolition of the blocks via consultation during 2018, and the Order is now necessary to ensure this can be delivered. The reasons for the Order are set out in the draft Statement of Reasons attached at Appendix 1.

To date and despite ongoing negotiations with affected parties, the Council has been unable to acquire all of the outstanding third party land interests in the proposed CPO site through agreement and is unlikely to be able to do so without the use of the Order. The demolition of both the Tangmere and Northolt blocks and the redevelopment of the site is at considerable risk if control of all of the land interests within the Order area is not obtained within a reasonable time. In the absence of making and using the powers afforded by the CPO, negotiations by the Council with

parties with individual land interests could be much more difficult and protracted, as has been the case to date. Delays could also make the proposals more expensive, putting the deliverability of the project at risk. This would be due to the long-term costs associated with security of the blocks, the ongoing repairs and maintenance required whilst the blocks remain in place and outstanding interests to be acquired. Further to this, resident's safety remains the Council's priority and leaseholders continuing to remain in the blocks increases the risk to them and the surrounding area in the event of progressive collapse. The Cabinet is asked to resolve to make the Order to acquire all land and rights within the CPO Site. Officers are satisfied that there is a compelling case in the public interest to make the Order for the reasons set out in this Cabinet Report and the draft Statement of Reasons see Appendix 1. This is the reason for the recommendations at section 3 of this Report.

Therefore, the justification for making the CPO is:

1. the blocks are unsafe and pose a risk both to inhabitants and the surrounding areas;
2. the cost of the buildings remaining represents poor value for money due to the prohibitively high cost of refurbishment and structural works;
3. the Council cannot deliver its commitments to rebuilding homes until demolition has been undertaken.

The confirmation of a CPO can be protracted if the CPO is challenged, which means the Council must therefore proceed with starting the CPO process now in order to avoid any further delays. A number of further steps will need to be taken to issue, serve and implement the Order. In order to expedite this process, Cabinet is also asked to grant delegated authority to the relevant officers identified in section 3 of this Report to undertake the actions required. This is the reason for the recommendations at 3.2 of this Report.

In order to use the powers under section 17 of the 1985 Housing Act to make the Order it is necessary for the Council to commit to delivering a *quantitative or qualitative gain* in housing stock on the CPO Site. On 13<sup>th</sup> November 2018, Cabinet reiterated that following demolition of the two blocks the Council would re-provide at least the same number of Council homes as will be demolished. As these homes will be structurally compliant, this will represent a qualitative gain in housing. Design proposals are already being developed to ensure that this is the case. The Council will also explore options to deliver a quantitative housing gain by providing more units on the Order Land and the surrounding vacant land.

The definitive case for making the CPO is in the draft Statement of Reasons, appended to the report.

### **Alternative options considered**

A number of alternative options were considered and rejected:

- **Option 1 - do not make a CPO, continue negotiations:**

Option 1 is not recommended as it does not give the project any certainty in terms of the timeframe or budget. Negotiations have been ongoing with leaseholders in Tangmere since June 2018 and Northolt since February 2019 as referenced in section 1.1 of this Report. To date, despite ongoing negotiations and a comprehensive rehousing and payments policy being in place, agreement has not been reached to acquire the outstanding leasehold interests in the blocks by private treaty.

- **Option 2 - do not make a CPO, stop negotiations:**

Option 2 is not a realistic option as the blocks were agreed to be demolished in November 2018 and need to be demolished due to safety concerns. The Council and Homes for Haringey have obligations to ensure the safety of the buildings, residents and neighbours – obligations that would not be met if this option was chosen.

- **Option 3 - make a CPO using alternative statutory powers**

Option 3 is not recommended as, based on legal advice and full consideration of the specifics of the site, Section 17 of the Housing Act 1985 is considered the most appropriate enabling power.

### **318. MATTERS REFERRED TO CABINET BY THE OVERVIEW AND SCRUTINY COMMITTEE**

The Leader noted that Overview and Scrutiny had referred one item, the Scrutiny Panel Review on Blue Badges and Supporting Better Access to Parking for Disabled People. It was noted that this would be covered under agenda item 9.

### **319. SCRUTINY PANEL REVIEW ON BLUE BADGES AND SUPPORTING BETTER ACCESS TO PARKING FOR DISABLED PEOPLE**

Cllr Ahmet, Chair of Overview and Scrutiny, introduced the item, outlining that there had been Environment and Community Safety scrutiny review of the administration of the Disabled Blue Badge Scheme. It was noted that, through this review, scrutiny had been involved in policy development which was very positive and Cllr Ahmet thanked the Cabinet Member for engaging throughout the process. It was noted that the panel felt that it could have spent more time scrutinising this topic, particularly the introduction of designated disabled bays. Although it was acknowledged that the Cabinet Member had been eager to implement improvements in this case, the panel's views on ensuring suitable timelines were reflected in recommendation 1.

It was explained that there had been lots of contributions from residents during this review and that 21 recommendations had been made over five categories: dedicated disabled bays, applying for and renewing a blue badge, enforcement and blue badge related crime, correspondence and communication, and assessments for discretionary blue badge applications.

The Cabinet Member for Transformation and Public Realm Investment acknowledged the work undertaken by the panel, staff, agencies, and residents and noted that the report proposed to accept all but two of the recommendations. It was explained that recommendations 11 and 12 were not agreed. In relation to recommendation 11, there

were insufficient funds to invest in anti-theft devices for blue badges. It was also noted that a companion badge had been introduced which allowed blue badges to be kept at home; this was only valid in Haringey but discouraged theft as it was ineffective for others. In relation to recommendation 12, it was not agreed that blue badge theft should be included in the Community Safety Partnership work plan as this would not connect with its terms of reference or its role as a strategic partnership. It was added that the Council already worked with the police on the misuse of blue badges and that the quarterly strategic partnership would be a more appropriate forum.

It was also noted that recommendations 16 and 21 had been partially agreed. For recommendation 16, it was considered that the ability for next of kin to inform the Council when a disabled bay user was deceased duplicated the 'Tell Us Once' service which allowed relatives to notify various services through one point of contact and which included blue badges. For recommendation 21, it was clarified that the Council could not retender the service as it was a partnership with the NHS rather than a contract. However, it was agreed that alternatives could be explored to provide additional assessment centres.

The Cabinet Member expressed that the end of the review was not the end of the process. It was highlighted that these recommendations would be made into a Disabled Parking Action Plan and that this was specifically included in the Cabinet Member responsibilities. It was explained that the Council was investing in IT systems to improve case management for disabled parking and was coproducing solutions with residents to ensure that residents had a good, disabled parking offer.

In relation to recommendation 16, Cllr Ahmet noted that the panel had been informed that parking bays remained vacant for some time after a bereavement and that a quicker response was needed after someone used 'Tell Us Once' service. The Cabinet Member explained that she thought the Tell Us Once issues related to the blue badge rather than the parking bay and noted that she would revisit this and respond to the panel. It was explained that the Council had written to all bay users and was identifying an inventory for disabled parking bays; this would be a two- or three-year process but would result in a more efficient service. In addition, with the introduction of dedicated bays, the Council would have named contacts.

Cllr Bull welcomed the report. He noted that the companion badge was a good scheme but that it was important to publicise as some people did not realise that it existed. He added that there were issues for residents who used companion badges on TfL roads as the TfL enforcement officers did not recognise the badges.

The Cabinet Member noted that the new parking IT system and rollout of virtual permits would provide an opportunity to let people know about the companion badge. In relation to TfL roads, it was explained that the Council was aware of this issue; it was noted that TfL had been informed but that this issue tended to resurface whenever there was TfL staff turnover. It was noted that the Head of Operations would liaise with Cllr Bull in relation to this issue.

In response to questions from Cllr Cawley-Harrison, it was noted that:

- People were informed that the companion badge was only valid in Haringey and this would be highlighted with the rollout of virtual permits. It was added that most

blue badge theft occurred outside people's homes, often overnight, and so the companion badge was very useful in this situation.

- The signage for dedicated bays was governed by the Department for Transport (DfT). The Cabinet Member agreed that some of the initial signage was confusing and that, following discussions with residents, the DfT had agreed for the Council to use some decommissioned signage with clearer wording.

Cllr Cawley-Harrison welcomed the Action Plan. He noted that things were changing rapidly with Covid. Following brief connection issues, the Cabinet Member provided the following written response:

- It would be made clearer that blue badge holders could park anywhere (legally) for free in the borough. This included CPZ area which was not the case in some boroughs. So, they did not have to await a bay. It was appreciated that in some places it was hard to find space on open bays too.
- The Physical Disabilities Reference Group would help identify where the disabled parking was needing an increase. The feedback received from the Cabinet Member from the last meeting of the group was that Wood Green High Rd was particularly problematic.

## **RESOLVED**

1. To note the outcome of the Scrutiny panel review of Blue Badges and Supporting Better Access to Parking for Disabled People, as detailed in appendix 1 of the report.
2. To proceed with the recommendations regarding the Council's blue badge scheme as set out in appendix 2 of the report. And agree all recommendations except recommendation 11 and 12 which are not agreed.
3. To note that recommendations 16 and 21 are also to be agreed in part and the proposed responses to those recommendations in appendix 2 of the report.

## **Reasons for decision**

The recommended actions set out in this report support the work being undertaken to improve the service offer to motorists with disabilities. Those actions will help streamline processes, increase self-serve options as well as protecting the dedicated spaces made available on the public highway for those users.

## **Alternative options considered**

In addressing the recommendations set out by the Environment & Community Safety Scrutiny Panel, several actions were considered. The report provided what are considered to be the most effective actions. Therefore, alternative options have not been considered at this point. These actions will be however be refined if required during implementation to ensure that the right outcomes are achieved.

### **320. NEW LOCAL PLAN: FIRST STEPS ENGAGEMENT**

The Cabinet Member for Planning and Corporate Services introduced the report which proposed the first steps for engagement on a new Local Plan. It was outlined that, in November 2019, Cabinet had agreed an update to the Council's Local Development Scheme (LDS), setting out that a New Local Plan would be prepared by 2022 to replace the existing, multiple documents adopted in 2017. It was noted that the new Local Plan would take account of the new National Planning Policy Framework (NPPF) and emerging London Plan, respond to the climate emergency, and support recovery following Covid-19.

It was explained that the first steps engagement document was included as Appendix A to the report. The engagement explained the borough, its neighbourhoods, challenges, and priorities; it asked open questions and sought views on new policy areas before the new Local Plan was drafted. The results of the engagement would feed into the drafting of the new Local Plan, a draft would be out for consultation in 2021, and the final version was due to be adopted in 2022. It was noted that an Integrated Impact Assessment Draft Scoping Report and a Communications and Engagement Plan were included as appendices to the report.

The Leader noted that the proposed consultation would be asking for views at this stage rather than comments on draft policies and this would allow the Local Plan to be built from the consultation feedback. It was noted that the Chair of the Regulatory Committee was present, and she was invited to comment. Cllr Williams thanked the Cabinet for accepting the addendum with comments from the Regulatory Committee. She welcomed the first steps engagement proposal and hoped that there would be widespread community engagement.

Cllr Williams noted that it would be important for the new Local Plan to ensure a significant proportion of family homes, defined as 3-beds or more, for those on the waiting list; this would provide stability for children in the borough which was essential. It was enquired how many family sized units were in the pipeline and whether the Council was due to meet its target for 45% of new Council homes to be 3-bed units. The Cabinet Member noted that one of the biggest challenges would be providing homes for those most in need and that this would be part of the Local Plan. The Assistant Director for Housing noted that early Council house building programme delivery had been skewed by acquisitions and that housing delivery had provided more 1-bed and 2-bed units than planned; the current forecast for 3-bed units was 25-30% but the Council was doing what it could through business planning to reach 45%. The Leader noted that this could be a target to review in 18 months' time.

Cllr Williams asked to receive confirmation by email of exactly how many 3-bed units were in the pipeline to be delivered.

Cllr Cawley-Harrison asked what changes were proposed in response to the comments made by the Regulatory Committee and how the Cabinet Member would ensure that the Local Plan included tangible goals. The Leader noted that the Regulatory Committee comments were submitted as a late addendum and that there would not have been much time to make any changes. The Interim Assistant Director for Planning, Building Standards and Sustainability outlined the proposed consultation

and engagement methods, taking on board Regulatory Committee feedback. The Cabinet Member for Planning and Corporate Services noted that the recommendations allowed for amendments to be made in relation to the comments of the Regulatory Committee and it would be ensured that there were tangible goals.

Cllr Berryman noted that the new Local Plan would need to balance the delivery of affordable housing and the description of social rent. It was noted that the Mayor of London considered that London Affordable Rent (LAR) was genuinely affordable and it was enquired how social rent would be considered in the new Local Plan. The Cabinet Member for Planning and Corporate Services noted that the Council had a clear preference for social rent but that the exact structure of this in the new Local Plan would depend on the results of consultation. The Cabinet Member for Housing and Estate Renewal acknowledged that there was a spectrum of definitions and that social rent could be a generic term. She explained that she used the term 'Council rent' and that the Council was committed to Council rent; it was added that LAR was closer to Council rents than other rents.

Cllr Berryman noted that 2-bed social rent in Haringey was £106 per week, LAR was £164 per week, and the housing benefit level was £299 per week. He stated that it was sometimes necessary to sell units privately as they were not viable at social rent levels; it was enquired whether the Council would prioritise Council rent at the expense of LAR or would work out what worked best locally. The Cabinet Member for Housing and Estate Renewal expressed that not everyone in Council properties received housing benefit; there were also some situations where LAR was considered in addition to Council rents but that there was a clear commitment in the manifesto to provide 1,000 Council rent homes. The Cabinet Member for Planning and Corporate Services noted that the report was proposing a first steps engagement rather than any specific Local Plan proposals. It was explained that people, including Councillors, could respond to this initial engagement with their views and comments.

Cllr Bull – briefly lost connection at 20.09 but came back in the meeting at 20.10.

Cabinet noted the comments of Regulatory Committee and,

## **RESOLVED**

1. To approve for public consultation, in accordance with Regulation 18 of the Town and Country Planning Regulations (Local Planning) (England) Regulations 2012, the New Haringey Local Plan: First Steps Engagement consultation document (Appendix A).
2. To delegate authority to the Interim Assistant Director of Planning, Building Standards and Sustainability to agree the final version of the New Haringey Local Plan: First Steps Engagement consultation document, and other supporting material to be produced for consultation purposes including the Integrated Impact Assessment (IIA) Scoping Report, in consultation with the Cabinet Member for Planning and Corporate Services to the extent that any changes to the versions approved by Cabinet are non-material (examples of changes permitted shall



include minor text, layout and design changes as well as changes needed for clarification and for consultation purposes).

### **Reasons for decision**

A new Local Plan is required to provide a robust planning framework for the future planning of the borough that takes account of the new National Planning Policy Framework and the emerging New London Plan, reflects the new Borough Plan (2019), responds to the Climate Emergency, supports the borough's recovery from COVID-19 and meets legal and policy requirements for the Council to have an up-to-date plan and a 5 Year Housing Land Supply. The New Local Plan – First Steps consultation document will provide the opportunity for residents, businesses and other local stakeholders to shape the New Local New Plan from the beginning, identifying key issues and challenges the borough faces and preferences for various possible options.

### **Alternative options considered**

The alternative options considered were:

- Option 1: Do not prepare a New Local Plan at this time. The Council could continue using the existing Local Plan and the London Plan to support planning decisions. The advantage of this option is that it would not require any immediate resources. The disadvantage is that the Council would not have a fully up-to-date plan which reflects the new National Planning Policy Framework and new London Plan, responds to the corporate priorities in the Borough Plan and provides specific support for COVID-19 recovery and renewal.
- Option 2: Prepare a New Local Plan but do not carry out a First Steps Engagement consultation. The advantage of this option is that it would shorten the process of preparing a New Local Plan and reduce the resources required to do it. The disadvantage is that the Council would not be engaging the community upfront in the plan-making process and may not be able to satisfy the legal requirements for stages of Strategic Environmental Assessment (SEA) / Sustainability Appraisal (SA).
- Option 3: Prepare a New Local Plan including a First Steps Engagement consultation. The advantage of this option is that it involves the community upfront in the plan-making process and helps to ensure that the plan is shaped by their input. The disadvantage of this option is that it would take longer to prepare the New Local Plan and would require more resources to deliver.

Option 3 was recommended as this will deliver a New Local Plan to provide a robust planning framework for the future planning of the borough, which reflects the Council's corporate priorities, is shaped by upfront and meaningful engagement with Haringey's communities and helps to meet legal requirements for SEA/SA.

## **321. CHILDREN'S SERVICES UPDATE**

The Cabinet Member for Children, Education, and Families introduced the report which provided an overview of safeguarding and looked after children activity and performance for 2019-2020. It was noted that the annual report provided an opportunity to see improvements, challenges, and to note where attention needed to be focused to ensure improvements. It was added that the report included information on the population of children and young people in the borough which was useful in providing background for the challenges faced by the service.

In response to questions from Cllr Cawley-Harrison, it was noted that:

- The payment system for travel buddies had been moved from Cavendish to the Council's internal procurement system. Although this had taken some time to establish, the relevant information had now been transferred and had been provided by travel buddies in all cases except one where amended bank details were awaited. The Cabinet Member thanked parents who had brought this issue to the Council's attention.
- 14 social workers had been recruited from South Africa following a targeted approach. As new staff, they were being inducted to ensure that they had the appropriate knowledge and that they were settled. The Cabinet Member stated that the AD/ Director could provide more detail to Cllr Cawley- Harrison after the meeting.
- It would be challenging to share information about the safeguarding reviews in November given the need to ensure the privacy of the individuals involved. However, the actions agreed from the reviews would be included in Ofsted updates, there would be a more thorough report to the Safeguarding Board, and an update would be reported to Cabinet.

## **RESOLVED**

To note the Children Social Care Annual Report 2019/20 and in particular:

1. The increase in the rate of referral, reduction in the numbers of referrals that result in 'no further action' and the effectiveness of the Multi Agency Safeguarding Hub (MASH) (paragraphs 6.5 to 6.6 and 6.7 to 6.9).
2. Improvements in the numbers of, and time taken to complete assessments (paragraphs 6.13 to 6.14);
3. The increase in the rate of Section 47 enquiries (paragraph 6.17);
4. The slight reduction in the numbers of children in care which has closed the gap with our statistical neighbours (paragraph 6.26);
5. The need to reduce the numbers of children placed out of boroughs and the very good performance on long term placement stability (paragraphs 6.28 and 6.30);
6. The significant improvements in the numbers of care leavers in suitable accommodation (paragraph 6.47); and

7. The action taken to improve the recruitment and retention of social workers (section 7).

### **Reasons for decision**

The annual report is intended to inform Cabinet of the performance of Children Social Care in 2019/20. Cabinet should be aware of the progress made against managing the financial and safeguarding demands. The report, in addition to other measures, enables Cabinet to assure itself that the necessary arrangements are in place for the Council to effectively discharge its children social care obligations. In this regard, there is a distinct leadership role for the Leader, Lead Member for Children and Young People's Services, the Chief Executive and Director of Children Services. Also, there is a wider corporate parent role for all members of the Council.

### **Alternative options considered**

Reports which are for information or noting do not involve any actions being agreed and do not require this section to be completed.

## **322. EXTENSION OF ALCOHOL & DOG CONTROL PSPOS**

The Cabinet Member for Communities introduced the report which proposed to extend the Council's existing Public Space Protection Orders (PSPOs) for Alcohol and Dog Control for a further three - year period. It was noted that a small extension was proposed to the Woodside Ward Alcohol PSPO to include Chapmans Green Park.

Cllr Cawley-Harrison enquired:

- What preventative work had been done for residents who may drink on the streets as a result of alcohol dependency.
- How the Cabinet Member would be encouraging the police to take more action against dangerous dogs. It was noted that, where people had dogs that were a potentially dangerous breed, it was unlikely that a PSPO or Fixed Penalty Notice (FPN) would be an effective deterrent.
- Which scientific advice had been the basis for the decision to require dogs to be kept on leads in Haringey's parks during the Covid-19 pandemic, given that this contrasted with the Greater London Authority advice based on owner discretion.

The Cabinet Member for Communities would provide the written responses to these points.

### **RESOLVED**

1. To approve the extension of the 11 Public Space Protection Orders (PSPOs) for the control of alcohol until 18 October 2023.

2. To approve varying the boundary of the Woodside alcohol PSPO to include Lordship Lane, Chapmans Green Park and the roads directly surrounding Chapmans Green Park as set out in the map on page 5 of Appendix 12 of the report.
3. To approve the extension of the borough wide dog control PSPO until 18 October 2023.
4. To approve varying the dog control PSPO to impose a new requirement that dog owners produce a device or other means for removing dog faeces when requested by an officer.

### **Reasons for decision**

On 20 October 2017 Haringey replaced its 11 Designated Public Places Orders (also known as Alcohol Control Zones) and Dog Control Orders, with Public Space Protection Orders, with requirements and prohibitions mirroring the previous Alcohol Control Zones and Dog Control Orders. A PSPO remains in place for three years unless extended or discharged by the Local Authority. The existing PSPOs enacted on the 20 October 2017, relating to alcohol and dog control expire on 19 October 2020.

The Anti-Social Behaviour, Crime and Policing Act 2014 states that before the time when a PSPO is due to expire, the local authority that made the order may extend the period for which it has effect, and/or vary the order, if satisfied on reasonable grounds that doing so is necessary to prevent:

- (a) occurrence or recurrence after that time of the activities identified in the order,  
or
- (b) an increase in the frequency or seriousness of those activities after that time.

On 10 March 2020, the Cabinet agreed that the proposal to extend and vary the PSPOs should be taken to public consultation. The Consultation process began on the 7 July 2020 and continued for 6 weeks ending on Monday 18 August 2020.

For the PSPOs to be extended and varied Cabinet must consider the outcome of the consultation and EQIA and make a decision before the PSPOs expire on 19 October 2020.

### **Alternative options considered**

A discharge of the current Alcohol and Dog Control PSPOs on 19 October 2020 and/or no variation or addition.

The Alcohol Control and Dog Control PSPOs will lapse on 19 October 2020 if not extended. Not having valid PSPOs in place will have a detrimental impact on the Police and Council officers' ability to enforce drinking and dog-related nuisance across the borough. This may then lead to increased dog fouling, dogs being causing a nuisance and not being adequately controlled, dogs entering children's play areas, sports areas and marked pitches and an increase in people drinking alcohol and engaging in behaviour likely to cause nuisance and annoyance to residents and other members of the public.

This option would be contrary to the need for the PSPOs to continue and the public support for their continuation. It would also result in the re-occurrence of the activities that are detrimental to the quality of life of people who live, visit or work in the areas where the PSPOs can be enforced.

**323. THE ACQUISITION OF TWO HEAD LEASES AND GRANT OF A NEW LEASE AT THE CHOCOLATE FACTORY, WOOD GREEN**

The Cabinet Member for Finance and Strategic Regeneration introduced the report which set out the proposed acquisition of two head leases and the granting of a new lease at the Chocolate Factory and Mallard Place Wood Green which would enable the Council to fulfil its aspirations in regards to the cultural corner in Wood Green.

This decision formed part of the Council's regeneration ambitions and was part of the Wood Green Action Plan. It was noted that the proposed acquisition of the leasehold interest also offered the Council a unique opportunity to take control of the Council freehold land in this vicinity, in order, to enable the regeneration of this area.

This decision would enable the Council to develop the area acquired from Workspace in accordance with planning consent to build 137 new homes as part of the Council Housing Delivery Programme on the Chocolate Factory site. The Council were ready to build the first phase of new houses at this site by next summer and these were expected to be completed by the summer of 2023. The proposal also enabled the Council to develop a further 66 homes on the Mallard Place site at a later phase. Workspace would be provided on both sites to support employment. This proposal was in line with the Borough Plan and met Disposals and Acquisitions Policy which was agreed by the Council earlier this year.

It was noted that Area 51, which was based at Mallard Place, and currently provided education for young Adults who had severe or profound learning disabilities and would continue as part of the Cultural quarter.

This decision was a positive step to support good economic recovery and the Council's housing programme.

The following information was provided in response to Councillor Cawley- Harrison's questions:

- Workspace were able to take forward their own refurbishment on their own part of the site and this agreement was also allowing them, to continue with their current arrangements with artists for employment space.
- The employment space that the Council can use on the land, which becomes wholly Council owned, would be for the Council to develop over time. This was not restricted in use and assurance was provided that further cultural employment provision would be considered in the future. The meeting was advised that the primary and most important development for this site was the first phase of the housing scheme

- In relation to the surrounding areas which had significant developments coming forward, and query about the Station Road Re-use and Recycling Centre site, and the plans for future development, the Cabinet Member was not aware of any plans to relocate the Recycle and Reuse centre in the present arrangements. It was further confirmed by the Assistant Director for Capital Projects and Property that the Recycling and Reuse site was owned by the Waste Authority and there were no propositions or proposals being considered, at this time, for the development of this site.

Further to considering the exempt information at item 24,

## **RESOLVED**

1. To acquire part the leasehold interest from Workspace of the land shown coloured green on the red line plan in Appendix A and known as the Chocolate Factory for a sum set out in Part B to this report; and
2. To acquire the whole of the leasehold interest from Workspace of the land set out in blue in the red line plan in Appendix A and known as Mallard Place for a sum set out in Part B to this report; and
3. To the extension of the remainder of the existing term up to a maximum of 250 years of the existing lease of the part of the Chocolate Factory site remaining in Workspace ownership and shown coloured red on the plan attached at Appendix A for a sum of £1.00 A; and
4. To the transfer of the freehold land shown coloured orange on the plan attached at Appendix B to Workspace for a sum of £1.00; and
5. To the acquisition of the freehold land shown coloured yellow on the plan attached at Appendix B from Workspace for a sum of £1.00; and
6. All in accordance with the Heads of Terms attached in Appendix D.
7. To give delegated authority to the Director of Housing Regeneration & Planning after consultation with the Cabinet Member for Finance and Strategic Regeneration to agree any minor variations to the Heads of Terms and the final terms of the documents.

## **Reasons for decision**

The opportunity to acquire the two leasehold interests offers value for money to the Council and is a unique opportunity to take control of part of the Chocolate Factory site and Mallard Place site in the vicinity in order to effect the regeneration of the area. The retention of part of the demise in the Chocolate Factory Lease will also enable Workspace to take forward the planning consent on their site increasing investment into the area.

By acquiring the part of the Chocolate Factory leasehold interest the Council would then benefit from controlling part of the site and allow the new housing to be delivered (and employment space) on its own land. The site would form part of the Council's five-year housing supply by the acceleration of housing delivery on the portion of land for which there is a planning consent. The development would provide a more appropriate mix and better percentage of housing on the site including Council rented homes as well as private homes through the acquisition of the leaseholds.

The acquisition would mean that the Council can move swiftly to implement delivery of council homes on Council land with a start on site within 18 months for the land on the Chocolate Factory site. Some minor elements of the design of the scheme would require amending through a S73 application as would the s106 associated with the existing permission. This accelerated delivery is fully in line with the Council's Good Economy Recovery Plan and the accelerated delivery of the units will help stimulate employment opportunities in the local economy, which will complement the employment and skills initiatives being brought forward part of the wider plan.

By acquiring the lease for Mallard Place site and with a frontage to Coburg Road there will be an opportunity to deliver housing, mixed use floorspace, and quality public realm on this site and others fronting onto Coburg Road as part of the regeneration of this area.

### **Alternative options considered**

An option considered was for the Council to acquire the whole of the consented area (minus the Chocolate Factory building). This opportunity was discounted on the basis of additional risk to the Council in taking on private development, notably a large element of employment space, in the current marketplace.

Another alternative option is to sell the Council freehold or grant Workspace a long lease on the whole of the consented area. However, this was discounted on the basis that the scheme would produce a lower level of affordable residential units and the opportunity to acquire the site and provide Council rented accommodation on Council land.

The option proposed provides the most viable option and provides an opportunity for the Council to build Council rented accommodation on a Council site with planning consent, rather than relying on a private development with a more modest affordable element. This option can also be delivered more quickly than those discounted.

A further alternative option would be for the Council not to agree to the acquisition of the two leasehold interests from Workspace. This would mean that the consented scheme for the whole of the Chocolate Factory site would not be implemented. Therefore, the site would remain in its current use, the planning consent could lapse, or the site could be sold onto another owner. The new homes and employment space together with the refurbishment of the existing Chocolate Factory would be unlikely to go ahead or would be delayed for some time. This may have implications for the Council's five year housing supply.

**324. AWARD OF CONTRACT FOR PROVISION OF ICON MANAGED SERVICE & MID CALL SOLUTION**

The Cabinet Member for Transformation and Public Realm Investment introduced the report, setting out the benefit of the proposed contract decisions for improving the efficiency of the Council's electronic payment system and improving the customer journey for residents, businesses, and partners.

The Cabinet Member outlined that the current contract was called off from a LASA framework that had since expired so further services could not be called off from it. The Council intended to purchase a mid call solution as part of the Customer First programme which allowed the customers services representative to stay on the line whilst payment was being made by the customer to help with any issues and deal with further queries they may have that are unrelated to the payment. The solution being purchased was PCI compliant and would prevent loss of income due to customers abandoning the call if they got stuck at any point and would improve the service offered to residents. The Council's current payment processing contract did not expire until 2022 but the intention was to terminate this contract and to let a new contract for 5 years with options to extend for 2 further one-year periods and include the mid call solution at the same time. This new contract was to be called off from the DAS framework which replaces the LASA framework.

The Cabinet Member outlined that, as the current contract only has a year left to run, it seemed prudent that the new contract should be placed and that this should include the mid call element so that there is only one contract to manage, one invoice to pay.

A written response would be provided by the Director for Customers, Transformation and Resources to the following questions from Cllr Cawley – Harrison:

1. Whether the £170k cost per annum for the payment processing service was an all -inclusive cost or were there additional commissioning payments made to the provider per transaction? Also, if there were any additional costs, were these made to the provider per transaction?
2. How many transactions were processed per annum by the Council?

Further to considering the exempt information at item 25,

**RESOLVED**

1. To approve, in accordance with Contract Standing Order (CSO) 9.07.1d), the award to the supplier identified in the exempt report of a contract for the payment processing managed service including a mid call solution for an initial 5-year term valued at £1,095,160.00 with options to extend for 2 further one-year periods together valued at £405,876.00 with a total contract value of £1,501,036.00 over the maximum term of 7 years.
2. To approve, under CSO 11.02, the early termination, with the consent of the supplier, of the current contract with the same supplier which started up on



1/6/2019 and was due to expire on 31/5/2022. This contract would be superseded by the one to be awarded under the paragraph above.

### **Reasons for decision**

The current contract was called off from a LASA framework that has since expired so that further services cannot be called off from it. The Council intends to purchase a mid call solution as part of the Customer First programme which allows the customers services representative to stay on the line whilst payment is being made by the customer to help with any issues and deal with further queries they may have that are unrelated to the payment. The solution being purchased is PCI compliant and will prevent loss of income due to customers abandoning the call if they get stuck at any point and will improve the service offered to residents. The Council's current payment processing contract does not expire until 2022 but the intention is to terminate this contract and to let a new contract for 5 years with options to extend for 2 further one-year periods and include the mid call solution at the same time. This new contract is to be called off from the DAS framework which replaces the LASA framework. As the current contract only has a year left to run it seemed prudent that the new contract should be placed and that this should include the mid call element so that there is only one contract to manage, one invoice to pay and Cabinet can deal with all this in one go now.

### **Alternative options considered**

Do Nothing – not an option as a mid call solution is required to ensure the Council is fully Payment Card Industry (PCI) compliant and to prevent customers losing income from abandoned calls.

Do a separate contract for a mid call solution to integrate with our current system - this would mean having two contracts with different end dates and could prove problematic when/if either contract expires.

Tender for a new contract - this would be a major piece of work, as the payment processing application integrates with many systems that take income, and could be disruptive. It is also not ideal during COVID when as little face to face contact is required as possible.

Research was carried out with a number of suppliers who could provide an alternative to the mid call solution but all were found to be more expensive. It was therefore decided to stay with the incumbent where integration is streamlined and compliant under PCIDSS.

## **325. VARIATION TO THE SAP CONTRACT**

The Cabinet Member introduced the report which sought approval of variation of the Council's contract with Support Revolution that provided hosting and support for the Council's Enterprise, Resource Programme. The ERP was explained to be a software platform at the core Haringey's Finance, Human Resources, and other complex processes. It allowed those processes in separate functions of the organisation to share data, co-ordinating the organisation.

The Cabinet Member was pleased to announce that the programme would deliver: a platform for insourced permanent recruitment by April 2020; process, policies, and technology solutions for strategic procurement activity. This would provide significant improvements to Human Resources, Finance, and other functions of ERP so that users can work faster and easier; and fundamental changes to Finance, Human Resources and other reporting making it more easily accessed and more effective.

The programme required access to planned resources which were within the scope of both the contract with the Council's ERP support partner, Support Revolutions, and the project scope and budget, to deliver.

The programme would allow decision making at an appropriate level for minor increases to and requests under the contract.

The Director for Customers, Transformation and Resources agreed to provide a written answer on the following questions to Councillor Cawley- Harrison.

- What were the hourly or daily consultancy rates for the provider that the figure of £272,000 had been arrived at?
- Beyond the initial £130k how much additional service was forecast and was expected to be the full £272k or lower?

## **RESOLVED**

1. To approve, under Contract Standing Order (CSO) 10.02.1b), a variation to the contract with Support Revolution Ltd for SAP Hosting and Support in order to confirm an option for the Council to request consultancy services to support work on the Council's ERP Improvement Programme between 01/10/2020 to (est.) 22/12/2021, at a value of a total of up to £272,000 (calculated based on pre-agreed rates) and to be ordered by issue from time to time of one or more purchase orders.
2. To approve, under Contract Standing Order (CSO) 10.02.1b) and pursuant to the variation referred to in the paragraph above, an initial order for a tranche of consultancy services valued at £130,000.

## **Reasons for decision**

The Council is undergoing an ERP Improvement programme. ERP is a software platform at the core of Haringey's Finance, HR and other complex processes. It allows those processes in separate functions of the organisations to share data – co-ordinating the organisation. It is provided by a company called SAP and supported by an SAP partner organisation called Support Revolution.

The programme will deliver:

- A platform for insourced permanent recruitment by April 2020;
- Process, policies, and technology solution for strategic procurement activity;

- Significant improvements to our HR, Finance and other functions of ERP so that users can work faster and easier;
- Fundamental changes to Finance, HR and other reporting making it more easily accessed and more effective.

The programme requires access to planned resources which are within the scope of both the contract with our ERP support partner, Support Revolution, and the project scope and budget, to deliver.

The programme will allow decision making at an appropriate level for minor increases to and requests under the contract.

#### **Alternative options considered**

- Do nothing – we will be unable to deliver the ERP Improvement Programme.
- Insourcing talent – It will not be possible to recruit an in-house expert SAP team and have them operational in time to deliver the project.
- Open market tender – rejected as would have to onboard a new SAP support partner which would involve purchasing support days from existing partner in any case and unlikely to lead to reduced price/unit.

#### **326. GRANTING OF A LEASE TO A GP PRACTICE OF ACCOMMODATION AT 54 MUSWELL HILL**

The Cabinet Member for Finance and Strategic Regeneration introduced the report which sought agreement to the granting of a lease at 54 Muswell Hill to the Muswell Hill GP practice. This proposed decision would allow the Council to help ensure communities had a good quality local GP practice in an area where there would otherwise be a shortage.

It was noted that the Council had been working with the Haringey and Islington CCG's and the NHS to plan future care and health services in the borough. The granting of a new 25year lease of the ground and 2 upper floors would provide a new modern facility capable of serving up to 25000 patients from one site. The decision would ensure that this part of the borough had new modern facilities and ensured the Council retained its interest in the asset.

Cllr James responded on the question of whether, with the proposed addition of this facility in the Muswell Hill area, there was still required additional health facilities in the area or would the area require additional facilities but with a lesser priority. It was noted that the borough CCG representatives were keen to go ahead with this facility and the provision would solve the problems of having a shortfall of GP's in the Muswell Hill area. The Cabinet Member had a keen interest in this decision and was fully aware of the pressure from community representatives for more GP's in the area and this decision would respond to this concern.

Further to considering the exempt information at item 26,

**RESOLVED**

1. To grant an under lease of 54 Muswell Hill (shown edged red on the plan attached in Appendix A of the report) to The Muswell Hill Practice for a term of up to 25 years for a premium and/or rental income that would represent best consideration as set out in the exempt section to this report (Part B) and as set out in the draft Heads of Terms attached and set out in Part B to this report. The costs of the transaction to the Council are set out in Part B to the report.
2. To give delegated authority to the Director of Housing Regeneration & Planning after consultation with the Cabinet Member for Finance and Strategic Regeneration to agree the final terms for the lease including the premium and/or rental amount that would represent best consideration.

### **Reasons for decision**

The long lease of 54 Muswell Hill was acquired by the Council on 14 July 2017 to support the provision of GP services in this area. At the time of the 2018 Cabinet decision it had also been intended to include a small number of shared ownership residential units in this property. However, the structure and fire protection issues following Grenfell has made the residential units difficult to implement, and at the same time the CCG see a solution to their own medical services needs in taking a lease on the whole building rather than part of it as originally proposed. From the Council's perspective, this ensures a beneficial public use of this asset supporting health partners in local service delivery and secures a capital receipt for the Council whilst enabling the Council to maintain a long term interest in the property.

### **Alternative options considered**

The alternative option is not to lease the building to The Muswell Hill Practice. However, this would mean that the existing Muswell Hill Practice would continue to not be DDA compliant and undersized for the current patient list.

In this option the building at 54 Muswell Hill would remain vacant until either a solution to the residential use of the upper floors is found and the ground floor let separately or the whole of the building is let for another use.

## **327. AWARD OF CONTRACT FOR HOMES FOR HARINGEY INTERNAL WORKS (NORTH) IN (YEAR 3) 2021-22**

The Cabinet Member for Housing and Estate Renewal introduced the report which sought agreement to the award of a contract to enable internal improvement works to 300 dwellings in the Woodside, Stroud Green, Noel Park and Bounds Green area.

The proposed works would bring all homes up to the full Decent Homes Standard. The overall project will contribute towards achieving Haringey Council's objectives to increase the number of homes achieving the Decent Homes Standard across the borough. This would ensure all homes were safe and improved resident satisfaction.

The Cabinet Member outlined that the overall population of these wards mirrored that seen in Haringey more widely. Households in areas like Bounds Green were more

likely to be rented by social housing tenants than the average within the borough. However, areas such as Stroud Green have smaller proportion of social housing tenants and a slightly larger proportion of owner/occupiers. The wards in this area have a mixture of high -rise blocks and non-traditional dwellings.

In response to Councillor Cawley- Harrison's questions on: the communication with residents about the proposed works, ensuring the quality of the works, compensation to any tenants for any works that fall below the required standard and potential vacation of properties of the works, the following information was provided by the Cabinet Member and Director for Broadwater Farm.

- There were no leasehold implications for these works.
- The impact of the Noel Park Pod consultation on improving communications were that lessons were learned for future schemes . Homes for Haringey were considering the implications of the project in more detail and talking to residents more closely, and earlier about the works that were likely to be brought forward and the implications that they may have for the individual.
- An in house clerk of works which will ensure that they reviewed the finished works being completed on properties in North and South areas to ensure tenants were happy with the quality of work. There would be resident satisfaction surveys to make sure that works were completed to the right standard.
- In terms of compensation, Homes for Haringey would seek to rectify issues as part of any complaints that may emerge from the works. The initial response would be to identify, from residents, where work was not up to the required quality and bring this up to the right quality, checking that the resident was satisfied.
- A majority of internal works were completed without the need for the residents moving but the contract provides the opportunity for residents to leave properties where messy or disruptive works were happening during the day with provision of welfare facilities at particular times. The Resident Liaison Officers would facilitate those discussions with the contractor and tenant so there was an awareness at the start on the different elements of the works and the disruptions likely to be caused.

Further to considering the exempt information at item 27,

## **RESOLVED**

1. Pursuant to the Council's Contract Standing Order (CSO) 9.07.1(d), to approve the award of a contract to the preferred contractor identified in exempt Appendix A to the report for the renewal of kitchen, bathroom and internal electrics in the Woodside, Stroud Green, Noel Park and Bounds Green areas. This will be for the sum of £2,354,041.

2. To approve the issue of a letter of intent for an amount up to, but not exceeding £235,404 that represents 10% of the contract sum.
3. To approve the professional fees of £230,719 that represents 9.801% of the contract sum.
4. To approve the contingency sum set out in the exempt part of the report.
5. To note the total project costs set out in the exempt part of the report.

### **Reasons for decision**

Homes for Haringey requires Cabinet approval to award the contract for internal works to 300 dwellings in the Woodside, Stroud Green, Noel Park and Bounds Green areas. This will enable the essential internal works such as the renewal of kitchens, bathrooms and internal electrics to progress. This is following a direct award in conjunction with Haringey Council's Procurement team via the London Construction Programme (LCP) framework and processes.

The award process was carried out in accordance with the framework requirements that was based on price. LCP carried out quality evaluation when they tendered the framework. The successful contractor satisfied the requirements in relation to these criteria.

### **Alternative options considered**

An alternative option would be for Homes for Haringey to either use third party industry frameworks or a standalone OJEU compliant tender process to deliver the works. Homes for Haringey sought support and advice from Haringey Strategic Procurement and determined the LCP framework as being the optimum route to the market. This was due to the speed of access to quality-checked contractors and focus on companies that concentrate their resources in the local area.

The option of not undertaking this work would leave Haringey Council open to residents' disrepair challenges and complaints, because the properties need to be improved to meet the Decent Homes Standard.

## **328. AWARD OF CONTRACT FOR HOMES FOR HARINGEY INTERNAL WORKS (SOUTH) IN (YEAR 3) 2021-22**

The Cabinet Member for Housing, and Estate Renewal introduced the report which sought Cabinet approval for the award of a contract carry out internal improvement works to 300 dwellings in the Tottenham Hale, Bruce Grove, White Hart Lane, Northumberland Park areas.

The Cabinet Member noted that proposed works to the outlined dwellings would bring all homes up to the full Decent Homes Standard. The overall project would contribute towards achieving Haringey Council's objectives to increase the number of homes achieving the Decent Homes Standard across the borough. This would ensure all homes are safe and improve resident satisfaction.

The Cabinet Member expressed that the highest concentration of social housing fell particularly in the White Hart Lane, Northumberland Park and Tottenham Hale areas. These wards were densely populated with comparatively lower life expectancy. The proposed Homes for Haringey works aimed to provide decent homes, improving the living conditions for its residents including the most vulnerable and the elderly.

Further to considering the exempt information at item 28,

### **RESOLVED**

1. Pursuant to the Council's Contract Standing Order (CSO) 9.07.1(d), to approve the award of a contract to the preferred contractor identified in exempt Appendix A to the report for the renewal of kitchen, bathroom and internal electrics in the Tottenham Hale, Bruce Grove, White Hart Lane and Northumberland Park areas. This will be for the sum of £2,290,009.60.
2. To approve the issue of a letter of intent for an amount up to, but not exceeding £229,000.96 that represents 10% of the contract sum.
3. To approve the total professional fees of £224,443.84 that represents 9.801% of the contract sum.
4. To approve the contingency sum set out in the exempt report.
5. To note the total project costs of set out in the exempt report.

### **Reasons for decision**

Homes for Haringey requires Cabinet approval to award the contract for internal works to 300 dwellings in the Tottenham Hale, Bruce Grove, White Hart Lane and Northumberland Park areas. This will enable the essential internal works such as renewal of the kitchens, bathrooms and internal electrics to progress. This is following a direct award in conjunction with Haringey Council's Procurement team via the London Construction Programme (LCP) framework and processes.

The award process was carried out in accordance with the framework requirements that was based on price. LCP carried out quality evaluation when they tendered the framework. The successful contractor satisfied the requirements in relation to these criteria.

### **Alternative options considered**

An alternative option would be for Homes for Haringey to either use third party industry frameworks or a standalone OJEU compliant tender process to deliver the works. Homes for Haringey sought support and advice from Haringey Strategic Procurement and determined the LCP framework as being the optimum route to the market. This was due to the speed of access to quality-checked contractors and focus on companies that concentrate their resources in the local area.

The option of not undertaking this work would leave Haringey Council open to residents' disrepair challenges and complaints, because the properties need to be improved to meet the Decent Homes standard current decency levels.

**329. MINUTES OF OTHER BODIES**

The Leader referred to the urgency decision taken on acquiring the New River lease from Fusion for the sum of the New River loan outstanding to the Council, and highlighted that, whilst the Council were keen to ensure that local residents have recreational activities and facilities provided by the Council, there was an options appraisal to be completed to understand how this site will be potentially managed going forward.

**RESOLVED**

To note the minutes of the following:

Urgent decision 29/09/20

Urgent decision 05/10/20

**330. NEW ITEMS OF URGENT BUSINESS**

None

**331. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

That the press and public be excluded from the remainder of the meeting as the remaining items contained exempt information as defined under paragraphs 3 and 5 of Part 1, Schedule 12A of the Local Government Act 1972.

**332. EXEMPT TANGMERE AND NORTHOLT COMPULSORY PURCHASE ORDER**

As per item 322 and the exempt minutes.

**333. EXEMPT THE ACQUISITION OF TWO HEAD LEASES AND GRANT OF A NEW LEASE AT THE CHOCOLATE FACTORY, WOOD GREEN**

As per item 323 and the exempt minutes.

**334. EXEMPT AWARD OF CONTRACT FOR PROVISION OF ICON MANAGED SERVICE & MID CALL SOLUTION**

As per item 324 and the exempt minutes.

**335. EXEMPT GRANTING OF A LEASE TO A GP PRACTICE OF ACCOMMODATION AT 54 MUSWELL HILL**



As per item 326 and the exempt minutes.

**336. EXEMPT AWARD OF CONTRACT FOR HOMES FOR HARINGEY INTERNAL WORKS (NORTH) IN (YEAR 3) 2021-22**

As per item 327 and the exempt minutes.

**337. EXEMPT AWARD OF CONTRACT FOR HOMES FOR HARINGEY INTERNAL WORKS (SOUTH) IN (YEAR 3) 2021-22**

As per item 328 and the exempt minutes.

**338. EXEMPT MINUTES**

**RESOLVED**

To approve the exempt minutes of the meeting on 15 September 2020.

**339. NEW ITEMS OF EXEMPT URGENT BUSINESS**

None

CHAIR: Councillor Joseph Ejiofor

Signed by Chair .....

Date .....

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**Report for:** Cabinet 10 November 2020

**Title:** Alterations Policy for Leaseholders

**Report authorised by:** David Joyce, Director for Housing, Regeneration and Planning

**Lead Officer:** Robbie Erbmman, Assistant Director for Housing

**Ward(s) affected:** All

**Report for Key/  
Non Key Decision:** Key Decision

## **1. DESCRIBE THE ISSUE UNDER CONSIDERATION**

- 1.1. In support of the wider actions being taken by the Council to mitigate the risk of fires within Council owned buildings as a result of the Grenfell Tower fire, this report seeks to ensure that the Council fulfils its obligations as a 'responsible landlord' in accordance with current legislation. By removing the permission that allows leaseholders to procure and install their own windows and external doors, the Council is taking the necessary fire precautions to ensure safety is not compromised.
- 1.2. In accordance with the terms of the tenancy or lease agreement, tenants and leaseholders living in Council properties are required to obtain permission from Haringey Council as their landlord before they carry out any alterations or improvements that will affect the internal or external structure of the Council's asset.
- 1.3. This report outlines a review of the existing 'Alterations Policy for Leaseholders' to comply with current statutory requirements in terms of fire safety and provides further clarity on the types of works where landlord consent is required and the fee charges to be paid by leaseholders.
- 1.4. It also, in effect, rescinds the Cabinet decision of 15 July 2008 titled 'Service Improvements Initiatives for Leaseholders' which allowed leaseholders to install and maintain their own external windows and doors. This is to ensure any alterations to external windows and doors does not compromise fire safety.

## **2. CABINET MEMBER INTRODUCTION**

- 2.1 The alterations policy for leaseholders will provide clear guidance on the different categories of work within and outside their home, for which the Council's consent will be required. The implementation of the policy will ensure that all external installations adhere to the current regulatory standards and do

not compromise fire safety. This in turn will make sure that leaseholders continue to be safe in their home.

- 2.2. In addition, the policy provides clear guidance on the fees, so that leaseholders can be clear as to the potential costs, before deciding whether to undertake alterations to their home.

### **3. RECOMMENDATIONS**

It is recommended that Cabinet:

- 3.1. Approves the revised 'Alterations Policy for Leaseholders' regarding the improvement works that leaseholders are permitted to make to their property as set out in appendix 1 of the policy.
- 3.2. Approves the introduction of a requirement that, where a leaseholder's external windows and doors need to be changed, all such installations are to be carried out by the Council and its approved contractors.
- 3.3. Approves the fee structure detailed in paragraphs 6.13, 6.16 and appendix 1 of the policy which will be subject to an annual review.
- 3.4. Notes the process for deciding whether landlord consent can be granted as detailed in paragraphs 6.6 to 6.12 and appendix 1 of the policy.

### **4. REASONS FOR DECISION**

- 4.1. The recommendations in section 3 are being proposed to ensure there is a clear and transparent process in place for allowing leaseholders to improve their properties. In providing consent, the Council will give consideration to the effect works may have on the structural integrity of Council owned buildings and the possible impact of these works on other tenants and leaseholders.
- 4.2. The recommendations also seek to ensure that all external installations have been manufactured and fitted correctly, in accordance with current regulatory standards and do not compromise fire safety. This is because the Council, as landlord, is ultimately responsible for the health and safety of all residents within Council owned buildings.
- 4.3. The recommendation also seeks to provide leaseholders with clarity on the fees payable for obtaining landlord's permission for alterations to their home.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 The only alternative option was to continue with the existing 'Alterations Policy for Leaseholders' which was not feasible due to the Housing Health and Safety Rating System Regulations 2005 conferring powers on local authorities to ensure fire safety in occupied buildings. It is ultimately the Council's responsibility to have robust processes in place to ensure doors and windows are installed to current regulatory standards in the event of a fire.

### **6. BACKGROUND INFORMATION**

- 6.1. The lease sets out the property location, extent and boundaries. Under clause 4(13) of the standard lease, the leaseholder must obtain the landlord's written consent (a 'licence') for any alterations they may wish to carry out within their home or to the exterior of the building. However, no part of the exterior fabric of the building forms part of the leasehold property, though there may be a private garden specified as being included within the lease.
- 6.2. Section 19(2) of the Landlord and Tenant Act 1927 states that where a lease permits alterations with consent that consent cannot be unreasonably withheld. The Act does give the landlord considerable latitude in imposing conditions of giving such consent. For example, it enables the landlord to require the payment of a reasonable fee to cover any legal or other expenses incurred when granting consent; or to require the payment of a reasonable sum in respect of any damage to or diminution in the value of the premises or any neighbouring premises belonging to the landlord.
- 6.3. The Council will not consider certain types of alterations. For example, the subdivision of flats or the installation of security grilles for either windows or doors. More details are given in appendix 1 of the policy. The Council will also not consider an application for consent where an alteration would be in breach of the lease agreement.
- 6.4. Cabinet previously approved a policy 'Service Improvement Initiatives for Leaseholders', on 15 July 2008. This granted permission to leaseholders wishing to replace and maintain their own external windows and doors. In the aftermath of the Grenfell fire, Homes for Haringey undertook risk assessments on a number of Council buildings. Following this, concerns were raised by Homes for Haringey's Asset Management and Health and Safety teams about leaseholder alterations that had the potential to affect the safety of the building in the event of a fire. Therefore, as a landlord with responsibility for ensuring the safety of all residents, it is proposed that permission will no longer be granted to any new applications from leaseholders to install external windows or doors. This will ensure that all external installations have been manufactured and fitted correctly because these are key components in maintaining the buildings integrity.
- 6.5. Leaseholders who previously obtained the Council's consent to replace windows and doors will not be required to have these installations replaced. However, if as part of the cyclical programme of Council building maintenance works it is assessed that these installations do not comply with current regulatory standards and pose a risk to the fire safety of the building, the Council reserves the right to replace these.
- 6.6. Landlord's consent must be granted before carrying out any works or obtaining any other consent. This consent takes account of the requirements for the management of the building and the various criteria listed in appendix 1. Where alterations have already been undertaken, this will be considered as a breach of the lease, unless and until a retrospective application for consent has been made and approved. The work required in processing applications is undertaken by Homes for Haringey. In certain circumstances Homes for

Haringey will seek confirmation that it is appropriate to grant consent from Haringey Council.

- 6.7. Alterations are subject to Planning and Building Control laws and regulations and are dealt with by Haringey's Planning and Building Control services who operate under statutory authority. Decision notices giving Planning permission or Building Control consent do not, in themselves, constitute Landlord's consent nor the right to undertake the works without this consent.
- 6.8. The Council will generally grant consent for proposed alterations to the interior of a leaseholder's home, subject to a number of important qualifications. These include not permitting the subdivision of a property into two flats and that bedroom sizes must be acceptable. (Further information can be found in the London Housing Design Guide). The proposed work must also not cause or be likely to cause any maintenance or structural problems to Council owned buildings.
- 6.9. Requests to purchase loft spaces or land not included within the lease demise can be made to the Council where requests to acquire and alter can be considered simultaneously; but the decision on request to acquire is not subject to any statutory limitation.
- 6.10 The type of authorisation for leaseholder alterations depends on the nature of the work and whether it requires alterations to their lease.
- 6.11 Appendix 2 of the policy identifies the types of improvements work where no permission is required. Homes for Haringey will provide a letter of consent for minor work.
- 6.12 Where more extensive work is agreed, a licence for alterations is required and this will be issued by the Council.
- 6.13 If the work alters the description of the property as per the lease agreement, this will require a Deed of Variation to ensure the accuracy of the lease agreement. Any increase in the number of bedrooms may also lead to increased service charges.
- 6.14 All work that requires consent is subject to a fee charge. The table below shows the different documents that will be required, depending on the type of work being undertaken, the responsible department and the level of fee to be charged. These fee charges will be subject to an annual review.

SERVICES RESPONSIBLE FOR ISSUING DOCUMENTS AND FEES PAYABLE				
Type of approval	Homes for Haringey		Property Services	Legal Services
	Minor Work	Medium/Major Work		
No permission required	Nil	n/a	n/a	n/a
HfH	£60	£144	n/a	n/a

permission letter				
License for alterations	£60	£144	Min £850 Max £1,850	£950
Deed of variation	£60	£144	Min £850 Max £1,850	£950

- 6.15 Where a structural assessment of the proposed works is required, Homes for Haringey's Property Management Team will carry out a pre and post inspection. The charge for this is currently levied at £28.00 per hour.
- 6.16 Where there is a significant amount of administrative work required to resolve a matter arising from a failure by the leaseholder to undertake their responsibilities with regard to the work they carry out, Homes for Haringey will discuss and advise the Council of any additional charges to be made. Homes for Haringey currently charges £20.00 per hour, for this additional work.
- 6.17 In addition to the fees chargeable (outlined at 6.13), a charge will be made where retrospective permission is required, when a leasehold has carried out work prior to obtaining landlord's consent.

ADDITIONAL FEES PAYABLE FOR RETROSPECTIVE CONSENT				
Type of approval	Homes for Haringey		Property Services	Legal Services
	Minor Work	Medium/ Major Work		
No permission required	Nil	n/a	n/a	n/a
HfH permission letter	£50	£50	n/a	n/a
License for alterations	£50	£50	Min £850 Max £1,850	£950
Deed of variation	£50	£50	Min £850 Max £1,850	£950

- 6.18 For any future proposals in respect of a review or change to demands for fee charges, the Council, as landlord, shall maintain arrangements to notify leaseholders and enable them to make their views known in accordance with section 158 of the Commonhold and Leasehold Reform Act 2002.

## 7. RESIDENT ENGAGEMENT

- 7.1 All Council residential leaseholders (circa 5,000) have been contacted to seek their opinion on the proposal to reverse the decision that gave leaseholders the ability to apply for permission to replace their external windows and doors themselves. The ending of this decision would mean a return to following the terms of the lease where the windows and external doors remain the property and responsibility of the Council.

7.2 On 24 February 2020, Homes for Haringey wrote to all leaseholders by either post or email (where this was held), outlining the proposed policy changes. Frequently Asked Questions was also included with the letter inviting leaseholders to send in their comments on the proposals.

7.3 From this engagement exercise, 147 responses were received. The responding leaseholders expressed a variety of views, which can be summarised as follows: -

For the proposal	44	30%
Against the proposal	53	36%
Didn't express a view on the proposal	50	34%
<b>TOTAL</b>	<b>147</b>	<b>100%</b>

7.4 Haringey Leaseholder Association requested that Homes for Haringey carry out further engagement with leaseholders and on 24 June 2020, Homes for Haringey again contacted all leaseholders to provide a summary of the previous engagement and invite them to attend one of three online meetings to discuss the proposals. A total of 113 leaseholders attended the three online meetings held on 6, 7 and 9 July 2020. Leaseholders who were unable to attend the online meetings were given the opportunity to request a telephone call to raise any questions.

7.5 During the online meetings, the leaseholders who voiced an opinion made it clear that they were against the proposed changes. Officers reiterated the rationale for this proposal, that is, the Council as landlord is ultimately responsible for the health and safety of all residents within Council owned buildings and the change is to ensure all external installations have been manufactured and fitted in a manner that does not compromise fire safety. All the questions and suggestions raised by leaseholders at these meetings have been considered by Homes for Haringey who have responded by email accordingly (See appendix 2, 3 and 4).

## 8. CONTRIBUTION TO STRATEGIC OUTCOMES

8.1 These proposals support the objectives within the Borough Plan 2019-2023. The recommendations in this report will support the delivery of the Housing Priority within the Borough Plan that *'we will work together to drive up the quality of housing for everyone'* and in particular the objective to: *'Ensure safety in housing of all tenures across the borough, responding to new regulations as they emerge'* and provide an effective response to changes in fire safety and general buildings regulations.

## 9. STATUTORY OFFICERS COMMENTS

### FINANCE

9.1.1 This report requests Cabinet to agree the amended Leasehold Alterations policy as set out in the document "Revised Alteration Policy for Leaseholders".



- 9.1.2 The document is aimed at amending an earlier policy that allowed leaseholders to alter, install and maintain the windows and front doors of the properties they are leasing as this is not consistent with the lease and legislation.
- 9.1.3 It is also aimed at providing clarity about the types of work that leaseholders may consider carrying out, and to set out what the Council's policy is with regards to each of these.
- 9.1.4 The fees disclosed in the report are in line with other boroughs.
- 9.1.5 This policy, once approved, will lead to additional landlord responsibilities. However, cost associated with these responsibilities will be apportioned and leaseholders recharged with their contributions.
- 9.1.6 Where alterations lead to additional space, leaseholders will be paying additional service charges as a result and where maintenance works are carried out, they will pay additional major works costs.
- 9.1.7 The Council property database will have to be updated following alterations leading to changes in layout and additional space.
- 9.1.8 These fees will be reviewed on an annual basis as part of the review of charges to leaseholders.

#### **PROCUREMENT**

- 9.2.1 Strategic Procurement notes the contents of this report; however, there are not procurement implications in respect of the proposed policy.

#### **LEGAL**

- 9.3.1 The Assistant Director of Corporate governance has been consulted on the content of this report.
- 9.3.2 The relationship between the Council and the leaseholders is governed by the lease. RTB leases are granted in accordance with the provisions contained in the Housing Act 1985. Legal advice will be required to ensure that the Council is able to enforce the policy in respect of all of the leases affected.
- 9.3.3 Further comment appears in the body of the report.

#### **EQUALITY**

- 9.4.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
  - Advance equality of opportunity between people who share those protected characteristics and people who do not

- Foster good relations between people who share those characteristics and people who do not.

- 9.4.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.
- 9.4.3 The proposed decision is to approve the revised 'Alterations Policy for Leaseholders' regarding the improvement works that leaseholders are permitted to make to their property, introducing a requirement that, where leaseholders wish to install new external windows and doors, all such installations are to be carried out by the Council and its approved contractors. The objective of this decision is to ensure the health and safety of tenants and leaseholders living in Council properties.
- 9.4.4 Leaseholds have been engaged on the proposed decision, with reasonable adjustments made to ensure that all leaseholders were able to participate. There is no indication that any objections to the proposed decision arise from concern regarding the Council's public sector equality duty.
- 9.4.5 The profile of tenants and leaseholders in Council properties is such that women, individuals over 45 years old, BAME communities, and individuals with disabilities will be overrepresented among those affected by the decision. As the decision represents a step to ensure the health and safety of tenants and leaseholders, it can be expected to have a positive impact for residents who share the protected characteristics of sex, age, race/ethnicity, and disability.

## **10 USE OF APPENDICES**

- 10.1 Appendix 1: Alterations Policy for Leaseholders
- 10.2 Appendix 2: Resident engagement correspondence – 24.02.2020
- 10.3 Appendix 3: Resident engagement correspondence – 26.06.2020
- 10.4 Appendix 4: Resident engagement correspondence – 14.08.2020

## **11 LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

### **Alterations Policy for Leaseholder, 2012**

**<http://www.minutes.haringey.gov.uk/ieListDocuments.aspx?CId=118&MIId=5907&Ver=4>**

### **Service Improvements Initiatives for Leaseholders, 2008**

**<http://www.minutes.haringey.gov.uk/ieListDocuments.aspx?CId=118&MIId=3078&Ver=4>**

**London Housing Design Guide, 2010**

**<https://www.london.gov.uk/sites/default/files/Interim%20London%20Housing%20Design%20Guide.pdf>**

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# **ALTERATIONS POLICY FOR LEASEHOLDERS**

## ALTERATIONS POLICY FOR LEASEHOLDERS

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## **2 INTRODUCTION**

- 2.1 All leaseholders of Council owned properties are required to obtain permission from Haringey Council as their landlord, via the managing agent Homes for Haringey, before carrying out any alteration or improvement that will affect the internal or external structure of their properties at their own expense. This is in accordance with the terms of their lease agreement.
- 2.2. The Alterations Policy for Leaseholders applies specifically to requests from Leaseholders. Where applicable, the Council will not unreasonably withhold permission if certain conditions have been met and the alteration will not damage the structure of the building, impair shared services or pose a potential risk to the safety of the building in which the leaseholder's property is situated or its occupants.
- 2.3 This paper reviews the existing Alterations Policy for Leaseholders (2012) and the Service Improvements Initiatives for Leaseholders policy (2008). This is in order to amend the types of work where landlord consent is required, the process for obtaining permission and the fee charges payable by Leaseholders.
- 2.4 The policy also sets out the Council's commitment to be clear and transparent in the instances where Leaseholders are required to obtain landlord's permission to carry out alterations to their home.

## **3 APPLICATION OF THIS POLICY**

### **3.1 WHEN DOES THIS POLICY APPLY?**

The policy sets out the instances where Leaseholders are required to apply to Haringey Council, via Homes for Haringey, for permission to carry out alterations to their home.

### **3.2 TO WHOM DOES THIS POLICY APPLY?**

This policy applies to all Leaseholders of Council owned property formerly sold under the Right the Buy scheme.

### **3.3 THE LEASE AND STATUTORY REQUIREMENTS**

In relation to a leasehold property, its location, extent and boundaries are set out in the lease. Under clause 4(13) of the standard lease, the Leaseholder must obtain the landlord's written consent (a 'licence') for any alterations they may wish to carry out inside their home or to the exterior of the building. However, no part of the exterior of the building is incorporated in the leasehold property, though there may be a private garden specified as being included within the lease.

The landlord must also have regard to the Landlord and Tenant Act 1927. Section 19(2) of this Act states that 'regardless of the lease, consent for alterations cannot be unreasonably withheld.' However, this clause gives the landlord considerable discretion in these matters.

### **3.4 REASONABLE GROUNDS FOR REFUSING CONSENT**

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The Council will not consider certain types of alterations. These include the subdivision of flats, extensions and conservatories in blocks of flats or security grilles for either windows or doors. More details are provided in appendix 1.

### **3.5 PLANNING AND BUILDING CONTROL APPROVAL**

Approvals are subject to the planning and building control laws and regulations which are dealt with by Haringey's Planning and Building Control departments. Decision notices giving Planning permission does not convey that any approval or consent has been given which may be required under the Building Regulations or any other statutory purpose and vice versa.

**Neither Planning permission nor Building Control certification convey the right to leaseholders to undertake alteration and improvement works without first obtaining Landlord's consent.**

## **4 THE COUNCIL'S CRITERIA FOR GRANTING PERMISSION**

### **4.1 DEFINITION**

An alteration is where a leaseholder seeks to alter, remove or replace any of the existing building, fixtures and fittings or boundaries that form part of the demise.

An improvement is where a leaseholder seeks to add, alter, replace or install fixtures and fittings or an item that was not previously present, with a view to improving the property demise.

### **4.2 INTERNAL WORK**

The Council will generally grant consent for proposed alterations to the interior of the property subject to a number of important qualifications as outlined in appendix 1. Subdivision of a property into two flats will not be allowed and the creation of additional bedrooms should not fall below a reasonable and acceptable size (further information can be found in the London Design Guide - [www.london.gov.uk/sites/default/files/Interim%20London%20Housing%20Design%20Guide.pdf](http://www.london.gov.uk/sites/default/files/Interim%20London%20Housing%20Design%20Guide.pdf)). A flue for a new boiler or gas fire must not cause damage to the external wall.

Please see appendix 1 for further details.

### **4.3 EXTERNAL WORK**

When making a decision on whether to grant or withhold consent, the Council must have regard to various criteria. The proposed work must not cause or be likely to cause any maintenance or structural issues. It must not encroach onto or affect the present or future use of any land which is not part of the property.

Whilst all buildings within the garden are not permitted (anything over 12 inches) or the placing of sheds, gazebos etc., due consideration will be given to all requests. Any proposed alteration must not adversely affect other residents. The alteration must be aesthetically pleasing. Namely, it must fit in with the general style and appearance of the building and the estate.

Please see Appendix 1 for further details.



#### 4.4 HOW TO APPLY FOR CONSENT

All applications for consent must be made using the '*Application for Consent to carry out property alterations*' form. This can be obtained via the Homes for Haringey's website: -

[www.homesforharingey.org/your-home/leaseholders/your-property/alterations](http://www.homesforharingey.org/your-home/leaseholders/your-property/alterations).

Upon receipt of the duly completed form by the leaseholder, Homes for Haringey will acknowledge receipt within 10 working days. They will then seek to provide the leaseholder with an in-principle decision within 28 working days. This timeframe may be exceeded if there are any unforeseen circumstances or the proposal is particularly complex.

**Please note that the leaseholder is not permitted to commence any alterations without first obtaining the Council's written permission.**

#### 4.5 CONDITIONS FOR CONSENT

Consent for works can be agreed in-principle:

Once the leaseholder completes the form 'Application for Consent to carry out property alterations' and provides the following, as appropriate: -

**Before commencement of the work: –**

- a) A full description: Full written details of the work being proposed to include existing and proposed floor plans.
- b) Architectural plans: For any structural work or reconfiguration.
- c) Structural calculations: An Engineer's report.
- d) Party Wall Agreement: An agreement with adjacent owners if the structure of the party wall is affected, in compliance with the Party Wall Act.
- e) Cost estimate: For insurance revaluation in the case of major works.
- f) Fees: Advance payment of any landlord fees is required.
- g) Conditions of work: Where the Council specifies certain conditions are to be met in carrying out the work, the leaseholder must sign an agreement to comply with these.
- h) Planning permission (if required): usually for most types of external work.
- i) Conservation Area consent: Relating to doors and windows and any external work. Further information is available from the Planning Service (see appendix 3).
- j) Site inspections: Pre work inspections as required. These will generally be carried out by Homes for Haringey.

**After completion –**

- a) Certificates: Building Control approval (where required), certificates of Gas Safety, NICEIC (electrical safety) are to be provided by the leaseholder following completion of work (see appendix 3).

- b) Defects or Non Compliance: Any faults or issues of non-compliance must be rectified at the leaseholder's own expense within 6 weeks.
- c) Site inspections: Post work inspections as required and will generally be carried out by Homes for Haringey. Building Control inspections will be necessary for major works.

## 5 AUTHORISATION AND CHARGES

### 5.1 GENERAL

The Council is unlikely to refuse authorisation for improvements unless: -

- The work affects the safety of the building.
- It does not meet Council approved product specification.
- It is likely to cause a nuisance to neighbours.
- It is in conflict with the terms and conditions of the lease.

The level of authorisation required in relation to leaseholders depends on the nature of the work and whether this requires any change to the existing lease.

Permission cannot be granted: -

- If the applicant has arrears of service charges, major works, Council Tax or any other debts with the Council, without an agreement to repay the debt.
- If the Council is about to take or is taking action for any breach of the lease.

### 5.2 LEVELS OF AUTHORISATION

There are different forms of authorisation for specific types of work. The administration involved generally depends on the extent and impact of the proposed works/ improvements.

- **No permission required:** For example, internal decorations, repair or like for like replacement of internal fixtures and fittings.
- **Homes for Haringey (HfH) permission letter:** For example, permission to install new timber flooring or additional radiators can be granted by Homes for Haringey.
- **Licence for alterations:** For example, removal of a chimney breast.
- **Deed of Variation:** For example, anything that alters the demise (description of the property as per lease). This will generally mean a change in the number of rooms, for example in the case of a loft conversion; or where the Council agrees to sell a garden space to the leaseholder.

### 5.3 CHARGES

Section 19(2) of the Landlord and Tenant Act enables the landlord to require the payment of a reasonable sum to cover any legal or other expenses property incurred as a precondition to the granting of a license or consent. All charges are subject to an annual review.

#### 5.4 AUTHORISATION DOCUMENTS AND FEE STRUCTURE

All work which requires a licensee or Deed of Variation must be authorised by Haringey Council. The table below shows the different documents required, the issuing department and the standard charges.

Once in-principle agreement to proceed has been given, the leaseholder will receive an email requesting payment of the Property Services fees. This is to be made within 30 calendar days from the date of the email. Thereafter the application will be processed accordingly.

Payment of Legal Services fees will become due upon return of the signed Heads of Terms.

In certain circumstances further charges may be necessary for administration fees or structural assessment. These are described in the following notes.

SERVICES RESPONSIBLE FOR ISSUING DOCUMENT AND FEE PAYABLE				
TYPE OF APPROVAL	Homes for Haringey		Property Services	Legal Services
	Minor work	Medium/ major work		
NO PERMISSION REQUIRED	Nil	N/a	N/a	N/a
HOMES FOR HARINGEY PERMISSION LETTER	£60	£144	N/a	N/a
LICENCE FOR ALTERATIONS	£60	£144	£850-£1,850	£950
DEED OF VARIATION	£60	£144	£850-£1,850	£950

In addition to the proposed standard fees, where a structural assessment of the proposals is required, Homes for Haringey's Property Services Team, will carry out a pre and post inspection. The charge for this is levied at £28 per hour.

Homes for Haringey will make a charge of £20 per hour for any significant administrative work required to resolve matters arising from a failure by the leaseholder to undertake their responsibilities with regards to the works they carry out.

#### 5.5 COMPENSATION

Section 19(2) of the Landlord and Tenant Act 1927 states that a clause requiring landlord consent for an alteration is deemed to be subject to a proviso that consent is not to be unreasonably withheld. It does not prevent

the landlord from requiring as a condition of such licence or consent to the payment of a reasonable sum in respect of any damage to or diminution in the value of the premises or any neighbouring premises belonging to the landlord.

## 5.6 DISPUTED VALUATION

If the leaseholder disputes the valuation as determined by Haringey Council, then they may commission their own valuation of the work they propose at their own cost. However, their costs will not be refundable even if their appeal succeeds. The Valuer chosen by the leaseholder must be a member of the Royal Institute of Chartered Surveyors and evidence of this must be provided to Haringey Council to agree they are properly qualified.

## 6 RETROSPECTIVE CONSENT

6.1 Appendix 2 list various types of work which requires the permission of the Council as the landlord before it can be carried out. Where the Council becomes aware of alterations that have been undertaken without landlord consent, the leaseholder will have to submit a retrospective application for consent.

6.2 The following criteria will apply:

- i. The policy as set out above will apply in all cases and the Council will make every effort to ensure that consent is not unreasonably withheld. The Council and Homes for Haringey will ensure that any issues relating to unauthorised alterations are reviewed in accordance with the Surveyor's report.
- ii. Where permission is granted this will be subject to all conditions being met and fees/charges paid.
- iii. Where retrospective consent cannot be granted, the leaseholder will be required to reinstate the property to its former condition (that is before the alterations were carried out), at no cost to the Council.
- iv. An inspection of the property will be carried out to confirm that any work required by the Council as the landlord has taken place and this is to a satisfactory standard.
- v. Advice will be sought from the Council's Legal Service regarding appropriate enforcement action in respect of any failures to comply with the Council's conditions.

SERVICES RESPONSIBLE FOR ISSUING DOCUMENT AND ADDITIONAL FEE PAYABLE FOR RETROSPECTIVE CONSENT				
TYPE OF APPROVAL	Homes for Haringey		Property Services	Legal Services
	Minor Work	Medium/ Major Work		
NO PERMISSION REQUIRED	Nil	N/a	N/a	N/a
HOMES FOR HARINGEY PERMISSION LETTER	£50	£50	N/a	N/a

<b>LICENCE FOR ALTERATIONS</b>	£50	£50	Min £850 Max £1,850	£950
<b>DEED OF VARIATION</b>	£50	£50	Min £850 Max £1,850	£950

## **7 APPEALS**

- 7.1 When applications are refused and the leaseholder wishes to request a review of the decision, they must submit their appeal in writing to Home for Haringey's Lease Compliance and Homes Sales team within 28 days of the date of the decision notification letter advising that the application has been refused.

If the outcome of this review remains that the application to alter the property is refused, the leaseholder may raise this issue through the Council's Formal Complaints Procedure.

## **8 LEASEHOLDER ENGAGEMENT**

- 8.1 In accordance with section 158 of the Commonhold and Leasehold Reform Act 2002 the Council, as landlord, shall maintain arrangements to notify leaseholders in respect of a review or change to demands for fee charges and make known their views. Before making a decision on the matter, the Council will consider all representations made to it in accordance with those arrangements.

## **9 APPENDICES**

- Appendix 1 - Main criteria for approving alterations
- Appendix 2 - Types of alteration requiring landlord permission and fees
- Appendix 3 - General & Other Useful Information

## MAIN CRITERIA FOR APPROVING ALTERATIONS

This appendix describes the main criteria which the Council as the landlord uses in relation to applications for alterations to its properties.

It should be noted that where an alteration can be agreed which significantly affects the exterior or the structure of the building, the leaseholder will have to accept complete responsibility for any work required in relation to its future maintenance, replacement or the cost of the rectification of any damage to the rest of the building.

Each of these criteria should not be regarded as being self-contained since they often have implications for other types of alterations.

### A. Internal work

Consent will normally be given for proposed alterations to the interior of the property subject to the following considerations: -

- **Change of the layout (reconfiguration).** The Council can only give consideration to this type of proposal if a change in the use of a room does not impact on other flats in the building, for instance see 'bedroom position'. It must not cause additional noise or disturbance on account of changes in the habitation or the use of the premises that could not have been envisaged in the original design of the building and of the adjacent living spaces. Any proposed change in layout should not reduce the possibility of escape from the flat in the event of a fire nor should it increase the likelihood of the onset or spread of fire and smoke.
- **Sub-division:** subdividing the property into more than one dwelling unit will not be allowed. No long lease created immediately or derivatively by way of sub-demise under this lease shall confer on the sub-tenant, as against the Landlord, any right under Chapter II of the 1993 Act to acquire a new lease' (The Act is also separately defined noting this to be the Leasehold Reform Housing and Urban Development Act 1993).
- **Structural alterations** must not be such that they could affect the stability of the building.
- **Bedroom size:** the proposed size of a bedroom should not fall below the minimum reasonable and acceptable size. Further information can be found in the London Design Guide – [www.london.gov.uk/sites/default/files/Interim%20London%20Housing%20Design%20Guide.pdf](http://www.london.gov.uk/sites/default/files/Interim%20London%20Housing%20Design%20Guide.pdf)).
- **Bedroom position:** A bedroom must not be situated above or below a living room or kitchen of another flat.
- **Overcrowding:** Any alterations should not make the property become overcrowded.

- **New window or door openings:** the creation of a new window or doorway in an external wall will not be permitted. The exception will be windows or doors in newly approved extensions.
- **Fireplace:** The creation of a new fireplace or the opening up of one that has been sealed will not be permitted. This is in view of the burden of the additional maintenance for the landlord in relation to the flue and chimney in the building.
- **Loft alterations** will only be allowed where the loft is already part of the flat or can easily be included as part of it because direct access is available. Alterations to the loft will only be permitted where they will not adversely affect the roof or be likely to cause noise in adjacent flats. Purchases and/or alterations of/to loft spaces which span other properties, particularly in blocks of flats, will not be permitted.

The leaseholder can only alter a loft space which does not contain communal services such as tanks, pipes, cables, etc. Furthermore, unless it is clearly included as part of their property under the terms of their lease, they will have to negotiate its purchase with the Council before they can apply for landlord consent to any alterations there.

If significant changes to the roof structure are proposed, such as dormer windows, the Council will not be able to agree the proposal, in view of the implications for the future maintenance of the roof and the exterior of the building. These are the responsibility of the landlord under the terms of the lease.

- **Boilers and flues:** Any work in relation to installing a new flue or changing the existing one must be agreed in advance by the Council. Any damage caused to the exterior of the building will be rectified by the Council and the resident concerned will be recharged the full cost.
- **Flooring alterations.**
  - a. **Laminate flooring:** Where this is proposed, the leaseholder must provide full documentation of the specification. This must be to a good standard and include a high degree of sound insulation as an integral underlay.
  - b. **Solid timber, flooring finishes in stone, tiles, etc:** Permission can only be granted if the Council is satisfied that the main structure of the floor is capable of supporting the additional load. The specification must be of good quality and documents must be provided indicating the exact nature of what is proposed. In addition, it must be shown that the sound insulation will be sufficient to prevent footfall noise from causing inconvenience to neighbouring properties
  - c. **Carpet and floor coverings** must be used on all floor surfaces wherever necessary to prevent excessive footfall noise from disturbing neighbouring properties.

## **B. External, structural, safety or environmental criteria**

When reaching its decision on whether to grant or withhold consent, the Council as

landlord will have regard to the following: -

**a. Making the property structurally dangerous or unstable**

The Council maintains the absolute right to withhold consent if the proposals could make the property dangerous or unstable. This normally includes proposals such as removing a supporting wall or where the foundations could be weakened by the alterations. Even in such cases, the Council may consider granting consent subject to it being satisfied that appropriate and properly validated structural remedies are included within the proposed works.

**b. Causing nuisance or inconvenience to other residents**

Permission will not be granted where there is the possibility that other residents may be adversely affected. Where other residents are required to be consulted, only one objection will be necessary for the Council to withhold consent.

Some proposals will have greater potential than others to cause a nuisance or inconvenience to other residents. The extent to which this is the case will have a bearing on the landlord's decision on whether to grant or withhold consent.

**c. Aesthetic considerations**

The Council has the right to withhold consent if it is considered that the proposals are not in keeping with the appearance, shape and style of the building or surrounding area. All cases will be considered on their merits and the Landlord will not adopt a blanket approach.

A decision to grant consent in one area or with regard to a particular type of building will not bind the Council when considering other similar proposals. Since different criteria may apply, such as those of a stylistic nature in relation to the building or the neighbourhood. Furthermore, while the Council may grant consent to erect a conservatory or extension to the leaseholder of a flat in a 'traditional' semi-detached dwelling (if the construction is in keeping with the features of the building), it will not grant consent to the leaseholder of a flat in a purpose built block of flats.

**d. Exterior minor work**

- **Exterior brickwork**

Any changes to the exterior of a building, such as painting of the brickwork, will not be permitted.

- **Exterior fixtures and fittings**

The attachment of anything outside the property requires permission from the Council. Examples include security cameras, burglar alarm boxes, external signage and exterior lighting. Notwithstanding the fact that these are not permitted under the terms of the lease, the Landlord will give due consideration to each case.

**e. Conservatories**



Permission for a conservatory can usually only be considered where the garden is incorporated within the lease of the flat or maisonette and is for the sole use of the residents who live in it. The type of construction will require a lightweight (glass) roof and clear glass sides that do not obstruct the light of adjoining properties.

It must not extend above ground floor level and it should occupy no more than one third of the garden area. A conservatory will not be permitted where the flat is situated within a block of flats. Please see previous paragraph c. Other issues that may prevent this type of development are as follows:

- Where it impairs the repair and maintenance of the rest of the building. For instance, a new conservatory may make it very difficult to erect scaffolding to access the rear elevation.
- Where the access of other residents to the building or garden could be adversely affected.
- Where access to underground drainage for long term maintenance purposes could be impeded.
- Where rainwater run off gutters or pipes could be impaired.
- Where a new opening in the rear wall could incur extra liabilities for the landlord.

As part of the agreement (deed) with the Council, a leaseholder must agree to undertake all the necessary work relating to the new development. This includes the future maintenance, the replacement or removal and any making good of the exterior or structure or the rest of the building or any part of the garden which may be required as a result of it.

#### **f. Gardens**

The lease specifically prohibits the construction of anything within the garden exceeding more than 12 inches in height (Schedule 5, Regulation 12). This applies to sheds, gazebos and anything placed or kept in the garden area, that all require landlord permission. Tenants are subject to the same restrictions.

Even if it is considered feasible, a construction in the garden can only be considered if certain requirements are met from a technical perspective and from the perspective of the proper management of the building. The Council will only consider applications for extensions in a garden area (which is part of the demise of the property) in exceptional circumstances.

Furthermore, consideration of this type of application will only normally be given in respect of converted (street) properties rather than flats within blocks. In processing such a proposal, the Tenancy Caseworker or Housing Liaison Officer will consult with other residents to find out whether they have any reasonable objections (see also the other paragraphs in this appendix).

#### **g. Extensions**

Where the Council can agree to the building of an extension (please also see h below), the following conditions will apply: Under the planning regulations, planning permission is always required (as well as landlord consent) for this type of development in relation to a flat or maisonette. The

new structure must not exceed the height of the flat to which it belongs.

Other issues which may prevent this type of development are: -

- Where the capacity of the existing drainage and sewage pipes may be insufficient to serve it adequately.
- Where the new structure may interfere or adversely affect the access of other residents to the building or the garden.
- Where access to the underground drainage for maintenance and repair purposes could be impeded.
- Where rainwater run off gutters or pipes could be adversely affected.
- A new opening in the rear wall could incur extra liabilities for the landlord.

As part of the agreement (deed) with the Council, a leaseholder must agree to undertake all the necessary work relating to the new development including its future maintenance and any making good work to the exterior or structure of the remainder of the building or the garden that may be required as a result of it.

#### **h. Communal areas**

Any proposals that could adversely affect access to or the use of a communal area including corridors, stairs, entrances, basement areas, gardens and lofts will not be permitted.

#### **i. Building on land which is not part of the flat**

The Council will not grant permission to any leaseholder who seeks to encroach or trespass onto land outside the demise of their lease. Furthermore, it will take all necessary action to prevent any such encroachment.

Granting permission to extend onto land not defined in the lease can have a detrimental effect on the future use of that land. It can reduce the quiet enjoyment and use of the land by other residents as well as bind future occupiers of neighbouring properties to restricted use of what was originally land demised to their property.

Although providing the potential for income, the sale of small parcels of land could also reduce the long term potential of the Council to meet housing need by limiting the use of its retained land and property assets. In exceptional cases it could reduce development opportunity if land sold to a leaseholder could have been put to better use by including it in an adjacent plot to improve its development potential.

#### **j. Preventing light or air reaching other residents**

The Council will not generally allow any development that will significantly reduce access to light and air for other residents. It will have regard to the extent that any proposal adversely affects the quality of light or air to other residents and will seek advice from the relevant professionals within the Council before reaching a decision. The Council has the right to refuse

permission where it is considered the proposal has a disproportionate and adverse effect on other residents.

**k. Digital TV aerials and satellite dishes**

The Council does not generally permit the installation of individual satellite dishes by tenants or leaseholders on its buildings since this frequently causes considerable damage to roofs and the external fabric of the building. Our policy is to remove all unauthorized installations and to recharge the resident responsible for the cost of doing so.

Consideration can only be given to a request for the installation of a satellite dish if there is no communal satellite dish or TV aerial for the building. Furthermore, in the case of blocks of flats, planning permission is invariably required for the installation of TV aerials or dishes as well as landlord consent.

**l. Conservation areas and local byelaws**

Landlord's consent will not be granted where the proposed alterations contravene local bye-laws, conservation areas or where the decision is at odds with the prevailing tenancy conditions of Council property.

**m. Health & safety implications**

All applications to make alterations will be subject to the health and safety regulations and to any considerations arising from them. The Council will adopt this approach both when reaching a decision to grant or withhold consent and in determining the terms of the formal License to alter.

**n. Security grilles**

The Council will not agree to security grilles being installed over either windows or doors in view of the fact that they might prevent rapid exit from the building in the event of a fire.

Security grilles installed over windows and doors require both planning permission and landlord consent and are often unsightly. However, the main consideration is that the Fire Service has advised that they are a potential safety hazard since they can impede access in the case of a fire. It is therefore not possible for landlord approval to be granted for such installations.

### TYPES OF ALTERATION REQUIRING LANDLORD PERMISSION

Type of alteration	Does leaseholder require permission?	HfH Alteration permission letter?	License for Alterations?	Deed of Variation?	HfH charge?	Property Services Charge	Legal charge?
<b>Bathroom – new/ replacement</b>	No, if replacing fittings like for like and the existing service connections are re-used	No	-	-	-	-	-
<b>Boiler (gas) – new, change or replacement</b>	Yes, we need to have a copy of the Gas Safe Certificate	Yes	-	-	£60	-	-
<b>Boiler (new flue)</b>	Yes, if a new opening in the external wall is required.	Yes	-	-	£60	-	-
<b>Carpets and floor coverings to be used to prevent footfall noise</b>	No	No	-	-	-	-	-
<b>Chimney breast – reduction/ removal</b>	Yes - see also 'Reconfiguration'	-	Yes	-	£144	£850-£1,850	£950

### TYPES OF ALTERATION REQUIRING LANDLORD PERMISSION

Type of alteration	Does leaseholder require permission?	HfH Alteration permission letter?	License for Alterations?	Deed of Variation?	HfH charge?	Property Services Charge	Legal charge?
<b>Conservatory / Extension – new/replacement</b> <b>(Planning and Building Control consent required)</b>	Yes, but not permitted under the terms of the lease.  The Landlord will give due consideration to each case.	-	Yes	Yes	£144	£850-£1,850	£950
<b>Doors (Internal)</b>	No	No	-	-	-	-	-
<b>Doors (External) - new/replacement</b> <b>(See Appendix 3: 'Note')</b>	Yes – but not permitted. See also 'windows'	-	-	-	-	-	-
<b>Doorway (Internal) – creation of a new opening</b>	Yes	Yes	-	-	£60	-	-
<b>Doorway (External) - creation of a new opening</b> <b>(See appendix 3: 'Note')</b>	Yes, but not permitted.	-	-	-	-	-	-

### TYPES OF ALTERATION REQUIRING LANDLORD PERMISSION

Type of alteration	Does leaseholder require permission?	HfH Alteration permission letter?	License for Alterations?	Deed of Variation?	HfH charge?	Property Services Charge	Legal charge?
<b>Electrics – new fittings e.g. additional wall sockets</b>	Yes	Yes – NICEIEC Certificate required	-	-	£60	-	-
<b>Electrics – replacement fittings</b>	Yes	Yes – NICEIEC Certificate required	-	-	£60	-	-
<b>Extensions (If the Council agrees. Planning Permission and Building Regulation Consent will also be required)</b>	Yes	-	Yes	Yes	£144	£850-£1,850	£950
<b>Exterior – security cameras, burglar alarm boxes, external signage and lighting</b>	Yes, but not permitted under the terms of the lease.  The Landlord will give due consideration to each case.	Yes, depending on nature of proposal	-	-	£60	-	-

### TYPES OF ALTERATION REQUIRING LANDLORD PERMISSION

Type of alteration	Does leaseholder require permission?	HfH Alteration permission letter?	License for Alterations?	Deed of Variation?	HfH charge?	Property Services Charge	Legal charge?
<b>Exterior brickwork – See ‘boiler’ for new flue</b>	Yes, but not permitted under the terms of the lease.  The Landlord will give due consideration to each case.	-	Yes	Yes	£144	£850-£1,850	£950
<b>Fences – must not be more than one meter (39 inches) in height</b>	Yes, but the landlord’s responsibility under the terms of the lease.	Yes	-	-	£60	-	-
<b>Fireplace – new or reinstating/open an existing one</b>	Yes	Yes	-	-	£60	-	-
<b>Flooring – laminate/ wooden</b>	Yes, but must provide proof of the use of a suitable underlay to reduce noise.	Yes	-	-	£60	-	-
<b>Flooring – installation of timber/ stone or other form of solid floor</b>	Yes	Yes	-	-	£60	-	-

### TYPES OF ALTERATION REQUIRING LANDLORD PERMISSION

Type of alteration	Does leaseholder require permission?	HfH Alteration permission letter?	License for Alterations?	Deed of Variation?	HfH charge?	Property Services Charge	Legal charge?
<b>Garden – any new structure (must not be used for parking vehicles or storage)</b>	Yes, but not permitted under the terms of the lease.  The Landlord will give due consideration to each case.	-	Yes	Maybe required (if not within demise)	£144	£850-£1,850	£950
<b>Gas fire installation</b>	Yes	Yes	-	-	£60	-	-
<b>Heating system and air conditioning</b>	Yes, if additional radiators installed, pipework re-routed, etc. Air conditioning units are not permitted to be installed on the external brickwork.	Yes	-	-	£60	-	-
<b>Kitchen – new/ replacement</b>	No, if like for like replacement.	No	-	-	-	-	-
<b>Loft</b>	Yes, but loft must be included within lease as part of the demise.	-	Yes	Maybe required (if not within demise)	£144	£850-£1,850	£950



### TYPES OF ALTERATION REQUIRING LANDLORD PERMISSION

Type of alteration	Does leaseholder require permission?	HfH Alteration permission letter?	License for Alterations?	Deed of Variation?	HfH charge?	Property Services Charge	Legal charge?
<b>Loft conversion</b>	Yes, but loft must be included within lease as part of the demise.	-	Yes	Yes	£144	£850-£1,850	£950
<b>Pipework (including waste pipes)</b>	Yes, if re-routing necessary	Yes	-	-	£60	-	-
<b>Plumbing – renewal of pipes, installation of any additional sanitary wares</b>	Yes	Yes	-	-	£60-£144	-	-
<b>Reconfiguration of flat (change in layout of rooms / removal of walls/ increase or decrease number of bedrooms)</b>	Yes	-	Yes	Yes	£144	£850-£1,850	£950
<b>Redecoration of flat (internal only)</b>	No	No	-	-	-	-	-
<b>Rewiring - electrical</b>	Yes	Yes – NICEIC Certificate	-	-	£60	-	-

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### TYPES OF ALTERATION REQUIRING LANDLORD PERMISSION

Type of alteration	Does leaseholder require permission?	HfH Alteration permission letter?	License for Alterations?	Deed of Variation?	HfH charge?	Property Services Charge	Legal charge?
<b>Roof – any change to roof terrace, roof light, boiler vent, etc.</b>	Yes	-	Yes	Yes	£144	£850-£1,850	£950
<b>Shed – new or replacement</b>	Yes, but not permitted under the terms of the lease.  The Landlord will give due consideration to each case.	<b>Yes</b>	-	-	<b>£60</b>	-	-
<b>Trees</b>	Yes, if more than 2 meters' high.	Yes	-	-	£60	-	-
<b>TV aerial or satellite dish</b>	Yes, only where there is no communal system  The Landlord will give due consideration to each case (subject to planning	Yes	-	-	£60	-	-

	approval)						
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### TYPES OF ALTERATION REQUIRING LANDLORD PERMISSION

Type of alteration	Does leaseholder require permission?	HfH Alteration permission letter?	License for Alterations?	Deed of Variation?	HfH charge?	Property Services Charge	Legal charge?
<b>Walls – any change to position or structure of internal wall. See ‘reconfiguration’</b>	Yes	-	Yes	Yes	£60-£144	£850-£1,850	£950
<b>Window panes – like for like replacement of broken glass</b>	No	No	-	-	-	-	-
<b>Windows – new/ replacement – See ‘Doors’ (See Appendix 3: ‘Note’)</b>	Yes, but not permitted.	-	-	-	-	-	-



## GENERAL & OTHER USEFUL INFORMATION

### **Note:**

On the 15th July 2008, '*Service Improvement Initiatives for Leaseholders*' report was approved by Cabinet so that Leaseholders could take responsibility for the installation of their own windows and external doors, provided certain conditions were met.

In the aftermath of Grenfell, Homes for Haringey undertook risk assessments of some of the Council's buildings and concerns have been raised about leaseholder alterations that may affect the performance of the building in the event of a fire. It is not appropriate for independent contractors to carry out alterations to our buildings.

Following a review of the '*Service Improvement Initiatives for Leaseholders*' policy, it has been decided to revoke the section of this policy that allowed leaseholders to install external windows and doors. This was agreed by Cabinet on **XXXX**.

### **General Procedures:**

1. **Arrears** - The applicant must have no arrears outstanding, such as unpaid service charges, major works or Council Tax, etc. or any other breach of the lease.
2. **Homes for Haringey permission letter** – A letter issued by the Lease Compliance & Home Sales Team. Required for minor internal alterations.
3. **Licence for Alterations** - A formal legal document. Required for major internal/external alterations/additions.
4. **Deed of Variation** – A formal legal document required where there is a change in the demised premises in the lease. Required where additional land is purchased or the description of the property changes i.e. 1 bed flat to a 2 bed flat. This document is registered at the HM Land Registry.

**Your leasehold account status**

Your service charges and major works accounts must be up to date. We will not process your application if any of these accounts are in arrears and you do not have a payment arrangement plan. Additionally, if you have recently purchased or sublet this property, you must complete the registration process before we will proceed with your application.

**Processing your application**

Your application will be assessed by Homes for Haringey's Lease Compliance & Homes Sales team, Tenancy Services and the Surveyors teams. This assessment will normally take a minimum of 28 working days, although more complicated proposals (or where the form is incomplete or information has not been provided) can take a little longer. Therefore, it is essential that you provide us with as much information as possible so as not to delay your application. If your application is not approved, you will be informed of the reasons.

**Fees**

Homes for Haringey's administrative fees are non-refundable and must be included with your application form. Homes for Haringey will inform you if your application needs to be forwarded for approval by the Council, this will be dependent on the type of works you have requested. If forwarded to the Council, you will be liable for a non-refundable advance payment of Strategic Property professional fees and valuation. Following completion of the valuation and administrative work by the Strategic Property Unit, they will then send you the Heads of Terms for signature and return along with the non-refundable Legal fees. Any Licence to Alter or Deed of Variation will be compliant with your existing Lease Agreement and means that all alterations will be subject to the terms and conditions of your existing lease.

**Creation of an additional rooms**

Your lease percentage is worked out using either the 'bedroom formula' or 'rateable value' depending on when your lease was originally granted by the Council. Any increase the number of bedrooms may also lead to increased service charges. The Council reserves the right to increase the amount you pay for your day to day service charges and major works and you will be notified of any increase as soon as possible and the date this takes effect, so that you can decide whether you want to proceed with your proposal or not.

**Useful Contacts:**

**The Leasehold Advisory Service**

[www.lease-advisory.org](http://www.lease-advisory.org)

**Haringey Building Control**

[www.haringey.gov.uk/planning-and-building-control/building-control](http://www.haringey.gov.uk/planning-and-building-control/building-control)

**Haringey Planning Department**

[www.haringey.gov.uk/planning-and-building-control/planning/planning-applications](http://www.haringey.gov.uk/planning-and-building-control/planning/planning-applications)

**Skip Licensing**

[www.haringey.gov.uk/parking-roads-and-travel/roads-and-streets/building-near-road/skipbuilding-materials-licence](http://www.haringey.gov.uk/parking-roads-and-travel/roads-and-streets/building-near-road/skipbuilding-materials-licence)

**Bulk waste**

[www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/refuse/bulky-items-collection-service](http://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/refuse/bulky-items-collection-service)

**Parking Enquiries**

[www.haringey.gov.uk/parking-roads-and-travel](http://www.haringey.gov.uk/parking-roads-and-travel)

**Gas supplies**

Such alterations must be carried out by an approved Gas Safe fitter, as they must meet certain Gas Safety Regulations.

**Electrical alterations/wiring**

A qualified electrician must carry out these installations have these certified by a NICEIC registered contractor. All works must comply with the current edition of the Institute of Electrical Engineers' Wiring Regulations.

**Thames Water Utilities**

[www.thameswater.co.uk/help-and-advice](http://www.thameswater.co.uk/help-and-advice)

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**Homes for Haringey****Leasehold Services Team**Level 2, 48 Station Road  
London  
N22 7TY

t: 020 8489 5611

f: 020 8489 1998

[www.homesforharingey.org](http://www.homesforharingey.org)[leaseholdservices@homesforharingey.org](mailto:leaseholdservices@homesforharingey.org)

24 February 2020

Dear Leaseholder,

**Leasehold Property:**

I am writing to you about the above leasehold property. Under the terms of your lease, the windows and the flat entrance doors remain the property and responsibility of the Council. This means that the Council, and Homes for Haringey as its managing agent, are responsible for repairing, maintaining and replacing the windows and doors, and not the leaseholder. However, in 2008, the Council agreed a policy where leaseholders could apply for permission to replace these themselves.

In light of the Grenfell Tower fire, all landlords have been carrying out extensive reviews of the fire safety of their buildings. Homes for Haringey are very concerned that any windows and doors that have been installed without our direct supervision could pose an increased risk to all residents of the building in the event of fire. For this reason, we are proposing to ask the Council to agree to end the windows replacement policy, and return to following the terms of your lease. To provide some more information on our proposal, we have included a FAQ with this letter.

We are writing to you to ask for your view on this. We would be grateful if we could receive these by Friday 20 March. You can email us at [leaseholdservices@homesforharingey.org](mailto:leaseholdservices@homesforharingey.org), or by post to the address at the top of this letter. We will send a summary of your views and our response to anyone who submits their views.

Yours faithfully,

**Nehal Shah****Head of Income Management (Interim)**



## FAQ

- What evidence do you have that has raised concerns about the standard of installations carried out by Leaseholders?

It cannot be assumed that the windows / doors have been manufactured and installed correctly. The only way to confirm this would be for an independent assessor to remove the architraves/trims to check that the frame has been fitted correctly, the gap between the wall and door frame has been filled correctly and that all the ironmongery used was subjected to the fire test and approved. The problem is that when a resident fits their own door or windows, we do not have any evidence that they have been manufactured and installed correctly. The landlord has the ultimate responsibility for the fire safety of the building, and the manufacture and installation of the doors and windows are key to the safety of all the residents in the block.

- What is the basis for your concerns?

The lease states that it is the landlord's responsibility for the maintenance for the external doors and windows. If the landlord passes on that responsibility to the leaseholder, then the landlord would still be ultimately liable if there is a fire and the components fail.

- Have any health and safety investigations been necessary?

There have been health and safety checks into works by our contractors, and there have been issues with the standard of the works, which we have been able to resolve because of the direct relationship that we have them. There has also been an issue where the door manufacturers and testing houses were only testing one side of the door when the Building Regulation requires both sides to be tested. We had to stop our own door replacement renewal programme until the correct certification was achieved. Where doors failed the test, we are having to remove the doors and replace them with doors that have the correct certification.

- Why would providing the required specification to leaseholders for installations not suffice?

There is no guarantee that the leaseholder's contractor will comply with the manufacturing, installation and maintenance standard and once installed it can be difficult to establish if the works are compliant with the specification and installed correctly.

- Could an additional charge be added to allow for HfH officers to inspect the installations upon completion?

It is not only the installation of the components but the manufacture as well that need to be compliant. Certified third party assessor employed by Homes for Haringey would have to be present whilst the door is being installed to confirm correct installation. This would be difficult to organise and prohibitively expensive, and all costs would need to be met by the leaseholder.

- If you can source compliant replacement doors and windows, why has the view been taken that a leaseholder cannot do the same?

Leaseholders may be able to source compliant doors and windows but as above, you would not be able to provide satisfactory evidence that manufacturing process itself, and the works had been carried out and supervised to comply with required standards.

- What if I have already replaced the windows or door of my flat, and didn't obtain permission?

Even under the current policy, works without permission would be a breach of your lease. If you breach the terms of your lease, you run the risk of having the lease forfeited. If you replace your windows or door without permission, you may be required to allow our contractors access to install compliant windows and doors, and you would be required to pay the full cost of these.



# Homes for Haringey

## Leasehold Services Team

Level 2, 48 Station Road  
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t: 020 8489 5611

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[www.homesforharingey.org](http://www.homesforharingey.org)

[leaseholdservices@homesforharingey.org](mailto:leaseholdservices@homesforharingey.org)

26 June 2020

Dear Leaseholder,

### Leasehold Property:

I am writing to you about the above leasehold property. In February, I wrote to you about a proposal to end the Council's policy of allowing leaseholders permission to replace the windows and doors of the flat themselves, and revert to the terms of your lease, which means that only the Council can replace these.

Nearly 150 of you wrote in with your views. Thank you all for taking the time to do this. The responses broke down as follows:

For the proposal	44	30%
Against the proposal	53	36%
Didn't express a view on the proposal	50	34%
<b>TOTAL</b>	<b>147</b>	

We have prepared a summary of the points and questions that were raised, along with your responses. Please find this enclosed.

With the current situation, we are unable to arrange a physical meeting for you to raise any questions that you may still have about the proposal, but we have arranged three online meetings for the following times:

- Monday 6 July at 10am
- Wednesday 7 July at 2pm
- Thursday 8 July at 6pm

If you would like to attend one of these meetings, please kindly email us at [leaseholdservices@homesforharingey.org](mailto:leaseholdservices@homesforharingey.org) and tell us which meeting you would like to attend.

If you do not have access to a computer, we can also speak to you on the telephone. Please call us on 020 8489 5611, then select option 6 then option 3, and we can arrange this.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'N Shah', enclosed within a light grey rectangular border.

**Nehal Shah**  
**Head of Income Management (Interim)**

- What happens if I installed the windows and door and I have obtained the correct permission?

We will need to treat these on a case-by-case basis. Our priority is the safety of our residents, so in the event that the windows and doors which a leaseholder has installed with permission risk the fire safety of the building, we reserve the right to replace these. However, whether we will seek to re-charge the leaseholder for these works will depend on the facts of each case, such as when the original works were done, when the rest of the building had its windows and doors replaced, what the expected economic life of the windows would be, etc.

- What happens if I installed the windows and doors without permission?

This is a clear breach of the lease. If the replacement policy is ended, then we will not allow any leaseholders to obtain retrospective permission for the breach of the lease. We reserve the right to replace the windows and doors ourselves and re-charge you the cost of doing this. If you have carried out works without permission, then you are strongly advised to contact us now to discuss this.

- What action are you taking to look at the existing windows and fire door installations?

We are carrying out a detailed programme of fire-risk assessments in properties where there are communal areas. This will include checking for escape windows and flat-entrance fire doors that are currently in place and determining if they meet current requirements.

- Where in the lease does it say windows and doors are the landlord's responsibility?

The definitions of your lease set out what is demised to you as the Flat. This means the parts of the Flat that are your responsibility. The demise of your Flat excludes the windows or the doors that bound the property. Anything that isn't demised to the Flat remains part of the Building, Under Clause 5.2 (a) of your lease, the freeholder is required to maintain the Building.

- Why can't leaseholders sign a waiver indemnifying landlord for any damage caused following windows or door installation?

There is no scope under the terms of your lease for the freeholder to assign responsibility for the safety of the building to a third party. Therefore, regardless of the terms of any indemnity waiver, the freeholder would still be responsible for the safety of the building.

- Could the policy be allowed for only certain types of buildings eg converted street properties?

Although we categorise buildings by the level of fire-risk, there is no such thing as a building which has no fire risk. Therefore, the risks involved in leaseholders replacing the windows / doors themselves remain the same, regardless of the layout of the building.

- If I can't replace the windows and door how can they be replaced?

You will need to wait until all the windows and doors in the building are replaced by the freeholder. You can find out from our website when your building is due to have works done.

If you are concerned that the windows and doors of your flat need to be repaired, then you can report this to our Repairs department at [repairshfh@homesforharingey.org](mailto:repairshfh@homesforharingey.org).

- What if I can replace the windows and doors more cheaply than Homes for Haringey?  
What if I think the cost of replacement is too expensive?

We are confident that the contractors we use to carry out works to our buildings provide good value for money when all relevant factors are taken into consideration. However, as a leaseholder, you always have the right to apply to the First Tier Tribunal and ask them to make a determination of whether the cost of works is reasonable or not. If they determine that the cost of works is too high, then they can require us to reduce the bill.

- What potential risks have you identified from windows and doors

We have identified leaseholders who have replaced their windows and doors that do not meet the required regulatory standards, such as replacing windows that were designed as an alternative means of escape in the event of a fire, or replacing fire doors that were installed to protect residents with a door with limited fire resistance, putting other residents at risk.

- Could the lease be varied to allow windows to be leaseholder responsibility?

Our main concern is that if we do not directly supervise the installation of windows and doors, we cannot be certain that the building's fire safety is being compromised. Assigning responsibility for the windows and doors to the leaseholder would still mean that works could take place that could compromise this, and we would not be able to directly supervise them.

- How will this change be affected by COVID19?

Obviously, the situation with COVID-19 is ongoing, but as things stand, we are confident that we will soon be able resume surveying and building works. Any site operatives will comply with all relevant regulations in relation to health & safety, including preventing spread of infection,



**From:** Leasehold Services <Leasehold.Services@haringey.gov.uk>  
**Sent:** 14 August 2020 11:48  
**Subject:** Proposed changes to current leaseholder windows and doors policy  
**Importance:** High

Dear Leaseholder,

Thank you for attending the meetings that we held last month about the proposed changes to the current windows replacement policy. These were some of the first online meetings which we have held, due to the ongoing restrictions on public gatherings. We hope that you found them useful.

At the meeting, many of you who spoke raised a number of questions and points about the proposed changes. We agreed to take these away and consider them. Please accept my apologies for the length of time that this has taken, but we wanted to be sure that we had given them all the consideration which they require. Our responses are as follows.

- **Can we separate windows, front-entrance doors and balcony doors?**
- **Can we consider different types of buildings?**

The suggestion was that we could consider different policies for either just windows or just doors, or a policy that separated buildings into different archetypes, such as street-property, low-rise, high-rise, etc.

The fundamental concern with leaseholders replacing the windows and doors of their flat, or indeed any component of the building which is the freeholder's responsibility, is that the installation and / or material used will impact on the fire-safety building, and that because this would be done by a third-party with whom we had no contractual relationship, we would not be able to safely monitor this or have any means of redress. This risk would be present for both windows and doors, and it is not the case that one of the two attracts more potential risk than the other ie the risk for incorrectly-installed windows is not greater or less than that from incorrectly-installed doors.

The same point applies to different types of building. Leaving aside the potential disputes in how building archetypes could be determined, there is no type of building with multiple flats where there would be no risk of increased spread of fire resulting from incorrectly installed windows or doors.

- **What risks have we found from windows / doors which leaseholders have installed themselves?**

The Head of Health & Safety has advised that he is aware of instances where residents in flats have installed front-entrance doors which were non-compliant to all current standards ie they installed doors which were secure by design but not FD30s. It should also be noted that even if it was the case that no leaseholders had previously installed windows or doors that increased the risk to the building, it would not at all follow that this would never happen in the future, and that it was not necessary to

mitigate against this risk, by only allowing the freeholder to replace the windows and doors.

- **Could we have a panel of approved contractors that leaseholders could use?**

The suggestion that was made by leaseholders that we could have a list of approved contractors, and only those contractors could be allowed to replace the windows or doors of the flat. The first problem with this suggestion is that we currently do not maintain such a list, and so compiling and maintaining one would involve a cost. It is unclear how this cost could be met, as we would not be able to re-charge it as a management fee to leaseholders, nor would it be acceptable for the costs to be paid from the Housing Revenue Account.

Even if this issue could be resolved, we have taken legal advice on maintaining such a list. We have been advised that companies on the list could be seen as having been endorsed by the Council, which as a public body, is not permitted to do. If the Council were taken to have endorsed certain companies, they could be liable, reputationally, if not financially, for any dispute that might arise between the company and the leaseholder.

Finally, while the Council obviously have experience of assessing and selecting companies for work, this is usually for very large contracts, and not for small-scale domestic work. A company which was deemed suitable for such large schemes ie one which was carrying out the window replacement of the Council's housing stock, would be unlikely to be able to take on individual contacted jobs to replace the windows of one flat.

Therefore, we are afraid that this is not a viable suggestion.

- **What are the risks of third-party contractors installing windows?**
- **Can we accept third-party certification of works?**

In effect, these are the same question. As the freeholder of the building, the potential risks of allowing parties who we have no contractual relationship with to carry out works that are our responsibility are too great. If there was a major incident and the windows or doors installed by a leaseholder's contractor failed, we would have no contractual redress against the third party contractor but we could still be accountable as the landlord for giving permission for the works to be carried out by the leaseholder via a third party.

We cannot accept third-party certification of works either, for the same reason: we would have no means of redress against the contractor if the windows or doors that they installed failed.

- **Why can't we accept Building Control approval of works as showing compliance?**

We have spoken to Haringey Building Control about this. They have advised that, when windows are being replaced like for like, they are only inspected once they have

been installed. Therefore, this would not allow us to be certain that the installation had been done correctly, and that there was not an increased fire risk to the building. Building Control approval on its own would therefore not be a satisfactory

- **If permission was already granted by the Council for the replacement of the windows and doors of the flat, can we agree that we will not re-charge leaseholder for these items if we replace them?**

We can confirm that we will adhere to the terms of the permission which has been granted to these leaseholders, which is to say that providing that the windows and doors were installed according to the terms of the permission, and they are still within their economic life, we would not seek to re-charge that leaseholder a proportion of the replacement of the windows and doors in the other flats in the building.

I hope that the above information is useful to you. Once again, please accept my apologies for the amount of time that it has taken for us to respond to you following the meeting.

Yours faithfully,

Mike Bester  
Leasehold Services Manager  
Leasehold Services Team

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**Report for:** Cabinet 10 November 2020

**Title:** School Streets Plan

**Report authorised by :** David Joyce, Director of Housing, Regeneration & Planning

**Lead Officer:** Joe Baker – Head of Carbon Management

**Ward(s) affected:** All

**Report for Key/  
Non Key Decision:** Key

## **1. Describe the issue under consideration**

- 1.1. This report sets out how the School Streets Plan the policy framework, and how School Streets will be implemented outside the schools across the borough.
- 1.2. It sets out the schools that the Council will focus on with its capital and match funding to deliver over the next 4 years.
- 1.3. The report sets out:
  - Haringey's definition of a school street (Section 7.1).
  - How schools have been assessed to determine their need for a school street (Section 7.2).
  - The costs associated with the implementation of a school street (Sections 7.8 and 7.9).
  - How school streets will be enforced and managed (sections 7.4 and 7.6).
  - Haringey's exemptions policy for enforcement using Automatic Number Plate Recognition (ANPR) cameras (Section 7.5).
  - The first 32 schools (Batch 1 and Batch 2) to receive school streets measures (Section 7.12).

## **2. Cabinet Member Introduction**

- 2.1 London's air pollution is particularly harmful to children and young people in Haringey. Poor air quality is also an issue of inequality, with those in the east of Haringey suffering the worst effects of poor air quality. As well as this, children are more likely to be the pedestrian casualties in traffic accidents and are put at more risk by cars than other groups.
- 2.2 School Streets are a proven and successful method for improving air quality, road safety and increasing active travel. They successfully remove the vast majority of cars from the roads outside of a school and make parents think twice

about whether their usual school run can be done by more sustainable methods, such as walking, cycling or taking public transport. These changes will make the air children breathe at school cleaner and safer, as air quality is a localised phenomenon. Evidence also suggests that air quality is worse inside of cars than outside, meaning that those who switch to active or sustainable transport methods will benefit from a less polluted journey.

- 2.3 Getting parents to think twice about their travel habits is also proven to increase rates of active travel. This means that children and their parents and carers will gain from taking part in more active travel, benefitting from the health improvements associated with this. Lordship Lane Primary School now sees over 24 fewer cars drive to the school each day, meaning that at least 24 children are now taking part in more active and sustainable modes of transport. On top of this, any of the cars that still do drive to the school can no longer congest the short cul-de-sac by Lordship Lane Primary School's entrance gate, making a safer, quieter, and calmer environment for all. This creates a better public realm, making Haringey an even nicer place to get around.
- 2.4 At the start of the COVID pandemic, it was quickly realised that air quality and health levels played a part in the ability to fight the virus. There was also a need to create space, where people could socially distance safely while dropping off and picking up children. As a result of COVID many schools had temporary pavement widenings put in place around the school gates to enable social distancing. In delivering these interventions the Council received a lot of support from the schools. But at the same time we have seen an increase in people driving to school, this creates an unsafe environment, and increases pollution from issues like idling. And in some instances seen conflict between parents and the schools.
- 2.5 School Street measures deliver local air quality improvements, encouraged active travel, and creates a safer environment around the school gates. As such we want to develop these temporary interventions and build on the learning to deliver the Haringey School Streets Plan.
- 2.6 This School Streets Plan sets out Haringey's ambitious programme to deliver school streets over the next few years. The plan has been written to set a clear framework for residents and officers to understand the Council's plans in regards to school streets over the coming months and years. It sets out Haringey's definition of a school street, the criteria schools have been assessed by, the cost of school streets, how they will be funded, and an indicative order of which school streets will be implemented and when.
- 2.7 This demonstrates the ambition of Haringey Council to deal with this issue, by assessing all of the borough's primary schools and deciding which schools are most in need of school streets. By doing this, we are able to deliver measures to those children most affected by the poor air quality in London and make sure that the measures put in place benefit the most vulnerable.

### **3. Recommendations**

- 3.1. Approve the policy, management, and delivery approach to school streets as laid out in this report.

- 3.2. Adopt the recommendations as set out in the plan and agree to deliver the School Streets programme over the next 4 years, based around designs within the School Streets Report (appendix 1).
- 3.3. Agree to fund these measures on the schools listed in Section 7.12.2 and 7.12.3, from the Councils Capital Programme, and secure external funding sources to compliment this funding. If external funding cannot be secured then the project will be scaled back to fit within the available funding envelope.
- 3.4. To give the Director for Environment and Neighbourhoods, authorisation to sign off the final designs of the school streets and the associated Traffic Management Orders, in consultation with the relevant Cabinet Member.

#### **4. Reasons for decision**

- 4.1. Delivering the School Streets Plan will contribute to outcome 9, objective c of the borough plan – specifically the commitment to improve air quality around schools. It will also contribute to outcome 10, objective a of the borough plan, which aims to make Haringey a more attractive place for active travel.
- 4.2. The School Streets Plan was created in response to a [motion](#) passed by Full Council in March 2019.
- 4.3. The plan has been created so that Haringey Council can target school streets at those schools most in need.
- 4.4. The plan sets out a standard framework to understand Haringey's school streets programme, allowing for consistent, successful and efficient delivery of these measures.

#### **5. Alternative options considered**

##### **5.1. Do Nothing**

Not approving the school streets plan.

This was rejected as it would mean the Council failed to deliver on the [motion](#) passed by Full Council in March 2019. And failure to deliver school streets would not achieve the objectives in the Borough Plan.

##### **5.2. Implement school streets without a plan in place**

This was rejected as school streets are targeted measures aimed at improving specific issues. To do this would mean that resources were not targeted in the most effective ways and that schools could receive school streets on an unfair basis.

This would mean that the Council was not doing everything it can to improve air quality at schools, improve road safety and increase levels of active travel.

#### **6. Background information**

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- 6.1. At the beginning and end of the school day, it is possible to see the same scenario being played out outside schools across the Borough. Children who are travelling to and from school must navigate roads that are congested with motor vehicles, often concentrated directly in front of the school gates, making the last few metres of their journey to school, which should be safe and easy, the most hazardous.
- 6.2. There is an increasing numbers of pupils across the country arriving to school on foot or by bike, and yet, they are still being put at risk by motor vehicles. In Haringey, one in four children travel to school by car. This is taken as an average from the schools that report travel data (data from 2018/19 academic year). This use is higher than the London average and puts at risk the thousands of children travelling around the borough at peak times on foot or by bike. Even a relatively small number of vehicles, when combined with high numbers of pedestrians and cycles can create a hazardous environment, resulting in road safety issues, traffic incidents and close calls around the school gates. These issues are often highlighted by teachers and parents.
- 6.3. Many parents feel that the unpleasant and unsafe street environment forces them to drive to keep their children safe, with implications for children's activity levels and consequently their health. These vehicles are often a combination of school-run traffic as well as through-traffic, using routes past schools as part of their daily journeys. The situation is worst at the school gates where it all comes together: parents dropping off or picking up children, high numbers of young, vulnerable pedestrians and cyclists, local residents leaving or accessing their homes as well as through traffic trying to get past.
- 6.4. Restricting vehicle movement outside the school gates makes the space safer, less polluted and more pleasant. As a result of this Transport for London (TfL), along with most Local Authorities in the country and many third sector organisations such as Modeshift, Sustrans and Living Streets have been working to address this challenge. These organisations are promoting the School Streets measures outside all schools.
- 6.5. This growing promotion alongside the COVID pandemic, where increased public realm for pedestrians and safer active travel options have been requested and delivered across London and the UK, has further promoted the School Streets agenda.
- 6.6. Alongside this many teachers in Haringey are reporting an increase in vehicular traffic around the schools. This has been caused by parents / carers dropping children off at the schools. And wider vehicular traffic increases which are being seen as a result of reduction of capacity on public transport and fear around COVID transmission. Managing this increase in road traffic has caused conflict between the drivers and people who want safe space around the schools. This conflict has drawn in teachers and resulted in accidents around at least two schools in the borough in the first month of the school term.
- 6.7. At Full Council in March 2019 it was agreed that the Council would deliver a School Streets Plan. This was delayed as the teams working on this focused on the delivery and design of other public realm projects related to COVID in 2020.



## 7. Haringey School Street Plan

### 7.1 Definition of a school street:

- A School Street is where the street outside of the entrance to a school is closed to motor vehicles at the start and the end of the school day, creating safe public space for safer walking and cycling. The Council will work to close a whole street rather than parcel closure, as this would prevent U-turns on the road.
- School Street restrictions will be in place Monday-Friday during term time. The timings of the street closures will depend on the gate opening and closing times for each individual school and it will be managed as set out in section 7.4 of this report.
- There should start at least half an hour allocated before the gate opening and closing times. And the school street will end 15 mins after the school has closed. For example, if the school opens at 8.30am and closes at 3.30pm, the School Street restrictions will be in place from 8am - 8:45am and 3pm – 3:45pm, Monday to Friday, during term time. Closures will be rounded up to the nearest 15 mins. (ie. On the hour, quarter past the hour, half past the hour, or quarter to the hour)
- Public realm improvements could be included in the delivery of a school street, but generally will not be necessary order to meet the primary objective of removing motor vehicles to create safer and cleaner streets. Public realm improvements will only be delivered where practical and where there is a clear community desire for them, and the community are willing to undertake the long term management of any measures (such as planters).
- School Streets can be referred to as “a time street closure” and a “cycle and pedestrian zone.” The later terminology will be used on the Traffic Management Order and and traffic signs.

### 7.2 Criteria for school streets:

Seven key criteria have been investigated and used as the primary assessment method to prioritise schools for a School Street. These are:

#### 7.2.1 **Air quality**

- Poor air quality, particularly the presence of PM2.5 and PM10, is especially harmful to the developing lungs of children. Cars associated with the school run are likely to idle and cause congestion outside of schools. Idling cars emit more harmful fumes than passing or through traffic.
- To assess the air quality at each school, data from the Kings College London resource has been used, which calculates the levels of NOx, PM2.5 and PM10 across London.

- From this each school was given a score, according to the levels of pollutants present within a 100m radius of the school. With schools receiving a greater priority where they have higher levels of air pollution.
- NB – the schools that have already been identified by the Mayor of London with poor air quality (Welbourne and Holy Trinity Primary Schools in Tottenham), have been automatically included in the first batch of School Streets.

### **7.2.2 Road safety**

- Schools have been assessed for the traffic safety concerns caused by school and through traffic around the school. Evidence from site visits, reports from parents, teachers and residents and from internal officer knowledge from the Active Travel and Highways teams have informed this assessment.
- Schools that have traffic issues caused primarily by school traffic have been prioritised.
- This has also been informed by the level of car usage at a school which is collected through the STARS annual travel surveys.

### **7.2.3 Levels of school engagement on Active Travel**

- Schools who are ranked silver or gold on the TfL STARS program (which is the Pan London Sustainable Transport scheme run by TfL, 'Sustainable Travel: Active, Responsible, Safe') qualify for a school street.
- This means that the school has a history of promoting, and has already undertaken positive action on, active travel and air quality programmes. It also ensures a productive collaborative relationship with the school and increases the likelihood of the school street being successful. Schools that are not ranked silver or gold will be given advice and opportunities to do so to qualify, with support from the Council to do this.
- This category will also require schools to have senior buy-in (through Head Teachers and Governors) to support a school street and for them to help with messaging and communications.

### **7.2.4 The suitability of the local road network**

- Engineers have assessed the conditions outside the primary schools and maintained nursery schools in the borough – identifying those that are suitable for a school street.
- This consideration takes into account road classification, which broadly assesses whether the schools are on traffic sensitive and major roads.
- Other considerations are traffic levels on the road, who owns and manages the road, whether there are suitable diversion opportunities and what other

organisations need access to the area. Such as whether the road is a bus route.

#### **7.2.5 Special Educational Needs (SEN) provision**

- SEN students may have mobility issues and / or may be more vulnerable to levels of air pollution. The level of SEN provision provided by a school and SEN units attached to a school have been identified. The Council has taken into account the levels of SEN provision at a school when assessing need for school streets.
- Any measures implemented outside a SEN unit to improve air quality and safety, will be designed to ensure that any vehicles needed for the students (to attend / leave school) will not be impeded.

#### **7.2.6 Addressing risk of the Covid-19 pandemic**

- Each school has been assessed for the ability to socially distance around the school gate and the risk of the school's community from the COVID pandemic.
- Schools with pavement widths of less than 3 metres wide where it is not feasible to enable social distancing and have a two way flow of pedestrians have been identified with increased prioritisation.
- Schools with communities that are at higher risk from COVID have also been identified and have increased prioritisation.

#### **7.2.7 Extra factors that have been assessed include (but not of primary scoring):**

- If external or geographically specific funding for a school street becomes available, this school can be prioritised ahead of others.
- How a school street will fit in strategically with other projects of the Council, such as planned cycle routes and Controlled Parking Zones (CPZs).
- The existing level of car usage at the school.
- Levels of support for a proposal from the school and the wider neighbourhood.
- The professional advice of internal officers from the Active Travel, Air Quality, and Highways teams.

### **7.3 School Street designs and improvements to public realm:**

- 7.3.1. It may not always be appropriate to close streets. As it may create significant impact on the wider highways network (such as bus routes or major traffic route) those schools will not be selected for a street closure intervention. Measures will prioritise minor roads which are more often used by the schools as entry points due to safety.

7.3.2. Where a street will be closed, it will be with appropriate traffic signs and managed by one of the following methods (set out as in a hierarchy):

- Street closures enforced by ANPR CCTV cameras and penalty charge notices (PCN) issued for any users not permitted during the timed closure. The CCTV cameras will be managed by the Councils Parking Teams.
- The street is shut using physical measures such as planters supported by barriers or gates across the road that will be managed by the schools. This will only be an option where there is no through traffic for example a cul-de-sac. The management of such closures will be agreed through a Memorandum of Understanding between the Council and the schools covering roles and responsibility. It should be noted that while now common in boroughs there are risks associated with delegating management of road closures to school staff. School staff may be ill equipped to manage conflict arising from motorists demanding access to the road. Training will be offered.
- A permanent street closure around the schools creating more public realm. A permanent closure will be part of a wider traffic scheme being implemented in the area, for example a low traffic neighbourhood (LTN). Council engineers will assess the streets for the appropriate location.

7.3.3. At the boundary of each zone, the current parking restrictions in place will be assessed. To avoid any problems with illegal parking behaviour at the boundary of the School Street, waiting and loading bans may need to be reviewed and alterations made in the schemes. This wider review will be included in the costs of the School Street.

7.3.4. In order to address concerns from the schools in terms of road safety, air pollution and the suitability of the local road network, designs for the public realm should be considered alongside the implementation of the ANPR cameras. For example, improvements could be made to junctions, planters could be installed for urban greening, or street furniture such as cycle parking or benches could be included. It is proposed that due to the need to deliver Batch 1 of the School Streets urgently, this batch will not focus on delivering wider public realm improvements. It will address the primary objective of road safety and traffic reduction.

7.3.5. The School Street closure itself will address issues such as noise and air pollution, but further improvements could be made such as providing spaces for people to stop and rest, and installing street trees for shade. Closing the street to through traffic opens up an opportunity for using the space to enhance the schemes. And there may be increased areas of public realm (pavement widening) around the schools gate. This new public realm could be used for:

- **Urban greening:** installation of street trees and planters where appropriate will make the space outside the school more inviting and prevent parking immediately outside the school gates to make the space more functional for people waiting. Particularly in light of the Covid-19 pandemic, safe spaces for parents to wait while socially distanced is important. Any urban greening will only be approved where it is practicable (e.g. not compromising social

distancing, highways space and suitable ground conditions) and has a long term management plan in place (as set out in section 7.3.6 of this report).

- **Cycle parking:** in areas of increased public realm, cycle parking could be installed in proximity to the school gates to further encourage active travel to school, space permitting.
- **Public Realm / Painting:** To identify and create a different environmental feel, the street or pavement can be altered and painted to provide a welcoming feeling on the approach to the school. These may be considered on a case by case basis.

7.3.6 Ongoing management and maintenance of any fixtures installed alongside the School Streets needs to be agreed before installation. Any urban greening measures (such as planters) which require ongoing management, will need to be managed and maintained by the school or local community group. This would be set out through a Memorandum of Understanding with the Council and the community / school. In the current climate it is important that ongoing maintenance costs are minimised. If this cannot be agreed, greening and wider public realm improvements may not be proposed subject to future costs being agreed. In some cases, management of cycle parking, for example, will fall with the contractor or council department that installed them.

#### **7.4 The Traffic Orders and consultation**

7.4.1 Haringey will implement School Streets using an Experimental Traffic Management Order (ETMO), which is recommended by TfL and as has been done in most London Boroughs implementing school streets. Or Permanent Traffic Management Orders, where there is a high level of confidence in the final designs. This means that each scheme will be signed off by the Director of Environment and Neighbourhoods, in consultation with the relevant cabinet member(s) before each school scheme can commence.

7.4.2 All residents and businesses within the proposed closures will be contacted and made aware of the measures being implemented. Notices will be placed on local street lamp columns. Schools will be made aware of the measures and the Council will also notify ward councillors.

7.4.3 An ETMO enables the council to proceed on the basis that:

- The scheme is implemented and formally consultation takes place once the scheme is in operation.
- Such an approach allows quicker implementation, allows for rapid changes (by way of a variation order) and has the benefit that stakeholders can see the scheme in operation and can comment upon the real impact of the scheme, as opposed to a predicted one.
- The order can stay in place for a maximum of 18 months while the effects are monitored and assessed.

- Anyone may object to the order during the first six months of the scheme being in operation. If the scheme is varied during first twelve months, then a further six months consultation is started.
- Before the ETMO expires the council will decide whether to continue with the order on a permanent basis.

7.4.4 An experimental order is like a permanent traffic order in that it is a legal document which imposes traffic and parking restrictions such as road closures, controlled parking and other parking regulations indicated by double or single yellow line etc. The Order can also be used to change the way existing restrictions function. The Order is made under Section 9 and 10 of the Road Traffic Regulation Act 1984.

7.4.5 There are guidelines to how an experimental order works: It is not possible to lodge a formal objection to an experimental traffic regulation order until it is in force. Once it is in force, objections may be made to the order before being made permanent and these must be made within six months of the day that the experimental order comes into force (or is varied).

7.4.6 If feedback or an objection is received during the period that suggests an immediate change to the experiment is needed that change can be considered and, if appropriate made, and the experiment can continue. If the experimental order is changed, then objections may be made within six months of the day that the experimental order is varied.

## **7.5 Enforcement and Exemptions policy for the School Streets:**

7.5.1 In most instances School Streets will close the highway directly outside the schools, with a timed closure outside a school starting 30 mins before the schools opening and closing times. And ending 15mins after the schools opening and closing times. Any traffic restrictions will operate rounded up to the nearest 15min period. It should be noted that as a result of COVID many schools are operating a staggered opening and closing. This may mean that a school's opening times may need to cover an opening period between 8:30am and 9:10am, and a closing period of 2:50pm that ends at 3:20pm. In this instance, the school street would operate between 8:00am and 9:30am, and then 2:30pm and 3:45pm. It would be enforced on each school day, but not at weekends or holidays when the school is not in operation.

7.5.2 School streets require reduced access to the street around the school at school opening and closing. The reduced access will be enforced by:

- Most school streets will be enforced using Automatic Number Plate Recognition (ANPR) cameras. Vehicles that then enter the zone and contravene the order in place will be issued with a Penalty Charge Notice (PCN) of £130, discounted to £65 if paid within 14 days. Cameras will be switched off during the school holidays. This may enable cameras to be used elsewhere during this time.
- Physical measures which will be put in place (such as gates or barriers put in place by the school staff) during the School Street restrictions. These will



only be used where a Memorandum of Understanding is in place with the school to manage this infrastructure. Training will be offered to the school on the management of the infrastructure and address issues such as conflict resolution, which is often an unfortunate consequence of street closures with some drivers. This will only be recommended in areas in advance of ANPR CCTV cameras, as a temporary measure.

- Physical measures that will close the street permanently from vehicular traffic. It is expected that this will only be used in a very minor number of instances, if at all. This is due to the likely wider effect on the local road network and therefore requires wider traffic assessment and wider measures. These are often designed into wider public realm schemes such as Low Traffic Neighbourhoods.

7.5.3 Where ANPR cameras are used, they will be mounted on lamp columns, supported by Traffic Enforcement Camera Signs. CCTV Enforcement Officers monitor the recordings and issue PCNs to the registered vehicle found to be in contravention of the regulations.

7.5.4 Where a School Street is to be implemented, all non-exempted vehicular traffic will be prohibited. This will deliver a safe pedestrian and cycle zone and provide air quality improvements. During the operational time of the School Street, all vehicles leaving or entering the street will be mapped via ANPR, and if not permitted, a PCN will be issued.

7.5.5 Any car entering or leaving during the times of operation will receive a PCN. This prevents vehicles from arriving before the closure starts and then driving within the zone during the operating times to leave.

7.5.6 Motor vehicles belonging to the following groups and situations are permitted to drive in a School Street, without first obtaining an exemption permit:

- Emergency services.
- Statutory Undertakers.
- Local Authority in pursuance of statutory powers, including refuse collection.
- Exemptions stated in the Highway Code, such as a medical emergency or with the permission or at the direction of a police officer.

7.5.7 Motor vehicles belonging to the following groups and situations will be eligible for an exemption permit to enable them to drive within the School Street during the hours of operation, should they require one:

- Residents or business based within the affected area, with proof of their vehicle being registered to their address. There should be no more than 2 permits granted per household. These residents will be able to leave or enter the street to enable access to their property, but will be encouraged to reduce vehicle movement as much as possible during the School Street hours. If there are more than 2 cars registered a property, then it will be for the household to resolve which cars are registered.
- Blue Badge holders who require access to the street.

- School buses and vehicles used in the transport of children and adults with special access needs. This may include staff who fulfill this criteria and will cover private vehicles, taxis and minicabs declared for such use. It will be the responsibility of the school to collect this information for the affected students and staff, with consent, and send the council details of the number plate of the vehicle required for this service. These will be manually added to the system for the school by the parking and operations team. The school may also request a temporary permit to enable access for, say, a parent in a later stage of pregnancy or a child with a temporary injury affecting mobility.
- Medical practitioners attending those residing in the street.

7.5.8 Vehicles driven by residents living outside of a School Streets zone, parents/carers dropping off/collecting children at the school, school staff, friends, tradespeople, and delivery vehicles, and any other non-exempt vehicle will not be permitted to enter the street during the School Streets operational times.

## **7.6 Maintenance of the School Streets once in place.**

7.6.1 Once operational the school streets measures will be integrated into the routine maintenance regime. Any additional features such as planters which have been delivered based on the designs and aspiration of the local community will need to be maintained by the community or school. As set out in Section 7.3.5. of this report.

7.6.2 The ongoing management of the CCTV cameras and associated costs will be managed by the fines generated by PCNs.

## **7.7 Management of the exemptions list**

7.7.1 For schools within a CPZ area, with an ANPR enforced School Street, the residents of the CPZ identified as living within the school street area will automatically be exempted from the School Street. Their data will automatically be transferred across to the new exemption list.

7.7.2 Exemptions will be managed through the council parking permits online portal, where people can apply for permits that will exclude their cars from being charged. This will be required annually. There will be a cost to set this system up, which will be funded through the capital costs on the project.

7.7.3 The exemption permit is simply an electronic record in the compliance system and there is no need to physically affix anything to a vehicle. If a vehicle is registered in the system, driving through the School Street will not generate a PCN.

7.7.4 The Permit fee is free (£0.00) and should be requested through the parking permits portal following the same system as when operating a CPZ. The resource of this will have to be managed within the Councils Highway Team. But funding for this function will be managed by the fines issued by non-compliance. In other authorities who have a School Streets Plan that have been investigated, this can be managed with 1FTE officer, who can also support the development of the wider school streets delivery.



- 7.7.5 Although most boroughs do bring in funding through the fines issued for non-compliance. And this covers the associated costs of managing the School Streets. If there were no fines issued then there is a risk that the management of the School Streets programme may increase costs for the Council.

## **7.8 Revenue from the Penalty Charge Notices**

- 7.8.1 Based on other Councils across London, revenue from the PCNs is initially expected to be high. But as compliance with the scheme increases and fewer people drive within the School Street zone, there will be a reduction in revenue being generated. But often non-compliance peaks at the start of each school year as new parents / carers drive to school. If compliance is reached, or in school holidays, the cameras could be removed and repositioned into other traffic hotspots in the borough for traffic management.
- 7.8.2 All PCNs from the school street will be recorded and published in line with Section 55 of the Road Traffic Regulation Act 1984, which requires “a local authority shall keep an account of their income and expenditure in respect of parking places for which they are the local authority...”. These accounts report all income and expenditure, i.e. income from charges and PCNs, costs of delivering highways measures.
- 7.8.3 In order to finance the resource required to collect resident data and set up the School Streets within the council's parking permit system, revenue from the PCNs will first be used to cover the increased cost of management of the school streets and ensure that the infrastructure is maintained.
- 7.8.4 Section 55(2) and 55(4) of the Road Traffic Regulation Act 1984, sets out what a surplus may be spent on: “...any surplus shall be applied for all or any of the purposes specified [...] and, in so far as it is not so applied, shall be appropriated to the carrying out of some specific project falling within those purposes and carried forward until applied to carrying it out”.

## **7.9 Funding for the programme:**

- 7.9.1 The Medium-Term Financial Strategy Capital Programme for 2020-2025 allocates £1.5 million capital funding for the delivery of School Streets over a 5 year period. This is expected to be supported with match funding of a further £1.5m. This funding will be used to deliver the school street measures on the schools listed in section 7.12.2 and 7.12.3. Should the Council be unable to secure match funding from other organisations the project will be scaled back accordingly.
- 7.9.2 The Council will apply for external funding when opportunities arise, such as Good Growth Funds and Liveable Neighbourhoods projects. This will seek to bring in the match funding. The Council has already secured some external funding to deliver School Streets – through the Wood Green Good Growth Funding, Tottenham Future High Street Fund, and TfL funding – securing over £800,000 to deliver this programme.
- 7.9.3 If applications for external funding are successful, some schools may be moved up in the ranking for order of implementation. If the funding is based on

geographical locations related to the funding (e.g. Liveable Neighbourhoods Crouch End can only fund schools in that area) then these will be prioritised.

7.9.4 Costs and analysis from across London suggest that a comprehensive school street on average will cost approximately £200,000. As in some school streets, physical measures such as pavement widening or new crossings are recommended, and they will cost more. And wider community consultation and co-design of these streets adds greater value. It is noted that the School Streets delivered in Batch 1 (Section 7.12.2) will cost less as they have already been designed and are emergency measures directly outside the schools.

7.9.5 The Council will support school streets outside private schools and nurseries. But it is expected that as these are in essence private businesses, they would have to contribute to the costs of delivery.

## **7.10 Timetable and delivery**

7.10.1 The first set of measures to be delivered as soon as the Council can. And it will focus on making permanent the measures outside schools that have emergency measures as a result of COVID. This emergency work was required to deliver space to socially distance and address existing narrow pavements. This was highlighted as part of the Governments "Guidance for Full Opening: Schools". As a result of this 22 schools were identified in need of emergency measures and have temporary measures (such as Jersey Barriers) outside them. It is recognised that these measures alone are not School Streets. But the first tranche of School Streets will be to make these permanent with associated timed street closures, through the use of ANPR CCTV Cameras.

7.10.2 Once the COVID measures outside the 22 schools are completed (Batch 1). The Council proposes to deliver school streets at a rate of approximately 3 per year. This will allow for more comprehensive engagement with the schools and local community. The indicative programme shows that consultation and design could take place in the spring term, and works taking place in the school summer holidays. Some school streets are more complicated than others and may take longer. The Council will strive to deliver more school streets faster as it gains experience and expertise.

7.10.3 The timeframe for each school street will be approximately 6 months from design to delivery. The following key stages will be addressed in the delivery stages:

- Concept Design
- Consultation and informing the community
- Detailed planning and network approval (including emergency services etc)
- Wider communications
- Implementation
- Project Monitoring

## **7.11 Delivery structure:**

7.11.1 A working group will manage the design and oversee the delivery of the first batch of permanent school streets for delivery by the end of the financial year.

But this is based on a supply chain delivering and able to deliver the cameras and materials for the works. And there has been supply chain issues as a result of the amount of Councils seeking to deliver measures such as these.

- 7.11.2 This working group will involve representative from Carbon Management, Highways, Transport Planning, Smarter Travel, Parks (arboricultural), Parking and Operations, CCTV and enforcement, and Network Management. Each representative will have a different role to ensure successful implementation of the school streets and this will be overseen by the creation of an implementation plan for each school street.
- 7.11.3 This delivery structure is to ensure value is maximised by creating school streets that fit in with the Council's other work. Such as wide regeneration schemes, public realm improvements, and increased urban greening. It is also there to scope opportunities to deliver complementary improvements such as new cycle racks, and air quality monitoring.
- 7.11.4 The policy and prioritisation will be managed by Carbon Management, and schemes handed over to Highways, with a client overview remaining.

## 7.12 **Delivery plan:**

- 7.12.1 Below is the list of schools, as laid out in the school street plan, according to the order for implementation. Batch 1 represent the first school streets to be delivered, assuming no other external funding becomes available in this time. Future batches and delivery of these schools will be planned and delivered based on the budgets. Over time the prioritisation list may also change as the as the situation in (e.g. student numbers) and around the school (e.g. traffic may decrease) may alter. And the indicative designs may also be reviewed in light of feedback from the community and any changing in useage on the local road network.

### 7.12.2 **Batch 1:**

These 20 schools received temporary pavement widening measures or have highways management measures planned in response to COVID. These schools where chosen after being assessed for the ability to facilitate safe social distancing outside the school and consultation with the schools. These schools will be prioritised in the first batch, as it is imperative that these temporary response measures are converted to long term, safe school streets and reduce the maintenance revenue cost implications. The indicative designs in the Project Centre School Streets Report (Appendix 1) will be used as a basis for the final designs. This report does not confirm the final design measures, just a recommendation that will be reviewed and worked up based on engineering and local responses to the temporary measures. Initially, these will be implemented using ANPR cameras and minor engineering works on the streets.

1. Holy Trinity Primary School
2. Welbourne Primary School
3. Alexandra Primary School
4. Tiverton Primary School

5. St Francis de Sales Roman Catholic Primary School
6. St Pauls Catholic Primary School, Wood Green
7. Earlsmead Primary School
8. Lancasterian Primary School/The Vale Primary School
9. Chestnuts Primary School
10. Coldfall Primary School
11. Crowland Primary School/Gladesmore Secondary
12. St Ann's Church of England Primary School
13. West Green Primary School
14. Campsbourne Primary School
15. Harris Academy Coleraine Park
16. Rokesly Primary School
17. The Highgate Junior School (independent school)
18. Bruce Grove Primary School
19. Harris Academy Tottenham
20. Highgate Primary School

It should be noted that 2 schools – St Guilda's Junior School and Risley Avenue, both currently have temporary measures to enable social distancing. These schools measures will be made permanent, but are not suitable for a timed road closure. Therefore cannot be deemed as school streets (based on the Council's definition). But they will be prioritised in Section 7.12.5 of this report.

#### **7.12.3 Batch 2:**

These 10 schools are listed in alphabetical order and are recommended for implementation after Batch 1 (Section 7.12.2) have been completed. The order of appearance in this list is not indicative of the need of these schools and the order of implementation should be reviewed, confirmed and determined once Batch 1 has been completed. It is also based on the budget envelope of the Council's capital programme (2020/21-2024/25) and that the expected match funding is secured. If the match funding is not secured then the project will be scaled back accordingly.

1. Belmont Junior School (two schools on one site)
2. Earlham Primary School
3. Noel Park Primary School – this will be funded and delivered as part of the Wood Green Good Growth Fund
4. North Harringay Primary School
5. Seven Sisters Primary School
6. South Harringay Primary School
7. Coleridge Primary School
8. Stroud Green Primary School
9. The Mulberry Primary School
10. The Willows & The Brook Inclusive Learning Campus

#### **7.12.4 Batch 3:**

These schools are listed in alphabetical order and are recommended for implementation after Batch 2 has been completed. The order of appearance in this list is not indicative of the need of these schools and the order of implementation should be determined once batch 2 has been completed. At this time funding for these school measures has not been confirmed. And funding will be required to be confirmed before final design and implementation can commence.

1. Hyland House School
2. Lea Valley Primary School
3. Rhodes Avenue Primary School
4. St John Vianney Roman Catholic Primary School
5. St Martin of Porres Roman Catholic Primary School
6. St Marys Primary School N15
7. St Pauls and All Hallows Church of England Federation
8. Weston Park Primary School

#### 7.12.5 **Schools assessed and recommended for non-school street measures:**

These schools, following assessment by engineers, were deemed unsuitable for a school street at this time. However, other measures have been recommended at this time, such as pavement widening, improved crossings, enforcement of School Keep Clear areas and new cycle racks. At this time funding for these school measures has not been confirmed. And funding will be required to be confirmed before final design and implementation can commence. The schools are listed below in alphabetical order:

1. Brook House Primary School
2. Bounds Green Primary School
3. Devonshire Hill Primary School
4. Eden Primary School
5. Harris Primary Academy Philip Lane
6. Risley Avenue Primary School
7. St. Gilda's Junior School\*
8. St Michael's Church of England Primary School (N6)
9. St Peter in Chains RC Infant School\*
10. Trinity Primary Academy / St Michael's Church of England Primary School (N22)
11. Our Lady of Muswell Roman Catholic Primary School

\*to be designed in conjunction with each other

It should be noted that 2 schools – St Gilda's Junior School and Risley Avenue both currently have temporary measures to enable social distancing. These schools measures will be made permanent, but the roads around the school are not suitable for a timed road closure, and therefore are not school streets. But these works will be prioritised.

#### 7.12.6 **Schools assessed but not recommended for a school street at this time.**

These schools, following assessment by engineers, were deemed unsuitable for a school street at this time. But this may change if the situations around and

in the school alter. Reasons for this recommendation can be found in the attached report from Project Centre. They have been excluded for reasons such as being on unsuitable roads, having little or no car usage, and a lack of any local traffic issues.

1. Ferry Lane Primary School
2. Muswell Hill Primary School
3. St Aidan's VC Primary School
4. St Ignatius Roman Catholic Primary School
5. St James Church of England Primary School
6. Tetherdown Primary School

## **8 Contribution to strategic outcomes**

- 8.1 The plan sets out how school streets will be implemented and school streets contribute to Outcome 9, Objective C of the Borough Plan – specifically the commitment to improve air quality around schools.
- 8.2 The implementation of school streets will also contribute to Outcome 10, Objective A of the Borough Plan, which aims to make Haringey a more attractive place for active travel.
- 8.3 School streets improve road safety outside of schools, contributing to the Mayor of London's Vision Zero (which is related to road safety and not carbon).
- 8.4 The School Streets Plan, by promoting active travel and reducing car usage, will support the Council's Climate Change Action Plan and complement the forthcoming Walking and Cycling Action Plan.

## **9 Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

### **9.1 Finance**

This report seeks Cabinet approval for a number of school streets works for the schools identified as batch 1 schemes. The batch 1 schemes have an estimated cost of £1.507m. This cost can be met from the Council's existing capital programme as follows; School Streets budget £0.600m, Transport for London £0.257m, GLA Grant (Good Growth Fund) £0.400m and Covid Contingency Budget £0.250m.

The report also identifies batch 2 schemes. These will be undertaken at a later date. Currently there is an allocation of £2.4m within the capital programme for the period 2021/22 to 2024/25. This allocation is composed of 50% Council borrowing (£1.2m) and 50% match funding from external sources. As the report makes clear, if the match funding is not achieved then the schemes will be designed to meet the budget available.

It is expected that the annual revenue costs of managing the exemptions list for school streets, and the associated database management will be approx. 1 FTE and it is expected that this cost will be covered by the fines issued to drivers who do not comply with the street closures.



## **9.2 Procurement**

There are no procurement implications regarding this proposal.

## **9.3 Legal**

The power of a local authority to make an order regulating or controlling vehicular and other traffic is contained within section 6(1) of the Road Traffic Regulation Act 1984 (RTRA). The power to make an Experimental Traffic Order is contained in section 9 of the RTRA. Experimental Traffic Orders have a lifespan of up to 18 months.

It is the view of legal services that what is being proposed and recommended within this report is in accordance with the law, as set out in this section.

## **9.4 Equalities**

The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

The proposed decision is to approve the approach to school streets, adopt the recommendations set out in the School Streets Plan, and agree to deliver the first batch of school streets over the next 5 years. The overall objective of the proposed decision is to improve the health of school-aged children in Haringey through improved air quality and increased active travel. There is evidence that air pollution disproportionately affects children and young people, as noted in the equality impact assessments for the Council's Air Quality Action Plan and Climate Change Action Plan. The proposed decision therefore represents a step to address a known inequality.

An equality impact assessment accompanies this report. It notes that the primary beneficiaries of the decision will be young people, with older people, those with disabilities, and pregnant women also benefitting from improved air quality. It also notes that the Council will take steps to identify and prevent or mitigate any adverse impacts that may arise for people who depend on car travel, such as people with limited mobility, pregnant women, and people who depend on private vehicles to attend places of worship.

## **9 Use of Appendices**

Appendix 1 – School Streets Action Plan from Project Centre. This sets out an indicative design for each school in the borough.

**10 Local Government (Access to Information) Act 1985**

N/A





## School Streets Action Plan

London Borough of Haringey

Document Reference: 1000006077

Date: 30.01.2020

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## DOCUMENT CONTROL

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Job Number	Issue	Description	Originator	Checked	Authorised
1000006077	01	School Streets Action Plan	Alice Stewart-Cox 30.01.20	Allain Alexis 31.01.2020	
1000006077	02	School Streets Action Plan	Alice Stewart-Cox 30.01.20	Wendy Zheng 20.02.2020	Allain Alexis 20.02.2020

File path: G:\Project Centre\Project-BST\1000006077 - LBHar School Street Action Plan\2 Project Delivery\3 Reports\1 Draft Reports

## EXECUTIVE SUMMARY

This report summarises the observations and recommendations for measures to improve the safety around schools in Haringey. Where suitable, school street timed road closures have been recommended and where not practicable, other measures such as improved pedestrian crossings and enforced School Keep Clear (SCK) markings.

This report sets out indicative designs for each of the schools where they are recommended. Before implementation, a higher level of design and wider community engagement should be undertaken to ensure local objectives are achieved. With all final measures being supported by the schools and the local community.

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## 1. CLIENT REQUIREMENTS

London Borough of Haringey have commissioned Project Centre to undertake site assessments and concept designs for each of the 51 schools in Haringey. This report summarises the findings of those site assessments, the concept design recommendations for each school as well as high-level costings for those recommendations.

## 2. INTRODUCTION

The report details the findings of each school assessed in the London Borough of Haringey. This includes the collation of site observations from each school, and assessment on whether the school is suitable for a school street, intervention recommendations for each location including high level costs for those recommendations.

The collision data contained within this report refers to collisions which occurred within a 200m radius of the school during 2018.

The air quality data referenced within this report refer to modelled annual mean NO<sup>2</sup> air pollution, based on measurements made during 2016.

Additional information collected, alongside the above, which is the basis for the rationale for any recommendations at each school. Includes:

- SEN provision at the school.
- Level of engagement by the school on Active Travel (STARS) projects run by the Council and TfL.
- The suitability of the road outside the school for a timed closure; and
- The ability to socially distance outside the school gates, i.e. the pavement widths.



### 3. SCHOOLS' SUMMARIES AND RECOMENDATIONS

#### 3.1 Alexandra Primary School

##### 3.1.1 Brief

Alexandra Primary School is located on Western Road in Noel Park and is ranked within an 'orange' hotspot for parking issues. The school educates 435 pupils with 24% of those pupils being driven to school, this equates to 104 cars. The school currently hold a Silver accreditation with the TfL STARS programme.

A congestion hotspot around the school has been identified as the roundabout between Mayes Road and Western Road – this is not outside any of the school's three entrances.

The air quality surrounding Alexandra Primary is ranked as 'medium' (between 30 to 40 micrograms NO2 per metre cubed).

The school is surrounded by several businesses including an industrial area, a large wedding venue, public recycling facility and the Police Head Quarters (HQ) for the area.

These businesses, including the Police HQ on Western Road, cause instances of illegal parking on Western Road itself.

There is existing cycle parking on the opposite side of the road from the school, however, this is difficult to access from the school entrance due to the existing guardrail.

##### 3.1.2 Initial proposals

This school was assessed previously and despite the high car use and medium air quality, it was not recommended to implement a school street at this location. Access to existing businesses on Western Road would need to be maintained and ANPR registration for these businesses and visitors didn't seem feasible.

Recommendations were drafted to improve the area outside the school. These measures included:

- A buildout to increase pavement widths on the eastern footway outside the school will help to slow speeds and provide space for pedestrians;
- The guardrail and school keep clear signage for the buildout will be relocated; and
- A continuous footway with restricted access (foldable bollards) outside the entrance to The Dacorium to avoid school time drop off at this location.

##### 3.1.3 Updated proposals

A second assessment has been requested by Haringey to investigate further the possibility of introducing a school street outside this school entrance. The following measures are proposed:

- A school street on Western Road from the junction with Coburg Road to the roundabout with Mayes Road, enforced through ANPR cameras and signs at both entrance points.
- A buildout to increase width on the eastern footway outside the school in order to allow social distance for adults and children attending the school.

The implementation of this school street will benefit Alexandra Primary School but also Heartlands High School.

The details of the proposals can be found in Appendix A

### **3.1.4 Considerations to be taken prior implementation of the School Street**

Alexandra Primary school is located within an industrial area. The proposed school street will have a significant impact on the businesses located within the school street section.

Before implementing the school street on Western Road, from Coburg Road to Mayes Road, it should be considered to engage with all the businesses that may potentially be affected. This will help to know the business's needs, opening/closing times, requirements for visitors, etc. and the impact that the school street may have on their businesses. Once we have more information regarding the area, we will be able to decide if the implementation of the school street at this location is feasible.

### **3.1.5 Costs**

The expected capital costs for these measures are £126,000. This cost includes 15% contingencies.

The measures are detailed on the proposed design plan within Appendix A.

### 3.2 Belmont Infants and Junior School

#### 3.2.1 Brief

Belmont Infants and Junior School is located on Rusper Road within West Green. The school has 450 pupils and is Gold accredited on the TfL SARS programme. 13% of pupils are driven to the school, which equates to 59 cars. The quality of the air around the school has been classified as 'medium' (between 30 and 40 micrograms NO<sup>2</sup> per metre cubed). The school has two entrances, one on Rusper Road and one via Belmont Recreation Ground. Rusper Road itself is a congestion hotspot with many cars stopping in the middle of the road to drop off children, causing delays. The site visit highlighted that vehicles seemed to arrive from both directions and when leaving were seen speeding with no regard for the school surroundings.

#### 3.2.2 Measures

School street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Rusper Road due to significant congestion observed in this location. The following measures are proposed:

- A school street on Rusper Road from the junction with Boundary Road and Downhills way. It will be enforced using two ANPR cameras on each end of the restricted zone and new signage.

#### 3.2.3 Costs

The expected capital costs for these measures are **£64,200**

The measures are detailed on the proposed design plan within Appendix A.

### 3.3 Bounds Green School

#### 3.3.1 Brief

Bounds Green School and Children's Centre is located on Bounds Green Road in Bounds Green. The school has 268 pupils and is Gold accredited on the TfL STARS programme, 8% of pupils are driven to school which equates to 21 cars. The quality of the air around the school has been classified as 'medium' (between 30 and 40 micrograms NO<sup>2</sup> per metre cubed) and no collisions have been reported in vicinity of the school. The school has two entrances, one on Bounds Green Road which is pedestrian only with a guardrail installed to protect pedestrians and one entrance on Park Road. A site visit highlighted that Park Road is a congestion hot spot with parents parking on the School Keep Clear markings, double yellow lines and in the middle of the road and then conducting U-turns, leading to further congestion. The signalised crossing on Bounds Green Road is also unsuitable as it becomes congested with pedestrians and prams during peak times meaning that adults without children will cross outside of the existing guardrails.

#### 3.3.2 Measures

School street: **Unsuitable (with recommendations for additional works)**

The location of the school is not suitable for a school street despite the 'medium' air quality. The majority of parents observed walked or cycled with their children either through the existing signalised pedestrian crossing or the pedestrian bridge. Red route line marking on Bounds Green Road would not be suitable as this would impact road operations and would not reduce the risk for those crossing Bounds Green Road. Additionally, there was low traffic volumes observed on Park Road and therefore implementing a school street in this location is unlikely to have a significant impact on operations or air quality.

However, it is proposed to extend the existing traffic light island and adjust the associated guardrail to accommodate existing pedestrian volume during peak times on Bounds Green Road.

#### 3.3.3 Costs

The expected capital costs for these measures are **£3,600**

The measures are detailed on the proposed design plan within Appendix A.

### 3.4 Brook House Primary School

#### 3.4.1 Brief

Brook House Primary School is located on High Road in Northumberland Park. Ahead of this assessment the school, there were issues raised to Haringey regarding the school. The school has 387 pupils and is Gold accredited on the TfL STARS programme. 20% of children are driven to school, equating to 77 cars in total. The quality of the air around the school has been classified as 'medium' (between 30 and 40 micrograms NO<sup>2</sup> per metre cubed) and 10 collisions have been reported in vicinity of the school. The school only has one entrance in operation on High Road and suffers from congestion outside the school entrance. There are two pull in bus stops outside the school, parents use these as parking in order to pick up and drop off children. This congestion has led to many vehicles attempting unsafe turning movements back onto the main road. During a site visit it frequent parking was observed on the double yellow lines on Langhedge Lane. There are no school keep clear markings outside the school and there is a controlled crossing in place outside the school already.

#### 3.4.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street due to the high car usage and 'medium' air quality. A school street is proposed along all of Cannon Road, a short section of Langhedge Lane as well as the pull in bus stops. In addition, the school street will be enforced through ANPR cameras and signs at all entrance points to the school street itself.

#### 3.4.3 Costs

The expected capital costs for these measures are **£65,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.5 Bruce Grove Primary School

#### 3.5.1 Brief

Bruce Grove Primary School is located on Sperling Road within the Bruce Grove ward. The school has 436 pupils, 6% of which are driven to school equating to 26 cars in total. The school currently has a Bronze accreditation on the TfL STARS programme. There are two entrances in operation, both on Sperling Road itself with School keep clear markings outside both. A site visit highlighted that the eastern SKC markings were obeyed, however cars were parking on the western SKC, and vehicles were also parking on the stretch of yellow lines in between the two entrances. This section caused congestion during school pick up and drop off times. Congestion was also observed at the junction with Clacton Road, with westbound traffic having to wait for eastbound traffic to pass first. Ten collisions have been reported in the vicinity of the school. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.5.2 Measures

School Street: **Suitable (with recommendations for additional works)**

The location of the school is suitable for a school street as long as the local emergency services (the Fire Station) access is not impeded. The school currently has low car usage, and there are some observable traffic issues. Air quality is medium with issues likely to stem from the school's proximity to the A10 which borders the school to the east and north.

The following measures are proposed:

- A school street on a section of Sperling Road, enforced through ANPR cameras and signs at both entrance points.
- A buildout to increase width on the northern footway outside the school in order to allow social distance for adults and children attending the school.

It is proposed that the keep clear line markings are refreshed and extended to cover the full length of the school frontage on Sperling Road. Enforcement of the CPZ is also recommended as the existing CPZ has been observed to be disregarded. This will reduce stopping and parking outside the school and create a safer environment for pupils.

#### 3.5.3 Costs

The expected capital costs for these measures are **£68,500**

The measures are detailed on the proposed design plan within Appendix A. Updated report following Covid Review.

### 3.6 Campsbourne School

#### 3.6.1 Brief

Campsbourne School is located on Nightingale Lane in West Green. Campsbourne has 424 pupils and is Gold accredited on the TfL STARS programme. 15% of the pupils travel to school via car, which equates to 64 cars. The school has three entrances all of which are located on Nightingale Road. The quality of the air around the school has been classified as 'medium' (between 30 and 40 micrograms NO<sup>2</sup> per metre cubed). There are parking issues in the area due to narrow roads and a lack of bus routes. A site visit highlighted that those who were arriving by car would often turn left South View Road to park and drop off. The footway buildout outside the school is also a pinch point for traffic during school operation times. A noticeable number of children were arriving to school by bicycle and scooters. The existing School Keep Clear marking are faded with no vertical sign present. There are no signalled crossings outside the school, with one informal crossing.

#### 3.6.2 Measures

School street: **Suitable (with recommendations for additional works)**

The location of the school is suitable for a school street due to the 'medium' air quality and narrow footways around the school. The school has low car usage and further restrictions are unlikely to further reduce traffic volumes and would a school street would impact road network operations.

It is recommended that:

- ANPR CCTV cameras are installed outside the main entrance to the school to enforce a recommended time street closure.
- it is proposed that the existing informal crossing outside the school is formalised to create a safer environment for children. The exact type will depend on traffic data collected for the site; however, a raised zebra crossing is recommended.

#### 3.6.3 Costs

The expected capital costs for these measures are **£115,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.7 Chestnuts Primary School

#### 3.7.1 Brief

Chestnuts Primary School is located on St Ann's Road and Black Boy Lane. The school currently has 507 pupils with 47% of those travelling to school via car. They currently have no accreditation on the TfL STARS programme.

It is located in an area classified with 'medium' air quality (between 30 and 40 micrograms NO<sub>2</sub> per metre cubed).

The school is within a Resident permit holders or pay by phone CPZ in operation 8am - 6.30pm.

There is a signalised crossing outside the school. No congestion hotspots have been identified outside the school and traffic was observed to be free flowing.

#### 3.7.2 Initial proposals

This school was assessed previously and despite the high car use and medium air quality, it was not recommended to implement a school street at this location.

Of the two entrances in operation at the school (the entrance on Etherley Road was not observed to be in use), the Black Boy Lane entrance was observed to be used by most of the students and the entrance on St Ann's Road seemed to be reserved for the junior years.

Black Boy Lane is part of a bus route and no cars were witnessed dropping students off on Black Boy Lane.

In the first assessment it was considered that converting Black Boy Lane to a school street would have an impact on surrounding road network operations. As the entrance on St Ann's Road was observed to be used by very few students, a school street was considered not suitable.

Recommendations were drafted to improve the area outside the school. These measures included:

- School warning signs on the approaches to the school
- Raised table on the existing controlled crossing outside the school.

#### 3.7.3 Updated proposals

A second assessment has been requested by Haringey to investigate further the possibility of introducing a school street outside this school. This was following the school opening the entrance on Etherley Road, and this becoming a key entrance to the site. The following measures are proposed:

- A school street on Etherley Road from the junction with Black Boy Lane to Conway Road, moving this entrance to the school the main access. The



school street to be enforced through ANPR cameras and signs at all entrance points.

- Wider footway on Black Boy Lane (including the removal of existing parking bay) in order to allow social distance for adults and children attending the school and people waiting at the bus stop.
- Existing uncontrolled crossing on St Ann's Road, at the west of the junction with Black Boy Lane to be upgraded to formal crossing (potentially zebra crossing but further study will be required to ensure this type of crossing is suitable for this location)

The details of the proposals can be found in Appendix B – 1000006077-2-ADD02

#### **3.7.4 Costs**

The expected capital costs for these measures are £273,000. This cost includes 15% contingencies.

The measures are detailed on the proposed design plan within Appendix A.

### 3.8 Coldfall Primary School

#### 3.8.1 Brief

Coldfall Primary School is located in Fortis Green and is ranked within an 'orange' hotspot for parking issues. The school educates 679 pupils with 16% of those pupils being driven to school, this equates to 109 cars. The school currently hold a Gold accreditation with the TfL STARS programme. Everington Road is a congestion hotspot around pick up and drop off times with around 10 minutes of congestion observed. A teacher is also positioned at the school entrance on Everington Road to avoid vehicles stopping at the SKC. The air quality surrounding Coldfall Primary is ranked as 'good' (less than 30 micrograms NO<sup>2</sup> per metre cubed). The area is purely residential with no businesses in the vicinity and there is no Single Yellow Lines or CPZ covering the area.

There have been 2 reported collisions near the school, one of these was on Coldfall Avenue and was a serious collision involving a child.

#### 3.8.2 Measures

School street: **Suitable (with no other recommendations)**

Coldfall Primary is a suitable location for a school street due to the 'medium' air quality and high traffic volumes. Coldfall Avenue is a no through road with no business access making it a suitable location.

However, it is likely that the introduction of CPZ in the area will be needed in order to control any parking in the surrounding areas. The following proposed measures to create the school street are:

- A school street with timed restrictions enforced by a camera on the entrance to Coldfall Avenue from Coppetts Road;
- Proposed build out on the junction of Everington Road and Steeds Road to narrow the carriageway and create a safer crossing environment for pupils; and
- An ANPR camera to enforce the school keep clear signs on Everington Road

#### 3.8.3 Costs

The expected capital costs for these measures are **£63,000**.

The measures are detailed on the proposed design plan within Appendix A.

### 3.9 Coleridge Primary School

#### 3.9.1 Brief

Coleridge Primary School is located in Crouch End and is also ranked within an 'orange' hotspot for parking issues. Coleridge Primary has 882 pupils with 17.2% of those pupils getting to school via car. The school currently holds Gold accreditation from the STARS programme. The school is located within 50m of a designated 'poor' area of air quality, (greater than 40 micrograms NO<sup>2</sup> per metre cubed) within a largely residential area.

The school is located within a CPZ however the hours of operation do not cover school pick up and drop off times. The school has three entrances, however a site visit highlighted that the majority of pupils access the school via the Crouch End Hill entrance. There are no cycle facilities outside the school, but the site visit showed that there were around 10-15 parents cycling with children school and locking bikes on the guardrails. Finally, 4 collisions were recorded near the school.

#### 3.9.2 Measures

School street: **Yes**

This school is suitable for a school street and proposals are based in the Crouch End Liveable Neighbourhood scheme. The following measures are proposed:

- Modal filter on Haslemere Road, at the junction with Crouch End Hill creating a permanent school street on Haslemere Road between Crouch End Hill and Waverley Road;
- Close access to the school at the Crouch End Hill Main entrance to encourage use of other two side entrances;
- Traffic calming measures on Crouch End Hill, such as a flat top hump, raised and widened zebra crossing;
- One-way arrangement on Waverley Road and east side of Haslemere Road;
- Build out to reduce crossing distance on Waverley Road, at the junction with Crouch End Hill; and
- Parking bays on footpath on Haslemere Road to be relocated to carriageway.

#### 3.9.3 Costs

The expected capital costs for these measures are **£50,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.10 Crowland Primary School

#### 3.10.1 Brief

Crowland Primary School is located in Seven Sisters and is ranked within an 'orange' hotspot for parking issues. The school educates 420 pupils with 20% of those pupils being driven to school, this equates to 84 cars. The school currently hold a Silver accreditation with the TfL STARS programme. The school does not have any controlled crossings and there have been no reported collisions within the vicinity of the school. The air quality surrounding Crowland Primary is ranked as 'medium' (between 30 to 40 micrograms NO<sup>2</sup> per metre cubed). The area is not covered by a CPZ nor Single Yellow Lines.

There have been 2 collisions in proximity of the school. A site visit highlighted a level of urgency surrounding this school as a near miss at Elm Park Avenue and Ferndale Road junction was witnessed. This near miss involved a car on SKC reversing into a parent crossing the road with a child. Issues surrounding school drop off are exacerbated by the proximity to Gladesmere secondary school.

#### 3.10.2 Measures

School street: **Suitable (with no other recommendations)**

Crowland Primary school is suitable for a school street on Crowland Road due to the 'medium' air quality and high vehicle usage. No school street has been proposed on Elm Park Avenue as it is likely that a school street in this location would cause more congestion.

The following measures are proposed:

- Timed school street on Crowland Road extended to Fairview Avenue enforced by an ANPR camera;
- Timed school street on Ferndale Road extending to Elms Park Avenue with ANPR camera enforcing school street .
- Timed school street on Elms Park Avenue extending from Crowland Road to Lealand Road enforced by ANPR camera.

#### 3.10.3 Costs

The expected capital costs for these measures are **£50,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.11 Devonshire Hill Nursery and Primary School

#### 3.11.1 Brief

Devonshire Hill Nursery and Primary School is within White Hart Lane and is also ranked within an 'orange' hotspot for parking issues. The school has 446 pupils with 24% being driven to school, equating to 107 cars. The school has a Gold accreditation on the TfL STARS programme. The air quality surrounding the school is ranked as 'medium' (between 30 to 40 micrograms NO<sup>2</sup> per metre cubed).

The school has no controlled crossings and there are three school entrances in operation. There are school keep clear markings opposite the school entrances, these may be difficult to enforce due to existing parking bays which are parallel to the school keep clear markings. These cause confusion and residents parking in the marked bays are not clear if they are parking illegally during the hours of operation of the school keep clear markings. There is a CPZ in operation in the area which covers the school opening hours.

#### 3.11.2 Measures

School street: **Unsuitable (with recommendations for additional works)**

The school is not suitable for a school street despite the 'medium' air quality and high car usage. Weir Hall Road is not suitable for a school street as the restriction of this street would have significant impact on the operation of the road and surrounding road network as it is the main alternative connection between White Hart Lane and Wilbury Way instead of the A10. Additionally, a school street is not recommended in this location due to the existing high parking demand from residents and the number of junctions present along Weir Hill Road.

However, it is proposed that the existing school keep clear markings are removed and resurfaced with new SKC which can then be enforced through more signage as well as CCTV cameras.

#### 3.11.3 Costs

The expected capital costs for these measures are **£82,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.12 Earlham Primary School

#### 3.12.1 Brief

Earlham Primary School is located within Wood Green. The school currently has 368 pupils with 14% of those travelling to school via car, which equates to 52 cars. They currently have Bronze accreditation on the TfL STARS programme. The air quality surrounding the school is ranked as 'medium' (between 30 to 40 micrograms NO<sub>2</sub> per metre cubed). The school is covered by a CPZ; however, it doesn't operate during the schools start and finish times and there has been no recorded collisions in the vicinity of the school. No particular congestion hotspots have been identified outside the school and a site visit highlighted that the traffic was free flowing. The area is largely residential with a TfL road in the surrounding vicinity of the school.

#### 3.12.2 Measures

School street: **Suitable (with additional recommendations)**

The location of the school is suitable for a school street on Earlham Grove and Newnham Road due to the 'medium' air quality. The following measures are proposed:

- Proposed footpath extension on Earlham Grove outside the existing gated closure;
- A school street on Earlham Grove enforced with two ANPR cameras and a modification to the existing junction with High Road providing a raised table junction;
- A school street on Newnham Road from the junction with Canning Crescent enforced with two ANPR cameras.

#### 3.12.3 Costs

The expected capital costs for these measures are **£63,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.13 Earlsmead Primary School

#### 3.13.1 Brief

Earlsmead Primary School is located within Tottenham Green and is ranked 'orange' in its priority level for parking issues. Earlsmead has 519 pupils with 9% of those pupils being driven to school via car. The school is Bronze accredited on the TfL STARS programme. The school is located within 50m of an area designated as 'poor' for air quality, (greater than 40 micrograms NO<sub>2</sub> per metre cubed) and eight collisions have been reported in the vicinity, all on Broad Lane.

The school has two entrances which are both used; however, the Rangemoor Industrial Estate is located on Wakefield Road, as is one of the school entrances. A morning site visit at school opening time demonstrated that this industrial estate creates an unsafe and noisy environment during the school run hours. Both Wakefield and Walton Road have crossings, however, neither are controlled crossings.

#### 3.13.2 Measures

School street: **Suitable (with no other recommendations)**

Earlsmead Primary School is a suitable location for a school street due to the 'poor' air quality and unsafe road environment. A school street is proposed on the Walton Road access to the school. The following measures are proposed:

- School street on Walton Road enforced by ANPR cameras – this will restrict access to all other than residents and emergency vehicles;
- School street on Wakefield Road between Broad Lane and Ashmount Road enforced by ANPR cameras – this will restrict access to all other than residents and emergency vehicles;
- The carriageway outside the school entrance on Wakefield Road be narrowed to discourage vehicles from stopping outside the school;
- The junction at Ashmount Road/ Wakefield Road and Rangemoor Road be redesigned making a narrow turn for traffic.

#### 3.13.3 Costs

The expected capital costs for these measures are **£64,550**

The measures are detailed on the proposed design plan within Appendix A.

### 3.14 Eden Primary School

#### 3.14.1 Brief

Eden Primary School is located on Creighton Avenue in Muswell Hill and has 204 pupils, no data is available on the percentage breakdowns of how pupils currently travel to school. The school is currently not engaged on the TfL STARS programme. The school has one pedestrian entrance in operation on Creighton Avenue itself. This entrance does not have school keep clear markings or signage. There is a zebra crossing on Creighton Avenue which is used by pupils getting to and from the school. A site visited highlighted that most children left school on foot with an equal split going east and west. There was some parking congestion, however, very few children were seeing getting into vehicles implying the parking was mainly residential. Traffic flow on the road was moderate and free flowing without any observed delayed. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.14.2 Measures

School Street: **Unsuitable (with recommendations for additional works)**

The location of the school is not suitable for a school street despite the 'medium' air quality due to the existing low car usage and free flowing traffic.

However, it is proposed that 4 car parking bays outside the entrance of the school are removed and replaced with keep clear line markings and signage in order to create a safer environment for pupils.

#### 3.14.3 Costs

The expected capital costs for these measures are **£5,450**

The measures are detailed on the proposed design plan within Appendix A.



### 3.15 Ferry Lane Primary School

#### 3.15.1 Brief

Ferry Lane Primary School is located on the Ferry Lane Estate in the Tottenham Hale ward. The school has 210 pupils, 2% of which are driven to school equating to 4 cars in total. The school is currently Gold accredited on the TfL STARS programme. The school has two entrances and is located within a heavily pedestrianised area, the eastern entrance already doesn't allow any vehicle pick up or drop offs. This eastern entrance was by far the most used and the site visit highlighted that a vast majority of pupils left by foot with many heading to a nearby bus stop. Both school entrances have school keep clear markings, however no vertical sign was present. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.15.2 Measures

School Street: **Unsuitable (with no other recommendations)**

The location of the school is not suitable for a school street despite the 'medium' air quality due to the existing low car usage. The air quality is due to school's proximity to Ferry Lane / A503 which is the only link across the Walthamstow Wetland between Tottenham Hale and Blackhorse Road. Therefore, there is no need to provide additional measures to reduce car usage.

No further measures are proposed outside Ferry Lane Primary School.

#### 3.15.3 Costs

As no measures are proposed there are no associated costs.

### 3.16 Harris Academy Tottenham

#### 3.16.1 Brief

Harris Academy Tottenham is a nursery, primary, secondary and sixth form school in Tottenham Hale. The school has 621 pupils with 15% of pupils being driven to school, this equates to 93 cars. The school has a Gold accreditation on the TfL STARS programme and the air quality within 50m of the school is classified as 'medium' (between 30 and 40 micrograms NO<sub>2</sub> per metre cubed). The school has one entrance on Ashley Road. Ashley Road is also home to a Veolia Depot with vehicles coming and going. Traffic volumes on the road were generally low, however several cars were dropping off and conducting U-turns outside the school.

#### 3.16.2 Measures

School street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Ashley Road due to the 'medium' air quality and existing traffic operations. The following measures are proposed:

- A school street on Ashley Road enforced with an ANPR camera on the junction with Burdock Road.

NB: Veolia own a site on the northern end of Ashley Road. For a school street to work in this area, pre-agreement with Veolia would be required so that vehicles didn't use the road during the times of restriction.

#### 3.16.3 Costs

The expected capital costs for these measures are **£36,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.17 Harris Primary Academy Coleraine Park

#### 3.17.1 Brief

Harris Academy Coleraine Park is located within Tottenham Hale. The school currently has 435 pupils and 29% of pupils are driven to school, which equates to 126 cars. The school is not engaged on the TfL STARS programme and the air quality within 50m of the school is categorised as 'medium' (between 30 and 40 micrograms NO<sup>2</sup> per metre cubed). There are no TfL roads in the vicinity of the school, however no specific congestion hotspots around the school have been identified. No collisions have been recorded near the school. The school has two entrances, a main entrance on Glendish Road which is a one-way street (eastbound only) and an emergency access entrance at the rear on Halefield Road which is also a one-way street (westbound only).

#### 3.17.2 Measures

School street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Glendish Road and Halefield Road due to the 'medium' air quality and existing traffic operations. The following measures are proposed:

- A school street on Glendish Road enforced with two ANPR cameras on the junction with Shelbourne Road. The existing one-way system and no entry signs on Wycombe Road will be kept; and
- A school street on Halefield Road enforced with two ANPR cameras on the junction with Wycombe Road. The existing one-way system and no entry signs on Shelbourne Road will be kept.

#### 3.17.3 Costs

The expected capital costs for these measures are **£55,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.18 Harris Primary Academy Philip Lane

#### 3.18.1 Brief

Harris Primary Academy Philip Lane is located within West Green. The school currently has 425 pupils. 18% of pupils are driven to school, which equates to 77 cars. The school currently holds a Bronze accreditation on the TfL STARS programme and the air quality within 50m of the school is categorised as 'medium' (between 30 and 40 micrograms NO<sub>2</sub> per metre cubed). Philip Lane has high traffic volumes but is generally free flowing. Two collisions has been recorded near the school.

#### 3.18.2 Measures

School street: **Unsuitable (with recommendations for additional works)**

The location of the school is not suitable for a school street despite the 'medium' air quality and car usage. Phillip Lane has high traffic volumes but is free flowing and the restriction of this road would impact road operations across the network.

However, the following measures are proposed:

- A proposed footway build out on Spur Road opposite the school to improve the visibility for both pedestrians and drivers; and
- Implement a CCTV camera to enforce the existing school keep clear markings.

#### 3.18.3 Costs

The expected capital costs for these measures are **£40,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.19 Highgate Primary School

#### 3.19.1 Brief

Highgate Primary School is located within Highgate on Storey Road and has 1724 pupils. The school currently holds a Gold accreditation on the TfL STARS programme with high car use levels with 21% of pupils being driven to school, which equates to 414 cars. The air quality surrounding the school has been classified as 'medium' (between 30 and 40 micrograms NO<sub>2</sub> per metre cubed). There has been four collisions recorded near the school. Congestion is a problem during the school opening hours and a recent site visit has highlighted that cars are parking on the corners of the Storey Road and Gaskell Road junction even though there are existing double yellow lines.

#### 3.19.2 Measures

School street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Storey Road due to the 'medium' air quality and high car usage. The following measures are proposed:

- A school street on Storey Road enforced with two ANPR cameras on the junction with Gaskell Road; and
- Buildouts and DYL will be provided in Storey Road at the junction with Gaskell Road.

#### 3.19.3 Costs

The expected capital costs for these measures are **£50,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.20 Holy Trinity CofE Primary School

#### 3.20.1 Brief

Holy Trinity C of E Primary School is located on Somerset Road in Tottenham Hale. The school is Gold accredited on the TfL STARS programme and 21% of pupils are driven to school, equating to 43 cars. The quality of the air around the school has been classified as 'medium' (between 30 and 40 micrograms NO<sub>2</sub> per metre cubed) and there have been six reported collisions near the school. A site visit highlighted the congestion which occurs outside the school gate when pupils are being dropped off and picked up and when deliveries are being made. There are no school keep clear markings outside the school and the area is not covered by a CPZ.

#### 3.20.2 Measures

School street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on High Road due to the 'medium' air quality and congestion outside the school gate. The following measures are proposed:

- A school street along the length of Rycroft Way enforced with an ANPR camera;
- A school street on the end of High Road next to the school enforced with an ANPR cameras; and
- A CCTV camera to enforce the existing double yellow lines on High Road.

Note: The Arriva staff car park is located next to the school entrance on High Road. Prior agreement with Arriva would be needed for the school street. Arriva staff would either need to work around the operation times of the school street or an agreement for them to be exempt during the hours of operation in order for them to gain access to their place of work would need to be discussed.

#### 3.20.3 Costs

The expected capital costs for these measures are **£41,750**

The measures are detailed on the proposed design plan within Appendix A.

### 3.21 Hyland House School

#### 3.21.1 Brief

Hyland House School is located on Holcombe Road in Tottenham Hale. The school has 70 pupils with 44% of those pupils being driven to school, equating to 31 cars in total. The school is Gold accredited on the TfL STARS programme. The school only has one entrance and congestion spots have been identified. There is no crossing point on Holcombe Road and parking on both sides of the road leads to limited sight lines for pupils crossing. The school keep clear markings on Holcombe Road are faded and there is no vertical sign present. The site visit highlighted that parents were parking on the school keep clear markings, limiting crossing sight lines. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.21.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Holcombe Road due to the 'medium' air quality and existing congestion. A school street is proposed on Holcombe Road between Reed Road and Dawlish Road. ANPR cameras and new signage will be used to enforce these school streets.

#### 3.21.3 Costs

The expected capital costs for these measures are **£42,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.22 Lancastrian Primary School

#### 3.22.1 Brief

Lancastrian Primary School is located on King's Road in Northumberland Park. The school has 484 pupils. The school is Silver accredited on the TfL STARS programme and 17% of pupils at the school are driven to school, this equates 82 cars. The school has one main entrance on Kings Road and there is a vehicular access on Kings Street. A site visit showed that there is considerable congestion outside the school entrance on Kings Road. Church Road is also a congestion pinch point as it is a very narrow two-way street with continuous parking bays, without any passing areas. The school is covered by a CPZ, but not does not cover the school opening times. The quality of the air around the school has been classified as 'medium' (between 30 and 40 micrograms NO<sub>2</sub> per metre cubed). There are a number of business nearby including VVR Motors Car repair, which fronts the railway arches.

#### 3.22.2 Measures

School street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on King's Road due to the 'medium' air quality and existing congestion. The following measures are proposed:

- The school street on King's Road will be enforced by ANPR cameras at the junction with Birkbeck Road; and
- Signage will be used on Church Road and King Street to forewarn drivers of the school Street on King's Road.

NB: The railway arches along Kings Street houses six car repair businesses which will result in difficulties in ANPR enforcement of the school street. Engagement with those businesses in required before implementation of scheme.

#### 3.22.3 Costs

The expected capital costs for these measures are **£50,000**

The measures are detailed on the proposed design plan within Appendix A.



### 3.23 Lea Valley Primary School

#### 3.23.1 Brief

Lea Valley Primary School is located within Northumberland Park and is ranked 'orange' in its priority level for parking issues. Lea Valley has 448 pupils with 18% of those pupils being driven to school via car. The school is Silver accredited on the TfL STARS programme. The school is located within 50m of an area designated as 'medium' for air quality (between 30 and 40 micrograms NO<sub>2</sub> per metre cubed). Commonwealth Road has been highlighted as a congestion hotspot particularly around school times with vehicles stopping for prolonged periods on both DYL and school keep clear signs on both sides of the road outside the school.

#### 3.23.2 Measures

School street: **Suitable (with no other recommendations)**

Lea Valley Primary School is a suitable location for a school street due to the 'medium' air quality and existing congestion. The following measures are proposed:

- A school street on Trulock Road south of the junction with the car park access, continuing on along Commonwealth Road, Almond Road and the section of Trulock Road opposite Vale School; and
- The school street will be enforced by an ANPR camera at the junction on Trulock Road with the car park access.

#### 3.23.3 Costs

The expected capital costs for these measures are **£20,700**

The measures are detailed on the proposed design plan within Appendix A.

### 3.24 Muswell Hill Primary School

#### 3.24.1 Brief

Muswell Hill Primary School is located on Muswell Hill itself within the Muswell Hill ward. The school has 420 pupils, with 22% of those being driven to school. This equates to a total of 92 cars. The school is currently not engaged on the TfL STARS programme but have indicated that they are willing to engage in the process. The school only has one entrance; however, it can be accessed from two separate pedestrian only walkways. A site visit highlighted that the pedestrian only pathway from Muswell Hill was heavily used by pupils walking to school whereas the pedestrian access from Dukes Mews was utilised more by parents parking before walking into school. The school has no School Keep Clear markings, this is due to the school being accessed from pedestrian only pathways. There have been two reported collisions in the vicinity of the school, whilst no particular congestion spots have been identified. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.24.2 Measures

School Street: **Unsuitable (with no other recommendations)**

Muswell Hill Primary School is not a suitable location for a school street despite the 'medium' air quality. During the site visit most students were observed walking to school and no congestion hotspots were identified. Therefore, a school street is not expected to decrease existing vehicle usage. Additionally, closing Dukes Avenue would have significant impact on the surrounding road network operations as it is the main link between Muswell Hill town centre and Alexandra Palace. The air quality is due to the school's proximity to Muswell Hill / A504 and Muswell town centre. Therefore, no further measures are proposed outside Muswell Hill Primary School.

#### 3.24.3 Costs

As no measures are proposed there are no associated costs.

### 3.25 Noel Park Primary School

#### 3.25.1 Brief

Noel Park Primary School is located on Gladstone Avenue within the Noel Park ward. The school has 587 pupils, with 27% of those being driven to school equating to 158 cars in total. The school currently has a Silver accreditation on the TfL STARS programme. The school has two entrances in operation, one on Gladstone Avenue and one on Lymington Avenue both of which have school keep clear markings and vertical signage which are obeyed. There is a point closure on Vincent Road which is used by cars for parking/waiting at pick up and drop off times. Many parents were observed double parking here and some drivers leaving their vehicles facing the closure. Double parking on Gladstone Avenue was witnessed several times, with drivers stopping their cars in the carriageway parallel to parked cars to collect their children. This did not result in congestion on Gladstone Avenue as there is adequate space to manoeuvre around. On Lymington Avenue, parking was observed in hatched road markings. The crossing near Vincent Road was heavily used, with several pedestrians heading north. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.25.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for school streets due to the 'medium' air quality and existing congestion observed. School Streets are proposed on both Gladstone Avenue (covering the Vincent Road point closure) and Lymington Road. ANPR cameras and new signage will be used to enforce the school street.

#### 3.25.3 Costs

The expected capital costs for these measures are **£94,900**

The measures are detailed on the proposed design plan within Appendix A.

### 3.26 North Haringey Primary School

#### 3.26.1 Brief

North Haringey Primary is located on Falkland Road in Haringey and has 453 pupils. The school is Gold accredited on the TfL STARS programme with 15% of pupils being driven to school, equating to 68 cars. The quality of the air around the school has been classified as 'medium' for air quality, (between 30 - 40 micrograms NO<sub>2</sub> per metre cubed). No collisions in the vicinity of the school have been reported. The school is covered by a CPZ which operates during the opening times of the school.

#### 3.26.2 Measures

School Street: **Suitable (with recommendations for additional measures)**

The location of the school is suitable for a school street due to the 'medium' air quality and surrounding land uses and road network. School streets are proposed on Falkland Road and Frobisher Road. The following measures are proposed:

- A school street on Falkland Road enforced with two ANPR cameras on the junction with Wightman Road. The existing one-way system and no entry signs on Green Lane will be maintained;
- The junction of Falkland Road and Green Lane will be improved and the four existing speed humps on Falkland Road will be replaced with sinusoidal speed humps;
- A school street on Frobisher Road enforced with two ANPR cameras on the junction with Green Lane. The existing one-way system and no entry signs on Wightman Road will be kept; and
- The junction of Frobisher Road with Wightman Road will be improved.

#### 3.26.3 Costs

The expected capital costs for these measures are **£75,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.27 Our Lady of Muswell RC Primary

#### 3.27.1 Brief

Our Lady of Muswell RC Primary is located on Page's Lane in Fortis Green and Pages Lane is entirely congested from through traffic especially outside the school. The school has 404 pupils with 45% of children being driven to school which equates to 182 cars. The school is Bronze accredited on the TfL STARS programme. The quality of the air around the school has been classified as 'medium' for air quality, (between 30 - 40 micrograms NO<sub>2</sub> per metre cubed). The school currently has four entrances on Page's Lane; three pedestrian entrances and one vehicle entrance. The school has school keep clear markings outside the entrances, however these are faded. There is a vertical school keep clear sign.

#### 3.27.2 Measures

School Street: **Unsuitable (with no other recommendations)**

The location of the school is unsuitable for a school street despite the 'medium' air quality and high vehicle use. The existing road network operations would be compromised by a school street as Page's Lane is the main alternate link between Tetherdown and Colney Hatch Lane. Page's Lane is also a bus route with heavy residential parking on both sides, a school street would be difficult to enforce in this area if implemented.

No further measures are proposed outside Our Lady of Muswell RC Primary.

#### 3.27.3 Costs

As no measures are proposed there are no associated costs.

### 3.28 Rhodes Avenue Primary School

#### 3.28.1 Brief

Rhodes Avenue Primary School is located on Rhodes Avenue within the ward of Alexandra. The school has 595 pupils, 6% of which are driven to school, equating to a total of 36 cars. Rhodes Avenue Primary School is Gold accredited on the TfL STARS programme. The school has one entrance and is accessed from Rhodes Avenue itself, next to this entrance is the entrance to the staff car park which is also used to access Alexandra Park secondary school. The school keep clear markings are in good condition and enforced by a vertical sign. A site visit to the school highlighted parents parking and stopping on the DYL on the northern corner of Rhodes Avenue as well as on nearby dropped kerbs. The road is heavily congested during drop off time making it unsafe for children crossing the road and cars were observed stopping directly outside the school with their engines running. The bend on Rhodes Avenue close to the entrance of the school is a known congestion spot. Two collisions have been reported in the vicinity of the school. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.28.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Rhodes Avenue due to heavy congestion and 'medium' air quality. A school street is proposed on Rhodes Avenue between Albert Road and Grosvenor Road. ANPR cameras and new signage will be used to enforce the school street.

Note: The Muswell Hill Gold Club will need to be consulted to ensure their accessibility is acceptable after school street implementation.

#### 3.28.3 Costs

The expected capital costs for these measures are **£48,500**

The measures are detailed on the proposed design plan within Appendix A.

### 3.29 Risley Avenue Primary School

#### 3.29.1 Brief

Risley Avenue Primary School is located within White Hart Lane and is ranked 'orange' as a hotspot for parking issues. The school has 677 pupils and 26% of pupils travel to school by car. The school is currently not engaged on the TfL STARS programme. The school is located on a busy but uncongested road; however a site visit highlighted that children were being dropped off next to the traffic streets west of the school, close to the junction with Bedwell Street. It is located within 50m of a 'poor' air quality rating (greater than 40 micrograms NO<sup>2</sup> per metre cubed). The school is within a CPZ; however, this does not cover the school hours of operation. The school is located on a TfL road and therefore there are no school keep clear zones. In addition, any proposals will need to be agreed with TfL in advance.

#### 3.29.2 Measures

School street: **Unsuitable (with recommendations for additional works)**

The school is not suitable for a school street despite the 'poor' air quality and high vehicle use. The school is located on All Hallows Road which is a TfL road. The implementation of a school street in this location would have a significant impact on road operations and therefore it is not feasible.

However other measures have been proposed. These include:

- Redesigning the All Hallows Road and The Roundway junction, reducing the width of the carriageway creating a safer crossing environment for pupils; and
- Removing the existing guardrail outside the school and providing cycle stands.

#### 3.29.3 Costs

The expected capital costs for these measures are **£112,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.30 Rokesly Primary School

#### 3.30.1 Brief

Rokesly Primary School is located on Hermiston Avenue in Crouch. It has 348 pupils in the Junior School and 324 pupils in the infant school. The school is Gold accredited on the TfL STARS programme with 4.5% of pupils being driven to school, equating to 30 cars. The quality of the air around the school has been classified as 'low' (less than 32 micrograms NO<sup>2</sup> per metre cubed). Four collisions in the vicinity of the school have been reported, two were on Hermiston Avenue, one in Rokesly Avenue and one on Elmfield Road. The school is covered by a CPZ; however, this does not operate during the opening times of the school. The two school sites have two different entrances, the Infant School has an entrance on Elmfield Avenue and the Junior School has an entrance on Hermiston Avenue. Both entrances are heavily used.

#### 3.30.2 Measures

School Street: **Yes**

The location of the school is suitable for a school street covering Hermiston Avenue and Elmfield Avenue. The following measures are proposed:

- A school street on Hermiston Avenue enforced with two ANPR cameras on the junction with Rokesly Avenue;
- A school street on Elmfield Avenue enforced with two ANPR cameras on the junction with Tottenham Lane; and
- Buildouts on the Elmfield Road junction with Tottenham Lane.

#### 3.30.3 Costs

The expected capital costs for these measures are **£128,000**

The measures are detailed on the proposed design plan within Appendix A.



### 3.31 Seven Sisters Primary School

#### 3.31.1 Brief

Seven Sisters Primary School is located on South Grove in St Ann's, the school is categorised as 'orange' in Haringey's ranking of parking issues. Seven Sisters Primary School has 444 pupils and is Gold accredited on the TfL STARS programme. 14% of the pupils travel to school via car, which equates to 62 cars. The quality of the air around the school has been classified as 'medium' (between 30 and 40 micrograms NO<sub>2</sub> per metre cubed). The school has three entrances, two on South Grove which are unpopular and one on Oulton Road, which is popular. South Grove is one-way northbound, and Oulton Road is one-way eastbound. The nearby Grove Road is one-way southbound meaning that parents dropping off follow this system. A site visit highlighted that the vast majority of pupils were arriving by foot with an even split of parents and their children heading east and west after school closed. Some parking congestion was observed on the South Grove entrance.

There have been two reported collisions, both on South Grove. The school is located within a CPZ which covers the school's operation hours, however, a site visit highlighted that this is not being adhered to.

#### 3.31.2 Measures

School street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Oulton Road due to the 'medium' air quality and existing road network. The following measures are proposed:

- The school street will be between the junction with Cissbury Road and Grove Road;
- It will be enforced through ANPR cameras and signage; and
- The existing CPZ linemarking and signage will be removed on Edgecot Road and moved closer to the junction with Oulton Road.

#### 3.31.3 Costs

The expected capital costs for these measures are **£21,400**

The measures are detailed on the proposed design plan within Appendix A.

### 3.32 South Haringay Infant & Junior School

#### 3.32.1 Brief

South Haringay Infant & Junior Schools are located on Pemberton Road within the Haringay ward. The school has 430 pupils over the Infant and Junior branches, 15% of which are driven to school, equating to 65 cars in total. The school currently has a Bronze accreditation on the TfL STARS programme. The schools' main entrance is located within the Haringay passage with another entrance on Mattison Road. The majority of pupils access the school via the passage. A site visited highlighted that Mattison Road was more congested due to parents dropping off than Pemberton Road, most likely because Mattison Road can be accessed from Green Lanes. There are no crossing facilities, however there is a kerb build out located outside the Haringay passage to allow students priority to cross the road. It is understood that the majority of students live within the roads on the ladder so walking to school through the passage is a great route as it avoids pollution from cars. School keep clear markings and signage are present on both Pemberton and Mattison Road. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.32.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for school streets due to the 'medium' air quality, congestion and surrounding road network. School streets are proposed on Pemberton Road and Mattison Road, between Green Lanes and Wightman Road. ANPR cameras and new signage will be used to enforce the school street.

#### 3.32.3 Costs

The expected capital costs for these measures are **£47,800**

The measures are detailed on the proposed design plan within Appendix A.

### 3.33 St Aidan's VC Primary School

#### 3.33.1 Brief

St Aidan's VC Primary School is located on Albany Road in Stroud Green. The school has 236 pupils with around 10% of children being driven to school, this equates to 24 cars in total. The school is Gold accredited on the TfL STARS programme and no particular congestion spots outside the school of school. The school has school keep clear markings at the Albany Road entrance and at the Stapleton Hall Road entrance. A site visit to the school highlighted that traffic volumes outside the school were very low with only a few parents using the street parking to collect their children – no vehicles were seen parking on the school keep clear markings. The school is located within 50m of an area designated as 'medium' for air quality, (between 30-40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.33.2 Measures

School Street: **Unsuitable (with no other recommendations)**

The school is unsuitable for a school street despite the 'medium' air quality as there were no congestion hotspots and most students were walking to school. No further measures are proposed at St Aidan's VC Primary School as there are no traffic issues associated with this school.

#### 3.33.3 Costs

As no measures are proposed there are no associated costs.

### 3.34 St Ann's CE Primary School

#### 3.34.1 Brief

St Ann's CE Primary School is located on Avenue Road within the St Ann's ward. The school has 216 pupils, 30% of which are driven to school equating to 65 cars in total. The school is not currently engaged on the TfL STARS programme. The school has two entrances; one on Avenue Road and one on North Grove. The former is much more heavily used. North Grove already has a point closure allowing pedestrians and cyclists through onto St Ann's Road. Avenue Road is one-way in the northbound direction. Both entrances have school keep clear markings and vertical signage. During the site visit, these were obeyed. The school entrance on Avenue Road was observed to be the most problematic with several vehicles speeding along the road as well as CPZ restrictions ignored by parents when dropping off and picking up. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.34.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Avenue Road due to the 'medium' air quality and existing road network. ANPR cameras and new signage will be used to enforce the school street.

#### 3.34.3 Costs

The expected capital costs for these measures are **£26,400**

The measures are detailed on the proposed design plan within Appendix A.

### 3.35 St Francis de Sales RC School

#### 3.35.1 Brief

St Francis de Sales RC School is located on Church Road in Northumberland Park and is categorised as 'orange' in Haringey's ranking of parking issues. The school has 658 pupils and is Gold accredited on the TfL STARS programme. 33% of children are driven to school equating to 217 cars. The school has three entrances; one on High Road which tends to be used by older children who are travelling to and from school independently; one on Church Road and one on Brereton Road, both of which account for the majority of dropping off and picking up. A site visit to the school highlighted that parents start parking on all nearby streets around 3pm and double parking and parking on double yellow lines is common. Congestion occurs on all the roads on the network surrounding the school, however the north corner of Brereton Road is a particular hotspot. The school has no controlled crossings and High Road is a collision hotspot. The quality of the air within 50m of the school is classified as 'medium' (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.35.2 Measures

School street: **Suitable (with recommendations for additional works)**

The location of the school is suitable for a school street with it's 'medium' air quality and high car usage. A school street may have an impact on the existing road network operations and comprehensive design and consultation is recommended.

The following measures are proposed:

- A one-way system around the school with Church Road going westbound, and Brereton Road going northbound and eastbound around the school;
- Installation of an ANPR CCTV camera to enforce timed road closures;
- New signage will enforce the new one-way system; and
- Pedestrian crossings are proposed on Church Road and Brereton Road, the most used entrances to the school.

It is recommended that a school street scheme is introduced to the roads surrounding St Francis de Sales RC School. However due to the existing number of parents driving and how congested the surrounding road network is, care will be needed. The aim of the one-way system is to induce behaviour change to reduce car usage.

#### 3.35.3 Costs

The expected capital costs for these measures are **£160,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.36 St Ignatius RC Primary School

#### 3.36.1 Brief

St Ignatius RC Primary School is located on St Ann's Road in Seven Sisters. The school has 388 pupils, 14% of those children are driven to school. This equates to 54 cars in total. The school is Bronze accredited on the TfL STARS programme. St Ann's Road itself suffers from congestion, however this is associated with the junction with High Road rather than from the school itself. There have been four reported collisions in the vicinity of the school, all on St Ann's Road. The school is located within 50m of an area designated as 'poor' for air quality, (greater than 40 micrograms NO<sub>2</sub> per metre cubed).

#### 3.36.2 Measures

School Street: **Unsuitable (with no other recommendations)**

The location of the school is not suitable for a school street despite the 'poor' air quality. A school street would have a significant impact on the existing road network operations. Additionally, there is already low car usage with most parents collecting children by active transport. Therefore, a school street is not suitable in this location. The school's poor air quality is due to its proximity to the A10 and B152.

No further measures are proposed at St Ignatius RC Primary School.

#### 3.36.3 Costs

As no measures are proposed there are no associated costs.

### 3.37 St James C of E Primary School

#### 3.37.1 Brief

St James C of E Primary School is located on Woodside Avenue in Highgate. The school has 255 pupils, of which 46% are driven to school, this equates to 117 cars. The school is not currently engaged on the TfL STARS programme. Congestion hotspots around the school have been identified, however these are considered to be predominantly due to through traffic and not to the school itself. The parking spaces outside the school are used by parents at drop off and pick up times. The school only has one entrance used by pupils and there are no school keep clear markings at the entrance. There have been no recorded collisions in the vicinity of the school and the school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.37.2 Measures

School Street: **Unsuitable (with no other recommendations)**

The location of the school is not suitable for a school street despite the 'medium' air quality. A school street would have a significant impact on the existing road network operations as Woodside Avenue is the main link between B550 and Great N Road. Additionally, there is already low car usage with most parents collecting children by active transport. Therefore, a school street is not suitable in this location.

No further measures are proposed at St James CE Primary School. Due to the existing pedestrian crossing outside of the school entrance, SKC linemarking installation is not necessary.

#### 3.37.3 Costs

As no measures are proposed there are no associated costs.

### 3.38 St John Vianney RC Primary School

#### 3.38.1 Brief

St John Vianney RC Primary School is located on Stanley Road in the St Ann's ward. The school has 233 pupils and is currently not accredited on the TfL STARS programme. The school has two entrances. The main entrance to the school is located off Ansley Walk which is a pedestrian/cyclist only pathway link between Albany Close and Wood Green Road. Majority of pedestrian drop offs observed were from this entrance. A secondary entrance to the school is located on Stanley Road. This entrance is observed to be primarily used by parents who drove to the school. Stanley Road was not observed to be highly congested, and has school keep clear markings with a vertical sign. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.38.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street due to the 'medium' air quality and existing road network. School streets are proposed on Stanley Road, Hallam Road and Harringay Road. ANPR cameras and new signage will be used to enforce the school street.

#### 3.38.3 Costs

The expected capital costs for these measures are **£42,800**

The measures are detailed on the proposed design plan within Appendix A.



### 3.39 St Martin of Porres RC Primary School

#### 3.39.1 Brief

St Martin of Porres RC Primary School is located on Blake Road in Bounds Green. The school has 251 pupils, of which 37% of those are driven to school. This equates to 93 cars in total. The school is Gold accredited on the TfL STARS programme and currently has no congestion hotspots. There are currently buildouts on two sides of the road outside the school and the traffic speeds between the build outs are low. However speeds on Blake Road are still high due to low traffic volumes. Many parents and pupils use the buildouts as a crossing point. The school has school keep clear markings which have become faded and these are enforced through a vertical sign. The school is located within 50m of an area designated as 'good' for air quality (less than 30 micrograms NO<sup>2</sup> per metre cubed).

#### 3.39.2 Measures

School Street: **Unsuitable (with no other recommendations)**

The location of the school is unsuitable for a school street due to low car usage and school location. The school is set back from the road by a long driveway which acts as a school street to deter parents driving up to the school entrance. The implementation of a school street in this location would have a negative impact on the wider road network operations as Blake Road is part of the main connection between A109 and Albert Road.

No further measures are proposed outside St Martin of Porres RC Primary School.

#### 3.39.3 Costs

As no measures are proposed there are no associated costs.

### **3.40 St Mary's CE School**

#### **3.40.1 Brief**

St Mary's CE Primary School is located on Rectory Gardens in Hornsey. The school has 592 pupils with around 10% of pupils being driven to school. The school is Gold accredited on the TfL STARS programme. The roundabout opposite the school has been identified as a congestion hotspot. The school also abuts a major road, High Street, and therefore a large number of pupils are dropped off here instead of Rectory Gardens. The entrance to the school outside Rectory Gardens has school keep clear markings, there is no vertical sign to enforce these. There have been 10 collisions near the school on High Street, which is a congested road. The school is located within 50m of an area designated as ranging from 'medium' to 'poor' for air quality, (it ranges between 40 - 55 micrograms NO<sup>2</sup> per metre cubed).

#### **3.40.2 Measures**

School Street: **No**

No further measures are proposed outside St Mary's CE School.

### 3.41 St Marys RC Primary School

#### 3.41.1 Brief

St Mary's RC Primary School is located on Hermitage Road in St Ann's. The school has 442 pupils and 31% children are driven to school; this equates to 137 cars. The school is Gold accredited on the TfL STARS programme. The school has two entrances, both on Hermitage Road. Both entrances are covered by school keep clear markings as well as vertical signage. A site visit found that several parents were seen parking on the double yellow lines on Hermitage Road itself during school drop off and pick up. The school has advised that they regularly place temporary traffic cones outside both school entrances to deter parents parking here. 4 collisions have been reported in the vicinity of the school. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.41.2 Measures

School Street: **Suitable (with recommendations for additional measures)**

The location of the school is suitable for a school street on Hermitage Road from the junction with St Ann's Road and Templeton Road. The school is suitable for a school street due to the 'medium' air quality and high vehicle usage. Other measures are also proposed to make the environment safer for school children. The following measures are proposed:

- The school street closure will be enforced through ANPR cameras as well as signage;
- Removal of the existing guardrail outside the school; and
- Proposed cycle stands to be installed outside both school entrances.

#### 3.41.3 Costs

The expected capital costs for these measures are **£55,000**

The measures are detailed on the proposed design plan within Appendix A.

### **3.42 St Michael's CE Primary School (N22)**

#### **3.42.1 Brief**

St Michael's CE Primary School is located on Bounds Green Road in Bounds Green. The school has 172 pupils, 16% of which are driven to school equating to a total of 28 cars. The school is currently Bronze accredited on the TfL STARS programme. The school has two entrances; an eastern and western entrance both on Bounds Green Road (a TfL road), neither entrance has school keep clear markings. A site visit highlighted that congestion was observed on Bounds Green Road at school pick up time, however the majority of parents and children were pedestrians with only a few driving. The school is located within 50m of an area designated as 'medium' for air quality (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### **3.42.2 Measures**

School Street: **Unsuitable (with no other recommendations)**

The location of the school is unsuitable for a school street despite the 'medium' air quality due to the location of the school on a TfL road. A school street would not be suitable on Bounds Green Road as this would impact the operation of the road network. As the congestion observed were from through traffic, implementing a red route through this section would not reduce congestion or improve safety.

No further measures are proposed outside St Michael's CE Primary School.

#### **3.42.3 Costs**

As no measures are proposed there are no associated costs.

### 3.43 St Michael's CE Primary School (N6)

#### 3.43.1 Brief

St Michael's CE Primary School is located on North Road in Highgate. The school has 446 pupils, 31% of which are driven to school, equating to 138 cars. The school is currently silver accredited on the TfL STARS programme. The school has two pedestrian entrances and two vehicle entrances. The entrances do not have school keep clear markings or signage but do have zigzags and a banner encouraging parents not to park. A site visit highlighted parking on double yellow lines by parents and parking (legally and illegally) on Castle Yard. Parents do not appear to be parking on North Road itself. It is very congested but not necessarily from this school itself, possibly from other schools in the area. Most parents appear to be walking on North Road to pick up children, with some walking in from Castle Yard. Slightly more parents approach from the north on North Road than from the south. Pick up seemed to be very spread out with at least 45 minutes of parents arriving. The school is located within 50m of an area designated as 'poor' for air quality (greater than 40 micrograms NO<sub>2</sub> per metre cubed).

#### 3.43.2 Measures

##### School Street: **Unsuitable (with recommendations for additional works)**

A school street is unsuitable in this location despite the 'poor' air quality due to the low car usage and its location on North Road. North Road is a main road and a school street in this location would have a significant impact on the road operations and result in traffic congestion elsewhere on the network. As the congestion observed were from through traffic, implementing a red route through this section would not reduce congestion or improve safety.

It is recommended that formal school keep clear markings and a vertical sign are implemented south of the zebra crossing zigzags St Michael's CE Primary School.

#### 3.43.3 Costs

The expected capital costs for these measures are **£400**

### 3.44 St Paul's & All Hallows C of E Federation

#### 3.44.1 Brief

St Paul's & All Hallows C of E Federation is located on Park Lane in Northumberland Park. The school has 365 pupils, 23% of which are driven to school, equating to 84 cars in total. The school is currently gold accredited on the TfL STARS programme. The school has one entrance on Park Lane and has school keep clear markings and vertical signs. Park Lane itself get congested at school times, it is a no through road, so all the vehicles turn around outside the school. There are no crossing facilities on Park Lane and when the parking is full pedestrians crossing have restricted sightlines. The air quality surrounding the school has been classified as 'medium' (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.44.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Park Lane due to the 'medium' air quality and car usage. ANPR cameras and new signage will be used to enforce the school street.

#### 3.44.3 Costs

The expected capital costs for these measures are **£42,800**

The measures are detailed on the proposed design plan within Appendix A.

### 3.45 St Paul's Catholic Primary School

#### 3.45.1 Brief

St Paul's Catholic Primary School is located on Bradley Road in Woodside and is categorised as 'orange' in Haringey's ranking of parking issues. The school has 202 pupils and is Gold accredited on the TfL STARS programme. 26% of children are driven to school, equating to 53 cars. The school has two entrances; one on Barratt Avenue and one on Bradley Road, which is the main access. A site visit highlighted the congestion on Barratt Avenue during drop off and pick up times. This also highlighted that the majority of the congestion on Barret Avenue is through traffic. There are no school keep clear markings on the Barret Avenue entrance of the school resulting in a lot of cars parking and pedestrians have restricted sightlines when crossing the road. A CPZ covers the area and is operational during the opening hours of the school. The quality of the air within 50m of the school is classified as 'medium' (between 30 and 40 micrograms NO<sup>2</sup> per metre cubed). The school has no controlled crossings and there have been no collisions within the area. The school has informed Council that the entrance on Bradley Road will be permanently closed.

#### 3.45.2 Measures

School street: **Suitable (with recommendations for additional measures)**

The location of the school is suitable for a school street on Barret Avenue due to the 'medium' air quality, car usage and congestion. The following measures are proposed:

- The school street will cover Barret Avenue from the junction with Station Road to the junction with Park Avenue;
- It will be enforced through ANPR cameras and signs at the Park Avenue junction;

#### 3.45.3 Costs

The expected capital costs for these measures are **£21,400**

The measures are detailed on the proposed design plan within Appendix C.

### 3.46 St Peter in Chains RC Infant School

#### 3.46.1 Brief

St Peter in Chains RC Infant School is located on Elm Grove, whilst the nearby St Gildas Catholic Junior school has entrances on Dickenson Road and Oakington Way, both are in Crouch End. St Peter in Chains has 119 pupils with 14% of those driven to school. This equates to 14 cars in total. The school is Silver accredited on the TfL STARS programme and is in a location of high car use. The entrance is covered by school keep clear markings which are in good condition and are enforced by vertical signs. The Elm Grove E/W and Elm Grove N/S junction has been highlighted as an area of congestion during school drop off and pick up times, a site visit also highlighted that there were several unsafe turning and reversing movements at this junction with a few cars parked on the double yellow lines. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.46.2 Measures

School Street: **No**

The location of the school is not suitable for a school street, however other measures which take into account the neighbouring St Gildas School have been proposed:

- A one way on Tregaron Avenue and Elm Grove heading East;
- A one way on Elm Grove heading South;
- A one way on Dickenson Road heading West;
- A one way on Oakington Road heading South;
- A one way on Broston Grove heading North; and
- New signage to enforce.

#### 3.46.3 Costs

The expected capital costs for these measures are **£10,000**

The measures are detailed on the proposed design plan within Appendix A.



### 3.47 St Gildas' RC Junior School

#### 3.47.1 Brief

St Gildas' RC Junior School is located on Oakington Way with two entrances on Dickenson Road, whilst the nearby St Peter's in Chains RC Infant School has an entrance on Elm Grove. Both schools are located in Crouch End. The school has 217 pupils, 35.5% of which are driven to school equating to 77 cars in total. The Oakington Way entrance is not heavily used; the children who are exiting this way are mainly heading north. Some car parking space for teachers is provided here; enough for 2 vehicles. The entrances on Dickenson Road had an even split of pedestrians heading in either direction. Some parking congestion was observed on Dickenson Road and Ella Road, with double yellow lines being ignored. Vehicular traffic mainly entered via Crouch Hill and exited via left turn into Briston Grove or Elm Grove. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sub>2</sub> per metre cubed).

Due to this school being located so close to St Peter in Chains RC Infant School, proposals were produced serving both schools simultaneously. Please see St Peter in Chains for costing information.

#### 3.47.2 Measures

School Street: **No**

The location of the school is not suitable for a school street, however other measures which take into account the neighbouring St Peter's in Chains RC Infant School have been proposed:

- A one way on Tregaron Avenue and Elm Grove heading East;
- A one way on Elm Grove heading South;
- A one way on Dickenson Road heading West;
- A one way on Oakington Road heading South;
- A one way on Broston Grove heading North; and
- New signage to enforce.

#### 3.47.3 Costs

There are no expected capital costs for these measures as they are encompassed within the measures for St Peter's in Chains RC Infant School.

The measures are detailed on the proposed design plan within Appendix A.

### 3.48 Stroud Green Primary School

#### 3.48.1 Brief

Stroud Green Primary School is located on Woodstock Green in the Stroud Green ward. The school has 240 pupils, 12% of which are driven to school equating to 29 cars in total. The school is currently gold accredited on the TfL STARS programme. The school has three entrances; two on Perth Road and one on Woodstock Road. The Woodstock Road entrance appears to be the most frequently used entrance. The northern most entrance on Perth Road also has a considerable amount of pedestrian traffic. The entrances have school keep clear markings, however there are no vertical signs present; a site visit highlighted that the school keep clear markings were obeyed. Some illegal parking as observed including stopping in the road and using hazard lights. The majority of parents and children were observed walking. The raised pedestrian crossing on Perth Road was noted as a pinch point. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.48.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street due to 'medium' air quality and the existing road network. School streets are proposed on Woodstock Road from the junction with Perth Road and the junction with Stroud Green Road. ANPR cameras and new signage will be used to enforce the school street. Consultation with businesses in the area would be required to implement this school street.

#### 3.48.3 Costs

The expected capital costs for these measures are **£42,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.49 Tetherdown Primary School

#### 3.49.1 Brief

Tetherdown primary school is located on Grand Avenue in Fortis Green. The school has 414 pupils, with 14% of those being driven to school, equating to 58 cars in total. The school has two entrances, one on Grand Avenue and one which connects to both Southern Road and Woodside Avenue. A site visit highlighted that the majority of pupils arrive to school by foot with some cars parking in front of driveways on Grand Avenue for drop off and pick up. There are no formal crossing points on Grand Avenue. The school keep clear markings at the entrances are in good condition and are enforced through a vertical sign. There are no particular congestion hotspots highlighted and there have been no collisions reported near the school. The school is currently engaged with the TfL STARS programme but has not achieved an accreditation. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.49.2 Measures

School Street: **Unsuitable (with no other recommendations)**

A school street is unsuitable in this location despite the 'medium' air quality due to the low car use. The existing parking issues in the area are a result of resident parking and are not associated with the school. Therefore, implementing in a school street in this location would not lower existing car use or resolve parking issues.

No further measures are proposed outside Tetherdown Primary School.

#### 3.49.3 Costs

As no measures are proposed there are no associated costs.

### 3.50 The Highgate School

#### 3.50.1 Brief

The Highgate School is located on Bishopswood Road and is currently gold accredited on the TfL STARS programme and is ranked 'orange' in its priority level for parking issues. No mode share data has been provided. The school has one entrance on Bishopswood Road itself and there are school keep clear markings and a vertical sign outside the entrance. A site visit highlighted that no illegal stopping occurs however drop off does occur in front of the school and cars queue from Broadlands Road up to school entrance because parents wait all along the street to drop off children right in front of the school entrance. Each drop-off delays traffic by 15-30 seconds. Due to the high car use, restricting access to Bishopswood Road with a School Street during drop-off and pick-up hours might move congestion to nearby roads, particularly in the junction between Broadlands Road and Bishopswood Road. The air quality surrounding the school has been classified as 'poor' (greater than 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.50.2 Measures

School street: **Suitable (with no other recommendations)**

The Highgate School is a suitable location for a school street due to the 'poor' air quality and high traffic volumes. A school street is proposed to extend between Broadlands Road and Hampstead Lane. This will be enforced through ANPR cameras and signage.

#### 3.50.3 Costs

The expected capital costs for these measures are **£22,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.51 The Mulberry Primary School

#### 3.51.1 Brief

The Mulberry Primary School is within Tottenham Hale and is ranked 'orange' as a hotspot for parking issues. The school has 671 pupils with 18% of those pupils being driven to school via car, which equates to 121 cars. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sub>2</sub> per metre cubed). The school is Gold accredited on the TfL STARS programme. The Parkhurst Road junction with Dowsett Road has been highlighted as a congestion hotspot. Parkhurst Road is generally a quiet road other than the 15-minute morning school peak period where parents parking and conducting U-turns causes congestion. A site visit highlighted that traffic queues up from the junction with Dowsett Road due to higher traffic in main road and tight turning radius that creates a pinch point.

Four collisions have been reported near the school, along with reports of bad parking and attitude from parents around pick up and drop off time. A camera has already been installed to monitor the existing school keep clear markings.

#### 3.51.2 Measures

School street: **Unsuitable (with recommendations for additional works)**

The Mulberry Primary School is not a suitable location for a school street despite the 'medium' air quality and congestion due to existing road network. The road network operations would be impacted by the implementation of a school street resulting in congestion elsewhere in the network. Additionally, a school street in this location would require a large number of cameras. This would result in an expensive construction and maintenance process.

However other measures have been proposed in order ease the issues surrounding the school pick up and drop off. These include

- Create a one-way system on Pankhurst Road, allowing contraflow cycling. This will prevent U-turns happening surrounding the school; and
- Increase the footway width outside the school entrance in order to reduce vehicle speeds and the pedestrian crossing distance.

#### 3.51.3 Costs

The expected capital costs for these measures are **£82,000**

The measures are detailed on the proposed design plan within Appendix A.

### 3.52 The Willows on Broadwaters

#### 3.52.1 Brief

The Willows on Broadwaters learning campus is located on Adams Road in West Green and is categorised as 'orange' in Haringey's ranking of parking issues. The school has 494 pupils and is Gold accredited on the TfL STARS programme. 14% of children are driven to school, equating to 69 cars. The school has two entrances in operation, both on Adams Road. The eastern entrance is less used than the western entrance, however both are busy. A site visit highlighted that Adams Road is dangerous as its narrow, has limited sightlines due to parking and footway buildouts and a lot of vans use it as a through route. The road currently has two zebra crossings on it, neither are line marked correctly nor have enough capacity to accommodate the volume of people using it at peak times. A number of minibuses are used for the school and these add to the congestion due to them queuing up outside the school. Parents were observed parking in the driveway of the estate parking are to drop off children and using estate parking to turn around. Cars are also parking on the DYL on the western approach to the western entrance leading to vehicles not being able to pull to the side to let others pass, therefore vehicles are reversing to Freedom Road to enable give way.

The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed) and 2 reported collisions have been reported in the vicinity of the school.

#### 3.52.2 Measures

School street: **Suitable (with recommendations for additional measures)**

The location of the school is suitable for a school street due to the 'medium' air quality, congestion and existing congestion on the road network. A school street is proposed on Adams Road, covering both entrances. The following measures are proposed:

- The school street will cover all of Adams Road from the junction with Martlesham Road to part of Freedom Road;
- It will be enforced through ANPR cameras and signs at the Martlesham Road, Gloucester Road and Freedom Road junctions; and
- The existing crossing near the western entrance will be upgraded and a new pedestrian crossing provided near the eastern entrance.

#### 3.52.3 Costs

The expected capital costs for these measures are **£82,800**

The measures are detailed on the proposed design plan within Appendix A.

### 3.53 Tiverton Primary School

#### 3.53.1 Brief

Tiverton Primary School is located on Pulford Road in Seven Sisters and is categorised as 'orange' in Haringey's ranking of parking issues. The school 374 pupils and is silver accredited on the TfL STARS programme. 19% of children are driven to school, equating to 71 cars. The school has two entrances; one on Netherton Road which is less used and one on Pulford Road which seems to be the most used entrance and is a congestion hotspot. The school is covered by a CPZ which operates during school hours. The parking bays close to the school are not highly utilised by residents and instead used by parents when dropping off children for school. A site visit highlighted that parents were seen reversing out of Pulford Road and around the junction causing conflicts as well as parents dropping off children right by the school keep clear markings.

The quality of the air within 50m of the school is classified as 'medium' (between 30 and 40 micrograms NO<sup>2</sup> per metre cubed) and there have been six reported collisions in the vicinity of the school.

#### 3.53.2 Measures

School street: **Suitable (with recommendations for additional measures)**

The location of the school is suitable for a school street due to the 'medium' air quality, congestion and road safety adjacent to the school. A school street is proposed on Pulford Road, from the junction with Fladbury Road. The following measures are proposed:

- The school street will cover the section of Pulford Road up to Fladbury Road;
- It will be enforced through ANPR cameras and signs at Fladbury Road junction; and
- The existing school vehicle entrance will be upgraded.

#### 3.53.3 Costs

The expected capital costs for these measures are **£40,000**. Note that we have put in an approximate cost for the school vehicle entrance upgrade as cost will be dependent on the extent of the scheme.

The measures are detailed on the proposed design plan within Appendix A.

### 3.54 Trinity Primary Academy School

#### 3.54.1 Brief

Trinity Primary Academy School is located on Bounds Green Road in the Woodside ward. The school has 448 pupils, 21% of which are driven to school equating to 94 cars in total. The school is currently not accredited on the TfL STARS programme, but they are engaged in the process. The school has three entrances; two on Bounds Green Road and one on Trinity Road. All entrances have school keep clear markings and vertical signs present. There is a signalised pedestrian crossing on Trinity Road, where the line markings are very faded. During the site visit many parents with their children were observed coming out of the western Bounds Green Road entrance and crossing Bounds Green Road directly without using the signalised crossing. Dangerous driving behaviour was observed opposite the western Bounds Green Road entrance and a lot of idling cars on DYLS. Significant issues on Trinity Road entrance with parking and congestion was observed, this section of Trinity Road is narrow, and pedestrians are at a high level of risk. The air quality surrounding the school has been classified as 'poor' (greater than 40 micrograms NO<sub>2</sub> per metre cubed).

#### 3.54.2 Measures

School Street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street due to the 'poor' air quality, congestion and road safety in vicinity of the school. A school street is proposed on Trinity Road from the junction with High Road to halfway along Trinity Garden. ANPR cameras and new signage will be used to enforce the school street on the High Road end.

Similarly as with St Michaels C of E Primary School (N22) opposite it, while a school street is needed on Bounds Green Road, implementation is not possible without negatively impacting the wider road network.

Note: The Civic Centre car park would be impacted by this proposal and therefore consultation with the users of this car park is recommended.

#### 3.54.3 Costs

The expected capital costs for these measures are **£21,000**

The measures are detailed on the proposed design plan within Appendix A.



### 3.55 Welbourne Primary School and Children's Centre

#### 3.55.1 Brief

Welbourne Primary School and Children's Centre is located on Stainby Road in Tottenham Hale and is categorised as 'orange' in Haringey's ranking of parking issues. The school has 631 pupils and is Gold accredited on the TfL STARS programme. 13% of children are driven to school, equating to 82 cars. The school has three entrances, two on Stainby Road and one on High Cross Road. The area is covered by a CPZ which operates during school hours and there are P&D parking bays available right outside the Stainby Road school entrance with no school keep clear markings. There are school keep clear markings on the school entrance on High Cross and a site visit highlighted parents parking and waiting on the double yellow lines near the school.

The quality of the air within 50m of the school is classified as 'medium' (between 30 and 40 micrograms NO<sub>2</sub> per metre cubed) and there have been four reported collisions in the vicinity of the school.

#### 3.55.2 Measures

School street: **Suitable (with no other recommendations)**

The location of the school is suitable for a school street on Stainby Road and High Cross Road due to the 'medium' air quality and congestion associated with the school. The following measures are proposed:

- School street on High Cross Road west of Hale Gardens;
- School street on both Stainby Road and Montague Road;
- Enforced by ANPR cameras on the Montague Road / Antill Road junctions and the High Cross Road / Hale Gardens junction

The proposed school streets would have an impact on residential parking and therefore would require public consultation.

#### 3.55.3 Costs

The expected capital costs for these measures are **£62,800**

The measures are detailed on the proposed design plan within Appendix A.

### 3.56 West Green Primary School

#### 3.56.1 Brief

West Green Primary School is located on Woodlands Park Road in the St Ann's ward. The school has 209 pupils, 14% of which are driven to school equating to 29 cars in total. The school is currently gold accredited on the TfL STARS programme. The school has one entrance on Woodlands Park Road which has school keep clear markings and vertical signs in good condition. These were accompanied by yellow no parking cones, which were brought to the kerb once the gates opened. The majority of school pedestrian footfall on Woodlands Park Road headed north, with the zebra crossing on A504 being heavily utilised. Very few vehicles were observed picking children up. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sub>2</sub> per metre cubed).

#### 3.56.2 Measures

School Street: **Suitable (with recommendations)**

The West Green Primary School is suitable location for a school street due to the 'medium' air quality due to the level of car usage as observed on site. The medium air quality rating also likely due to the school's location on the A504.

- Woodlands Park Road proposed build out footway to allow for social distancing, ped rails to be removed and reused along new kerb line
- Lining to be refreshed, existing island at junction with West Green Road to be removed and carriageway be made good.
- ANPR CCTV cameras on Terront Road or Woodlands Park Road (whichever is deemed the most appropriate with the school) to enforce a timed closure.

#### 3.56.3 Costs

The expected capital costs for these measures are **£120,000**

### 3.57 Weston Park Primary School

#### 3.57.1 Brief

Weston Park Primary School is located on Denton Road in Stroud Green. The school has 312 pupils with 9% of those being driven to school, this equates to 27 cars. The school has two entrances; one on Denton Road and a second which connects through Stationers Park to Mayfield Road. The second entrance is the main entrance used by pupils. The majority of pupils were witnessed walking to school; however, Mayfield Road was considerably congested on both sides of the road during drop off time, with congestion building up around the entrance to Stationers Park. Denton Road has school keep clear markings and a vertical sign; however, they are not enforceable as the markings are not symmetrical. The school is Bronze accredited on the TfL STARS programme. The school is located within 50m of an area designated as 'medium' for air quality, (between 30 - 40 micrograms NO<sup>2</sup> per metre cubed).

#### 3.57.2 Measures

School Street: **Yes**

The location of the school is suitable for a school street. Two school streets are proposed:

- A school street on Denton Road, from the junction with Weston Park to Ridge Road;
- A school street on Mayfield Road, from the junction with Weston Park to Ridge Road; and
- ANPR cameras and new signage will be used to enforce these school streets.

#### 3.57.3 Costs

The expected capital costs for these measures are **£90,000**

The measures are detailed on the proposed design plan within Appendix A.

## Appendix A – Proposal Design Plans

link to Haringey Server for full list of maps

[\\Lboh.local\\lboh-shared-  
data\\HgyF\\AllF\\SmarterTravel](\\Lboh.local\\lboh-shared-data\\HgyF\\AllF\\SmarterTravel)

Or Contact: [smarter.travel@haringey.gov.uk](mailto:smarter.travel@haringey.gov.uk)  
for large pdf file containing all maps

## Quality

It is the policy of Project Centre to supply Services that meet or exceed our clients' expectations of Quality and Service. To this end, the Company's Quality Management System (QMS) has been structured to encompass all aspects of the Company's activities including such areas as Sales, Design and Client Service.

By adopting our QMS on all aspects of the Company, Project Centre aims to achieve the following objectives:

- Ensure a clear understanding of customer requirements;
- Ensure projects are completed to programme and within budget;
- Improve productivity by having consistent procedures;
- Increase flexibility of staff and systems through the adoption of a common approach to staff appraisal and training;
- Continually improve the standard of service we provide internally and externally;
- Achieve continuous and appropriate improvement in all aspects of the company;

Our Quality Management Manual is supported by detailed operational documentation. These relate to codes of practice, technical specifications, work instructions, Key Performance Indicators, and other relevant documentation to form a working set of documents governing the required work practices throughout the Company.

All employees are trained to understand and discharge their individual responsibilities to ensure the effective operation of the Quality Management System.



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**Report for:** Cabinet – 10 November 2020

**Item number:** To be added by the Committee Section

**Title:** Determination of the Council's School Admission Arrangements for the academic year 2022/23 – Consultation

**Report authorised by:** Eveleen Riordan, Assistant Director for Schools and Learning



**Lead Officer:** Carlo Kodsi, Head of Admissions and School Organisation ext. 1823,  
[carlo.kodsi@haringey.gov.uk](mailto:carlo.kodsi@haringey.gov.uk)

**Ward(s) affected:** All

**Report for Key/  
Non-Key Decision:** Key

## 1. Describe the issue under consideration

### 1.1 This report and the attached appendices set out:

- The proposed admission arrangements for entry to school in the academic year 2022/23 for Haringey's community<sup>1</sup> and voluntary controlled (VC), nursery, infant, junior, primary, secondary and sixth form settings.
- Haringey's proposed scheme for in-year admission for the academic year 2022/23. In-year admission relates to applications which are received at any point throughout the year other than for reception or secondary school transfer.
- Haringey's proposed In-Year Fair Access Protocol (IYFAP) for the year starting 1 March 2021 which all Haringey schools and academies must follow.
- The co-ordinated scheme<sup>2</sup> for the admission of children to maintained primary and secondary schools and academies for the 2022/23 year of entry.

## 2. Cabinet Member Introduction

- 2.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are proposed and determined by admission authorities. The local authority is the admission authority for the borough's community and VC schools.

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<sup>1</sup> A community school in England and Wales is a type of state-funded school in which the local education authority (LEA) employs the school's staff, is responsible for the school's admissions and owns the school's estate.

<sup>2</sup> The scheme which each Local Authority is required to formulate in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies. The co-ordinated scheme has been successful in meeting its main aim of eliminating or greatly reducing multiple offers of school places.

2.2 Every local authority must also publish a co-ordinated scheme which sets out the procedures all schools and academies must follow to co-ordinate the admission process for the reception and secondary transfer admissions round to ensure that all residents are offered a school place.

2.3 This approval of Cabinet is sought to commence a six-week period of statutory consultation. The details of the proposed consultation is set out in paragraph 3 below.

### 3. Recommendations

3.1 Cabinet is asked to:

- agree to commence consultation on the proposed admission arrangements, including the proposed in-year admissions scheme for the academic year 2022/23;
- agree to commence consultation on the proposed In-Year Fair Access Protocol which will be referred to as IYFAP in this report which, if agreed by Cabinet on 10 November 2020, will come into force on 1 March 2021;
- agree that the co-ordinated scheme for the admission of children to maintained primary and secondary schools as set out in Appendix 8 of this report can be published on the Haringey website on 1 January 2021;
- note that the proposed consultation on the proposed admission arrangements is proposed to take place between **24 November 2020 and 5 January 2021 as scheduled**;
- note that following the consultation, a report will be prepared summarising the representations received from the consultation and a decision on the final admission arrangements and the In-Year Fair Access Protocol will be taken by Cabinet in February 2021.

### 4. Reasons for decision

4.1 The purpose of the proposed consultation is to ensure that our proposed admission arrangements for 2022/23 are consulted upon and the co-ordinated scheme is set in accordance with the mandatory provisions of the School Admissions Code 2014.

4.2 The School Admissions Code (2014) requires all admission authorities to publicly consult on their admission arrangements where changes are being proposed. The Code stipulates that if no changes are made to admission arrangements, they must be consulted on at least once every 7 years.

4.3 We consult on our admission arrangements annually irrespective of whether or not there is a proposed change to the arrangements<sup>3</sup>. This is to ensure transparency and openness on the contents of our arrangements and to allow parents, carers and other stakeholders who might not have previously been interested in admission

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<sup>3</sup> The Schools Admission Code 2014 (para 1.42) sets out that when changes are proposed to admission arrangements, all admission authorities **must** consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.



arrangements (perhaps because they have no children of school age) to make a representation which can then be considered as part of the determination of the arrangements.

## 5. Alternative options considered

- 5.1 We are required by the School Admissions Code 2014 (para 1.42 – 1.45 of the Code) to carry out any consultation on our admission arrangements between 1 October and 31 January each year for a minimum period of six weeks. We are not proposing any changes to the proposed admission arrangements for the year 2022/23. As set out in para 4.3 above, we consult annually on our arrangements irrespective of whether we are proposing any changes, to allow transparency and openness in the process.
- 5.2 This year we are not proposing a change to the oversubscription criteria for community and VC schools. While there are other ways admission arrangements can influence the allocation of school places set out in the Schools Admissions Code 2014 (e.g. designated catchment areas, identified feeder schools or giving priority in our oversubscription criteria to children eligible for the early years premium/ pupil premium) no alternative option is being considered at the time of writing this report.

## 6. Background information

- 6.1 Ensuring there is a transparent and objective school admissions process is a statutory and integral part of the Council's work. Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.
- 6.2 The Council is the admission authority for community and voluntary controlled (VC) schools within the borough and is therefore responsible for determining the admission arrangements for these schools.
- 6.3 Academies, foundation schools and voluntary aided (VA) schools are their own admissions authority; they must consult on and then determine their own admissions arrangements by 28 February 2021. The Council has a statutory duty to monitor the arrangements determined by own admitting authority schools to ensure compliance with the School Admissions Code 2014. This report does **not** deal with admission arrangements for any academies, foundation or voluntary aided schools.
- 6.4 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school.
- 6.5 Admission authorities are responsible for admissions and must act in accordance with the School Admissions Code (2014), the School Admission Appeals Code (2012), other laws relating to admissions, and relevant human rights and equalities legislation.

### Oversubscription criteria

- 6.6 The admission authority for the school must set out in their arrangements the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied.

- 6.7 Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation.
- 6.8 Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.
- 6.9 Admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.

#### In Year Fair Access Protocol (IYFAP)

- 6.10 An In-Year Fair Access Protocol (IYFAP) has been agreed in Haringey to ensure unplaced children, especially the most vulnerable, are offered a school place without delay and is a statutory requirement set out in the School Admissions Code 2014 (paras 6 and 3.9 – 3.15 of the Code). In using the Protocol, it ensures that these children and young people are shared fairly across all Haringey schools and that this process is open and transparent. Haringey's Protocol is consulted on annually and para 3 of the Protocol in Appendix 5 sets out that "it is essential to the success of IYFAP that all Headteachers and governing bodies agree to the aims, principles and procedures and give their fullest support."
- 6.11 This year key stakeholders (panel members such as headteachers or their designated representative who enforce the protocol) will be consulted on a minor alteration to the protocol in relation to managed moves<sup>4</sup>. Managed moves can be arranged for children at the risk of permanent exclusion and will be agreed between the substantive and receiving school and the family outside the panel.
- 6.12 The change to the protocol proposes a more robust system of tracking so an accurate record of managed moves currently in progress can be maintained by the local authority. All schools would be expected to inform the Admissions Service when a managed move has been instigated and also the outcome i.e. when a pupil moves permanently to their new school or that it is determined that they should remain at their original school.

#### Consultation

- 6.13 Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. The Code stipulates that if no changes are made to admission arrangements, they must be consulted on at least once every 7 years. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January in the year before those arrangements are to apply.
- 6.14 This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- 6.15 Admission authorities **must** consult with:

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<sup>4</sup> The term managed move refers to the transfer of a pupil who is at serious risk of permanent exclusion from one school to another. Managed moves are intended to provide a way to avoid the need for permanent exclusion in cases where a full range of inclusion strategies have been applied and these have not been lastingly effective.

- a. parents of children between the ages of two and eighteen;
- b. other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c. all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d. whichever of the governing body and the local authority who are not the admission authority;
- e. any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f. in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

6.16 This report will ask for approval from Cabinet to consult on our proposed admission arrangements between 24 November 2020 – 5 January 2021.

Proposed consultation and determination timetable

Stage	What happens	Dates and timescales
1	Consultation on admission arrangements which includes: <ul style="list-style-type: none"> <li>• Nursery arrangements</li> <li>• Reception class and junior admissions</li> <li>• Secondary admissions</li> <li>• In-year admissions</li> <li>• In year fair access protocol</li> <li>• Sixth form admissions</li> </ul>	24 November 2020 to 5 January 2021
2	Cabinet to: <ul style="list-style-type: none"> <li>• determine the admission arrangements for Haringey community schools, nursery classes, primary, infant, junior and secondary schools and St Aidan's voluntary controlled School.</li> <li>• determine the admission arrangements for students starting sixth form.</li> <li>• determine the In-Year Fair Access Protocol (IYFAP).</li> </ul>	February 2021
3	Last date by which all admission authorities, including academies, can determine admission arrangements	28 February 2021
4	Determined admissions arrangements must be published on LA website	15 March 2021

6.17 To ensure as wide a consultation as possible we intend to provide details of the proposed admission arrangements in the following ways:

- through the Schools Bulletin which is distributed to the headteacher and chair of governors of every school in the borough
- to all children's centres in the borough
- to all registered nurseries and child minders and any other early years providers
- on the Council's online primary and secondary admissions page
- via information in all libraries across the borough
- to all councillors
- to both MPs with constituencies in Haringey
- to the diocesan authorities
- to neighbouring authorities
- other groups, bodies, parents and carers as appropriate

#### Co-ordinated scheme

- 6.18 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all schools within their area.
- 6.19 All admission authorities must participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme. Local authorities must make application forms available to parents who wish to apply to a school in a neighbouring area which operates a different age of transfer (e.g. middle schools), and process these as it would in its normal admissions round.

#### **7. Contribution to strategic outcomes**

- 7.1 Ensuring we have a transparent and objective school admissions process with oversubscription criteria that is reasonable, clear, objective and compliant with all relevant legislation, including equalities legislation, underpins Priority 1 in the Corporate Plan which seeks to enable every child to have the best start in life with access to high quality education.

#### **8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

- 8.1 Below are financial, governance and legal and equality comments.

##### **Comments of the Chief Finance Officer and financial implications**

- 8.2 The Chief Financial Officer has been consulted in the production of this report and confirms that there are no direct financial implications as a result of the consultation proposals.

##### **Comments of the Assistant Director of Corporate Governance and legal implications**

- 8.3 The Assistant Director of Corporate Governance has been consulted on the contents of this report and comments as follows: The current School Admissions Code ('the Code') came into force in December 2014 issued by the Department for Education under section 84 of the School Standards and Framework Act 1998. The Code is to be read alongside the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 ("the Regulations"). The Code and the Regulations apply to admission arrangements determined in 2015 and later years. In determining its admission arrangements for

2022-2023 the Council has a statutory duty as an admissions authority to act in accordance with the Regulations and with the relevant provisions of the Code. It must also as a result of its duty under section 149 of the Equality Act 2010 have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct which is prohibited by or under the Act, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.

- 8.4 Paragraph 15 of the Code states that all schools must have admission arrangements that clearly set out how children will be admitted including the criteria that will be applied if there are more applications than places at the school. As part of determining its admission arrangements, the Council must set an admission number (called the Published Admission Number or PAN) for each school's "relevant age group" i.e. the age group at which pupils are or will normally be admitted to the school.
- 8.5 School admission arrangements are determined by admission authorities. Generally, the admission authority for community and voluntary controlled schools is the local authority. Admission authorities must set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to the admission arrangements, they must be consulted on at least once every 7 years. Consultation must be for a minimum of 6 weeks to take place between 1 October and 31 January of the determination year. The Code also requires the admissions authority for the duration of the consultation to publish a copy of the full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admissions authority to whom comments may be sent and the areas on which comments are not sought. Consultation must be undertaken when proposals are still at a formative stage. It must include sufficient reasons for particular proposals to allow those consulted to give intelligent consideration and an intelligent response, adequate time must be given for this purpose and the product of the consultation must be conscientiously taken into account when the ultimate decision is taken.
- 8.6 In relation to consultation the Council must consult with parents of children between the ages of two and eighteen; other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions; all other admission authorities within the relevant area; whichever of the governing body and the local authority who are not the admission authority; any adjoining neighbouring local authorities where the admission authority is the local authority and in the case of faith schools, the body or person representing the religion or religious denomination. The authority must also for the duration of the consultation publish a copy of the full proposed admission arrangements (including the PAN) on its website together with details to whom comments should be sent and the areas on which comments are not sought.
- 8.7 It is the responsibility of the authority to ensure that admission arrangements are compliant with the Code. Arrangements mean overall procedures, practices, criteria and supplementary information to be used in deciding on the allocation of school places. In drawing up the arrangements, the authority must ensure that the practices and criteria used are reasonable, fair, clear and objective and comply with the relevant legislation including equalities legislation. Parents should be able to look at the set of arrangements and understand easily how places will be allocated. It is for the authority to decide which criteria would be the most suitable according to local circumstances.
- 8.8 Each year all local authorities must formulate and publish on their website a



scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area. All admission authorities must participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme. There is no requirement for local authorities to co-ordinate in-year applications, but the authority must provide information in a composite prospectus as to how in-year applications can be made and how they will be dealt with.

- 8.9 The Code requires that the Council must have an In Year Fair Access Protocol agreed with the majority of schools in its area to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Cabinet Members will see the Proposed In-Year Fair Access Protocol at Appendix 5.
- 8.10 The proposed admission arrangements for 2022-2023, the proposed co-ordinated scheme, the proposed IYFAP and the proposed consultation on the proposed admission arrangements for 2022-2023 would appear to be in compliance with the Code and the Regulations.

### **Equalities and Community Cohesion Comments**

- 8.11 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

- 8.12 The proposed admission arrangements set out in this report comply with the public sector equality duty and ensures that, as an admission authority, the Council's arrangements do not directly or indirectly unfairly disadvantage a child or adult that possesses any of the characteristics protected under sections 4-12 of the Equality Act 2010.
- 8.13 An Equalities Impact Assessment (EqIA) has been carried out to ascertain whether the proposed Admission Arrangements for entry to school in the academic year 2022/23, including in-year admissions, Haringey's In-Year Fair Access Protocol, and the co-ordinated scheme for the admission of children to maintained primary and secondary schools, and academies, could have an impact on protected groups and whether there are steps that can and/or should be taken to mitigate against such an impact.
- 8.14 While the proposed admission arrangements for 2022/23 do not differ materially from the arrangements for previous years, the EqIA highlighted the potential for a disproportionate impact for migrant children. It is recognised that Haringey's in-year admissions could mean that migrant children arriving in the borough after 11th December 2020 (Secondary Transfer) and 12th February 2021 (Starting Reception) could have their applications dealt with as a late application. To mitigate potential

inequalities, Haringey will accept late applications and process them as on time only if they are late for a good reason and supported by written independent evidence. Upon receipt of the written independent evidence, each case will be decided on its own merits. This approach is seen as fair and necessary, and in line with the Pan London co-ordinated scheme and the School Admissions Code (2014) which defines the application deadlines as 'closing dates' at paragraph 1.32C. The proposed decision, therefore, represents a proportionate means of achieving a legitimate aim.

- 8.15 The consultation process on the proposed admission arrangements is scheduled to take place for six weeks between 24 November 2020 and 5 January 2021 and will be used to help populate and inform the final version of the updated EqIA which decision-makers will consider. The consultation will be available online and in paper format, accessible in public buildings such as libraries, translated on request, and available in large print on request to ensure accessibility.
- 8.16 The Head of Admissions and School Organisation at Haringey Council will be responsible for monitoring. They will produce an annual report on admissions for all schools in Haringey, which will be sent the Office of the Schools Adjudicator which monitors the fairness of the admission arrangements. This information will be reported to the DfE and the OSA annually.

## 9. Use of Appendices

- 9.1 The following appendices support this report:

<b>Appendix 1</b>	Proposed admission criteria for nursery 2022
<b>Appendix 2</b>	Proposed admission criteria for reception and junior admissions 2022
<b>Appendix 3</b>	Proposed admission criteria for secondary 2022
<b>Appendix 4</b>	Proposed admission criteria for in-year admissions 2022
<b>Appendix 5</b>	Proposed In-Year Fair Access Protocol for Haringey schools
<b>Appendix 6</b>	Proposed admission criteria for Sixth Form 2022
<b>Appendix 7</b>	EqIA
<b>Appendix 8</b>	Co-ordinated admissions scheme 2022-23

- 9.2 The full papers for this report can be viewed electronically on the Council's website at or in paper form at 8<sup>th</sup> Floor, River Park House, 225 High Road, London, N22 8HQ.

## 10. Local Government (Access to Information) Act 1985

- 10.1 This report contains no exempt information.

## Background

1. The Schools Standards and Framework Act 1998.
2. The Education Act 2002.
3. The Education and Inspections Act 2006.
4. Education and Skills Act 2008.
5. The School Admissions Code (December 2014).
6. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2014
7. The School Admissions (Infant Class Sizes) (England) Regulations 2012.
8. The School Admissions (Appeals Arrangements) (England) Regulations 2012.
9. The Education Act 2011.
10. The School Admissions Appeals Code (2012).

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## Starting Nursery in Haringey in September 2022

### Determined Admission Criteria for Nursery Classes in Community Primary Schools and St. Aidan's VC School

Children may have a part-time place in a nursery centre or a class attached to a school in the September following their third birthday. If there are more requests than part-time places available, the admission rules (over-subscription criteria) explained below will be used to decide which children will be admitted. There is no right of appeal against the decision to refuse admission of children to nurseries.

*Parents/carers should note that admission to a nursery class in a school does not guarantee a place in the reception class at the same school. Parent/carers must complete their home authority School Admissions Application Form, which will be available online, by 15 January in the academic year their child turns four.*

### Proposed Admission Criteria for part time places

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

#### 1. Children in Care/Looked After Children

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

#### 2. Social/Medical

Children who the Authority accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

#### 3. Brother or Sister (sibling)

Children who will have a brother or sister attending the school (or its associated Infant or Junior school) at the time of admission. A sibling is a full brother or sister, a step/half

brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.

#### **4. Children of staff**

Children whose parent is a member of teaching staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

#### **5. Distance**

Children whose home address is closest to the preferred school.

Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

#### **Tie breakers**

The tie breaker to decide between two applications that cannot otherwise be separated is children whose home address is closest to the school measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

The tiebreak for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) will be random allocation using a computerised system.

#### **Multiple births**

If only one place is available and the next child who qualifies for a place is one of multiple birth, the nursery centre or the school will go over their published admission number.

#### **Notes**

- (i) Home address is defined as the child's only or main residence
- (ii) Priority for children of teaching staff will be limited to one place for each form of entry in any year. Exception to this will apply to children of multiple birth or those born in the same academic year. All such applications must be submitted to the local authority and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

## **Determined Admission Criteria for Reception and Junior Admissions 2022**

### **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

#### **1. Children in Care / Looked After Children**

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

#### **2. Social Medical**

Children who the Authority accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

#### **3. Linked school**

This rule applies only to junior school admissions. Applicants attending an infant school will be prioritised under this rule for admission to the linked junior school. The Linked infant and junior schools in Haringey normally share the same names (e.g. Rokesly Infant School is linked to Rokesly Junior School) with the exception of St Peter-in-Chains Infant School and St Gildas' Junior School.

#### **4. Brother or Sister (sibling)**

Children with a brother or sister already attending the school or linked infant/junior school and who will still be attending on the date of admission.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

## **5. Children of staff**

Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

## **6. Distance**

Children whose home address is closest to the preferred school.

Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

### **Tie breakers**

The tie breaker to decide between two applications that cannot otherwise be separated is children whose home address is closest to the school, measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

The tiebreak for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) will be random allocation using a computerised system.

### **Multiple births**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth, we will ask community schools to go over their published admission number.

### **Notes**

- (i) Home address is defined as the child's only or main residence.
- (ii) A sibling is a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.
- (iii) Priority for children of teaching staff will be limited to one place for each form of entry in any year. Exception to this will apply to children of multiple birth or those born in the same academic year. All such applications must be submitted to the local authority and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.
- (iv) Haringey measures distance in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. Measurements by alternative systems or to other points will not be taken into account in any

circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random using a computerised system.

### **Deferred entry - before compulsory school age**

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code (2014), parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the point the child reaches compulsory school age nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

### **Summer born – Children educated outside their chronological age group**

Paragraph 2.17 of the School Admissions Code (2014) states that the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

The Council, as the admission authority for Haringey community and voluntary controlled (VC) schools will make a decision regarding summer born requests on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the child's individual needs and abilities and to consider whether these can best be met in Reception or Year one. It will also involve taking account of -

- the parents' views
- information about the child's academic, social and emotional development
- where relevant their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and
- the potential impact on the child of being admitted to year one without first having completed the reception year.

The views of the headteacher will be an important part of this consideration.

Parents should write to the Council giving reasons for their request. This should be accompanied by an application for the child's actual year group. The application will be processed and a school place will be secured in the child's actual year group. This place can later be withdrawn if the request for delayed admission is approved. Parents who are granted their request must then make a fresh application on paper which will be considered in accordance with the school's oversubscription criteria in the event of oversubscription. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

Consideration to these requests will be taken by a panel of Haringey officers in the summer term of the year in which the child will be admitted to his or her correct age group. The panel will meet following the primary National Offer Day. If the parents would like to make an application for an own admission authority school, they will need approach the relevant school with their request.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Published Admission Numbers (PAN)**

The published admission numbers for Haringey community and voluntary controlled (VC) primary schools for the 2022/23 school year will be as follows:

<b>School</b>	<b>Admission number</b>
Alexandra	60
Belmont Infant	56
Bounds Green	90
Bruce Grove	60
Campsbourne Infant	60
Coldfall	90
Coleridge	120
Crowland	60
The Devonshire Hill	60
Earlham	60
Earlsmead	60
Ferry Lane	30
Highgate	60
Lancasterian	60
Lea Valley	60
Lordship Lane	90

<b>School</b>	<b>Admission number</b>
The Mulberry	90
Muswell Hill	60
Rhodes Avenue	90
Risley Avenue	90
Rokesly Infant	90
St Aidan's VC	30
Seven Sisters	60
South Harringay Infant	60
Stroud Green	60
Tetherdown	60
Tiverton	60
Welbourne	60
West Green	30
Weston Park	30
The Willow	60

## **Determined Admission Criteria for Secondary Transfer 2022**

### **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

#### **1. Children in Care/Looked After Children**

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

#### **2. Social Medical**

Children who the Authority accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

#### **3. Brother or Sister (sibling)**

Children with a brother or sister already attending the school and who will still be attending in years 7-11 on the date of admission.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

#### **4. Children of staff**

Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

#### **5. Distance**

Children whose home address is closest to the preferred school.

Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

### **Tie breakers**

The tie breaker to decide between two applications that cannot otherwise be separated is children whose home address is closest to the school measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

The tiebreak for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) will be random allocation using a computerised system.

### **Multiple births**

If only one place is available and the next child to be offered is from a multiple birth, we will ask community schools to go over their published admission number.

### **Notes**

- (i) Home address is defined as the child's only or main residence.
- (ii) A sibling is a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.
- (iii) Priority for children of teaching staff will be limited to one place for each form of entry in any year. Exception to this will apply to children of multiple birth or those born in the same academic year. All such applications must be submitted to the local authority and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.
- (iv) Haringey measures distance in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. Measurements by alternative systems or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random using a computerised system.



## **Proposed Admission Criteria to Hornsey School for Girls for 2022**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

### **1. Children in Care/Looked After Children**

Girls who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### **2. Social Medical**

Girls who the Authority accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

### **3. Siblings**

Girls with a sister already attending the school and who will still be attending in years 7-11 on the date of admission. A sibling is a full sister, a step sister, a foster sister or an adopted sister living at the same address as the girl for whom the application is being made.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

### **4. Children of staff**

Girls whose parent is a member of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time of application and/or girls of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

### **5. Distance**

Girls whose home address is closest to the school.

Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

### **Tie breakers**

The tie-breaker to decide between two applications that cannot be separated otherwise for all criteria is children whose home address is closest to the school measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

The tiebreak for two or more applications that live exactly the same distance from the school (and who are not from multiple births) will be random allocation using a computerised system.

### **Multiple births**

If only one place is available and the next girl to be offered is from a multiple birth, we will ask the school to go over their published admission number.

### **Notes**

- (i) Home address is defined as the child's only or main residence.
- (ii) Priority for children of teaching staff will be limited to one place for each form of entry in any year. Exception to this will apply to children of multiple birth or those born in the same academic year. All such applications must be submitted to the local authority and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.
- (iii) Haringey measures distance in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. Measurements by alternative systems or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random using a computerised system.

### **Published Admission Number (PAN)**

The admission number for Haringey community schools for entry in September 2022 is as follows -

School	Admission number
Gladesmore Community School	243
Highgate Wood School	243
Hornsey School for Girls	162
Park View School	216

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## **Determined Admission Criteria for In-Year Admissions 2021/22**

### **Oversubscription criteria**

Primary, Infant and Junior community and voluntary controlled (VC) schools

- The criteria set out in Appendix 2 will be applied.

Secondary community schools

- The criteria set out in Appendix 3 will be applied.

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## **Determined In-Year Fair Access Protocol for Haringey Schools March 2020**

### **Introduction**

1. The School Admissions Code requires local authorities to have in place a fair access protocol which all local schools and Academies must adhere to.
2. Its aims are to:
  - acknowledge the real needs of vulnerable young people who are not on the roll of a school and to ensure that an appropriate placement is identified quickly and pupils are on roll within 15 days of the panel
  - seek to find an alternative placement or support for those on roll of a school where it can be demonstrated that they are at risk of permanent exclusion
  - fairly share the admission of vulnerable students across all schools and Academies (where the panel agree that another mainstream school place should be identified)
  - arrange such admissions openly through a process which has the confidence of all
  - record the progress and successes of the young people placed through this panel

**This protocol reflects the LA's responsibility for safeguarding and promoting the welfare of children and young people as well as educational attainment**

3. It is essential to the success of IYFAP that all Head teachers and governing bodies agree to the aims, principles and procedures and give their fullest support.
4. All schools recognise their collective responsibility for all pupils and accountability for some and will work collaboratively to manage pupils with challenging behaviour, involving multi-agency support, accessed where appropriate. All members will work together to secure commitment to the inclusion agenda and to reduce exclusions from schools.

### **Students within the scope of this scheme**

5. The admission to school of the following students falls within the scope of this scheme:
  - children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
  - children who have been out of education for two months or more;

- children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- children who are homeless;
- children with unsupportive family backgrounds for whom a place has not been sought;
- children who are carers;
- children with special educational needs, disabilities or medical conditions (but without a statement or education, health and care plan);
- those permanently excluded;
- where children who are out of school where there is evidence that they were at risk of exclusion prior to leaving their last school;
- children removed from school and unable to find a place after a number of fixed term exclusions;
- pupils ready for reintegration from the Pupil Support Centre or secure units;
- those who are at risk of permanent exclusion.
- children in year 6 who are out of school following the October school census.

### **Managed moves & EHCPs**

6. The Fair Access Panel does not administer the process for managed moves, however schools may use it as a forum to discuss and liaise with other education providers regarding possible managed moves.
7. Outside the panel, all schools must inform the School Admissions Service of any pupil who they are going to refer for a managed move, so an accurate record of school attendance and managed moves currently in progress can be maintained by the local authority. Schools must also inform the Admissions Service of the outcome of a managed move, i.e. when a pupil moves permanently to their new school or that it is determined that they should remain at their original school.
8. There are dedicated arrangements for children with Education, Health and Care plans and this protocol does not override those arrangements. However, it has been agreed that pupils who are placed through those arrangements will be noted by the IYFAP panel (see later section).

### **Composition and frequency of the panel**

#### **Secondary**

9. A panel, consisting of a minimum of 3 secondary Head teachers (or their designated representative), will meet once a month (or as necessary) to ensure



prompt and fair allocation of young people to schools. Heads will be notified of their designated meetings at the beginning of the academic year,

10. The Head of Education Services or another designated LA Officer will chair the panel.
11. In the event that the placement decision is not unanimous, the designated Head teachers will decide.
12. Where a young person is known to a particular service or agency, an officer with knowledge of that young person will be invited to the panel, or a short written statement may be submitted.
13. The membership of the panel can include as necessary, a representative of children's social care, educational psychology service, youth offending service, children missing education, children in care, the police and any other relevant professional supporting a case.

### **Primary**

14. A panel, consisting of no less than three primary Head teachers (or their designated representative), will meet once a half term, (or as necessary) to ensure prompt and fair allocation of young people to schools.
15. The Head of Education Services or another designated LA Officer will chair the panel.
16. Where a young person is known to a particular service or agency, an officer with knowledge of that young person will be invited to the panel, or a short written statement may be submitted.

### **The decision-making process**

17. Cases will be brought to the panel by the Haringey Admissions Service which will be the point of referral. The cases must be submitted under one of the categories given in paragraph 5 above and the child must be without a school place.
18. The Panel will be administered by the Haringey Admissions Service which will provide data for the current and previous school year (figures to be based on actual figures where IYFAP pupils have been admitted).
19. The following data will be provided at each panel:
  - The number of pupils on roll at each school in each year group
  - The number of vacancies at each school in each year group
  - The number of pupils that have been admitted to each school in each year group through the 'normal' in year admissions process since the last panel

- The number of pupils that have been admitted to each school in each year group through the Fair Access admissions process since the last panel
  - The total number of pupils that have been admitted to each school in each year group through the Fair Access admissions process in the last academic year and the number of schools or Academies (if any) that have failed to admit
  - Background/ pupil history/ information, where available and where consent has been confirmed
  - The number of students with statements of Special Educational Need allocated over number through the SEN procedures.
20. The placement panel for Children in care will continue to determine the most appropriate placement for each young person and their case will be presented for the panel to ratify. In order to ensure that CIC are admitted to school quickly, they will be placed before the panel and it will not be possible for these cases to be brought back to the panel for reconsideration.
21. When making the decision as to appropriate school placement for the child, the panel will take into account:
- preferences made and views of parents/carers and the view of the pupil (including religious affiliation)
  - the admissions criteria
  - the published admission number and number of forms, of entry so placements can be made proportional to the number of forms of entry
  - the number of students admitted through IYFAP in the previous and current academic year
  - the needs of the student, where this is known
  - any capacity/capability reasons why the school may not be able to respond to the needs of the student
  - the individual context of a school in relation to recently excluded students
  - whether the applicant has previously attended a Haringey school.
  - it will be the presumption that wherever possible pupils will return to a school if they have previously been on roll there.
22. In addition to the factors above each child will be allocated a set number of points under the below system, based on the likely complexity of support which the admitting school will need to put in place. The combined points of the children admitted to each school via IYFAP will be monitored, and when

considering the equitable allocation of children the panel will take into account the proportion of complex cases which each school has already admitted.

IYFAP Points System	
Weighting	Case Factors
3 points	Permanent exclusion and/or Youth Offending Service involvement
2 points	More than one fixed term exclusion, a managed move, or other significant concerns (as agreed by panel)
1 points	All other allocations

23. In cases where a child does not return to their previous Haringey school, that school will have the value of one child debited from their comparative IYFAP statistics, to reflect the loss of that child from the school's roll.
- This debit will apply regardless of whether the child was originally admitted to that school via the IYFAP protocol.
  - In cases where the child is being re-integrated into mainstream school from an alternative provision, and the child was previously permanently excluded or it is otherwise considered to be in the best interests of the child not to return to their previous school, this debit will not be applied.
  - In cases where the child previously attended more than one Haringey school the debit will be applied solely to the school which the child most recently attended.
24. **Note:** Where a school has admitted pupils above its admission number in error, these additional pupils will not count and cannot be off-set against IYFAP referrals.
25. Where an alternative educational placement is determined most suitable to meet the needs of a young person, this provision will be identified in principle by the Inclusion Service, following assessment, and ratified by the panel.
26. Decisions will be reached by consensus, whenever possible, with the chair mandated to take appropriate action where this has not proved possible.

### Implementation of the decisions

27. Decisions regarding placement of students under the Fair Access protocol will be made by the panel, and will be final.
28. *Admission must take place within **15** school days of the school receiving notification of the decision.*
29. In exceptional circumstances, the allocated school may request that the panel reconsider their decision at the next meeting. This will only be possible where

the school has prior knowledge of the specific young person which was not known to the panel at the time of decision, which makes the placement inappropriate. This request must be made in writing to the Chair within **5** school days of the school receiving notification of the decision. The formal offer letter will be sent on the 6<sup>th</sup> day.

30. The Department for Education recognises that admission of a young person through the Fair Access Panel could potentially take the school above the planned admission number for that year group.
31. It is recognised that there is usually little available information about the young people who are being admitted in-year to school. The Admissions Service will try to acquire as much educational information as practical to accompany in-year admissions to assist smooth integration to the school.

### **Risk assessments**

32. Risk assessments will be undertaken as necessary by the referring body.

### **Relationship with appeals**

33. Where young people are admitted to a school above the planned admission number in any year group under the protocol, this should not prejudice the provision of efficient education or the efficient use of resources of the school.
34. Appeal panels will be made aware of the conditions of the scheme, and that the admission of an additional student under this scheme is different from a school voluntarily exceeding its admission limit. Panels will also be made aware that any decision made to allow appeals will place further pressure on the school's resources.
35. A school placement made through IYFAP shall not remove a parent/carer's right to appeal for a school place elsewhere.

### **Monitoring the operation of the Protocol**

36. The Admissions Service will undertake scheduled checks and monitor admission dates and pupil days.
37. The anonymised details of all decisions will be made available to the Director and Lead Member to demonstrate that the Protocol is being effective.
38. This will include any school or Academy that has not taken a pupil on roll within 15 days of the decision being notified.
39. Details of any school or Academy who has not taken a pupil on roll within 15 days of the decision will also be available at the next IYFAP meeting.
40. On the 16<sup>th</sup> day the Head of Education Services will contact in writing the Headteacher of any school or Academy that has failed to admit within the agreed timeframe to request an on roll date.

41. If the school or Academy fails to provide an on roll date, within agreed timescales, then the direction process will apply as set out in the School Admissions Code and in accordance to the Department for Education advice: "Fair Access Protocols: Principles and Process".
42. The protocol will be reviewed on an annual basis by the Local Authority, in conjunction with Head teachers/ principals, in order to assess its effectiveness in ensuring that unplaced children are being allocated places at schools/ academies or in alternative educational provision on an equitable basis.

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## **Determined Admission Criteria for Sixth Form 2022/23**

### **Highgate Wood School**

Maximum number of students to be admitted from outside the school = 30%

All students will be invited to an informal discussion about their subject choice. The general entry requirements are as follows:

#### **A Level**

At least five GCSE passes at 9 – 5, with specific requirements for particular subjects based upon the national statistical guidance for successful outcomes. We consider ourselves to be an open access Sixth Form and so the criteria are matched to what is required to ensure positive outcomes. Full details for different subjects are available on the website.

#### **Admission priorities**

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. Students who have a statement of Special Educational Needs or Education Health and Care Plan specifically naming the school.
2. Students who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).

3. Students who will have a sibling attending the school at the point of admission. This category includes foster brothers and sisters, half brothers and half-sisters, stepbrothers and stepsisters or adopted brothers and sisters. They must also be living at the same address as the applicant.
4. Students whose home address ( i.e. their only or main residence) is closest to the school.

Distance will be measured in a straight line from the Ordnance Survey address point of the student's home to the Ordnance Survey address point of the school , calculated using a computerised mapping system.

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## EQUALITY IMPACT ASSESSMENT

“The **Equality Act 2010** places a ‘**General Duty**’ on all public bodies to have ‘**due regard**’ to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act
- Advance equality of opportunity between persons who share a ‘relevant protected characteristic’ and persons who do not share it
- Foster good relations between persons who share a ‘relevant protected characteristic’ and persons who do not share it

In addition, the Council complies with the Marriage (Same Sex Couples) Act 2013.”

### Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on protected characteristics, please proceed to stage 2 and complete a full Equality Impact Assessment (EqIA).

### Stage 2 – Full Equality Impact Assessment

An EqIA provides evidence for meeting the Council’s commitment to equality and the responsibilities under the Public Sector Equality Duty.

**When an EqIA has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.**

Please read the Council’s Equality Impact Assessment Guidance before beginning the EqIA process.

1. Responsibility for the Equality Impact Assessment	
<b>Name of proposal</b>	Determination of the Council’s school admission arrangements – Consultation
<b>Service area</b>	Schools and Learning
<b>Officer completing assessment</b>	Nick Shasha
<b>Equalities/ HR Advisor</b>	Melissa Nalubwama-Mukasa
<b>Cabinet meeting date (if applicable)</b>	<b>10 November 2020</b>
<b>Director/Assistant Director</b>	Eveleen Riordan

## 2. Summary of the proposal

*Please outline in no more than 3 paragraphs*

- *The proposal which is being assessed*
- *The key stakeholders who may be affected by the policy or proposal*
- *The decision-making route being taken*

### **This Equality Impact Assessment (EqIA) accompanies the Cabinet report**

Determination of the Council's School Admission Arrangements for the academic year 2022/23 which recommends Cabinet to:

- agree to consult on the proposed admission arrangements, including the proposed in-year admissions scheme for the academic year 2022/23;
- agree to consult on the proposed IYFAP which, if agreed at Cabinet in February 2021, would be come into force from 1 March 2021;
- agree that the co-ordinated scheme for the admission of children to maintained primary and secondary schools as set out in Appendix 8 of this report can be published on the Haringey website on 1 January 2021;
- note that consultation on the proposed admission arrangements is scheduled to take place between **24 November 2020 and 5 January 2021**;
- note that following the consultation, a report will be prepared summarising the representations received from the consultation and a decision on the final admission arrangements and the In-Year Fair Access Protocol will be taken by Cabinet in February 2021.

Key stakeholders are parents, carers, staff, children and young adults educated in Haringey community schools. In addition, the same set of stakeholders across the 6 London boroughs neighbouring Haringey.

To ensure as wide a consultation as possible we intend to provide details of the proposed admission arrangements in the following ways:

- through the Schools Bulletin which is distributed to the headteacher and chair of governors of every school in the borough
- to all children's centres in the borough
- to all registered nurseries and child minders and any other early years providers
- on the Council's online primary and secondary admissions page
- via information in all libraries across the borough
- to all councillors
- to both MPs with constituencies in Haringey
- to the diocesan authorities
- to neighbouring authorities

- other groups, bodies, parents and carers as appropriate

An Equalities Impact Assessment (EqIA) will form an important part of the consultation and will seek to ascertain whether the proposed Admission Arrangements could have an impact on protected groups and whether there are steps that can and/or should be taken to mitigate against such an impact.

The Local Authority has a duty to put in place admission arrangements that comply with the mandatory provisions set out in the School Admissions Code 2014. These consist of Admissions Criteria and a Coordinated scheme and aim to provide a clear admissions system and oversubscription criteria which are transparent to those parents applying for a school place.

The Council is the admissions authority for community and voluntary controlled (VC) schools within the borough and therefore is responsible for determining the admission arrangements for these schools. Academies, foundation schools and voluntary aided schools are their own admissions authority; they must consult on and then determine their own admissions arrangements. The Council has a statutory duty to monitor the arrangements determined by own admitting authority schools to ensure compliance with the School Admissions Code. The Council is the coordinating authority for all schools in the Borough (except independent fee-paying schools) and will send out school place offer letters to all Haringey residents where a school place has been applied for in any given year.

The school admissions framework is intended to ensure that the school admissions system is fair to all children regardless of race, ethnicity, gender or ability.

“In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated” page 7, para 3 - School Admissions Code 2014.

The Code provides admission authorities with some flexibility to determine and implement their own admission arrangements through local consultation, in order to meet circumstances in their area. However, the purpose of the framework is to aim to ensure that unlawful and unfair arrangements are not adopted and that the needs of all children are met.

As in all boroughs, some schools are more popular than others and inevitably some parents will not secure a place at their preferred school. However, the Local Authority has ensured that the proposed Haringey Admission arrangements 2022/23 are compliant with all areas of the Admissions Code, are equitable and transparent and include measures to actively promote fairness.

#### Proposed Admission Criteria

The proposed admission criteria for 2017 vary slightly according to the type of provision (nursery<sup>1</sup>, primary, secondary etc) they apply to – the criteria for all these settings can be viewed in appendix 1 through to appendix 3. However the main principles for Haringey community and VC schools are set out below:

**Statement of Special Education Needs** - When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

If the number of applicants without statements of educational needs/ECHP naming the school is higher than the number of places available, the following rules are applied, in the order of priority to decide who will be offered a place:

### **1. Children in Care/ Looked After Children**

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### **2. Social Medical**

Children who the Authority accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

### **3. Brother or Sister (sibling)**

Children with a brother or sister already attending the school and who will still be attending in years 7-11 on the date of admission.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

### **4. Children of staff**

Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

<sup>1</sup> In the case of nurseries, the Authority is responsible for admissions but these are managed by schools with nurseries and nursery centres.

## 5. Distance

Children whose home address is closest to the preferred school.

Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

### Proposed Pan London Co-ordinated Scheme 2022/23

Haringey Council's coordinated scheme is developed in line with the Pan London recommendations and sets out the procedures that all schools for which Haringey is the admitting or coordinating authority agree to sign up to.

### In-Year Fair Access Scheme

The 2022/23 arrangements also contain an In-Year Fair Access Scheme which acknowledges the need to deal with vulnerable young people who are not on the roll of a school, quickly and sympathetically. This scheme also fairly shares the burden of admitting vulnerable students across all schools and academies, taking account of their resources to support each student.

### Relevant Legislation

According to the Equality Act 2010 an admission authority must not discriminate on the grounds of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, or sexual orientation against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. This Act contains limited exceptions to the prohibition of discrimination on grounds of religion or belief and sex. Schools designated by the Secretary of State as having a religious character (faith schools) or single sex schools are exempt as they are allowed to make a decision based on religious belief or sex respectively.

Admission authorities are also subject to the Public Sector Equality Duty and therefore must have due regard to the need to eliminate discrimination, harassment, and victimisation, advance equality of opportunity and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.

## **3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?**

*Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. Please include any gaps and how you will address these*

*This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of*

*relevant information, local, regional or national. For restructures, please complete the restructure EqIA which is available on the HR pages.*

Protected group	Service users
Sex	January 2020 School census / SFR25 2018
Gender Reassignment	No national or local collected data
Age	January 2020 School census
Disability	2020 data from Haringey SEN team
Race & Ethnicity	2019/20 School census (which has ethnicity)
Sexual Orientation	No local collected data on sexual orientation, however there is ONS annual population data (2016) and ONS sexual identity, UK (2015), which are estimates.
Religion or Belief (or No Belief)	Synthetic data derived from the 2011 ONS National census
Pregnancy & Maternity	2011 census
Marriage and Civil Partnership	2011 census

**Outline the key findings of your data analysis. Which groups are disproportionately affected by the proposal? How does this compare with the impact on wider service users and/or the borough's demographic profile? Have any inequalities been identified?**

*Explain how you will overcome this within the proposal.*

*Further information on how to do data analysis can be found in the guidance.*

## 1. Sex

Figure 1 - Service users (Primary and secondary age children by Sex) - Haringey

	Primary Reception to Yr 6	Secondary Yrs 7-11	Grand Total	Primary Reception to Yr 6	Secondary Yrs 7-11	Grand Total
Female	10,312	6474	16,786	49%	49%	49%
Male	10,811	6,905	17,716	51%	51%	51%
Grand Total	21,123	13,379	34,502	100%	100%	100%

Source: School Census January 2020

There are slightly more male than female pupils in primary and secondary school.

Figure 2 - Staff at Haringey schools

	All teachers who are male (%)	All teaching assistants who are male (%)	All Non-classroom Based School Support Staff who Are Male (%)	Auxiliary Staff who Are Male (%)
Haringey	29.6%	14.7%	24.7%	19.3%

Source: SFR25 2018

The majority of Haringey school staff are female, and this is reflected in each category of school staff. The imbalance of teaching staff is most apparent in teaching assistants, of which 14.7% are male across all Haringey schools.

## 2. Gender reassignment

We do not hold data on the number of people who are seeking, receiving or have received gender reassignment surgery, and there is not national data collected for this characteristic. The Equality and Human Rights Commission estimate that there are between 300,000-500,000 transgender people in the UK. We will need to consider the inequalities and discrimination experienced for this protected group. For the purposes of this EqlA, we will use the inclusive term Trans\* in order to represent the spectrum of transgender and gender variance.

## 3. Age

Figure 3 - Service users (Primary and secondary children by Age)

Year group	Number – All Haringey schools
Reception	2,952
Year 1	2,976
Year 2	2,943
Year 3	3,020
Year 4	3,042
Year 5	3,117
Year 6	3,073
<b>Primary Reception to Yr 6</b>	<b>21,123</b>
Year 7	2,805
Year 8	2,787
Year 9	2,586
Year 10	2,606
Year 11	2,595
<b>Secondary Yrs 7-11</b>	<b>12,379</b>
Year 12	1,193
Year 13	1,012
Year 14	33
<b>Sixth Form</b>	<b>2,238</b>
<b>Grand Total</b>	<b>36,740</b>

Source: School Census January 2020

Broadly, the number of children entering Haringey's school system has increased year-on-year though primary cohorts are now reducing whilst secondary cohorts are growing.

#### 4. Disability

Figure 4 - Service users: Total number of Children & Young People with statements or plans maintained by Haringey as at April 2020

Year	Totals	Year	Totals
Pre-School/Nursery	31	Year 9	136
Reception	94	Year 10	153
Year 1	103	Year 11	141
Year 2	104	Year 12	162
Year 3	121	Year 13	132
Year 4	111	Year 14	104
Year 5	149	Year 15	112
Year 6	131	Year 15 plus	245
Year 7	142	<b>Totals</b>	2,317
Year 8	146		

Source: Haringey SEN team 2020

While we have a range of children with disabilities, to meet their needs, social and medical considerations are given higher priority under the admission arrangements. We do not have data on pupils with less complex disabilities who do not qualify for this criteria.

#### 5. Race and ethnicity

Figure 5 - Service users: 2019/20 Ethnic composition (main groups) of Haringey's school pupil population:

	Haringey	
	Number	%
White - Any other White background	10,962	28.0
White - White British	7,589	19.4
Black - Black African	5,413	13.8
Any other ethnic group	2,813	7.2
Black - Black Caribbean	2,472	6.3
Mixed - Any other Mixed background	2,200	5.6
Mixed - White and Black Caribbean	1,102	2.8
Asian - Bangladeshi	1,071	2.7



Mixed - White and Asian	824	2.1
Black - Any other Black background	764	2.0
Mixed - White and Black African	625	1.6
Asian - Any other Asian background	563	1.4
Chinese	392	1.0
Asian - Indian	389	1.0
Asian - Pakistani	383	1.0
White - Irish	317	0.8
White - Gypsy/Roma	115	0.3
White - Traveller of Irish heritage	33	0.1
Unclassified	1,065	2.7
<b>Grand Total</b>	<b>39,092</b>	<b>100</b>

Source: School Census January 2020 via  
<https://explore-education-statistics.service.gov.uk/data-tables>

28.0% of Haringey's pupils are Any other white background whilst 19.4% are White-British. Some 13.8% of primary pupils are Black African, whilst 6.3% are Black Caribbean and 7.2% are Any other ethnic group origin.

Figure 6 - Staff ethnicity: ethnic profile of Haringey teachers, teaching assistants, non-classroom based school support staff and auxiliary staff

<b>Haringey</b>	
<b>BAME Teachers (as a proportion of all Teachers)</b>	45.4%
<b>BAME Teaching Assistants (as a proportion of all Teaching Assistants)</b>	67.9%
<b>BAME Non-classroom Based School Support Staff (as a proportion of all Non-classroom Based School Support Staff)</b>	58.4%
<b>BAME Auxiliary Staff (as a proportion of all Auxiliary Staff)</b>	76.2%

Source: SFR25 2018 (latest available)

The staff ethnicity data shows the broad composition of ethnicities among classroom and non-classroom staff.

In three of the four groups, a majority of teaching staff are BAME (except BAME Teachers, who represent 45.4% of the overall Haringey teacher population). BAME communities are more likely to experience inequalities, such as discrimination and poverty.

A greater proportion of Haringey schools staff are White British as compared to pupils at Haringey schools.

## 6. Sexual orientation

We do not hold ward or borough level data on sexual orientation, and it is not collected nationally through the Census. However, the ONS estimates that 3.7% of Haringey's population are lesbian, gay or bisexual (LGB), which is the 15<sup>th</sup> largest LGB community in the country<sup>2</sup>, and is likely to be reflected in both the pupil and parent populations. However, ONS data shows that 0.5% families are same sex cohabitating couples<sup>3</sup>, which suggests that LGB people are less likely to be parents, compared with the wider population.

## 7. Religion or belief (or no belief)

Religion or belief is not covered by the PLASC school census, which means that we don't have access to records for 2017. The best alternative proxy is the Haringey data derived from the England and Wales Census 2011 data on religion by age. Data on the 0-19 age group (0-4, 5-7, 8-9, 10-14, 15, 16-17 and 18-19) has been combined to provide an approximation of the likely religious or belief profile of school age children in Haringey.

The notional number is based upon the known sample size of pupils in Haringey (38,338) used in the Race and ethnicity analysis in Table 5 multiplied through the distribution of religion or belief from the 2011 Census. Data has been rounded to illustrate that these are synthetic estimates.

Figure 7 – Religion of pupils attending Haringey community schools

	Haringey	
	Percentage (%)	Notional Number
Christian	41.1%	15,750
Muslim	21.3%	8,150
No religion	20.0%	7,650
Religion not stated	10.4%	4,000
Jewish	4.9%	1,900
Hindu	1.0%	350
Buddhist	0.7%	300
Sikh	0.3%	150
Other religion	0.2%	100
Total	100%	38,338

Source: ONS (2011 Census data for Haringey)

Note: \* Totals may not add up due to rounding

<sup>2</sup><https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/articles/subnationalsexualidentityestimates/uk2013to2015#introduction>

<sup>3</sup> <https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2015>

## 8. Pregnancy and maternity<sup>4</sup>

Figure 8

The proportion of 0-4 year olds according to the Office for National Statistics mid-year population estimates as at June 2019:

Area	Number of 0-4 year olds
Haringey	6.7%
London	6.8%
England and Wales	5.8%

Haringey has a higher proportion compared to the England and Wales average, but is comparable to the London average.

## 9. Marriage and Civil Partnership<sup>5</sup>

Figure 9

	Married (heterosexual couples)	Civil Partnership
Haringey	32.2%	0.6%
London	40%	0.4%
England and Wales	47%	0.2%

The number of married people (only available to heterosexual couples at the time) is significantly lower than in London and England. However, the proportion of people in civil partnerships is higher in the area compared to the London and England and Wales average. Decisions will need to ensure all couples in a civil partnership are treated exactly the same as couples in a marriage.

## 4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?

*Please outline which groups you may target and how you will have targeted them*

**Further information on consultation is contained within accompanying EqlA guidance**

The consultation seeks to establish the key concerns and issues of stakeholders and clarify if they identify those issues also shown in the EqlA. Stakeholders such as pupils, parents, carers, school staff and governors will be invited to participate in a consultation and share their views including whether or not they agreed with each proposal and if not, why not. To this purpose an annual Admissions Arrangements survey has been developed which attempts to ascertain views on several education themes such as Primary, Secondary and Sixth form.

<sup>4</sup> ONS Mid year population estimates as at June 2019

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland>

<sup>5</sup> Census 2011

To ensure as wide a consultation as possible, a range of modes and methods of communication will be used to inform and facilitate feedback from stakeholders regarding the proposal -

- through the Schools Bulletin which is distributed to the headteacher and chair of governors of every school in the borough
- to all children's centres in the borough
- to all registered nurseries and child minders and any other early years providers
- on the Council's online primary and secondary admissions page
- via information in all libraries across the borough
- to all councillors
- to both MPs with constituencies in Haringey
- to the diocesan authorities
- to neighbouring authorities
- other groups, bodies, parents and carers as appropriate

Stakeholders will also be given the opportunity to express their views in writing via a questionnaire – both electronically and via the hard copy attached to the consultation document, by email and post.

#### **4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics**

*Explain how will the consultation's findings will shape and inform your proposal and the decision making process, and any modifications made?*

**ADD TO THIS SECTION ONCE WE HAVE RECEIVED RESPONSES FROM THE CONSULTATION**

#### **5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?**

*Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.*

Further information on assessing impact on different groups is contained within accompanying EqIA guidance

**1. Sex** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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All primary and all but one of the secondary schools within the borough are coeducational.

For all of these schools, the gender of the pupil is not a factor of the admission arrangements, so this protected characteristic is not affected.

**2. Gender reassignment** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

There are no proposals in the Admissions Arrangements that affect this protected characteristic.

Positive		Negative		Neutral impact		Unknown Impact	X
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**3. Age** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive	X	Negative		Neutral impact		Unknown Impact	
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The policy applies equally to all children of statutory school age as defined by the Admissions Code 2014.

**4. Disability** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive	X	Negative		Neutral impact		Unknown Impact	
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Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs/EHCP that names their school. These children are placed in the relevant school before all other places are allocated.

Where a child with a disability or special educational need is to attend a Special School, allocation of places is through a specialist panel and are outside of the scope of these admission arrangements.

**5. Race and ethnicity** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive	X	Negative	X	Neutral impact		Unknown Impact	
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**Positive** - The Local Authority has a duty to ensure the proposed arrangements do not unfairly disadvantage any child based on race

Translated applications are available on request for those who do not have English as their first language and face to face workshops are held for parents of prospective applicants to support their application process.

**Negative** - In the proposed arrangements, children arriving into the borough after the application date, which will include migrants from other countries, will have their applications dealt with as a late application. In line with the Pan London co-ordinated scheme, Haringey will accept late applications and process them as on time only if they are late for a good reason and supported by written independent evidence. Upon receipt of the written independent evidence, each case will be decided on its own merits. This information is published online within the School Admissions prospectuses.

The latest date for the late applications which are considered to be on-time within the terms of the home LA's scheme is 11 December 2020 (Secondary Transfer) and 12 February 2021 (Starting Reception). These dates are agreed annually in line with the Pan London co-ordinated scheme in order to enable the efficient processing and data sharing iterative processes which take place across all boroughs following these dates.

This approach is seen as fair and necessary in line with the Pan London co-ordinated scheme and the School Admissions Code (2014) which defines the application deadlines as 'closing dates' at paragraph 1.32C.

**6. Sexual orientation** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive	X	Negative		Neutral impact		Unknown Impact	
----------	---	----------	--	----------------	--	----------------	--

All schools included in the arrangements have to admit pupils regardless of sexual orientation.

**7. Religion or belief (or no belief)** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

For community and VC schools, religion is not a factor of the admission arrangements.

The governing bodies of faith schools are the admitting authorities for these schools and the admissions criteria are therefore outside of these arrangements. Faith schools are allowed to set objective criteria relating to faith, in line with the mandatory provisions of the Schools Admission Code.

Positive		Negative		Neutral impact	X	Unknown Impact	
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**8. Pregnancy and maternity** (*Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic*)

In addition to the criteria set out in Section 1, if only one place is available at the school and the next child who qualifies for a place is one of multiple birth, the Local Authority would ask community schools to go over their published admission number. This aspect of the criteria ensures that multiple birth families are not disadvantaged by the proposed arrangements.

Positive	X		Negative		Neutral impact	Unknown Impact	
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**9. Marriage and Civil Partnership** (*Consideration is only needed to ensure there is no discrimination between people in a marriage and people in a civil partnership*)

There are no proposals in the Admissions Arrangements that affect this protected characteristic.

Positive		Negative		Neutral impact		Unknown Impact	X
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**Outline the overall impact of the policy for the Public Sector Equality Duty:**

- Could the proposal result in any direct/indirect discrimination for any group that shares the protected characteristics?
- Will the proposal help to advance equality of opportunity between groups who share a protected characteristic and those who do not?  
This includes:
  - a) Remove or minimise disadvantage suffered by persons protected under the Equality Act
  - b) Take steps to meet the needs of persons protected under the Equality Act that are different from the needs of other groups
  - c) Encourage persons protected under the Equality Act to participate in public life or in any other activity in which participation by such persons is disproportionately low
- Will the proposal help to foster good relations between groups who share a protected characteristic and those who do not?

The proposed admission arrangements for 2022/23 do not differ materially from the arrangements for previous years and we therefore do not consider that there are any new or specific Equalities issues to emerge from these general admissions arrangements. We continue to monitor and assess the impact of any changing trends.

### 6. a) What changes if any do you plan to make to your proposal as a result of the Equality Impact Assessment?

Further information on responding to identified impacts is contained within accompanying EqlA guidance

Outcome	Y/N
<b>No major change to the proposal:</b> the EqlA demonstrates the proposal is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <u>If you have found any inequalities or negative impacts that you are unable to mitigate, please provide a compelling reason below why you are unable to mitigate them.</u>	Y
<b>Adjust the proposal:</b> the EqlA identifies potential problems or missed opportunities. Adjust the proposal to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy. If there are any adverse impacts you cannot mitigate, please provide a compelling reason below	
<b>Stop and remove the proposal:</b> the proposal shows actual or potential avoidable adverse impacts on different protected characteristics. The decision maker must not make this decision:	

### 6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty

Impact and which protected characteristics are impacted?	Action	Lead officer	Timescale
N/A			
N/A			
N/A			
N/A			

**Please outline any areas you have identified where negative impacts will happen as a result of the proposal but it is not possible to mitigate them. Please provide a complete and honest justification on why it is not possible to mitigate them.**

N/A except for comments (3 bullet points) immediately above.

### 6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:

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**Training** – Staff in the Haringey School Admissions service are provided with yearly refresher training in line with the admission arrangements, which addresses any changes to either the criteria or co-ordinated schemes.

**Monitoring** - The Head of Admissions and School Organisation at Haringey Council will be responsible for monitoring. The School Admissions Return to DfE is an Annual report which sets out information on the effectiveness of the admission arrangements e.g. number applicants who received one of their preferences for a school place. The annual report to the Office of Schools' Adjudicators monitors the fairness of the admission arrangements. This information will be reported to the DfE and the OSA annually.

Two main mechanisms will be used by the DfE to provide feedback on how effective the measures in the revised Codes and regulations have been and to inform future policy development. In producing his annual report for the Secretary of State, the Schools Adjudicator will take account of the reports he will receive from each local authority on the legality, fairness and effectiveness of local admission arrangements.

**Appeal arrangements** - Admission arrangements are subject to an appeal process that gives parents the right to appeal decisions. The process is also used to hold admissions authorities to account and ensure that the arrangements are applied.

## 7. Authorisation

EqlA approved by .....Eveleen  
 Riordan.....  
 (Assistant Director)

Date .....

## 8. Publication

*Please ensure the completed EqlA is published in accordance with the Council's policy.*

Please contact the Policy & Strategy Team for any feedback on the EqlA process.

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## **Pan-London Co-ordinated Scheme for Reception and Junior Admissions 2022/23**

### **APPLICATIONS**

1. Haringey Local Authority will advise home local authorities during the Summer Term of Year 5 of their resident pupils on the roll of Haringey's maintained primary schools and whose parents are eligible to make application in the forthcoming academic year.
2. Haringey residents can apply online at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or alternatively submit a paper application available from the School Admissions Service.
3. Haringey Local Authority will take all reasonable steps to ensure that every parent who has a child in their last year of primary education within a maintained school, either in Haringey or elsewhere, and who is resident in Haringey can be signposted to a copy of Haringey's booklet which will be available in early September 2021.
4. The booklet will also be available to parents who are non-residents and will include information on how they can access their home local authority's equivalent School Admissions Application Form.
5. The admission authorities within Haringey will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admission authorities within Haringey, the LA will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
6. Where supplementary forms are used, they will be made available directly from the relevant schools. Such forms will advise parents that they must also complete their home local authority's School Admissions Application Form. The Haringey schools' booklet will indicate which Haringey schools require supplementary information forms to be completed.
7. Where a school in Haringey receives a supplementary information form, it will not be considered a valid application unless the parent/carer has also listed the school on their home LA's School Admissions Application Form.
8. Haringey Local Authority will share the details of each application for a Haringey voluntary-aided school, foundation school or academy with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Haringey Local Authority who will then contact the parent and ask them to complete one.

9. Applicants will be able to express a preference for six schools located within and/or outside Haringey Local Authority.
10. The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Haringey expresses a preference for schools in the area of another local authority, the order of preference will be revealed to that local authority in order to determine the highest preference offer in cases where a child is eligible for a place at more than one school.
11. Haringey undertakes to carry out the address verification process set out in its entry in LIAGG Address Verification Register. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Additional information will be requested from parents at the time of application and this will be explained in the secondary booklet. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2022**.
12. Haringey will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child in Care' and will provide any additional evidence on receipt of a reasonable request to the maintaining LA in respect of a preference for a school in its area by **4 February 2022**.
13. Haringey will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **4 February 2022**.

## **PROCESSING**

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available on-line, by **15 January 2022**. However, Haringey LA encourages applicants to submit their application by **7 January 2022** to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the Pan London Register (PLR).
15. Any application forms, changes to preferences or preference order received after **15 January 2022** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
16. Haringey will accept late applications and process them as on time only if they are late for a good reason and supported by written independent evidence. Upon receipt of the written independent evidence, each case will be decided on its own merits.
17. Where such applications contain preferences for schools in other LAs, Haringey will forward the details to maintaining LAs via the Pan-London Register (PLR) as they are received. Haringey will accept late applications which are considered to be on time within the terms of the home LA's scheme.

18. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 February 2022**.
19. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **11 February 2022**, on the basis that an on-time application already exists within the Pan-London system.
20. Application data relating to applications for schools in other participating local authorities will be up-loaded to the Pan-London Register (PLR) by **4 February 2022**. Supplementary information provided with the School Admissions Application Form will be sent to Haringey voluntary-aided schools/maintaining local authorities by the same date.
21. Application data relating to Haringey schools from out-of-borough pupils will be received from the Pan London Register on **4 February 2022**.
22. Haringey Local Authority will notify each school within Haringey that is its own admission authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **4 February 2022**.
23. Between **4 February 2022** and **18 February 2022**, voluntary-aided, foundation schools and Academies will assess their applications according to their admissions criteria.
24. Haringey will participate in the application data checking exercise scheduled between **14–18 February 2022** in the Pan-London timetable.
25. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to preference order. Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order by **18 February 2022**. When the admission authorities within Haringey have provided a list of applicants in rank order, Haringey Local Authority shall, for each applicant to its schools for whom more than one potential offer is available, make the offer to the highest ranked school.
26. Haringey Local Authority will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school by **17 March 2022**. The PLR will transmit the highest potential offer specified by the maintaining LA to the Home LA.
27. Haringey will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System) and the PLR which will continue until notification that a steady state has been achieved or until **24 March 2022** if this is sooner.
28. Haringey will not make an additional offer between the end of the iterative process and **19 April 2022** which may impact on an offer being made by another participating LA.

29. Notwithstanding paragraph 28 if an error is identified within the allocation of places at one of our schools, Haringey LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Haringey LA will liaise with that LA to attempt to resolve the incorrect offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Haringey will accept that the applicant(s) affected might receive a multiple offer.
30. Haringey will participate in the offer data checking exercise scheduled between **25 March – 6 April 2022**.
31. Haringey will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2022**.

### **OFFERS**

32. Haringey will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place. The applicant will be offered a place at the nearest community school (or own admitting authority school if the governors have agreed to this) to the home address with an available place.
33. Haringey will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
34. Haringey will use the form of Notification Letter set out in this document.
35. Notification of the outcome will be sent to parents on **19 April 2022**.
36. Details of the pupils to be offered will be made available to each Haringey primary school by **19 April 2022**.
37. Parents who are not offered a place at their preferred schools will be offered the right of appeal.

### **POST OFFER**

38. Parents must accept or decline the offer of a place by **4 May 2022**. If they do not respond by this date the local authority will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. If the parent fails to respond to the local authority the school place will be withdrawn.
39. Where a parent accepts or declines a place by **4 May 2022** this information will be passed to the maintaining LA by **11 May 2022**. Where such information is received from applicants after **4 May 2022**, this LA will pass it to the maintaining LA as it is received.

40. Where a place becomes available in an oversubscribed maintained school or academy in Haringey, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
41. Haringey will inform the home LA, where different, of an offer for a maintained school or Academy in Haringey which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
42. When acting as a maintaining LA, Haringey LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
43. Haringey will offer a place at a maintained school or Academy in another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.
44. Where Haringey is informed by a maintaining LA of an offer which can be made to an applicant resident in Haringey which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
45. Where Haringey, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change.
46. Haringey will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
47. Haringey will accept new applications (including additional preferences) from home LAs for maintained schools and Academies in its area.

## **WAITING LISTS**

48. Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Haringey school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be advised that if they want to go on the waiting list for an out-of-borough school, that they must put this in writing to the School Admissions Service in Haringey.
49. Parents will be given the opportunity to make applications to Haringey schools to which they did not originally apply.
50. Waiting lists will be kept by all maintained admission authorities in Haringey and coordinated centrally by this local authority as part of the coordination of all admission applications. Academies, voluntary-aided and foundation schools will apply their own admission arrangements. Haringey local authority will keep a mirrored waiting list and will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by the local authority.
51. Waiting lists for entry to Year 7 in September 2022 will be compiled on **6 May 2022** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

52. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

53. Children will remain on the waiting list until the end of the Summer Term of the application year, unless parents contact the School Admissions Team to extend this further.

### **Timetable for entry to school in September 2022**

<b>7 January 2022</b>	Recommended closing date for receipt of the School Admission Application Form
<b>15 January 2022</b>	Statutory deadline for return of application to the Home LA
<b>4 February 2022</b>	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Haringey VA schools/maintaining local authorities
<b>4 February 2022 – 18 February 2022</b>	Voluntary-aided schools and Academies will order their applications according to their admissions criteria
<b>11 February 2022</b>	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
<b>14–18 February 2022</b>	Pan-London data checking exercise of pupil applications exchanged via the PLR
<b>18 February 2022</b>	Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order
<b>17 March 2022</b>	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR
<b>24 March 2022</b>	Final ALT file to the PLR
<b>25 March – 6 April 2022</b>	Pan-London data checking exercise of pupil offer data
<b>11 April 2022</b>	Deadline for on-line ALT file to portal
<b>19 April 2022</b>	eAdmissions offers made/offer letters posted where applicants have made paper applications
<b>4 May 2022</b>	Date by which parents accept or decline offers
<b>11 May 2022</b>	Date by which LA will pass information to schools within Haringey (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

#### **NOTIFICATION LETTERS AND EMAILS**

##### **A. Offer Letter**

Dear salutation,

Reception Admissions 2022 - pupil\_firstname PUPIL\_SURNAME (pupil\_birthdate)



I am writing to let you know the outcome of your application for a primary school place. I am pleased to tell you that we are able to offer your child a place at alloc\_pref.

Please respond now to this offer online here: [bit.ly/SchoolPlaceConfirmation](https://bit.ly/SchoolPlaceConfirmation), or by post using the form attached to this letter. You must respond by [Date TBC] 2022 or the offer may be withdrawn.

When you respond online you will need to provide the following information:

Pupil ID	pupil_id
First Name	pupil_firstname
Surname	pupil_surname
Date of Birth	pupil_birthdate

Alternatively you can visit one of Haringey's Customer Service Centres, or inform us by email using the address below. Failure to respond to your offer may result in the offer being withdrawn.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. This is the highest offer we can currently provide your child with.

The school will contact you shortly to provide further information about the arrangements for admission.

If you were not offered a higher preference school

I am sorry that it was not possible to offer your child a place at any of the schools listed as a higher preference on your application form. For each of these schools, there were more applications than places available and other applicants had a higher priority than your child under the school's published admission criteria. If you would like further information about why your child was not offered a place at one of your higher preference schools, please contact the admission authority for that school.

We are the admission authority for community and voluntary controlled (VC) schools in Haringey. For all other schools and academies in Haringey, please contact them directly to find out why your child was not offered a place. If you have applied for a school outside the borough then please contact the school admissions service in the borough where the school is located. The contact details for Haringey schools or the relevant admissions service in other boroughs can be found in our reception admissions booklet or at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions). Details of how places were offered in Haringey are given at the end of this letter.

#### Waiting lists

Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

I can confirm that your child's name will be placed on the waiting list for any Haringey Schools that you listed higher on your form. If you would like pupil\_firstname to be added to any other school waiting list (or removed from a list), including those outside Haringey, please put your request in writing to the address below. You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place

from a waiting list we will contact you. This process will start from [Date TBC] 2022. Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

#### Your right to appeal

You have a right of appeal under the School Standards & Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- for a community or voluntary controlled school in Haringey, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form.
- for an academy, voluntary aided or free school in Haringey, please contact the school direct. These schools are listed in the Schools A-Z in the Primary Admissions booklet.
- for schools outside Haringey, please contact the local authority where the school is located (contacts details can be found at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and in the Primary admissions booklet).

Appeal forms must be returned by [Date TBC] 2022 for your appeal to be heard before September 2022. We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your child's position on a waiting list.

If you have any questions about this letter please contact us using the contact details below.

School Admissions Service

#### B. Allocation Letter

Dear salutation,

Reception Admissions 2022 - pupil\_firstname PUPIL\_SURNAME (pupil\_birthdate)

I am writing to let you know the outcome of your application for a primary school place. I am sorry to tell you that we have not been able to offer your child a place at any of the schools you listed on your application form. For each of these schools, there were more applications than places available and other applicants had a higher priority than your child under the school's published admission criteria.

Your child has been offered a place at alloc\_pref. This is the nearest Haringey school to your home address with an available place.

Please respond now to this offer online here: [bit.ly/SchoolPlaceConfirmation](https://bit.ly/SchoolPlaceConfirmation), or by post using the form attached to this letter. You must respond by [Date TBC] 2022 or the offer may be withdrawn.

When you respond online you will need to provide the following information:

Pupil ID	pupil_id
First Name	pupil_firstname
Surname	pupil_surname

Date of Birth	pupil_birthdate
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Alternatively you can visit one of Haringey's Customer Service Centres, or inform us by email using the address listed below. Failure to respond to your offer may result in the offer being withdrawn.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. This is the highest offer we can currently provide your child with.

The school will contact you shortly to provide further information about the arrangements for admission.

If you would like further information about why your child was not offered a place at one of your higher preference schools, please contact the admission authority for that school. We are the admission authority for community and voluntary controlled (VC) schools in Haringey. For all other schools and academies in Haringey, please contact them directly to find out why your child was not offered a place. If you have applied for a school outside the borough then please contact the school admissions service in the borough where the school is located.

The contact details for Haringey schools or the relevant admissions service in other boroughs can be found in our reception admissions booklet or at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions). Details of how places were offered in Haringey are given at the end of this letter.

#### Waiting lists

I can confirm that your child's name has been put on the waiting list for all Haringey school(s) listed on your form. If you would like pupil\_firstname to be added to any other school waiting list (or removed from a list), please put your request in writing to the address below. You can be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you. This process will start from [Date TBC] 2022. Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

#### Your right to appeal

You have a right of appeal under the School Standards & Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- for a community or voluntary controlled school in Haringey, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form,
- for an academy, voluntary aided or free school in Haringey, please contact the school direct. These schools are listed in the Schools A-Z in the Primary Admissions booklet.
- for schools outside Haringey, please contact the local authority where the school is located (contacts details can be found at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and in the Primary admissions booklet).

Appeal forms must be returned by [Date TBC] 2022 for your appeal to be heard before September 2022. We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting

the place will not influence the outcome of your appeal or your child's position on a waiting list.

If you have any questions about this letter please contact us using the contact details below.

Haringey School Admissions

C. Offer Email 1

PLEASE READ THE IMPORTANT INFORMATION BELOW

Dear Parent / Carer,

We are pleased to be able to offer you your first preference school.

You must respond to this offer by [Date TBC] 2022 otherwise the offer may be withdrawn. The quickest way to do this is to log in to your application via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) using the username and password supplied to you when you registered. You can then click on VIEW OUTCOME and submit your acceptance. You will then receive a confirmation email and the school will write to you at a later date with further details.

#### APPEALS

You have the right of appeal under the School Standards and Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- for a community school in Haringey, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form.
- for a voluntary aided school, academy or free school, please contact the school direct.
- for schools outside Haringey, please contact the local authority where the school is located (contact details can be found at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and in the Primary Admissions Booklet 2021).

Appeal forms should be returned as soon as possible.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your position on a school waiting list.

Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

If you have any questions please contact us on 020 8489 1000, email:

[schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to

Haringey School Admissions Service, 7th Floor River Park House, 225 High Road, London N22 8HQ.

You can find further information about how school places were offered in Haringey, online at:

[www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-primary-school](http://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-primary-school)

Yours sincerely,

Haringey School Admissions Team

D. Offer Email 2

PLEASE READ THE IMPORTANT INFORMATION BELOW

Dear Parent / Carer,

We are pleased to be able to offer you one of your preferred schools.

You must respond to this offer by [Date TBC] 2022 otherwise the offer may be withdrawn. The quickest way to do this is to log in to your application via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) using the username and password supplied to you when you registered. You can then click on VIEW OUTCOME and submit your acceptance. You will then receive a confirmation email and the school will write to you at a later date with further details.

I am sorry that it was not possible to offer a place at any of the schools you listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the published admission criteria.

If you would like further information about why your child was not offered a place at one of your higher preference schools, please contact the local authority where the school is located. Details of how places were offered for community schools in Haringey are given at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions). For voluntary aided schools, academies or free schools in Haringey please contact the school direct.

You can find further information about how school places were offered in Haringey, online at:

[www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-primary-school](http://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-primary-school)

#### WAITING LISTS

I can confirm that your child will be placed on the waiting list for any Haringey schools that you listed higher on your form. If you would like your child to be added to any other waiting list (or removed from a list), please put your request in writing to [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to Haringey School Admissions Service, 7th Floor River Park House, 225 High Road, London N22 8HQ.

You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you. This process will start after [Date TBC] 2022. Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

#### APPEALS

You have the right of appeal under the School Standards and Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- for a community school in Haringey, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form.
  - for a voluntary aided school, academy or free school, please contact the school direct.
  - for schools outside Haringey, please contact the local authority where the school is located (contact details can be found at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and in the Primary Admissions Booklet 2021).
- Appeal forms should be returned as soon as possible.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your position on a waiting list.

If you have any questions please contact us on 020 8489 1000, email: [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to Haringey School Admissions Service, 7th Floor River Park House, 225 Station Road, London N22 8HQ.

Yours sincerely,

Haringey School Admissions Team

E. Allocation Email

PLEASE READ THE IMPORTANT INFORMATION BELOW

Dear Parent / Carer,

I am writing to let you know the outcome of your application for a school place. I am sorry to tell you that we have not been able to offer your child a place at any of the schools you listed on your application form. This is because all the available places were offered to applicants who had higher priority than your child under the published admission criteria. Your child has been offered a place at the school listed above.

You must respond to this offer by [Date TBC] 2022 otherwise the offer may be withdrawn. The quickest way to do this is to log in to your application via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) using the username and password supplied to you when you registered. You can then click on VIEW OUTCOME and submit your acceptance. You will then receive a confirmation email and the school will write to you at a later date with further details.

If you would like further information about why your child was not offered a place at any of your school preferences, please contact the local authority where the school is located. Details of how places were offered for community schools in Haringey are given at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions). For voluntary aided schools, academies or free schools in Haringey please contact the school direct.

#### WAITING LISTS

I can confirm that your child will be placed on the waiting list for any Haringey schools that you listed on your form. If you would like your child to be added to any other waiting list (or removed from a list), please put your request in writing to [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to Haringey School Admissions Service, 7th Floor River Park House, 225 High Road, London N22 8HQ.

You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you. This process will start after [Date TBC] 2022. Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

#### APPEALS

You have the right of appeal under the School Standards and Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- for a community school in Haringey, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form.
  - for a voluntary aided school, academy or free school, please contact the school direct.
  - for schools outside Haringey, please contact the local authority where the school is located (contact details can be found at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and in the Primary Admissions Booklet 2021).
- Appeal forms should be returned as soon as possible.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your position on a waiting list.

If you have any questions please contact us on 020 8489 1000, email: [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to  
Haringey School Admissions Service, 7th Floor River Park House, 225 High Road,  
London N22 8HQ.

You can find further information about how school places were offered in Haringey, online at:

[www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-primary-school](http://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-primary-school)

Yours sincerely,

Haringey School Admissions Team

## **Pan-London Co-ordinated Scheme for Secondary Admissions 2022/23**

### **APPLICATIONS**

1. Haringey Local Authority will advise home local authorities during the Summer Term of Year 5 of their resident pupils on the roll of Haringey's maintained primary schools and whose parents are eligible to make application in the forthcoming academic year.
2. Haringey residents can apply online at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or alternatively submit a paper application available from the School Admissions Service.
3. Haringey Local Authority will take all reasonable steps to ensure that every parent who has a child in their last year of primary education within a maintained school, either in Haringey or elsewhere, and who is resident in Haringey can be signposted to a copy of Haringey's booklet which will be available in early September 2021.
4. The booklet will also be available to parents who are non-residents and will include information on how they can access their home local authority's equivalent School Admissions Application Form.
5. The admission authorities within Haringey will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admission authorities within Haringey, the LA will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
6. Where supplementary forms are used, they will be made available directly from the relevant schools. Such forms will advise parents that they must also complete their home local authority's School Admissions Application Form. The Haringey schools' booklet will indicate which Haringey schools require supplementary information forms to be completed.
7. Where a school in Haringey receives a supplementary information form, it will not be considered a valid application unless the parent/carer has also listed the school on their home LA's School Admissions Application Form.
8. Haringey Local Authority will share the details of each application for a Haringey voluntary-aided school, foundation school or academy with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Haringey Local Authority who will then contact the parent and ask them to complete one.



9. Applicants will be able to express a preference for six schools located within and/or outside Haringey Local Authority.
10. The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Haringey expresses a preference for schools in the area of another local authority, the order of preference will be revealed to that local authority in order to determine the highest preference offer in cases where a child is eligible for a place at more than one school.
11. Haringey undertakes to carry out the address verification process set out in its entry in LIAGG Address Verification Register. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Additional information will be requested from parents at the time of application and this will be explained in the secondary booklet. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 December 2021**.
12. Haringey will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child in Care' and will provide any additional evidence on receipt of a reasonable request to the maintaining LA in respect of a preference for a school in its area by **12 November 2021**.
13. Haringey will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **12 November 2021**.

## **PROCESSING**

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available on-line, by **31 October 2021**. However, Haringey LA encourages applicants to submit their application by **23 October 2021** to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the Pan London Register (PLR).
15. Any application forms, changes to preferences or preference order received after **31 October 2021** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
16. Haringey will accept late applications and process them as on time only if they are late for a good reason and supported by written independent evidence. Upon receipt of the written independent evidence, each case will be decided on its own merits.
17. Where such applications contain preferences for schools in other LAs, Haringey will forward the details to maintaining LAs via the Pan-London Register (PLR) as they are received. Haringey will accept late applications which are considered to be on time within the terms of the home LA's scheme.

18. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **10 December 2021**.
19. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **10 December 2021**, on the basis that an on-time application already exists within the Pan-London system.
20. Application data relating to applications for schools in other participating local authorities will be up-loaded to the Pan-London Register (PLR) by **12 November 2021**. Supplementary information provided with the School Admissions Application Form will be sent to Haringey voluntary-aided schools/maintaining local authorities by the same date.
21. Application data relating to Haringey schools from out-of-borough pupils will be received from the Pan London Register on **12 November 2021**.
22. Haringey Local Authority will notify each school within Haringey that is its own admission authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **12 November 2021**.
23. Between **12 November 2021** and **4 January 2022**, voluntary-aided, foundation schools and Academies will assess their applications according to their admissions criteria.
24. Haringey will participate in the application data checking exercise scheduled between **13 December 2021 - 4 January 2022** in the Pan-London timetable.
25. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to preference order. Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order by **4 January 2022**. When the admission authorities within Haringey have provided a list of applicants in rank order, Haringey Local Authority shall, for each applicant to its schools for whom more than one potential offer is available, make the offer to the highest ranked school.
26. Haringey Local Authority will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school by **31 January 2022**. The PLR will transmit the highest potential offer specified by the maintaining LA to the Home LA.
27. Haringey will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System) and the PLR which will continue until notification that a steady state has been achieved or until **11 February 2022** if this is sooner.
28. Haringey will not make an additional offer between the end of the iterative process and **1 March 2022** which may impact on an offer being made by another participating LA.

29. Notwithstanding paragraph 28 if an error is identified within the allocation of places at one of our schools, Haringey LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Haringey LA will liaise with that LA to attempt to resolve the incorrect offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Haringey will accept that the applicant(s) affected might receive a multiple offer.
30. Haringey will participate in the offer data checking exercise scheduled between **14 - 22 February 2022**.
31. Haringey will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2022**.

### **OFFERS**

32. Haringey will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place. The applicant will be offered a place at the nearest community school (or own admitting authority school if the governors have agreed to this) to the home address with an available place.
33. Haringey will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
34. Haringey will use the form of Notification Letter set out in this document.
35. Notification of the outcome will be sent to parents on **1 March 2022**.
36. Details of the pupils to be offered will be made available to each Haringey primary school by **1 March 2022**.
37. Parents who are not offered a place at their preferred schools will be offered the right of appeal.

### **POST OFFER**

38. Parents must accept or decline the offer of a place by **15 March 2022**. If they do not respond by this date the local authority will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. If the parent fails to respond to the local authority the school place will be withdrawn.
39. Where a parent accepts or declines a place by **15 March 2022** this information will be passed to the maintaining LA by **22 March 2022**. Where such information is received from applicants after **15 March 2022**, this LA will pass it to the maintaining LA as it is received.

40. Where a place becomes available in an oversubscribed maintained school or academy in Haringey, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
41. Haringey will inform the home LA, where different, of an offer for a maintained school or Academy in Haringey which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
42. When acting as a maintaining LA, Haringey LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
43. Haringey will offer a place at a maintained school or Academy in another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.
44. Where Haringey is informed by a maintaining LA of an offer which can be made to an applicant resident in Haringey which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
45. Where Haringey, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change.
46. Haringey will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
47. Haringey will accept new applications (including additional preferences) from home LAs for maintained schools and Academies in its area.

## **WAITING LISTS**

48. Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Haringey school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be advised that if they want to go on the waiting list for an out-of-borough school, that they must put this in writing to the School Admissions Service in Haringey.
49. Parents will be given the opportunity to make applications to Haringey schools to which they did not originally apply.
50. Waiting lists will be kept by all maintained admission authorities in Haringey and coordinated centrally by this local authority as part of the coordination of all admission applications. Academies, voluntary-aided and foundation schools will apply their own admission arrangements. Haringey local authority will keep a mirrored waiting list and will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by the local authority.
51. Waiting lists for entry to Year 7 in September 2022 will be compiled on **19 March 2022** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

52. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

53. Children will remain on the waiting list until the end of the Summer Term of the application year, unless parents contact the School Admissions Team to extend this further.

### **Timetable for entry to school in September 2022**

<b>23 October 2021</b>	Recommended closing date for receipt of the School Admission Application Form
<b>31 October 2021</b>	Statutory deadline for return of application to the Home LA
<b>12 November 2021</b>	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Haringey VA schools/maintaining local authorities
<b>12 November 2021 – 4 January 2022</b>	Voluntary-aided schools and Academies will order their applications according to their admissions criteria
<b>10 December 2021</b>	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
<b>13 December 2021 - 4 January 2022</b>	Pan-London data checking exercise of pupil applications exchanged via the PLR
<b>4 January 2022</b>	Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order
<b>31 January 2022</b>	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR
<b>11 February 2022</b>	Final ALT file to the PLR
<b>14 - 22 February 2022</b>	Pan-London data checking exercise of pupil offer data
<b>23 February 2022</b>	Deadline for on-line ALT file to portal
<b>1 March 2022</b>	eAdmissions offers made/offer letters posted where applicants have made paper applications
<b>15 March 2022</b>	Date by which parents accept or decline offers
<b>22 March 2022</b>	Date by which LA will pass information to schools within Haringey (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

#### **NOTIFICATION LETTERS AND EMAILS**

##### **A. Offer Letter**

Dear salutation,

Secondary Transfer 2022 - pupil\_firstname PUPIL\_SURNAME (pupil\_birthdate)

I am writing to let you know the outcome of your application for a secondary school place. I am pleased to tell you that we are able to offer your child a place at alloc\_pref.

Please respond now to this offer online here: [bit.ly/SchoolPlaceConfirmation](https://bit.ly/SchoolPlaceConfirmation), or by post using the form attached to this letter. You must respond by [Date TBC] 2022 or the offer may be withdrawn.

When you respond online you will need to provide the following information:

Pupil ID	pupil_id
First Name	pupil_firstname
Surname	pupil_surname
Date of Birth	pupil_birthdate

Alternatively you can visit one of Haringey's Customer Service Centres, or inform us by email using the address listed below. Failure to respond to your offer may result in the offer being withdrawn.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. This is the highest offer we can currently provide your child with, and we do not anticipate a large amount of movement for applicants this year.

The school will contact you shortly to provide further information about the arrangements for admission. If the school do not contact you within a week please contact the school directly.

If you were not offered a higher preference school

I am sorry that it was not possible to offer your child a place at any of the schools listed as a higher preference on your application form. For each of these schools, there were more applications than places available and other applicants had a higher priority than your child under the school's published admission criteria. If you would like further information about why your child was not offered a place at one of your higher preference schools, please contact the admission authority for that school.

We are the admission authority for community schools in Haringey. For all other schools and academies in Haringey, please contact them directly to find out why your child was not offered a place. If you have applied for a school outside the borough, then please contact the school admissions service in the borough where the school is located.

The contact details for Haringey schools or the relevant Admissions Service of the other boroughs can be found in our secondary school booklet online at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions). Details of how places were offered in Haringey are given at the end of this letter.

Waiting lists

Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

I can confirm that your child has been placed on the waiting list for all Haringey schools listed higher on your form. There are currently also places available at several schools in neighbouring boroughs.

If you would like pupil\_forenames to be added to any other school waiting list (or removed from a list), including those outside Haringey, please put your request in writing to the address below. You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you. This process will start after [Date TBC] 2022. Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

#### Your right to appeal

You have the right of appeal under the School Standards & Framework Act 1998 if your child is refused a place at the schools listed on your form.

If you wish to appeal:

- For Alexandra Park, Heartlands High or a community school in Haringey, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form. These schools are listed in the Schools A-Z in the Secondary Admissions booklet.
- For Duke's Aldridge Academy, Fortismere, Harris Academy Tottenham, Greig City Academy, St Thomas More Catholic School or Woodside High, please contact the school direct. These schools are listed in the Schools A-Z in the Secondary Admissions booklet.
- For schools outside Haringey, please contact the local authority where the school is located

Appeal forms must be returned by [Date TBC] 2022 for your appeal to be heard before September 2022. We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your child's position on a waiting list.

If you have any questions about this letter, please contact us using the contact details below.

Haringey School Admissions

#### B. Allocation Letter

Dear salutation,

Secondary Transfer 2022 - pupil\_firstname PUPIL\_SURNAME (pupil\_birthdate)

I am writing to let you know the outcome of your application for a secondary school place. I am sorry to tell you that we have not been able to offer your child a place at any of the schools you listed on your application form. For each of these schools, there were more applications than places available and other applicants had a higher priority than your child under the school's published admission criteria.

Your child has been offered a place at alloc\_pref. This is the nearest Haringey school to your home address with an available place.

Please respond now to this offer online here: [bit.ly/SchoolPlaceConfirmation](https://bit.ly/SchoolPlaceConfirmation), or by post using the form attached to this letter. You must respond by [Date TBC] 2022 or the offer may be withdrawn.

When you respond online you will need to provide the following information:

Pupil ID	pupil_id
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First Name	pupil_firstname
Surname	pupil_surname
Date of Birth	pupil_birthdate

Alternatively you can visit one of Haringey's Customer Service Centres, or inform us by email using the address listed below. Failure to respond to your offer may result in the offer being withdrawn.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. This is the highest offer we can currently provide your child with, and we do not anticipate a large amount of movement for applicants this year.

The school will contact you shortly to provide further information about the arrangements for admission. If the school do not contact you within a week please contact the school directly.

If you would like further information about why your child was not offered a place at one of your preferred schools, please contact the admission authority for that school. We are the admission authority for community schools in Haringey. For all other schools and academies in Haringey, please contact them directly to find out why your child was not offered a place. If you have applied for a school outside the borough, then please contact the school admissions service in the borough where the school is located.

The contact details for Haringey schools or the relevant Admissions Service of the other boroughs can be found in our secondary school booklet online at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions). Details of how places were offered in Haringey are given at the end of this letter.

#### Waiting lists

I can confirm that your child has been placed on the waiting list for all Haringey schools listed on your form. There are currently also places available at several schools in neighbouring boroughs.

If you would like pupil\_firstname to be added to any other school waiting list (or removed from a list), including those outside Haringey, please put your request in writing to the address below. You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you. This process will start after [Date TBC] 2022. Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

#### Your right to appeal

You have the right of appeal under the School Standards & Framework Act 1998 if your child is refused a place at the schools listed on your form.

If you wish to appeal:

- For Alexandra Park, Heartlands High or a community school in Haringey, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form. These schools are listed in the Schools A-Z in the Secondary Admissions booklet.
- For Duke's Aldridge Academy, Fortismere, Harris Academy Tottenham, Greig City Academy, St Thomas More Catholic School or Woodside High, please contact the school direct. These schools are listed in the Schools A-Z in the Secondary Admissions booklet.



- For schools outside Haringey, please contact the local authority where the school is located
- Appeal forms must be returned by [Date TBC] 2022 for your appeal to be heard before September 2022. We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your child's position on a waiting list.

If you have any questions about this letter, please contact us using the contact details below.

Haringey School Admissions

C. Offer Email 1

PLEASE READ THE IMPORTANT INFORMATION BELOW

Dear Parent / Carer,

We are pleased to be able to offer you your first preference school.

You must respond to this offer by [Date TBC] 2022 otherwise the offer may be withdrawn. The quickest way to do this is to log in to your application via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) using the username and password supplied to you when you registered. You can then click on VIEW OUTCOME and submit your acceptance. You will then receive a confirmation email and the school will write to you at a later date with further details.

#### APPEALS

You have the right of appeal under the School Standards and Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- for a community school in Haringey, Alexandra Park or Heartlands High, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form.
- for Fortismere, Woodside High, St Thomas More Catholic School, Greig City Academy or Harris Academy Tottenham, please contact the school direct.
- for schools outside Haringey, please contact the local authority where the school is located (contact details can be found at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and in the Secondary Admissions Booklet 2021).

Appeal forms should be returned as soon as possible.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your position on a waiting list. Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

If you have any questions please contact us on 020 8489 1000, email: [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to  
Haringey School Admissions Service, 7th Floor River Park House, 225 High Road,  
London N22 8HQ.

You can find further information about how school places were offered in Haringey, online at:

[www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-secondary-school](http://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-secondary-school)

Yours sincerely,

Haringey School Admissions Team

D. Offer Email 2

PLEASE READ THE IMPORTANT INFORMATION BELOW

Dear Parent / Carer,

We are pleased to be able to offer you one of your preferred schools.

You must respond to this offer by [Date TBC] 2022 otherwise the offer may be withdrawn. The quickest way to do this is to log in to your application via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) using the username and password supplied to you when you registered. You can then click on VIEW OUTCOME and submit your acceptance. You will then receive a confirmation email and the school will write to you at a later date with further details.

I am sorry that it was not possible to offer a place at any of the schools you listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the published admission criteria.

If you would like further information about why your child was not offered a place at one of your higher preference schools, please contact the local authority where the school is located. Details of how places were offered for community schools in Haringey are given at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions). For voluntary aided schools, academies or free schools in Haringey please contact the school direct.

You can find further information about how school places were offered in Haringey, online at:

[www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting\\_secondary-school](http://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting_secondary-school)

#### WAITING LISTS

I can confirm that your child will be placed on the waiting list for any Haringey schools that you listed higher on your form. If you would like your child to be added to any other waiting list (or removed from a list), please put your request in writing to [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to Haringey School Admissions Service, 7th Floor River Park House, 225 High Road, London N22 8HQ.

You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you. This process will start after [Date TBC] 2022. Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

#### APPEALS

You have the right of appeal under the School Standards and Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- for a community school in Haringey, Alexandra Park or Heartlands High, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form.
  - for Fortismere, Woodside High, St Thomas More Catholic School, Greig City Academy or Harris Academy Tottenham, please contact the school direct.
  - for schools outside Haringey, please contact the local authority where the school is located (contact details can be found at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and in the Secondary Admissions Booklet 2021).
- Appeal forms should be returned as soon as possible.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your position on a waiting list.

If you have any questions please contact us on 020 8489 1000, email: [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to Haringey School Admissions Service, 7th Floor Alexandra House, 225 High Road, London N22 8HQ.

Yours sincerely,

Haringey School Admissions Team

E. Allocation Email

PLEASE READ THE IMPORTANT INFORMATION BELOW

Dear Parent / Carer,

I am writing to let you know the outcome of your application for a school place. I am sorry to tell you that we have not been able to offer your child a place at any of the schools you listed on your application form. This is because all the available places were offered to applicants who had higher priority than your child under the published admission criteria. Your child has been offered a place at the school listed above.

You must respond to this offer by [Date TBC] 2022 otherwise the offer may be withdrawn. The quickest way to do this is to log in to your application via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) using the username and password supplied to you when you registered. You can then click on VIEW OUTCOME and submit your acceptance. You will then receive a confirmation email and the school will write to you at a later date with further details.

If you would like further information about why your child was not offered a place at any of your school preferences, please contact the local authority where the school is located. Details of how places were offered for community schools in Haringey are given at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions). For voluntary aided schools, academies or free schools in Haringey please contact the school direct.

You can find further information about how school places were offered in Haringey, online at:

[www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-secondary-school](http://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/starting-secondary-school)

### WAITING LISTS

I can confirm that your child will be placed on the waiting list for any Haringey schools that you listed on your form. If you would like your child to be added to any other waiting list (or removed from a list), please put your request in writing to [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to Haringey School Admissions Service, 7th Floor River Park House, 225 High Road, London N22 8HQ.

You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you. This process will start after [Date TBC] 2022. Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

### APPEALS

You have a right of appeal under the School Standards and Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- for a community school in Haringey, Alexandra Park or Heartlands High, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form.
- for Fortismere, Woodside High, St Thomas More Catholic School, Greig City Academy or Harris Academy Tottenham, please contact the school direct.
- for schools outside Haringey, please contact the local authority where the school is located (contact details can be found at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and in the Secondary Admissions Booklet 2021).

Appeal forms should be returned as soon as possible.

We strongly recommend that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your position on a waiting list.

If you have any questions please contact us on 020 8489 1000, email: [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk), or write to Haringey School Admissions Service, 7th Floor River Park House, 225 High Road, London N22 8HQ.

Yours sincerely,

Haringey School Admissions Team

## **Haringey Scheme for In-Year Admissions 2022/23**

### **APPLICATIONS**

1. Applications from Haringey and non-Haringey residents for schools in Haringey must be made directly to the Haringey Schools Admission Service.
2. The in-year e-form is available to complete on the Haringey website or a paper application is available on request from the Haringey School Admissions Service.
3. Haringey residents applying for places at maintained schools and academies outside Haringey will need to apply directly to the LA (local authority) in whose area the school is situated.
4. The admission authorities within Haringey will not use supplementary forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against their published oversubscription criteria.
5. Where supplementary forms are used, they will be available from the school concerned. Haringey's admission booklets and website will indicate which schools require supplementary forms to be completed and from where they can be obtained.
6. Where an admission authority in Haringey receives a supplementary form, it will not consider it to be a valid application until such time as the parent/carer has listed the school on their home LA's School Admissions Application Form.
7. Where only the School Admissions Application Form is received, schools **MUST** rank the application according to the information available to them.
8. Applicants will be able to express a preference for a maximum of six schools within Haringey.
9. The order of preference given on the In-Year School Admissions Application Form will not be shared with any school.
10. The Haringey Schools Admission Service will carry out address verification for each application made to a maintained school or academy in Haringey. Where Haringey is not satisfied as to the validity of an address of an applicant it will advise the admission authority schools.
11. Haringey will check the status of any applicant who is a 'looked after or was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.'

### **PROCESSING**

12. Parents/carers applying for schools in Haringey must complete the in-year e-form available on the Haringey website or request a paper application form available from the Haringey School Admissions Service.

13. Where an application is not fully completed, Haringey will not treat the application as valid until all information is received.
14. In the event that a Haringey resident applies to a non-Haringey school, Haringey will write to the parent/carer advising them to apply directly to the LA in whose area the school is situated.
15. If a pupil is currently on roll at a school in Haringey or a school in a neighbouring borough, the Admissions Service will advise the parent/carer to discuss the transfer with the Headteacher or senior Teacher at the school.

## OFFERS

16. If a school has a vacancy, it is expected that an offer of a place will be made to the child entitled to that place in accordance with the published oversubscription criteria. The Local Authority will offer places at community schools and will also make offers on behalf of own admission authority schools should they so wish.
17. Haringey will write to parents who have not been offered a place at any of their preferred schools giving reasons and informing them of their right of appeal to an independent panel in accordance with the School Standards and Framework Act 1998.
18. Haringey will notify the Home LA of the outcome of applications for their residents.
19. When a child has been offered a place at a higher preference school, the lower ranking preferences will be withdrawn.
20. When a child has been offered a place at a lower preference school, the higher preferences will also be withdrawn unless the parent indicates otherwise. Only where a parent/carer has expressly set out that they wish to be put on the waiting list of those schools which are a higher preference will this be done.
21. Where a home applicant who is out of school cannot be offered a place at one of their named preferences, Haringey will offer the nearest community (or own admitting authority if the governors have agreed to this) school to the home address with an available place.
22. Where it is known that a non-Haringey resident is out of school and cannot be offered a place at one of their named preferences, Haringey will notify the home LA who will be responsible for identifying a school place for the child.

## POST OFFER

23. Parent/carers will be expected to accept or decline the offer of a place as soon as possible. Parents must be given a reasonable amount of time to consider the offer (10 school days).
24. Where a parent does not respond within this timeframe Haringey will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Where the parent fails to respond the offer of a place will be withdrawn.

25. Haringey will notify the home LA of any appeals that are upheld for Haringey schools.
26. Children will remain on the waiting list until the end of the academic year in which the application was made and Haringey will write to all parent/carers asking them to complete a new application form if they wish to stay on the waiting list(s) beyond this timeframe.

#### HARINGEY SCHOOLS

27. The Haringey School Admissions Service will require a list of every child on roll in every year group in all the relevant Haringey schools.
28. Schools will be required to provide a weekly roll update so that it is clear on a week by week basis where there are vacancies across all schools and year groups.
29. When a child leaves a Haringey school, the name of the child and the child's future educational provision must be communicated to the School Admissions Service.

#### TRANSFERRING BETWEEN SCHOOLS

30. Parent/carers wishing to move their children between local schools will be encouraged to discuss their reasons with their current school.
31. Parent/carers need to be aware of and consider the potential impact that any move might have on the education and wellbeing of their child(ren).
32. Parent/carers moving address will also be advised to think carefully before requesting to move their child(ren) to another school.
33. Where a parent/carer insists on a transfer, it would be unlawful for an admission authority to refuse a place if a vacancy exists.

#### FRAUDULENT APPLICATIONS

34. An offer on the grounds of proximity is conditional on the child being solely or mainly resident at the address provided at the time of application. A business address, a childminder's address, or any other address other than the child's home will not be accepted. Proof of address will be sought and may be subject to further investigation.
35. Haringey Council will make every effort to prevent fraudulent applications. Haringey will carry out random checks on a number of applications and reserve the right to carry out home visits to the address provided on the application form.
36. A school place obtained using a false address will be withdrawn and given to the child who was entitled to that place. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.


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**Report for:** Cabinet 10 November 2020

**Title:** Haringey Fairer Education Fund

**Report**

**authorised by:**   
Ann Graham, Director of Children's Services

**Lead Officer:** Eveleen Riordan, Assistant Director, Schools and Learning

**Ward(s) affected:** All

**Report for Key/**

**Non Key Decision:** Key

## 1. Describe the issue under consideration

- 1.1 On 15 July, Cabinet agreed to fund a Local Authority university bursary scheme for young people from low income families (under £30k per annum total household income) from the academic year beginning in September 2021. The scheme will, among other things, pay a yearly bursary of £3000 for the duration of the degree course for 10 students, mentoring from year 13 (or before) through to graduation, the cost of the UCAS application fee and visits to two university open days during schools years 12 or 13. The scheme will be known as the Haringey Fairer Education Fund (HFEF).
- 1.2 The scheme will run year on year and provide funding for up to 10 students per year at an eventual cost to the Council of £120k. The scheme would also make available a period of work experience within the Local Authority or one of its partners, aimed at summer recess in the second year of university and based on two days a week for a period of eight weeks at London Living Wage.
- 1.3 Funding will come from CYPS in the first year and thereafter from a growth in the MTFs. Fuller detail of the proposal is set out in paragraph 5 below and with further detail on the funding in Appendix 1 to this report. The July<sup>1</sup> Cabinet report also sets out much more detail on why this scheme is proposed.
- 1.4 The July Cabinet agreed the proposal subject to two conditions:
  - i) Approve the creation of a Haringey University Scholarship scheme with an eventual annual funding of £120,000 to assist young people from lower income families to access university with financial support.

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<sup>1</sup> <https://www.minutes.haringey.gov.uk/documents/g9416/Public%20reports%20pack%2014th-Jul-2020%2018.30%20Cabinet.pdf?T=10>

- ii) Agree that the Assistant Director for Schools and Learning consult with schools and pupils over the summer on the proposals, mentoring and placement for the scholarship scheme and a second report is brought to Cabinet in autumn 2020 setting out the responses to the consultation and detailed proposals for mentoring, placements partnership work and administrative details.

1.5 Paragraph 6 below sets out the further detail that will enable the Fund to be delivered from 2021 to our young people.

## **2. Cabinet Member Introduction**

- 2.1 Education is unequal. Much too often, opportunities at school or university are skewed by where you come from – and outcomes for pupils and students clearly are too. Children from the most deprived families tend to do less well at school and are less likely to go on to university, or any other form of higher education. Among those that do go to university, the most deprived students are more likely to drop out and less likely to secure a top class degree.
- 2.2 We know too that inequality persists beyond graduation day. The most advantaged graduates are more likely to be in a high-skilled job after graduating and BAME Russell Group university graduates are more likely to be unemployed than their white peers.
- 2.3 No single injustice is responsible for the gap. Income and financial security are a major factor, but there are wider and subtler causes behind the gap too – ethnicity, class, health and household dynamics are just some of them.
- 2.4 A lot of the inequalities that distort educational opportunity are deep-set and will take wide-ranging interventions to overcome. We cannot reverse the government's 2016 decision to abolish maintenance grants for low-income students for example. But there is a clear role – indeed a leading role – that a local council can play to improve opportunities and outcomes for the most deprived residents in its borough.
- 2.5 The Haringey Fairer Education Fund is central to that ambition. It sets out a slate of interventions to support children from some of the most deprived families in Haringey. It creates a bursary grant that Haringey's young people can apply for. This will provide some extra financial security through their studies and substitute, to some extent, for the 'bank of Mum and Dad' that wealthier students can draw on. It will also support low-income students with deposits for accommodation – a sudden cost that presents a barrier to some students and contributes to a disparity between the numbers of lower and higher income students who leave home for their studies. The Haringey Fairer Education Fund will also cover the cost of open day visits and UCAS application fees for as many of Haringey's young people as possible to minimise initial barriers to higher education.
- 2.6 The scheme also introduces a major programme of mentoring. This sets out to support schoolchildren as early as possible – before attainment begins to

diverge along social lines in secondary school. We will bring together peer, community and graduate mentors from across the borough to support young people right through their education. From the transitional years at the start of secondary school, through GCSE choices, through university applications, through arrival at university itself, and all the way to graduation day. We are putting in place dedicated assistance with university applications as well for young people who are least likely to apply to university – or who may not apply for ‘high status’ Russell Group universities.

- 2.7 On top of this, we are creating placements within the council and our partners (to be paid at London Living Wage) to offer students relevant experience in a field that they wish to pursue to give them a first foothold in the jobs market.
- 2.8 The Haringey Fairer Education Fund aims to confront inequality at every stage of education – and with that to expand the life chances of our most deprived residents. It also aims to act as a catalyst, pulling in extra funding and assistance from partners, foundations and private donors to steadily expand the number of young people we can support every year.
- 2.9 We know we cannot end inequality alone, or for that matter overnight, but we can make a real contribution to the life chances of our most deprived residents – and begin to create a much fairer and more equal borough.

### **3. Recommendations**

- 1) To agree the detail of the scheme as set out in paragraph 6 of this report, including the funding associated with the scheme and the panel structure for the decision making on those students who will receive the bursary.

### **4. Alternative options considered**

- 4.1 Several other options were considered:
  - a) A scheme covering the full cost of tuition fees – rejected as it did not support the young person’s month to month living expenses and because the scheme proposed has a broader reach in terms of young people.
  - b) A Haringey student loan was rejected because it would not reduce debt for the students which is already a perceived barrier to accessing higher education.

### **5. Reasons for decision**

- 5.1 Haringey is committed to creating greater equality, including in education and opportunities for access to higher education.
- 5.2 The interventions in this Haringey Fairer Education Funding scheme are designed in the context of wider inequalities. They aim not just to support young people who are considering the affordability of university, but also to support them as they carry out their studies and with their entry into the job market afterwards, through the use of mentoring and work experience. Fuller details

of how young people would be supported as part of the scheme is set out in the July 2020 Cabinet report.

## 6. Background information

- 6.1 The following paragraphs set out the detail of how the scheme will be delivered, including the engagement we have had with schools and with young people, more detail on the mentoring and the work experience and also detail on the support that will be given before years 12 and 13 in schools to ensure that the young people who are eligible for the scheme are supported to make the right choices at A Levels and view a university application as a viable option for them.

### *Consultation*

- 6.2 In the summer of 2020 we invited all secondary schools and post 16 settings to speak to us about how they are already supporting their young people to aim high and to consider higher education where previously they may not have done so. Our schools provided detailed information on how young people are supported and encouraged from a very young age. This includes the following:

- Work begins with years 7, 8 and 9 to identify those young people for whom university and for whom ambitious university choices (Russell and Oxbridge) are realistic but for whom there are barriers that mean that they might not access those options.
- A year 12 UCAS application support process is put in place for all students. In one school, an additional 40 students were identified for whom disadvantage had been a factor and support was targeted to them. This support includes writing a personal statement.
- There is tracking across all year groups throughout secondary school to identify potential disadvantage and support accordingly.
- Pupils are asked in year 12 if they have ever been eligible for FSM (free school meals) and information is gathered on whether either of their parents have been to university so as to identify those for whom support and encouragement is paramount in the process.
- Many schools work with the Brilliant Club<sup>2</sup> for students from year 8 and where there is not a history of university entry in the family.
- There is a wealth of cultural capital work carried out in our schools from primary schools and into secondary schools. This includes a wide range of cultural trips (major museums, Sotheby's etc) and students are also linked with mentors and role models from universities in specific areas e.g. Maths or medicine.
- In many of our sixth forms, every young people are mentored to aim and to achieve to an ambitious level. Mentoring is carried out by form teachers and heads of year and alumni young people are also brought back into school to connect with existing students and

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<sup>2</sup> The Brilliant works with schools across the country to increase the number of pupils from underrepresented backgrounds progressing to highly selective universities. This work includes mobilising the PhD community to share its expertise in state schools [www.thebrilliantclub.org](http://www.thebrilliantclub.org)

speaking about their experiences both at university and once they are in the job market. In one school, a young BAME woman was coming back to the school for her third time to speak to students about her route into a high flying career with Barclays and her journey which included a university place.

- Young girls are also targeted and supported to be able to think outside any traditional 'box' that they may be within from societal expectations, including routes into science and other fields where females are underrepresented.
- Many of our schools already have their own modest bursary schemes to help disadvantaged pupils, this provides discretionary payments for school trips, education materials (books and practical material) and is means tested so that it is targeted at the right students.
- Some of our schools are already supporting young people at year 11 to travel to university open days and make the right preferences on their UCAS form.
- In at least one school there is a dedicated fund raiser (part of the PTA – parent teacher association) to increase the bursary funding within the school for young people). In another school, a bursary of £1000 is available to support students while at school and had been directed to support two BAME students in their journey through years 12 and 13.

- 6.3 In terms of views from young people and from families, we have been told that the bewildering choices for university and for a degree course are a barrier for some young people who need to be supported while at school to navigate their way through the process and to make the right choice for them.
- 6.4 Tuition fees are a major barrier for young people in terms of fear of getting into significant debt and also concern that there is no financial cushion for many young people if they run into difficulty at university and can't keep up with accommodation and living expenses.
- 6.5 A bond or guarantee is now widely expected by university halls and other accommodation and again, this presents a barrier for those where their parents, carers or any extended family are not able to provide this guarantee. We are in talks within the LA to see if and how we could provide any bond or guarantee sum for the duration of the young person's higher education, to be returned to the LA at the end of the university period.
- 6.6 There also needs to be a continuing body of work with our young people to ensure that they are aware of and confident in their potential from a young age which enables them to make the right choices at GCSE and at A level to maximise their opportunities and options.

### ***Mentoring***

- 6.7 We are already aware that our schools are using mentoring to support students to push them to be ambitious, to widen their horizons around choice. The Haringey Fairer Education Fund will be used to ensure that mentoring is

delivered from an appropriate age in terms of aiming for university, - at year 9 to a limited number of students. This will ensure that the right GCSE options are selected with a view to supporting the right A level choices and then the degree choice.

- 6.8 Mentoring will also be delivered in years 11, 12 and 13 to support choices at those year groups. For the ten students who are supported through university, mentoring will be continued across the length of the degree course.
- 6.9 We are already in a conversation with an organisation called With Insight<sup>3</sup>. With Insight was started decades after its founder's own university choice was impacted by her fears of fitting in, and she was disheartened to discover that little has changed in the representation of black-heritage students at top universities since her time at university. Their social mission is to transform the university racial diversity landscape. Providing pupils with an Insight2Uni empowers them to lead this change.
- 6.10 There is mentoring element to the With Insight programme which is well established and with proven outcomes. We are working with With Insight to ensure that their proven mentoring programme is reflected in our approach to our young people, including:
  - a) at year 9 when GCSE options are being selected,
  - b) at year 11 when A level options are being considered and
  - c) at years 12 and 13 when university options are being explored.

We want our mentoring programme to supplement that already delivered by With Insight but not replace it. With Insight are sharing with us their training of mentors and how their programme most effectively supports young people.

- 6.11 With insight is already working in several our secondary schools and have built relationships with heads of sixth form and with young people. We will use this work to ensure that the element of mentoring that is part of HFEF is of the highest and most effective standards. That work has already begun so that the mentoring programme is in place for Sept 2021. We will work with partners to ensure that the reach of mentoring goes beyond Haringey, e.g. with our health partners: again, contacts have already been made and work begun to secure this. We also aim to ensure that recipients of the bursary are also able to perform a mentoring role in the coming years.

### ***Finance***

- 6.12 The scheme is limited to those young people (18 – 25<sup>4</sup>) from a household where the total income (including any benefits) of the parents(s)/carer(s) is no more than £30k per annum. The scheme applied to any higher education course (level 5/6), including vocational courses but excluding post graduate courses (Level 7/8). No minimum grade (A level or equivalent) is required to be eligible for the proposal and any recipient must have been resident in the borough for a minimum of 3 years at the time of applying unless there are exceptional circumstances.

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<sup>3</sup> [www.withinsightedu.org/](http://www.withinsightedu.org/)

<sup>4</sup> Aged 25 on or before the 1 September in the year that they are going to university



- 6.13 Using a fund of £120k per year and based on an assumed bursary of £300 per month (September to June) for each of the ten students would result in a bursary only spend of
- Year 1: 10 students = £30k  
Year 2: 20 students = £60k  
Year 3: 30 students = £90K
- 6.14 Other costs relating to mentoring and UCAS application support, together with administration costs, bring the total for the scheme up to an eventual £120k per annum (full breakdown of costs is set out in Appendix 1).
- 6.15 The Assistant Director for Schools and Learning has also secured the use of a graduate officer working within the LA for a period of six months from October 2020. His role will be shared between Schools and Learning (S & L) and Social Care and his remit for S & L will be to ensure that the details of the HFEF are in place for Sept 2021.

### ***The selection process***

- 6.16 A panel of professionals will consider the applications for the bursary scheme and select and recommend to the Assistant Director for Schools and Learning for decision, the eventual 10 recipients each year. The application process<sup>5</sup> is already open for 2021. Successful applicants will be selected by a panel that will convene in the spring term of the academic year before the young person is due to go to university (the first panel will therefore convene in spring 2021).
- 6.17 The Panel will be chaired by the Assistant Director for Schools and Learning who will have the final decision. We will ensure that the panel is diverse and brings in expertise and views from beyond education. The other panel members will include:
- The Cabinet member for Children and Young People
  - The Cabinet member for Communities
  - Two secondary or post 16 setting Head teachers or their representative (e.g. Head of Sixth Form).
  - One graduate below the age of 30 either from within the LA's own graduate programme or a graduate living in the borough and who has previously attended a Haringey education setting.
  - The Assistant Director for Regeneration & Economic Development or the Assistant Director for Stronger Communities
  - A representative from one of our partner organisations.
- 6.18 It is expected that the number of applications for the HFEF will be high. Where the number of applications is more than 30, a screening process will take place to ensure that those applicants who have not fully met the criteria (see below) do not progress to the panel selection process. Where the number of

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<sup>5</sup> <https://www.haringey.gov.uk/children-and-families/schools-and-education/services-pupils/haringey-fairer-education-fund#apply>

applications remains high (over 30) even after screening, criteria will be used to reduce the number of applications considered and recommended by the panel to no more than 30. One of the criteria used in this instance will be a ranking according to the level below £30k at which the total household income falls.

### ***Criteria for shortlisting***

6.19 The exact criteria for shortlisting and for eventual selection will be exempt to not give any individual candidate an advantage in their evidence base. However, criteria will include (but not be limited to):

- Total household income of below £30k (including benefits)
- Barriers an applicant has faced
- Parental situation/characteristics (drug and/or alcohol issues/others)
- Whether the parent went to university
- Material deprivation: access to essential goods and services)
- Additional indicators of financial insecurity, including free school meal eligibility, universal credit, and council tax reduction eligibility.

### ***Administrative costs***

6.20 There is an administrative cost to the Council in delivering this scheme. Indicative costs have been based on 10% of a full time PO1 role at £31,548 per annum, i.e. £3,154.80p. There is a front end cost each year for the starting of the application process when it is advertised each Sept/Oct and publicised to our schools and on social media etc. There is a cost of screening the application prior to them being considered by a convened panel made up of officers, Cabinet member and head teachers or their representatives. In addition is the role of a) organising and ensuring mentoring is delivered, organising, and administering work experience for 10 young people each summer, admin around supporting UCAS applications and university visits and generally screening all emails and calls about the scheme. There will also be a need for communication with unsuccessful applicants. This role does suggest the opportunity for an apprenticeship opening within the LA. Officers are currently liaising with finance officers to scope this out and secure appropriate administrative support for the scheme.

### ***Work experience with the Council/partners***

6.21 As part of HFEF, it is proposed to give the ten young people some work experience within the Council or with partners (depending on the degree being read) in the summer recess of year 2. This work experience is intended to expose young people to work in an area related to either their degree or to the area of work that they intend to pursue post-graduation and supported by their degree. This work experience would be based on ten weeks at two days a week, paid for at London Living Wage rates. At the time of writing, this is £10.75 per hour. This is a cost of £1,224.64p per student or £12,246.80p for all ten students (see Appendix 1).



- 6.22 Conversations with partners are ongoing including Whittington Health, Homes for Haringey, and other partners including but not limited to the police and Tottenham Hotspur.
- 6.23 In conclusion, this report summaries how the HFEF will be delivered to our young people: the bursary element to students going to university in September 2021, and the mentoring and application support (UCAS fee and university visits) from summer 2021. The Fund is based on an annual cost of £120k to the Council.

## 7. Contribution to strategic outcomes

- 7.1 The proposal links to Priority 2 of the Borough Plan which supports that “every young person, whatever their background, has a pathway to success for the future”.
- 7.2 Consultation of the Haringey Economic Development Strategy (EDS) has been delayed from March 2020 because of Covid 19. The focus of the EDS is on jobs, growth, and prosperity. The emerging EDS will identify the opportunities and challenges of the local economy. The Haringey Fair Education Fund will support the opportunities and life chances of those from families where total household income is currently very low.
- 7.3 The Community Wealth Building framework aims to create an economy rooted in the community, with the Council leading by example. It means the Council will support residents economically and socially, with a focus on employment, particularly in those areas with high levels of deprivation.

## 8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

### Finance

- 8.1.1 The table below shows the estimated cost of the over the from 2020/21 to 2023/24

	2020/21	2021/22	2022/23	2023/24
Number of student bursaries	0	10	20	30
Bursary payments to students		£ 30,000	£ 60,000	£ 90,000
Application and placement support	£ 13,000	£ 13,000	£ 24,000	£ 30,000
<b>Total cost of scheme</b>	<b>£ 13,000</b>	<b>£ 43,000</b>	<b>£ 84,000</b>	<b>£ 120,000</b>

- 8.1.2 Costs in 2010/21 financial year will be met from existing budgets in the CYPS. Subsequent years will be from budget growth as part of the MTFS process.

### Legal

- 8.1.3 Section 1 of the Localism Act 2011 confers on local authorities a general power of competence to do anything that individuals generally may do. This is a broad, flexible power of first resort, which can be used even if legislation already exists that allow a local authority to do something. However local authorities may not use the general power of competence to do anything that the authority is unable to do under a pre-commencement limitation or under a post-commencement limitation that is expressed to apply.
- 8.1.4 The general power of competence enables the Council to provide financial support to assist young people from lower income families to access university. As to setting eligibility criteria for young people to meet to apply for the scheme, the criteria set must not amount to indirect discrimination. Indirect discrimination may occur where, what may seem to be a neutral criterion or practice, puts persons sharing the protected characteristics at a particular disadvantage. A criterion which indirectly discriminates against a group sharing a protected characteristic is unlawful unless it can be objectively justified, that using the criteria is a proportionate means of achieving a legitimate aim, ensuring that benefits are targeted at those who most need them; preventing fraud or other forms of abuse or inappropriate use of services provided by the service provider; protecting the public purse, are legitimate aims. The use of criteria to access services is reasonable as a means of restricting the use or provision of the service to a selected group, where it is necessary to do so To ensure that the benefit of the scheme is restricted to pupils living in the borough for a certain period presents minimal risk of a legal challenge, as it is proposed in exceptional circumstances pupils not meeting the proposed residential criteria will be considered. Further the justification for restricting provision would be to protect the public and to ensure that benefits are targeted to those who most need them.
- 8.1.5 The Council's public sector equality duty (PSED) is referred to in the Equalities section of this report. This duty requires the Members to have due regard the requirements of the PSED in their decision-making processes.
- 8.1.6 To demonstrate that the Council have had 'due regard' to its equalities duties, there is no prescriptive way in which due regard is evidenced. However, it is generally advisable that an equalities impact assessment (EIA) is carried out, as this provides a method of assessing equalities aims.
- 8.1.7 The PSED is a continuing duty, and as Cabinet is being asked to approve the details of the Scheme equalities evidence is a relevant consideration that needs to be taken account of throughout the decision-making process, and due weight is given to equalities aims.

## **Equality**

- 8.1.8 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

8.1.9 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex, and sexual orientation. Marriage and civil partnership status apply to the first part of the duty.

8.1.10 The proposed decision is to agree the details of the Haringey Fairer Education Funding (HFEF) scheme which is a scheme designed to support young people from low-income families applying to higher education. The scheme will provide financial assistance, mentoring opportunities, provided by With Insight, an external organisation, and paid work experience at Haringey Council or one of our partner's organisation for 10 successful applicants from Haringey. This will affect young people from low-income households (under £30,000 per annum). Haringey has a young, ethnically diverse population and is the 4th most deprived borough in London, with deprivation more concentrated in the northeast of the borough; this decision is likely to have a greater impact on young people living northeast of the borough. In addition to socioeconomic disadvantage, young people from lower-income households are more likely to share multiple certain protected characteristics. For example, those young people are more likely than the Haringey average or the London average to be from Black and Asian minority ethnic communities, Christian or Muslim families, and to have disabilities or serious health conditions.

8.1.11 Post-KS5, Haringey pupils are less likely to go on to higher education institutions than pupils among the Statistical Neighbours and London boroughs. We also know that pupils who have disabilities, serious health conditions and/or caring responsibilities are less likely than average to access higher education. Haringey also has a larger proportion of Mixed Race and Black or Black British 16-17-year-olds who are NEET compared to the Statistical Neighbours and London averages. The objective of the proposed decision is to mitigate the inequalities young people face from low-income households, who share a similar demographic profile, in access to higher education.

8.1.12 We know that young people have been disadvantaged to a greater extent than others due to COVID-19 in terms of access to education and employment. As the HFEF will support young people from low-income households, as they carry out their studies and with their entry into the job market afterwards, using mentoring and paid work experience. It is expected that the scheme will improve the life chances of disadvantaged young people, and thereby increase equality in Haringey. The proposed decision, therefore, represents a measure to advance equality of opportunity for those young people who are under-represented within higher education.

8.1.13 As an organisation carrying out a public function on behalf of a public body, With Insight will be obliged to have due regard for the need to achieve the three

aims of the Public Sector Equality Duty as stated above. Appropriate contract management arrangements will be established to ensure that the delivery of their mentoring scheme is accessible, to prevent any indirect discrimination, and to address any inequalities that may arise during the mentoring scheme's operation, that does not result in any preventable or disproportionate inequality.

8.1.14 The consultation process on the proposed decision took place in the summer of 2020 in secondary schools and post 16 settings. The consultation addressed the current measures in place which support young people to aim high, and to consider higher education where previously they may not have done so. The consultations provided detailed information on how young people are supported and encouraged from a very young age, and subsequently were used to inform the proposed decision.

8.1.15 The Council and With Insight will take steps to collect demographic data on service users to identify any inequalities in service provision that may arise, and to inform future equalities analysis.

## **9. Use of Appendices**

**9.1 Appendix 1** – Summary of the cost of the Haringey Fair Education Fund, year on year (inflation not built in).

**Appendix 2** – Equalities Impact Assessment

## **10. Local Government (Access to Information) Act 1985**

NA

Academic year	2020/21		2021/22		2022/23		2023/24	
<i>Bursary payments: £3,000pp per year</i>	£	3,000.00	£	3,000.00	£	3,000.00	£	3,000.00
Total students		0		10		20		30
Total cost	£	-	£	30,000.00	£	60,000.00	£	90,000.00
<i>Higher education campus visits: £50 per visit x2</i>	£	100.00	£	100.00	£	100.00	£	100.00
Total students		25		25		25		25
Total cost	£	2,500.00	£	2,500.00	£	2,500.00	£	2,500.00
<i>UCAS application fees: £26pp</i>	£	26.00	£	26.00	£	26.00	£	26.00
Total students		100		100		100		100
Total cost	£	2,600.00	£	2,600.00	£	2,600.00	£	2,600.00
<i>Pre-application mentoring (10 hours pp per year)*</i>	£	-	£	-	£	-	£	-
Total cost	£	-	£	-	£	-	£	-
<i>Post-application mentoring (10 hours pp per year)*</i>	£	-	£	-	£	-	£	-
Total students		10		20		30		30
Total cost	£	-	£	-	£	-	£	-
<i>Application support</i>								
Total students		N/A		N/A		N/A		N/A
Total cost	£	4,000.00	£	4,000.00	£	4,000.00	£	4,000.00
<i>Placements (8 weeks, 2 days per week, at LLW - £10.75ph)</i>	£	1,224.64	£	1,224.64	£	1,224.64	£	1,224.64
Total students		0		0		10		10
Total cost	£	-	£	-	£	12,246.40	£	12,246.40
<i>Council-based coordinator (10% of a full-time PO1 role @ £35,679)</i>								
Total cost	£	3,567.90	£	3,567.90	£	3,567.90	£	3,567.90
<b>Grand total</b>	£	12,667.90	£	42,667.90	£	84,914.30	£	114,914.30
Budget line (£120k) surplus/deficit							£	5,085.70

\*It is anticipated that mentoring will be from former students (as they graduate), officers in the council and in partner organisations and that there will be no cost to this as it will be done on a voluntary basis. The Fairer Education Fund coordinator will be responsible for recruiting mentors. These will be allocated as a priority to the 10 bursary grant recipients. The next priority cohort for mentoring will be Year 12/13 pupils in the run-up to the UCAS application period.

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<b>Academic year</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
Number of student bursaries	0	10	20	30
Bursary payments to students	£ -	£ 30,000	£ 60,000	£ 90,000
Application and placement support	£ 13,000	£ 13,000	£ 24,000	£ 30,000
<b>Total cost of scheme</b>	<b>£ 13,000</b>	<b>£ 43,000</b>	<b>£ 84,000</b>	<b>£ 120,000</b>

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## EQUALITY IMPACT ASSESSMENT

The **Equality Act 2010** places a '**General Duty**' on all public bodies to have '**due regard**' to the need to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advancing equality of opportunity between those with a 'relevant protected characteristic' and those without one;
- Fostering good relations between those with a 'relevant protected characteristic' and those without one.

In addition the Council complies with the Marriage (same sex couples) Act 2013.

### Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on protect characteristics, please proceed to stage 2 and complete a full Equality Impact Assessment (EqIA).

### Stage 2 – Full Equality Impact Assessment

An EqIA provides evidence for meeting the Council's commitment to equality and the responsibilities under the Public Sector Equality Duty.

**When an EqIA has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.**

Please read the Council's Equality Impact Assessment Guidance before beginning the EqIA process.

1. Responsibility for the Equality Impact Assessment	
<b>Name of proposal</b>	Haringey Fairer Education Fund (HFEF)
<b>Service area</b>	Schools & Learning
<b>Officer completing assessment</b>	Nick Shasha
<b>Equalities/ HR Advisor</b>	Hugh Smith
<b>Cabinet meeting date (if applicable)</b>	10 November 2020
<b>Director/Assistant Director</b>	Eveleen Riordan

### 2. Summary of the proposal

*Please outline in no more than 3 paragraphs*

- *The proposal which is being assessed*
- *The key stakeholders who may be affected by the policy or proposal*
- *The decision-making route being taken*

On 15 July 2020, Cabinet agreed to fund a Local Authority university bursary scheme for young people from low income families (under £30k per annum total household income) from the academic year beginning in September 2021. The scheme will, among other things, pay a yearly bursary of £3000 for the duration of the degree course for 10 students, mentoring from year 13 (or before) through to graduation, the cost of the UCAS application fee and visits to two university open days during schools years 12 or 13. The scheme will be known as the Haringey Fairer Education Fund (HFEF).

The key stakeholders are young people from low income families. The scheme is limited to those young people (18 – 25<sup>1</sup>) from a household where the total income (including any benefits) of the parents(s)/carer(s) is no more than £30k per annum.

In the summer of 2020 all secondary schools and post 16 settings were invited to speak to us about how they are already supporting their young people to aim high and to consider higher education where previously they may not have done so. Our schools provided detailed information on how young people are supported and encouraged from a very young age. These views were collated and helped shaped a Cabinet report about the HFEF.

### **3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?**

*Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. Please include any gaps and how you will address these*

*This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national. For restructures, please complete the restructure EqIA which is available on the HR pages.*

Protected group	Service users	Staff
Sex	January 2020 School census / SFR25 2018	<i>n/a</i>
Gender Reassignment	No national or local collected data	<i>n/a</i>
Age	January 2020 School census	<i>n/a</i>
Disability	2020 data from Haringey SEN team	<i>n/a</i>

<sup>1</sup> Aged 25 on or before the 1 September in the year that they are going to university

Race & Ethnicity	2019/20 School census (which has ethnicity)	<i>n/a</i>
Sexual Orientation	No local collected data on sexual orientation, however there is ONS annual population data (2016) and ONS sexual identity, UK (2015), which are estimates.	<i>n/a</i>
Religion or Belief (or No Belief)	Synthetic data derived from the 2011 ONS National census	<i>n/a</i>
Pregnancy & Maternity	2011 census	<i>n/a</i>
Marriage and Civil Partnership	2011 census	<i>n/a</i>

**Outline the key findings of your data analysis. Which groups are disproportionately affected by the proposal? How does this compare with the impact on wider service users and/or the borough's demographic profile? Have any inequalities been identified?**

*Explain how you will overcome this within the proposal.*

*Further information on how to do data analysis can be found in the guidance.*

## 1. Sex

Figure 1 - Service users (Secondary and sixth form age children by Sex) – Haringey

	Secondary Yrs 7-11	Yrs 12-14	Grand Total	Secondary Yrs 7-11	Yrs 12-14	Grand Total
Female	6,474	1,189	7,663	48%	53%	49%
Male	6,905	1,049	7,954	52%	47%	51%
Grand Total	13,379	2,238	15,617	100%	100%	100%

Source: School Census January 2020

There are slightly more male pupils in Haringey secondary schools (Years 7-11). The opposite is the case for Years 12-14. Monitoring of sex will be undertaken to ensure that applicants to the bursary scheme broadly reflect the 50:50 composition reflected at both Y7-Y11 and Y12-14.

## 2. Gender reassignment

We do not hold data on the number of people who are seeking, receiving or have received gender reassignment surgery, and there is not national data collected for this characteristic. The Equality and Human Rights Commission estimate that there are between 300,000-500,000 transgender people in the UK. We will need to consider the inequalities and discrimination experienced for this protected group. For the purposes of this EqlA, we will use the inclusive term Trans\* in order to represent the spectrum of transgender and gender variance.

## 3. Age

Figure 3 - Service users (Secondary and sixth form age children by Age)

Year group	Number – All Haringey schools
Year 7	2,805
Year 8	2,787
Year 9	2,586
Year 10	2,606
Year 11	2,595
<b>Secondary Yrs 7-11</b>	<b>12,379</b>
Year 12	1,193
Year 13	1,012
Year 14	33
<b>Sixth Form</b>	<b>2,238</b>
<b>Grand Total</b>	<b>36,740</b>

Source: School Census January 2020

Broadly, the number of children entering Haringey's school system has increased year-on-year though primary cohorts are now reducing whilst secondary cohorts are growing.

The table above only shows pupil numbers at Haringey school or sixth form settings and does not include data on a significant number of Year 12-14 Haringey resident pupils who are educated outside of Haringey (around 52% in 2018/19). The table below shows the number of Haringey residents at out of borough Year 12-14 settings in 2018/19.

FTE institution	Number of pupils
WKCIC (City & Islington)	250
WKCIC (King's Cross)	155
Sir George Monoux 6 <sup>th</sup> form college	150
Waltham Forest FE college	116
Woodhouse 6 <sup>th</sup> form college	93
Barnet & Southgate college (Southgate)	56
Educated outside area – not listed	44
City of Westminster college	31
Barnet & Southgate college (Wood Street centre)	23
Leyton Sixth form college	21

All Other	<b>290</b>
<b>Grand Total</b>	<b>1,229</b>

Source: Haringey School Place Planning report 2020 (via Haringey Activity survey of Y11 destinations)

#### 4. Disability

Figure 4 - Service users: Total number of those in Year 7 to Year 15 plus with statements or plans maintained by Haringey as at April 2020

Year	Totals	Year	Totals
Year 7	142	Year 13	132
Year 8	146	Year 14	104
Year 9	136	Year 15	112
Year 10	153	Year 15 plus	245
Year 11	141	<b>Totals</b>	<b>2,317</b>
Year 12	162		

Source: Haringey SEN team 2020

Monitoring of SEN status will be undertaken to ensure that applicants to the bursary scheme do not disadvantage applicants with SEN. The Head of SEND is also a member of the Panel that ultimately selects the eventual 10 recipients each year.

The [Russell Group](#) have stated in their 2020 report Pathways for Potential that “pupils with special educational needs and disabilities (SEND) can face significantly greater challenges in learning at school compared to the majority of their peers whilst also reporting that the Educational Endowment Foundation found that there is a very large attainment gap between pupils in England with SEND and their peers<sup>2</sup>.

Young people with SEND continue to struggle to make the move into the HE sector, however in Haringey we have had a number of young people supported by an EHCP make the move into the HE sector. Any support that can be provided to enable young people with SEND to make this next step will be invaluable.

#### 5. Race and ethnicity

Figure 5 - Service users: 2019/20 Ethnic composition (main groups) of Haringey's school pupil population (excluding sixth form):

	School population		Secondary (Y7-Y11 only)	
	Number	%	Number	%
White - Any other White background	10,962	28.0	4,121	27.0
White - White British	7,589	19.4	2,770	18.2
Black - Black African	5,413	13.8	2,094	13.7

<sup>2</sup> Pg. 45, Pathways for Potential, <https://pathwaysforpotential.russellgroup.ac.uk/>

Any other ethnic group	2,813	7.2	1,133	7.4
Black - Black Caribbean	2,472	6.3	1,080	7.1
Mixed - Any other Mixed background	2,200	5.6	828	5.4
Mixed - White and Black Caribbean	1,102	2.8	443	2.9
Asian - Bangladeshi	1,071	2.7	503	3.3
Mixed - White and Asian	824	2.1	271	1.8
Black - Any other Black background	764	2.0	263	1.7
Mixed - White and Black African	625	1.6	261	1.7
Asian - Any other Asian background	563	1.4	156	1.0
Chinese	392	1.0	130	0.9
Asian - Indian	389	1.0	157	1.0
Asian - Pakistani	383	1.0	164	1.1
White - Irish	317	0.8	112	0.7
White - Gypsy/Roma	115	0.3	44	0.3
White - Traveller of Irish heritage	33	0.1	6	0.0
Unclassified	1,065	2.7	722	4.7
<b>Grand Total</b>	<b>39,092</b>	<b>100</b>	<b>15,258</b>	<b>100</b>

Source: School Census January 2020 via  
<https://explore-education-statistics.service.gov.uk/data-tables>

Of the entire Haringey school population 28.0% are Any other white background whilst 19.4% are White-British. Some 13.8% of primary pupils are Black African, whilst 6.3% are Black Caribbean and 7.2% are Any other ethnic group origin. A similar ethnic profile and distribution is also found when focusing solely on secondary aged (Y7-Y11) pupils attending Haringey secondary schools. Monitoring of applicant ethnicity status will be undertaken to ensure that applicants to the bursary scheme are not disadvantaged by this protected characteristic.

## 6. Sexual orientation

We do not hold ward or borough level data on sexual orientation, and it is not collected nationally through the Census. However, the ONS estimates that 3.7% of Haringey's population are lesbian, gay or bisexual (LGB), which is the 15<sup>th</sup> largest LGB community in the country<sup>3</sup>, and is likely to be reflected in both the pupil and parent populations. However, ONS data shows that 0.5% families are same sex cohabitating couples<sup>4</sup>, which suggests that LGB people are less likely to be parents, compared with the wider population.

## 7. Religion or belief (or no belief)

Religion or belief is not covered by the PLASC school census, which means that we don't have access to records for 2017. The best alternative proxy is the Haringey data derived from the England and Wales Census 2011 data on religion by age. Data on the 0-19 age group (0-4, 5-7, 8-9, 10-14, 15, 16-17 and 18-19) has been combined to

<sup>3</sup><https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/articles/subnationalsexualityestimates/uk2013to2015#introduction>

<sup>4</sup>

<https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2015>

provide an approximation of the likely religious or belief profile of school age children in Haringey.

The notional number is based upon the known sample size of pupils in Haringey (38,338) used in the Race and ethnicity analysis in Table 5 multiplied through the distribution of religion or belief from the 2011 Census. Data has been rounded to illustrate that these are synthetic estimates.

Figure 7 – Religion of pupils attending Haringey community schools

	Haringey	
	Percentage (%)	Notional Number
Christian	41.1%	15,750
Muslim	21.3%	8,150
No religion	20.0%	7,650
Religion not stated	10.4%	4,000
Jewish	4.9%	1,900
Hindu	1.0%	350
Buddhist	0.7%	300
Sikh	0.3%	150
Other religion	0.2%	100
Total	100%	38,338

Source: ONS (2011 Census data for Haringey)

Note: \* Totals may not add up due to rounding

## 8. Pregnancy and maternity<sup>5</sup>

Figure 8

The proportion of 0-4 year olds according to the Office for National Statistics mid-year population estimates as at June 2019:

Area	Number of 0-4 year olds
Haringey	6.7%
London	6.8%
England and Wales	5.8%

Haringey has a higher proportion compared to the England and Wales average, but is comparable to the London average.

## 9. Marriage and Civil Partnership<sup>6</sup>

<sup>5</sup> ONS Mid year population estimates as at June 2019

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland>

<sup>6</sup> Census 2011

Figure 9

	Married (heterosexual couples)	Civil Partnership
Haringey	32.2%	0.6%
London	40%	0.4%
England and Wales	47%	0.2%

The number of married people (only available to heterosexual couples at the time) is significantly lower than in London and England. However, the proportion of people in civil partnerships is higher in the area compared to the London and England and Wales average. Decisions will need to ensure all couples in a civil partnership are treated exactly the same as couples in a marriage.

**4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?**

*Please outline which groups you may target and how you will have targeted them*

Further information on consultation is contained within accompanying EqlA guidance

A consultation with schools was undertaken in summer 2020. This was undertaken to establish what stakeholders felt would be the most beneficial and effective way to deliver the bursary scheme. It has also enabled the authority to effectively benchmark the wide array of activities undertaken by our schools in the area of encouraging access to higher education so that our efforts can be complimentary.

The groups we are attempting to target through the bursary are young people from low income families. The scheme is limited to those young people (18 – 25<sup>7</sup>) from a household where the total income (including any benefits) of the parents(s)/carer(s) is no more than £30k per annum.

The bursary scheme will be advertised on the council website, via Twitter and with an e-mail send to all of our schools.

**4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics**

*Explain how will the consultation's findings will shape and inform your proposal and the decision-making process, and any modifications made?*

<sup>7</sup> Aged 25 on or before the 1 September in the year that they are going to university



The consultation that took place in summer 2020 established that our schools already undertaken a wide range of policies that support our young people to aim high and consider higher education. These include:

- Work begins with years 7, 8 and 9 to identify those young people for whom university and for whom ambitious university choices (Russell and Oxbridge) are realistic but for whom there are barriers that mean that they might not access those options.
- A year 12 UCAS application support process is put in place for all students. In one school, an additional 40 students were identified for whom disadvantage had been a factor and support was targeted to them. This support includes writing a personal statement.
- There is tracking across all year groups throughout secondary school to identify potential disadvantage and support accordingly.
- Pupils are asked in year 12 if they have ever been eligible for FSM (free school meals) and information is gathered on whether either of their parents have been to university so as to identify those for whom support and encouragement is paramount in the process.
- Many schools work with the Brilliant Club<sup>8</sup> for students from year 8 and where there isn't a history of university entry in the family.
- There is a wealth of cultural capital work carried out in our schools from primary schools and into secondary schools. This includes a wide range of cultural trips (major museums, Sotheby's etc) and students are also linked with mentors and role models from universities in specific areas e.g. Maths or medicine.
- In many of our sixth forms, every young people are mentored to aim and to achieve to an ambitious level. Mentoring is carried out by form teachers and heads of year and alumni young people are also brought back into school to connect with existing students and speak about their experiences both at university and once they are in the job market. In one school, a young BAME woman was coming back to the school for her third time to speak to students about her route into a high flying career with Barclays and her journey which included a university place.
- Young girls are also targeted and supported to be able to think outside any traditional 'box' that they may be within from societal expectations, including routes into science and other fields where females are underrepresented.
- Many of our schools already have their own modest bursary schemes to help disadvantaged pupils, this provides discretionary payments for school trips, education materials (books and practical material) and is means tested so that it is targeted at the right students.
- Some of our schools are already supporting young people at year 11 to travel to university open days and make the right preferences on their UCAS form.
- In at least one school there is a dedicated fund raiser (part of the PTA – parent teacher association) to increase the bursary funding within the school for young people). In another school, a bursary of £1000 is available to support students while at school and had been directed to support two BAME students in their journey through years 12 and 13.

<sup>8</sup> The Brilliant works with schools across the country to increase the number of pupils from underrepresented backgrounds progressing to highly selective universities. This work includes mobilising the PhD community to share its expertise in state schools [www.thebrilliantclub.org](http://www.thebrilliantclub.org)

The above findings have helped the authority establish how best to calibrate the bursary scheme by providing assistance in the following areas:

- Providing support: the bewildering choices for university and for a degree course are a barrier for some young people who need to be supported while at school to navigate their way through the process and to make the right choice for them
- Financial aid: Tuition fees are a major barrier for young people in terms of fear of getting into significant debt and also concern that there is no financial cushion for many young people if they run into difficulty at university and can't keep up with accommodation and living expenses.
- Assurance: A bond or guarantee is now widely expected by university halls and other accommodation and again, this presents a barrier for those where their parents, carers or any extended family are not able to provide this guarantee.
- Guidance: There also needs to be a continuing body of work with our young people to ensure that they are aware of and confident in their potential from a young age which enables them to make the right choices at GCSE and at A level to maximise their opportunities and options.

## 5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?

*Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.*

Further information on assessing impact on different groups is contained within accompanying EqlA guidance

**1. Sex** (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

It is not anticipated that the proposal will have any impact on this protected characteristic.

Positive		Negative		Neutral impact	X	Unknown Impact	
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**2. Gender reassignment** (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

It is not anticipated that the proposal will have any impact on this protected characteristic.

Positive		Negative		Neutral impact	X	Unknown Impact	
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**3. Age** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

It is not anticipated that the proposal will have any impact on this protected characteristic.

Positive		Negative		Neutral impact	X	Unknown Impact	
----------	--	----------	--	----------------	---	----------------	--

**4. Disability** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

The scheme may benefit this protected characteristic by enhancing opportunities for residents with SEND who are under-represented in higher education / or have additional barriers related to deprivation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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**5. Race and ethnicity** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

The scheme may benefit this protected characteristic by enhancing opportunities for BAME residents who are under-represented in higher education / or have additional barriers related to deprivation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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**6. Sexual orientation** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

It is not anticipated that the proposal will have any impact on this protected characteristic.

Positive		Negative		Neutral impact	X	Unknown Impact	
----------	--	----------	--	----------------	---	----------------	--

**7. Religion or belief (or no belief)** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

It is not anticipated that the proposal will have any impact on this protected characteristic.

Positive		Negative		Neutral impact	X	Unknown Impact	
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**8. Pregnancy and maternity** *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

It is not anticipated that the proposal will have any impact on this protected characteristic.

Positive		Negative		Neutral impact	X	Unknown Impact	
----------	--	----------	--	----------------	---	----------------	--

**9. Marriage and Civil Partnership** *(Consideration is only needed to ensure there is no discrimination between people in a marriage and people in a civil partnership)*

It is not anticipated that the proposal will have any impact on this protected characteristic.

Positive		Negative		Neutral impact	X	Unknown Impact	
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**10. Groups that cross two or more equality strands e.g. young black women**

The scheme could benefit BAME residents with disabilities for the reasons outlined above.

**Outline the overall impact of the policy for the Public Sector Equality Duty:**

- Could the proposal result in any direct/indirect discrimination for any group that shares the relevant protected characteristics?
- Will the proposal help to advance equality of opportunity between groups who share a relevant protected characteristic and those who do not?  
This includes:
  - a) Remove or minimise disadvantage suffered by persons protected under the Equality Act
  - b) Take steps to meet the needs of persons protected under the Equality Act that are different from the needs of other groups
  - c) Encourage persons protected under the Equality Act to participate in public life or in any other activity in which participation by such persons is disproportionately low
- Will the proposal help to foster good relations between groups who share a relevant protected characteristic and those who do not?

**6. a) What changes if any do you plan to make to your proposal as a result of the Equality Impact Assessment?**

Further information on responding to identified impacts is contained within accompanying EqlA guidance			
Outcome			Y/N
<b>No major change to the proposal:</b> the EqlA demonstrates the proposal is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <u>If you have found any inequalities or negative impacts that you are unable to mitigate, please provide a compelling reason below why you are unable to mitigate them.</u>			Y
<b>Adjust the proposal:</b> the EqlA identifies potential problems or missed opportunities. Adjust the proposal to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy. If there are any adverse impacts you cannot mitigate, please provide a compelling reason below			
<b>Stop and remove the proposal:</b> the proposal shows actual or potential avoidable adverse impacts on different protected characteristics. The decision maker must not make this decision.			
6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty			
Impact and which relevant protected characteristics are impacted?	Action	Lead officer	Timescale


**Please outline any areas you have identified where negative impacts will happen as a result of the proposal but it is not possible to mitigate them. Please provide a complete and honest justification on why it is not possible to mitigate them.**

**6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:**

Sense checking of all applicants and those applicants awarded bursaries against the known proportions of pupils with protected characteristics will take place. Due to the small sample size of awards (10 per annum) it may not be that bursary awards will precisely match this profile.

We will use what we learn this year to inform next year's progress to address gaps in applicants by protected characteristic. We can also use and shape our advertisements on the council website, our Twitter posts and with communication to all of our schools.

**7. Authorisation**

<p>EqlA approved by </p> <p>.....</p> <p>(Ann Graham / Director)</p>	<p>Date: 2 November 2020</p> <p>.....</p>
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**8. Publication**

*Please ensure the completed EqlA is published in accordance with the Council's policy.*

Please contact the Policy & Strategy Team for any feedback on the EqlA process.

**Report for: Cabinet Decision 10 November 2020**

**Title:** Supplementary Report on Parking Permits and Charges – Ultra Low Emission Zone (ULEZ) Readiness

**Report authorised by:**

Stephen McDonnell, Director of Environment and Neighbourhoods

**Lead Officer:** Ann Cunningham, Head of Operations,  
[Ann.Cunningham@haringey.gov.uk](mailto:Ann.Cunningham@haringey.gov.uk), Telephone 0208 489 1355.

**Ward(s) affected:** All

**Report for Key/Non-Key Decision:** Key**1. Describe the issue under consideration**

- 1.1 In March 2020, the Cabinet authorised officers to proceed to statutory consultation on amending relevant Traffic Management Orders to implement changes to parking permits and charges. The appendix to this report referenced a differential increase to a number of parking permit charge bands. However, the statutory consultation conducted in June 2020 proposed a flat £10 annual increase to all parking permit charge bands. In September 2020 Cabinet agreed to this flat £10 increase but appendix 2 to the report (which was referenced in its resolution) incorrectly included the differential increase.
- 1.2 This report therefore clarifies the parking charge increases to be implemented to all parking permit charge bands following statutory consultation and seeks authority to modify the draft legal traffic order accordingly.

**2. Cabinet Member Introduction**

- 2.1 This report clarifies that an increase of £10 will apply to all annual parking permit charge bands following the review of parking charges and in line with the associated statutory consultation. This report also confirms that the differential increase referred to in the appendix to the September 2020 report was not in accordance with the intended changes to parking permit charges and should therefore be disregarded.

### **3. Recommendations**

3.1 It is recommended that Cabinet;

(i) agree a flat rate £10 increase to all annual parking permit charges. That this increase and surcharges agreed by Cabinet in September will apply pro rata to the six monthly parking permits. Those charges are set out in appendix 1.

(ii) authorises officers to make the necessary changes to the Traffic Management Orders.

(iii) agree that those changes and the changes agreed by Cabinet in September become effective at the point of the new Parking IT system becoming live.

### **4. Reasons for decision**

4.1 This decision is required in order to clarify the parking charges to be implemented following statutory consultation undertaken in June 2020.

### **5. Alternative options considered**

5.1 The alternative option of doing nothing would leave an inconsistency in the Cabinet's decision and the parking charges that were intended to be implemented following statutory consultation.

### **6. Background information**

6.1 In March 2020, the Cabinet authorised officers to proceed to statutory consultation on a number of changes to parking permits and charges. This included a general increase to all parking permit charges. The appendix to the report, which set out the actual charges referenced a differential charge increase. This included a £10 increase to some parking permit charge bands, with a £20 increase applying to others. The consultation subsequently conducted specified a £10 flat rate increase to all parking permit charges.

6.2 The report presented to Cabinet in September 2020 seeking authority to proceed to implementation of those charges following consultation, sought approval for a £10 flat rate increase. However, the appendix to the report contained the same reference to a differential charge increase as that presented to Cabinet in March 2020.

6.3 In addition, the previous Cabinet decision gave authority for introducing these changes in November 2020. The introduction of those charges is dependent on the implementation of the new parking IT system. The phasing of the implementation of this system and its various modules is still under discussions with the IT provider, hence the recommendation to align itself with the start date once known.



## **7. Contribution to strategic outcomes**

- 7.1 The recommendations in this report support the delivery of Borough Plan, Transport Strategy and Air Quality Action plan (AQAP) objectives. The Transport Strategy includes a vision which improves our environment, provides accessible choices and makes walking, cycling and the use of public transport a first choice for all. One of the Strategy's priorities is "managing parking demand and provision on the borough's road network".

## **8. Comments of the Chief Finance Officer and Financial Implication**

- 8.1 This report seeks Cabinet approval for the adoption of the revised charges outlined in paragraph 3, this is in line with the Council's duty to encourage more use of sustainable travel options whilst setting the cost of parking at a reasonable level.
- 8.2 Each year the Council is required to reconsider the Parking charges as part of the annual fees and charges review, however this year no increases were made in April due to expectation of an independent exercise evaluating all the relevant charges.
- 8.3 Consultation on changes in prices was carried out in June 2020 and this paper seeks to implement those changes.
- 8.4 Any surplus income generated from these savings will be used to contribute towards expenditure incurred on sustainable transport.

## **9. Comments of the Head of Legal Services and Legal Implications**

- 9.1 The Council has legal authority under the Road Traffic Regulation Act 1984 (as amended) ("the 1984 Act") to introduce and review charges for parking in its area. In doing so, the Council can only introduce or vary parking charges for the purpose of relieving or preventing congestion of traffic.
- 9.2 There are no limits on the amount that a local authority can charge for parking permits and vouchers. Guidance issued by the Department of Transport on parking policy and enforcement (March 2015) recommends that authorities should set charges at levels which are consistent with the aims of the authority's transport strategy, including its road safety and traffic management strategies.
- 9.3 By virtue of section 46A of the 1984 Act, there is no statutory requirement for the Council to consult on the proposals to vary its parking charges. The Council must publish notice of variation in at least one local newspaper at least 21 days before the change comes into force.
- 9.4 The Council's consultation procedures in accordance with 1984 Act and the Regulations are as follows - 'a notice of proposal' to make the required traffic management orders will be advertised in the local press, and, if considered appropriate, in the London Gazette. The Council will then observe a 21-day

statutory consultation period. If any objections are received during this period the council will consider them via a report to the Cabinet Member for Environment before proceeding. When any objections have been considered the Council will then advertise a 'notice of making' in the local press, and, if considered appropriate, in the London Gazette. After this point the traffic management order's come into effect and changes can be made as required.

9.5 The decision to consult on the proposed changes to facilitate the discharge of the Council's parking functions under the 1984 Act is an executive function and may be delegated to an individual Cabinet Member in accordance with the Constitution.

9.6 It is the view of legal services that what is being proposed and recommended within this report is in accordance with the law, as set out in this section.

## 10. **Comments of the Head of Procurement**

10.1 N/A

## 11. **Equality**

11.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status apply to the first part of the duty.

11.2 The Equality Impact Assessment (EqIA) for this programme was published in the September Cabinet report. It had not found any direct/indirect discrimination for any groups that share the protected characteristics.

11.3 The programme is designed to bring benefits for Haringey's residents. All residents will benefit from reduced traffic congestion and reduced numbers of polluting vehicles; as well as improved health from better air quality, and safer streets which will have less parking congestion. These benefits are seen as mitigating against the effects of increased parking charges which do impact more on low income groups which include BAME residents. The current charges programme therefore represents a further step towards addressing health inequalities affecting groups who share the protected characteristics.

- 11.4 Resident permit surcharges for higher polluting vehicles and extension of parking charges can impact adversely on those who rely on regular visits from family and from carers, especially if they need to buy large numbers of visitor permits. Needs will be monitored through additional consultations and reviews on the operation of parking controls, which will specifically include the possibility of having reduced operating hours in some Controlled Parking Zones. Dates of consultations will be defined and agreed by the Head of Service who will also require that consultations include provision for these requirements.

**12. Use of Appendices**

Appendix 1 - Schedule of proposed increase by permit type including proposed surcharge

**13. Local Government (Access to Information) Act 1985**

- The report on parking permits and charges ULEZ readiness March 2020.
- The results of Statutory Consultation on parking permits and charges September 2020.

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## Appendix 1

## Schedule: Proposed increase by permit type, including proposed surcharge

## 1. Residential Parking Permits

CO2 Emission Band (CO2 g/km)	Current Price Annual	Current Price 6 Monthly	Proposed charge Annual	Proposed charge 6- monthly	Surcharge
Up to 100	£21	N/A	£31	N/A	£50 annual surcharge for 2 <sup>nd</sup> and subsequent permit per household
101 -110	£31	£16	£41	£21	
111 - 120	£41	£21	£51	£26	
121 - 130	£62	£31	£72	£36	
131 -140	£83	£41	£93	£46	
141 -150	£103	£52	£113	£57	£80 annual surcharge on diesel fuelled vehicles
151 -165	£145	£72	£155	£77	
166 -175	£165	£83	£175	£88	
176 - 185	£186	£93	£196	£98	
186- 200	£207	£103	£217	£108	
201-225	£227	£114	£237	£119	
226-255	£269	£134	£279	£139	
over 255	£289	£145	£299	£150	

## Vehicles registered before 1 March 2001

Engine Size	Current price (annual)	Current price (6 monthly)	Proposed Price (annual)	Proposed price (6 monthly)	Surcharge
Not over 1540 cc	£72	£36	£82	£41	£50 annual surcharge for 2 <sup>nd</sup> and subsequent permit per household
1550 cc to 3000cc	£186	£93	£196	£98	
3001cc and above	£289	£145	£299	£150	£80 annual surcharge on diesel fuelled vehicles

## 2) Carers Parking Permits

CO2 Emission Band (CO2 g/km)	Current Price (Annual)	Current Price (6 Monthly)	Proposed price (annual)	Proposed price (6-monthly)	Surcharge
Up to 100	£21	N/A	£31	N/A	£80 annual surcharge on diesel fuelled vehicles
(101 -110	£31	£16	£41	£21	
111 - 120	£41	£21	£51	£26	
121 - 130	£62	£31	£72	£36	
131 -140	£83	£41	£93	£46	
141 -150	£103	£52	£113	£57	
151 -165	£145	£72	£155	£77	
166 -175	£165	£83	£175	£88	
176 - 185	£186	£93	£196	£98	
186- 200	£207	£103	£217	£108	
201-225	£227	£114	£237	£119	
226-255	£269	£134	£279	£139	
over 255	£289	£145	£299	£150	

## Vehicles registered before 1 March 2001 (or where the CO2 emission is not documented)

Engine Size	Permit Price (annual)	Permit price (6 monthly)	Proposed Permit Price (Annual)	Proposed Permit price (6 monthly)	Surcharge
Not over 1540 cc	£72	£36	£82	£41	£80 annual surcharge on diesel fuelled vehicles.
1550 cc to 3000cc	£186	£93	£196	£98	
3001cc and above	£289	£145	£299	£150	

All surcharges will apply on a pro rata basis for six-month permits listed in tables 1 and 2 above.

### 3) Business Permits

CO2 Emission Band (CO2 g/km)	Current charge	Proposed charge	Surcharge
Up to 100	£103	£113	(£80 annual surcharge on diesel fuelled vehicles)
101 -110	£145	£155	
111 – 120	£186	£196	
121 – 130	£207	£217	
131 -140	£227	£237	
141 -150	£248	£258	
151 -165	£310	£320	
166 -175	£331	£341	
176 – 185	£351	£361	
186- 200	£413	£423	
201-225	£434	£444	
226-255	£455	£465	
over 255	£475	£485	

Vehicles registered before 1 March 2001 (or where CO2 emissions are not documented)

Engine size	Current Charges	Proposed Charge	Surcharge (£80 annual surcharge on diesel fuelled vehicles)
Not over 1540 cc	£248	£258	
1550 cc to 3000cc	£351	£361	
3001cc and above	£475	£485	

### 4) Borough Wide and Utility Permits

CO2 Emission Band (CO2 g/km)	Current charge	Proposed charge	Surcharge
Up to 100	£207	£217	(£80 annual surcharge on diesel fuelled vehicles)
101 -110	£310	£320	
111 – 120	£351	£361	
121 – 130	£393	£403	
131 -140	£434	£444	
141 -150	£475	£485	
151 -165	£620	£630	
166 -175	£661	£671	
176 – 185	£702	£712	
186- 200	£826	£836	
201-225	£868	£878	
226-255	£909	£919	
over 255	£950	£960	

**Vehicles registered before 1 March 2001 (or where CO2 emissions are not documented)**

<b>Engine size</b>	<b>Current Charges</b>	<b>Proposed Charge</b>	<b>Surcharge</b> (£80 annual surcharge on diesel fuelled vehicles)
Not over 1540 cc	£475	£485	
1550 cc to 3000cc	£702	£712	
3001cc and above	£950	£960	

**5) Visitor Vouchers**

<b>Type of Permit</b>	<b>Current Charge</b>	<b>Proposed Charge</b>
CPZ Visitor Voucher	*£3.60	*£4
Event Day CPZ Visitor Voucher	*£2.15	*£4

\* Concessionary rate of 50% discount applied to the visitor voucher charge for those aged 65 or over, or registered disabled.

**6) Disabled Blue Badge resident permit – Free**

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Report for: Cabinet 10 November 2020

Title: **Broadwater Farm Design Team- Contract variation**

Report  
Authorised by: David Joyce, Director of Housing, Regeneration and Planning

Lead Officer: Sarah Lovell, Head of Area Regeneration – North Tottenham

Ward(s) affected: **Northumberland Park**

Report for Key/  
Non-key Decision: Key Decision

## 1. Describe the issue under consideration

- 1.1. In December 2019, following a competitive procurement process, the Council's Cabinet agreed to appoint Karakusevic Carsen Architects (KCA) as the Design Team to lead design proposals for the Broadwater Farm Estate. In 2020 the Council and KCA entered into a contract for the design work, which included KCA working with the local community to develop:
- Detailed designs for replacement homes on Tangmere and Northolt
  - Design briefs for new homes on three opportunity sites
  - An Urban Design Framework and new public realm strategy for the estate
- 1.2. Officers are now seeking to vary this contract to accelerate design work thus expediting the delivery of new homes. The variation will also cover the costs of surveys required to support detailed design proposals and future additional costs, including those associated with the impact of Covid 19 on the programme.

## 2. Cabinet Member Introduction

- 2.1 Delivering high quality replacement and new homes alongside wider improvements to Broadwater Farm, is a priority for the Council. This is why we have commissioned KCA to work with the community to develop design proposals.
- 2.2 The initial design work has shown that the Moselle School site offers an exciting opportunity to deliver new council owned homes on this large, vacant site. As such, we are seeking to accelerate the design process for this site so that we can seek to secure new homes for our residents at a quicker pace.
- 2.3 The acute need to deliver new social rented homes, is ever more apparent in the wake of the Covid 19 pandemic. Covid 19 has had a devastating impact on our communities, with the impact and burden falling heaviest on those who were already most in need. By seeking to bring forward design proposals for new housing, we are not only accelerating the delivery of new homes for our residents, we are accelerating job and training opportunities, which we will secure through the delivery of these new homes.

### 3. Recommendations

#### 3.1. It is recommended that Cabinet:

- 1) Agree to vary the existing contract with the KCA to include the following:
  - a) Extend the scope of their current commission to include developing detailed design proposals for the Moselle School site to RIBA stage 3;
  - b) Cover the costs of additional surveys
- 2) Approve the contingency amount set out in the exempt part of the report and to delegate to the Director of Housing, Regeneration & Planning, authority to approve the use of the contingency.
- 3) Approve the variation sum of £439,174 (excluding contingency), bringing the total contract value to £1,835,531.60.

### 4. Reasons for decision

#### 4.1 The reasons for seeking to vary the existing KCA contract are set out below:

##### Moselle School Site

- 4.2 The original commission required KCA to develop design proposals to RIBA stage 1 for three opportunity sites, which had been identified on the periphery of the Broadwater Farm Estate. One of these sites included the vacant Moselle School site. Since initiating work on the site, it is clear that designs for this site should be expedited as it offers substantial opportunity to deliver new homes (c.60-70 unit), including new council owned social rented homes for our residents at a quicker pace. By varying the existing KCA contract to include RIBA stage 2 and 3, the detailed design proposals can be developed at the same time as the detailed design proposals for the Tangmere and Northolt sites, allowing for design efficiencies and a holistic approach to development.

##### Varying the contract sum

- 4.3 The contract sum needs to be varied, to not only allow for the costs of the detailed design proposals for the Moselle School site, but to also ensure that the costs associated with surveys and delays due to Covid 19 can be accounted for.
- 4.4 A number of surveys are required to ensure that the detailed design proposals can be bought forward for new homes and improvements across the Broadwater Farm Estate. Three quotes have been obtained by KCA for each survey required to ensure value for money, however the quotes have come in higher than originally forecast and a number of additional surveys need to be undertaken, particularly in relation to the Moselle River and to facilitate conversations with the Environment Agency. As such the contract sum for the KCA contract needs to be amended accordingly.
- 4.5 The programme for the design work has been impacted by Covid 19. This is primarily due to the fact that engagement with the community was put on hold whilst the country entered into lockdown. Whilst Officers and the Design Team have worked hard to

minimise the impact of pandemic on the programme, it is the case that the design programme has been extended. The current extension of the programme has been contained within the existing fee schedule, but any further delay to the programme, which is likely given recent government announcements, will result in increased expenditure to the Design Team and increased costs to the Council.

## 5. Alternative options considered

### Undertaking a procurement exercise to secure detailed design proposals for the Moselle School Site

- 5.1 Officers considered undertaking a new procurement exercise to secure architects to take the Moselle School site through to detailed planning. However, following consideration this option is not being taken forward as KCA are best placed to progress the detailed design proposals. This is because KCA have already undertaken a substantial amount of work on the site, including undertaking detailed site analysis, developing emerging design proposals through the RIBA stage 1 process (RIBA stage 1 to complete in November) and ensuring these designs link and conform to the emerging wider Urban Design Framework being developed for the Broadwater Farm Estate. It is also the case that undertaking a procurement process would risk losing design efficiencies and would cause substantial delay, including up to 3 months for the procurement process and up to 2 months for project initiation and site analysis.

### Not increasing the contract sum

- 5.2 The Council will not be able to progress the designs for new homes and the Urban Design Framework if the contract sum is not increased to reflect the cost of the surveys required.

## 6. Background

### Procurement of KCA and their commission

- 6.1 In November 2018, following consultation with residents, the Council's Cabinet agreed to demolish and rebuild the Tangmere and Northolt blocks on the Broadwater Farm Estate due to the identification of structural issues.
- 6.2 To meet the Council's commitment to rebuild homes on the Tangmere and Northolt site, in 2019 the Council undertook a competitive procurement exercise utilising the GLA's and TfL's Architecture Design and Urban Panel (ADUP) Framework to secure a design team to work with the community to develop:
- Detailed design proposals for the replacement homes on the Tangmere and Northolt sites.
  - An Urban Design Framework, which would ensure that the design team considers the estate and surrounding areas a whole when developing designs. This includes;
    - The designs for the new homes take account of the existing estate and estate infrastructure (such as existing roads and pedestrian footpaths etc).

- Ground floor usage on the estate can be explored in more detail, with the possibility (subject to consultation) of infilling some areas to provide community amenity, additional homes, or commercial space.
  - A strategy for public realm enhancements on the estate can be brought forward to enhance the existing green spaces and connections to the park
- RIBA Stage 1 design proposals for three opportunity sites on the periphery of the estate, including the vacant Moselle School site. This is aligned to the council's commitment to develop a significant pipeline of new council housing developments in this administration and beyond.

#### Existing contract sum

- 6.3 The procurement process concluded in December 2019, when the Council's Cabinet agreed to award of the contract for the design work to KCA for a sum of £1.3m.
- 6.4 The additional fees to progress Moselle School site design proposals and to cover the costs of the required surveys exceeds the current project contingency. Consequently, this report seeks to vary the existing contract sum to allow the detailed design proposals to progress.

### **7 Contribution to strategic outcomes**

- 7.1 The works outlined in this report will contribute to achieving Priority 1 of the Borough Plan 2019 – 2023, which is "Housing: A safe, stable and affordable home for everyone, whatever their circumstances".
- 7.2 The works outlined in this report will directly meet the first set of outcome and objectives identified for Priority 1 within the Borough Plan; these being:

"1. We will work together to deliver the new homes Haringey needs, especially new affordable homes -

a) Deliver as many new, good quality homes of all kinds as we can, in good quality neighbourhoods, getting as close as possible to the Mayor's emerging target for Haringey of 1,958 new homes every year.

b) Ensure that new developments provide affordable homes with the right mix of tenures to meet the wide range of needs across the Borough, prioritising new social rented homes.

c) Deliver 1,000 new Council homes at Council rents by 2022.

d) Secure the delivery of supported housing that meets the needs of older, disabled and vulnerable people in the borough."

### **8. Statutory Officer Comments**

### **Finance**

- 8.1 On 10th December 2019, Cabinet approved the award of the contract at a total project value of £1.54m, including contingency allowance of 10%.
- 8.2 This report seeks variation of this contract to extend the design proposals for the Moselle School site to RIBA stage 3 and cover the costs of additional surveys.
- 8.3 The cost of this additional variation is £0.44m and this will bring the total cost to £1.98m.
- 8.4 This additional cost will be met from the existing BWF capital programme budget as approved by Cabinet in February 2020.
- 8.5 Further comments are contained in the exempt report.

### **Legal**

- 8.6 The Assistant Director of Corporate Governance has been consulted in the preparation of the report.
- 8.7 Pursuant to Contract Standing Order 10.02.1(b) Cabinet have authority to approve the recommendations in the report.
- 8.8 The Assistant Director of Corporate Governance sees no legal reasons preventing Cabinet from approving the recommendations in the report.

### **Procurement**

- 8.9 Strategic Procurement agree this variation in accordance with Contract Standing Order 10.02.1(b) following a compliant procurement process carried out as permitted by CSO 3.0.1. (b).

### **Equalities**

- 8.10 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
  - Advance equality of opportunity between people who share those protected characteristics and people who do not
  - Foster good relations between people who share those characteristics and people who do not.
- 8.11 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/fait, sex and sexual orientation. Marriage and civil partnership status apply to the first part of the duty.

- 8.12 Criterion 6 of the Evaluation Criteria used to appoint KCA in 2019 as part of their original commission was on Social Value (Equality, Diversity and Inclusion). Bidders were scored against this criterion to assess their consideration and application in respect of social value and equalities matters.

## 9. Use of appendices

- a. **Appendix 1 Exempt** - The exempt information is not for publication as it contains information classified as exempt under the following categories (identified in the amended Schedule 12A of the Local Government Act 1972):

Paragraph (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## 10. Local Government (Access to Information) Act 1985

- Cabinet decision Appointment of Design Consultants for Broadwater Farm Estate (December 2019)
- Cabinet decision to demolish Tangmere and Northolt and sign off Rehousing and Repayments policy (BWF) (November 2018)  
<http://www.minutes.haringey.gov.uk/mgConvert2PDF.aspx?ID=104902&ISATT=1#search=%22broadwater%20farm%20estate%20november%202018%20cabinet%22>
- Cabinet decision to demolish Tangmere and Northolt (December 2018) following Overview and Scrutiny call in  
<http://www.minutes.haringey.gov.uk/documents/s105370/Monitoring%20Officer%20Report%20for%20OSC%206%20Dec%202018%20re%20BWF%20call%20in%20FINAL.pdf>

**Report for:** Cabinet – 10 November 2020

**Title:** Future Approach to Council Recruitment

**Report authorised by:** Richard Grice, Director of Customers, Transformation & Resources.

**Lead Officer:** Dan Paul, Chief People Officer

**Ward(s) affected:** All

**Report for Key/**

**Non-Key Decision:** Key decision

## **1. Describe the issue under consideration**

- 1.1. This report sets out the future approach to council recruitment following the end of the current contract with Hays in 2021. The new approach will focus on providing more employment opportunities for Haringey residents, reducing reliance on recruitment agencies to source staff and achieving value for money.
- 1.2. It seeks Cabinet approval under Contract Standing Orders (CSO) 7.01 (b) (selecting one or more contractors from a Framework) and 9.07.1(d) (Contracts valued at over £500k may only be awarded by Cabinet) to award a contract for the provision of Temporary Agency Workers.
- 1.3. This contract will provide greater value for the Council through the procurement of a new supplier based on a 'Neutral Vendor model'. It will allow the Council to achieve the objectives of being less reliant on agencies for recruitment and creating more employment opportunities for Haringey residents. In addition, it will generate cost savings for the Council of approximately £800k per year.
- 1.4. This contract would be for a period of 4 years with a total estimated maximum contract value of £108,000,000, inclusive of all salaries paid to Council temporary staff and fees. The estimated value is based on the Council's average spend of £27million per annum on agency staff over the last three full financial years.

## **2. Cabinet Member Introduction**

- 2.1 While the Council will always seek to reduce its reliance on agency staff, there is a continuing requirement for short term specialist workers to undertake specific pieces of work, where the appointment of a permanent member of staff is neither cost efficient or available, or where there are gaps due to skills shortages. Therefore, the Council needs to ensure that it can acquire the right skills serve our residents.

- 2.2 Hays has been the Council's supplier of agency temporary workers since 2006. On the 16 December 2016 Cabinet approved a contract with Hays to act as a Managed Service provider for recruitment to both permanent positions and temporary agency roles. This contract commenced on 22 July 2017. The Managed Service Provider model (Master Vendor) offers the service through the provision of agency workers from their [Hays] own pool of temporary staff in the first instance. Only where this is not possible does the Master Vendor use their resources to source workers from alternative agencies on their framework of suppliers.
- 2.3 The Hays contract for recruitment to permanent and temporary worker roles ends on 21 July 2021. Permanent recruitment is being brought in-house and will be delivered by the Council's enhanced Human Resources team. Permanent recruitment will be brought in-house on 1 April 2021.
- 2.4 The Council has three key objectives that it aims to achieve when considering future options for recruiting temporary staff going forward. These are:
- Increasing the number of Haringey residents able to benefit from employment opportunities at the Council – in line with our approach to Community Wealth Building.
  - Reducing the amount public money spent via recruitment agencies by building our own capacity to recruit temporary staff directly including via Haringey Works.
  - Ensure value for money for the Council in all our recruitment activity.
- 2.5 It is considered that moving to a 'Neutral Vendor' supplier contract will support the delivery of these policy objectives.
- 2.6 A Neutral Vendor supplier provides temporary staff via a framework of agencies (with no primary provider) and via a talent pool. This creates far more flexibility than the Master Vendor model and means that the Council, through Haringey Works, can be the supplier for appropriate vacancies. Vacancies that cannot be filled in this way will be sent out via the contractor's supply chain.
- 2.7 We will work with the new supplier to negotiate with the Haringey Employment Forum and local employment agencies to bring them into the supply chain of this new contract (where they meet the price and quality criteria to be considered), and we will track the proportion of our new workers who live locally with the explicit goal of growing this percentage over time.
- 2.8 In general, such suppliers have access to a greater number of agencies at competitive rates creating efficiency and cost savings for the Council. Estimated cost savings based on current spend is £800k per year.

### **Growing our local workforce and reducing reliance on recruitment agencies**

- 2.9 We will re-invest a proportion of the savings achieved through the new contract arrangements in building capacity in our Haringey Works team. This team will act as the "first line" supplier for vacancies. Our own internal team will be given a



short exclusive period of time in which to field candidates for any temporary roles before the roles go out to the wider supply chain. Any successful candidates supplied by the Council are processed by the neutral vendor as a referral from the Council and we do not pay a margin to the supplier, simply a small payroll fee.

As permanent roles come up within the Council, the increasing number of local workers in temporary roles will be in a better position to successfully apply for them as they will already work in a Council service and have knowledge of the organisation.

As result of the insource of permanent recruitment into the council, in 2021/22 we will have the technology to develop a local 'talent pool' of our own. We will use this to ensure that local people have the opportunity to express an interest in working for the Council in both permanent and temporary roles. For appropriate vacancies, we will require that the talent pool be searched first for candidates as part of the recruitment process.

- 2.10 We will look to substantially increase the number of local people working with the council as temporary workers over the period of the contract and to reduce the use of the agency supply chain. Currently we have around 550 agency workers (c.500 FTE) so we cannot expect to fill all of these posts with directly sourced local workers immediately. We would expect however to have made meaningful progress on this by the end of the contract. The proposed contract does not require us to make a volume commitment – including no minimum spend - and so the council is free to source as many vacancies locally as we can.
- 2.11 It should be noted that with any temporary recruitment contract the vast majority of the contract value is paid in salaries to the recruited workers – who are paid via the agency. The fee to the agency for recruitment services is a far smaller proportion of contract value.
- 2.12 Therefore, the expectation will be that an increasing proportion of this contract value will be salaries for local workers as a result of the alternative recruitment strategies and approaches that will form a larger part of the recruitment mix over time.

### **3. Recommendations**

- 3.1 That Cabinet approves the strategy to build the capability of Haringey Works to become a major supplier of candidates for temporary and permanent roles at the Council, through the creation of a talent pool, as set out in paragraphs 6.4 to 6.6.
- 3.2 That Cabinet approves that the Council works with the Haringey Employment Forum and local employment agencies to bring them into the supply chain of the new contract as set out in paragraph 6.7.
- 3.3 That Cabinet approves, in accordance with Contract Standing Orders 7.01 (b) (selecting one or more contractors from a Framework) and 9.07.1(d), the award of a contract for the provision of Temporary Agency Workers for a period of 4 years up to a contract value of £108,000,000 to the organisation identified as

Option 1 in the exempt part of this report. This sum is inclusive of all salaries paid to Council temporary staff and fees.

#### **4. Reasons for decision**

- 4.1 The Council's current contract expires in July 2021 and a procurement process has been undertaken to ensure a new contract can be placed that meets the Council's current requirements
- 4.2 The new contract will allow the Council to realise savings estimated at around £3,200,000 over the 4-year period of the contact based on current agency worker usage.
- 4.3 The new contract will enable the Council to build in-house temporary recruitment capability in a manageable way, focused on recruitment of local people and giving them priority access to opportunities.

#### **5. Alternative Options Considered.**

##### **5.1 Do Nothing**

This option was discounted as it would result in the Council having to go to the open market on each requirement to fill temporary positions with the risk of incurring higher fees and greater risk of the position not being filled.

##### **5.2 Extend the existing contract**

The existing contract could be extended for a further year. However, this course of action would not allow the Council to realise the savings in the outline business case

##### **5.3 Undertake a full OJEU procurement**

The option to undertake a full EU tender had been considered. However, it was deemed that the level of Authority's resources and time required to complete an EU tender process was not justified when a suitable EU compliant Framework Agreements was available.

In addition, accessing the service through the MSTAR3 London Collaboration Further Competition to which Haringey is a signatory allows the Council to take advantage the competitive pricing achieved by collaborating with 12 other London Boroughs.

##### **5.4 Not award a contract and source all of our own agency workers individually**

This option was considered as part of the Council's Insourcing Policy. However, the Council's agency spend is substantial and the workers we require are across many and varied disciplines. It is therefore necessary to have a large

supply chain and we could not efficiently replicate the service that can be provided by a neutral vendor. Further, the economies of scale from using a neutral vendor means that costs are much lower in terms of agency margin than if we did not award a contract and sourced workers individually. This is evidenced by the fact that simply changing from the current master vendor to a neutral vendor proposition saves £800,000, and the current Hays master vendor contract has significantly more economies of scale and purchasing power than the Council acting alone can command. The administration, visibility, financial control and reporting of spend would also not be available were we not to appoint a contractor.

- 5.5 As well as costs, there are also operational reasons why this option was discounted. A neutral vendor arrangement means that the Council has access to a broad network of agencies that have specialisms and recruitment professionals in the respective sectors, and candidates that can work for a large number of different companies. It would not be possible to replicate this as an in house model would only be sourcing workers for the Council and is therefore less attractive for workers to sign up to, as we will not have the range and constant flow of vacancies that agencies have. However, the development of a local talent pool will mean that local people will have a way to express their interest in working for the Council, and candidates in this talent pool will be accessed by Haringey Works and considered for vacancies before the vacancy is sent to a wider supply chain by the contractor.
- 5.6 The development of in-house Haringey Works capability aims to enable the Council to grow its own ability to source a proportion of our temporary staff requirements in the future, potentially building a stronger in-house capability by the time the MSTAR3 contract ends.

## **6. Background information**

- 6.1 The business case to explore alternative suppliers of agency workers arose during the In Sourcing Permanent Recruitment project when opportunities to make additional savings were identified.
- 6.2 The comparison between current costs and those that could be achieved through using both a different supplier and business model suggested that considerable year on year savings could be achieved.
- 6.3 The current arrangements with Hays provide under the Framework Agreement from which the contract was called off that at the end of the contract all temporary staff working on assignments with the council will transfer to the new service provider. The transfer process is typical of the arrangements at the end of this type of contract and this ensures continuity of service to the council and that individuals are not treated less favourably by temporary staffing agencies for future assignments. Since the Councils contract with Hays will come to an end on 21/07/2020 and the contract with the new provider will come into effect on 22/07/2020 the implication to an individual wishing not to transfer to the new provider is that the individual's contract will also come to an end since an individual's temporary contract with the council is based on the Council's contract

with Hays. The only way the individual's contract with the Council can be protected is by transferring to the new provider.

- 6.4 The Council will re-invest a proportion of the savings achieved through the new contract arrangements in building capacity in the Haringey Works service. This team will act as the first line supplier for vacancies and be given a short exclusive period of time in which to field candidates for any temporary roles before the roles go out to the wider supply chain. Any successful candidates supplied by the Council will be processed by the neutral vendor as a referral from the Council, so the Council will not pay a margin to the supplier in these cases, simply a small payroll fee.
- 6.5 As permanent roles come up within the Council, the increasing number of local workers in temporary roles will be in a better position to successfully apply for them as they will already work in a Council service and have knowledge of the organisation.
- 6.6 As result of the insource of permanent recruitment into the council, in 2021/22 the Council will have the technology to develop a local 'talent pool' that will be used to ensure that local people have the opportunity to express an interest in working for the Council in both permanent and temporary roles. For appropriate vacancies, the Council will require that the talent pool be searched first for candidates as part of the recruitment process. Talent pools take time to develop and will not be able to supply all the skills required for all temporary opportunities. The Council expects that the pool will supply specific skill sets at first, before broadening its reach over time.
- 6.7 In order to further increase opportunities for local people, the Council will work with the new supplier to negotiate with the Haringey Employment Forum and local employment agencies to bring them into the supply chain of the new contract (where they meet the price and quality criteria to be considered). The Council will track the proportion of our new workers who live locally with the explicit goal of growing this percentage over time.

## **6.8 Procurement Process**

The new Contract is procured via the EU compliant MSTAR3 framework via the London Collaboration Further Competition in which the London Borough of Haringey were named as an approved user in the OJEU Contract Notice.

*The complete breakdown of the yearly cost and projected savings is available in Part B: Exempt report, Table 1.*

## **7. Contribution to strategic outcomes**

The procurement of a new supplier of agency workers will contribute to both the achievement of all the Council's strategic objectives and cost savings.

## **8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

**Comments on behalf of the Director for Finance:**

- 8.1 The Council has spent an average of £27million per annum on agency staff over the last three full financial years. This includes both the direct staffing cost and the agency fee. The cost of this four-year contract award is therefore projected to be in the region of £108 million.
- 8.2 As a significant budget head it is imperative that the Council considers delivery options for agency staffing that provide value for money as well as contributing ongoing savings that underpin the upcoming MTFS. Moving from a Master Vendor model to a Neutral Vendor model provides that opportunity.
- 8.3 The size of the saving will depend on the level of agency usage, however a detailed comparison of costs for those agency staff employed by the Council in February 2020 identified that the new contract can reasonably be expected to generate savings of £800,000 per annum. A proportion of these savings estimated at £180,000 per annum will be required to cover both the contract management costs as well as the additional resourcing capacity being put into Haringey Works.
- 8.4 The cost of implementing the contract is expected to be in the region of £400,000. Systems integration costs, estimated to be £150,000 will be funded from the ERP Improvement Programme (Scheme 607: Financial Management System Replacement). The remaining £250,000, being interim staffing and consultancy support can be contained within the application of Flexible Use of Capital Receipts already approved to support the Customer First programme which covers sustainable efficiencies and cost savings to the council's support and customer facing services.

**Comments from Strategic Procurement:**

- 8.5 The council participated in a further competition with 12 other London Boroughs under the rules of the Eastern Shires Purchasing Organisation Framework MSTAR3.
- 8.6 CSO 7.01 (b) allows for the council to select contractors from a Framework established by a public sector body, which has been established in accordance with that public sector bodies contract standing orders or regulations.
- 8.7 The ESPO MSTAR3 framework is a compliant framework and route to procure under the terms of the Council's CSO 7.01 (b).
- 8.8 The market dynamics in this sector have changed since the previous contract (Hays) was awarded, providing opportunities for savings along with additional flexibility to support the Borough Plan and other Council Priorities, especially those relating to enhanced employment opportunities for local residents and use of local agencies.
- 8.9 Strategic Procurement have no objection to the award of contract.

**Comments on behalf of the Assistant Director for Corporate Governance and Monitoring Officer**

8.10 The Assistant Director of Corporate Governance notes the content of the report.

8.10.1 Strategic Procurement has confirmed that the contract was procured through the Eastern Shires Purchasing Organisation (ESPO) Framework MSTAR3.

8.10.2 Pursuant to the Council's Contract Standing Order (CSO) 7.01(b) and Regulation 33 of the Public Contracts Regulations 2015, the Council may select one or more providers from a Framework established by a public body where the Council has been named as an approved user in the OJEU Contract Notice and it is confirmed that the Council is an approved user of the ESPO Framework MSTAR3.

8.10.3 Pursuant to CSO 9.07.1(d), Cabinet may approve the award of a contract if the value of the contract is £500,000 or more and as such Cabinet has power to approve the award of the contract in the Report.

8.10.4 The Assistant Director of Corporate Governance sees no legal reasons preventing the approval of the recommendations in the report.

**Equalities comments:**

8.11 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

The decision is to award a contract for a Managed Service Provision for Temporary Staffing will need to positively contribute to the Council's inclusion and diversity agenda and ensure equality of opportunity for all workers with protected characteristics.

There are key requirements in the framework specification that supply equal opportunity for all temporary workers.

**9. Use of Appendices / background documents:**

Appendix 1 - The exempt information is contained in the exempt report and is not for publication. The exempt information is under the following category (identified in amended schedule 12A of the Local Government Act 1972 (3)):

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**10. Local Government (Access to Information) Act 1985**

This report contains exempt and non-exempt information.

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**Report for Cabinet**

10th November 2020

**Title:** Variation of contract to Kind Diamond Build Consortium on the Linden House Project

**Report authorised by:** Charlotte Pomery, Assistant Director for Commissioning

**Lead Officer:** Chris Strong, Project Manager, Major Projects Team  
[chris.strong@haringey.gov.uk](mailto:chris.strong@haringey.gov.uk), Tel: 07971046368

**Ward(s) affected:** All

**Report for Key/  
Non Key Decision:** Key Decision

**1. Describe the issue under consideration**

- 1.1 This reports seeks agreement to vary an award of contract to Kind Diamond Build Consortium as allowed under contract standing order CSO 10.02.1.b), which permits authorisation by the Cabinet of an extension or variation to a contract where the value is £500,000 or more.

**2. Cabinet Member Introduction**

- 2.1 I am pleased to present this report to Cabinet as it marks the final stage in work to complete a refurbishment of Linden House which now offers high quality, flexible and bespoke accommodation to four local residents.
- 2.2 I am proud of the work we are doing to enable people with a range of complex needs to live in the borough as a welcome part of their local community and in accommodation which has been developed to meet their requirements.

**3. Recommendations**

- 3.1 For Cabinet to approve a variation of contract to Kind Diamond Build Consortium to increase their contract value to £1,098,872.

**4. Reasons for Decision**

- 4.1 During the course of construction there have been instructions issued by the Contract Administrator to address issues discovered on site, consequently the construction value has increased from that of tender award. All instructions have been approved under strict change control procedures.
- 4.2 The key instructions involve structural works to the roof, removal of the chimney stack, rebuilding the bay at the front of the property, provision of structural uPVC windows in lieu of timber windows and the supply of alternative fire doors.

## **5. Alternative Options Considered**

- 5.1 The option of doing nothing would mean that future invoices received for work already carried out would not be able to be paid.
- 5.2 Initiating a new procurement activity to undertake the varied works would not have been cost efficient for the Council having a well-established contractor on site and would have severely impacted on the completion of this project which was considered a particular priority project during the current Covid-19 pandemic.
- 5.3 Furthermore, to have seen two contractors on site would have created risks around co-ordination and safety and likely have invalidated certain warranties.

## **6. Background information**

- 6.1 Linden House used to be an 8 bedded residential care home and has now been refurbished and converted into supported living accommodation consisting of 4 self-contained flat units.
- 6.2 Kind Diamond Build Consortium Ltd were appointed as the contractor for the Linden Road project through competitive tender process.
- 6.3 Their appointment was approved by Cabinet in July 2019.
- 6.4 The project started on site on 14<sup>th</sup> October 2019 with a completion date of 28<sup>th</sup> April 2020. However, during the strip out phase of the project several structural issues related to the roof and the chimney stack structure within the building were uncovered along with some previously unknown asbestos leading the Contract Administrator to award an extension of time. This extension of time and all variations to date have been approved under change control procedures.
- 6.5 The project continued through the current Covid pandemic and was identified an 'essential project' because the assisted living accommodation would provide for adults with autism on completion.
- 6.6 Further structural issues were identified when it was discovered that the windows on the front elevation of the building were in fact structural elements, as there were no lintels to their openings. It was also found that the bay frontage was not tied back to the main building. Rectification of these two issues resulted in a further extension of time being granted.
- 6.7 The Covid crisis affected many suppliers and the biggest impact on the project was the supply of fire doors. The original manufacturer was already quoting a substantial delivery lead-in before they closed their factory. To minimise delay an alternative supplier was sought by the contractor and design team as there was no timescale being indicated by the original supplier as to when they might re-open and what the delivery timescale might be once production started again. An alternative supplier was found that could meet the requirements of the specification. This resulted in a third extension of time taking revised completion to the 23<sup>rd</sup> July 2020.
- 6.8 The original cash limit budget included a construction contingency. Approved variations, extensions of time and associated fees indicated a projected revised total project cost.

An exception report was presented to Capital Board on 23<sup>rd</sup> June 2020 requesting that reported revised projected cost be agreed as the revised cash limit budget. This request was approved at the meeting.

## **7. Contribution to strategic outcomes**

- 7.1 This project proposal helps to support the Priority 2 outcomes as outlined in the Borough Plan 2019 – 2023.

## **8. Statutory Officers comments (Chief Finance Officer, Procurement, Assistant Director of Corporate Governance, Equalities).**

### **8.1 Finance**

- 8.1.1 This report seeks the variation of contract to Kind Diamond Build Consortium.
- 8.1.2 The revised contract value can be contained within the existing cash limit for the project.

### **8.2 Procurement**

- 8.2.1 Strategic Procurement agree to this variation subject to Cabinet approval in compliance with CSO 10.1.2b.

### **8.3 Legal**

- 8.3.1 The Assistant Director of Corporate Governance has been consulted in the preparation of the report.
- 8.3.2 The Assistant Director of Corporate Governance sees no legal reasons preventing Cabinet from approving the recommendations in the report.

### **8.4 Equality**

- 8.4.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
  - Advance equality of opportunity between people who share those protected characteristics and people who do not
  - Foster good relations between people who share those characteristics and people who do not.
- 8.4.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.
- 8.4.3 The proposed decision is to approve a variation of the contract to Kind Diamond Build Consortium to increase their contract value to £1,098,871, to continue the building changes to Linden House, which will convert the property into 4 self-contained supported living accommodation for adults with autism.

- 8.4.4 Those in receipt of the service include individuals with protected characteristics, notably all service users have disabilities or behavioural challenges that impact on their abilities to live independently in their own homes. This decision will affect all residents who share the protected characteristics of age and disability in Haringey, among whom, men and Black and Asian minority ethnic people, are overrepresented.
- 8.4.5 The objective of the proposed decision is to provide four residents, all of whom have a learning disability and autism which is a protected characteristic, the opportunity to live independently in their own homes and assist them to achieve their goals in independent living, and provide real supported living options. The decision will enable the delivery of a service to users with learning disabilities, autism, and behavioural challenges, a group who would otherwise not be able to live in the community in Haringey.
- 8.4.6 An equality impact assessment (EqIA) was carried out in 2019 to help inform decision-makers over the potential impact of converting Linden House into assisted living. The EqIA highlighted the potential for a disproportionate impact based on gender, ethnicity, and age, as likely to favour Black and mixed, young men. The service is targeted at working-age adults who will most benefit from the supported living model, as residents in Haringey aged 26-40 have the highest prevalence of severe and/or moderate learning disabilities including autism. While no females are being allocated to the Linden House units, this is a reflection of there being more males than females in the Transforming Care cohort, and the process of allocation was done through a comprehensive needs assessment, which ensures that selection is fair and equal. Similarly, as Black and Asian autistic residents, are less likely to receive appropriate support, this disproportionate impact on residents in a protected characteristic group, is outweighed by the need to provide these groups with the opportunity to live independently with appropriate support. The proposed decision, therefore, represents a proportionate means of achieving a legitimate aim. The decision, therefore, helps the Council meet its public sector equality duty.
- 8.4.7 As an organisation carrying out a public function on behalf of a public body, Kind Diamond Build Consortium will be obliged to have due regard for the need to achieve the three aims of the Public Sector Equality Duty as stated above. Appropriate contract management arrangements will be established to ensure that the delivery of the project does not result in any preventable or disproportionate inequality.
- 8.4.8 A consultation will not be necessary, as the previous consultation ascertained that such accommodation - which allows greater control over one's own life - is the preference for these groups.
- 8.4.9 The Council will take steps to collect demographic data on service users to identify any inequalities in service provision that may arise, and to inform future equalities analysis.

## **9. Use of Appendices**

- 9.1 Appendix A – Part B Exempt Information

## **10. Local Government (Access to Information) Act 1995**

Report for Cabinet 10<sup>th</sup> November 2020

Title: **Hornsey Library – Refurbishment Project – Construction Contract Uplift**

Report authorised by Charlotte Pomery, Assistant Director for Commissioning

Lead Officer: Judith Walker, Head of Library Services,  
Telephone: x2405 email: [Judith.walker@haringey.gov.uk](mailto:Judith.walker@haringey.gov.uk)

Ward affected: All

Report for Key/Non-Key Decision: Key Decision

## 1. Describe the issue under consideration

- 1.1 This report sets out a way forward with regards to the completion of the main refurbishment works at Hornsey Library. Completion of the additional scope of works allows the Library to be re-opened to the wider community with the new facilities and refurbished interior spaces available for use by November 2020.
- 1.2 The project has involved the refurbishment of the Grade 2 Listed Hornsey Library including external envelope repairs and enhancement, internal remodelling, refurbishment and fit out. The overall scheme supports the Council's Zero Carbon Policy reducing the carbon footprint (and improving the environmental impact of the building by improving the thermal capacity and efficiency of the building services and fabric).
- 1.3 Due to the age of the building, a significant number of unexpected and exceptional building fabric and infrastructure condition issues have manifested during the refurbishment construction works and in addition, some design modifications, additional compliance works (in order to achieve Building Regulation Compliance) and client requested changes have been captured. By addressing the compliance works during this project, the impact of further disruption to the Library Service has been mitigated.
- 1.4 This paper requests the variation of contract to T&B Contractors Ltd as allowed under contract standing order (CSO 10.02.1.b) which permits authorisation by the Cabinet of an extension or variation to a contract where the value is £500,000 or more.

## 2. Cabinet Member Introduction

- 2.1 I am pleased to present this report, which signals the Council's continued commitment not only to retaining, but to enhancing and maintaining our libraries. Through this refurbishment project, which has continued throughout the Covid-19 pandemic, we have been able to bring back a Grade 2 listed building to its former glory and to modernise its interior for 21<sup>st</sup> century users.

- 2.2** The report details the reasons for this request for a variation to the existing contract and for extra funding to complete the necessary works. A number of these works only became evident during the construction period and we felt it was sensible to progress them now rather than coming back to them later, which could have necessitated a further period of library closure.

### **3. Recommendations**

- 3.1 For Cabinet to approve a variation of contract to T&B Contractors Ltd for the external envelope repairs/enhancement, internal remodelling, refurbishment and fit out of Hornsey Library to the value of £310,284.43 (excluding contingency) thus increasing their original Contract value from £2,300,369.42 to £2,610,653.85 (excluding contingency).
- 3.2 For Cabinet to approve the contingency sum set out in Part B (Exempt Report) to this paper.
- 3.3 For Cabinet to delegate the authority to approve the use of the remaining contingency sum to the Assistant Director for Commissioning.

### **4. Reasons for decision**

- 4.1 The significant number of unexpected building fabric and infrastructure issues, additional compliance works, and client requested changes have all resulted in an increase to the original tender award value.
- 4.2 The key variations comprise of:
- Internal floor screed replacement
  - Replacement of incoming water mains supply pipework
  - Services riser containment and internal fall protection
  - Adaptation of the building structural frame to enable new glazing installation
  - Removal of redundant services
  - Installation of a new mains power distribution board and additional earthing capacity
  - Reconfiguration of internal layouts,
- 4.3 The additional variations were implemented during this contract as it was deemed less disruptive to the Library Service and more cost effective as specialist contractors are currently on site, thus resulting in economies of scale and savings in contractor preliminary costs. Furthermore, it negated the need to postpone some elements of the works and for these works be procured separately.

## **5. Alternative options considered**

- 5.1 A do nothing option would mean that the Council would be unable to make payment for future invoices received and would run the risk of the Council being in breach of its contractual obligations.
- 5.2 The incorporation of the compliance variations into this project will enable the building to be handed back to the library service and will enable Building Regulation approval and the discharge of planning conditions.
- 5.3 Initiating a new procurement activity to undertake the varied works would not have been cost efficient for the Council whilst having a well-established contractor on site. This approach would have severely impacted on the completion of this project during the current Covid-19 pandemic and would have resulted in a greater disruption to the library service.
- 5.4 Furthermore, the presence of two contractors on site would have created risks around co-ordination and Health and Safety responsibilities and likely have invalidated certain warranties.

## **6. Background information**

- 6.1 London Borough of Haringey is committed to upgrade the Library Services available across the Libraries within the Borough through a Capital Works programme, with the Hornsey Library Refurbishment Project forming one of the key projects within the programme.
- 6.2 The project identified a number of key construction works were required to Hornsey Library to improve the external and internal Library environment broadly including new curtain walling and windows throughout, roofing replacements and repairs, brickwork/lintel repairs, new photovoltaic array, modifications to the internal layout, new lift car, refitting of W/Cs, new heating throughout, extensive re-wiring, new lighting, new security and fire alarm systems, new finishes to walls, floors and ceilings to the mains spaces, fitted joinery repairs & new joinery and modifications to the internal courtyard.
- 6.3 A report was presented to Cabinet in September 2018 which requested virement of £2.266m from the Corporate Landlord and Carbon Management budgets to supplement the previously approved £1.011m of funding from the Libraries budget in order that maintenance and operational improvements could be made to the Hornsey Library building. The approved sum of £3.277m was subsequently uplifted by a further Cabinet approval of £500k in February 2019, thus providing a total budget of £3.777m.



- 6.4 The originally approved Hornsey Library budget comprised the following funding elements: -

<b>Funding Stream</b>	
Libraries & Customer Services	£1,011,000
Corporate Landlord	£1,979,000
Carbon Management	£287,000
February 2019 Cabinet Uplift	£500,000
<b>Total Approved Budget</b>	<b>£3,777,000</b>

- 6.4.1 Based on this approved level of funding, the planned expenditure for the Hornsey Library upgrade works had the following profile: -

<b>Elements of Project Expenditure</b>	
Boiler Replacement Enabling Works	£464,000
Main Construction Works	£2,350,000
Construction Related Consultant and Internal Project management fees	£563,000
Disbursements	£40,000
Furniture	£190,000
Contingency	£170,000
<b>Total Planned Expenditure</b>	<b>£3,777,000</b>

- 6.4.2 The latest projected expenditure (excluding remaining contingency) for the Hornsey Library upgrade works is: -

<b>Latest Projected Project Expenditure</b>	
Boiler Replacement Enabling Works	£454,796
Main Construction Works	£2,671,447
Professional Fees & LBH Project Management	£690,856
Disbursements	£84,286
Furniture	£158,593
<b>Total Planned Expenditure</b>	<b>£4,059,978</b>

- 6.5 On 18th June 2019, Cabinet made a decision to appoint T&B Contractors Ltd to undertake the main refurbishment and enhancement works at Hornsey Library for a contract value of £2,300,369.42 exclusive of VAT. The contractor was procured through the London Construction Programme (LCP) Major Works 2014 Framework Agreement. The project was tendered using a lump sum single stage Traditional method of procurement. The form of contract selected was JCT 2016 Standard Building Contract with Quantities.
- 6.6 The refurbishment and enhancement works commenced on site in November 2019 with a contracted completion date of 28th August 2020. However, during the construction



phase several elements of additional works, unforeseen matters, client requirement and compliance works have been undertaken which have resulted in the Contractor being delayed. In total, T&B Contractors Ltd have claimed for four individual Extension of Time (EoT) claims. To date Claims for EoT No.1 and No.2 have been assessed and agreed and the associated costs are included within this variation. The validity of the contractor's claims for EoT No's 3 and 4 continue to be assessed but, at the current time, these have resulted in a projected completion date of the 26th October 2020. The requested variation to the contract award includes for a projected final account, allowance for all four Extension of Time claims and their associated prolongation costs.

- 6.7 Typical additional works have included the removal and replacement of the main library floor screed, curtain walling asbestos removal, works to the existing lift shaft, mains water supply pipework replacement, a new mains distribution board and other related issues.
- 6.8 The project has continued throughout the Covid pandemic despite many supply chain partners being affected. For example, during the early stages of the pandemic lockdown, the availability of new floor screed to replace the defective existing material in the main library was significantly disrupted by temporary closure of the manufacturers production plant. This situation was eventually overcome by sourcing an alternative supplier, but timescale delay was a resultant impact. In addition supply chain delays have resulted from procurement of specialist light fittings. Since easing of the lockdown, the supply chain has started to recover but some supplies continue to be disrupted as order book commitments are gradually cleared. Cost allowances associated with these delays have been included within the additional contingency amount highlighted in this paper.
- 6.8 The original contract value was £2,300,369.42. The latest projected total construction contract cost, including cost variations and Loss and Expense claims (but excluding remaining contingency allowance) is £2,610,653.85.
- 6.9 Two allocations were made to the project from the approved capital programme contingency, £0.25m in April 2020 and £0.05m in October 2020. These two allocations brought the budget for the project to £4.077m.
- 6.10 The proposed variation of award of £310k is to cover the increase in construction costs incurred and is broken down as follows:

Original Construction Contract Award	£2,300,369.42
Variation for additional construction works	£211,984.43
Variations for extension of time loss and expense claim (latest projected value – to be agreed)	£32,400 +£27,000+£38,900 = 98,300 total
Total projected final construction contract cost	£2,610,653.85
<b>Total projected value of variation to contract award</b>	<b>£310,284.43</b>

Note that this contract variation excludes remaining contingency allowance.

## 7. Contribution to Strategic Outcomes

7.1 This project contributes to Haringey's Borough Plan 2019-23 with a focus on the listed priorities of:

- **Priority 2 People** – The completion of the refurbishment works will optimise the asset and make it attractive for residents, encouraging use of an environment which is community focused and encourages learning and development
- **Priority 3 Place** – The refurbishment works completion will allow for key condition works to be finalised and provide an upgraded facility for the benefit of the wider community

7.2 In addition, by investing in improved building fabric, services upgrades and sustainable energy use, the project contributes towards the targets of the Haringey Climate Change Action Plan and supporting the Borough in moving towards a net zero carbon use by 2041.

## **8. Statutory Officers comments**

### **8.1 Finance**

8.1.1 This report seeks the variation of contract to T&B to the value of £310,284.43, increasing their original contract value from £2,300,369.42 to £2,610,653.85 (excluding contingency).

8.1.2 Since commencement of construction works last financial year, a total sum of £515,929 was expended in 2019/20 and £1,781,590 in 2020/21 to date. This leaves an outstanding existing contract sum balance of £373,928 for the construction works which will be paid out during the second half of 2020/21 and the retention element in 2021/22. The revised contract value can be contained within the existing cash limit for the project of £4,076,999.

### **8.2 Procurement**

8.2.1 Strategic Procurement agree to this variation subject to Cabinet approval in compliance with CSO 10.1.2b.

### **8.3 Legal**

8.3.1 The Assistant Director of Corporate Governance has been consulted in the preparation of the report.

8.3.2 The Assistant Director of Corporate Governance sees no legal reasons preventing Cabinet from approving the recommendations in the report.

## 8.4 Equality

8.4.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

8.4.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

8.4.3 The proposed decision is to vary the contract to T&B Contractors for the external and internal repair and remodelling of Hornsey Library. The objective of this decision is to allow the continuation of works at Hornsey Library, recognising the increased finances needed to complete these works. Once completed the library will acts as a community hub, supporting connections between the local community and acting as an activity space. The library also serves an important function as being free to access for residents and will provide access to digital and devices, important for reducing digital exclusion in the borough.

8.4.4 The reopening and improvements to the library will have a positive impact of the local community, in particular for older people and families with young children, who may be more likely to use the space. The improvement works to the library have been designed to be fully inclusive, helping to improve access for residents and visitors with a disability.

8.4.5 It is not anticipated that this decision will have a negative impact on any groups with protected characterise under the Equality Act 2010. The financial uplift if improve, is an important step towards creating vibrant and flexible spaces for Haringey's communities.

8.4.6 In addition to this, an Equalities Impact Assessment (EqIA) was completed before initial works started, which raised no equalities concerns.

## 9 Use of Appendices

9.1 Appendix A – Not applicable

9.2 Appendix B – Applicable

## 10 Local Government (Access to Information) Act 1995

- 10.1 This report contains exempt and non-exempt information. Exempt information is under the following categories (identified in amended Schedule 12A of the Local Government Act 1972): Information relating to financial or business affairs of any particular person (including the statutory holding that information).



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**Report for**                    **Cabinet 10 November 2020**

**Title:**                        Novation of SAP Managed Service Contract under Contract Standing Order( CSO ) 10.03

**Report authorised by :**     Director of Customers, Transformation and Resources

**Lead Officer:**            Carla Villa, x3111, [carla.villa@haringey.gov.uk](mailto:carla.villa@haringey.gov.uk)

**Ward(s) affected:**    N/A

**Report for Key/**

**Non Key Decision:** Key Decision

**1.        Describe the issue under consideration**

- 1.1      This report seeks approval from Cabinet for the implementation of Contract Standing Order 10.03, which provides that contract novations valued at £500,000 (five hundred thousand pounds) or more may only be awarded, assigned or novated by the Cabinet.

**2.        Cabinet Member Introduction**

- 2.1      To novate the contract for the SAP managed service to replace the company serving as the Council's main contractor by another company within the HCL group. This will allow for a continuation of the service for scanning services only until 31/5/21 when the contract expires.

**3.        Recommendations**

- 3.1      For Cabinet to grant fresh approval for the novation of the SAP Managed Service Contract from Axon Solutions Ltd T/A HCL Axon to HCL Technologies UK Ltd under Contract Standing Orders 10.03 and 9.07.1(d).
- 3.2      For Cabinet to note that the contract value over the life of the contract, from the contract start on 16/9/13 until the contract's current scanning service expires on 31/5/21, is £4,321,781.00.

**4.        Reasons for decision**

- 4.1      Cabinet was informed in Nov. 2019 that Axon Solutions T/A HCL Axon was being wound up as part of a restructure to reduce a complicated structure of the European companies within the HCL group and it would no longer exist. Axon Solutions T/A HCL Axon was proposing to novate the contract from them to another company within the HCL group, HCL Technologies UK Ltd, to allow for a continuation of the service provided. HCL's parent company in India, HCL Technologies Ltd was, and would remain after the proposed contract novation, a co-contractor with the relevant HCL subsidiary. Cabinet was asked to approve the novation and did. However, the restructure was delayed and in the meanwhile the contract was extended, varied and the value increased by

£197,334.00. The HCL group now wish to proceed. However, because of the change in the scope and value of the contract it is thought that fresh approval should be submitted as they will remain a supplier until May 2021.

**5. Alternative options considered**

- 5.1 Axon Solutions Ltd said that we are required to novate the contract as they are winding down the company due to a restructure.
- 5.2 Contract termination was considered but were unable to terminate all services as we require their scanning services until the contract end.

**6. Background information**

- 6.1 In 2013 a contract was let for the SAP Managed Service for a term of 6+2+2 years. The contract arrived at the end of the initial term (6 years) on 16/9/19 and approval was granted by the Director for Customers, Transformation & Resources for the contract to be varied and extended for 6 months rather than 2 years. This was then extended for a further 3 months to the 30/6/20 where at the end of this term all of the services were terminated with the exception of the scanning service which remains in place until 31/5/21. The contractor's responsibilities under the original contract are shared between one HCL group subsidiary, a UK-registered company, Axon Solutions Ltd t/a HCL Axon, which was responsible for providing the hosting, scanning, printing and invoicing and the HCL parent company registered in India, HCL Technologies Ltd, which was to provide the support and any development of the application. Under the proposed novation, Axon Solutions Ltd t/a HCL Axon would cease to be a party to the contract and would be replaced by a different UK-registered HCL subsidiary company, HCL Technologies UK Ltd, which will take over responsibility for the relevant service provision until the contract ends.

**7. Contribution to strategic outcomes**

- 7.1 To ensure continued service delivery until the end of the contract.

**8. Statutory Officers comments (Chief Finance Officer, Head of Procurement),**

**8.1 Head of Finance**

The proposed novation is required to ensure the continuation of the Council's SAP managed service, which now comprises just the scanning service element, and payments for that service until contract expiry. There are no other financial implications arising from the contents of this report.

**8.2 Statutory legal comments on behalf of the assistant Head of Corporate Governance**

- 8.2.1 Cabinet approved the award of the initial contract for the provision of a SAP managed service on 9th July 2013 to Axon Solutions Ltd t/a HCL Axon with an affiliate company, HCL Technologies Ltd, as a co-contractor.
- 8.2.2 This report is recommending approval of the novation of that contract from the main contractor, Axon Solutions Ltd t/a HCL Axon, to an affiliate company within the HCL group of companies, HCL Technologies UK Ltd, with the other original co-contractor company, HCL Technologies Ltd, continuing on in that role.



- 8.2.3 Under CSO 10.03 the Council may agree to the novation of a contract in the circumstances permitted under Reg. 72 of the Public Contracts Regulations 2015 (PCR 2015). Under CSO 9.07.1(d) the novation must be approved by Cabinet if the contract was valued at over £500,000 at the time of the award, as was the case with the SAP contract.
- 8.2.4 Under PCR 2015, reg. 72(1)(d)(ii) a novation is permitted where the company to which a contract was originally awarded is replaced by another company pursuant to a corporate restructuring provided certain other conditions are met. The other conditions are that the company to which the contract is being novated must meet the qualitative selection criteria of the contracting authority, the Council in this case, and there must be no other substantial changes to the original contract. The novation must also not be just an attempt to circumvent the requirements of the PCR 2015 (such as the usual requirement for tendering a contract). In this case, Legal Services have been consulted on the preparation of the novation agreement and confirm that no material contract changes are proposed other than the novation itself. The Council has also received assurances from the HCL Group that the proposed novation is being done as part of a bona fide rationalisation of their corporate structures to streamline business efficacy.
- 8.2.5 The initial Cabinet approval on 12 November 2019 was based on the novation of a contract expiring on 15 March 2020. The total value of this contract was £4,124,447.00. The contract has since been extended though only to continue the scanning service until end of May 2021 and the value of the contract has increased to £4,321,781.00. As a result of the updated contract particulars i.e. the extension period and added contract value of £197,334.00, a fresh Cabinet approval is required for this novation. In light of this and also of the confirmation by Strategic Procurement (see para. 8.3 of this report) that they have done due diligence on the HCL company taking over as main contractor, ie. HCL Technologies UK Ltd, and have no objections to the novation, the proposed novation appears to be permitted under the above PCR 2015 provision.
- 8.2.6 The Assistant Director of Corporate Governance is not aware of any legal reasons preventing Cabinet from approving the recommendation in the report.

### **8.3 Head of Procurement**

CSO 10.03 allows that a contract may be novated in circumstances permitted in Regulation 72 of the Public Contract Regulations.

Regulation 72(1)(d)(ii) allows for the novation of the contract following a corporate restructure.

Due diligence has been undertaken on the novations and therefore Strategic Procurement have no objections to the novation

### **8.4 Equality comments**

- 8.4.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

8.4.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

8.4.3 This report recommends that Cabinet approve the novation of the SAP Managed Service Contract from Axon Solutions Ltd T/A HCL Axon to HCL Technologies UK Ltd under Contract Standing Orders 10.03 and 9.07.1(d). This will allow for a continuation of the service for scanning services until 31/5/21 when the contract expires.

8.4.4 There are no particular equalities implications arising from the proposed decision. As an organisation undertaking a public function on behalf of a public body, the contractor will be required to comply with the Public Sector Equality Duty within the scope of the contract.

**9. Use of Appendices**  
n/a

**10. Local Government (Access to Information) Act 1985 ( if not applicable state)**  
N/A

**Report for**                      **Cabinet 10 November 2020**

**Title:**                              Extension and Variation of the Contract for the Integrated Health Improvement / Wellness Service

**Report authorised by :**      Will Maimaris, Director of Public Health

**Lead Officer:**                Sarah Hart, 0208 489 1480, [Sarah.Hart@haringey.gov.uk](mailto:Sarah.Hart@haringey.gov.uk)

**Ward(s) affected:**      ALL – but with particular focus on the east of the borough

**Report for Key/  
Non-Key Decision:** Key Decision

**1.        Describe the issue under consideration**

This report seeks Cabinet approval for an extension and variation of the existing contract for the integrated health improvement/wellness service, named One You Haringey, in accordance with Contract Standing Order 10.02.1 b, which provides that Cabinet may authorise an extension or variation to a contract where the value is £500,000 or more. Due to Covid-19, the Public Health team requests an 18-month extension to the existing contract.

**2.        Cabinet Member Introduction**

- 2.1      The commissioning of health improvement services became the responsibility of Haringey Council in April 2013, following the transfer of Public Health functions to local authorities.
- 2.2      The variation and extension of this contract will enable the Council to achieve the priorities set out in the Council Borough Plan 2019-2023, in particular Priority 2: People: ‘strong families, strong networks and strong communities nurture all residents to live well and achieve their potential’.
- 2.3      The borough plan speaks of a Haringey ‘where all adults are able to live healthy and fulfilling lives, with dignity, staying active and connected in their communities’. The One You Haringey service assists residents to achieve this by supporting them to make healthier behaviour choices. The current Covid-19 pandemic has highlighted the impact of behavioural choices on health. Reducing alcohol intake, being physically active, maintaining a healthy weight and quitting smoking are associated with reductions in complications from Covid-19. For example, a Public Health England (PHE) report in 2020, found that there is potentially a higher risk
-

of COVID-19 related death with increasing BMI and even where studies have adjusted for confounding factors such as age, sex, measures of socio-economic status (SES), ethnicity and co-morbidities, the relationship between excess weight and COVID-19 risk has persisted<sup>1</sup>. Smokers in addition, have an increased risk of contracting respiratory infections (such as Covid-19) and due to an increased likelihood of underlying smoking conditions, can experience more severe outcomes from Covid-19.

- 2.4 The provision of lifestyle services is part of the Council's strategy to reduce health inequalities and prevent residents developing long-term health conditions. Many long-term diseases are closely linked to known behavioural risk factors, with around 40% of the UK's disability adjusted life years being attributable to tobacco, hypertension, alcohol, being overweight or being physically inactive<sup>2</sup>. The One You Haringey service aims to reduce health inequalities by tackling the main lifestyle causes of poor health and the service focuses on residents from areas that experience increased deprivation levels. The One You Haringey service annual report from 2019/20 showed 68% of referrals were received from deprived areas with the remaining 32% being from more affluent areas in Haringey.
- 2.5 I welcome the proposal to extend and vary this contract. Covid-19 has introduced a number of challenges to council procedures, including procurement. By awarding this variation and extension during these unprecedented times, the future of a high performing service will be ensured over the short term, allowing the council to re-assess the market and return to standard procurement processes post Covid-19.

### 3. Recommendations

For Cabinet to approve the implementation of Contract Standing Order 10.02.1 (b) and authorise the variation and extension of contract for the provision of an integrated health improvement/wellness service (One You Haringey) to Reed Wellbeing Ltd for a period of 18 months from 1 April 2021 to 30 September 2022.

The contract value over the 18-month extension of the contract is £750, 000 (The total value over the life of the contract is therefore £3,250,000)

### 4. Reasons for decision

The existing service, which was awarded by Cabinet in 2015, following an open tender process will expire in March 2021. The Contractor Reed Wellbeing Ltd is fully meeting the expectations of the contract. During the pandemic, the provider

<sup>1</sup> Excess Weight and COVID-19: Insights from new evidence, Public Health England (PHE), July 2020.

<sup>2</sup> <https://www.makingeverycontactcount.co.uk/>

has worked with the council to find new ways to deliver services to ensure that residents continue to access health improvement services despite lockdown and with social distancing.

The procurement process for this contract was due to commence during the financial year of 2020-21 but due to the Covid-19 pandemic, the market is currently unstable and arguably if a new provider were appointed they would face barriers to establishing a new service, potentially jeopardising work being undertaken to improve the health of our most vulnerable residents.

## 5. **Alternative options considered**

5.1 **Do Nothing** - The Council could choose to no longer commission this service. This is seen to be damaging to residents especially those from economically disadvantaged groups, for the following reasons: this is an extensive, specialist programme which reaches inactive residents living in the most deprived areas of the borough. This includes people whose proclivity to develop a range of long-term conditions is exacerbated by their smoking, weight, and inactivity patterns. There is a particular risk to the Council's delivery of the Borough Plan, in regards to achieving its desired outcome of increasing the healthy life expectancy of residents, enabling them to live healthy and fulfilling lives, and staying active. To achieve the Borough Plan objectives, we need to ensure that those most in need of prevention services are able to access help to reduce alcohol consumption, quit smoking, manage their weight, and increase their physical activity levels. Reduction in the risk of development of long-term conditions by increasing exercise and reducing smoking and obesity levels are key components of keeping residents healthy and connected to their community. There is a reputational risk as GPs are the major referrers to this service and are likely to raise its loss with our partners, North Central London Clinical Commissioning Group (NCL CCG).

5.2 **The Council could recommission this service** – going to market for the current service was explored and rejected. Being aware of the critical nature of the work that One You Haringey have been commissioned to deliver they have invested significant time in establishing strong working relationships with various departments in the local NHS Trusts, GP surgeries – where they use surgery facilities to deliver clinics and are working with other local delivery partners such as physical activity session providers, the Bridge Renewal Trust and the Tottenham Hotspur Foundation. One You Haringey have improved the diversity of clients who use the service with forty seven percent of clients identifying their ethnicity as Black and Minority Ethnic (BAME) and non-white. Moreover, attempting to go out to tender during the pandemic would not be the Council's interest as many suppliers are already facing difficulties surviving in the market, and the ability to respond successfully to a tender would be impaired, as well

as, trying to establish a new service in a socially distanced market means it would more highly unlikely they would be able to meet service targets in the contract time frame given the period it would take to mobilise and establish service provision. Further, disrupting progress at this point to start again with a provider with no knowledge, skills or history of working within the borough could have an extremely detrimental impact on both progress and the reach of the service to engage with diverse communities in Haringey.

## 6. Background information

6.1 The One You Haringey service aims to reduce health inequalities by tackling the main lifestyle causes of poor health, which are obesity, smoking, excessive alcohol use, physical inactivity, and unregulated high blood pressure/cholesterol. PHE fingertips data reports that in Haringey in 2018/19:

- The smoking prevalence in adults (aged 18 plus) was 17.7 percent, which is the second highest prevalence across London.
- The percentage of adults (aged 18 plus) classed as overweight or obese was 55.9 percent
- The percentage of physically inactive adults was 31.3 percent
- Admissions to hospital for alcohol (narrow measure) was 617 people

6.2 In 2016, the council amalgamated its lifestyle contracts into the One You Haringey service. The contract went to open tender and was awarded for an initial term of 3 years, then extended for a further 2 years (1 + 1 years), making a total value of £2,500,000.00 over 5 years. The amalgamation and tendering to an external provider made a saving of £890,000 for Haringey Council in 2016.

6.2 Premature mortality and poor health disproportionately affect people lower down the socioeconomic scale. This lifestyle service aims to eradicate these differences, therefore a specific focus on delivering services into the more deprived areas of the borough and targeting population groups most at need is an outcome in this contract.

6.3 The Haringey integrated health improvement/wellness service, named as One You Haringey, has since its inception in 2016 been delivered by Reed Wellbeing Ltd.

6.4 The service has accepted over 6000 referrals since it commenced and the Haringey One You referral pathway allows a resident to either self-refer or be referred via a health professional to the service via a triage team. The triage team are able to filter residents into suitable services based on their needs, health status and personal details with 99 percent of referrals being triaged within two days of a referral being received.



- 6.5 One You Haringey is very proactive in identifying and designing projects to raise the profile of the service and to improve the range of services offered to local residents. During 2019/20 the service went into the community to deliver a series of outreach stalls, conferences, and community talks in partnership with local organisations. Partners worked with included North Middlesex University Hospital, The Whittington Hospital, GP's and pharmacies, children's centres, schools, colleges, libraries, Groundwork, Adfam, the Bridge Renewal Trust, YMCA, Homes for Haringey, Haringey Coordination and Prevention Service (HCAPS) and many more. Through this programme of outreach and engagement One You Haringey has increased referrals from hard to reach groups.
- 6.6 One You Haringey maintains a strong social media presence and completes annual communication plans to ensure that national campaigns, such as Stoptober for smoking cessation are promoted in Haringey.
- 6.7 The staff members at One You Haringey are qualified to deliver clinics, courses, and sessions on their respective programmes i.e. Smoking Cessation (NCSCT Level 2), Adult Weight Management (Momenta training), Physical Activity (REPS qualifications). Each staff member is paid the London Living Wage (LLW) and the majority are dual trained e.g. can provide services relating to weight management and physical activity. A volunteer programme creates opportunities for local residents and provides opportunities for clients to remain engaged within the service. Sessional workers are also employed as required, to work on small community exercise projects.
- 6.8 The outcomes from the integrated lifestyle service exceed the targets set and have improved over the duration of the five-year contract. The Annual report for 2019/20 outlined:
- Move More programme, 347 completions achieved from 427 starts
  - Manage your weight programme, 208 completions from 293 starts
  - Be Smoke Free – 356 people achieved a 4-week quit
  - Over 1000 people completed an Audit C to screen for alcohol issues
  - 420 community Health Checks were completed to identify potential for future long-term conditions.

Feedback is obtained for all participants and residents are very happy with the Integrated Lifestyle Service. As one resident stated:

*"I received constant support, it was great knowing my health coach was always there for me who could listen to everything about my health, family and extenuating circumstances. Very human encouragement." Angela, 55*

All programmes offered by One You Haringey are placed in the heart of communities and recognise the importance of working with community-based and specialist partners. One You Haringey have established strong relationships with delivery partners and stakeholders including the local authority, community groups, charities, and government agencies. For example, annually it has held a health and well-being event with the Bridge Renewal Trust in Chestnuts Community Centre. Last year over 700 residents attended this event.

6.9 The Covid-19 pandemic initially impacted on referrals to One You Haringey, but the service adapted quickly, moving to remote delivery of all programmes. The service took the steps below to ensure continuity:

- Trials of Facebook Live, You Tube, WhatsApp, Microsoft Teams and Zoom
- Schedule of remote delivery for physical activity, weight management and smoking cessation
- Additional online physical activity classes in the evenings and for varied ability levels such as armchair exercise classes.
- Re-engagement text messages, telephone calls and emails to previous programme participants who did not start or did not complete a programme.
- Weekly internal whole team meetings to support staff with home working.
- Creation of new e-flyers to share with partners and the creation of new social media content for residents.
- Establishing a pilot project offering vapes and smoking cessation support to homeless people housed in temporary accommodation in Haringey.
- Participation in a local 'Quit for Covid' campaign which included text messages being sent to smokers in the east of Haringey encouraging them to consider quitting smoking.

6.10 The current provider of One You Haringey services shares our council values, looks after their workforce, and makes a contribution to building the strength and resilience of our residents and communities.

## 7. **Contribution to strategic outcomes**

The One You Haringey service contributes to the Council Borough Plan 2019-2023, in particular Priority 2: People - 'strong families, strong networks and strong communities nurture all residents to live well and achieve their potential'.

## 8. **Statutory Officers comments**

### 8.1 **Head of Finance**



- 8.1.1 The report seeks approval to extend the contract for Reed Wellbeing Ltd for the provision of an integrated health improvement/wellness service for 18 months from the 1<sup>st</sup> April 2021 to 30<sup>th</sup> September 2022 at the cost of up to £750,000.
- 8.1.2 The costs in the financial year from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 will be £500,000 with a further £250,000 for the period from 1<sup>st</sup> April 2022 to 30<sup>th</sup> September 2022 from budgets in the 2022/23 financial year.
- 8.1.3 Funding for the contract is 60% from the ringfenced Public Health grant and 40% from approved General fund budgets. This equates to £300,000 Public Health grant and £200,000 General fund in 2021/22.
- 8.1.4 The funding set out above is predicated on the Public Health grant continuing at similar levels in the 2021/22 and 2022/23.

## **8.2 Head of Procurement**

- 8.2.1 The services are within scope of the Light Touch regime of the Public Contracts Regulations 2015 (The Regulations) As such the contract was duly let following the requisite process and publication of a notice in the Official Journal of the European Union
- 8.2.2 The request to vary the contract to enable a further duration of some 18 months is permitted both under the Regulations and Contract Standing Orders ( 10.02.1b)
- 8.2.3 Usually a contract modification during term would necessitate a new procurement process. However, Regulation 72 1 (c) permits contract modifications for unforeseen events like Covid-19, and its adverse impact on the supply markets ability to engage in a tender and deliver a service.
- 8.2.4 Trying to establish a new service at a time when social distancing exists would make it more challenging for a new provider to reach the target market, establish and maintain relations as well as the ability to successfully deliver the provision with possible effect on staffing levels.
- 8.2.5 Moreover, a tender process could undermine/destabilise the current good work that is being done to improve health inequalities particularly at a time when the most vulnerable groups are more likely to fall victim to the ravages of Covid-19; the interventions of this provision at this time is crucial and necessary.
- 8.2.6 The value of the proposed contract extension is less than 50% of the original contract value ( i.e. £2.5m) in line with the Regulations and may be approved.

- 8.2.7 The Service will continue to provide value for money. Savings of some £890k were made when the contract was let, the contract value has not increased during the original contract term nor will it during the extension period. The Service Provider has provided an excellent service that has exceeded contract targets. Commissioning will continue to monitor the contract for the duration of the extension to ensure that the service continues to be delivered to target and standard.

### **8.3 Assistant Director of Corporate Governance**

- 8.3.1 The Assistant Director of Corporate Governance has been consulted in the preparation of the report.
- 8.3.2 Pursuant to Contract Standing Order 10.02.1(b) Cabinet have authority to approve the variation and extension of the contract which the report relates to.
- 8.3.3 The Assistant Director of Corporate Governance sees no legal reasons preventing Cabinet from approving the recommendations in the report.

### **8.4 Equalities comments**

- 8.4.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
  - Advance equality of opportunity between people who share those protected characteristics and people who do not
  - Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex, and sexual orientation. Marriage and civil partnership status apply to the first part of the duty.

- 8.4.2 The proposed decision is for Cabinet to approve the implementation of Contract Standing Order 10.02.1 (b), and authorise the variation and extension of the contract for the provision of One You Haringey, an integrated health improvement/wellness service, to Reed Wellbeing Ltd for 18 months.
- 8.4.3 This will affect all Haringey residents who access One You Haringey services; among whom older people, men, Black and Asian minority ethnic, and those with

pre-existing health conditions, pregnant women and those from low-income households, particularly in wards east of the borough, are overrepresented. It will also affect people who smoke, and are overweight and/or obese, in Haringey, who share a similar demographic profile.

- 8.4.4 The objective of the proposed decision is to support adult residents to be more physically active, stop smoking, drink moderately, and have a better diet. It is expected that this will lead to improved health outcomes for all service users, in particular, older people, men, Black and Asian minority ethnic residents, and those with pre-existing health conditions. One You Haringey is delivered flexibly within a variety of settings, which ensures access to varied groups, such as those who are self-isolating, and those who are homeless housed in temporary accommodation. All service users are assessed by a triage team, who work with them about which service/s they would like to access, and are offered a choice of a remote provision or to wait for a return to face to face work. For example, for service users who are self-isolating, One You Haringey offers remote services via telephone and computers for those who have this equipment.
- 8.4.5. As such, the decision will help to reduce the health inequalities on groups, which is closely linked to socioeconomic disadvantage, which is particularly pertinent as the Covid-19 crisis may exacerbate existing inequalities for these groups. The proposed decision, therefore, represents a measure to address a known inequality that disproportionately affects these groups.
- 8.4.6. As an organisation carrying out a public function on behalf of a public body, Reed Wellbeing Ltd. will be obliged to have due regard for the need to achieve the three aims of the Public Sector Equality Duty as stated above. Appropriate contract management arrangements will be established to ensure that the delivery of the One You Haringey service does not result in any preventable or disproportionate inequality.
- 8.4.7 One You Haringey service is monitored quarterly, and the Council have recently asked the service to provide information on ethnicity and postcode details per service area, to identify any inequalities in service provision that may arise, and to inform future equalities analysis.

## 9. **Use of Appendices**

N/A

## 10. **Local Government (Access to Information) Act 1985**

N/A

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**Report for:** Cabinet 10 November 2020

**Title:** Award of contract for Homes for Haringey Stock Survey

**Report authorised by:** David Joyce, Director of Housing, Regeneration and Planning

**Lead Officer:** Kevin Loomes, Data Manager, Homes for Haringey

**Ward(s) affected:** Boroughwide

**Report for Key/**

**Non-Key Decision:** Key decision

## **1 Describe the issue under consideration**

- 1.1 This report requests Cabinet approval for the award of a contract to Bidder A to carry out a comprehensive condition survey of the Council's housing stock. This will be for the sum of £539,860.
- 1.2 The report also requests Cabinet approval for the issue of a letter of intent to the preferred tenderer. This will be for an amount up to, but not exceeding £53,986 which represents 10% of the contract sum.
- 1.3 Details of the successful tenderer are outlined in Appendix A (exempt information) of the report.

## **2 Cabinet Member introduction**

- 2.1 This Cabinet report requests approval to award a contract to undertake a 100% condition survey of the Council's housing stock. In line with good practice, a new survey is needed, given it is now five years since the previous survey was undertaken. There are also a number of additional data requirements in respect of building safety and energy efficiency which the new survey will address. The survey will provide accurate and comprehensive data; enabling Homes for Haringey to effectively maintain and improve the housing stock; inform decisions about investment priorities, as well ensure that the Council meets all of its statutory landlord obligations.

## **3 Recommendations**

- 3.1 Pursuant to the Council's Contract Standing Order (CSO) 9.07.1(d), for Cabinet to approve the award of a contract to the successful tenderer identified in exempt Appendix A to carry out a comprehensive stock condition survey of the Councils housing assets. This will be for the sum of £539,860.
- 3.2 For Cabinet to approve the issue of a letter of intent for an amount of up to, but not exceeding £53,986, which represents 10% of the contract sum.
- 3.3 For Cabinet to approve the delegation recommended in section 4 of the exempt information.

#### **4 Reasons for decision**

- 4.1 Homes for Haringey requires Cabinet approval to award a contract to undertake a stock condition survey of all the Council's housing stock. The objective of the stock condition survey is to provide comprehensive and accurate stock condition data that will enable Homes for Haringey to effectively manage the Council's housing stock. At the end of the survey programme, together with the full dataset and photographs, the surveying company will also provide a report setting out the key information from the surveys.
- 4.2 At the end of the survey programme an updated 30-year asset investment plan will enable Homes for Haringey to effectively plan long term investment in Haringey Council's housing stock.
- 4.3 The tender process was carried out in accordance with the London Borough of Haringey's London Construction Programme (LCP) Dynamic Purchasing System (DPS) that incorporate price and quality. The successful compliant bidder scored the highest in relation to these criteria and this is outlined in Appendix A.

#### **5 Alternative options considered**

- 5.1 An alternative option would be for Homes for Haringey to use third party industry frameworks or an OJEU compliant tender process to deliver the surveys. Homes for Haringey sought support and advice from Haringey Council's Strategic Procurement and determined the London Construction Programme Dynamic Purchasing System (DPS) as being the optimum route to the market. This was due to the speed of access to quality checked contractors and focus on companies that concentrate their resources in the local area.
- 5.2 A do-nothing option would mean the Council is not able to effectively plan its future capital investment in the housing stock, in accordance with the Asset Management Strategy 2018-23.

## 6 Background information

- 6.1 Homes for Haringey has previously undertaken stock condition surveys in 2011 and 2015 with each survey covering approximately half of the housing stock. Together, these surveys provided stock condition data for 100% of the stock. Data cloning was used for dwellings where surveyors were unable to gain access. Since the surveys were carried out, the stock condition database has been maintained. This has been achieved by updating the data with the details of all component renewals carried out across Homes for Haringey's works programmes.
- 6.2 The objective of the stock condition survey is to provide comprehensive and accurate stock condition data that will enable Homes for Haringey to effectively manage the Council's housing stock. This will include projection of future investment requirements and production of a 30-year business plan. It will also incorporate the following:
- Planning and prioritising capital investment programmes.
  - Active Asset Management - incorporating the assessment of stock viability and whether Council homes meet (or do not meet), the Decent Homes Standard.
  - Calculating the energy performance of dwellings (SAP/CO2).
  - Ensuring buildings and their components are compliant with all relevant legislation and best practice.
  - Satisfying the requirements of the duties of the Building Safety Manager.
- 6.3 Homes for Haringey require 100% of the housing stock to be surveyed. They anticipate this will be for a maximum duration of 36 months.
- 6.4 As of 1 April 2020, Homes for Haringey managed 20,259 dwellings, of which 15,325 are tenanted and 4,934 are leasehold. There are 1,612 blocks and within the tenanted dwellings, 4,980 houses or similar. Homes for Haringey will provide a programme address list to the surveying company ahead of the start of each survey tranche.
- 6.5 Of the 15,325 tenanted properties: 13,999 are general needs and 1,326 are supported housing. Within the general needs stock there are 154 hostel accommodation units which are also managed by Homes for Haringey.
- 6.6 As the landlord, the Council has a statutory and legislative duty to maintain the housing stock to a good state of repair.

## 7 Conservation areas

- 7.1 Some of the properties in this survey are within conservation areas. However, because no works will be carried out within the dwellings, no conservation area conditions are applicable.

## 8 Leaseholder Implications

- 8.1 Costs can only be recharged to leaseholders if they relate to the building or the estate. It would be difficult to determine whether any, and if so how much, of the costs involved in the stock condition survey relate to individual buildings/estates
- 8.2 There will therefore be no charges to leaseholders for the costs included in this report.

## 9 Contribution to strategic outcomes

- 9.1 This project will help to achieve the Borough Plan Outcome 3: 'We will work together to drive up the quality of housing for everyone'. This will include contributing to delivering the following objectives: -
- Improve the quality of Haringey's Council housing, including by ensuring that a minimum of 95% of homes meet the Decent Homes Standard by 2022.
  - Improve residents' satisfaction with the service they receive from Homes for Haringey to be in the top quartile for London (78%) by 2022.
  - Ensure safety in housing of all tenures across the borough, responding to any new regulations as they emerge.

**Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

## 10 Finance

- 10.1 Stock condition survey is considered necessary for short to medium term financial planning purposes.
- 10.2 The result of the survey will be used to inform future business plans and to formulate a more accurate Capital Programme.
- 10.3 It will provide a sound baseline position for next year's HRA budget/MTFS and a high level of confidence in the future allocation of investment across the council's stock.
- 10.4 The cost of this contract is estimated at £0.54m and projected to be spent as shown below: -

Financial year	Fees	Total
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<b>Up to 31/03/2021</b>	£0.05m	£0.05m
<b>2021/2022</b>	£0.25m	£0.25m
<b>2022/23</b>	£0.24m	£0.24m
<b>Total</b>	<b>£0.54m</b>	<b>£0.54m</b>

- 10.5 The projected expenditures of £0.05m in 2020/21 will be contained within the approved existing HRA budget 2020/21.
- 10.6 The named contractor was selected following a tender and evaluation process based on price (40%) and quality (60%).

## **11 Procurement**

- 11.1 Strategic Procurement approve this report in accordance with Contracts Standing Order (CSO) 9.01 and 9.04.
- 11.2 This was procured through the London Construction Programme (LCP) Dynamic Purchasing System for Professional Services.
- 11.3 The Council received submissions from 7 bidders. Following a thorough quality evaluation only 5 bids remained fully compliant as two bidders did not meet the threshold of 36% set for quality.
- 11.4 All bids were evaluated independently by a panel for the quality element and separately for the pricing evaluations.

## **12 Legal**

- 12.1 The Assistant Director of Corporate Governance has been consulted in the preparation of this report.
- 12.2 The Assistant Director of Corporate Governance sees no legal reasons preventing Cabinet from approving the recommendations in the report.

## **13 Equality**

- 13.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to: -
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act.
  - Advance equality of opportunity between people who share those protected characteristics and people who do not.
  - Foster good relations between people who share those characteristics and people who do not.

- 13.2 The three parts of the duty apply to the following protected characteristics: Age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status apply to the first part of the duty.
- 13.3 The decision will primarily impact residents living in properties managed by Homes for Haringey, among whom women, people with disabilities and BAME people are overrepresented. There is no indication that this decision will result in any foreseeable negative impacts on any individual or group that shares the protected characteristics.
- 13.4 As a body carrying out a public function on behalf of a public authority, the contractor will be required to have due regard for the need to achieve the three aims of the Public Sector Equality Duty, noted above. Arrangements will be in place to monitor the performance of the contractor and ensure that any reasonably possible measures are taken to address any issues that may occur and may have a disproportionate negative impact on any groups who share the protected characteristics.

## **14 Use of appendices**

- 14.1 Appendix A: Exempt information.

## **15 Local Government (Access to Information) Act 1985**

- 15.1 Asset Management Strategy 2018-23  
<https://www.homesforharingey.org/repairs-and-maintenance/major-works>

Report for: Cabinet 10 November 2020

Title: **Fortismere School – Variation of Award for Phase 3 Fire Precaution and External Fabric Health and Safety Works - Construction Contract**

Report

Authorised by: Ann Graham, Director of Children's Services

Lead Officer: David Lee Project Manager  
Telephone 07837 214 601 email: david1.lee@haringey.gov.uk

Ward(s) affected: **Muswell Hill**

Report for Key/

Non-key Decision: Key Decision

#### **1. Describe the issue under consideration**

- 1.1 To approve a variation of award to Diamond Build Plc to undertake Phase 3 Fire Precaution and External Fabric Health and Safety Works pursuant to Contract Standing Order 10.02.1 (d).
- 1.2 Pursuant to Contract Standing Order 9.07.3 to approve the issuance of a letter of intent.

#### **2. Cabinet Member Introduction**

- 2.1 Its acknowledged that the works prescribed are of an urgent health and safety nature and that in this instance this is supported.

#### **3. Recommendations**

- 3.1 For Cabinet to approve the variation of an existing award of contract to Diamond Build Plc to undertake Phase 3 fire precaution and external fabric health and safety works to the 6th Form Buildings at Fortismere secondary school as a main contractor for the fixed price sum of £372,336.78.
- 3.2 For Cabinet to note Phases 1 & 2 previously awarded to Diamond Build Plc as a waiver of contract standing orders under delegated powers.
- 3.3 For Cabinet to approve a total award for all 3 phases of £815,922.78
- 3.4 For Cabinet to delegate to the Assistant Director of Childrens Services power to approve the construction contingency sum set out in the exempt Part B.

#### **4. Reasons for decision**

- 4.1 A recent Health and Safety inspection of the school's 6th form accommodation identified significant condition and compliance issues relating to fire precaution and external fabric health and safety works. This work was assessed by Haringey's Health and Safety officers as being required prior to the school returning to the buildings for the autumn term in September 2020.
- 4.2 There remains health and safety issues relating to fabric repairs that need to be addressed and the appointment of Diamond Build Plc to complete this work is considered the most economically advantaged approach which will limit the disruption to the school.

## **5. Alternative options considered**

- 5.1 Use of the LCP Major Works Framework; Education Lot was discounted as this framework is not available for works below £1m. The Dynamic Purchasing System does not permit a direct award. A mini competition was discounted for Phase 1 & 2 as it was considered that negotiating with a contractor would be most efficient in terms of time due to the urgent health and safety nature of the work and economic benefits detailed above.
- 5.2 Competitively tendering the works was discounted as this would create a delay to the overall programme and prolong disruption to the school. This was not considered to offer the Council best value in terms of cost due to need to remove and re-erect scaffolding between phases. Benefits in contractor preliminary costs are also more likely due to a smooth continuation of works. As outlined in section 6 of this report, with Phase 1 & 2 previously awarded and continuing on site until November 2020, it is considered that the most expedient and cost effective procurement method for Phase 3 would be to award a waiver of contract standing orders (as set out in 3.1) to Diamond Build Plc.

## **6. Background Information**

- 6.1 Due to the urgent nature of the project it was essential to mobilise a contractor in July 2020 in order to facilitate completion of the most urgent items and secure re-occupation of the school's 6<sup>th</sup> form accommodation for the start of the Autumn term 2020.
- 6.2 To achieve this, the work was divided into 3 phases. Diamond Build Plc, who are a supplier on the Council's London Construction Framework and a local supplier to Haringey, were approached and confirmed they had sufficient resources at short notice to mobilise to meet our programme requirements.
- 6.3 Phase 1 & 2 were approved as a waiver of contract standing orders under delegated approval.
- 6.4 Phase 1 is complete. This phase was for the erection and initial hire of scaffolding to make safe some of the most urgent condition items and to provide an access platform to undertake a full survey.

- 6.5 Phase 2 is currently on site. The most immediate condition works to enable re-occupation of the building were completed in early September 2020 with work continuing until the end of November 2020. The remaining works that have been identified are still considered to be of a health and safety nature (albeit at a lower risk) to prevent further deterioration of the building fabric. This work includes window repair and replacement, roofing and guttering repairs and will ensure that adequate ventilation is maintained in each classroom to prevent the risk of any spread of the Corona Virus. This work will require the presence of scaffolding to facilitate access.
- 6.6 All works have been specified and measured by independent design and cost consultants to ensure best value for the Council against pre-determined market rates.
- 6.7 Budget information by phase is set out in Part B of the report.

## **7. Contribution to Strategic Outcomes**

- 7.1 This project proposal supports outcomes as outlined in the Borough Plan 2019-23, in particular:  
All projects commissioned by Officers of the Council are expected to align with this plan and will be reflected in key capital project documentation such as project briefs, design briefs, business cases, project initiation documents (PID) and award reports. The relevant Borough Outcome for this project is: **People** - our vision is a Haringey where strong families, strong networks and strong communities nurture all residents to live well and achieve their potential.

## **8. Statutory Officers comments (Chief Finance Officer, Procurement, Assistant Director of Corporate Governance, Equalities).**

### **8.1 Finance**

- 8.1.1 The overall cost of the works at Fortismere can be contained within the overall Children's Services capital programme.

### **8.2 Procurement**

- 8.2.1 Strategic Procurement support this report in accordance with Contract Standing Orders clause 3.0.1. (b), 7.0.1. (b) and 10.01.01 (a).

### **8.3 Legal**

- 8.3.1 The Assistant Director of Corporate Governance has been consulted in the preparation of the report.
- 8.3.2 The Assistant Director of Corporate Governance sees no legal reasons preventing Cabinet from approving the recommendations in the report.

### **8.4 Equality**

- 8.4.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

8.4.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

8.4.3 The proposed decision is to approve the variation of an award to Diamond Build Plc, to undertake Phase 3 fire precaution and external fabric health and safety works at the 6th Form Buildings at Fortismere secondary school. This will affect roughly 300 students and members of staff. The objective of the proposed decision is to repair and replace the window, roofing, and gutters, which will ensure that adequate ventilation is maintained in each classroom to prevent the spread of the Coronavirus. This will improve the fire precaution, external fabric and health and safety of Fortismere Secondary school 6th form accommodation. It is expected that this decision will lead to improved health and safety of all students and members of staff.

8.4.4 As this work will require the presence of scaffolding to facilitate access, it is recognised that this measure may result in reduced access along pavements covered by scaffolding for disabled persons. To mitigate potential inequalities caused by a reduction of access, along pavements and/or entrances to the 6th form accommodation covered by scaffolding, Diamond Build Plc, have a dedicated site compound to segregate staff and students from the major works, ensuring proper access is maintained to Fortismere Secondary school 6th form accommodation for staff and students. Therefore, no negative consequences are identified for those who share a protected characteristic, and it is concluded that the major works will have a positive impact by improving the health and safety of Fortismere Secondary school 6th form accommodation, the proposed decision therefore represents a proportionate means of achieving a legitimate aim.

8.4.5 As an organisation carrying out a public function on behalf of a public body, Diamond Build Plc will be obliged to have due regard for the need to achieve the three aims of the Public Sector Equality Duty as stated above. Appropriate contract management arrangements will be established to ensure that the delivery of the major works does not result in any preventable or disproportionate inequality.

## **9 Use of Appendices**

9.1 Appendix A – Part B

## **10 Local Government (Access to Information) Act 1995**

10.1 List of background documents:

This report contains exempt and non-exempt information. Exempt information is under the following categories (identified in amended Schedule 12A of the Local Government Act 1972): Information relating to financial or business affairs of any particular person (including the statutory holding that information).

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## **MINUTES OF MEETING Urgent Decisions HELD ON Monday, 19th October, 2020, 10am**

### **PRESENT:**

**Councillor Seema Chandwani – Cabinet Member for Transformation and Public Realm Investment**

**ALSO ATTENDING: Charlotte Pomery and Ayshe Simsek**

### **55. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **56. DECLARATION OF INTEREST**

There were no declarations of interest.

### **57. APPROVAL OF DISCRETIONARY PAYMENT POLICY FOR THOSE SELF-ISOLATING DURING THE COVID-19 PANDEMIC**

The Assistant Director for Commissioning outlined that The Department of Health and Social Care had recently published guidance to local authorities to deliver a Test and Trace Support Payment Scheme to cover the period 28th September to 31st January 2021. The Test and Trace Support Payment scheme was designed to support people on low incomes and who have been asked to self-isolate by NHS Test and Trace, if they will lose income as a result of self-isolating, and to encourage them to get tested if they have symptoms.

In this guidance, local authorities were permitted to develop a Discretionary Scheme setting out their approach to supporting people who are self-isolating during the Covid-19 pandemic but are not eligible for the Department of Health and Social Care's Test and Trace Support Payment as they are not in receipt of qualifying benefits or are not able to demonstrate their eligibility in the prescribed ways.

The Cabinet Member noted that both the national and local schemes were designed to support residents and other members of their household to self-isolate as restricting contact was an important measure to help stop the transmission of COVID-19 and avoid further economic and societal restrictions.

The resolutions were seeking approval of the Council's proposed Discretionary Policy, attached, in order for the discretionary scheme to become operational.

The Department of Health and Social Care's Test and Trace Support Payment Scheme (the Scheme) started on 28th September 2020 and local authorities were

expected to have arrangements in place to administer the payments by 12th October 2020. The recommended decision was intended facilitate the discretionary payments arrangements under the Scheme. The decision and its implementation was therefore urgent and time critical.

The Cabinet Member noted that, as of 12th October, local residents are approaching the Council for support under the Scheme. There had been 8 applicants put forward on Friday 16<sup>th</sup> of October and completion of their applications delayed until today.

The Cabinet Member noted that where residents find that they are not eligible for the Scheme, the Council still wished to offer support within an agreed Policy framework to facilitate self-isolation and to slow the transmission of Covid-19.

Given the rapidly growing incidence of Covid-19 in the community, with pressures now being felt on local acute hospital settings, the Council wished to facilitate residents who have been asked to self-isolate to do so and thereby to ensure that as few people as possible suffer financial hardship as a result of self-isolating. In the Council's view, it was desirable to set in place this measure urgently as one of several already being introduced to slow the spread of the virus and to reduce the risk of further community transmission.

The Cabinet Member considered the report and recommendations and noted that there had been no queries from her councillors colleagues on the proposed urgent decision. The Cabinet Member,

## **RESOLVED**

- 1 To adopt the Self-Isolation Payment Discretionary Policy attached at Appendix 1.
- 2 To delegate authority to the Assistant Director Commissioning, in consultation with the Cabinet Member for Transformation and Public Realm Investment, to amend this policy to give effect to changes in legislation, statutory or non statutory guidance, or directives or instructions of a similar character issued by Government.
- 3 To agree that this policy is subject to the availability of government funding and will terminate on 31st January 2021 unless terminated earlier or extended beyond this date by Cabinet / Cabinet Member decision.

## **Reasons for decision**

The national Test and Trace Support Payment Scheme and the Discretionary Scheme is intended to minimise the risk of the spread of Covid-19 by ensuring that in requesting an individual to self-isolate, that individual does not suffer hardship as a consequence of not being able to work due to the need to self-isolate. The Government has issued 'The Test and Trace Support Payment Scheme: Implementation Guide for Local Authorities in England' (30th September 2020). The

recommended Self-Isolation Payment Discretionary Policy is intended to give effect to the government's implementation guidance.

The Council recognises the conditions set out for the national scheme and welcomes the opportunity for local authorities to seek to supplement these conditions by establishing a discretionary scheme to meet local need. The Council also recognises that in making funding available to support such a Discretionary Policy, the Department of Health and Social Care has emphasised that the £90,000 available to Haringey will not be increased should demand exceed the funding available.

In adopting this Discretionary Policy, therefore, the Council wishes to ensure both that the pool of applicants is as wide as is possible, and that the dedicated resources made available by the government stretch as far as possible. For these reasons, the Council is proposing that the scheme enables a package of assistance including a cash payment to be granted as opposed to a single cash payment being the method by which to achieve that objective.

The Test and Trace Support Payment scheme started on 28th September 2020 and local authorities are expected to have arrangements in place to administer the payments by 12th October 2020. Therefore, there is a need for an urgent decision to be taken on the recommendation under the Council's Special Urgency provisions in order to ensure that discretionary payments are made to eligible people who have been asked to self-isolate by the NHS Track and Trace system, and who will suffer financial hardship.

#### **Alternative options considered**

The first alternative option considered was not to develop a Discretionary Policy and merely to adopt the national scheme. This was discounted as it would have potentially left some Haringey residents, who are working and contributing to the local economy but are not in a position to claim qualifying benefits by dint of their immigration status for example, at the risk of financial hardship through self-isolating.

The second alternative option considered was to develop a Discretionary Policy which would mirror the national scheme in making a single cash payment to eligible applicants. This was discounted as central government has been clear that the funding available for this scheme is cash-limited, rather than demand led, and that therefore the local authority will need to manage demand from local residents for support to enable self-isolation. In order to maximise the number of residents who may be at risk of financial hardship who can be supported through this Scheme to self-isolate thereby reducing the risk of transmission of Covid-19, the Council believes that a more flexible scheme which stretches the resources to meet the potential demand is to be preferred.

The third alternative option considered was to develop a Discretionary Policy which would only support those able to evidence employment to the standards required in the national scheme. This has been discounted as the Council is aware of local residents working and contributing to the local economy who will suffer financial hardship as a result of self-isolating who are not able to evidence their employment to this standard.

*The Chair of Overview and Scrutiny has agreed that the decision is both reasonable in all the circumstances and that it should be treated as a matter of urgency. The decision is deemed urgent in that any delay in implementation caused by the call-in procedure would seriously prejudice the Council's response to the COVID-19 pandemic and the wider public interest. The decisions will ultimately ensure that residents on low incomes can access funding to self-isolate and slow the transmission of the virus. The call-in procedure rules do not apply when the decision being taken is urgent or time critical as set out above. This is in accordance with Part 4, Section H Call-In Procedure Rules Paragraph 18 (a) and (b) of the Council Constitution.*

CHAIR:

Signed by Chair .....

Date .....

**Report for:** **Cabinet 10 November 2020**

**Title:** Delegated Decisions and Significant Actions

**Report**

**authorised by :** Zina Etheridge, Chief Executive

Bernie Ryan AD Corporate Governance

**Lead Officer:** **Ayshe Simsek**

**Ward(s) affected:** **Non applicable**

**Report for Key/  
Non Key Decision: Information**

**1. Describe the issue under consideration**

To inform the Cabinet of delegated decisions and significant actions taken by Directors.

The report details by number and type decisions taken by Directors under delegated powers. Significant actions (decisions involving expenditure of more than £100,000) taken during the same period are also detailed.

**2. Cabinet Member Introduction**

Not applicable

**3. Recommendations**

That the report be noted.

**4. Reasons for decision**

Part Three, Section E of the Constitution – Responsibility for Functions, Scheme of Delegations to Officers - contains an obligation on officers to keep Members properly informed of activity arising within the scope of these delegations, and to ensure a proper record of such activity is kept and available to Members and the public in accordance with legislation. Therefore, each Director must ensure that there is a system in place within his/her business unit which records any decisions made under delegated powers.

Paragraph 3.03 of the scheme requires that Regular reports (monthly or as near as possible) shall be presented to the Cabinet Meeting, in the case of executive functions, and to the responsible Member body, in the case of non executive functions, recording the number and type of all decisions taken under officers' delegated powers. Decisions of particular significance shall be reported individually.

Paragraph 3.04 of the scheme goes on to state that a decision of "particular significance", to be reported individually by officers, shall mean a matter not

within the scope of a decision previously agreed at Member level which falls within one or both of the following:

- (a) It is a spending or saving of £100,000 or more, or
- (b) It is significant or sensitive for any other reason and the Director and Cabinet Member have agreed to report it.

**5. Alternative options considered**

Not applicable

**6. Background information**

To inform the Cabinet of delegated decisions and significant actions taken by Directors.

The report details by number and type decisions taken by Directors under delegated powers. Significant actions) decisions involving expenditure of more than (£100,000) taken during the same period are also detailed.

Officer Delegated decisions are published on the following web page <http://www.minutes.haringey.gov.uk/mgDelegatedDecisions.aspx?bcr=1>

**7. Contribution to strategic outcomes**

Apart from being a constitutional requirement, the recording and publishing of executive and non executive officer delegated decisions is in line with the Council's transparency agenda.

**8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

Where appropriate these are contained in the individual delegations.

**9. Use of Appendices**

The appendices to the report set out by number and type decisions taken by Directors under delegated powers. Significant actions (Decisions involving expenditure of more than £100,000) taken during the same period are also detailed.

**10. Local Government (Access to Information) Act 1985**

Background Papers

The following background papers were used in the preparation of this report;

Delegated Decisions and Significant Action Forms

Those marked with ♦ contain exempt information and are not available for public inspection. These are exempt in the following category (identified in amended schedule 12A of the Local Government Act 1972 (3)):

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The background papers are located at River Park House, 225 High Road, Wood Green, London N22 8HQ.

To inspect them or to discuss this report further, please contact Ayshe Simsek on 020 8489 2929.

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## DIRECTOR OF Housing, Regeneration and Planning

### Significant decisions - Delegated Action - For Reporting to Cabinet on 10<sup>th</sup> November 2020

♦ denotes background papers are Exempt.

No	Date approved by Director	Title	Decision
1.	11.09.2020	The acquisition of properties under the Council's Right to Buy acquisition programme for lease to the Haringey CBS, N15 ♦	Acquisition of Property as part of Council's Right to Buy acquisition programme at N15 ♦
2.	11.09.2020	The acquisition of properties under the Council's Right to Buy acquisition programme for lease to the Haringey CBS, N15 ♦	Acquisition of Property as part of Council's Right to Buy acquisition programme at N15 ♦
3.	11.09.2020	The acquisition of properties under the Council's Right to Buy acquisition programme for lease to the Haringey CBS, N17 ♦	Acquisition of Property as part of Council's Right to Buy acquisition programme at N17 ♦
4.	14.09.2020	Capital Letters payments as per agreed SLA ♦	Approval of payments to Capital Letters as set out in the Service Level Agreement and Membership terms ♦
5.	22.09.2020	Discretionary Grant Fund – allocation of surplus funding ♦	Approval of the allocation of surplus funding from the Discretionary Grants Fund in accordance with scheme approved on 12 <sup>th</sup> June 2020 ♦
6.	02.10.2020	The acquisition of properties under the Council's Right to Buy acquisition programme for lease to the Haringey CBS, N17 ♦	Acquisition of Property as part of Council's Right to Buy acquisition programme at N17 ♦
7.	02.10.2020	The acquisition of properties under the Council's Right to Buy acquisition programme for lease to the Haringey CBS, N22 ♦	Acquisition of Property as part of Council's Right to Buy acquisition programme at N22 ♦

## DIRECTOR OF Housing, Regeneration and Planning

### Significant decisions - Delegated Action - For Reporting to Cabinet on 10<sup>th</sup> November 2020

♦ denotes background papers are Exempt.

No	Date approved by Director	Title	Decision
8.	07.10.2020	The acquisition of properties under the Council's Right to Buy acquisition programme for lease to the Haringey CBS, N11 ♦	Acquisition of Property as part of Council's Right to Buy acquisition programme at N11 ♦
9.	07.10.2020	The acquisition of properties under the Council's Right to Buy acquisition programme for lease to the Haringey CBS, N17 ♦	Acquisition of Property as part of Council's Right to Buy acquisition programme at N17 ♦
10.	09.10.2020	To enter into grant agreement with the GLA for the "Good Growth Fund – Adaptive Wood Green"	Approval of grant agreement
11.	09.10.2020	Extension of Water, Wastewater and Ancillary Services Contract	Approval of contract to Anglian Water Business (National) Ltd (trading as "Wave") until 20 April 2022
12.	09.10.2020	The acquisition of property, N17 and authority for an 'Equity Loan' in relation to property, EN7 ♦	Acquisition of property, N17 and authority for an 'Equity Loan' in relation to property, EN7 ♦
13.	09.10.2020	The acquisition of property, N17 ♦	Acquisition of property, N17 ♦
14.	22.10.2020	Main Modifications Consultation on the North London Waste Plan (NLWP)	Agreed Statements of Common Ground with various parties; agreed the pre-hearing statements of Common Ground with various parties; and approved for consultation the proposed Main Modifications to the Draft North London Waste Plan
15.	23.10.2020	The acquisition of properties under the Council's Right to Buy acquisition programme for lease to the Haringey CBS, N17 ♦	Acquisition of Property as part of Council's Right to Buy acquisition programme at N17 ♦

DIRECTOR OF Housing, Regeneration and Planning

Significant decisions - Delegated Action - For Reporting to Cabinet on 10<sup>th</sup> November 2020

♦ denotes background papers are Exempt.

No	Date approved by Director	Title	Decision
16.	30.10.2020	The acquisition of properties under the Council's Right to Buy acquisition programme for lease to the Haringey CBS, N17 ♦	Acquisition of Property as part of Council's Right to Buy acquisition programme at N17 ♦

Delegated Action	
Type	Number

Director Signature .....  ..... Date.....02.11.2020.....

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