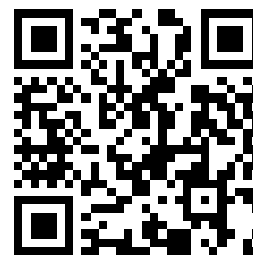


# Notice of Meeting

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# Executive

**Thursday, 17th October, 2013 at 5.00 pm**

**in the Council Chamber, Council Offices,  
Market Street, Newbury**

Date of despatch of Agenda: Wednesday, 9 October 2013

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard / Linda Pye on (01635) 519462 / 519052

e-mail: [schard@westberks.gov.uk](mailto:schard@westberks.gov.uk) / [lpye@westberks.gov.uk](mailto:lpye@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



To:	Councillors Pamela Bale, Dominic Boeck, Hilary Cole, Roger Croft, Graham Jones, Alan Law, Gordon Lundie, Joe Mooney, Irene Neill and Graham Pask
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# Agenda

## Part I

Page(s)

1. **Apologies for Absence**  
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 1 - 6  
To approve as a correct record the Minutes of the meeting of the Committee held on 05 September 2013.
3. **Declarations of Interest**  
To remind Members of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Public Questions**  
Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution.
  - (a) **Question submitted by Mr Peter Norman to the Portfolio Holder for Planning, Transport (Policy), Culture, Customer Services and Countryside**  
*"Sport England have now confirmed that they were unaware that the development of Sandleford would involve a change of use of land that is currently designated rugby playing field and that they will raise objections unless the development meets one of five exceptions. What lessons have the Council learned in ensuring that in the future statutory consultees are consulted with properly?"*
  - (b) **Question submitted by Mr Peter Norman to the Portfolio Holder for Planning, Transport (Policy), Culture, Customer Services and Countryside**  
*"In looking at alternative access points to Sandleford can the Council assure us that in response to the overwhelming views expressed during the SPD consultation that Warren Road will not be made all vehicular access?"*
  - (c) **Question submitted by Mr Peter Norman to the Portfolio Holder for Planning, Transport (Policy), Culture, Customer Services and Countryside**  
*"When will the Council make the full report commissioned on London Road available to the general public or if not the full report a substantive part of its recommendations?"*



5. **Petitions**

Councillors or Members of the public may present any petition which they have received. These will normally be referred to the appropriate Committee without discussion.

**Items as timetabled in the Forward Plan**

	<b>Page(s)</b>
6. <b>Adoption of the Housing Allocations Policy (EX2685)</b> (CSP: 1) <i>Purpose: To approve and adopt the Council's policy for assessment and allocation of applicants seeking social housing.</i>	7 - 98
7. <b>West Berkshire Schools' Funding Formula 2014/15 (EX2717)</b> (CSP:3/CSPL:6) <i>Purpose: To set out the proposed changes to the formula used for allocating funding to schools in 2014/15.</i>	99 - 120
8. <b>Hungerford Education Plan - Development of John O'Gaunt School (EX2719)</b> (CSP:3/CSPL:8) <i>Purpose: To set out a proposed development strategy for John O'Gaunt School which links to broader educational provision in Hungerford.</i>	121 - 134
9. <b>Members' Questions</b> Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution.  (a) <b>Question to be answered by Portfolio Holder for Highways, Transport (Operations), Emergency Planning and Newbury Vision submitted by Councillor Keith Woodhams</b> <i>"The Newbury &amp; Thatcham Advertiser dated Tuesday 24 September 2013, reported in an article on page 2, 'Speed limit signs useless because of council blunder'. (Kintbury)</i>  <i>Can the Executive Member for Highways &amp; Transport tell me why yet another road in the district has had its speed limit / road dimensions changed by this council, without the correct Traffic Regulation Order (TRO) being applied?"</i>	



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- (b) **Question to be answered by Portfolio Holder for Highways, Transport (Operations), Emergency Planning and Newbury Vision submitted by Councillor Keith Woodhams**

*“Can the Executive Member for Highways & Transport tell me how many insurance claims covering damage to vehicles due to poor road surfaces in the district are outstanding, and what period of time do they cover?”*

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Andy Day  
Head of Strategic Support

### **West Berkshire Council Strategy Priorities and Principles**

#### **Council Strategy Priorities:**

- CSP1** – Caring for and protecting the vulnerable
- CSP2** – Promoting a vibrant district
- CSP3** – Improving education
- CSP4** – Protecting the environment

#### **Council Strategy Principles:**

- CSPL1** – Putting people first
- CSPL2** – Living within our means
- CSPL3** – Empowering people and communities
- CSPL4** – Transforming our services to remain affordable and effective
- CSPL5** – Doing what's important well

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**EXECUTIVE**

**MINUTES OF THE MEETING HELD ON**

**THURSDAY, 5 SEPTEMBER 2013**

**Councillors Present:** Pamela Bale, Dominic Boeck, Hilary Cole, Roger Croft, Graham Jones, Alan Law, Gordon Lundie, Irene Neill and Graham Pask

**Also Present:** John Ashworth (Corporate Director - Environment), Nick Carter (Chief Executive), Melanie Ellis (Chief Accountant), Gabrielle Esplin (Finance Manager (Capital and Treasury Management)), David Holling (Head of Legal Services), Bryan Lyttle (Planning & Transport Policy Manager), Caroline Walsh (Special Projects Officer), Rachael Wardell (Corporate Director - Communities), Councillor David Allen, Councillor Jeff Brooks (Liberal Democrat Group Leader), Stephen Chard (Policy Officer), Councillor Adrian Edwards, Councillor Roger Hunneman (Deputy Liberal Democrat Group Leader), Councillor Royce Longton, Councillor Gwen Mason, Linda Pye (Policy Officer), Robin Steel (Group Executive (Cons)) and Councillor Keith Woodhams

**Apologies for inability to attend the meeting:** Councillor Joe Mooney

**PART I**

**18. Minutes**

The Minutes of the meeting held on 25 July 2013 were approved as a true and correct record and signed by the Leader.

**19. Declarations of Interest**

There were no declarations of interest received.

**20. Public Questions**

There were no public questions submitted relating to items not included on the agenda.

**21. Petitions**

There were no petitions presented to the Executive.

**22. Quarter 1 Council Performance Report (EX2646)**

The Executive considered a report (Agenda Item 6) concerning the Quarter 1 outturns against the key accountable measures and activities contained in the Council's performance framework. The report also noted by exception those measures or activities not achieved or behind schedule and cited the remedial action taken and the impact this had had.

Councillor Roger Croft reported that 50 key accountable measures were being captured in 2013/14 and of these 3 were not available at the time of preparation of the report and 15 were annual measures. Therefore 32 measures were available for this report. Of these 32, 23 were reported as green – on track to be achieved by the end of the financial year and 9 were reported as amber – behind schedule, but expected to be achieved at year end.

As normal, the report commenced with contextual measures concerning the State of the District and Councillor Croft made particular reference to:

- the 14% fall in domestic burglaries

## EXECUTIVE - 5 SEPTEMBER 2013 - MINUTES

- the unemployment numbers which saw a 14% drop in the number of 'working age' claimants (those aged 16-64) compared to Q1 last year and a very encouraging 29% drop in 18-24 year old claimants.

The report then considered measures of volume indicators for Council Services.

In the main performance report, there were 9 amber measures at the end of the first quarter. These were all expected to be green by the end of the year.

In comparing performance against the Council's main strategic priorities:

- Caring for and protecting the vulnerable had 20 reported measures, 14 green and 6 amber.
- Promoting a vibrant district had 7 reported measures, 5 green and 2 amber.
- Improving education had 2 reported measures, 1 green and 1 amber.
- Protecting the environment had 3 measures, all green.

Councillor Croft commended the report and asked the Executive to note its contents and the explanatory notes.

Councillor Roger Hunneman questioned the 27% drop in the number of clients aged 65 plus having received a community based service in the past 12 months, excluding residential/nursing home care. In the Portfolio Holder's (Councillor Joe Mooney's) absence, Rachael Wardell acknowledged that the decrease was surprising, considering that Census data showed that the 65 plus population was rising. However, Rachael Wardell added that the decrease was largely due to the success of the Council's Access for All service which provided information, advice and signposting to enquirers which was enabling people to live independently for longer. The impact of this would continue to be closely monitored, but regardless of its impact, Rachael Wardell's expectation was that numbers would increase again over the coming years due to the nature of the population.

Councillor Hunneman then queried progress with the review of the Adult Social Care Eligibility Criteria. Rachael Wardell explained that there were proposals to set the eligibility level nationally which would be taken forward as part of the Care Bill. Rachael Wardell agreed to confirm with Members when this would be implemented.

### **RESOLVED that:**

1. Progress against the key accountable measures and activities contained in the Council's performance framework be noted.
2. Those areas reporting as 'amber' be reviewed to ensure that appropriate corrective or remedial action had been put in place.

**Reason for the decision:** This framework complies and monitors progress in relation to the objectives laid out in the Council Strategy distilled from the Council's individual service plans. In doing so, it expresses the purpose and ambition of the Council and by extension the Council's main focus of activities and key measures of success against which we can assess ourselves and publically report progress.

**Other options considered:** n/a

### **23. Financial Performance Report - Quarter 1 (2013/14) (EX2668)**

The Executive considered a report (Agenda Item 7) which set out the latest financial performance of the Council.

Councillor Alan Law noted that this was the first report to Members as part of the financial reporting cycle for the 2013/14 financial year which was reporting a forecast revenue underspend of £51k. This was the first Quarter 1 report in a number of years not to raise

any emerging issues which was a testament to officers from Finance working more closely with service areas.

Section 3 of the report referred to the intention to set up a risk fund for Children's Services. This service had carried a significant risk for a number of years but had not had a specific risk fund to meet them. The fund would be built up as savings allowed but with the aim of achieving a fund level of £700k which was the 'expected outcome' as highlighted in the report. This was a similar arrangement to that in Adult Social Care and would allow the service to manage in year pressures in such a volatile area.

Councillor Royce Longton referred to page 25 of the agenda which stated that there was an overspend in Planning and Countryside of £198k which was largely due to below predicted income. He asked where income targets were not being achieved. Councillor Law responded that this was mainly due to a below predicted income achievement from planning applications.

**RESOLVED** that the report be noted.

**Reason for the decision:** To ensure that Members are fully aware of the latest financial position for the Council.

**Other options considered:** None.

#### **24. Treasury Management Annual Report 2012/13 (EX2645)**

The Executive considered a report (Agenda Item 8) which informed Members of the treasury management activity and performance of the Council's investments for the financial year 2012/13.

Councillor Alan Law in introducing the report stated that, in his opinion, the Council's treasury management system performed outstandingly and was very professionally managed with astute investments made. As an example of this, Councillor Law referred to the £325,291 investment income achieved by early payment of pension contributions into the Berkshire Pension Fund. The Council had also achieved a high rating in this area of work following a recent audit.

Councillor Jeff Brooks referred to the chart on page 53 of the papers and questioned the yearly average as this did not reflect the average value of the treasury fund throughout the year. Gabrielle Esplin acknowledged that this chart was not correct and to aid clarity agreed to circulate a corrected version to Members.

**RESOLVED** that the previous year's treasury management activities and performance of the fund be noted.

**Reason for the decision:** To ensure compliance with the updated CIPFA Code of Practice for Treasury Management in the Public Services 2009 and in accordance with best practice.

**Other options considered:** N/A

#### **25. Outcome of Consultation - Additional Resource Provision for Children and Young People with Autistic Spectrum Disorder (EX2721)**

The Executive considered a report (Agenda Item 9) which sought permission to identify schools and publish necessary notices.

Councillor Irene Neill informed Members of the Executive that the number of children with Autistic Spectrum Disorder (ASD) was growing which reflected the picture nationally. The corresponding numbers of complex cases in mainstream schools had also increased.

The number of pupils with ASD who were placed in out of area placements had remained fairly stable over time but some of the individuals placed over the last two to three years

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could have been placed locally if there had been space and would have equated to an annual saving of around £258k.

Councillor Neill stated that there was strong support for the development of two new resources – one for primary and one for secondary aged pupils. Capital had been identified in the current Capital Programme to provide the necessary accommodation for the resources and revenue costs would need to be built into the 2014/15 and 2015/16 budgets from DSG funding.

Councillor David Allen stated that he was supportive of the proposals but he had asked officers to consider synchronising this resource with any new school build in the near future.

Councillor Roger Hunneman asked if there was any explanation as to why numbers of children with ASD were increasing. Councillor Neill suggested that it could be due to better diagnosis and she reiterated the fact that it was not a position that was unique to West Berkshire.

**RESOLVED** that schools be identified and new resources developed (one for primary phase and one for secondary) for children and young people with Autistic Spectrum Disorder (ASD) in two more schools.

**Reason for the decision:** Numbers of Children and Young People (CYP) being diagnosed with Autistic Spectrum Disorder (ASD) have increased annually since the two resources at Theale CE Primary and Theale Green Secondary were opened in September 2005. The numbers of more complex cases have also increased. The resources were now at capacity. To enable CYP to be offered local provision additional capacity is required.

**Other options considered:**

Option A: Maintain the current level of provision and place additional pupils in high cost external placements.

Option B: Increase the places at the current resources.

### 26. **Members' Questions**

(a) **Question to be answered by the Leader of the Council submitted by Councillor David Allen**

A question standing in the name of Councillor David Allen on the subject of how Conservative proposals for changes to the Council's budget would be announced in future was answered by the Leader of the Council.

### 27. **Exclusion of Press and Public**

**RESOLVED** that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the [Local Government \(Access to Information\)\(Variation\) Order 2006](#). [Rule 4.2 of the Constitution](#) also refers.

### 28. **Sale of the Former Depot at Pound Lane, Thatcham (EX2714)**

*(Paragraph 3 – information relating to financial/business affairs of a particular person)*

*(Paragraph 5 – information relating to legal privilege)*

The Executive considered an exempt report (Agenda Item 12) concerning the sale of the former depot at Pound Lane, Thatcham.

**RESOLVED** that the recommendation in the exempt report be agreed.



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**Reason for the decision:** as set out in the exempt report.

**Other options considered:** as set out in the exempt report.

**29. S106 Bad Debts**

*(Paragraph 3 – information relating to financial/business affairs of a particular person)*

*(Paragraph 5 – information relating to legal privilege)*

The Executive considered an exempt report (Agenda Item 13) informing Members of an issue with bad debts and which sought guidance on the best way to proceed.

**RESOLVED that** the recommendations in the exempt report be agreed.

**Reason for the decision:** as set out in the exempt report.

**Other options considered:** as set out in the exempt report.

*(The meeting commenced at 5.00pm and closed at 5.54pm)*

**CHAIRMAN** .....

**Date of Signature** .....

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# Agenda Item 6.

<b>Title of Report:</b>	<b>Adoption of the Housing Allocations Policy</b>
<b>Report to be considered by:</b>	Executive
<b>Date of Meeting:</b>	17 October 2013
<b>Forward Plan Ref:</b>	EX2685

**Purpose of Report:** To approve and adopt the Council's policy for assessment and allocation of applicants seeking social housing.

**Recommended Action:** Executive approve and adopt the Housing Allocations Policy.

**Reason for decision to be taken:** The Council has a statutory duty, under the Housing Act 1996, to set out a Housing Allocations scheme that determines the Council's priorities and procedures to be followed in the allocation of affordable housing.

**Other options considered:** N/A

**Key background documentation:** Allocation of accommodation: guidance for local housing authorities in England, CLG, June 2012

The proposals contained in this report will help to achieve the following Council Strategy priority:

**CSP1 – Caring for and protecting the vulnerable**

The proposals contained in this report will help to achieve the above Council Strategy priority by:  
ensuring that allocations of social housing are made to those most in need of accommodation

## Portfolio Member Details

<b>Name &amp; Telephone No.:</b>	Councillor Roger Croft - Tel (01635) 868638
<b>E-mail Address:</b>	rcroft@westberks.gov.uk
<b>Date Portfolio Member agreed report:</b>	02 September 2013

## Contact Officer Details

<b>Name:</b>	Mel Brain
<b>Job Title:</b>	Service Manager, Housing Strategy & Operations
<b>Tel. No.:</b>	01635 519403
<b>E-mail Address:</b>	mbrain@westberks.gov.uk

## Implications

- Policy:** The report proposes a new Housing Allocations Policy for the Council, implementing the flexibilities permitted in the Localism Act 2011. The Housing Allocations Policy sets out who qualifies for the Council's Common Housing Register and specifies how allocations of social housing will be made.
- Financial:** All costs related to the implementation of the Housing Allocation Policy have been contained within existing budgets.
- Personnel:** N/A
- Legal/Procurement:** The Council is required to publish an Allocation Policy under the Housing Act 1996 (as amended). Within that Allocations Policy, the Council is required to give reasonable preference to certain groups of people, and has a power to give some people additional preference within those reasonable preference groups. The Localism Act 2011 introduces new flexibilities for local authorities, who can apply additional factors when determining the priority of those within the reasonable preference groups, including the financial resources available to a person to meet his housing costs; any behaviour of a person (or of a member of his household) which affects his suitability to be a tenant; and any local connection which exists between a person and the authority's district.
- Property:** The Council is a non-stockholding authority. The Common Housing Register is a central waiting list for applicants wishing to access social housing through a Registered Provider and the Housing Allocations Policy is applied to allocations to properties advertised by Registered Providers through the Council's Choice Based Lettings system.
- Risk Management:** The Council can be subject to Judicial Review on matters relating to the Housing Allocations and it is therefore important that it is robust and comprehensive to ensure its correct application. The risk of Judicial Review is relatively low.

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>		<input checked="" type="checkbox"/>	
Not relevant to equality		<input type="checkbox"/>	

<b>Is this item subject to call-in?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
<p>If not subject to call-in please put a cross in the appropriate box:</p> <p>The item is due to be referred to Council for final approval <input type="checkbox"/></p> <p>Delays in implementation could have serious financial implications for the Council <input type="checkbox"/></p> <p>Delays in implementation could compromise the Council's position <input type="checkbox"/></p> <p>Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months <input checked="" type="checkbox"/></p> <p>Item is Urgent Key Decision <input type="checkbox"/></p> <p>Report is to note only <input type="checkbox"/></p>		

# Executive Summary

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## 1. Introduction

- 1.1 West Berkshire Council's current Allocation Policy was published in July 2007. The Policy has not undergone a comprehensive review since its implementation. The national policy changes and reforms, along with the increasing pressure on the demand for, and availability of, affordable housing, make it timely for review.
- 1.2 In accordance with section 167 Housing Act 1996, the scheme determines the Council's priorities and procedure to be followed in allocating housing accommodation, framed to ensure that reasonable preference is given to a number of defined categories. The scheme was developed with regard to statutory guidance, including the 'Allocation of accommodation: guidance for local housing authorities in England', published in June 2012.

## 2. Proposals

- 2.1 The proposed policy sets out the key principles of the Housing Allocation Scheme including:
  - (a) Who is eligible to be on the Common Housing Register (set nationally);
  - (b) Who qualifies to be on the Common Housing Register (set locally);
  - (c) How applications will be assessed for housing need;
  - (d) Details of the bidding process for available homes;
  - (e) The circumstances in which application will be deferred, suspended, cancelled or removed from the Common Housing Register;
  - (f) The circumstances in which applicants can request a review of a decision regarding their application;
  - (g) Details of how an applicant can make a complaint.

## 3. Consultation

- 3.1 Two rounds of consultation have been held: one on the high level principles and one on the detailed policy itself. The consultation was successful in generating a high level of interest and participation, both internally and externally. The majority of feedback from consultees was positive, welcoming provisions to implement qualification criteria and tackle under-occupancy.
- 3.2 One of the concerns raised by consultees was around the financial qualifying criteria. Overall, respondents were supportive of the intention to implement a financial criterion but there was a range of views on whether the financial thresholds set were too high or too low. The Overview and Scrutiny Management Commission Task Group has reviewed this criterion but has agreed to retain the proposed financial thresholds which are used nationally for a range of affordable housing products, for consistency.

- 3.1 There were a number comments received in relation to looked after children and disabled children. As a consequence a number of changes have been made to the proposed policy to ensure that looked after children placed outside of West Berkshire retain their local connection and to allow the needs of disabled children to be better reflected in the housing needs assessment. The policy has also been amended to allow consideration of an additional bedroom for severely disabled children in exceptional circumstances, reflecting recent case law.

#### **4. Equalities Impact Assessment Outcomes**

- 4.1 A Stage 2 Equalities Impact Assessment has been completed and consulted upon, using existing data from the Common Housing Register and feedback from the first round of consultation. From the EIA it has been concluded that there are a number of positive impacts alongside a few negative impacts.
- 4.2 A positive impact would be applied to those with disabilities, who will receive reasonable preference for an allocation of housing and who are able to access specialist supported housing schemes as appropriate. Those applicants who are aged over 50 years may also have the additional option of considering older person accommodation or sheltered housing.
- 4.3 Applicants for social housing have a choice of the type and location of homes.
- 4.4 The policy recognises and supports households with vulnerability due to health and other factors. There is specific provision to consider special needs through panel arrangements.
- 4.5 Some limited negative impacts may occur. These include age and gender. Currently people under the age of 18 are not normally offered tenancies without a guarantor and the policy may also have a negative impact on applicants subject to Multi-agency Public Protection Arrangements (MAPPA) and men who have access to children from a previous relationship.
- 4.6 It is predicted that no impact will be apparent with the equality streams of faith, race or sexual orientation.
- 4.7 Overall, the Housing Allocations Policy should ensure that households with the greatest need will be awarded the highest priority benefiting households living in poor housing conditions and in housing stress.

#### **5. Conclusion**

- 5.1 It is recommended that Executive approve and adopt the Housing Allocations Policy.

# Executive Report

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## 1. Introduction

- 1.1 West Berkshire Council's current Allocation Policy was published in July 2007. The Policy has not undergone a comprehensive review since its implementation. The national policy changes and reforms, along with the increasing pressure on the demand for, and availability of, affordable housing, make it timely for review.
- 1.2 In accordance with section 167 Housing Act 1996, the scheme determines the Council's priorities and procedure to be followed in allocating housing accommodation, framed to ensure that reasonable preference is given to a number of defined categories. The scheme was developed with regard to statutory guidance, including the 'Allocation of accommodation: guidance for local housing authorities in England', published in June 2012.
- 1.3 Section 167(7) of the Housing Act 1996 states that before adopting a new allocations scheme, or altering an existing scheme in a way which reflects a major change of policy, a local authority must send a copy of the draft scheme to every Registered Social Landlord with which it has nomination rights and must also ensure that recipients have a reasonable opportunity to comment on Equalities Impact Assessment Outcomes.
- 1.4 Following a request by the Executive, at its meeting of 10 January 2012 the Overview and Scrutiny Management Commission (OSMC) agreed to assist in the development of a new policy for the allocation of social housing. This followed a significant shift in Central Government policy. On 21 February 2012, the OSMC further agreed that a small task group would be established to take forward the work. The task group met four times and assisted in developing a detailed draft Housing Allocations Policy. This included (at its most recent meeting) assessing the action to be taken on consultation responses.
- 1.5 The final draft policy for approval is attached at Appendix A.

## 2. Summary of key changes

- 2.1 The key changes to the proposed policy compared to the current policy are as follows:
  - (a) To maintain an 'open' housing register but to apply qualifying criteria, meaning those who qualify will be considered for an allocation of housing before those who are classed as 'non-qualifying'.
  - (b) To implement local criteria meaning that only applicants with a defined local connection to West Berkshire, who are in housing need and who are unable to afford to secure their own accommodation in the private sector (whether owned, part-owned or rented) are classed as 'qualifying' applicants. All other applicants will be 'deferred' and will not be considered for an allocation of housing before those who are classed as 'qualifying'.
  - (c) To defer households, who would otherwise have qualified, if:
    - ~They owe money from the Threshold Loan Scheme or have failed to



- keep to rent arrears repayment plan schedules;
- ~ They are people who have been excluded for bad behaviour;
- ~ They are people who have supplied false or misleading information on their application for housing;
- ~ They have deliberately worsened their housing circumstances;
- ~ They have refused three reasonable offers of accommodation;
- ~ They are violent or abusive towards staff.

- (d) To apply the ability to exempt households from the qualifying criteria in exceptional circumstances.
- (e) To apply additional assessments to applicants that are subject to Multi-agency Public Protection Arrangements (MAPPA), such that they will only receive an offer of accommodation after an appropriate risk assessment, which will take account of all factors, not just the legal conditions they may be subject to.
- (f) To identify applicants either as 'Homeseekers' or as 'Transfer' applicants and to allow the ability for a property to be advertised for either or both groups.
- (g) To allow additional preference to be given to members of the Armed Services in accordance with recently published regulations.
- (h) To recognise under-occupation of social tenancies within the housing needs assessment and to increase the points awarded to facilitate move-on to smaller sized accommodation.
- (i) To amend the housing need assessment for Security of Tenure to make it clearer and easier to understand.
- (j) To introduce an age restriction on the children, and amend the definitions, for the housing need assessment for 'families with accommodation above or below ground-floor level' and 'families without gardens'.
- (k) To amend the housing need award for medical assessments from a scale of points to a single award of points, assessable by the Housing Service. The definition of medical needs has also been amended to make it clearer.
- (l) To amend the housing need award for disrepair from a scale of points to a single award of points, assessable by the Housing Service, retaining the ability to involve Environmental Health in the most serious cases.
- (m) To provide clearer guidance on who can, and cannot, be included on a Common Housing Register application.
- (n) To introduce the ability for the Housing Service to immediately place bids on properties, rather than allowing a three-month time period during which they can exercise choice, for applicants to whom a full homelessness duty has been accepted.

- (o) To introduce a clear Right to Review for certain decisions made under the Housing Allocations Policy.
- (p) To have a clear complaints process for issues that are not covered by the Right to Review.

### **3. Consultation**

- 3.1 Two rounds of consultation have been undertaken: an eight week public consultation period during May/June 2012 during which views were sought on the high level principles of the proposed policy; and a twelve week consultation during April to July 2013 that sought comments on the proposed detailed policy.
- 3.2 Both consultations were sent to staff and organisations operating within the district including Registered Providers and statutory and voluntary agencies who may have an interest in the policy. Every applicant registered on the Common Housing Register was advised of the consultations and invited to comment, highlighting the main proposed changes. In addition, the draft scheme was available on the Housing web pages and on Consultation Finder.
- 3.3 The consultation was successful in generating a high level of interest and participation, both internally and externally. The majority of feedback from consultees was positive, welcoming provisions to implement qualification criteria and tackle under-occupancy, although, as would be expected individual applicants used the opportunity to raise their own cases and present views influenced by personal circumstances. The Housing Service received 238 responses to the 2013 consultation, the detailed comments of which are attached at Appendix B.
- 3.4 One of the concerns raised by consultees was around the financial qualifying criteria. Overall, respondents were supportive of the intention to implement a financial criterion but there was a range of views on whether the financial thresholds set were too high or too low. The OSMC Task Group has reviewed this criterion but has agreed to retain the proposed financial thresholds which are used nationally for a range of affordable housing products, for consistency.
- 3.5 There were a number comments received in relation to looked after children and disabled children. As a consequence a number of changes have been made to the proposed policy to ensure that looked after children placed outside of West Berkshire retain their local connection and to allow the needs of disabled children to be better reflected in the housing needs assessment. The policy has also been amended to allow consideration of an additional bedroom for severely disabled children in exceptional circumstances, reflecting recent case law.
- 3.6 Appendix C provides a summary of the amendments that have been incorporated into the final draft of the policy which is presented for approval and adoption.

### **4. Equalities Impact Assessment Outcomes**

- 4.1 A Stage 2 Equalities Impact Assessment has been completed and consulted upon, using existing data from the Common Housing Register and feedback from the first round of consultation. From the EIA it has been concluded that there are a number of positive impacts alongside a few negative impacts.

- 4.2 A positive impact would be applied to those with disabilities, who will receive reasonable preference for an allocation of housing and who are able to access specialist supported housing schemes as appropriate. Those applicants who are aged over 50 years may also have the additional option of considering older person accommodation or sheltered housing.
- 4.3 Applicants for social housing have a choice of the type and location of homes.
- 4.4 The policy recognises and supports households with vulnerability due to health and other factors. There is specific provision to consider special needs through panel arrangements.
- 4.5 Some limited negative impacts may occur. These include age and gender. Currently people under the age of 18 are not normally offered tenancies without a guarantor and the policy may also have a negative impact on applicants subject to MAPPA and men who have access to children from a previous relationship.
- 4.6 It is predicted that no impact will be apparent with the equality streams of faith, race or sexual orientation.
- 4.7 Overall, the Housing Allocations Policy should ensure that households with the greatest need will be awarded the highest priority benefiting households living in poor housing conditions and in housing stress.

## **5. Recommendation**

- 5.1 It is recommended that Executive approve and adopt the Housing Allocations Policy.

## **Appendices**

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Appendix A - Final draft Housing Allocations Policy

Appendix B - Verbatim Consultation Responses

Appendix C - Summary of amendments to Housing Allocations Policy following consultation and consideration by OSMC

Appendix D - Equalities Impact Assessment

## **Consultees**

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**Local Stakeholders:** Consultation was held with all CHR applicants, residents, registered providers and statutory and voluntary agencies with an interest in housing allocations

**Officers Consulted:** All Children and Young People Users; All Children and Youth Services Users; All Childrens Centres; All Childrens Services Users; All Communities Users; All Education Services Users; All Housing and Performance Users; All Older Peoples Services Users; All Social Services Team Leaders and Above; Corporate Board

**Trade Union:** N/A

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# Draft Housing Allocations Policy

## Document Control

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## Change History

Version	Date	Description	Change ID
1	16/01/2013	Amendments following officer and Member comments	
2	23/08/2013	Amendments following public consultation and OSMC Task Group comments	
3			



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## **Part One: Purpose and Context**

### **1. Purpose**

- 1.1 The purpose of this policy is to explain the framework by which the Council will allocate social and affordable rent homes in West Berkshire. There are large numbers of people looking for accommodation in West Berkshire. The Council can only offer practical help to a very limited number of households. This document sets out the Council's priorities for assistance with finding a home.
- 1.2 The Executive approved the Housing Allocations Policy on [DATE TO BE INSERTED].

### **2. Applicability**

- 2.1 This Policy applies to:
  - All applicants or potential applicants seeking housing through the Council's Common Housing Register (CHR) in West Berkshire
  - All Council Officers, Elected Members, Consultants, Agency staff and Contractors working for the Council, and external organisations working with the Council, who are involved in administering the Council's CHR or who are supporting applicants to make applications for housing through the CHR.
- 2.2 It is the responsibility of each CHR applicant, employee and other person mentioned in Section 2.1 to familiarise themselves with and adhere to this Policy.
- 2.3 This document is published and is publicly available for reference and viewing.
- 2.4 This Policy has had consultation with applicants on the CHR, West Berkshire residents, relevant stakeholders, including Registered Providers; Social Services, and other agencies who are engaged in supporting applicants on the CHR; Elected Members; and relevant Council Officers.

### **3. Roles and Responsibilities**

- 3.1 The overall responsibility for the allocation of social and affordable rented accommodation through the Choice Based Lettings (CBL) system within WBC rests with the Head of Care Commissioning, Housing & Safeguarding. Whilst this Housing Allocations Policy provides an over-arching framework, it should be noted that each Registered Provider (RP) will have their own Allocations Policy which they will have regard to when deciding whether or not to make an offer of accommodation.
- 3.2 The responsibility for day-to-day management of the Housing Allocations Policy throughout West Berkshire Council rests with the Head of Care Commissioning, Housing & Safeguarding. They are also responsible for maintaining this Policy, for reviewing all other security policies and procedures and for providing advice and guidance on their implementation.
- 3.3 All managers are directly responsible for implementing this Policy and any sub policies and procedures within their service areas, and for the adherence of their staff and others (See Section 2.1).



- 3.4 All personnel detailed at 2.1 have an individual responsibility to adhere to this Policy and any relevant Standards and/or Procedures.

#### 4. Review

- 4.1 WBC will review this Allocations Policy every five years or sooner if there is a legislative or policy impetus to do so. All material changes (i.e. changes that are not minor but constitute a significant change that could have an adverse impact on applicants) will be subject to formal consultation and Executive approval.

#### 5. Housing in West Berkshire

- 5.1 West Berkshire is a very popular place to live. There are many different types of homes in the district, including homes to buy on the open market or through affordable home ownership schemes; homes to rent from a private landlord or housing associations; homes designed for particular groups, for example, sheltered housing for older people, or housing with on-site support.
- 5.2 Many people are looking for housing provided for rent by social landlords. We have an extremely limited supply of social and affordable rented housing: each year we expect there to be fewer than 10% of households on the CHR housed into social or affordable rented housing. There is also high turnover on the CHR, with around 50% of applications being removed every year and a similar number of new applications being added.
- 5.3 Of the properties let each year, usually many are suitable only for single people and couples, and there is a shortage of family homes with three or more bedrooms. The majority of people on the register will unfortunately not be offered a social housing tenancy, however long they wait; for them, waiting for a social or affordable rented home is unrealistic, and other options must be considered. This might include privately rented property, or moving out of the district.
- 5.4 West Berkshire is a non-stockholding local authority and we work with a variety of RPs. In order to allocate the properties fairly, West Berkshire operates a Common Housing Register (CHR), called Home Choice West Berkshire. All of the RPs participate in Home Choice West Berkshire so there is a single point of access for social and affordable rented accommodation within the district.
- 5.5 Affordable homes in West Berkshire are allocated through a choice based lettings (CBL) system. This advertises vacant homes and applicants can then bid for properties that they are interested in. Bids are then shortlisted according to assessed housing needs points.
- 5.6 This Housing Allocations Policy aims to ensure West Berkshire District Council's Common Housing Register meets the needs of the housing applicants across the district. The scheme will be open and transparent allowing applicants to express choice and preference over where they live, which will promote the development of safer and more sustainable communities.
- 5.7 This Policy meets the legal requirement for the Council to provide a statement on choice and it adheres to the "Allocation of accommodation: guidance for local housing authorities in England" (CLG, June 2012). For more information, go to <http://www.communities.gov.uk/publications/housing/allocationaccommodationguide>

5.8 The West Berkshire Housing Allocations Policy also sits within the framework of the West Berkshire Sustainable Community Strategy and Council Strategy.

## Part Two: Eligibility and Qualification

### 6. Eligibility to join the register

6.1 Eligibility for an allocation of accommodation is set nationally. The Secretary of State has the power to determine who is an eligible person and the regulations setting out which classes of person from abroad are eligible or ineligible for an allocation are set out in the Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006 (SI 2006 No. 1294) (the Eligibility Regulations).

6.2 The following categories of people are currently **ineligible**:

- A person subject to immigration control, unless s/he comes within a class prescribed in regulations made by the Secretary of State
- A person from abroad other than a person subject to immigration control.

### 6.3 Persons Subject to Immigration Control

A 'person subject to immigration control' is defined in s.13(2) of the Asylum and Immigration Act 1996 as a person who requires leave to enter or remain in the United Kingdom under the Immigration Act 1976 (whether or not such leave has been given).

6.3.1 The following categories of people do NOT require leave to enter or remain in the UK:

- i. British Citizens
- ii. Certain Commonwealth citizens with right of abode in the UK
- iii. Irish citizens who are not subject to immigration control in the UK because the Republic of Ireland forms part of the Common Travel Area
- iv. EEA nationals (i.e. nationals of any EU state (except the UK) and nationals of Iceland, Norway, Liechtenstein and Switzerland), and their family members, who have the right to reside in the UK derived from EU law. Whether an EEA national has the right to reside in the UK (or another Member State) will depend upon the circumstances, particularly their economic status (e.g. whether s/he is a worker, self-employed, a student or economically inactive)
- v. Persons exempt from immigration control under the Immigrations Acts, including diplomats and their family members based in the UK, and some military personnel

6.3.2 All other people will be a person subject to immigration control and will be ineligible for an allocation of accommodation unless they fall within a class of persons prescribed by regulation 3 of the Eligibility Regulations as set out below:

- i. *A person granted refugee status*: granted five years limited leave to remain in the UK
- ii. *A person granted exceptional or discretionary leave to enter or remain in the UK without condition that they or any dependents should make no recourse to public funds*: granted for a limited period where there are compelling humanitarian or compassionate circumstances for allowing them to stay.
- iii. *A person with current leave to enter or remain in the UK with no condition or limitation and who is habitually resident in the UK, the Channel Islands, the Isle of Man or the Republic of Ireland (the Common Travel Area)*: such a person will have indefinite leave to enter (ILE) or indefinite leave to remain (ILR) and is regarded as having settled status. However, where the ILE or ILR is granted as a result of an undertaking that a sponsor will be responsible for the applicant's maintenance and accommodation, the person must have been resident in the Common Travel Area for five years since the date of entry, or the date of sponsorship undertaking, whichever is later. Where all sponsors have died within the first five years, the applicant will be eligible.
- iv. *A person who has humanitarian protection granted under the Immigration Rules*: a form of leave granted to persons who do not qualify for refugee status but would face a real risk of suffering serious harm if returned to their state of origin.

#### 6.4 Other persons from abroad who may be ineligible for an allocation

A person who is not subject to immigration control but who falls within one of the following descriptions is to be treated as a person from abroad who is ineligible for an allocation of accommodation:

- I. A person who is not habitually resident in the Common Travel Area unless they are:
  - i. An EEA national who is in the UK as a worker
  - ii. An EEA national who is in the UK as a self-employed person
  - iii. A person who is treated as a worker for the purposes of regulation 6(1) of the EEA Regulations, pursuant to the Accession (Immigration and Worker Authorisation) Regulations 2006 (i.e. nationals of Bulgaria and Romania required to be authorised by the Home Office to work until they have accrued 12 months uninterrupted authorised work)
  - iv. A person who is a family member of one of the three categories i-iii above
  - v. A person with a right to reside in the UK by virtue of Regulation 15(c), (d), or (e) of the EEA Regulations

vi. A person who left Montserrat after 1 November 1995 because of the effect of volcanic activity there

vii. A person who is in the UK as a result of his or her deportation, expulsion or other removal by compulsion of law from another country to the UK.

II. A person whose only right to reside in the UK is derived from his/her status as a jobseeker (or his status as the family of a jobseeker).

III. A person whose only right to reside in the UK is an initial right to reside for a period not exceeding three months under Regulation 13 of the EEA Regulations

IV. A person whose only right to reside in the Common Travel Area is a right equivalent to one of the rights mentioned in II or III above and which is derived from EU Treaty Rights.

6.4.1 A person who is no longer working or no longer in self-employment will retain his or her status as a worker or self-employed person in certain circumstances. Accession state workers requiring authorisation will generally only be treated as a worker when they are actually working as authorised and will not retain 'worker' status between jobs until they have accrued 12 months continuous authorised employment. 'Family member' does not include a person who is an extended family member who is treated as a family member by virtue of regulation 7 (3) of the EEA regulations.

6.4.2 The term 'habitual residence' is intended to convey a degree of permanence in the person's residence in the Common Travel Area. It implies an association between the individual and the place of residence and relies substantially on fact. Where it is suspected that an applicant has not been habitually resident in the Common Travel Area, the Housing Service will carry out an Habitual Residence Test to determine eligibility for an allocation of housing.

6.5 Further detail and information relating to eligibility can be found in the "Allocation of accommodation: guidance for local housing authorities in England" (CLG, June 2012). For more information, go to <http://www.communities.gov.uk/publications/housing/allocationaccommodationguide>. The Housing Service will have regard to this guidance, and any subsequent guidance, when determining an applicant's eligibility for acceptance onto the CHR.

## 7. Qualification

7.1 As a result of the high demand for housing in the district, set against the limited supply, the Council has chosen to make use of the freedoms offered in the Localism Act 2011. In particular, the Council wishes to increase access for households who have a defined local connection to West Berkshire and who have insufficient financial resources to secure accommodation in the private sector themselves (whether in rented, part-owned or full home ownership).

## 7.2 *Qualifying households*

Subject to being eligible for an offer of accommodation (see Section 8 above), an applicant will qualify for the CHR if:

- They have been resident in West Berkshire for 6 months out of the last 12 months OR they have been resident in West Berkshire for 3 years out of the last five OR they have a parent or sibling or adult child who has lived in West Berkshire for 5 consecutive years OR they have been employed in meaningful paid employment within the district, for 16 hours or more a week, for at least the last 6 months

AND

- They have insufficient resources to secure accommodation, whether rented, part-owned or owned in the private sector. This will normally mean that the household has an income of £60,000 or less or capital of £16,000 or less. Owner-occupiers will be considered to have sufficient resources to secure accommodation unless they are able to provide appropriate evidence that this is not the case

AND

- They are assessed as having a housing need that places them within one of the reasonable preference categories (see Section 11)

7.3 For the purposes of reporting, it is the Council's intention only to report on the number of applicants who are classed as 'qualifying applicants'.

## 7.4 *Deferred Households*

The Council has decided not to close the CHR, however, households who do not meet the qualifying criteria above will be classed as deferred households. They will be accepted onto the CHR and will be pointed, however, they will not be considered for an offer of accommodation until, and unless, all qualifying applicants have been exhausted on any particular shortlist.

## 7.5 *Sanctions*

The Council wishes to encourage financial responsibility and good neighbourliness. It will therefore apply the following sanctions in the following circumstances:

**7.5.1 *Behaviour serious enough to make the applicant unsuitable to be a tenant:*** If an applicant, or a member of their household, has committed an indictable offence in, or in the locality of, their home or have admitted (or have a finding of act made against them in a civil Court) that they have behaved in a way which is capable of causing nuisance and annoyance to other people in the locality, the application will be deferred. The applicant will need to demonstrate that there has been a significant change in circumstances, and be able to evidence that their behaviour has been suitably amended over a reasonable period of time (usually 12 months or five years in serious circumstances) and that there have been no repeat occurrences in order for the deferment to be lifted. The Council may seek a Police Disclosure Request as part of the assessment to determine whether an applicant or a member of their household is unsuitable to be a tenant or as part of the assessment to determine whether the deferment should be lifted.

- 7.5.2 *Money is owed to the Council for a Rent-In-Advance and/or Rent Deposit Guarantee where no regular payments are being made:* if the applicant has been given financial assistance by the Council to facilitate access to private rented accommodation and is failing to adhere to the repayment plan, their application will be deferred. Applicants will need to demonstrate that they have made and adhered to an agreed payment plan for a period of at least three months before the deferment will be lifted.
- 7.5.3 *Rent arrears that exceed eight weeks rent OR where no regular repayments are being made:* if the applicant has rent arrears that exceed eight weeks, or has rent arrears below eight weeks rent but has failed to enter into and adhere to a repayment plan, their application will be deferred. Applicants will need to demonstrate that they have made and adhered to an agreed payment plan for a period of at least three months and/or that the arrears have been cleared or have been reduced below eight weeks rent before the deferment will be lifted.
- 7.5.4 *Deliberate Worsening of Circumstances:* where it is considered that an applicant has deliberately worsened their housing circumstances, their application will be pointed in accordance with the circumstances applicable before the worsening took place and will be deferred for a period of 12 months. At the end of the 12 month period, the application will be reassessed in accordance with the current circumstances and the deferment will be lifted.
- 7.5.5 *Refusal of three reasonable offers of accommodation:* where an applicant is made three reasonable offers of accommodation and refuses each offer, the application will be deferred for 12 months. An applicant is considered to refuse the property if they made the bid for it (either themselves or upon request via a member of staff) and a) they have been made a formal offer of accommodation which they then decline; or b) they would receive the formal offer of accommodation but tell the RP they do not wish to be considered, whether or not they have attended a viewing, before the RP has an opportunity to make the offer.
- 7.5.6 *Violence and Abuse Towards Staff:* Violence and abuse towards staff (including staff of a partner Register Provider) is not acceptable. If a customer, or someone acting on their behalf, abuses or harasses a member of staff (including staff of a partner Registered Provider) in any way, including using offensive language, the Housing Service will stop dealing with them, or will restrict the types of contact that they have. In addition, the application will be deferred for a minimum of 12 months or, in extreme circumstances, removed. Registered Providers will be expected to provide evidence to the Housing Service of the violence, abuse or harassment to support any request to apply this sanction.
- 7.5.7 *Providing false or misleading information:* If an applicant knowingly provides false or misleading information on their housing application in order to gain an advantage over other applicants, the Council will remove their application. The applicant will be entitled to reapply after a minimum of 12 months. In addition, consideration will be given to whether prosecution or other legal action is appropriate.

## 7.6 *Exceptions to Qualifying Criteria*

In order to comply with the provisions of the legislation and in order to make provision for exceptional circumstances, the following exceptions to the qualifying criteria will be applied:

7.6.1 *Armed Forces Personnel*: subject to verification, the following groups will be exempt from the local connection qualifying criteria and will be treated as qualifying applicants, subject to meeting all of the other qualifying criteria:

- Those who are currently serving in the regular forces or who were serving in the regular forces at any time in the five years preceding their application to the CHR;
- Bereaved spouses or civil partners of those serving in regular forces where (i) the bereaved spouses or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner and (ii) the death was wholly or partly attributable to their service;
- Existing or former members of the reserve forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service.

7.6.2 *Fleeing violence and/or threats of violence*: in exceptional circumstances, an applicant may be fleeing violence, or threats of violence. In such cases, the Council may decide to exempt the household from the local connection criteria, and treat them as qualifying applicants, subject to meeting all of the other qualifying criteria. This could be due to domestic abuse or racial violence, for example. This will normally be the case where the applicant is working with the Housing Options Service to resolve their issues and will be in accordance with homelessness provisions under Part VII of the Housing Act 1996 (as amended).

7.6.3 *Witness programmes*: in exceptional circumstances the housing authority may be approached to assist a household who are witness in a serious criminal case and who need to be moved to an alternative area for their own protection. In such cases, the housing authority will seek to cooperate with the relevant agencies and may decide to exempt the household from any or all of the qualifying criteria.

7.6.4 *Looked After Children*: for the purposes of local connection, a looked after child for whom West Berkshire Council has responsibility and who has resided in a placement outside of West Berkshire, will be deemed to have lived within West Berkshire for the length of the placement.

## 8. Treatment of applicants in specific circumstances

### 8.1 *16 and 17 year olds*

Applicants who are 16 or 17 years of age are able, subject to meeting the eligibility and qualifying criteria, to join the CHR. However, they will not normally be granted a tenancy by a RP without a Guarantor, usually an adult relative or friend acceptable to the RP, or the Head of Children's Services if the applicant has been looked after,



accommodated or fostered by West Berkshire Council Social Services. In addition, if a tenancy or Deed of Trust accompanied by a Guarantor is offered by the RP, the young person may still need to agree to engage with an agreed support plan. Please refer to individual RPs for individual allocations policies regarding 16 and 17 year olds.

#### 8.2 *Applicants who are residing in HM prisons*

Applicants who are residing in HM prison are able, subject to meeting the eligibility and qualifying criteria, to join the CHR but will be unable to bid for properties until one month before their release. To manage this process, their application will be registered from the date of receipt but will be deferred until the Housing Service is notified of the release date and it is one month before the notified date. Any bids made during the deferral period will be disregarded until the release notification period is activated.

#### 8.3 *Applicants subject to MAPPA*

Serious offenders, including applicants who are the subject of MAPPA (Multi Agency Public Protection Arrangements) will be allowed onto the housing register, subject to meeting the eligibility and qualifying criteria, but will only receive an offer of accommodation after an appropriate risk assessment, which will take account of all factors, not just the legal conditions they may be subject to. This may restrict the choice of locations for which they can bid. Bids made for properties that are deemed inappropriate following risk assessment will be disregarded.

### 9. **Transfer Applicants**

- 9.1 Existing tenants of RPs or local authorities are entitled to apply to the CHR, subject to meeting the qualifying criteria and will be subject to the same rules as non-tenants.
- 9.2 Existing social tenants will be identified on the CHR as 'Transfers'. Non-social tenants will be identified as 'Homeseekers'. All applications will be assessed using the housing needs assessment.
- 9.3 The Housing Service may approach the applicant's landlord for a reference, particularly to confirm that the social tenant is not in breach of their tenancy agreement, either for reasons of behaviour or rent arrears, and to confirm the household details in order to verify over- or under-occupancy.
- 9.4 All RPs participating in the scheme will complete a landlord's reference form for all their tenants applying for re-housing, upon request. This is to ensure applicants are correctly pointed but also to reduce void times and former tenant arrears. In the majority of cases the applicant will not be made active on the register until the landlord reference has been completed. In exceptional circumstances, the Housing Service may point an applicant without a landlord's reference
- 9.5 Where a RP is seeking to make an offer to a Transfer applicant, they are responsible for seeking a reference from the current landlord, at the point of offer, to confirm:
- The current property is in a good state of repair and cleanliness
  - The property has a well maintained garden (if applicable)
  - There is a clear rent account

- There is no outstanding possession action for breach of tenancy (notice seeking possession or notice to quit served, or a suspended possession order) injunction, ASBO or acceptable behaviour agreement
- No other outstanding debts are owed to the landlord (e.g. rechargeable repairs) or the Council (e.g. Rent Deposit Guarantee Scheme)

9.6 Offers will not be made if there is an issue with any of the above.

9.7 The Housing Service, in discussion with the relevant RPs, may give its consent to an offer of accommodation proceeding in circumstances where the above conditions are not met if there is a good management reason or exceptional circumstance (e.g. racial harassment, domestic violence). The Housing Service will consider each case on its merits.

## 10. Homebuy/Keyworker Accommodation

10.1 Various products are available for applicants that wish to buy or part-buy their home. These products are often branded as 'homebuy' but include a variety of options from traditional shared ownership (where the purchaser buys part of the property and pays rent on the remainder) to equity loan models.

10.2 All homebuy and keyworker living schemes are managed by the Zone Agent for West Berkshire and monitored by the Housing Strategy & Enabling Team at West Berkshire. Catalyst Housing Group is the Zone Agent for West Berkshire.

10.3 All applicants applying for homebuy/keyworker accommodation must also be registered and assessed on the Common Housing Register to be eligible for assistance.

10.4 The exception is the Council's 'First Step, Next Step' equity loan deposit scheme. Further information on this scheme can be found on the Council's website [www.westberks.gov.uk](http://www.westberks.gov.uk) or by contacting the Council's Housing Strategy Department.

## 11. Reasonable and Additional Preference

11.1 The Council operates a points-based housing needs assessment (see Appendix One). The assessment awards points for specific housing needs and each application is assessed in accordance with their specific circumstances.

11.2 The housing needs assessment has been framed to ensure that certain applicants, as defined in the Housing Act 1996, are given 'reasonable preference'. In addition, the Council has determined that some applicants should receive 'additional preference'.

11.3 The Housing Act 1996 provides that applicants who fall within the following groups should be given 'reasonable preference':

- People who are homeless within the meaning of Part 7 of the Housing Act 1996 (as amended) (including those who are intentionally homeless and those not in priority need)

- People who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the Housing Act 1996 (as amended) or who are occupying accommodation secured by any housing authority under s.192(3)
- People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- People who need to move on medical or welfare grounds, including grounds relating to a disability
- People who need to move to a particular locality in the district of the housing authority where failure to meet that need would cause hardship (to themselves or others).

11.4 In addition to those groups of people to whom the Council must give reasonable preference, the Council believes that priority should be given to households who do not have the financial resources to secure accommodation in the private sector, whether rented, part-owned or owned and to applicants who have a defined local connection to West Berkshire.

11.5 The Council has determined that the following groups of people who fall within the reasonable preference groups should receive 'additional preference':

- Households who currently occupy social or affordable housing within West Berkshire that is too large for their current needs and who have expressed a desire to move
- Witnesses of crime, or victims of crime, who would be at risk of intimidation amounting to violence or threats of violence if they remain in their current homes
- Households that contain a member who needs to move as a matter of child or adult protection
- Households who need to move urgently because a member of the household requires substantial care that cannot be provided or received unless they move or who requires adaptations that cannot be made unless they move
- Households who are experiencing multiple problems, which can only be resolved by a move, and who have a care or support plan in place supported by relevant agencies

11.6 Where two or more households have the same level of assessed housing need (i.e. they have the same number of housing need points) priority between them will be determined by their CHR registration date.

## **12. Additional Preference & the Armed Forces**

12.1 The Government has published regulations requiring local housing authorities to give certain groups of the Armed Forces additional preference where they fall within a reasonable group and have an urgent housing need. To give effect to this, the Council will make an award of housing need points to members of the Armed

Forces who fall within the following groups and who are in a reasonable preference group and who are deemed to have an urgent housing need:

i) is serving in the regular forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service,

(ii) formerly served in the regular forces,

(iii) has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service, or

(iv) is serving or has served in the reserve forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service.

12.2 For this purpose "the regular forces" and "the reserve forces" have the meanings given by section 374 of the Armed Forces Act 2006.

12.3 In order to be awarded the additional housing need points, the applicant must either be homeless (within the meaning of Part 7 of the Housing Act 1996) OR be owed a duty under section 190(2), 193(2) or 195(2) of the 1996 Act OR have overcrowding or disrepair points OR have medical or social needs points AND need to move urgently due to a life threatening illness or disability or be statutorily overcrowded or be homeless or at risk of homelessness as a result of violence or threats of violence.

### 13. Adjusting Preference

13.1 In certain circumstances, some applicants may be given more or less preference than others. The following are examples of the circumstances in which the preference given for a property may be adjusted:

#### 13.2 *Rural Exception Sites*

Rural Exception Sites are small developments in rural settlements that have been developed as an exception to normal planning policy. To qualify as a rural exception site, a local housing need must be established via the results of a recent local housing needs survey and occupancy of the dwellings must be reserved for local people. The scheme must be available for affordable housing in perpetuity and must not adversely affect the rural character of the area. All households who wish to be considered for housing in a rural exception site will be required to register on the West Berkshire Common Housing Register.

13.3 To ensure that the occupancy of rural exception sites is prioritised for local people, the following cascade mechanism is applied:

1. Applicants who meet the following criteria who require the bedroom size available and would not under-occupy, namely:

Applicants who are resident within the Parish and have lived there for at least the last three years continuous residence or five years out of previous ten

**OR**

Applicants who have immediate family or close dependents resident in the Parish who have lived there for at least the last three years continuous residence or five years out of the previous ten and intend to remain in the parish. "Immediate family" means parents, child, children, and siblings.

**OR**

Applicants who were resident in the Parish for the last three continuous years, or five years out of the previous ten but were unable to remain due to affordability

**OR**

Applicants who have been in paid employment within the Parish for at least 6 months, for a minimum of 16 hours each week.

2. Applicants currently living and/or working in the Parish who require the bedroom size available and would not under-occupy, but who do not fulfil the criteria detailed in 1 above in respect of length of residency or minimum hours of work.
3. Applicants who meet the criteria detailed in (1) above but who do not require the bedroom size available and would therefore under-occupy by 1-bedroom.
4. Applicants who meet the criteria detailed in (2) above but who do not require the bedroom size available and would therefore under-occupy by 1-bedroom.
5. Applicants living and/or working in named adjacent Parishes who require the bedroom size available and who would not under-occupy, and who fulfil the following criteria, namely:

Applicants who are resident within the adjacent named Parishes and have lived there for at least the last three years continuous residence or five years out of previous ten

**OR**

Applicants who have immediate family or close dependents resident in the named adjacent Parishes who have lived there for at least the last three years continuous residence or five years out of the previous ten and intend to remain in the named adjacent Parishes. "Immediate family" means parents, child,

children, and siblings.

**OR**

Applicants who were resident in the named adjacent Parishes for the least the last three continuous years, or five years out of the previous ten but were unable to remain due to affordability

**OR**

Applicants who have been in paid employment for at least 6 months for a minimum of 16 hours each week, within a named adjacent parish.

6. Any other applicants resident in West Berkshire registered on the Common Housing Register with a housing need.
7. Any other households registered on the Common Housing Register.

13.4 There are a number of older Section 106 Agreements that apply a different cascade mechanism. Where this is the case, the shortlist will be worked in accordance with the Section 106 Agreement rather than the above policy.

13.5 The cascade mechanism allows for under-occupation in certain parts of the cascade. Given the welfare benefit reforms that restrict occupation of social tenancies on the basis of household need, and the potential financial implications that this will have for tenants, RPs will carry out a financial appraisal for the household before an offer of accommodation is made that allows under-occupation. Where it is deemed that the household may be eligible but could not afford the accommodation, a bypass will be applied.

13.6 Local Letting Plans

Local Letting Plans serve to achieve agreed objectives, such as reducing high levels of anti-social behaviour, reducing family densities in certain areas or to improve the success rate of integrating young or vulnerable people into general needs housing.

13.7 Local Letting Plans are developed on a site by site basis to address the requirements of that specific area, development or block of accommodation.

13.8 Where these plans are in place, the lettings will be carefully monitored by the Housing Service to ensure that allocations across the whole Allocations Scheme continue to give reasonable preference to the identified categories and that the policies do not discriminate, directly or indirectly, on racial or other equality grounds. Information about particular local letting schemes will be available from the relevant RP and will appear on the CBL advert for individual properties.

13.9 A Local Letting Plan will identify particular needs of a small area within West Berkshire, or of a new housing scheme or redevelopment, and seeks to use the allocation of housing to ensure that the community will be as sustainable as possible, for example, that there will be a mixture of ages of children.

13.10 The Council will work with RPs across the District to identify neighbourhoods, areas and schemes which would benefit from a Local Letting Plan.

13.11 Local lettings may be used to:

- Enable new schemes to be allocated to a mixture of tenants in order to develop a sustainable community
- Enable an existing community to become more sustainable, for example, by encouraging more working families to move into the area
- Enable sensitive lettings on schemes which have had high levels of anti-social behaviour
- Enable households to return to an area they left for redevelopment to take place.

13.12 This list is not exhaustive and Local Letting Plans may be agreed in other circumstances where there is evidence that the local community would benefit from such a plan and there is no significant adverse impact on other communities. The equalities impact of local lettings schemes will be considered before they are agreed.

13.13 All Local Letting Plans will have clear criteria, which are openly published. When a property which is being advertised under the Home Choice scheme is subject to a Local Letting Plan, this will be stated clearly on the advert.

13.14 The adoption of this Policy has delegated authority to agree Local Letting Plans to the Head of Care Commissioning, Housing and Safeguarding, in consultation with the Portfolio Holder.

13.15 Any Local Letting Plan will be agreed for a limited time, after which it will be reviewed, and lettings will revert to the main policy if possible.

13.16 Sensitive Lets

Occasionally, an individual property may be identified as a 'sensitive let'. This may be because the landlord is seeking to address the balance of occupants in the local area in order to create a sustainable community or it could be due to the need to protect and enhance the local demographic. For example, if there has been significant anti-social behaviour in the locality and a property becomes available for re-let, it may be advertised as a sensitive let to try and prevent further issues arising. The reasons are likely to be similar to those applied for a Local Letting Plan but are applicable just to one property.

13.17 The Housing Service will seek to develop a Local Letting Plan that specifically allows for sensitive lets, however, until this is completed, a RP may, with the Housing Service's prior agreement, advertise a property as a sensitive let, giving preference to particular households, where there is evidence that this would be beneficial to the neighbourhood. The property advert will clearly state that the property is being treated as a sensitive let.

13.18 Adapted Homes

If a property becomes available for let and has been adapted to meet the needs of a

disabled person, it will be advertised as giving preference to a household who have need of those adaptations.

13.19 *Preference to Over/Under-Occupying Social Tenants*

In order to make best use of stock and to ensure that the housing needs of applicants are met appropriately, a property that becomes available for let may be advertised as giving preference to social tenants living in West Berkshire who are either over- or under-occupying their accommodation. It is expected that the home they would free up should they move will be released back into CBL.



## Part Four: Housing Need Assessments

### 14. Housing Need Assessment

- 14.1 The assessment of housing need is made upon receipt of an application, in accordance with the published housing needs assessment (Appendix One). Section 11 explains how the housing needs assessment has been framed. This section provides additional detail on each specific housing need identified within the housing needs assessment.
- 14.2 Assessments of housing need are primarily based upon the information provided within the application. However, further information may be sought from the applicant and/or relevant professionals. The Housing Service may also undertake visits to verify information.
- 14.3 Overcrowding  
This assessment is included as it relates to the reasonable preference groups. The Council uses a bedroom standard as an appropriate measure of overcrowding for allocation purposes. The bedroom standard allocates a separate bedroom to:
- ~ every adult couple (married or unmarried)
  - ~ any other adult aged 16 or over
  - ~ any two children of the same sex aged 16 or under
  - ~ any two children aged under 10
  - ~ any other child.
- 14.4 The assessment will be made on the basis of the rooms available for use as a bedroom, regardless of how the household chooses to use those rooms. For example, it may be reasonable to class a dining room as a room usable as a bedroom.
- 14.5 Points are awarded for each bedroom that a household is short of, as determined by the bedroom standard, capped to a maximum of two bedrooms short.
- 14.6 Under-Occupancy  
The Council has decided that applicants who currently occupy social or affordable rented housing within West Berkshire that is too large for their current needs and who have expressed a desire to move should be given additional preference.
- 14.7 The reasons for this are two-fold: firstly, the Government is introducing under-occupancy sanctions for social tenants of working age and the consequence of them being unable to move may be increased rent arrears and potentially, eviction; secondly, the Council wishes to free up family-sized accommodation which is in short supply and high demand, thus making best use of existing resources.
- 14.8 A set award of housing needs points is applied to anyone who meets the criteria set out in 14.6 above, regardless of the number of rooms that they are over-accommodated by.
- 14.9 Lacking or Sharing Amenities  
Households that occupy insanitary or otherwise unsatisfactory living circumstances are expected to be given reasonable preference. Lack of access to essential

amenities, for example, a toilet, bath or shower, kitchen, clean drinking water or electricity, would fall within this category.

14.10 If an applicant is completely lacking one or more of the above-named essential amenities, they will be awarded a set amount of 'lacking' points. In order to be awarded these points, a verification visit will need to be completed.

14.11 If an applicant has access to the essential amenities but has to share them with persons who are not on their housing application, they will be awarded a set amount of 'sharing' points.

14.12 Security of Tenure

The reasonable preference groups include applicants who may be subject to a duty under Part VII of the Housing Act 1996 (as amended) and in addition, the Council focuses on the prevention of homelessness through its housing options work. The award of Security of Tenure points reflects both of these requirements.

14.13 Security of Tenure points are awarded in four categories, dependent upon the level of security that the applicant has:

14.13.1 *At Risk of Homelessness*: this includes applicants who are in private rented, forces or tied accommodation who have been served notice that will expire within the next 2 months and where the local authority believes the Landlord will act; owner-occupiers who have been issued with a possession order by the court; Care leavers who are ready to move on and whose current accommodation will end within the next two months, as confirmed by Childrens Services. Wherever possible, Childrens Services are encouraged to provide Housing Services with 6 months notice that a young person will be leaving care and to ensure that the young person has a Leaving Care Plan.

14.13.2 *Homeless or Supported Housing*: this includes applicants to whom a housing authority owes a duty under section 190(2), 193(2) or 195(2) of the Housing Act 1996 (as amended); applicants who are occupying accommodation secured by a housing authority under section 192(3) of the Housing Act 1996 (as amended); applicants who are 'homeless at home' (subject to confirmation by the Housing Options Team); applicants who live in a hostel, supported lodgings, refuge; applicants who live in supported independent living who are ready for move-on; applicants who are awaiting discharge from hospital but whose home is not longer suitable and cannot be made suitable either through a care package or adaptations; applicants who are street homeless (subject to verification).

14.13.3 *Family & Friends or NFA*: this includes applicants who are living with family or friends or who are deemed to be no fixed abode (potentially sofa-surfing).

14.13.4 *Other*: applicants who live in private rented accommodation, armed forces accommodation, social or affordable rented (whether Council or RP) and owner-occupiers (whether shared or full) who are not subject to a notice and who do not fall into one of the groups identified above.

14.14 Applicants can only receive one award of security of tenure points. Each category has a set award of points.

14.15 Families

It is recognised that for some families, particularly those with young children, some accommodation may make day-to-day life difficult. This does not fall within either the reasonable or additional preference groups. It should be noted that whilst these awards are made and whilst such accommodation may not be ideal, given the prevailing housing circumstances of the district, it is still deemed reasonable and suitable for a family with young children to be accommodated in such accommodation.

14.15.1 *Accommodation with no garden:* families with children aged under 10 years, living in accommodation with no garden, will be made a small set award of points. Families with children aged 10 or over, or who have children aged under 10 but who have shared access to a garden, will not be awarded these points.

14.15.2 *Accommodation above or below ground floor:* families with children aged under 5, living in accommodation that is above ground floor level, or which has external access and is below ground floor level (e.g. a basement flat), will be made a small set award of points. Families with children aged 5 or above will not be awarded these points.

14.5.3 *Disabled Children and accommodation above or below ground floor and/or with no garden:* Managers within the Housing Service have discretion, on a case-by-case basis dependent upon relevant evidence, to award 5 points for a child who is over the age 10 and who is disabled and who has no access to a garden; and to award 5 points for a child over the age of 5 and who is disabled and who lives in accommodation above and below ground floor. For garden points, matters that will be considered will include the risk of the child running away, whether they have a lack of stranger danger awareness or a lack of road safety awareness and the need for an enclosed safe play area. For above/below ground floor points, matters that will be considered will include whether the child is non-ambulant (a wheelchair user) or has a mobility impairment that affects their ability to manage stairs or steps.

14.16 Medical Needs

The Council is required to give reasonable preference to people who need to move due to their health, disability or access needs.

14.17 Points in this category not awarded simply because an applicant has a medical condition. The assessment will consider:

- The degree to which the health condition of the applicant, or a member of their household, affects their ability to cope with normal daily living activities in relation to his/her housing circumstances
- The degree to which a change in housing circumstances would enable the applicant, or a member of their household living with mental

distress, to maximise their recovery potential and achieve enhanced social inclusion

- 14.18 Medical needs points will be assessed and awarded by the Housing Register Supervisor and countersigned by another Housing Manager. Where appropriate, evidence will be sought from the applicant's GP or other medical practitioner who has knowledge of their health condition. The award of medical needs points may be accompanied by a condition that the applicant is only considered for certain types of accommodation (for example, ground floor or adapted accommodation).
- 14.19 A medical form may be submitted for each member of a household who has a health condition that would be relieved by a move to alternative accommodation.
- 14.20 Welfare & Social Needs  
The Council is required to give reasonable preference, and in some cases would wish to give additional preference, to people who need to move on welfare grounds, for example, to allow someone to give or receive care or support, to address child or adult protection concerns, to move-on from supported housing where support is no longer required, or to address urgent multiple issues that can only be resolved by a move.
- 14.21 Applicants who consider that they may fall into the category of welfare and social needs should discuss this with their Housing Options Officer or other professional with whom they are working. A separate Welfare & Social Needs Form must be completed by the Housing Options Officer or other appropriate professional (including but not limited to social workers, family support workers and CMHT staff) and should have evidence attached where appropriate. Forms that are incorrectly completed will not be assessed and will be returned to the submitting officer for correction: this is due to the high volume of applications received and the additional work that an incorrect form creates for housing staff.
- 14.22 Where Medical Needs Points may be appropriate, Welfare & Social Needs will only be considered after the Medical Needs assessment has been completed.
- 14.23 Welfare & Social Needs applications will be assessed by a panel of two Housing Managers. Points are awarded on a scale from 0 points to 50 points. Due to the reasons for which Welfare & Social Needs points may be applied, the award of points may be time-limited or include conditions (for example, that the applicant can only be considered for property in a certain area or for ground floor/adapted accommodation).
- 14.24 Disrepair  
Households that occupy insanitary or otherwise unsatisfactory living circumstances are expected to be given reasonable preference. A set award of points is given for disrepair.
- 14.25 Applicants who consider that their home is in disrepair should send photographs and any other relevant evidence (for example, if they have had an enforcement notice served by Environmental Health) to the Housing Register Team, who will review it and determine whether an award is appropriate.
- 14.26 One of the most common issues raised by applicants is damp and mould. In the majority of cases, this is due to lifestyle and the Housing Register Team will send

advice to the applicant on how to manage this. Disrepair points will not be awarded for damp and mould arising from lifestyle but if the problem is extreme, the Housing Register Team may consult with Environmental Health to confirm whether it is a more serious underlying problem that would warrant an award.

14.27 *Armed Forces Personnel*

This additional preference award is made to applicants who meet the criteria set out in Section 12.

14.28 *Discretionary Points*

The Service Manager, in consultation with the Head of Care Commissioning, Housing & Safeguarding, is able to award discretionary points to an application in exceptional circumstances only. This would usually be in rare and extreme circumstances, for example, if a household needed to be urgently moved as part of a witness programme.

14.29 Discretionary points are not awarded at the request of applicants and will usually be requested by a relevant professional for circumstances that cannot be ordinarily be covered by the housing needs assessment.

## Part Five: Management of Allocations

### 15. Who can be included on a CHR Application?

- 15.1 We will only consider applications to house the applicant, their partner, their immediate family, and anyone else with an exceptional need to live as part of the household. This is because we have such shortage of larger properties, so families need to consider whether other people living in their household could move into smaller properties of their own. All applicants must be currently living in the Common Travel Area at the time of, and for the duration of, the application.
- 15.2 Partner means someone who lives with the applicant as a partner, or who would live with them if they were able to. This includes mixed-gender and same-sex couples, whether or not they are married or in a civil partnership.
- 15.3 Immediate family means the applicant's children or their partner's children, aged 20 or less, who live with the applicant all the time, or for four or more nights every week. If a child is living with a partner or has his/her own children, s/he may not be included on the application unless they have an exceptional need to live with the applicant. Young people living away from home as students will not be included on the application. If you have children aged 21 or over who are living at home, we can advise them on housing options. They may apply to the Housing Register in their own right, but may have low priority, in which case they will need to consider all other options (see Section 2 on housing options).
- 15.4 Applicants who have shared responsibility for children will only have them considered as part of their household if it is determined that the children reside with them for at least 50 per cent of the week or more. In particular, the Housing Service will seek to confirm with which parent the children have their main or principle home and the children will only be considered on the application of this parent. Where the 'main carer' cannot be identified, the Council will have regard to which parent receives benefits in respect of each child. Each case will be assessed on its own merits and determined alongside current legislation and case law.
- 15.5 If members of the immediate family live elsewhere in the UK, they can be included on the application, but we encourage families to consider applying to be re-housed where they live, especially if the demand for housing is lower there.
- 15.6 Immediate family does not include the applicant's (or their partner's) parents, grandparents, brothers, sisters, aunts, uncles, grandchildren, nieces, nephews, cousins, friends, or lodgers, unless they have an exceptional need to live as part of the household. If the applicant and partner are separating, they must provide us with evidence of who is legally allowed to remain in the property, such as a court property order detailing to whom the property is assigned. Accommodation for children will be allowed for with only one parent, on whom the children are dependent.
- 15.7 People who have an exceptional need to live with you means people who are not included in the definition of 'immediate family', but who have a real need to live as part of the household in order to give or to receive care or support. This may include:

- A child (of the applicant or partner) aged 21 or over, who cannot live independently because of a disability or care need
- A carer, if someone in the household needs full-time care and no one in their immediate family is able to provide this
- An adult (or elderly) relative who needs to receive care. For some elderly people, moving to sheltered or extra care accommodation is the best alternative.

15.8 If you wish to include people not in your immediate family on your housing application, you must explain on your application why it is necessary for them to live with you. We may also require you to provide evidence such as: a court order, a social services or occupational therapy assessment, or evidence that you are in receipt of carer's allowances. If you have not had a care assessment for a relative, we may require you to arrange one. If the person coming to live with you is moving from abroad, we will require evidence that they have recourse to public funds or of a sufficient sponsorship undertaking in place.

15.9 Where a household has been accepted as statutorily homeless by the Council, the application can include anyone who we accepted as part of the original homelessness application. For families with adult children, the Council will encourage them to seek independent housing if possible, to increase the chance of the applicant being re-housed in a reasonable time.

15.10 If you are a social housing tenant, and we agree to re-house your immediate family but not everyone who is currently living with you, you will be asked to make sure that none of them remain in the property once you have left.

## 16. Eligible property sizes:

16.1 The policy on property size (bedroom allocation), is as follows:

You are entitled to one bedroom for:

- every adult couple (married or unmarried)
- any other adult aged 16 or over
- any two children of the same sex aged 16 or under
- any two children aged under 10
- any other child

16.2 For households that include a pregnant woman, the calculation will not make allowance for the baby until it is born and the birth certificate has been provided.

16.3 Housing Benefit provisions permit an extra bedroom to be included in the Housing Benefit assessment for tenants in the private rented sector who have care provided by someone who lives elsewhere. This will apply where a customer or their partner has a recognised need for overnight care and has a bedroom that is used by a carer, or carers, for overnight stays as part of caring for the customer or partner. The Housing Allocation Policy makes provision for an extra bedroom to be awarded in exceptional circumstances, in line with this policy, and only after discussion with the Benefits Service. All such exceptions will be approved by a Care Commissioning, Housing & Safeguarding Service Manager in consultation with the Head of Care Commissioning, Housing & Safeguarding.

- 16.4 Managers within the Housing Service have discretion to award an additional bedroom in exceptional circumstances where there is a severely disabled child who cannot share with siblings, subject to consideration of the following:
- Medical evidence
  - Whether the child is in receipt of Disability Living Allowance (or in future Personal Independence Payment)
  - The nature and severity of the disability
  - The nature and frequency of care required during the night
  - The extent and regularity of the disturbance to the sleep of the child who would normally be expected to share the bedroom.
- 16.5 A decision to award an additional bedroom for the purposes of the CHR is not an indication that Housing Benefit will be paid. Applicants will therefore need to ensure that they are able to meet any potential rental shortfall arising through Social Sector Size Criteria before accepting an offer of accommodation.

## **17. Assessment of Application**

- 17.1 Upon verification of a new application or receipt of an Update Form or Annual Review Form, the applicant's housing need will be assessed and priority awarded by means of the housing needs assessment scheme (Appendix One). The applicant's living circumstances, security of tenure, medical and social needs, condition of property, length of time in housing and local connection will be taken into account.
- 17.2 It should be noted that points may be time limited or have conditions attached. If conditions are not met, they may be removed.

## **18. Notification of points awarded**

- 18.1 All applicants will be verified, assessed and entered onto the Home Choice Register. The applicant will be notified in writing of this and will be told of the outcome of the assessment, including whether or not their application is eligible, qualifying or deferred, what points they have and any information about bidding, the registration date and details about how to bid.
- 18.2 Applicants on the CHR have a right to request certain general information such as whether the application will fall into the reasonable preference category, whether a bid is likely to be successful, and the likely waiting time. This information will be available through the reporting function on the bidding process and included on the weekly advert sheets.

## **19. Changes in circumstances**

- 19.1 Applicants are required to keep their application up to date. Some minor changes can be made online by the applicant, other changes need to be notified to the Council, and the applicant will need to complete an update form.
- 19.2 If an applicant's circumstances change, for example, they move house, have a baby, or someone moves in/out of their home, they must update their application. If the Housing Service needs more information to reassess the applicant's housing needs, they will contact the applicant. The Housing Service will not reassess needs



if it is unlikely to change the applicant's points level: for example, medical needs will not be reassessed if the applicant has developed another minor illness but will be reassessed if the applicant has moved to alternative accommodation.

- 19.3 If the Housing Service becomes aware, or have reason to believe, that an applicant's circumstances have changed, the application will be suspended until the Housing Service has been able to verify the applicant's circumstances or an update form is received.
- 19.4 If the update form is not received, or verification has not been possible, within 28 days of the Housing Service becoming aware of a change in an applicant's circumstances, the application will be removed.

## **20. Annual Re-Registration**

- 20.1 Applicants will be contacted annually on the anniversary of the date of their application and asked to complete an Annual Review Form confirming their basic details and any changes in their circumstances. They will be advised to return the completed Annual Review Form within 28 days and that if they fail to do so, their application will be cancelled and removed.
- 20.2 Removed applications can be re-instated for up to 3 months after removal, upon contact from the applicant, subject to the applicant being able to provide a reasonable explanation of their failure to return the Annual Review Form.
- 20.3 If applicants wish to cancel their application at any time, they must submit this in writing to the Housing Service.

## **21. Homeless Households**

- 21.1 Applicants who have been accepted under the Housing Act 1996, amended by the Homelessness Act 2002, as being homeless or threatened with homelessness will qualify to join the register, subject to meeting the other criteria.
- 21.2 Applicants will not be considered for accommodation whilst any homelessness application is being investigated and the CHR application will be suspended pending a decision on the homelessness application.
- 21.3 The allocation of non-secure accommodation under Part 7 of the Housing Act 1996, amended by the Homelessness Act 2002 (s195(2)) (providing temporary accommodation to accepted homeless families) is outside the scope of this policy.
- 21.4 The Housing Service reserves the right to place bids on behalf of applicants to whom it owes a s.193 Homelessness Duty, in order to discharge the duty. In making such an offer, the Housing Service will need to be satisfied that it is suitable for the applicant and that it is reasonable for the applicant to occupy. Applicants have the right to request a review of suitability of accommodation made to discharge a s.193 duty and are therefore advised to accept the offer, rather than refuse it, and to request a review if they do not consider it to be suitable or reasonable to occupy.
- 21.5 The Housing Service will consider all options to discharge s.193 duties, including discharge into the private rented sector. This will not prevent an eligible and qualifying applicant from remaining on the CHR.

## **22. Decanting**

- 22.1 The Housing Service will seek to agree a decant programme with the relevant RP where tenants have to leave their existing accommodation permanently because it is being demolished for redevelopment or significantly refurbished. The terms of any moves will be set out in a separate offer to affected tenants and leaseholders. Decanting tenants will be supported to find alternative accommodation, and where necessary direct offers of accommodation will be made. If the tenant is on an assured shorthold tenancy with the RP, rather than an assured tenancy, the Housing Service will seek to find the tenant alternative private rented accommodation.

## **23. False or misleading information and fraud prevention**

- 23.1 It is an offence to make a false statement and/or knowingly withhold information when making an application for the Housing Register. The maximum fine is £5,000
- 23.2 Any failure to include relevant information, to hide material facts or to attempt to obtain housing through false information will be treated as fraud. The Council treats housing fraud seriously and will take legal action against applicants found to have committed fraud.
- 23.3 The Housing Service may visit applicants at home to verify details of an application. Visits may be undertaken without notice. If an applicant cancels or misses two or more pre-arranged appointments for verification visits, the application will be awarded nil points and deferred until the Housing Service is able to verify the application.
- 23.4 Ground 5 in Schedule 2 of the Housing Act 1985 as amended by Section 146 of the Housing Act 1996 enables a housing authority to seek possession of a tenancy granted as a result of a false statement by the tenant or person acting at the tenant's instigation.
- 23.5 If an applicant knowingly provides false or misleading information on their housing application in order to gain an advantage over other applicants, the Council will defer their application for a minimum of 12 months. In addition, consideration will be given to whether prosecution or other legal action is appropriate

## **24. Cancelling, Suspending and Deferring Applications**

- 24.1 A housing application may be cancelled and removed if the applicant:
- has asked in writing for it to be cancelled
  - has been housed by a RP in an assured or an introductory tenancy
  - has moved and not informed the Housing Service of any new address or circumstances, and the Housing Service is unable to contact the applicant
  - has not responded to a written request for information needed to assess the application, within 28 days
  - has given false or misleading information on the application form
  - has not replied to an annual review letter
  - has provided false or misleading information

24.2 A housing application may be suspended, if

- the applicant has asked for it to be suspended until a later date
- the applicant is temporarily unable to move, for example due to be admitted to hospital
- the applicant requires housing with support and is refusing a support package required to sustain the tenancy
- the applicant has had a change in circumstances and the Housing Service are awaiting an update form
- information has been requested from the applicant
- information has been requested from a third party
- the applicant has made a homelessness application that is pending a decision
- the applicant has requested a review of a homeless decision
- it is pending CHR Team assessment for deferral.

24.3 A housing application may be deferred, if the applicant

- does not meet the qualifying criteria
- or a member of their household is deemed to have displayed behaviour serious enough to make the applicant unsuitable to be a tenant
- owes money to the Council for a Rent-In-Advance and/or Rent Deposit Guarantee where no regular payments are being made
- has rent arrears that exceed eight weeks rent OR where no regular repayments are being made
- has deliberately worsened their circumstances
- has refused three reasonable offers of accommodation
- is in HM Prison, until one month prior to release date
- has been violent or abusive to staff (including RP staff).

## 25. Advertising Properties

25.1 Properties will be advertised on a weekly basis, with new properties advertised on a Thursday and bidding closing at noon on the following Wednesday.

25.2 The adverts will be placed:

- On the website
- In the advert sheet
- In the reception areas of West Berkshire Council and Registered Providers with office space within the district
- Other local facilities, as appropriate

25.3 Applicants have the right to request general information from local housing authorities that will enable them to assess whether accommodation appropriate to their needs is likely to be made available and, if so, how long it is likely to be before such accommodation becomes available. To facilitate such requests, the weekly Property Sheets will provide information on previous adverts, including:

- The date of the property sheet
- The advert reference
- The property type
- The location

- The number of bids received
- The number of points on which the property was let
- The registration date of the successful applicant.

## 26. Bidding

- 26.1 The Council seeks to offer applicants on the CHR a choice over the areas and properties in which they wish to live. In order to be considered for an allocation of a particular property, applicants must bid via Choice Based Lettings. In certain circumstances, for example, where the Council has accepted a homelessness duty to an applicant or where a risk assessment is required (e.g. for an applicant subject to MAPPA), choice may be restricted.
- 26.2 Applicants can only register bids for properties for which they meet the eligibility criteria specified in the advert. Any bids that are ineligible for the property advertised will be disregarded.
- 26.3 Applicants can make as many bids as they wish in any weekly cycle, subject to being eligible for the properties advertised. There is no need to bid more than once for any one property.
- 26.4 Applicants must view the advert prior to placing a bid and should be sure that they would accept an offer if made. Applicants who refuse three reasonable offers of accommodation will be deferred for 12 months (see Section 7.4.5).
- 26.5 In the case of new developments where there are a number of properties with the same characteristics only one advert will be placed, and each applicant will need to submit one bid only.
- 26.6 The bidding cycle will start at 12.00 noon on a Thursday and close on 12.00 noon on the following Wednesday. Bids received after this deadline will not be accepted.
- 26.7 Applicants (or the applicant's advocate) can register a bid for the property by:
- Telephoning the Housing Office (during office hours)
  - Telephoning 0870 727 6919 (7p per minute)
  - Using the website [www.homechoicewb.org.uk](http://www.homechoicewb.org.uk)
  - In person at West Berkshire District Council Offices
- 26.8 To register a bid, the applicant will need to supply the following information:
- Registration number
  - Name
  - Date of birth
  - Property reference number

## 27. Assisted Bidding

- 27.1 Vulnerable applicants will be identified from the application process. Housing Service staff will contact potentially vulnerable clients and seek to establish what their support needs are in relation to bidding for properties, and identify ways of enabling the applicant to participate in the bidding process.

- 27.2 Vulnerable applicants will be able to nominate a person to bid on their behalf or to help them bid for suitable properties. The applicant can also nominate a family member or friend to receive correspondence or make applications for vacancies on their behalf.
- 27.3 If an applicant is receiving support from another professional or voluntary agency or organisation, the Housing Service will, with the applicant's agreement, contact the worker to ensure that they understand the procedures and that necessary support is provided. All agencies funded through Supporting People should be able to provide their clients with help on housing issues. If appropriate, training will be given to external agencies that would also be in a position to help their clients with bidding.
- 27.4 Applicants can also receive support from Housing Services staff with bidding by:
- Visiting the reception desk at the West Street House Offices, open from 10am-2pm each weekday.
  - Phoning the Housing Office between 8.30am-5pm Monday to Thursday and 8.30am-4.30pm on Fridays

## **28. Assessment of Bids**

- 28.1 Once bidding has closed, a shortlist will be produced that lists applicants in order of the highest housing need points followed by registration date.
- 28.2 Where an advert has been advertised with adjusted preference (see Section 13), the shortlist will prioritise those applicants who meet the preference criteria by order of housing needs points and then registration date, followed by those who do not meet the preference criteria by order of housing needs points and registration date. The Housing Service may verify applicants' circumstances prior to forwarding the shortlist to the RP. The RP will be expected to carry out their own verification checks prior to making an offer.

## **29. Making an offer**

- 29.1 The relevant RP will contact up to the top three applicants for each property, arrange a home visit as necessary to complete a pre-tenancy assessment, and offer the applicant a viewing date and time. The offer of a viewing does not constitute an offer of accommodation.
- 29.2 The RP will ensure each applicant is aware of their priority place i.e. 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> and the applicant must inform the RP at the viewing whether they are interested in the property. The RP will then send a formal offer to the applicant with highest priority who has expressed an interest in that property.
- 29.3 Applicants who advise a RP that they no longer wish to be considered for a property, and who would potentially have been made an offer, should be aware that this will be classed as a refusal. If three reasonable offers of accommodation are refused, the applicant may be deferred (see Section 7.5.5).

### **30. Bypassing Applicants**

- 30.1 In all cases when a RP elects not to offer a property to the highest priority applicant on the shortlist, who has expressed their interest in the property, the landlord must seek agreement from the Local Authority to bypass the applicant.
- 30.2 The RP must give the reason for requesting the bypass and have received agreement by the Local Authority prior to offering the property to the next applicant on the short list.
- 30.3 Bypassing reasons cannot be blanket policies (e.g. applicants with alcohol problems). However, where there is an agreed sensitive letting policy or local lettings plan or s.106 exception sites prior to advertising the property, this is acceptable but only if this information formed part of the advertised criteria.

### **31. Refusals**

- 31.1 Where an applicant is made three reasonable offers of accommodation and refuses each offer, the application will be deferred for 12 months. An applicant is considered to refuse the property if a) they have been made a formal offer of accommodation which they then decline; or b) they would receive the formal offer of accommodation but tell the RP they do not wish to be considered, whether or not they have attended a viewing, before the RP has an opportunity to make the offer.
- 31.2 Applicants should therefore be sure that they are interested and would be willing to accept the property, if offered, prior to placing a bid. A refusal will not be counted as such if the property can be shown to be unsuitable. This could include: medical grounds, social grounds (including potential harassment or violence), or financial hardship.

### **32. Discharge of Duty**

- 32.1 The Council will seek to allow applicants, to whom a full homelessness duty is owed, the opportunity to exercise choice and bid in the normal way. However, given the shortage of accommodation and the pressures on the Housing Service, the Council retains the right to place bids on applicant's behalf for accommodation that is considered to be suitable and reasonable to occupy.
- 32.2 If a property is offered and then refused, the Local Authority may discharge its homelessness duty if the property is held to be suitable for the applicants needs. The right to occupy temporary accommodation would be brought to an end.

### **33. Housing for applicants in need of specialist accommodation**

- 33.1 The district benefits from a number of supported housing schemes. These are managed by a range of agencies and have individual referral and allocation criteria, depending upon the client group and the level of support offered.
- 33.2 Given the specialist nature of these schemes, it will not be appropriate to advertise such vacancies for general needs occupation. For access to supported accommodation, applicants will be considered through the relevant housing and support panel

- 33.3 Individuals with special needs who wish to apply for accommodation should complete the Home Choice West Berkshire registration form. This will be assessed and a separate arrangement will be made specifically for supported housing.
- 33.4 To ensure that households are aware of supported housing schemes, and the need to register with the West Berkshire Home Choice scheme, general adverts will be included within the website advert sheets.

#### **34. Equality and Diversity**

- 34.1 The Council is required by Section 166 of the Housing Act 1996 (amended by the Homelessness Act 2002), to ensure advice and information about the right to make an application for housing and to provide assistance to anyone likely to have difficulty making an application.
- 34.2 West Berkshire Council is home to people from a wide range of backgrounds. We are committed to equal opportunities in housing. This means that we seek, subject to the nationally prescribed eligibility criteria, to ensure that priority for housing is based on housing need and that housing policies are fair to all sections of the community regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation.
- 34.3 Where required, the Housing Service will provide translation and interpretation, large print or signing services to ensure that applicants and potential applicants have advice and assistance to make an application.
- 34.4 All applicants for housing or re-housing will be asked to provide details of age, gender, ethnic origin, religion and sexual orientation. This is to ensure that properties are being offered and allocated fairly.

## **Part Six: Reviews and Complaints**

### **35. Right to Review**

35.1 An applicant has the right to request a review of a decision that his or her CHR application:

- Is ineligible for an allocation of accommodation
- Does not qualify for an offer of accommodation
- Has been suspended from the CHR
- Has been deferred from the CHR
- Has been removed from the CHR.

35.2 The Housing Service will advise an applicant in writing, with the reasons, if any of the above affects their CHR application.

35.3 Applicants will be notified of their right to request a review of these decisions. Anyone wishing to do so must advise the Authority in writing within 21 days of the decision date (a standard form will be provided), giving their reasons for doing so.

35.4 As evidence is taken in written form it is very important that, when making the request for a review, the applicant, or someone acting on their behalf:

- Brings to the Council's attention any new information, not already on file, that they wish to have considered
- Addresses the reasons for the decision in their case set out in the decision letter
- Explains why they think the decision is wrong.

35.5 If no written representations are received the matter will be decided on the facts already known.

35.6 An officer senior to the officer who made the original decision, and who has not been involved in the original decision, will carry out the review and respond to the applicant.

35.7 The Council will determine the review within eight weeks (56 days). If there is a delay with the review decision the applicant will be advised in writing of the reason for the delay and a revised timescale.

35.8 A copy of the senior officer's decision, and the reasons for it, will be sent to the applicant as soon as possible after the decision is made.

35.9 If the applicant disagrees with the review decision, they can seek judicial review or take their case to the Local Government Ombudsman.

### **36. Complaints**

36.1 Where an applicant considers that they have been treated unfairly or believes that there has been maladministration of the scheme, they can make a formal complaint to the Council. This is distinct from the procedure to request a review of a decision



that has been made in accordance with the West Berkshire Home Choice policy. The complaints procedure cannot be used to challenge the outcome of reviews.

36.2 The Council's complaints procedure is detailed in the leaflet 'How to complain' and copies can be obtained from the Council Offices, Market Street, Newbury.

36.3 There is a simple three stage process for corporate complaints.

#### *36.3.1 Informal – Stage 1*

The applicant may write a letter, use the form on the website, email us or use the paper form to complain. The complaint should be sent to the Service Manager - Housing Strategy & Operations or to the Complaints Officer. The Council will acknowledge the complaint once received and a senior officer will investigate and respond within 10 working days. If the Council needs more time to investigate the complaint, the investigating officer will write to the applicant advising of when they hope to provide a final response. If it is found that Council has failed to provide the level of service the applicant should expect, the Housing Service will apologise, and seek to put things right. The applicant is welcome to put forward views of what needs to be done to resolve any problem.

#### *36.3.2 Formal investigation – Stage 2*

If the applicant is still unhappy once the investigation at Stage 1 has finished, they can ask to have their complaint investigated more formally by a senior manager in another service – usually the Policy & Scrutiny Manager in Policy & Communication. The response at Stage 1 will advise the applicant how to do this. The Council will acknowledge the applicant's request for a review, and seek to respond within 20 working days. . If the Council needs more time to investigate the complaint, the investigating officer will write to the applicant advising of when they hope to provide a final response.

#### *36.3.3 An Ombudsman Review – Stage 3*

The Council will try to resolve most complaints internally, but if the applicant is still unhappy after their complaint has gone through the Stage 1 and Stage 2 Council processes, they may then refer the complaint to the Local Government Ombudsman, who will carry out an independent review.

**To make a complaint to the Ombudsman, contact the Advice Team on:**

**Tel:** 0300 061 0614 8.30-5 Mon-Fri

**Email:** [advice@lgo.org.uk](mailto:advice@lgo.org.uk)

**Or write to:** The Local Government Ombudsman, PO Box 4771, Coventry, CV4 0EH.

[www.lgo.org.uk](http://www.lgo.org.uk)

36.3.4 The Ombudsman's office suggests that complainants provide a daytime telephone number so they can contact them to discuss the complaint. The Ombudsman will investigate the complaint and suggest ways to resolve it. This may include a local settlement (the Council taking some action to put things right). If the Ombudsman considers there has been maladministration by the Council he may also suggest ways to improve our processes in future.

36.4 If the complaint is against the RP, the applicant should contact the RP, in order to discuss their Complaints Process. If this fails, the Independent Housing Ombudsman should be contacted.

36.5 The Council is committed to responding quickly and effectively to any complaints and comments, and to use these and any compliments about the service to review and improve ways of working.

### **37. Monitoring**

37.1 Members of the Housing Service do undertake regular checks to verify details on the CHR to prevent fraud.

37.2 The scheme will be closely monitored by the Housing Service to ensure that it is operating equitably and fairly.

37.3 Other information will be collected in order to complete the P1E returns on performance required by central Government and in order to assess any additional areas of unmet housing need, as appropriate.

37.4 The policy will be reviewed every 5 years. The review will include an Equality Impact Assessment on the Policy as a whole. Should any significant amendments be required, consultation would be undertaken with relevant stakeholders including elected members prior to a decision being made.

## Glossary

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Additional Preference	Groups of people who are within a Reasonable Preference Group and to whom a local authority may give additional preference for an allocation of social housing under the Housing Act 1996
Affordable Rent	Tenancies let by Registered Providers on rent levels of up to 80% of open market rents
ASBO	Anti-Social Behaviour Order – a civil order made by the Court against perpetrators of anti-social behaviour. The ASBO will usually restrict behaviour in some way, for example, it may state that they are not to be abusive to neighbours or are not to enter a certain area
Choice Based Lettings (CBL)	A system to advertise available social housing that enables applicants to bid on properties that they wish to be considered for. Once the advert closes, a shortlist is run and the property is allocated to the applicant with the highest housing need
Common Housing Register (CHR)	A single waiting list for all social housing in West Berkshire, managed by the Council
Common Travel Area	The United Kingdom, the Channel Islands, the Isle of Man and the Republic of Ireland
Homesekers	Applicants who do not currently live in social housing but who wish to move into social housing
Multi-Agency Public Protection Arrangements (MAPPA)	A statutory process through which the Responsible Authorities (Probation, Police and Prison Services) work together with Duty to Cooperate Agencies such as Mental Health/YOS/Housing/Social Care (children and adults) Job Centre Plus/Health to manage the Risk and help reduce the re-offending behaviour of Sexual and Violent Offenders in order to protect the public including the victims from serious harm
Reasonable Preference	Groups of people to whom preference must be given for an allocation of social housing under the Housing Act 1996
Registered Providers (RPs)	Housing providers who are registered with the Homes & Communities Agency
Section 106 Agreement	A legal agreement under the Town & Country Planning Act 1990 that sets out planning obligations that the developer is required to meet as part of the planning consent. A Section 106 Agreement can be used to require the developer to provide affordable housing and,

in the case of rural exception sites, to restrict occupancy of that social housing to people with a specified local connection

Social Rent

Tenancies let by Registered Providers on rent levels set at 'target' rents (usually 40-50% of open market rents) set by the Homes & Communities Agency. These are traditionally the cheapest rents in the market

Transfers

Applicants who are currently living in social housing but who wish to move to alternative social housing

## **Other Relevant Documentation**

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Appendix One – Housing Needs Assessment

## Appendix One Housing Needs Assessment

Each application is assessed in accordance with the housing needs assessment, which awards points for each housing need issue.

General Needs Applications	Notes	Points awarded
Overcrowding	<p>A separate bedroom is deemed to be needed for:</p> <ul style="list-style-type: none"> <li>~ every adult couple (married or unmarried)</li> <li>~ any other adult aged 16 or over</li> <li>~ any two children of the same sex aged 16 or under</li> <li>~ any two children aged under 10</li> <li>~ any other child.</li> </ul> <p>Child only counts if born and birth certificate has been submitted.</p> <p>Assessment is based on the basis of the rooms available for use as a bedroom, regardless of how the household chooses to use those rooms.</p>	10 points for each bedroom short of this target, up to a maximum of 20 points
Under Occupancy	Only applicable to transfer tenants in social or affordable rented housing in West Berkshire, who wish to move to smaller, more suitable accommodation.	50 points
Lacking or sharing any amenities listed Toilet, Bath or shower, kitchen, living room, water, electricity	<p>Sharing with people who are not on the applicant's CHR application</p> <p>Lacking, subject to verification visit by the Housing Service</p>	<p>10 points</p> <p>20 points</p>
Security of Tenure	<p><i>At Risk of Homelessness:</i> this includes applicants who are in private rented, forces or tied accommodation who have been served notice that will expire within the next 2 months and where the local authority believes the Landlord will act; owner-occupiers who have been issued with a possession order by the court; Care leavers who are ready to move on and whose current accommodation will end within the next two months, as confirmed by Childrens Services. Wherever possible, Childrens Services are</p>	20 points

	encouraged to provide Housing Services with 6 months notice that a young person will be leaving care and to ensure that the young person has a Leaving Care Plan	
	<i>Homeless or Supported Housing:</i> this includes applicants to whom a housing authority owes a duty under section 190(2), 193(2) or (195(2) of the Housing Act 1996 (as amended); applicants who are occupying accommodation secured by a housing authority under section 192(3) of the Housing Act 1996 (as amended); applicants who are 'homeless at home (subject to confirmation by the Housing Options Team); applicants who live in a hostel, supported lodgings, refuge; applicants who live in supported independent living who are ready for move-on; applicants who are awaiting discharge from hospital but whose home is not longer suitable and cannot be made suitable either through a care package or adaptations; applicants who are street homeless (subject to a verification visit).	10 points
	<i>Family &amp; Friends or NFA:</i> this includes applicants who are living with family or friends or who are deemed to be no fixed abode (potentially sofa-surfing).	5 points
	<i>Other:</i> applicants who live in private rented accommodation, armed forces accommodation, social or affordable rented (whether Council or RP) and owner-occupiers (whether shared or full) who are not subject to a notice and who do not fall into one of the groups identified above.	0 points
Families	With children under 10 years and no access to a garden	5 points
	With children under 5 years and living in accommodation above ground floor level or in accommodation with a external access that is below ground floor (e.g. a basement flat).	5 points

	Housing Managers have discretion to apply this award to children older than the specified age who are disabled, where there is relevant evidence to support the award.	
Medical	<p>A Medical Assessment form must be completed and submitted for each household member who may qualify for medical needs points.</p> <p>Assessed by the Housing Register Supervisor or another Housing Manager.</p> <p>Application must demonstrate how the condition is affected by the current accommodation and how it would be relieved by a move to alternative accommodation.</p> <p>Evidence from the applicant's GP or other medical practitioner may be sought prior to assessment.</p> <p>Conditions may be attached to award of points.</p>	<p>10 points for the first household member.</p> <p>5 points for each subsequent household member</p>
Welfare & Social Needs Factors	<p>Awarded to reflect circumstances where people need to move on welfare grounds, for example, to give or receive care or support, to address child or adult protection issues, to move-on from supported housing where support is no longer required or to address urgent multiple issues that can only be resolved by a move.</p> <p>A Welfare &amp; Social Needs form must be completed by an appropriate professional on behalf of the applicant. The form will be returned if it is completed incorrectly.</p> <p>Assessed by a Panel of two Housing Managers.</p> <p>Conditions or time limits may be placed on awards.</p>	0/5/10/20/30/40/50 points.
Disrepair	<p>Applicants must submit photographic and documentary evidence.</p> <p>Assessed by the Housing Register Team.</p>	10 points

	<p>Disrepair points will not be awarded for damp and mould arising from lifestyle.</p> <p>EH guidance may be sought in extreme cases.</p>	
Armed Services Personnel in Urgent Need	<p>Must meet the criteria for Service personnel (Section 12) AND either be homeless (within the meaning of Part 7 of the Housing Act 1996) or be owed a duty under section 190(2), 193(2) or 195(2) of the 1996 Act or have overcrowding or disrepair points or have medical or social needs points AND need to move urgently due to a life threatening illness or disability or be statutorily overcrowded or be homeless or at risk of homelessness as a result of violence or threats of violence.</p>	5 points
Discretionary Factor	<p>To be agreed by Service Manager in consultation with the head of care Commissioning, Housing &amp; Safeguarding</p> <p>Only awarded on advice of a professional in rare and exceptional cases (for example, public protection) that cannot be covered by the usual housing needs assessment.</p>	0-100 points as appropriate



**ELIGIBILITY TO JOIN THE HOUSING REGISTER**

We are proposing to maintain an open housing register but to have a 'qualifying' and 'non-qualifying' list. This means those who 'qualify' will be considered for an allocation of housing before those who are classed as 'non-qualifying'.

Qualifying households will:

- have been resident in West Berkshire for 6 months out of the last 12 months OR they have been resident in West Berkshire for 3 years out of the last five OR they have a parent or sibling who has lived in West Berkshire for 6 months out of the last 12 months OR they have a parent or sibling who has lived in West Berkshire for 3 years out of the last 5 year OR they have been employed in meaningful paid employment within the district, for 16 hours or more a week, for at least the last 6 months

AND

- have insufficient resources to secure accommodation, whether rented, part-owned or owned in the private sector. This will normally mean that the household has an income of £60,000 or less and capital of £16,000 or less. Owner-occupiers will be considered to have sufficient resources to secure accommodation unless they are able to provide appropriate evidence that this is not the case

AND

- are assessed as having a housing need that places them within one of the reasonable preference categories

We are therefore proposing to give priority for social housing to households who have a local connection to West Berkshire, who do not have the financial capability to secure their own housing and who are in the greatest housing need.

Do you agree with this proposal?

- Won't make any difference to those who work and can pay for it, but a nice thought
- There does not appear to be anything in your proposed policy to consider those persons who have developed support

## Draft Housing Allocations Policy: verbatim responses to consultation

needs and may need to move to be nearer an adult child for example, who could help care for them.

- That's help poor people
- I was born in Reading in 1973, I went to \*\*\*\*\* Primary , and \*\*\*\*\* Comprehensive, I moved to \*\*\*\*\* in Sept 2001. I was on the committee of Kennet Valley \*\*\*\*\* twice, I represented Reading Athletic Club from \*\*\*\* to \*\*\*\*, I worked in Reading at various shops and also Reading Sporting Club , I feel I am being ignored and insulted by this so called local thing .
- Doesn't take into account parents of children living in West Berks who need through age or ill health need to be closer to their family
- We are privately renting at the moment, unable to afford our own house but the rent is getting higher and we do not know if we can afford it long term.
- This is certainly the correct approach
- I believe that single people from afar,who have brothers or sisters long term resident in West Berkshire, who need their family support for health or peace of mind should be considered equally to having a parent resident in the area.
- As i have been on the housing list for about 9 yrs and i live in private rented accomadation (of which we really cannot afford) i completley agree
- they want to work in London.they can bloody live there too
- I agree with the proposal,as I have lived in West Berkshire for 12 years and now have my own business in Newbury,I employ 1 person,in the future I hope to employ more ,however it is difficult to find affordable and suitable accommodation when,others jump the housing queue because they have just entered the country and get everything handed to them on a plate,the people of West Berkshire have to be at the back of the queue.
- It is not very clear this period of been in or out
- This idea would help many families includining my own. I am a single parent with three children living in an over crowded property;i share my bed with my 5 year old son as we do not have the space for his own bed whilst my 2 daughters share the 2nd bedroom.
- Some people need to move for work purposes and would therefore not necessarily connected to west berks.
- I am a single parent - owner occupied but in a tiny one bedroom home with no garden and no means to move. I have tried to help myself by applying for shared ownership and to rent mine and use it towards the rent of a bigger place etc and I cannot do this so I have no means of helping myself
- Other councils are adopting or have adopted this policy,so why be different,jump on the bandwagon and exclude peoples only possible hope of getting housing,whether they were born in the county,schooled there,worked and married,buried their father there,but had to move away and are now desperate to return to their roots.
- ive been on the list for ages , this seems a fairer way

## Draft Housing Allocations Policy: verbatim responses to consultation

- This is a much better way to allocate housing as I have lived in West Berks all my life.
- When I was stuck in \*\*\*\*\* with epilepsy and a child all on my own and my family were up here I was given 70 points no1 helped me come home I now live up here in a lovely house but costs a lot of money a month just in rent because once again you didn't help me people like me need help more than foreigners who have too many kids or ave lived here only a few weeks I moved to \*\*\*\*\* for 4 years before then I was west berks I was born and bread here and I still wasn't helped
- As long as those in genuine need are housed fairly, those that can afford to private rent should.
- Housing is fundamental to a persons life and the private sector is not a secure home and if you don't have the resources to find deposits and constant moving costs plus the upheaval to your life of moving all the time then it can have a detrimental affect on a persons life.
- Because there are people who want to start living there from different areas, and this is like there first time.they will not stand a chance of being allocated if they have to live in there first.
- I do agree as there are so many people in need of housing like myself! I live in a damp 2 bedroom flat which is privately rented & i do get help towards my rent, but i do also pay half. If this new scheme means that we can finally escape the damp flat & be housed, which I do contribute towards, I would be happy to back the plan all the way. I feel that the people who don't work & take drugs & have far to many children get all the benefits when it comes to being homed while the rest of us working single mums literally struggle by making ends meat & living in not very good conditions. But we go out to work to show our children the correct way in society! I would however be much better off not working! But to me that's not the right way to show an example to my children. Getting a house would be the icing on the cake! I do however think that the yearly salary should be brought up to £18,000 & not £16,000!!!
- how can you get a property with only £16k in the bank
- I have been on reading housing list for 10 years and west berks for 2 years and never been offered a house I'm private renting and over crowed I think new rules will help this problem
- I have been on the housing register for 2 years and all I can see that I am 'eligible' for is actually either quite expensive or retirement properties. I am now stuck paying about 70% of my income on accommodation. I do however feel that you have a lot of people moving here for work as a lot of large companies are based in the area. You will be discriminating against these people who are also contributing to the local economy. I don't know how most people can afford the rents in this area... please just have a look at the paper or search on Zoopla, it is insane.
- Private rental can be very unstable and require moving relatively frequently, for example in 12 years someone I know has moved 5 times due to being in private rented accommodation and has to rebuild their life accordingly. This has atleast two knock on effects which are increased stress thus impacting on health and insecurity of not knowing if tennabcy ageeements will be renewed as each landlord tends to opt for shorthold tensncy agreements of 6 to 12 months. Additionally some

## Draft Housing Allocations Policy: verbatim responses to consultation

private landlords don't wish to be renting out their property yet do so to make ends meet which can and has led to very tense untenable situations. Personally I would love to have enough points to be able to settle, having lived in West Berkshire for decades.

- yes, i agree with this proposal but why are immigrants coming to this country and creating the housing problem. you yourselves know that there are too many people applying for too few homes. most of them come knowing they have a job but when they lose their jobs they are stuck in this country even though they are allowed to be resident here. I agree that some people can be guilty of bad behaviour in their present accommodation but that not necessarily mean that it will follow in their next accommodation.
- My daughter and son in law have been living with us for the past 3 years and they tick all of the requirements (including a disability) that your housing policy proposes
- Who clarifies the previous 'Unacceptable behaviour' and how is that managed, by whom and at what level - is there an appeals process - is it independent? Does it allow for people making changes in their lives post addiction / other issues? This may be a barrier to their continued progress and return to society
- I realise that I will be classified as "non-qualifying" but I have been registered with W. Berks for 7 years in August when I will have 75 points. I taught in \*\*\*\*\* for 10 years+ and my father is buried in \*\*\*\*\* church-yard
- The question does not arise. The conditions are the essence of social housing. Those who can afford to buy or rent privately, do not, in most cases, apply for social housing
- Why can you make the bidding system more disability friendly with a form that we can understand
- Because those who have houses aren't in desperate need and it's a good idea to house someone who has found themselves in need
- Because local people first

### **SUFFICIENT RESOURCES**

Currently we do not look at applicant's assets or savings when deciding if they can join the housing register. We propose that those applicants who own a property or have sufficient resources from savings or income to secure and sustain alternative accommodation by way of outright purchase, obtaining a mortgage or renting privately should not 'qualify' on the housing register..

With demand so great we are only in a position to assist those in the most urgent housing need. Those who can afford to secure accommodation from other sources should not be denying accommodation from those who can't.

Do you agree with this proposal?

## Draft Housing Allocations Policy: verbatim responses to consultation

- WHY???? If you can pay your rent and actually work for a living, you get nothing. Nice policy!!!!
- There does not appear to be any thing in your proposed policy to take into account those who may be over 45 with sufficient income to sustain a mortgage but unable to obtain the offer of a mortgage due to their age. This is discrimination on grounds of age.
- Some people's capital would very soon be used up in paying for privately rented accomodation in West Berkshire. This would mean families who need to remain in a certain area for mental or physical disability reasons or to care for elderly or disabled relatives or who have a life long connection with a certain area in West Berks would be forced to move away from the area. I agree that those who can afford alternative housing should not be eligible but those who only have a finate source of savings or income should be also be assed on other criteria, eg how long they would be able to remain in the area before all their resources are depleted, mental and disability implications, family care commitments
- because as you say the need is so much greater than the accessible housing available
- I agree with the points regarding savings and income re out right purchasing of a property. But, NOT the piece re the rent. Private renting is extremely high round here, and myself for example, I am desperate to be housed but am currently struggling to maintain private rents while waiting for points. My proposal, is if those with all the other pre requisites are struggling with private renting due to to high rents and low income, Qualify for additional points to increase the chance of getting housed by the council. I am currently in the situation where I am close to havign to be declared bankrupt as I cannot maintain private rents and am desperate to be housed. Due to the delay and lack of allocated points, my whoel credit rating is in jeopardy as well as my whole future finances, purely down to not being able to get allocated suitable accomodation while struggling to keep a roof over my head, in the private sector. I am in this situation through no fault of my own, and have been made redundant twice in the last 3 years.. I am a honest decent West Berks citizen who has worked all my life for the past 23 years, and now at the point I need help, can't qualify enough to get it.. Yet, I see people with no input into our economy, as well as knowing drug addicticts, people who do not care for the council homes they have been allocated, being a social intimidation to their neighbours, getting all the help in the world thrown at them. Therefore, if I was allocated a few more points, this would increase my chance of saving myself. The measure re those in privated rental properties needs carefully consideration. It is not as easy as it first looks. Maybe a good compromise shoudl be those, in private rented where their income is no where near enough to sustain this. ie: those on benefits, or low incomes. To maintain private rentl accomodation, one needs to be bring in net income of at least £30,000. Please consider the impact of my comments drawing the rental piece to your attention. This is crucial for me. I am desperate to be housed...
- I was blackmailed into joining the housing register as i requested help with my rent for a set period (not continual). If it were

## Draft Housing Allocations Policy: verbatim responses to consultation

up to me, abortion services would be offered as a realistic course for girls getting themselves pregnant in order to get housing. There are legitimate families struggling out there who actually DESERVE the help, rather than self-centered teenagers looking to get free 'pads'.

- As a single mum of a 15 year old I have for any years struggled to pay private rent, if we had a social housing the pressure to meet the demands of rent & bills would not have been so great. I feel you should help those who have shown that they can keep up with payments more.
- I rent privately but cannot afford this so have to claim housing benefit. People in my situation would not qualify
- Any applicant who can not afford a mortgage or rent privately should be carefully considered for a council accommodation because one may not be able to afford to pay any sort of rent.
- I don't believe that people who own their own homes should be on the housing list.
- I am still residing at my Mother's House and sleeping on a couch in a 2 bed house there is currently 4 people living here. 4 people share 1 small kitchen 1 lounge and 1 bathroom. I work full time as a land scape gardener, and have tried renting privately but I am on a low wage ,was not able to afford it. I am in desperate need of rehousing, I do also have some learning difficulties. I have 60 points.
- This is fine ,however it is under other circumstances that people find themselves only able to afford council accommodation, such as divorce, loss of job or on low income. Just because people find themselves in circumstances mentioned, they should not be discriminated against, it is meant to be equal.
- Yes I'll like to agree but we should set few figures out.
- As long as the amount of said resources is realistically set at a level that an individual can realistically afford to live/buy/rent
- Its no always so black and white and why should people who have in the past worked hard be penalised and be over crowded when someone who has done nothing to help themselves can get better accomodtion to suit their needs
- i know of a property that has recently been allocated, the residents actually live else where at a business they run leaving their son in a 3 bedroom house that could be used for a family in more need
- I agree, I am on a low medically retired pension, have been taken off Inc. Support because I can raise my arms and walk, am on ESA until the powers that be decide I am only good for jobseekers allowance of £52 a week, yet I am still paying my private rent, gas-elec, water and rates, but can get NO help because I `earn` more than £71 per week yet have to forgo luxuries like meat and green veg to pay these bills.
- I live in an old mobil home with no heating, but it is mine but would mean I am not eligable for social housing
- I had to be in private renting to get back to west berkshire as the council wouldn't help me now u want to say because I'm in private I'm now not important
- People who have lived in west berkshire for years who have been struggling to pay private rented accomodation should be

## Draft Housing Allocations Policy: verbatim responses to consultation

able to register on the housing register. Especially if they have family in west berkshire.

- That is wrong! Working people with a low income under £18,000 should still qualify.
- Yes this will help find the people most in need
- Private renting can be very insecure and demoralising. One can never be confident that they can stay for a lengthy period and so added constant stress is in the background. Further to this added cost for tenancy agreements and renewal costs. Bullying from some landlords (ones that are in need of the income yet don't really want tenants). Having moved very frequently, due to necessity it is depressing and actually making a home feels pointless as tenancy agreements in private sector tend to be 12 months maximum and hope for renewal. Frequently tenancy agreements are 6 months and some go on a week by week basis.
- Yes, I do agree that the most urgent should get priority but if there was not so much demand even the less urgent people would not have to wait so long.
- If they can afford to provide their own housing they do not need social housing, it should be for people who are unable to do this.
- Exceptions could be made to those fleeing Domestic abuse
- People who live in mobile homes should have enough money to buy a flat etc. I know of a family of mother and son who had [unreadable] accommodation 3 big bedrooms and a [unreadable] big apartment and they have a spare bedroom there, when selling their mobile home they had enough money to buy a small flat etc. I think there are people with low wages who are living in West Berkshire to house them
- For the above reasons
- All applicants who qualify [unreadable] should have a right to apply. The decision is then left to your department after all considerations including financial to advise applicants as to their best options for them.
- I think the proposal is a good idea. It protects those who need social housing and those who can afford housing should go to the estate agents to buy their own homes.
- Some times people can't pay their rent so they find themselves homeless, then they are in need
- At some later date I will need housing. I just have my pensions etc.
- Rents are quite high for those on limited income.

In deciding the level of sufficient resources we will look at applicants' savings and income. It is proposed that those with savings in excess of £16,000 or those with a household income in excess of £60,000 per annum should be classed as 'non-qualifying' households.

## Draft Housing Allocations Policy: verbatim responses to consultation

Is the savings level of £16,000:

Too high  Too low  About right

- Those with savings over £16,000 may be able to rent a property on the private rental market, but you appear to be 'punishing' those persons who have managed to be frugal and saved. Usually but not always these tend to be older persons. Those persons would have great difficulty in obtaining a mortgage once over the age of 40 to 45.
- Privately renting would only allow 16 months of accommodation at roughly £1,000 per calendar month as an approx rent payable in this area
- wouldn't it depend on the size of the household
- Does this apply to pensioners who have accrued a higher level of savings in an attempt to top up their pension with interest? They would still be categorically 'poor' and having been encouraged to save for retirement by the state they should not be penalised.
- Savings?? If people have that kind of money available to them then they shouldn't be on the housing register. A family can survive on half the £60,000 income per year you mention. If you're struggling for accommodation then you shouldn't have savings. A £5000 backup is acceptable for 'emergencies' but people with £16,000+ in the bank shouldn't be eligible for free housing. Nor should people with cars, if you can afford to run a car in this day and age then you can afford rented accommodation.
- should be anything over a few grand!
- As the deposit requirement to gain a mortgage to purchase is high at least 10 to 20 % of a portion of the asking price, I would suggest £25,000, now days it is very difficult to save for a deposit to buy or go into private sector renting, it is very expensive as much as a mortgage monthly payment, I'm sure quite a few people would prefer to buy, it is out of their reach.
- If you have savings of £10,000 or more, then you could easily afford a private property. Whether it mortgage or rent.
- Why penalize and outline the needs of hard working and sensible people? Saving of £16,000 is nothing, really nothing these days. Can not even pay a 5 % deposit let alone solicitor fees and ext... These amounts have to go to £100,000
- Savings should not be taken in consideration unless considerably high. 16,000 can only cover just over a year and half of rent.
- £5,000 worth of savings should help to secure a privately rented property whilst still being able to save
- £16,000. I am on £10,475 with no savings, damn right, if they have £16,000 they can get a 5% mortgage.
- I have tried to save throughout my working life and I know times are tough in the present economic climate but so many people are not prepared to forego luxuries and have a spend ethic whether they have the money or not.



## Draft Housing Allocations Policy: verbatim responses to consultation

- It is the amount used for JSA(IB) and ESA(IR)
- It seems a very small amount to cover necessary expenses in a very insecure and unstable future.
- 16000 is enough for a deposit on some houses, and if they have saved 16000 they obviously have enough money to private rent
- if you can afford a deposit (usually 1.5 months rent) a months rent and household bills then you should privately rent
- the average wage for one person is 14000!!!!
- Needs to be proportional to number of people in household and medical needs.
- In this economic climate who has that kind of savings unless their doing very well for themselves, people with 10,000 or more must be doing better than people like us who have no money left over to save!
- I feel that this should be higher, perhaps £20,000 as, if a person is keeping funds for a funeral, this alone could be £5,000.
- Difficult to make a blanket statement if the person had worked most of their life and these savings were part of their pension fund would appear harsh to make them spend on housing but do appreciate we have to make sacrifices and its hard to manage grey areas
- The amount of £16,000 is the borderline at which a person is not eligible for social benefits, including housing. Having £16,000 in one's bank account should not prevent them from applying for social housing otherwise the scheme becomes a means tested one. It should be open to all regardless of their financial situation.

In deciding the level of sufficient resources we will look at applicants' savings and income. It is proposed that those with savings in excess of £16,000 or those with a household income in excess of £60,000 per annum should be classed as 'non-qualifying' households.

Is the household income level of £60,000 per annum:

Too high  Too low  About right

- Depends where you live. Nothing in Newbury with over inflated prices for everything from petrol to housing to food prices
- To sustain a mortgage for a property of £250,000 which would be a two bed or three bed property the income those persons needs to be around £75,000.
- Again wouldn't it depend on the size of the household
- Inconsistent. Households on this income have an income is higher than the average wage even if there are two working adults. Benefits are capped at this average and we're all endlessly told it's apparently enough to live on. Why would a

## Draft Housing Allocations Policy: verbatim responses to consultation

household earning £10k above the average (far more if a single income household of one) be considered to have financial need for social housing.

- As stated above; a family can survive on £30,000. I've only ever earned over £30,000 a year once in my life, and i couldn't find enough to spend it all on. Granted that was 10 years ago, but £60,000 is still WAY too high. I'd call those applying with that kind of income piss-takers.
- For a couple bringing in a combined income
- as a pensioner i exist on less than a third of this
- I get 10000 a year!!!
- The figure mentioned is about right, if 2 people in the household are both working.
- I would say a joint income of £40000 would be high enough.
- This is easy to pay for own housing within this threshold. £40000 top would be more appropriate.
- £40000
- Unfortunately to purchase a property in this area, one would have to have a high mortgage which of course means that a large income is required to pay for it
- Due to shared ownership thresholds and to assess for housing need when allocating shared ownership properties. Young people should be assisted where possible to get onto the property ladder.
- Myself and my wife,combined,together,joined salary,£19,000.With £60,000 a year,tell them to try no holidays for 15 years like me, because I can` t afford one.
- I think the level should be about 30k...any one earning above this would be able to rent privately without having to worry about providing a deposit of on average £3000 + estate agency letting admin fees (which are non returnable) of on average £300 every time they have to move home.
- Any household with this level of income should be able to buy/rent property without assistance from the Council. Far too many households live way beyond their means and expect help when the level of debt catches up with them.
- You can have a mortgage with this type of wage, housing associations should be for people who earn less and can not afford a mortgage or to rent privately
- Anyone who has an income of £40,000 pa or above should be able to find their own housing
- With this level of income you could afford to get a mortgage and therefore choose where you want to live
- If you make upwards of £30,000 per annum you are well off and should not need social housing
- Needs to be proportional to number of people in household and medical needs.
- People on a high wage such as this can afford to privately rent or buy. We earn half that and were forced to pay high

## Draft Housing Allocations Policy: verbatim responses to consultation

private rentals because we were told we would never get our own home otherwise! If we can manage on half that amount higher earners are laughing!

- I earn roughly 20k and I can just about manage in private accommodation on a shoe string. Someone on 60k shouldn't even be considering support from the local council...
- Can rent privately with joint income of less than this
- Think that this is a large enough income to access accommodation through private landlords so that those in most need are given an opportunity for affordable living
- If people had that amount £60,000 per annum, they should not be on the waiting list, they could afford to buy their own accommodation. I'm going by my own wage. I've worked for \*\*\*\*\* 30 years and only take home pay £900 per month. People with low wages should get the first chance on the housing list.
- For people on benefits (minority) these figures may be considered too high but for people in employment (majority) these figures are about right.
- I have been retired for 26 years and am not conversant with today's salaries but feel that £60,000 per annum is far too high.
- When I live the flats down from the road from us there are some undecent people who live in \*\*\*\*\*. When summertime comes they play veare loud muicsceit conteaes all night and throughe aeceye ouers and in the moring and allso they sel drugs down the road.
- 60,000 per month they can afford to save up and buy their own house. Can't buy a house with 16,000.
- 25k is about right. I can't make my income up by having kids.

### **UNACCEPTABLE BEHAVIOUR**

The Council wishes to encourage financial responsibility and good neighbourliness. It is therefore proposing to apply sanctions to applicants who demonstrate behaviour that does not demonstrate these two qualities. The sanctions would be to defer 'qualifying' applicants to the 'non-qualifying' group or to remove the application from the housing register. Sanctions would be applied in the following circumstances:

- To households who owe money from the Threshold Loan Scheme or have failed to keep to rent arrears repayment plan schedules
- Households who have been excluded for bad behaviour
- Households who have supplied false or misleading information on their application for housing
- Households who have deliberately worsened their housing circumstances
- Households who have refused three reasonable offers of accommodation

## Draft Housing Allocations Policy: verbatim responses to consultation

- Households who are violent or abusive towards staff

As previously demonstrated social housing in West Berkshire is in significant demand and many who register will never be successful in being allocated a property. We propose that the people who behave in an anti-social manner or do not meet their primary obligations as a tenant and ensure their rent is paid should not be prioritised for accommodation.

Do you agree with this proposal?

Q4. Do you agree with this proposal?

- With other policies this is all you will end up with though. Why not give housing to those who can prove they can pay?
- There are many reasons why people fall into rent arrears. For example a number of persons I have encountered have rent arrears because they have mental health problems and spent 6 months not opening mail or engaging in any day to day activity that are necessary to sustaining a tenancy.  
People do change behaviour as their circumstances change and any of your proposed exclusions from the register would need to be investigated thoroughly and rigorously to ensure those with mental health disabilities are not discriminated against when looking at their housing needs.
- I would go further and evict anyone who has displayed any ASBO things to neighbours and stop pandering to the asbo families and Vicky pollard types who display this behaviour and take the victims of this type of behaviour complaints seriously . Why should law abiding people have to move away from their homes and these ASBO idiots remain!!!!
- Agree with all criteria except the one regarding three reasonable offers. What is considered 'reasonable'
- BUT, APART FROM THE RENT ARREARS piece.. I am fast heading to that place myself. Due to No FAULT of my own. This is purely down to being made redundant in the last 3 years, twice. And to the councils own policy of bed room tax and reducing single person benefit.. SO NO, this piece has to be removed..
- I agree in the most part but not the 'deliberately worsened their housing circumstances' I was told that i had made myself homeless after marriage breakdown, i did not deliberately make that happen, so the circumstances need to be clear on this point. Leaving an abusive partner is not something that should be held against you when applying for housing.
- Mostly. Though i'd seek more information on the point of "Households who have deliberately worsened their housing circumstances". One could say i've deliberately worsened my circumstances by refusing to indulge in seeking council housing. But psychologically it's better for me and my prospects of having a normal life not to be accepting hand-outs on

## Draft Housing Allocations Policy: verbatim responses to consultation

every level, and to have my own responsibilities. It shouldn't be a goal in life to spend one's entire existence being looked-after by other people (unless disability demands it). Also men are at a severe disadvantage being we can't go out and deliberately get ourselves pregnant in order to be bumped-up the list. Abortions should be an enforced suggestion for women under 26 who do that.

- All of the above could be the reason why I have never secured a social accommodation
- As we at present are not able to view property when we are given an offer and then when we view it is unsuitable we decline this would prevent being on the list. if as an older person trying to move nearer my daughter due to medical reason the distance prevents many viewing property
- Don't agree with the clause requiring someone to have only three strikes at accepting housing - without consideration given for reasonable and specific requirements not being met by the properties being offered.
- every one needs a chance in life.but some you just cannot help at all.give them one chance to prove them selfs.screw up and you out.end of story.
- I think it is important that there is an ability for people to 'redeem' themselves, i.e. if someone has previously been excluded for bad behaviour but that was a number of years previously, and they can demonstrate change then I think they should be in the qualifying group
- It is fair to say the above statement is correct and just.life is for living and is too short to be harrassed by neighbours that have ASBOS or are of the don't care how I conduct myself or keep my home,if I were in the business of letting any property to people I would choose very carefully and set down regulations to keep the living environment pleasant and tidy.
- If taking an applicant off the qualifying list for refusing houses offered, the reasons should be considered carefully before this decision is made.
- Yes strongly agree to discipline, just about time.
- Should also be added estimate of monies from the applicants spent on pleasure such a cigarette or alcohol
- No 4. deliberately worsened their housing circumstances. Too vague, define deliberately worsened
- Yes I strongly agree - help those who help themselves
- Who,in their right mind would want to live next door,or opposite,a loud,aggressive,probably violent person or people.I agree,chuck them out,they don`t deserve help.
- it rather depends on what you call three 'reasonable offers' and how you define 'deliberately' worsened their housing circumstances. Otherwise yes
- each case is different and unfortunately once a rule is in place the council rarely deviates from it.
- Completeing forms is stressful and it can be helpful to ask for clarification rather than assuming something has been deliberately misleading. 3 reasonable offers would be helpful to clarify and agree the definition of 'reasonable' as people are

## Draft Housing Allocations Policy: verbatim responses to consultation

individuals, eg some might be ok with living in a rural location, whilst others would only feel urban living reasonable. Deliberately worsening housing their circumstances, I do not understand why anyone would do this and find it hard to believe that people would really worsen their situation consciously and deliberately. It may for example have been deemed that not staying in lodgings was worsening their situation deliberately, however when one finds their landlord has been in their room uninvited and also makes unwanted and inappropriate advances then not staying in lodgings might be deemed realistic, yet the landlord would probably have denied the situation and gathering evidence would likely have been impossible whilst within the landlord's property. Additionally bringing situations to the awareness of others can cause more stress in an already unbearable situation.

- You need to remove the first one. Sometimes people will fall behind due to reasons beyond their control.. to punish them for this is not a good move on your part
- Too many people don't realise how lucky they are to have these homes, they should pay rent on time and take good care of their homes! If we didn't do this privately renting we would lose our home, it should be the same for them!
- Yes, I agree with this proposal. If people behave anti-social on purpose and deliberately they should not be prioritized. I also agree that people should keep up their rent payments for shelter.
- Some of the properties in my area are social housing and in a very bad state, rubbish outside, making the area look bad to live in.
- It feels too exclusionist and generalistic - all people are different and where ever possible should be asked to demonstrate that they have changed their behaviour first - this may be by asking them to link in with specific organisations to support change in their lives - for instance the aggressive mannered person may be asked to link in with an anger management group and demonstrate change - one who owes money on threshold loan should be asked to start paying back and address the issue that caused it in the first place - these rules could be used as a good way to get people to address issues and change rather than being punitive and exclusive.
- People have the ability to change and previous mistakes should not result in people not being housed if they have demonstrated change in old behaviours
- People with wages of £60,000 per annum should not be on the waiting list as I have said, it should be for people on low wages only.
- For all the reasons above
- At a time of high unemployment when many people cannot afford to buy their own homes, there is bound to be a high demand for social housing. The local authorities should prevail on the Government of the day to allow local communities to build social houses instead of delegating that responsibility to housing associations.
- Rent is needed to be paid it is [unreadable] scary violence should not be tolerated

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- Only if you are fair and stop people joining the housing register. I am 67 and people on benefits etc are better off than me.

### **UNDER OCCUPATION**

We are proposing social tenants who are under-occupying their property will be given additional preference on the housing register.

#### **Why are we making this proposal?**

This proposed change will give greater priority to existing social tenants who are under-occupying their homes. Those who are under-occupying accommodation and in receipt of housing benefit will be at risk of financial hardship if they are not given assistance to move. In addition we are committed to making the best use of the limited housing stock available. Family sized homes released through this additional priority will be allocated to other households on the Housing Register.

Do you agree with this proposal?

- It's still not going to sort out the register just push some even further down
- I disagree in principle to the under occupancy reduction in housing benefit but accept that it is here and we need to work with it.
- I just wish \*\*\*\*\* Housing Trust did the same , I am Still in a 2 bedroomed Maisonette and desperate to move to a 1 bedroomed property but I am not a removal company or painter, decorator or plasterer. As I suffer with Arthritis and Severe Back Problems, and struggle with stairs plus there are not enough 1 bed properties for 30 to 60 year olds, its all for over 60's .
- need clarificaton on 'assistance to move'
- If people are forced to move from their homes they have raised a family in, where can they keep the links with their family? Grandchildren to stay, children to stay.. Where will they put all their family's things? Ensuring people stay in the homes where they have raised families, is crucial to social supporting the famil. There also needs consideration as to who would pay for any deposits? Moving and storage costs etc? This bedroom tax iw WRONG, and VERY badly thought out.. It is a disgrace and potentially will remove vital support from the family for pople as they familys grow and people get older..
- I have no idea what you mean by "under-occupying"
- These people may be under-occupying but they do have somewhere, where as singles desperate to move for health reasons or peace of mind (ie potentially suicidal) are in my opinion of greater need.
- if they have been in the property for over 25 years

## Draft Housing Allocations Policy: verbatim responses to consultation

- Some people will have raised families in the property they are renting and children may return. Given the requirement to accept a property within 3 offers a like for like offer should be available for tenants moving for release of under occupied property
- Under occupancy is the main cause for families registered on the housing list waiting a long time, even people who want to downsize should be offered alternative accommodation that is acceptable to their needs, or other schemes developed, for example tenants wanting to do up a run down property to live in, so many properties are left empty and eventually get in such a state it seems to me that it is more cost effective by the authorities to leave them empty, instead of making tenants that are willing to make good the property themselves and maybe purchase the property to create revenue for the council. Not enough is being done to help tenants who are willing to develop a scheme that would be successful and help the housing list.
- Older people who are under occupying houses are often not in receipt of housing benefit, so this is not going to help the situation. more over 55 properties should be built so there is a decent option for older people to move onto thus freeing up family homes.
- Would free up houses with more rooms for the people that need them in the long run.
- Certain disabled people need a second bedroom if they have a carer who has to live in from time to time. Married couples might have to sleep apart because due to the partners illness, night terrors etc.
- Helps to get people off the register and into accommodation
- But at first, give them the option of taking in a lodger. I knew an old lady who lived, with her husband until he died, in a council house for 57 years, she was given the option to move to a smaller `house` but declined and it's a three bed, still there as far as I know.
- we all deserve to be treated the same
- Each according to their need. Not all under-occupying tenants are unable to manage the situation.
- Good idea to help tenants downsize by helping with moving costs, otherwise they may not be able to afford to transfer.
- definitely a good move
- will you offer the same help to those who are overcrowded to move into bigger homes? They also suffer financial hardship.
- You are prioritizing people who already have somewhere to live. And why are these people in financial hardship? No one asks this question. Maybe build a school or a university around here that helps the community get in to better paid jobs. I saw an advert for a college on Thatcham station... free evening classes. Sounded great, but they were basically face painting and out door activities. Try and find a job with Vodafone after doing that.
- I agree this would help families who have grown since occupying their current home but what about people who are waiting for the smaller homes they will have to wait even longer.



## Draft Housing Allocations Policy: verbatim responses to consultation

- How are separated parents to have children to stay at weekends and longer if no appropriate room for children is available.
- I think it will free houses up and help older people on their own out as family homes with extra rooms are hard to keep tidy and are expensive for a single older person to keep
- Move the people that have too many rooms. Make the HA's do it .. the only reason they don't want to do it, is because of masses of paperwork and cost. People who are waiting to be housed would suffer because of this proposal
- Too many single people living in big family homes while families in flats it's insane and makes no sense make them swap!
- Yes, I agree with this proposal. People in receipt of housing benefit would suffer financial hardship if not given assistance.
- Possibly in some instances. In our circumstances my daughter and son in law qualify for a one bed flat, this is fine, but they want children so it means more upheaval supposing you can get someone to swap with you.
- Lots of elderly people have lived in their own homes a life time. I think it is all wrong to make them move if they don't want to move, it's very upsetting for everyone, let it be their choice
- For reasons given
- Many may be glad to have the opportunity to "down-size"
- Yes. This seems an equitable way to use social accommodation. Steps should be taken though that it does not act as an encouragement for those on the housing register to become [unreadable] in order to be allocated a large accommodation.
- The couple may have children but can't register them,. 50% of families are split up and can't move in together so single persons should start with houses then they can gather their family together
- I haven't made my mind up yet. I need a small another bedroom for my grandkids to stay over etc.

### **ADDITIONAL PREFERENCE**

We are proposing that applications received from certain groups of people are given priority over others who may be in a similar level of housing need. These groups are:

1. Armed Forces Personnel (required by legislation)
2. Households who do not have the finances to secure accommodation in the private sector
3. Households who have a defined local connection to West Berkshire
4. Witnesses of crime, or victims of crime, who would be at risk of intimidation amounting to violence or threats of violence if they remain in their current homes
5. Households that contain a member who needs to move as a matter of child or adult protection
6. Households who need to move urgently because a member of the household requires substantial care that cannot be

## Draft Housing Allocations Policy: verbatim responses to consultation

- provided or received unless they move or who requires adaptations that cannot be made unless they move
7. Households who are experiencing multiple problems, which can only be resolved by a move, and who have a care or support plan in place supported by relevant agencies

West Berkshire Council believes that those who have a local connection with the district, should benefit from local services. In addition, the Council recognises that there are some households who will need to move urgently as a consequence of social or medical reasons. In addition we are now required to give additional preference to those serving and former members of the armed forces.

Do you agree with this proposal?

- 2 - They may have a deposit but have you looked at prices in Newbury in Private? Ok if you getting housing benefit, but if you work hard it's impossible
- I have had issues with an ex-partner, who has a restraining order. However he knows where I live and is a danger to my child and myself. So the fact you now take the into consideration is helpful.
- Not enough information to agree or disagree, however, I believe that priority should be given to the homeless who are in priority need, and others should come secondary to that.
- But only to a certain degree. Disability needs to be taken into account. Disability is not only physical-many disabled people are also affected mentally. They may need continuity-needing to be familiar with an area and routine. They may suffer stress and anxiety by having to move away from family, friends and familiarity which could cause extreme anxiety and put carers under further, unacceptable pressure in having to deal with the consequences
- I don't understand the Armed Forces requirement, it seems unjust to give priority treatment over other applicants who are newly out of work, unless there is injury or illness or some other additional need. I appreciate that the council don't have a say in this though.
- In the main agreeable. However, family members from away who have reached an age where they need help with their living from long term West Berks residents, should be considered equally.
- it would be helpful to include priority for people who are suffering mentally due to a broken relationship and don't have the means to move to a place of their own
- All are worthy of finding a home for, what it doesn't mention is that ex armed forces people, some have served over 20 years for Queen and country in difficult circumstances, these people should also be included.
- I agree with the armed forces, local connection and the financial aspects but I'm unsure on the others. Victims of crime and

## Draft Housing Allocations Policy: verbatim responses to consultation

people who have committed crimes, im not sure why this would be an issue for the council, surely a police matter.

- Why someone who's a troublemaker, alcoholic, dis-respectful to law and neighborhood, unemployed or not willing to work should get a priority to the hard working families? Back in the good old days when my auntie had trouble with her husband ( they had two kids) she came back to seek refuge to her own family. 100 % agree with armed forces personnel to be a top priority. Second priority it must be the hard working people, law abiding citizens, who have kids and stress and problems like no one else. I partly agree with this proposal. I don not agree with giving priorities to troublemakers, no matter what.
- There are many people who are in greater need of housing than others; i do find it frustrating when so many homes are given to young Teenage single mums!! I dont want to discriminate against them but its not like they stop at one the continue having more and claiming money from the state whilst working parents single or otherwise work hard and have to live in overcrowded homes.
- They can be in a better position to house themselves than many others that they get priority over.
- Why.The armed forces look after their own.
- They all have choices, we should all be treated the same
- i grew up in newbury and having left due to unforeseen circumstances cannot get back i have no savings and am classed as vulnerable, all my family and freinds live in newbury and i would very much like to move back. if people have the finances or means to secure thier own accomadation they should do just that and stop clogging the system up preventing those in real need
- you should be offering all this on a case by case basis anyway!
- i only agree with accounts 1 - 3
- U choose your job an career, thats not fair, and they have dorms, jo public dosnt even have hostile space anymore as iv been trieing.
- Yes, i agree that all those groups mentioned should be given priority.
- It is nothing more than you would expect from your local council to house people who have famil connections/jobs and lived here all their lives.
- If people have lived in the District should benefit from choice, moving or staying its there choice
- For all the above reasons
- Priority should be given to those who are urgently in need of rehousing. Homelessness is not what a human being should be allowed to endure.
- Having house where criminals don't be can be highly dangerous cause these criminals can hurt you through to jealousy and they could even burn your house down
- Only if given a choice of staying local etc. Not being moved miles away

**OTHER CHANGES**

There are a number of other changes being made to the Housing Allocations Policy, as outlined in the covering letter you have been sent. This includes changes to the housing needs points assessment. Having read the draft Housing Allocations Policy, are there any other comments that you wish to make?

- Publish what the points actually mean. I asked 5 different people there and not one of them knew just that the more points you have the more chance you have. When I asked what I could do with the points I had was told nothing. So what's the point in issuing something if it doesn't mean anything?
- I don't think the impact of your proposals for the new Policy have properly taken into account those with mental health disabilities, and those who are at an age where they would experience difficulty in buying a property.
- I would like to see specific mention regards allocations for those who have a Learning Disability and need to move into Supported Living because of ageing parents struggling to provide care.
- not all people living in the private sector can afford to move even though they need to as they dont have enough income
- No
- I have tried and failed to find the Housing Allocations Policy on the WBC website.
- Elderly occupants shpild be made aware that they can downsize if they wish as so manydo not realise this. It is a delicate issue as so many have lived in these properties fo many years and all their memories are there ...raising their famly there etc..but this would release family home to those who need them
- I agree with the proposal that more priority should be given to those who need it most. But do not agree that this should only be provided to people who live in the West Berks area because many people that do not live in the area are in need of the housing but would be restricted if they are not given a chance by yourselves.
- Please read and note the comments already added. I am one of those in desperate need for more points as I am fast sinking into a financial abyss.....Please also note that the bedroom issue, does NOT take into account those that are suporting memeber s of their family who are sick and who look after children etc to ease the burden. This saves the state a fortune by ensuring any children or familiy membes of those who are sick, are taken care of in a loving environment. But , therefore an extra bedroom is vital to do this. And the bedroom tax is penalising thoise who support and care for sick members of the family. Just as the government wants. To enable cares to do this, there has to be exemptions, understanding and support. Therefore myself for example, desperatly need a 2 bedroom property, with no penalties, as I care 45% of the time for my daughters son, and need a safe constant room for him..... Exemtions and unusual

## Draft Housing Allocations Policy: verbatim responses to consultation

circumstances re caring for family members needs to be considered re the hated bedroom tax and cutting back support for single carers.. WE save the council and government a fortune by caring.. We need the support too

- I find the whole point-allocation and "ebay-style" means of bidding on a property degrading and counter-productive to finding those who actually need the housing.
- no
- None
- The general policy of not only West Berkshire but of England overall requires a certain amount of flexibility built into it, which it doesn't appear to have. Applicants who feel that they require slightly different from the norm because say they were born with an impairment should have their voice listened to.
- no
- No
- I think under-occupying is a big issue. Also priority should be given to those with local connections.
- The present system of being offered a property before you can view it is very difficult . It is hard to accept a property as a senior until you can view inside and see if the facilities - ie bathroom which you cannot see through a window-is going to be suitable in the years ahead
- Not really because I absolutely agree with the decisions that took place.
- well other than the charges to bedroom taxes. Also disability people should be able to stay in their homes with adaptations and if its a couple on their own in a two bed home shouldn't be charged bedroom and council taxes as they may need two bedrooms as one may need a bedroom on their own.
- No comments
- I wonder if we should recognise those who have been Looked After Children in the policy?
- It takes so long even with the bidding on homechoice to be considered and very little choice when a pet has to be considered.Why are there no other schemes available to cut the demand for housing.
- Each case must be looked into individually whilst following this policy as a guideline.
- I can't find the policy on your site. When I type it in I get over 100 references
- Mainly all the councils and the government seems to outline the needs of the hard working, decent and law abiding citizen. Do we forget that these people are paying the taxes to keep the state system working? Penalized for saving, why? When an alcoholic will spent everything on drinks because the state will help him, why?! In the meantime the sensible ones who save for the rainy days are been penalized?!
- Not having financial possibility to pay for a house is one thing but a proper job search from applicants should be followed up

## Draft Housing Allocations Policy: verbatim responses to consultation

by council to ensure no abusive conditions

- no
- not read yet.
- I have been unable to read the housing allocations policy updated document, as unable to access it on the said site.
- no
- no
- The web- site could be more flexible and user friendly. It gives very little information about individual properties.
- were is it??
- I think people who don't want to work and laze around in hostels should not just bring given a place. I know many who have just been handed a flat who don't respect or look after it. I work but can not afford to private rent and would love my own place, I would respect the property and make it look very nice. But I can't get any where because people who don't work get all the. Houses. I feel like this is very wrong, and this is the reason people are not working.
- I agree with most things in the new policy but think people who earn alot should rent privately or get a mortgage, there are others in much more need of a house. Some housing association homes who have well paid people living in them look like show homes. How can they afford to do this?
- No
- why is there no council owned property in this area? Surely this should be a priority?
- I think this area is of great extremes. Especially places like Newbury. You have the wealthy racecourse goers and business owners scattered around, but the un-educated people on the council estates. It makes it impossible for the man in the middle to find somewhere affordable to live. There are people living in 2 bed apartments for free because they didn't do anything at school or got pregnant at 14... whereas I have to live in a tiny bedroom in someone else's house so I can pay for them to watch Jeremy Kyle because I tried to do something with my life.
- It's pretty sound. It seems to be following what most council's have already done for many years
- none
- Not at this time .
- still think people from newbury from birth should have priority. also people who private rent helped to get a council place. just because we private rent doesn't mean we can afford to..quite the opposite.
- Firstly if any see the new draft policies on the site! Secondly I have been on there since 2007 an in my paperwork it states would receive 5 points per yr for being locally connected etc have received none an have 55 points (not enough to bid on a house which is what I need) can anyone explain why?

## Draft Housing Allocations Policy: verbatim responses to consultation

- Homeless should be top of list and prioritised.
- I am so sorry that you have such a high demand for housing and that people have to wait so long but my belief is that there are just too many people in this country.
- A couple should be entitled to a two bedroom property on medical grounds
- The proposed changes are sensible in the current climate of making best use of stock for those most in housing need
- No
- There doesn't seem to be any mention of prison releases - there is a great issue where clients who are coming out of prison drug free with a wish to make changes are unable to access accommodation ( normally wayfaring at 210 Newtown Road ) this leads to an almost certain cycle of release / use / offending
- There should be no restrictions for anybody living with a local authority's jurisdiction from applying to be on the housing register. Applications should be thoroughly [unreadable] to see those who can be persuaded to buy or rent at reasonable price. Local government need to revert to building social homes for the benefit of people in their areas of authority instead of delegating the provision of homes to Housing Associations who are nothing but private landlords who can only make profits for their share holders by making sure that there are limited supply of houses with the attendant rent increases for which Local Councils will have to pick up tabs.
- No comments
- Your staff better trained to answer to older people etc.

We have published an Equality Impact Assessment with the draft Housing Allocations Policy. Do you think any of these proposals will have a negative or positive impact on any particular group of people e.g. due to their age

- People are not going to react well if they are deemed non-qualifying. We live in a society now of a spoilt brat culture. I have lived in my current home for 13 plus years and have tried to move. Others have come and gone before me and haven't needed to be moved. Watching them get their new homes has been hard to see. But now, those who are not in need directly won't get this option.
- I think the proposals would have a disproportionate negative impact on those with mental health disabilities. I also think you should look again at the impact your policy may have on older persons above 45.
- Too many grey areas. Present seem arbitrary, more consideration need to be given to individual cases
- Those who are caring and supporting sick members of the family who are in independent homes of their own. Frequently those who are sick, have children who need to be cared for at times on a regular basis by others. Those people are currently being impacted by the bedroom tax, and the lack of points, consideration and need for accommodation. In order to enable the stress to be eased, and caring to continue. It is not taken into account, that if this support is not given to the

## Draft Housing Allocations Policy: verbatim responses to consultation

careres, the whole support system falls don. Help please

- I don't know because having to read through both the existing and the draft policy in an attempt to find out which bits were being changed was hard going. I can't even work out whether the points allocated to me will change. I am in private rented accommodation and currently get 20 points for insecurity of tenure. Are these points to go? I just couldn't tell and I'm generally reasonably bright. To make this process truly inclusive then changes between the old policy and the new should be highlighted in a separate and clearly worded document. Preferably as bullet points
- Won't make a difference as any number of circumstances that matter or not can skew favour based on nothing in particular. People who don't deserve it will continue to be given it, and people who NEED it will continue to be ignored, such is life.
- you are putting elderly persons in a very position
- it sound like its going to have a positive impact on some part, but if someone from outside uk has lived here atleast 6 mths or worked ect they should be put on non qualifying list IF they also choose to go back now and then to there original country and claim taxes back or send benefits over to children who are not residents in this country! i feel really selfish and nasty saying this but its true, if they want to be a uk citizen and get treated the same then they need to stay fully and be fully uk citizens 100%
- Low income families with a child going to university will be then under occupying and will either have to move leaving the child without a room or if they stay then they face hardship as they will not be entitled to housing benefit for that bedroom so will have higher out goings
- The negatives are where a woman is pregnant with two other children under the age of ten in a three bed house on benefits, would need to pay bedroom tax and council tax too, when its already difficult to live on the money they get, you still make them pay leaving them less money to feed and cloth their children. Family's like that shouldn't be penalized.
- The offer of only 3 properties without recourse is wrong
- I feel that I will never get allocated, I am single no children, I work but do not earn enought to afford accommodation in Newbury. So I am having to live with my parents at the age of 43. Which is causing issues with my mental health
- I feel the grading on properties for disabled people to be very unfair, for instance levels 1 to 3 don't even apply to some houses that have adaptations for disabled people, yet they aren't eligible to bid
- immigrants will not benefit but this is not a bd thing as they can take properties that would otherwise go to a local resident
- Each case should be considered on their own merit,however priority should be given to West Berkshire people living and working in the said county.
- But all for the better. I do personnally think that people who are born in Britian and work hard to contribute to our country should get priority over immigrants who have only been in the country a matter of months or years.
- Very negative impact to the hard working and sensible people who save for their kids and for the rainy days.



## Draft Housing Allocations Policy: verbatim responses to consultation

- no
- Any who have worked hard and have no due to unforeseen circumstances need help
- As long as it's fair and open to all.
- Will impact positively on the older tenants who may be glad to move to smaller properties if they get priority points and help with moving.
- the real need is for more Homes to be built. Making parents leave a long term family home because their children have moved out is wrong as it's their HOME, insisting that a young struggling family with 2 children cannot have a three bedroom house dictates to them that they should not have a third child without a long wait on the housing list and more costs of moving. If these houses were allowed to become people's homes instead of just housing association houses they may feel it's for the long term and look after the homes, the surrounding community and their neighbours better. Look at Rowan Drive, Maple Crescent, long term residents of social housing many have gone on to buy their home but a sense of community exists. There are lots of empty houses that need work, lots of land that could be built on. Yes it costs but in the end of the day how much money is wasted on talking about solutions rather than providing them.
- A negative impact on people moving to the area for work, who as I mentioned also contribute to the community. Probably much more significantly than the so-called 'locals'. I can see it will have a positive impact on those who need it the most but I hope that this does not negatively affect the people who think that they are owed a house because of their own mistakes.
- If someone is privately renting and is needing to move due to access general amenities, e.g. church, cultural groups, shops, schooling and work as they are in accommodation they will not qualify under the proposals.
- Can't find them on the website!
- The positive impact is likely to be that the urgent and needy get priority and the less urgent due to the housing demand have to wait far much longer.
- I don't think forcing people out of homes they have lived in all their lives because of an extra bedroom is beneficial for anyone. It sounds like desperation and ill thought out.
- I do think that the housing policy doesn't help address the issues of addiction and offending in West Berks - whilst it shouldn't be weighted towards them I believe we are missing an opportunity by helping people to change with the carrot of stable housing.
- The housing register should be open to all. No restrictions should be imposed on any grounds whatsoever
- Those who are in the cattery who have specific needs and they have help from social services
- Those who are good people can be spoiled too soon those who are bad are still in need of houses
- Don't know about details etc
- Would like to see more 1 bed bungalows for old people with resident warden so they can still live in their own homes rather

than going into care homes that take all their savings

## Non-survey Responses

### Conference & Review Team

- 1.1 IROs have suggested a new section is included in the West Berkshire Housing Policy to explain how we will meet our responsibilities for housing Looked After Children, including setting aside some of the 'qualifying criteria' for LAC. For example if a young person has resided in a placement outside West Berks this needs to be addressed in the Policy.
- 1.2 Many young people aspire to having their own accommodation on leaving care but are not yet capable of managing this. It would help to have a scheme introduced whereby those who can demonstrate over a period of time (through competent independent living skills, good behaviour, personal achievement, contributing to the lives of others, etc.) that they have the ability to live independently, could be allocated additional housing points. This would be an incentive to care leavers to work towards this aim.
- 1.3 RECOMMENDATION: Amend Housing Policy (currently in draft form) to ensure this meets the needs of care leavers. (11.19)

### SEN/Disabled Childrens Team

5.3 We very strongly agree with the comment that there is **"a shortage of family homes with three or more bedrooms"**. Are you aware of any strategic plans to address this issue with Registered Providers?

13.18 Adapted Homes. How are these listed/recorded and circulated? We do not see or hear about these properties in Disabled Children's Team. Occasionally Sovereign Housing may advise that there is an adapted property however this may just mean it has

## Draft Housing Allocations Policy: verbatim responses to consultation

a level access shower and rails at the front door. Are there any plans to improve communication about these properties (detailing the type of adaptations) in order that we can match prospective applicants?

14.9 Lacking or Sharing Amenities Does this apply to lack of access for disabled children? eg. if they are wheelchair user and essential amenities are on first floor for example.

14.15.1 Accommodation with no garden We note that some children over 10 may not be able to share a garden due to their disability and their vulnerability. An enclosed safe, play area is frequently necessary for children with severe learning disabilities however their lack of stranger awareness and/or risk of running away, lack of awareness of road safety makes them highly vulnerable and puts them at risk. Can points for children over 10 be awarded in these circumstances?

14.14.2 Accommodation above or below floor Non ambulant (wheelchair users) or mobility impaired children over 5 cannot manage steps and stairs. Will they be awarded points?

14.18 **"The award of medical needs points may be accompanied by a condition that the applicant is only considered for certain types of accommodation (for example, ground floor or adapted accommodation).** In DCT OT's experience the properties that Sovereign Housing offer and identify as "adapted" does not necessarily mean that the property is suitable. A ground floor property may not automatically be suitable just because it is ground floor. There are many complex factors including individual children's and family's needs ie. wheelchair circulation space, storage space for essential equipment/specialist beds, social and family networks and many other reasons that do not make a specific ground floor property automatically suitable. The lack of suitable "adapted" properties and unsuitability of some ground floor properties suggests that there should be flexibility around this condition?

14.23 Welfare & Social Needs **(for example, that the applicant can only be considered for a property in a certain area or for ground floor/adapted accommodation).** Same query as above, the lack of availability in certain areas and lack of suitable adapted properties can create an ongoing high risk situation to a child/family living in unsuitable accommodation. What if there is no availability? There needs to be some flexibility around this condition?

16.3 Housing Benefit. Should severely disabled children be included in this section as they are now exempt by court ruling?

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Proposed Amendments to the Draft Housing Allocations Policy

Proposed Amendment	Reason Amendment Sought
<p>Section 7.2</p> <p>Amend the local connection test as follows “ . . . they have a parent or sibling or adult child who has lived in West Berkshire for five consecutive years . . . “</p>	<p>Test was intended to reflect the local connection criteria applicable to homelessness. Unfortunately an error was made in the original draft.</p>
<p>Section 7.2</p> <p>Amend the financial test to read “ . . . an income of £60,000 or less and/or capital of £16,000 or less”.</p>	<p>To clarify that the financial test and ensure it is properly understood.</p>
<p>Section 7.5.1.</p> <p>Include the following wording “The Council may seek a Police Disclosure Request as part of the assessment to determine whether an applicant or a member of their household is unsuitable to be a tenant, or as part of the assessment to determine whether the deferment should be lifted”.</p>	<p>To ensure that applicants understand that the Housing Service may seek Police Disclosure Requests when considering behaviour serious enough to make the applicant unsuitable to be a tenant.</p>
<p>Section 7.5.6</p> <p>Amend the wording as follows:  “Violence and abuse towards staff (including staff of a partner RP) is not acceptable . . . abuses or harasses a member of staff (including staff of a partner RP). . . . RPs will be expected to provide evidence to the Housing Service of the violence, abuse or harassment to support any request to apply this sanction”.</p>	<p>To ensure that the sanction for violence and abuse extends to partner RPs who are involved in the Allocations Process.</p>

<p>Section 7.5.7</p> <p>Insert the word “knowingly” to read “If an applicant knowingly provides false or misleading information . . . “</p>	<p>To clarify the sanction so it is properly understood.</p>
<p>Section 7.6</p> <p>Insert a section headed “<i>Looked after children</i>: for the purposes of local connection, a looked after child for whom West Berkshire Council has responsibility and who has resided in a placement outside of West Berkshire, will be deemed to have lived within West Berkshire for the length of the placement”</p>	<p>To ensure that looked after children who are placed outside of the district are not disadvantaged by the local connection criteria.</p>
<p>Insert Section 13.9</p> <p><u>“Preference to Over/Under-occupying Social Tenants</u></p> <p>In order to make best use of stock and to ensure that the housing needs of applicants are met appropriately, a property that becomes available for let may be advertised as giving preference to social tenants in West Berkshire who are either over- or under-occupying their accommodation. It is expected that the home they would free up should they move would be released back into CBL.”</p>	<p>To assist the Housing Service in meeting the impacts of welfare reform. To enable the Housing Service to create chains of lettings and to ensure that best use is made of existing stock.</p>
<p>Section 14.15</p> <p>Include the discretion for a Housing Manager, on a case-by-case basis dependent upon relevant evidence, to award 5 points for a child who is over the age of 10 and who is disabled and who has no access to a garden.</p>	<p>To reflect the fact that some disabled children will require an enclosed safe play area, for example, if they are at risk of running away, have a lack of stranger danger awareness or a lack of road safety awareness.</p>
<p>Section 14.15</p> <p>Include the discretion for a Housing Manager, on a case-by-case basis dependent upon relevant evidence, to</p>	<p>To reflect the fact that non-ambulant (wheelchair users) or mobility impaired children cannot manage steps or stairs. This is only applicable where the main entrance to the accommodation is</p>

<p>award 5 points for a child who is over the age of 5 and who is disabled and who lives in accommodation above or below ground floor.</p>	<p>above or below ground floor.</p>
<p>Section 16.</p> <p>Insert Section 16.4 as follows:</p> <p>“Managers within the Housing Service have discretion to award an additional bedroom in exceptional circumstances where there is a severely disabled child who cannot share with siblings, subject to consideration of the following:</p> <ul style="list-style-type: none"> <li>• Medical evidence</li> <li>• Whether the child is in receipt of Disability Living Allowance (or in future Personal Independence Payment)</li> <li>• The nature and severity of the disability</li> <li>• The nature and frequency of care required during the night</li> <li>• The extent and regularity of the disturbance to the sleep of the child who would normally be expected to share the bedroom.</li> </ul> <p>A decision to award an additional bedroom for the purposes of the CHR is not an indication that Housing Benefit will be paid. Applicants will therefore need to ensure that they are able to meet any potential rental shortfall arising through Social Sector Size Criteria before accepting an offer of accommodation.</p> <p>”</p>	<p>To address changes in Housing Benefit assessments relating to disabled children.</p>
<p>Section 29.1</p> <p>Amend as follows “The relevant RP will contact up to three of the top applicants</p>	<p>Some RPs do group viewings whilst others only contact the top applicant, This amendment allows flexibility dependent upon the RPs processes.</p>

<p>...”</p>	
<p>Section 24.3</p> <p>Add the following as bullet points explaining reasons why an application can be suspended:</p> <ul style="list-style-type: none"> <li>• Information has been requested from the applicant</li> <li>• Information has been requested from a third party</li> <li>• Pending a request for a review decision</li> <li>• Pending CHR Team assessment for deferral</li> </ul>	<p>For completeness</p>
<p>Section 43.4</p> <p>Amend the final line of the paragraph to read “This is to allow us to ensure that properties are being offered and allocated fairly”.</p>	<p>To clarify the paragraph so it is properly understood how requested equalities information is used.</p>
<p>Housing Need Assessment</p> <p>Remove the housing need points for “Time in Housing Need” from the matrix</p>	<p>The points assessment should be undertaken purely on housing need. Whilst time is a factor, it is accommodated through the application of ‘registration dates’ which are used to prioritise between applications with the same number of housing need points.</p>



## Equality Impact Assessment Template – Stage Two

<b>Name of item being assessed:</b>	Housing Allocations Policy
<b>Version and release date of item:</b>	
<b>Owner of the item being assessed:</b>	Mel Brain
<b>Name of assessor:</b>	Mel Brain
<b>Date of assessment:</b>	

### 1 What are the main aims of the item?

In West Berkshire there is high demand for a limited supply of housing. As demand outstrips supply, it is necessary to have a Housing Allocations Policy that sets out the Council's approach to the allocation of social housing, under Part VI of the Housing Act 1996, through the Common Housing Register. Overall the policy seeks to provide a fair and transparent system for the allocation of social housing in the district; maximise choice for people who have the most urgent need of housing and for anybody who applies for social housing; enable applicants to access housing through a variety of methods, ensuring vulnerable applicants can access the service; enable customers to be kept informed of the progress of their application and the likelihood of them being housed; prevent homelessness.

### 2 What research will you undertake to inform this assessment?

(for example, who, how and when will you consult? What existing information is available either internally or externally? Are there complaints, comments received that will inform this assessment? Are there any local groups you can talk to? Etc)

Use this space to set out your activity.

The Council published a set of high level proposals for amendments to the Housing Allocations Policy in 2012. This was sent to every applicant on the Common Housing register, statutory and voluntary agencies who may work with people in housing need and to registered Provider who own social housing within West Berkshire. Newsletters were available in the Council offices and the proposals were also published for consultation on the Housing web page and on Consultation Finder. As part of this consultation, respondents were asked to consider whether the proposed amendments would have an affect on anybody as a consequence of their age, gender, disability, race, religion or belief, or sexual orientation.

A second consultation on the draft detailed Housing Allocations Policy is due to be undertaken in 2013. This EIA will be published as part of that consultation, and any comments received will be used to amend the EIA/Policy prior to adoption.

**3 What are the results of your research?**

**Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.**

**(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)**

Group Affected	What might be the effect?	Information to support this.
Age	<p>Young people under the age of 18 can join the Common Housing Register (from the age of 16) but may not be considered for a tenancy unless they have a Guarantor. It is the Registered Provider's own Allocations Policies that actually determines how a young person would be treated if they were top of a shortlist. The Housing Service would work with the young person, and other relevant agencies, to assist them in putting appropriate support in place and/or to consider wider housing options. Referrals can also be made to the multi-agency Young Persons panel.</p> <p>Households who apply to join the register are treated equally without reference to age, however older persons who are aged 55 or older may have the ability to consider additional housing options such as older persons homes and sheltered housing.</p> <p>Under occupation is awarded a high priority where there are a number of bedrooms that are not used and this would largely be a positive measure to older households where their children have left a family sized property.</p> <p>Respondents to the Housing Allocations Policy expressed concern that older applicants may be forced to leave their accommodation if they are under-occupying. This is not the case.</p>	<p>Registered Provider Allocation Policies</p> <p>CHR Data</p> <p>Housing Allocations Policy Consultation 2012</p>
Disability	<p>Applicants who have an illness or who are disabled and whose current housing impacts on their condition, are able to apply for additional medical need points. The new Housing Allocations Policy proposes that instead of receiving points on a scale of 0-100, applicants with a medical need will be given a set award of points. This will disadvantage some applicants who have the higher award of</p>	<p>CHR Data</p> <p>Housing Allocations Policy Consultation 2012</p>

	<p>points, however, it is not a requirement that those with a medical need should be prioritised for housing by their differing levels of their health and these applicants will still receive reasonable preference through the Common Housing Register, in accordance with Part VI of the Housing Act 1996.</p> <p>The policy allows the applicant to provide a self assessment of their medical condition or impairment and explain how this is affected by current housing conditions and how it could be improved by re-housing. Specialist supported accommodation can be accessed through relevant multi-agency panels.</p> <p>The policy seeks to give preference to applicants who need adaptations when an adapted property is advertised.</p>	
Pregnancy	<p>Bedroom spaces are not allocated until a baby is born. This does not prevent a pregnant woman from accessing social housing, or other housing options, and ensure that all households are treated fairly in assessing bedroom need based on current circumstances and household make-up.</p>	CHR Data
Gender	<p>Applicants subject to MAPPAs (Multi-agency Public Protection Arrangements) will be subject to risk assessment and may be by-passed for properties based on that risk assessment. There are more males subject to MAPPAs than females, and therefore this will impact on men more than women. This negative impact is necessary in order to ensure wider protection of the public.</p> <p>The policy gives priority to households who have dependent children living or expected to live with them on a permanent basis. This is due to the shortage of family sized social rented homes. This may have a negative impact on men who have staying access to children from a previous relationship.</p>	<p>MAPPAs Agendas</p> <p>CHR Data</p>
<b>Further Comments relating to the item:</b>		
<p><b>Key findings</b>  From the EIA it has been concluded that there are a number of positive impacts alongside a few negative impacts.</p> <p>A positive impact would be applied to those with disabilities, who will receive reasonable preference for an allocation of housing and who are able to access specialist supported housing schemes as appropriate. Those applicants who are aged over 50 years may also have the additional option of considering older person accommodation or sheltered housing.</p>		

Applicants for social housing have a choice of the type and location of homes.

The policy recognises and supports households with vulnerability due to health and other factors. There is specific provision to consider special needs through panel arrangements.

Some limited negative impacts may occur. These include age and gender. Currently people under the age of 18 are not normally offered tenancies without a guarantor and the policy may also have a negative impact on applicants subject to MAPPA and men who have staying access to children from a previous relationship.

It is predicted that no impact will be apparent with the equality streams of faith, race or sexual orientation.

Overall, the Housing Allocations Policy should ensure that households with the greatest need will be awarded the highest priority benefiting households living in poor housing conditions and in housing stress.

#### 4 What actions will be taken to address any negative effects?

Action	Owner	By When?	Outcome
Ensure that testing is undertaken to assess the impact of the changes, particularly on medical needs awards, to ensure that applicants most in need are prioritised on the CHR.	Housing Register Supervisor	Prior to adoption	Proposed policy has been robustly tested to ensure that it has no unintended consequences and to ensure that proposals do prioritise those households in greatest housing need.
Ensure that applicants affected by the changes are given clear information and advice on their housing options	Housing Options team Leader	Within 3 months of implementation	Applicants have the necessary information to make informed choices about their housing situation
Ensure that appropriate housing advice is available to 16 and 17 year olds on the most appropriate options for their situation and work closely with other agencies to assist young people in crisis situations	Housing Options Team Leader	Ongoing	Ensure that young people in a housing crisis have their needs met quickly and in the most appropriate way.
Work with MAPPA clients, and appropriate agencies,	Housing Options Team Leader	Ongoing	Minimise risk to the public whilst ensuring that adults who may

to effectively manage risk whilst ensuring that housing needs are addressed.			pose a risk have their housing needs addressed in an effective way.
Monitor the ongoing application of the Housing Allocations Policy to ensure that applicants in the greatest housing need are given priority for allocations of accommodation.	Service Manager	Annually	Ensure that the Housing Allocations Policy is not having unintended consequences and is allocating accommodation on the basis of housing need.

**5 What was the final outcome and why was this agreed?**

(Was the item adjusted, rewritten or unchanged?)

**6 What arrangements have you put in place to monitor the impact of this decision?**

**7 What date is the Equality Impact Assessment due for Review?**

**Signed:**

**Date:**

Please now forward this completed template to the Principal Policy Officer (Equality and Diversity) for publication on the WBC website.



# Agenda Item 7.

<b>Title of Report:</b>	<b>West Berkshire Schools' Funding Formula 2014/15</b>
<b>Report to be considered by:</b>	Executive
<b>Date of Meeting:</b>	17th October 2013
<b>Forward Plan Ref:</b>	EX2717

**Purpose of Report:** To set out the proposed changes to the formula used for allocating funding to schools in 2014/15

**Recommended Action:** To approve the proposed formula for 2014/15

**Reason for decision to be taken:** The Executive is required to approve the formula and its submission to the Education Funding Agency is due by 31st October 2013

**Other options considered:** As detailed in the consultation to schools

**Key background documentation:** DfE document - School funding Reform: findings from the Review of 2013/14, Arrangements and changes for 2014/15. Schools' Forum papers and minutes

The proposals contained in this report will help to achieve the following Council Strategy priority:

**CSP3 – Improving education**

The proposals will also help achieve the following Council Strategy principle:

**CSP6 - Living within our means**

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:

allocating resources to schools in a fair and equitable way, whilst also ensuring additional funding reaches the pupils that need it most

## Portfolio Member Details

<b>Name &amp; Telephone No.:</b>	Councillor Irene Neill - Tel (0118) 971 2671
<b>E-mail Address:</b>	ineill@westberks.gov.uk
<b>Date Portfolio Member agreed report:</b>	24 September 2013

## Contact Officer Details

<b>Name:</b>	Claire White
<b>Job Title:</b>	Schools' Finance Manager
<b>Tel. No.:</b>	01635 519037
<b>E-mail Address:</b>	cwhite@westberks.gov.uk

## Implications

<b>Policy:</b>	n/a
<b>Financial:</b>	Funding of schools is met from the Dedicated Schools Grant (DSG)
<b>Personnel:</b>	n/a
<b>Legal/Procurement:</b>	n/a
<b>Property:</b>	n/a
<b>Risk Management:</b>	n/a

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>			<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input checked="" type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>



# Executive Summary

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## 1. Introduction

- 1.1 The Department for Education (DfE) made major changes to the way schools are funded in 2013/14. Following a review of these changes, the DfE has made further minor changes for 2014/15.
- 1.2 Officers have reviewed the current funding formula and the 2014/15 guidelines, and discussed funding options with the Schools' Forum. A proposed revised funding formula was sent to schools for consultation on 17th July 2013. The consultation period closed on 20th September 2013, and following a review of the responses received, no changes were made to the original proposals by Schools' Forum at its meeting on 7th October.

## 2. Proposals

- 2.1 The following discretionary changes to the current formula are proposed:
  - (a) The introduction of a sparsity factor of £100,000 with a 3 mile qualifying distance for both primary and secondary schools.
  - (b) Deprivation funding based on 25% of the Income Deprivation Affecting Children Index and 75% Free School Meals Ever 6 (relates to pupils who have ever been eligible in the last 6 years).
  - (c) One third of the primary notional SEN budget be based on Free School Meals Ever 6 rather than current Free School Meals eligibility.
  - (d) Lump sum to increase by £667 to £126,400 to reflect technical change in respect of delegated funding.
- 2.2 It is also recommended that the final per pupil funding rates are set by the Schools' Forum in January 2014, adjusted (if necessary) according to the resources available from the Schools Block of the Dedicated Schools Grant.

## 3. Equalities Impact Assessment Outcomes

- 3.1 This item is not relevant to equality.

## 4. Conclusion

- 4.1 The formula for 2014/15 as set out in this report is approved and submitted to the Education Funding Agency.

# Executive Report

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## 1. Introduction

- 1.1 The major school funding formula changes introduced by the Department for Education (DfE) in 2013/14 were the first steps towards a national funding formula for schools. The changes have significantly reduced the flexibility that local authorities have in funding schools, by allowing just a few prescribed factors to use in their funding formula. Local authorities currently still have some element of choice in the factors used from those allowed, and set the funding rate for each factor according to the grant funding received through the Dedicated Schools Grant (DSG).
- 1.2 Following a DfE review earlier this year, further minor formula changes have been introduced for 2014/15 to address some of the inflexibilities in the system. Local authorities are required to review their formula and make changes where it is considered that funding is not reaching the schools and pupils that need it most.
- 1.3 Officers prepared various options for the 2014/15 formula which were discussed with the Heads Funding Group. A final proposal was agreed at the meeting of the Schools' Forum on 15th July 2013, and a consultation document was sent to schools on 17th July 2013 with a closing date of 20th September 2013. Appendix 1 contains this document.
- 1.4 The Schools' Forum meeting on 7th October 2013 has made no changes to their original recommendation on the final formula in light of the few comments received during the consultation (one of which related to the use of the primary sparsity factor and one on the choice of deprivation factors to be used).
- 1.5 The Executive is required to approve the formula for 2014/15, which needs to be submitted to the Education Funding Agency by 31st October 2013.

## 2. Proposed Formula

- 2.1 The two main concerns that needed to be addressed when considering the formula for 2014/15 were:
  - (1) The viability of small schools. The new formula does not deliver sufficient funding for the viability of very small schools, and many of these schools lobbied their MP on this matter.
  - (2) Funding for pupils from deprived backgrounds. West Berkshire schools overall have the lowest attainment for pupils eligible for free school meals compared to all other local authorities.
- 2.2 The consultation document details the options that were considered to address these issues, and sets out the reasons for the proposals made (see Appendix 1, section 2).
- 2.3 The main issue to note is that the sparsity factor introduced by the DfE for 2014/15 does not resolve the issue of providing sufficient funding to most of our very small schools as they are not deemed to be sparse (and therefore necessary). Only 4 schools out of our 15 schools with 100 pupils or less would qualify for sparsity

funding using a distance of 2 miles, so it was not deemed equitable or fair to redirect funding from all other schools (including the other small schools) to just these 4 schools. The proposal is for the distance criteria for primary schools to be set at 3 miles, a more realistic distance for sparsity, but whereby no school in West Berkshire qualifies for additional funding. Alternative solutions will therefore need to be considered with respect to how our very small schools are organised in order to remain viable.

2.4 The proposed formula for 2014/15 is as follows:

- (1) Basic Entitlement (no change): £2,907 per primary pupil, £4,332 per secondary pupil
- (2) Deprivation (change to measure and %): 75% of total deprivation funding based on number of pupils ever eligible for Free School Meals in the last 6 years, 25% of total deprivation funding based on the Income Deprivation Affecting Children Index (IDACI).
- (3) Prior Attainment as a proxy for pupils with low level special educational needs (DfE change to secondary measure): Primary based on number of pupils not achieving a score of 78 in the Early Years Foundation Stage Profile; Secondary based on number of pupils not achieving a level 4 in English or Maths.
- (4) English as an Additional Language (no change): number of pupils in the statutory school system for up to 3 years where English is not their first language.
- (5) Lump Sum (technical change): Fixed lump sum of £126,400 for all schools (additional amount of £667 due to an additional delegation from the centrally retained budget for schools finance to be added as part of the buy back service for 2014/15).
- (6) Sparsity (new factor introduced by DfE): £100,000 for small schools where the average distance to pupil's second nearest school is more than 3 miles (applies to 1 secondary school)
- (7) Rates (no change): Funded at actual cost to school.

2.5 The effect of the proposed formula for 2014/15 on the funding of individual schools compared to 2013/14 funding is relatively minor (see Appendix 2, which is an update of Appendix G in the consultation document), and is mainly as a result of realigning the funding for pupils from deprived backgrounds; the core funding a school receives per pupil has not changed.

2.6 It should be noted that the formula set by West Berkshire Council is applied to all schools in West Berkshire, including Academies.

### **3. Conclusion**

3.1 It is recommended that the formula as set out in paragraph 2.4 is approved, and submitted to the Education Funding Agency.

- 3.2 It is also recommended that the final per pupil/factor funding rates are set by the Schools' Forum in January 2014 and are adjusted (if necessary) according to the resources available from the Schools Block of the Dedicated Schools Grant (to be notified in December and based on the October 2013 school census).

## **Appendices**

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Appendix 1 - Consultation Document for Schools 17th July 2013

Appendix 2 - Proposed Formula 2014/15 Exemplification (replaces Appendix G in the consultation document)

## **Consultees**

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**Local Stakeholders:** All schools consulted

**Officers Consulted:** Ian Pearson

**Trade Union:** n/a

# Primary and Secondary Schools Proposed Funding Formula for 2014/15

## Consultation Document for Schools 17<sup>th</sup> July 2013 to 20<sup>th</sup> September 2013

### 1. Introduction

- 1.1 The major formula changes introduced by the Department for Education (DfE) in 2013/14 were the first steps towards a national funding formula for schools, in that it introduced a semi prescriptive funding formula for local authorities. The DfE has reviewed and consulted on the impact of these changes and on 4<sup>th</sup> June 2013<sup>1</sup> announced further minor changes to the formula for 2014/15, to address some of the inflexibilities in the system. This and other documents relating to the school funding reforms can be accessed via the DfE website.<sup>2</sup>
- 1.2 The spending review on 26<sup>th</sup> June 2013 announced the intention to have a national funding formula in place for 2015/16. It states that the Government will “consult on how best to introduce a fair national funding formula for schools in 2015/16 – supporting schools reform and taking a vital step towards fixing the historic and unfair differences in funding between schools in different local authorities. In future the amount of funding a school receives will be based on a fair and rational assessment of the needs of its pupils – including how many are deprived”.
- 1.3 It should be noted that there is no additional funding available for schools, but the school budget has been protected in real terms from the widespread cuts seen across the rest of the public sector. Any formula change therefore has to be met from within the current overall funding quantum, and every change results in winners and losers.
- 1.4 For 2014/15, the expectation is that local authorities will review their formula and tweak it where it is considered that funding is not reaching the schools and pupils that need it most. Formula changes will continue to be protected by a minimum funding guarantee of -1.5% *per pupil* (i.e. a school will not lose more than 1.5% of its *per pupil* funding). Due to the fact that further significant changes are likely in 2015/16, in order to give some stability to school budgets

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<sup>1</sup> Department for Education: School Funding Reform: Findings from the Review of 2013-14, Arrangements and Changes for 2014-15

<sup>2</sup>

<http://www.education.gov.uk/schools/adminandfinance/financialmanagement/schoolsrevenuefunding/a00221523/review-of-2013-14-school-funding-arrangements>

for next year, only changes that are seen as necessary are proposed to be made.

- 1.5 The Heads Funding Group (HFG) met on 4<sup>th</sup> July to go through the formula in detail and consider options, and made a recommendation to Schools Forum (SF). On 15<sup>th</sup> July SF endorsed their recommendation. This document sets out the changes and rationale for the proposed formula for 2014/15.
- 1.6 Schools are invited to make comments on the proposal. Responses should be sent to Claire White, Schools' Finance Manager [cwhite@westberks.gov.uk](mailto:cwhite@westberks.gov.uk) by **20<sup>th</sup> September 2013**. In order for HFG and SF to consider a response which differs with their proposal, it should be accompanied by clear rationale on how the counter proposal is a better solution and fair and equitable for all schools in West Berkshire, and not just for your own individual school.

## **2. Formula Review**

- 2.1 The main concern raised by some West Berkshire schools was that the new formula does not deliver sufficient funding for the viability of very small schools. Many schools lobbied their MP's on this matter. The other concern is that West Berkshire schools overall are bottom in terms of attainment of pupils eligible for free school meals (FSM). These concerns were therefore considered by HFG and SF in their formula review and how, if at all, changes to the existing formula could help resolve these issues.

### a) Sparsity Factor

An optional sparsity factor has been introduced by the DfE for small rural schools. This would provide funding to small schools (less than 150 pupils primary, less than 600 pupils secondary) where the average distance to pupil's second nearest school is greater than 2 miles (or more) primary, 3 miles (or more) secondary "as the crow flies". The distance criteria can be increased, but not decreased, and the pupil numbers determining a small school can be decreased. **Appendix A** models this factor using the data received from the DfE. The funding can be up to a maximum of £100,000 and can be paid as a lump sum or tapered. Out of the 24 primary schools with less than 150 pupils, only 5 schools would qualify for the funding. The one secondary school with less than 600 pupils does qualify. The distances for the 5 primary schools are only just over 2 miles, yet the many schools just under 2 miles would receive no funding. It is therefore considered that this measure is not equitable or fair to our small primary schools, and it would not be right to redirect funding from all other schools (including the other small schools) to just these few schools. It was also determined that the distance criteria should be increased to 3 miles which is the distance criteria for pupils over the age of 8 to qualify for free home to school transport and is a more realistic distance measure of sparsity. Under this measure, no primary school qualifies. The proposal is therefore to use this factor but with a distance criteria of 3 miles, and set as a lump sum of £100,000. The smallest secondary school in West Berkshire therefore qualifies for this funding under this proposal.

### b) Lump Sum / Pupil funding

From 2014/15 primary schools can have a different lump sum to secondary schools, and the maximum lump sum allowed has been reduced from £200,000 to £175,000. Different lump sums were reviewed for primary schools

(**Appendix B**) and secondary schools (**Appendix C**), looking at the effect of moving funding between pupil funding (the Age Weighted Pupil Unit) and the lump sum. With a higher lump sum, smaller schools benefit at the cost of larger schools. HFG also looked at a small school model, and it is the schools with less than about 60 pupils which are most vulnerable under the current formula with a lump sum of £125,000. Rather than move significant funding away from larger schools for the benefit of a minority of small schools it was considered that a more radical solution outside the funding formula would be required for the handful of schools with less than 60 pupils. Due to the probability of moving to a nationally determined formula including lump sum from 2015/16, it was determined that the lump sum should remain the same for 2014/15, particularly as at £125,000 it is close to the average lump sum (at £131,000) set by all local authorities.

### c) Deprivation

There has been no change to the methodologies that can be used, but the local authority and Schools' Forum is required to consider whether the total funding being allocated through this factor is appropriate for the levels of deprivation within the local authority. Although the authority is in the bottom 5 of all local authorities in terms of percentage of pupil's from deprived backgrounds, those pupil's achievement is the lowest in the country. It was therefore determined that the amount of funding allocated should not be decreased, but consideration be given to the methodology and whether it is reaching the children who need it most.

Various models were considered in reallocating the funding using different methodologies as follows (results shown in **Appendix D**):

- Current model of allocating 50% of the funding using the IDACI indicator, and 50% allocated using current FSM
- 50% IDACI, 50% Ever 6 FSM
- 25% IDACI, 75% current FSM
- 25% IDACI, 75% Ever 6 FSM
- 100% Ever 6 FSM

The Income Deprivation Affecting Children Index (IDACI) is split into 6 bands increasing with the percentage likelihood of a pupil coming from an income deprived household. Each of the above models targets more funding than the current model through the higher bands of this indicator, with 60% of the allocated funding for this indicator targeted to schools with pupils from a postcode where there is a 30% or more chance of that pupil coming from a deprived family (very few children in West Berkshire fall into the bands of 40% and above). As well as modelling children currently eligible for FSM, the Ever 6 FSM indicator was also modelled – this is pupils who have ever been eligible for FSM in the last 6 years.

The majority view of HFG was that as FSM Ever 6 is the criteria used by the DfE in identifying the pupils and their outcomes, this should be used rather than the current FSM method. It was also determined that more funding should be targeted through the FSM measure rather than IDACI, which is deemed as being unreliable in identifying the relevant pupils via their postcode, particularly for new mixed housing developments. However some funding should still be allocated using IDACI as not all children eligible are actually registered for FSM by their parents.

Although there are some large winners and losers, those schools losing the most, are the schools that gained significantly in the change to the deprivation methodology in 2013/14 (2012/13 allocations are shown in the appendix for comparison). SF agreed to the recommendation that 25% IDACI, 75% FSM Ever 6 should be the proposed measure.

Schools are reminded that although deprivation funding is not ring fenced, this element of funding should be used alongside the pupil premium in raising the attainment of pupils from deprived backgrounds, and not used to prop up the general school budget.

As FSM is also used as a third of the primary notional SEN budget, the Ever 6 measure has to be applied to this element too.

#### d) Prior Attainment

The DfE has changed the measure that has to be used for this factor. For primary, the Early Years Foundation Stage Profile (EYFSP) is to be retained, but for year 1 children the new profile will be used (children who have not achieved the expected level of development in all 12 prime areas of learning as well as maths and literacy). This data will be available in December 2013. For secondary the current measure is changing to children who fail to achieve a level 4 in English **or** Maths rather than English **and** Maths. This increases significantly the number of children counted in this measure. No changes are proposed for this factor, with prior attainment used as a third of the total primary notional SEN budget (alongside FSM and pupil numbers) and 100% of the secondary notional SEN budget, but as the number of secondary children qualifying for this funding more than doubles, the unit funding needs to be reduced accordingly in order to maintain the existing funding quantum for the notional SEN budget. **Appendix E** illustrates this change for secondary schools based on 2012 data.

#### e) Exceptional Premises Factor

It has been raised whether the local authority should apply to the Secretary of State for an exceptional premises factor for joint use of leisure centres by contractual agreement. In order to apply, the school(s) in question need to demonstrate (by providing a copy of the contract containing the contract sum) that the additional cost incurred is greater than 1% of the school's total budget allocation and that such costs affect fewer than 5% of the schools in the authority. It is not thought that any school qualifies for this.

### **3. Proposed 2014/15 Formula**

3.1 The Schools' Forum is therefore proposing the following minimal changes to the 2014/15 formula:

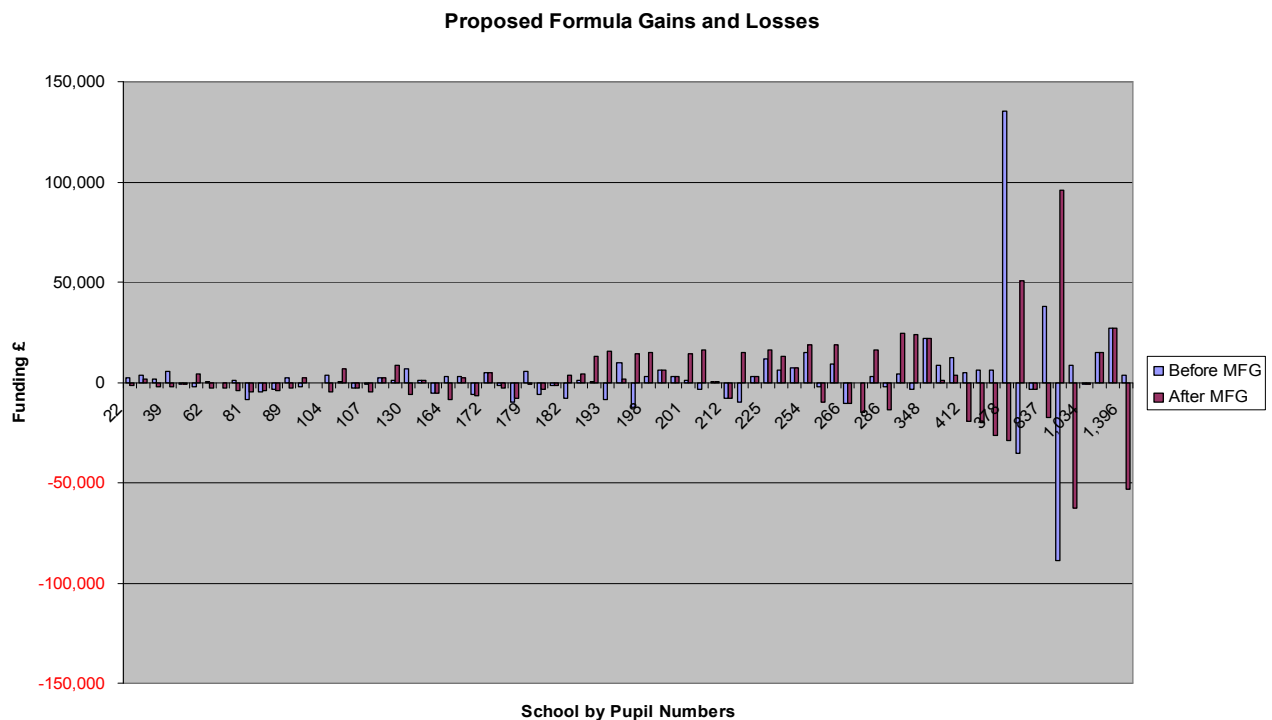
- Sparsity factor of £100,000, with a 3 mile qualifying distance for primary and secondary schools.
- Deprivation funding based on 25% IDACI and 75% Free School Meals Ever 6, with the IDACI element of funding targeted more to the higher bands: Primary - £50 band 1, £150 band 2, £300 band 3 and above. Secondary - £60 band 1, £180 band 2, £360 band 3 and above.
- One third of the primary notional SEN budget based on Free School Meals Ever 6 rather than current free school meals eligibility.



- Reduction in the rate for secondary prior attainment from £2,570 to £1,010 to reflect the increase in the numbers of pupils that the new measure covers.

Note that the funding rates are indicative only, and the final rates are set in January when the October 2013 pupil numbers and other data is confirmed and the final Dedicated Schools Grant allocation for 2014/15 has been finalised.

3.2 **Appendix F** sets out the full proposed formula compared to the current formula (the changes are highlighted), and **Appendix G** (on a separate spreadsheet) shows the effect of these changes for each individual school both before and after the Minimum Funding Guarantee (MFG) and capping of gains is applied. For most schools the MFG/Capping reduction would have occurred anyway, and it is the column before MFG/Capping that shows the effect of the formula changes. Capping of gains is required in order to meet the cost of MFG protection. The capping rate has been kept at 2.4% for the exemplification, but this may need to be amended depending on the effect of October pupil numbers on individual school budgets and whether the MFG requirement goes up or down. The DfE has stated that MFG will also apply in 2015/16 but no indication has been given on what the rate is likely to be. The following graph summarises the winners and losers both before and after MFG/capping:



Appendix G is a spreadsheet, and by entering the school cost centre in the orange box of the “school sheet” tab this will display the detailed formula for the school alongside the current funding received for each factor. Schools can also enter their expected pupil numbers for October 2013 (yellow boxes) to see their likely funding for 2014/15 and beyond. The sheets do not include any high needs funding for individual pupils i.e. top ups (and resource unit place funding), which is paid outside the formula, as top up funding is variable and follows the pupil. The top up funding rates will remain the same.

#### 4. Additional Funding Outside the Formula

4.1 The funding regulations allow for a few exceptional circumstances to be funded outside the formula, and for each fund the Schools' Forum needs to agree the clear criteria setting out the circumstances in which a payment could be made and the basis for calculating the sum to be paid. These will be reviewed during the Autumn term with a final decision made in January 2014. Should schools have any comments on the current criteria applied they should respond as part of this consultation (these were circulated with the budget allocations in March 2013 and are available on the Schools' Finance website, alongside other documentation relating to the proposed formula).<sup>3</sup>

4.2 The funds to be reviewed are as follows:

- Growth Fund – support for schools required to provide extra places in order to meet basic need within the authority
- Falling Rolls Fund (new for 2014/15) – to support good or outstanding schools with falling rolls where local planning data shows that the surplus places will be needed in the near future
- Schools in Financial Difficulty
- Schools with a disproportionate number of high needs pupils which cannot be reflected adequately in their formula funding.

4.3 There are no proposals to change high needs funding (top ups, resource units). Place funding of £10,000 for resource units remains for 2014/15, though there will be a change to how place numbers are determined, with the aim to move to a system in 2015/16 of place funding based on actual places filled in the previous academic year.

#### 5. De-delegations 2014/15

5.1 Last year schools received funding for newly delegated central services. For some services (where offered by the local authority), maintained primary and secondary schools can collectively opt for the service to be de-delegated – which means that the funding continues to be centrally retained for the benefit of all maintained primary and secondary schools, and individual schools cannot make that choice for themselves (Academies may be given the option to buy into the service, as can Nursery and Special schools and PRUs). The de-delegations need to be reconsidered on an annual basis.

5.2 The relevant Schools' Forum representatives for each phase will vote on whether each service is to be de-delegated or not. The current view (as expressed at SF on 15<sup>th</sup> July 2013) is as follows:

<b>Service</b>	<b>Primary</b>	<b>Secondary</b>
Behavioural Support	Yes	Yes
Ethnic Minority Support	Yes	Yes
Trade Union Local Representation	Yes	Yes
Contingency for schools in financial difficulty	Yes	No

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<sup>3</sup> [West Berkshire Council - Useful Resources and Newsletters](#)

5.3 **Appendix H** provides an indication of the likely charges – the unit charges per pupil and the total per school based on the data from the October 2012 census (final charges will be based on the October 2013 census data).

5.4 The final decision will be made by the Schools' Forum on 7<sup>th</sup> October. Schools may wish to contact their Schools' Forum representative direct to express their view, or respond as part of this consultation.

## 6. Timetable

6.1 The timetable for finalising the formula for 2014/15 is as follows:

Consultation with schools	17 <sup>th</sup> July to 20 <sup>th</sup> September 2013
Heads Funding Group consider the responses from schools and make recommendation to Schools' Forum	26 <sup>th</sup> September 2013
Schools' Forum agree the formula to recommend to the Council. Vote taken on de-delegations	7 <sup>th</sup> October 2013
Council's Executive agree school formula for 2014/15	17 <sup>th</sup> October 2013
Submission of formula to Education Funding Agency	31 <sup>st</sup> October 2013
Schools' Forum set the funding rates for the formula	20 <sup>th</sup> January 2014
Final formula submitted to Education Funding Agency	21 <sup>st</sup> January 2014
Confirmation of final budget allocations to maintained schools	28 <sup>th</sup> February 2014

## Appendices

Appendix A – Sparsity Factor Model

Appendix B – Primary Lump Sum Modelling

Appendix C – Secondary Lump Sum Modelling

Appendix D – Deprivation Models

Appendix E – Model Illustrating Changes due to Prior Attainment Data Change

Appendix F – Proposed Formula - Summary

Appendix G – Proposed Formula - Exemplification for Individual Schools  
(separate document - spreadsheet)

Appendix H – De-delegations proposed for 2014/15

## Sparsity Factor Model

<b>Small School Sparsity Modelling</b>					
Cost Centre	SCHOOL	DfE Data	Oct-12	DfE Maximum Funding	
		Avg distance to next school	TOTAL NOR	£100,000 Lump sum	£100,000 OR Tapered
95600	Chaddleworth St Andrews Primary (federated)	1.55	31	0	0
95600	Shefford Primary School (federated)	2.38	22	100,000	85,333
91700	Brimpton Church of England Primary School	1.58	37	0	0
91300	Beedon Church of England Controlled Primary School	1.98	39	0	0
94900	Purley Church of England Infants School	0.47	58	0	0
92800	Enborne Church of England Primary School	1.46	60	0	0
92700	The Ilsleys' Primary School	2.10	62	100,000	58,667
93800	Inkpen Primary School	1.80	64	0	0
97400	Yattendon Church of England Primary School	2.09	78	100,000	48,000
95100	Shaw-cum-Donnington Church of England Primary School	0.51	81	0	0
96700	Welford and Wickham Church of England Primary School	2.09	86	100,000	42,667
91400	Beenham Primary School	1.24	87	0	0
97300	Woolhampton Church of England Primary School	1.31	89	0	0
96400	Streatley Church of England Voluntary Controlled Primary School	1.08	94	0	0
91600	Brightwalton Church of England Aided Primary School	1.80	100	0	0
93500	Hampstead Norreys Church of England Primary School	1.82	104	0	0
92300	Curridge Primary School	1.25	106	0	0
92900	Englefield Church of England Primary School	1.14	107	0	0
96300	Stockcross Church of England Primary School	1.74	107	0	0
96500	Sulhamstead and Ufton Nervet Church of England Voluntary Aided Pri	1.23	109	0	0
91800	Bucklebury Church of England Primary School	1.26	125	0	0
92200	Compton Church of England Primary School	1.82	130	0	0
91100	Basildon Church of England Primary School	2.19	134	100,000	10,667
93100	Fir Tree Primary School & Nursery	0.69	147	0	0
99000	John O Gaunt Secondary	6.75	378	100,000	63,000
<b>TOTAL ADDITIONAL FUNDING</b>				<b>£600,000</b>	<b>£308,333</b>

**Options Given by DfE for use of this factor:**  
 Can INCREASE distance requirement but not reduce  
 Can REDUCE pupil No's from 150 primary and 600 Secondary  
 Can use LOWER sum than £100,000 but not greater  
 Can use Lump Sum or Tapered  
 Can use this factor for one phase only.  
 Can apply to SoS for EXCEPTION to exclude federated schools (as receiving 2 lump sums)

## Primary Lump sum Model

PUPIL NO's	SCHOOL	Model 1: Primary lump sum £175k			Model 2: Primary lump sum £160k			Model 3: Primary lump sum £150k			Model 4: Primary lump sum £135k			Model 5: Primary lump sum £115k			Model 6: Primary lump sum £100k		
		Formula Budget	Change in Funding £	%	Formula Budget	Change in Funding £	%	Formula Budget	Change in Funding £	%	Formula Budget	Change in Funding £	%	Formula Budget	Change in Funding £	%	Formula Budget	Change in Funding £	%
22	Sheffield Church of England Primary School	233,131	43,444	22.9%	219,904	30,217	15.9%	211,086	21,399	11.3%	197,859	8,172	4.3%	180,222	-9,465	-5.0%	166,995	-22,682	-12.0%
31	Chaddleshall St. Andrew's Church of England Primary School	215,850	256,913	41.06%	244,410	28,560	13.2%	235,076	20,226	9.4%	223,574	7,724	3.6%	205,904	-8,946	-4.1%	194,402	-21,448	-9.9%
37	Brimpton Church of England Primary School	233,292	272,671	39.47%	260,748	27,498	11.9%	252,289	19,444	8.3%	240,717	7,428	3.2%	224,692	-8,600	-3.7%	212,674	-20,342	-8.6%
39	Purley Church of England Infants School	294,339	328,256	33.91%	317,929	23,590	8.0%	311,046	16,706	5.7%	300,719	6,380	2.2%	286,950	-7,389	-2.5%	276,624	-17,715	-6.0%
60	Enborne Church of England Primary School	300,153	333,540	33.38%	323,375	23,222	7.5%	316,598	16,445	5.5%	306,433	6,280	2.1%	292,879	-7,274	-2.4%	282,714	-17,439	-5.8%
62	The Ilesley's Primary School	305,967	328,825	32.85%	320,821	22,854	7.5%	322,152	16,185	5.3%	312,148	6,181	2.0%	298,809	-7,158	-2.3%	286,805	-17,182	-5.6%
64	Inkpen Primary School	311,781	323,329	10.4%	334,267	22,484	7.2%	327,105	15,924	5.1%	317,862	6,081	2.0%	304,738	-7,043	-2.3%	294,885	-16,886	-5.4%
78	Yattonden Church of England Primary School	352,479	381,102	28.62%	372,388	19,909	5.6%	366,578	14,099	4.0%	357,863	5,584	1.5%	346,243	-6,236	-1.8%	337,528	-14,951	-4.2%
81	Shaw-cum-Domington Church of England Primary School	361,200	389,029	27.82%	379,566	19,366	5.4%	374,908	13,708	3.8%	366,435	5,238	1.4%	355,137	-6,063	-1.7%	346,684	-14,536	-4.0%
86	Wellford and Wickham Church of England Primary School	375,730	402,241	26.50%	394,171	18,438	4.9%	388,971	13,056	3.5%	380,721	5,965	1.7%	369,961	-5,774	-1.5%	361,880	-13,846	-3.7%
87	Beetham Primary School	378,642	404,884	26.24%	396,894	18,252	4.8%	391,568	12,926	3.4%	383,292	4,936	1.3%	373,855	-5,717	-1.5%	364,936	-13,706	-3.6%
89	Woolhampton Church of England Primary School	384,456	410,168	25.71%	402,340	17,884	4.7%	397,121	12,665	3.3%	389,292	4,836	1.3%	378,825	-5,601	-1.5%	371,026	-13,430	-3.5%
94	Streatley Church of England Voluntary Controlled Primary School	398,991	423,230	24.38%	415,954	16,963	4.3%	411,004	12,013	3.0%	403,578	4,587	1.1%	393,678	-5,313	-1.3%	386,252	-12,739	-3.2%
100	Brightwalton Church of England Voluntary Aided Primary School	416,433	439,234	22.80%	452,292	15,859	3.8%	427,664	11,231	2.7%	420,722	4,589	1.0%	411,466	-4,967	-1.2%	404,524	-11,909	-2.9%
104	Hamstead Noreys Church of England Primary School	428,061	449,803	21.74%	443,184	15,123	3.5%	438,770	10,709	2.5%	432,151	4,090	1.0%	423,324	-4,737	-1.1%	416,705	-11,366	-2.7%
106	Curridge Primary School	433,875	455,088	21.21%	446,629	14,754	3.4%	444,324	10,449	2.4%	437,865	3,990	0.9%	428,254	-4,621	-1.1%	422,799	-11,060	-2.6%
107	Engfield Church of England Primary School	436,782	457,730	20.94%	448,458	14,570	3.3%	447,100	10,318	2.4%	440,722	3,940	0.9%	432,218	-4,564	-1.0%	425,840	-10,942	-2.5%
109	Stockness Church of England Primary School	436,782	457,730	20.94%	448,458	14,570	3.3%	447,100	10,318	2.4%	440,722	3,940	0.9%	432,218	-4,564	-1.0%	425,840	-10,942	-2.5%
125	Stamessad and Upton Navet Church of England Voluntary Aided	442,596	463,015	20.41%	448,458	14,570	3.3%	447,100	10,318	2.4%	440,722	3,940	0.9%	432,218	-4,564	-1.0%	425,840	-10,942	-2.5%
175	Buckley Church of England Primary School	489,108	505,292	16.18%	500,365	11,257	2.3%	497,080	7,972	1.6%	492,152	3,044	0.6%	485,582	-3,526	-0.7%	480,655	-8,453	-1.7%
130	Compton Church of England Primary School	503,643	518,504	14.86%	513,979	10,336	2.1%	510,993	7,320	1.5%	506,438	2,956	0.6%	500,405	-3,238	-0.6%	495,881	-7,465	-1.5%
134	Basilton Church of England Primary School	515,271	529,073	13.80%	524,871	9,600	1.9%	522,070	6,789	1.3%	517,887	2,598	0.5%	512,264	-3,007	-0.6%	509,082	-7,209	-1.4%
147	Fir Tree Primary School & Nursery	555,062	603,424	10.36%	590,269	7,207	1.3%	588,166	5,104	0.9%	585,011	1,949	0.4%	580,806	-2,257	-0.4%	574,650	-5,412	-1.0%
164	Kinbury St. Mary's Church of England Primary School	602,481	608,344	5.86%	606,559	4,078	0.7%	605,989	2,888	0.5%	603,984	1,993	0.2%	601,204	-1,277	-0.2%	595,419	-3,062	-0.5%
169	Aldeaman Church of England Primary School	617,016	621,555	4.53%	620,173	3,157	0.5%	619,252	2,236	0.4%	617,870	854	0.1%	616,027	-889	-0.2%	614,645	-2,371	-0.4%
181	Mrs. Bland's Infant & Nursery School	617,016	621,555	4.53%	620,173	3,157	0.5%	619,252	2,236	0.4%	617,870	854	0.1%	616,027	-889	-0.2%	614,645	-2,371	-0.4%
182	Monter St. Johns Church of England Infant School	654,807	655,906	1.09%	654,571	764	0.1%	655,348	541	0.1%	655,014	207	0.0%	654,568	-239	0.0%	654,233	-574	-0.1%
189	Cold Ash, St. Mark's Church of England Primary School	675,156	674,632	-0.74%	674,632	-524	-0.1%	674,785	152	0.0%	674,514	-142	0.0%	675,200	164	0.0%	675,550	394	0.1%
172	Breadfield Church of England Primary School	634,458	637,409	2.95%	636,511	2,053	0.3%	636,912	1,454	0.2%	636,441	555	0.1%	633,815	-643	-0.1%	632,916	-1,542	-0.3%
176	Westwood Farm Infant School	637,365	640,052	2.68%	639,234	1,869	0.3%	638,688	1,323	0.2%	637,870	506	0.1%	636,780	-685	-0.1%	635,982	-1,403	-0.2%
179	Chieveley Primary School	646,086	647,979	1.89%	647,402	1,316	0.2%	647,018	932	0.1%	646,442	368	0.1%	645,674	-412	-0.1%	645,097	-869	-0.2%
180	St. John the Evangelist Infant & Nursery School	648,993	650,621	1.62%	650,125	1,132	0.2%	649,795	802	0.1%	649,289	506	0.0%	648,638	-355	-0.1%	648,143	-880	-0.1%
181	Mrs. Bland's Infant & Nursery School	654,807	655,906	1.09%	654,571	764	0.1%	655,348	541	0.1%	655,014	207	0.0%	654,568	-239	0.0%	654,233	-574	-0.1%
182	Monter St. Johns Church of England Infant School	654,807	655,906	1.09%	654,571	764	0.1%	655,348	541	0.1%	655,014	207	0.0%	654,568	-239	0.0%	654,233	-574	-0.1%
189	Cold Ash, St. Mark's Church of England Primary School	675,156	674,632	-0.74%	674,632	-524	-0.1%	674,785	152	0.0%	674,514	-142	0.0%	675,200	164	0.0%	675,550	394	0.1%
190	St. Finian's Catholic Primary School	678,063	677,044	-1.01%	677,355	-708	-0.1%	677,561	-502	-0.1%	677,871	-341	0.0%	678,285	222	0.0%	678,595	532	0.1%
193	The Willows Primary School	686,784	684,971	-1.81%	685,523	-1,261	-0.2%	686,081	-863	-0.1%	686,443	-341	0.0%	687,179	395	0.1%	687,731	947	0.1%
196	Pangbourne Primary School	695,505	692,888	-2.67%	693,692	-1,813	-0.3%	694,221	-1,284	-0.2%	695,015	-490	-0.1%	696,073	568	0.1%	696,866	1,361	0.2%
197	St. Joseph's Catholic Primary School	701,319	698,183	-3.13%	699,138	-2,181	-0.3%	699,774	-1,545	-0.2%	700,729	-590	-0.1%	702,002	683	0.1%	702,957	1,638	0.2%
198	Gairland Junior School	704,226	700,826	-3.40%	701,861	-2,365	-0.3%	702,551	-1,675	-0.2%	703,586	-640	-0.1%	704,967	741	0.1%	706,002	1,176	0.3%
199	Heritage Primary School	710,040	706,110	-3.93%	707,307	-2,733	-0.4%	708,104	-1,936	-0.3%	709,301	-739	-0.1%	710,896	856	0.1%	712,093	2,063	0.3%
201	John Rankin Junior School	730,389	724,607	-5.78%	728,367	-4,022	-0.5%	727,541	-2,848	-0.4%	729,301	-1,088	-0.1%	731,613	1,260	0.2%	733,409	3,020	0.4%
208	Calcut Infant School & Nursery	733,298	727,249	-6.04%	729,080	-4,206	-0.6%	730,317	-2,979	-0.4%	732,159	-1,337	-0.2%	734,613	1,317	0.2%	736,455	3,159	0.4%
212	Downs Valley Primary School	742,017	735,176	-6.84%	737,259	-4,758	-0.6%	738,647	-3,370	-0.5%	740,730	-1,287	-0.2%	743,507	1,490	0.2%	745,590	3,573	0.5%
216	Robert Sandilands Primary School & Nursery	753,645	745,745	-7.90%	748,150	-5,495	-0.7%	749,574	-3,891	-0.5%	752,159	-1,568	-0.2%	755,366	1,721	0.2%	757,771	4,126	0.5%
218	Calcut Junior School	779,808	769,526	-10.28%	772,657	-7,151	-0.9%	774,744	-5,064	-0.6%	777,874	-1,934	-0.2%	782,048	2,240	0.3%	785,178	5,370	0.7%
216	Theale Church of England Primary School	753,645	745,745	-7.90%	748,150	-5,495	-0.7%	749,574	-3,891	-0.5%	752,159	-1,568	-0.2%	755,366	1,721	0.2%	757,771	4,126	0.5%
225	Westwood Farm Junior School	779,808	769,526	-10.28%	772,657	-7,151	-0.9%	774,744	-5,064	-0.6%	777,874	-1,934	-0.2%	782,048	2,240	0.3%	785,178	5,370	0.7%
225	Westwood Farm Junior School	779,808	769,526	-10.28%	772,657	-7,151	-0.9%	774,744	-5,064	-0.6%	777,874	-1,934	-0.2%	782,048	2,240	0.3%	785,178	5,370	0.7%
230	Monter St. Mary's Church of England Junior School	794,343	782,738	-11.60%	786,271	-8,072	-1.0%	788,627	-5,716	-0.7%	792,160	-2,183	-0.3%	796,821	2,528	0.3%	800,404	6,081	0.8%
254	Parsons Down Infant School	864,111	846,154	-17.95%	851,621	-12,490	-1.4%	855,266	-8,845	-1.0%	860,733	-3,378	-0.4%	866,023	3,912	0.5%	873,480	9,379	1.1%
256	Parsons Down Infant School	869,925	851,439	-18.48%	857,067	-12,858	-1.5%	860,819	-9,106	-1.0%	866,448	-3,477	-0.4%	873,962	4,027	0.5%	879,581	9,666	1.1%
266	St. Nicolas Church of England Junior School	898,995	871,832	-2.44%	884,296	-14,699	-1.6%	886,586	-10,400	-1.2%	895,020	-3,975	-0.4%	903,599	4,604	0.5%	910,033	11,036	1.2%
269	Speenhamland Primary School	902,751	885,769	-21.92%	892,465	-15,251	-1.7%	896,916	-11,482	-1.2%	907,592	-4,724	-0.5%	917,876	4,777	0.5%	919,169	11,453	1.3%
274	The Winchcombe School	927,216	899,001	-23.25%	906,080	-16,171	-1.8%	910,799	-13,016	-1.4%	917,876	-4,724	-0.5%	927,316	5,065	0.5%	934,395	12,144	1.3%
286	Long Lane Primary School	930,709	906,426	-2.8%	938,755	-18,380	-1.9%	944,119	-13,016	-1.4%	952,164	-4,971	-0.5%	961,882	5,757	0.6%	970,938	13,803	1.4%
326	Springfield Primary School	1,073,415	1,036,403	-37.01%	1,047,672	-25,743	-2.4%	1,055,184	-18,231	-1.7%	1,066,453	-6,862	-0.6%	1,081,476	8,063	0.8%	1,092,747	19,322	1.8%
348	St. Pauls Catholic Primary School	1,076,322	1,039,045	-37.27%															

Secondary Lump sum Model

Lump Sum Modelling Sec'y		Model 1: Secondary lump sum £0k			Model 2: Secondary lump sum £50k			Model 3: Secondary lump sum £75k			Model 4: Secondary lump sum £115k			Model 5: Secondary lump sum £150k			Model 6: Secondary lump sum £175k		
SCHOOL	PUPIL NO's	Formula	Change in Funding		Formula	Change in Funding		Formula	Change in Funding		Formula	Change in Funding		Formula	Change in Funding		Formula	Change in Funding	
		Budget	£	%	Budget	£	%	Budget	£	%	Budget	£	%	Budget	£	%	Budget	£	%
John O'Gaunt Community Technology College	378	1,687,720	-75,509	-4.3%	1,717,748	-45,481	-2.6%	1,732,761	-30,468	-1.7%	1,756,783	-6,446	-0.4%	1,777,803	14,574	0.8%	1,792,816	29,587	1.7%
Trinity School & Performing Arts College	694	3,098,618	-33,523	-1.1%	3,111,949	-20,192	-0.6%	3,118,615	-13,526	-0.4%	3,129,279	-2,862	-0.1%	3,138,611	6,470	0.2%	3,145,276	13,135	0.4%
The Willink School	836	3,747,285	-14,655	-0.4%	3,738,468	-8,827	-0.2%	3,741,372	-5,913	-0.2%	3,746,034	-1,251	0.0%	3,750,114	2,829	0.1%	3,753,028	5,743	0.2%
Park House School	837	3,737,095	-14,522	-0.4%	3,742,870	-8,747	-0.2%	3,745,757	-5,860	-0.2%	3,750,377	-1,240	0.0%	3,754,420	2,803	0.1%	3,757,307	5,690	0.2%
Denefield School	842	3,759,419	-13,858	-0.4%	3,764,930	-8,347	-0.2%	3,767,665	-5,592	-0.1%	3,772,094	-1,183	0.0%	3,775,952	2,675	0.1%	3,778,707	5,430	0.1%
The Downs School	896	4,000,522	-6,683	-0.2%	4,003,179	-4,026	-0.1%	4,004,508	-2,697	-0.1%	4,006,634	-571	0.0%	4,008,495	1,290	0.0%	4,009,824	2,619	0.1%
Theale Green Community School	1,034	4,616,674	11,653	0.3%	4,612,040	7,019	0.2%	4,609,723	4,702	0.1%	4,606,016	995	0.0%	4,602,772	-2,249	0.0%	4,600,455	-4,566	-0.1%
St. Bartholomew's School	1,250	5,581,085	40,352	0.7%	5,565,038	24,305	0.4%	5,557,015	16,282	0.3%	5,544,178	3,445	0.1%	5,532,945	-7,788	-0.1%	5,524,922	-15,811	-0.3%
Little Heath School	1,300	5,804,328	46,995	0.8%	5,785,640	28,307	0.5%	5,776,296	18,963	0.3%	5,761,345	4,012	0.1%	5,748,263	-9,070	-0.2%	5,738,918	-18,415	-0.3%
Kennet School	1,396	6,232,956	59,751	1.0%	6,209,195	35,990	0.6%	6,197,314	24,109	0.4%	6,178,306	5,101	0.1%	6,161,673	-11,632	-0.2%	6,149,792	-23,413	-0.4%
<b>SECONDARY TOTAL</b>	<b>9,463</b>	<b>42,251,046</b>	<b>0</b>		<b>42,251,046</b>	<b>0</b>		<b>42,251,046</b>	<b>0</b>		<b>42,251,046</b>	<b>0</b>		<b>42,251,046</b>	<b>0</b>		<b>42,251,046</b>	<b>0</b>	

## Deprivation Model

Deprivation Funding Reworked		ACTUAL		ALLOCATION OPTIONS USING REVISED UNIT VALUES FOR IDACI									
Centre Cost	SCHOOL	Allocation 2012/13 (equivalent)	Allocation 2013/14 (excluding SEN element)	50/50 IDACI/Current FSM (current model)		50/50 IDACI/Ever6 FSM		25/75 IDACI/Current FSM		25/75 IDACI/Ever6 FSM		100 % Ever6 FSM	
				Funding	Change	Funding	Change	Funding	Change	Funding	Change	Funding	Change
91000	Aldermaston Church of England Primary School	13,464	12,001	11,731	-270	13,290	1,289	10,919	-1,082	13,264	1,263	13,237	1,236
91100	Basildon Church of England Primary School	8,020	4,312	4,123	-190	3,863	-449	5,764	1,452	5,380	1,067	6,896	2,584
91300	Beedon Church of England Controlled Primary	7,802	2,590	2,400	-190	3,980	1,390	3,038	448	5,410	2,820	6,840	4,250
91400	Beenham Primary School	7,181	4,740	4,699	-41	2,881	-1,859	6,485	1,745	3,763	-977	4,644	-96
91200	Birch Copse Primary School	18,904	15,197	15,314	117	16,518	1,321	15,026	-171	16,840	1,644	17,163	1,966
91500	Bradfield Church of England Primary School	14,138	7,880	7,683	-197	6,093	-1,786	10,936	3,056	8,560	680	11,027	3,147
91600	Brightwalton Church of England Aided Primary	8,136	2,300	2,300	0	1,706	-594	3,447	1,147	2,559	259	3,412	1,112
91700	Brimpton Church of England Primary School	5,634	700	856	156	1,572	872	428	-272	1,502	802	1,432	732
91800	Bucklebury Church of England Primary School	7,026	4,580	4,298	-282	4,019	-561	5,824	1,244	5,411	831	6,803	2,223
91900	Burghfield St. Mary's Church of England Primary	10,191	3,670	3,664	-6	4,706	1,036	5,048	1,378	6,614	2,944	8,522	4,852
92000	Calcot Infant School & Nursery	17,829	39,769	36,552	-3,213	35,464	-4,301	35,990	-3,775	34,380	-5,385	33,296	-6,469
92100	Calcot Junior School	18,545	40,885	35,746	-5,139	33,285	-7,600	34,413	-6,472	30,741	-10,144	28,198	-12,688
95600	Chaddleshott St. Andrew's Church of England	5,229	2,300	2,300	0	3,113	813	3,447	1,147	4,670	2,370	6,227	3,927
92400	Chieveley Primary School	8,993	4,787	4,877	90	6,453	1,666	5,211	424	7,578	2,791	8,703	3,916
95900	Cold Ash St. Mark's Church of England Primary	7,284	1,150	1,119	-31	1,684	534	560	-590	1,407	257	1,129	-21
92200	Compton Church of England Primary School	11,053	5,060	5,060	0	6,340	1,280	7,584	2,524	9,509	4,449	12,679	7,619
92300	Curridge Primary School	5,220	1,160	1,225	65	1,350	190	1,072	-88	1,259	99	1,169	9
92500	Downsway Primary School	14,566	13,682	15,216	1,534	14,792	1,109	14,500	817	13,871	189	12,951	-732
92800	Enborne Church of England Primary School	5,284	3,980	3,976	-4	2,696	-1,284	5,664	1,684	3,749	-231	4,801	821
92900	Englefield Church of England Primary School	7,909	3,992	4,357	365	3,540	-452	3,597	-395	2,372	-1,620	1,204	-2,788
93000	Falkland Primary School	19,815	7,570	8,378	808	10,386	2,816	7,405	-165	10,420	2,850	10,455	2,885
93100	Fir Tree Primary School & Nursery	28,213	62,706	73,239	10,533	71,394	8,688	58,673	-4,034	55,932	-6,774	40,470	-22,237
93200	Francis Baily Primary School	31,707	23,596	20,956	-2,641	21,464	-2,132	25,639	2,043	26,420	2,824	31,377	7,781
93400	Garland Junior School	22,896	20,058	19,674	-384	17,489	-2,569	28,214	8,156	24,960	4,902	32,431	12,372
93500	Hampstead Norreys Church of England Primary	4,740	2,300	2,300	0	2,957	657	3,447	1,147	4,435	2,135	5,913	3,613
93600	Hermitage Primary School	11,698	1,849	1,849	0	3,498	1,649	2,772	922	5,247	3,398	6,996	5,147
93700	Hungerford Primary School	30,984	18,610	18,606	-4	19,370	759	27,585	8,975	28,752	10,142	38,135	19,524
92700	The Isleys' Primary School	7,721	2,300	2,300	0	1,998	-302	3,447	1,147	2,997	697	3,997	1,697
93800	Inkpen Primary School	5,341	2,750	2,744	-6	2,301	-449	3,669	919	3,007	257	3,713	963
93900	John Rankin Infant & Nursery School	10,415	9,099	10,421	1,322	10,910	1,811	8,427	-672	9,164	64	7,417	-1,682
94000	John Rankin Primary School	15,655	12,830	13,590	760	17,473	4,643	12,768	-62	18,599	5,769	19,725	6,895
94100	Kennet Valley Primary School	20,331	19,297	19,635	338	19,579	282	21,763	2,466	21,693	2,396	23,808	4,511
94200	Kintbury St. Mary's Church of England Primary	13,265	8,492	8,582	90	8,602	110	10,763	2,271	10,800	2,308	12,998	4,506
94300	Lambourne Church of England Primary School	20,434	33,015	25,398	-7,616	25,728	-7,286	21,428	-11,586	21,934	-11,080	18,140	-14,875
94400	Long Lane Primary School	17,876	14,100	15,502	1,402	15,260	1,160	16,940	2,840	16,588	2,488	17,916	3,816
95800	Mortimer St. Johns Church of England Infant S	11,780	6,130	6,128	-2	2,471	-3,659	9,037	2,907	3,559	-2,571	4,646	-1,484
97500	Mortimer St. Mary's Church of England Junior S	15,507	5,200	5,159	-41	6,805	1,605	7,174	1,974	9,648	4,448	12,491	7,291
94500	Mrs. Bland's Infant & Nursery School	15,319	14,631	14,530	-100	11,607	-3,024	21,125	6,494	16,757	2,126	21,906	7,276
94600	Pangbourne Primary School	12,819	6,895	7,368	473	9,941	3,046	8,764	1,869	12,630	5,734	15,318	8,423
94700	Parsons Down Infant School	17,788	17,666	19,143	1,477	17,018	-648	20,773	3,107	17,599	-67	18,180	514
94800	Parsons Down Junior School	21,199	17,967	19,374	1,407	22,909	4,942	20,714	2,746	26,030	8,062	29,150	11,183
94900	Purley Church of England Infants School	5,075	2,940	3,255	315	2,840	-100	3,465	525	2,845	-95	2,850	-90
95000	Robert Sandilands Primary School & Nursery	24,245	44,590	37,380	-7,210	37,263	-7,327	32,014	-12,576	31,854	-12,736	26,446	-18,144
95100	Shaw-cum-Domnington Church of England Prim	8,664	11,976	12,304	328	8,411	-3,564	14,422	2,446	8,593	-3,383	8,774	-3,201
95200	Sheffield Church of England Primary School	6,023	2,140	2,046	-94	2,406	266	2,861	721	3,404	1,264	4,401	2,261
95300	Speenhamland Primary School	28,183	42,540	41,422	-1,118	38,672	-3,868	38,487	-4,053	34,383	-8,156	30,095	-12,445
95400	Springfield Primary School	21,843	16,125	15,840	-285	14,528	-1,596	16,680	555	14,723	-1,402	14,918	-1,207
95500	Spurcroft Primary School	28,961	15,218	15,672	455	20,771	5,554	20,812	5,595	28,477	13,259	36,182	20,965
95700	St. Finian's Catholic Primary School	9,879	7,870	7,311	-569	7,519	-351	6,871	-999	7,188	-682	6,857	-1,013
97700	St. John the Evangelist Infant & Nursery School	14,024	20,020	19,605	-415	19,395	-625	15,315	-4,705	15,008	-5,012	10,621	-9,399
97800	St. Joseph's Catholic Primary School	18,028	33,601	31,707	-1,894	29,968	-3,632	24,165	-9,435	21,568	-12,033	13,167	-20,433
96200	St. Nicolas Church of England Junior School	21,784	27,605	28,383	778	32,981	5,375	22,461	-5,144	29,368	1,763	25,755	-1,850
96100	St. Pauls Catholic Primary School	22,295	27,885	31,025	3,139	31,884	3,999	20,121	-7,765	21,416	-6,470	10,947	-16,938
96300	Stockcross Church of England Primary School	6,157	3,478	4,297	820	3,849	372	3,567	89	2,896	-581	1,943	-1,534
96400	Streathley Church of England Voluntary Control	4,033	2,733	2,896	163	1,695	-1,038	3,770	1,037	1,971	-762	2,247	-486
96500	Sulhamstead and Ufton Nervet Church of Engle	7,356	1,380	1,380	0	1,843	463	2,068	688	2,765	1,385	3,687	2,307
99700	Thatcham Park Church of England Primary Sch	35,329	41,457	34,952	-6,056	38,230	-3,227	35,445	-6,013	40,385	-1,073	42,539	1,082
96600	Theale Church of England Primary School	21,009	10,862	10,408	-454	9,909	-953	14,469	3,608	13,732	2,871	17,556	6,694
96700	Welford and Wickham Church of England Prim	6,025	3,510	3,320	-190	1,495	-2,015	4,417	907	1,683	-1,827	1,871	-1,639
96800	Westwood Farm Infant School	14,081	17,043	19,177	2,133	16,182	-862	15,461	-1,582	10,976	-6,068	5,770	-11,274
96900	Westwood Farm Junior School	18,611	10,830	13,280	2,450	15,905	5,076	8,438	-2,392	12,378	1,549	8,851	-1,979
97000	Whitelands Park Primary School	32,925	40,977	39,018	-1,959	36,547	-4,430	49,464	8,487	45,794	4,817	55,041	14,064
98700	The Willows Primary School	35,462	67,600	81,187	13,587	77,175	9,575	68,159	559	62,176	-5,424	47,177	-20,423
99400	The Winchcombe School	42,139	66,791	63,348	-3,443	64,242	-2,549	58,482	-8,309	59,855	-6,935	55,469	-11,322
97300	Woolhampton Church of England Primary School	8,457	5,067	4,855	-212	5,506	439	5,216	149	6,194	1,128	6,883	1,816
97400	Yattendon Church of England Primary School	4,770	152	150	-2	460	308	75	-77	540	388	620	468
98900	Denefield School	150,110	279,461	285,032	5,570	232,248	-47,214	277,097	-2,364	197,740	-81,721	163,233	-116,229
98800	The Downs School	76,533	39,802	39,830	28	40,124	322	58,367	18,565	58,756	18,954	77,388	37,587
99000	John O'Gaunt Community Technology College	57,469	42,400	41,060	-1,340	52,252	9,852	50,170	7,770	66,919	24,519	81,585	39,185
99100	Kennet School	189,662	142,495	138,535	-3,959	130,888	-11,606	167,873	25,378	156,269	13,775	181,650	39,156
99200	Little Heath School	194,485	156,669	156,478	-191	158,967	2,298	144,729	-11,941	148,373	-8,297	137,778	-18,891
99300	Park House School	116,518	115,436	118,337	2,901	138,188	22,752	108,836	-6,600	138,545	23,109	138,902	23,466
99800	St. Bartholomew's School	157,929	148,175	146,913	-1,262	163,821	15,646	127,930	-20,245	153,218	5,043	142,616	-5,560
99500	Theale Green Community School	154,035	179,248	179,723	475	179,847	599	164,228	-15,020	164,314	-14,934	148,781	-30,467
99900	Trinity School & Performing Arts College	152,856	181,863	179,521	-2,342	187,692	5,830	172,922	-8,941	185,067	3,204	182,442	579
99600	The Willink School	99,979	54,433	53,950	-483	55,953	1,520	67,830	13,397	70,780	16,347	85,607	31,174
<b>PRIMARY TOTAL</b>		<b>1,003,259</b>	<b>1,006,182</b>	<b>1,006,595</b>	<b>413</b>	<b>1,006,182</b>	<b>0</b>	<b>1,006,182</b>	<b>0</b>	<b>1,006,182</b>	<b>0</b>	<b>1,006,182</b>	<b>0</b>
<b>SECONDARY TOTAL</b>		<b>1,349,577</b>	<b>1,339,981</b>	<b>1,339,378</b>	<b>-603</b>	<b>1,339,981</b>	<b>0</b>	<b>1,339,981</b>	<b>0</b>	<b>1,339,981</b>	<b>0</b>	<b>1,339,981</b>	<b>0</b>
<b>TOTAL ALL SCHOOLS</b>		<b>2,352,835</b>	<b>2,346,164</b>	<b>2,346,973</b>	<b>-190</b>	<b>2,346,164</b>	<b>0</b>	<b>2,346,164</b>	<b>0</b>	<b>2,346,164</b>	<b>0</b>	<b>2,346,164</b>	<b>0</b>

# Appendix E

## Change to Secondary Prior Attainment

Cost Centre	DfE Ref	SCHOOL	2013/14 Prior Attainment			2014/15 Prior Attainment			Difference
			Secondary KS2		Primary: £382	Secondary KS2		Primary: £382	
		DfE % No		Secondary: £2,570	DfE % No		Secondary: £1,010		
								(reduce to same quantum)	
98900	5404	Denefield School	11.99%	100.96	259,459	29.43%	247.80	250,279	-9,180
98800	5406	The Downs School	7.10%	63.61	163,473	17.01%	152.41	153,934	-9,540
99000	4034	John O'Gaunt Community Technology College	11.27%	42.61	109,500	31.61%	119.49	120,681	11,181
99100	4042	Kennet School	11.55%	161.25	414,404	28.73%	401.07	405,082	-9,323
99200	4052	Little Heath School	6.45%	83.84	215,460	19.07%	247.91	250,389	34,929
99300	4038	Park House School	10.95%	91.65	235,542	29.49%	246.83	249,300	13,758
99800	5402	St. Bartholomew's School	5.67%	70.86	182,121	15.45%	193.13	195,056	12,935
99500	4054	Theale Green Community School	8.30%	85.81	220,529	22.43%	231.93	234,245	13,716
99900	4055	Trinity School & Performing Arts College	18.87%	130.99	336,636	42.44%	294.53	297,479	-39,157
99600	4031	The Willink School	8.53%	71.34	183,340	19.55%	163.44	165,072	-18,268
<b>PRIMARY TOTAL</b>			<b>0.00</b>		<b>768,631</b>	<b>0.00</b>		<b>768,631</b>	<b>0</b>
<b>SECONDARY TOTAL</b>			<b>902.90</b>		<b>2,320,465</b>	<b>2,298.53</b>		<b>2,321,516</b>	<b>1,051</b>
<b>TOTAL ALL SCHOOLS</b>			<b>902.90</b>		<b>3,089,096</b>	<b>2,298.53</b>		<b>3,090,147</b>	<b>1,051</b>



## Proposed Formula 2014/15

2014/15 School Formula Recommendation							
	2014/15	2013/14 FINAL			2014/15 School Forum Recommendation		
	PROPOSED CHANGE	RATE £	UNITS	ACTUAL TOTAL FUNDING £	RATE £	UNITS	ESTIMATED TOTAL FUNDING £
<b>PUPIL FUNDING</b>							
Primary		2,844	12,286	34,941,384	2,844	12,286	34,941,384
Secondary		4,332	9,463	40,993,716	4,332	9,463	40,993,716
<b>NOTIONAL SEN FUNDING</b>							
Primary Prior Attainment		382	2,012	768,631	382	2,012	768,631
Primary FSM / EVER 6	Wider range of pupils (FSM Ever 6) so reduce funding rate accordingly	700	1,095	766,199	442	1,734	766,516
Primary Pupil No's		63	12,286	774,018	63	12,286	774,018
Secondary Prior Attainment	Wider range of pupils so reduce funding rate accordingly	2,570	903	2,320,465	1,010	2,299	2,321,539
<b>DEPRIVATION</b>							
Primary FSM / EVER 6	Increase proportion of funding via FSM, and using Ever 6 widens the range of pupils	460	1,095	503,502	450	1,734	780,390
Primary IDACI Band 1	Reduce proportion of funding via IDACI, and targetted to higher bandings	150	340		50	340	
Primary IDACI Band 2		300	733		150	733	
Primary IDACI Band 3		400	460		300	460	
Primary IDACI Band 4		600	79		300	79	
Primary IDACI Band 5/6		600	1	502,683	300	1	288,835
Secondary FSM / EVER6	Increase proportion of funding via FSM, and using Ever 6 widens the range of pupils	800	837	669,384	700	1,421	994,777
Secondary IDACI Band 1	Reduce proportion of funding via IDACI, and targetted to higher bandings	200	317		60	317	
Secondary IDACI Band 2		400	574		180	574	
Secondary IDACI Band 3		600	572		360	572	
Secondary IDACI Band 4		800	34		360	34	
Secondary IDACI Band 5/6		1,000	7	670,597	360	7	343,124
<b>EAL</b>							
Primary		420	456	191,709	420	456	191,709
Secondary		420	66	27,890	420	66	27,890
<b>RATES</b>							
Primary			Actual	610,011		Actual	610,011
Secondary			Actual	400,145		Actual	400,145
<b>LUMP SUM</b>							
Primary		125,733	66	8,298,378	125,733	66	8,298,378
Secondary		125,733	10	1,257,330	125,733	10	1,257,330
<b>SPARSITY</b>							
Primary	New factor				100,000	0	0
Secondary	New factor				100,000	1	100,000
<b>MFG/CAP</b>							
Primary	(cap @ 2.4%)	220,648			269,526		
Secondary		171,851		392,499	94,625		364,151
<b>TOTAL ALLOCATION</b>							
PRIMARY				94,088,541			94,222,544
SECONDARY		12,286		47,577,163	12,286		47,689,398
Secondary:Primary Ratio		9,463		46,511,378	9,463		46,533,146
				1.27			1.27
<b>AVAILABLE FUNDING:</b>							
Guaranteed Unit of Funding		4,359			4,359		
Pupil Numbers		21,736			21,736		
Total DSG				94,747,224			94,747,224
Add funding for NQT's				33,000			33,000
Less Centrally Retained				-671,000			-671,000
<b>Total DSG Available</b>				<b>94,109,224</b>			<b>94,109,224</b>
Balance				20,683			-113,320

# Appendix H

## Proposed De-delegations 2014/15

Cost Centre	School	De-Delegations per School from April 2014							
		Data		Behaviour Support	Ethnic Minority Support	Trade Union Representation	Contingency Financial diff	TOTAL	
		Pupil No's Oct-12	EAL Pupils	Method: Primary £: Sec'y £: Total £:	Pupil No's £14.04 £3.62	EAL Pupils £426.18 £349.80	Pupil no's £2.06 £3.50	Pupil No's £9.53 £30.66	
<b>Primary Schools</b>									
91000	Aldermaston Church of England Primary School	169	8		2,373	3,550	348	1,611	7,882
91100	Basildon Church of England Primary School	134	0		1,882	0	276	1,277	3,435
91300	Beedon Church of England Controlled Primary School	39	0		548	0	80	372	1,000
91400	Beenham Primary School	87	1		1,222	545	179	829	2,775
91200	Birch Copse Primary School	412	4		5,786	1,509	849	3,926	12,070
91500	Bradfield Church of England Primary School	175	0		2,457	0	361	1,668	4,486
91600	Brightwalton Church of England Aided Primary School	100	0		1,404	0	206	953	2,563
91700	Brimpton Church of England Primary School	37	0		520	0	76	353	948
91800	Bucklebury Church of England Primary School	125	1		1,755	498	258	1,191	3,702
91900	Burghfield St. Mary's Church of England Primary School	172	1		2,415	513	354	1,639	4,921
92000	Calcot Infant School & Nursery	208	22		2,921	9,546	428	1,982	14,878
92100	Calcot Junior School	216	5		3,033	2,131	445	2,058	7,668
95600	Chaddleworth St. Andrew's Church of England Primary School	31	0		435	0	64	295	795
92400	Chieveley Primary School	179	4		2,514	1,546	369	1,706	6,135
95900	Cold Ash St. Mark's Church of England Primary School	189	1		2,654	494	389	1,801	5,339
92200	Compton Church of England Primary School	130	1		1,826	513	268	1,239	3,845
92300	Curridge Primary School	106	1		1,489	496	218	1,010	3,213
92500	Downsway Primary School	209	2		2,935	995	431	1,992	6,352
92800	Enborne Church of England Primary School	60	1		843	511	124	572	2,049
92900	Englefield Church of England Primary School	107	1		1,503	512	220	1,020	3,255
93000	Falkland Primary School	427	8		5,996	3,471	880	4,069	14,411
93200	Francis Baily Primary School	522	12		7,330	5,045	1,075	4,975	18,425
93400	Garland Junior School	198	4		2,780	1,705	408	1,887	6,780
93500	Hampstead Norreys Church of England Primary School	104	1		1,460	492	214	991	3,158
93600	Hermitage Primary School	198	1		2,780	499	408	1,887	5,575
93700	Hungerford Primary School	402	5		5,645	2,077	828	3,831	12,381
92700	The Ilsleys' Primary School	62	0		871	0	128	591	1,589
93800	Inkpen Primary School	64	0		899	0	132	610	1,640
93900	John Rankin Infant & Nursery School	201	19		2,823	8,123	414	1,916	13,275
94000	John Rankin Junior School	225	2		3,160	856	464	2,144	6,624
94100	Kennet Valley Primary School	199	21		2,794	8,980	410	1,896	14,081
94200	Kintbury St. Mary's Church of England Primary School	164	1		2,303	522	338	1,563	4,725
94300	Lambourn Church of England Primary School	169	10		2,373	4,116	348	1,611	8,448
94400	Long Lane Primary School	274	10		3,848	4,307	564	2,611	11,331
95800	Mortimer St. Johns Church of England Infant School	182	9		2,556	3,878	375	1,734	8,543
97500	Mortimer St. Mary's Church of England Junior School	230	1		3,230	426	474	2,192	6,322
94500	Mrs. Bland's Infant & Nursery School	181	6		2,542	2,593	373	1,725	7,232
94600	Pangbourne Primary School	196	1		2,752	500	404	1,868	5,524
94700	Parsons Down Infant School	256	22		3,595	9,429	527	2,440	15,990
94800	Parsons Down Junior School	254	7		3,567	2,983	523	2,421	9,494
94900	Purley Church of England Infants School	58	5		814	1,951	119	553	3,438
95000	Robert Sandilands Primary School & Nursery	212	14		2,977	5,957	437	2,020	11,391
95100	Shaw-cum-Donnington Church of England Primary School	81	1		1,137	515	167	772	2,591
95200	Shefford Church of England Primary School	22	1		309	469	45	210	1,033
95300	Speenhamland Primary School	266	22		3,735	9,244	548	2,535	16,062
95400	Springfield Primary School	286	5		4,016	1,998	589	2,726	9,329
95500	Spurcroft Primary School	348	13		4,887	5,704	717	3,316	14,624
95700	St. Finian's Catholic Primary School	190	0		2,668	0	391	1,811	4,870
97700	St. John the Evangelist Infant & Nursery School	180	17		2,528	7,032	371	1,715	11,646
97800	St. Joseph's Catholic Primary School	197	22		2,766	9,495	406	1,877	14,545
96200	St. Nicolas Church of England Junior School	256	4		3,595	1,705	527	2,440	8,267
96100	St. Pauls Catholic Primary School	327	52		4,592	22,360	674	3,116	30,742
96300	Stockcross Church of England Primary School	107	1		1,503	512	220	1,020	3,255
96400	Streatley Church of England Voluntary Controlled Primary School	94	0		1,320	0	194	896	2,409
96500	Sulhamstead and Ufton Nerve Church of England Voluntary School	109	1		1,531	499	225	1,039	3,293
99700	Thatcham Park Church of England Primary School	353	6		4,957	2,567	727	3,364	11,616
96600	Theale Church of England Primary School	218	7		3,061	3,080	449	2,078	8,668
96700	Welford and Wickham Church of England Primary School	86	1		1,208	495	177	820	2,700
96800	Westwood Farm Infant School	176	11		2,472	4,526	363	1,677	9,038
96900	Westwood Farm Junior School	225	4		3,160	1,668	464	2,144	7,435
97000	Whitelands Park Primary School	326	10		4,578	4,071	672	3,107	12,428
98700	The Willows Primary School	193	20		2,710	8,546	398	1,839	13,493
99400	The Wincombe School	269	30		3,777	12,978	554	2,564	19,873
97300	Woolhampton Church of England Primary School	89	0		1,250	0	183	848	2,281
97400	Yattendon Church of England Primary School	78	0		1,095	0	161	743	1,999
<b>Secondary Schools</b>									
98800	The Downs School	896	2		3,247	700	3,136	27,471	34,554
99000	John O'Gaunt Community Technology College	378	1		1,370	350	1,323	11,589	14,632
99200	Little Heath School	1,300	7		4,710	2,450	4,550	39,858	51,569
99600	The Willink School	836	2		3,029	700	2,926	25,632	32,287
<b>Academies (not part of dedelegation)</b>									
98900	Denefield School	842	15		3,051	5,247	2,947	25,816	37,061
93100	Fir Tree Primary School & Nursery	147	14		2,064	5,791	303	1,401	9,559
99100	Kennet School	1,396	4		5,058	1,369	4,886	42,801	54,114
99300	Park House School	837	11		3,033	3,857	2,930	25,662	35,482
99800	St. Bartholomew's School	1,250	10		4,529	3,504	4,375	38,325	50,733
99500	Theale Green Community School	1,034	1		3,747	345	3,619	31,702	39,413
99900	Trinity School & Performing Arts College	694	13		2,515	4,707	2,429	21,278	30,929
<b>PRIMARY TOTAL</b>		<b>12,139</b>	<b>443</b>		<b>170,464</b>	<b>188,737</b>	<b>25,006</b>	<b>115,685</b>	<b>499,892</b>
<b>SECONDARY TOTAL</b>		<b>3,410</b>	<b>12</b>		<b>12,356</b>	<b>4,199</b>	<b>11,935</b>	<b>104,551</b>	<b>133,041</b>
<b>ACADEMY TOTAL</b>		<b>6,200</b>	<b>68</b>		<b>23,997</b>	<b>24,820</b>	<b>21,488</b>	<b>186,986</b>	<b>257,291</b>
<b>TOTAL ALL SCHOOLS</b>		<b>21,749</b>	<b>523</b>		<b>206,816</b>	<b>217,757</b>	<b>58,430</b>	<b>407,221</b>	<b>890,224</b>

**SUMMARY DATA - 2014/15 Budget Allocations Compared to 2013/14 Equivalent  
2014/15 School Formula Proposal - Schools' Forum October 2013**

Cost Centre	SCHOOL	2013/14 ACTUAL FORMULA (prior to MFG/Capping)			2014/15 NEW FORMULA Exemplification			Change due to Formula (Same pupil no's)	MFG / (CAP)			Overall Change  (inc. Protection)
		Formula Budget	Pupil No's (Oct 2012)	Per Pupil Funding	Formula Budget	Pupil No's (Oct 2012)	Per Pupil Funding		Before MFG	2013/14	2014/15	
95200	Shefford Church of England Primary School	199,199	22	9,054.51	201,843	22	9,174.67	2,643	16,468	12,538	-3,930	-1,286
95600	Chaddleworth St. Andrew's Church of England Primary School	226,573	31	7,308.81	231,013	31	7,452.04	4,440	2,324	0	-2,324	2,117
91700	Brimpton Church of England Primary School	237,260	37	6,412.44	239,829	37	6,481.86	2,568	25,773	21,190	-4,582	-2,014
91300	Beeton Church of England Controlled Primary School	249,411	39	6,395.14	255,554	39	6,552.67	6,143	18,159	9,927	-8,232	-2,089
94900	Purley Church of England Infants School	304,383	58	5,247.99	304,392	58	5,248.14	9	0	0	0	9
92800	Enborne Church of England Primary School	313,051	60	5,217.52	311,618	60	5,193.64	-1,433	-7,221	-1,495	5,726	4,294
92700	The Ilsleys' Primary School	319,554	62	5,154.09	320,565	62	5,170.40	1,011	3,518	0	-3,518	-2,507
93800	Inkpen Primary School	321,819	64	5,028.43	322,095	64	5,032.73	276	14,221	10,837	-3,384	-3,108
97400	Yattendon Church of England Primary School	354,316	78	4,542.51	355,835	78	4,561.98	1,519	33,495	28,069	-5,426	-3,907
95100	Shaw-cum-Donnington Church of England Primary School	395,799	81	4,886.41	387,709	81	4,786.53	-8,090	46,664	50,080	3,416	-4,674
96700	Welford and Wickham Church of England Primary School	390,123	86	4,536.32	386,307	86	4,491.94	-3,816	20,435	20,051	-383	-4,200
91400	Beenham Primary School	400,110	87	4,598.97	397,177	87	4,565.25	-2,933	1,024	0	-1,024	-3,958
97300	Woolhampton Church of England Primary School	398,488	89	4,477.39	401,282	89	4,508.79	2,794	5,053	0	-5,053	-2,258
96400	Strealey Church of England Voluntary Controlled Primary School	414,805	94	4,412.82	412,962	94	4,393.22	-1,843	-4,824	0	4,824	2,981
91600	Brightwalton Church of England Aided Primary School	425,084	100	4,250.84	425,196	100	4,251.96	112	0	0	0	112
93500	Hampstead Norreys Church of England Primary School	446,507	104	4,293.33	450,465	104	4,331.39	3,958	10,223	1,443	-8,780	-4,821
92300	Curridge Primary School	442,974	106	4,179.00	444,027	106	4,188.94	1,053	-6,028	0	6,028	7,082
92900	Englefield Church of England Primary School	449,994	107	4,205.55	448,057	107	4,187.45	-1,936	0	0	0	-1,936
96300	Stockcross Church of England Primary School	446,319	107	4,171.21	445,879	107	4,167.09	-440	4,830	409	-4,421	-4,861
96500	Sulhamstead and Ufton Nervet Church of England Voluntary Controlled Primary School	453,616	109	4,161.61	456,471	109	4,187.81	2,855	0	0	0	2,855
91800	Bucklebury Church of England Primary School	513,931	125	4,111.45	515,327	125	4,122.62	1,396	-9,827	-2,352	7,475	8,871
92200	Compton Church of England Primary School	529,739	130	4,074.92	537,139	130	4,131.84	7,400	17,980	4,370	-13,610	-6,210
91100	Basilton Church of England Primary School	536,766	134	4,005.72	538,383	134	4,017.79	1,617	0	0	0	1,617
93100	Fir Tree Primary School & Nursery	670,606	147	4,561.95	665,629	147	4,528.09	-4,978	0	0	0	-4,978
94200	Kintbury St. Mary's Church of England Primary School	637,350	164	3,886.28	640,855	164	3,907.65	3,505	53,963	42,099	-11,864	-8,359
91000	Aldermaston Church of England Primary School	670,107	169	3,965.13	673,838	169	3,987.21	3,731	991	0	-991	2,740
94300	Lambourn Church of England Primary School	693,130	169	4,101.36	687,508	169	4,068.09	-5,622	332	0	-332	-5,954
91900	Burghfield St. Mary's Church of England Primary School	643,890	172	3,743.55	649,240	172	3,774.65	5,349	0	0	0	5,349
91500	Bradfield Church of England Primary School	670,024	175	3,828.71	669,318	175	3,824.67	-707	1,573	0	-1,573	-2,280
96800	Westwood Farm Infant School	680,141	176	3,864.44	670,979	176	3,812.38	-9,162	0	988	988	-8,174
92400	Chieveley Primary School	682,585	179	3,813.32	688,829	179	3,848.20	6,244	6,585	0	-6,585	-341
97700	St. John the Evangelist Infant & Nursery School	700,195	180	3,889.97	694,971	180	3,860.95	-5,224	-2,359	0	2,359	-2,866
94500	Mrs. Bland's Infant & Nursery School	711,441	181	3,930.61	710,341	181	3,924.54	-1,100	0	0	0	-1,100
95800	Mortimer St. Johns Church of England Infant School	693,546	182	3,810.69	686,176	182	3,770.20	-7,370	-11,392	0	11,392	4,023
95900	Cold Ash St. Mark's Church of England Primary School	699,503	189	3,701.08	701,407	189	3,711.15	1,903	-2,785	0	2,785	4,688
95700	St. Finian's Catholic Primary School	708,106	190	3,726.88	709,145	190	3,732.34	1,039	-28,684	-16,490	12,194	13,232
98700	The Willows Primary School	849,473	193	4,401.41	841,769	193	4,361.50	-7,704	-61,031	-37,828	23,202	15,499
94600	Pangbourne Primary School	743,620	196	3,793.98	754,308	196	3,848.51	10,688	8,327	0	-8,327	2,361
97800	St. Joseph's Catholic Primary School	767,510	197	3,895.99	755,925	197	3,837.19	-11,585	-42,335	-16,443	25,892	14,307
93400	Garland Junior School	777,605	198	3,927.30	780,826	198	3,943.56	3,221	-16,825	-5,107	11,718	14,939
93600	Hermitage Primary School	739,706	198	3,735.89	746,466	198	3,770.03	6,759	0	0	0	6,759
94100	Kennet Valley Primary School	775,116	199	3,895.06	778,909	199	3,914.12	3,792	0	0	0	3,792
93900	John Rankin Infant & Nursery School	756,564	201	3,764.00	758,152	201	3,771.90	1,588	-18,230	-5,329	12,901	14,489
92000	Calcot Infant School & Nursery	837,977	208	4,028.74	835,118	208	4,014.99	-2,859	-34,649	-15,862	18,786	15,928
92500	Downsway Primary School	777,988	209	3,722.43	778,855	209	3,726.58	866	0	0	0	866
95000	Robert Sandilands Primary School & Nursery	842,601	212	3,974.53	835,285	212	3,940.02	-7,316	0	0	0	-7,316
92100	Calcot Junior School	855,436	216	3,960.35	846,137	216	3,917.30	-9,299	-80,322	-55,814	24,508	15,209
96600	Theale Church of England Primary School	809,967	218	3,715.44	813,414	218	3,731.26	3,447	0	0	0	3,447
94000	John Rankin Junior School	829,593	225	3,687.08	842,356	225	3,743.80	12,763	-19,461	-16,065	3,396	16,159
96900	Westwood Farm Junior School	827,056	225	3,675.80	833,929	225	3,706.35	6,873	-6,893	0	6,893	13,766
97500	Mortimer St. Mary's Church of England Junior School	819,886	230	3,564.72	827,856	230	3,599.38	7,970	0	0	0	7,970
94800	Parsons Down Junior School	941,147	254	3,705.30	956,530	254	3,765.87	15,383	-9,312	-5,843	3,469	18,852
94700	Parsons Down Infant School	941,814	256	3,678.96	940,152	256	3,672.47	-1,661	7,414	0	-7,414	-9,075
96200	St. Nicolas Church of England Junior School	941,651	256	3,678.32	951,497	256	3,716.78	9,846	-22,760	-13,720	9,040	18,886
95300	Speenhamland Primary School	1,005,265	266	3,779.19	995,388	266	3,742.06	-9,877	0	0	0	-9,877
99400	The Wincombe School	1,069,060	269	3,974.20	1,069,219	269	3,974.79	159	80,012	64,766	-15,246	-15,087
94400	Long Lane Primary School	974,082	274	3,555.04	977,593	274	3,567.86	3,512	-13,302	0	13,302	16,814
95400	Springfield Primary School	1,013,335	286	3,543.13	1,011,602	286	3,537.07	-1,733	21,066	9,389	-11,677	-13,410
97000	Whitelands Park Primary School	1,215,945	326	3,729.89	1,220,589	326	3,744.14	4,644	-34,915	-14,864	20,052	24,696
96100	St. Pauls Catholic Primary School	1,153,236	327	3,526.71	1,150,471	327	3,518.26	-2,765	-28,753	-2,102	26,651	23,886
95500	Spurcroft Primary School	1,229,116	348	3,531.94	1,251,939	348	3,597.53	22,823	0	0	0	22,823
99700	Thatcham Park Church of England Primary School	1,278,112	353	3,620.71	1,287,377	353	3,646.96	9,266	7,763	0	-7,763	1,503
93700	Hungerford Primary School	1,404,414	402	3,493.57	1,417,347	402	3,525.74	12,933	8,723	0	-8,723	4,210
91200	Birch Copse Primary School	1,382,009	412	3,354.39	1,387,450	412	3,367.60	5,441	34,358	9,744	-24,614	-19,173
93000	Falkland Primary School	1,410,637	427	3,303.60	1,417,508	427	3,319.69	6,870	79,312	52,180	-27,133	-20,263
93200	Francis Baily Primary School	1,756,146	522	3,364.26	1,762,564	522	3,376.56	6,418	151,971	119,170	-32,802	-26,384
99000	John O'Gaunt Community Technology College	1,983,791	378	5,248.12	2,119,743	378	5,607.78	135,952	245,853	80,876	-164,977	-29,025
99900	Trinity School & Performing Arts College	3,681,711	694	5,305.06	3,647,231	694	5,255.38	-34,479	-85,793	0	85,793	51,314
99600	The Willink School	4,054,452	836	4,849.82	4,051,512	836	4,846.31	-2,940	0	0	0	-2,940
99300	Park House School	4,123,164	837	4,926.12	4,161,873	837	4,972.37	38,709	55,369	0	-55,369	-16,660
98900	Denefield School	4,338,466	842	5,152.57	4,250,228	842	5,047.78	-88,238	-191,200	-6,941	184,259	96,022
98800	The Downs School	4,224,419	896	4,714.75	4,233,865	896	4,725.30	9,446	90,775	18,693	-72,082	-62,635
99500	Theale Green Community School	5,130,132	1,034	4,961.44	5,129,731	1,034	4,961.06	-401	0	0	0	-401
99800	St. Bartholomew's School	5,901,960	1,250	4,721.57	5,917,763	1,250	4,734.21	15,803	0	0	0	15,803
99200	Little Heath School	6,155,763	1,300	4,735.20	6,183,221	1,300	4,756.32	27,458	0	0	0	27,458
99100	Kennet School	6,745,671	1,396	4,832.14	6,750,025	1,396	4,835.26	4,354	56,847	0	-56,847	-52,493
	<b>PRIMARY TOTAL</b>	<b>47,356,514</b>	<b>12,286</b>	<b>3,855</b>	<b>47,463,894</b>	<b>12,286</b>	<b>3,863</b>	<b>107,379</b>	<b>220,648</b>	<b>247,936</b>	<b>27,288</b>	<b>134,667</b>
	<b>SECONDARY TOTAL</b>	<b>46,339,528</b>	<b>9,463</b>	<b>4,897</b>	<b>46,445,191</b>	<b>9,463</b>	<b>4,908</b>	<b>105,664</b>	<b>171,851</b>	<b>92,628</b>	<b>-79,223</b>	<b>26,441</b>
	<b>TOTAL ALL SCHOOLS</b>	<b>93,696,042</b>	<b>21,749</b>		<b>93,909,085</b>	<b>21,749</b>		<b>213,043</b>	<b>392,499</b>	<b>340,564</b>	<b>-51,935</b>	<b>161,108</b>

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# Agenda Item 8.

<b>Title of Report:</b>	<b>Hungerford Education Plan - Development of John O'Gaunt School - Third Report</b>
<b>Report to be considered by:</b>	Executive
<b>Date of Meeting:</b>	17 October 2013
<b>Forward Plan Ref:</b>	EX2719

<b>Purpose of Report:</b>	To set out a proposed development strategy for John O'Gaunt School which links to broader educational provision in Hungerford.
<b>Recommended Action:</b>	To agree recommended proposals as set out in the report's Conclusion and instruct officers to initiate implementation.
<b>Reason for decision to be taken:</b>	To provide a long-term affordable strategic plan for educational provision in the West of the District.
<b>Other options considered:</b>	Do nothing or alternative reorganisation proposals (see Second Report).
<b>Key background documentation:</b>	West Berkshire Council School Funding Reform April 2013 - report to Executive Oct 2012 Appraisal of Future Options to Develop a Hungerford Education Plan

The proposals contained in this report will help to achieve the following Council Strategy priority:
<input checked="" type="checkbox"/> <b>CSP3 – Improving education</b>
The proposals will also help achieve the following Council Strategy principle:
<input checked="" type="checkbox"/> <b>CSP8 - Transforming our services to remain affordable and effective</b>
The proposals contained in this report will help to achieve the above Council Strategy priority and principle by:
Securing secondary education and supporting improved outcomes at John O'Gaunt through both revenue and capital investment and ensuring sufficient primary places in Hungerford to meet growing forecast demand. The revenue support proposed is designed to provide financial stability until the school becomes self sustaining.

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Irene Neill - Tel (0118) 971 2671
<b>E-mail Address:</b>	ineill@westberks.gov.uk
<b>Date Portfolio Member agreed report:</b>	24 September 2013

Contact Officer Details	
<b>Name:</b>	Ian Pearson
<b>Job Title:</b>	Deputy Director & Head of Education
<b>Tel. No.:</b>	01635 519729
<b>E-mail Address:</b>	ipearson@westberks.gov.uk

### Implications

<b>Policy:</b>	N/A
<b>Financial:</b>	Agreement to provide additional funding support to John O'Gaunt as set out in the main body of the report.
<b>Personnel:</b>	No immediate implications.
<b>Legal/Procurement:</b>	Proposed change of age range will require relevant statutory notice to be published.
<b>Property:</b>	Feasibility work to be undertaken and then capital project to be procured.
<b>Risk Management:</b>	Report aims to ensure the longer term financial viability of the school by strategically address the current budget deficit risk. The proposal also aims to ensure sufficient primary places are being developed to meet forecast demand.

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>			<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

## **Executive Summary**

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### **1. Introduction**

- 1.1 This report is the culmination of twelve months work looking in details at future options for educational provision in the West of the District, focusing on schooling in Hungerford and in particular, John O'Gaunt and increasing primary demand.

### **2. Proposals**

- 2.1 It is recommended that to ensure sustainable secondary (11-18) and sufficient primary provision in the West and Hungerford the following actions are agreed:

- (1) John O'Gaunt is redesignated an 'all through' school, with an age range of 4-18 years, from the earliest practicable date.
- (2) Circa £2m of previously allocated capital investment at John O'Gaunt is reconfigured to accommodate primary provision and refurbish/redevelop other parts of the school to improve learning spaces.
- (3) A licensed deficit is agreed until the school reaches financial viability, plus a financial incentive of up to £200,000 to help towards repayment of the deficit.

### **3. Equalities Impact Assessment Outcomes**

- 3.1 This item is not relevant to equality.

### **4. Conclusion**

- 4.1 Members are recommended to agree the proposal set out above as the best approach to raising standards and delivering the Council's statutory responsibilities to provide education in the West of the District.

# Executive Report

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## 1. Introduction/Background

- 1.1 The original Hungerford Education Plan Report (November 2012), pulled together a range of background information about pupil numbers, catchment areas and performance across Hungerford Schools, with a particular focus on the future viability of John O'Gaunt School.
- 1.2 Members carefully considered the information presented, including:
- (1) The strategic importance of providing Secondary education in Hungerford.
  - (2) The appointment of a new Headteacher.
  - (3) Rising standards.
  - (4) Improving reputation.
  - (5) Forecast pupil growth in both primary and secondary, with the former already putting pressure on available primary pupil places in the town.
  - (6) The allocation of additional homes to Hungerford within the Council's Core Strategy.
  - (7) Concerns about the financial viability of JOG until pupil number reach circa 520.
- 1.3 It was agreed that officers would hold a local stakeholders' meeting to discuss future options with relevant members and local school representatives, including the Headteachers and Chairmen of Governors of John O'Gaunt, Hungerford Primary and Hungerford Nursery Schools.
- 1.4 This meeting provided an opportunity for a constructive assessment of the current situations, including the challenges faced in Hungerford. It provided a response to the various options set out in the original Hungerford Education Plan Report. In particular, it concluded that 'no change' was not an option as JOG would need to continue to improve its academic performance, grow in popularity and numbers, and become financially viable. Federation was seen as realistic options, though the favoured approach was to extend the School's age range to 4-18.
- 1.5 A solution which could improve JOG's financial viability, alongside meeting the need for additional primary places in the town, while retaining Hungerford Primary School at an optimum two forms of entry, could deliver benefits all round.
- 1.6 A second Hungerford Education Plan Report (21 March 2013), outlined the above. The report was welcomed by members, with officers being asked to explore four particular areas for development:
- (1) Sixth form provision.
  - (2) An 'all-through' 4-18 school.



- (3) Further federated arrangements with local schools to deliver economies of scale.
  - (4) Capital funding to support the above.
- 1.7 In addition, it was reported that officers were working with the Schools' Forum to support John O'Gaunt's budget and contribute to restructuring redundancy costs, thus allow the school to begin the 2013/14 financial year in balance.
- 1.8 The Forum accepted that the main reason the deficit had arisen was that pupil numbers were below the threshold of financial viability and the school would need a degree of subsidy until numbers had risen. With this in mind, the Schools' Forum agreed to allocate additional funds to JOG as a one off, to bring the budget back into balance. However, changes to the schools' funding landscape mean that no ongoing DSG formula subsidy can be provided.
- 1.9 Following the submission by the school of their budget proposals for the next 5 years (2013/14-2017/18) a meeting was held on the 11 July 2013 between the LA and the School, chaired by the Director of Communities and attended by the Leader of the Council and Portfolio holder for Children and Young People. Other officers present included the Heads of Finance and Education.

## **2. Future Plans**

- 2.1 The meeting on 11 July 2013 focussed on the need to address JOG's budget pressure and soon acknowledged that the school will need a financial support for up to 5 years to remain viable as it changes its character to an 'all through' 4-18 school and increases its pupil numbers to a 'break even' 520, which is forecast by 2017/18, but hopefully might come sooner.
- 2.2 The school's future academic success will have a direct impact on parental/community confidence and hence pupil numbers and budget. It was recognised therefore, that a key plank of the school's strategic plan would be to aim to become outstanding, as judged by Ofsted. This means the development of an innovative curriculum, confident learners and all teaching rated good or outstanding. All of these feature within the school's strategic plan (attached as Appendix A).
- 2.3 In planning for the school's change of age range to admit primary pupils, as soon as practicably possible, feasibility work is being undertaken by Property colleagues to establish what remodelling and new build work will be required. £2m has been allocated within the capital programme and it is extremely helpful that JOG currently has surplus accommodation which it might be possible to convert into primary space. A preschool group already operate on the school site.
- 2.4 In terms of timescale, while a change of age range for September 2014 is perhaps too ambitious, this should certainly be implementable for September 2015. Officers are already undertaking relevant background work and looking at how primary numbers in Hungerford might be managed in September 2014.
- 2.5 There is a substantial legal risk in terms of an implementation date of September 2014. The LA would not be the decision-maker; this would be ceded to the Adjudicator. There is a statutory process with fixed timelines to follow, which means that the decision would not reach the Adjudicator until after the September

2014 allocations had been made in April 2014. There is no timeline for the Adjudicator to determine whether to agree to the LA proposal. Therefore, there are two specific risks:

- (1) The Adjudicator may not grant permission before September 2014 and the provision could not legally commence.
- (2) Parents cannot choose the provision during the normal admissions application round - and there are difficulties in determining how and when parents could reasonably make a decision if the approvals from the Adjudicator are not received until Summer 2014. If September 2015 was the chosen date, the statutory process allows the LA to be the decision-maker, and be in control, and the timeline would allow for parents to make a choice during the annual admissions application window.

2.6 It is essential that the school will need to be held accountable in terms of achieving the vision outlined above and set out in Appendix A.

### **3. Finance**

3.1 The financial plan submitted by the school in May 2013 for the 5 years 2013/14 to 2017/18 was based on a cautious increase in pupil numbers over the period (an admission number of 95 from 2016/17) and without any significant further cuts to staffing and other costs. The planned deficit at the end of this financial year is predicted to be £182k (from an opening surplus position of £124k). By 2017/18 the overall deficit has grown to £1.2m, but with pupil numbers slowly increasing, the in year deficit starts to reduce (see Appendix B, Table 1).

3.2 The financial plan has been recalculated assuming higher increases in pupil numbers (an admission number of 100 from 2016/17) if the school was to improve its popularity. Just this small increase, assuming all the additional pupils are accommodated within the existing teaching structure, brings the school to an in year break even position in 2017/18 with an overall deficit of £580k (see Appendix B, Table 2).

3.3 If the school is to change its age range to admit primary pupils, this could have a significant positive impact on the schools finances. Assuming a half form entry from 2015/16 (plus some year 1 pupils), and assuming that the additional costs are for running the primary classes, with all other running/premises costs of the school remaining the same, the school has an in-year surplus by 2017/18 and the overall deficit is significantly reduced to £335k (see Appendix B, Table 3).

3.4 The future financial plans are based on the funding rates in the proposed school formula for 2014/15. The Government has announced its intention to move to national funding rates from 2015/16. If these rates differ significantly to the Council's existing rates, this will have an impact on these plans (which could be for the better or worse).

### **4. Conclusion**

4.1 Having considered a variety of structural options over the last twelve months, the report sets out a realistic way forward that aims to build sustainable, high quality secondary and primary provision in Hungerford and the West of the District. The

consequences of doing nothing are that the school's debt could spiral out of control and members would be faced with managing decline and closure.

4.2 To implement the plan, agreement is sought on the following proposals:

- (1) John O'Gaunt is redesignated an 'all through' school, with an age range of 4-18 years.
- (2) Circa £2m of capital investment is made at John O'Gaunt to provide primary accommodation and refurbish/redevelop other parts of the school to improve learning spaces.
- (3) The school be granted a licensed deficit of up to a cumulative maximum of £600k which is outside the "normal" conditions set out in the Council's 'Scheme for Financing Schools'. As a financial incentive, once the school has reached the optimum number of pupils to move the school into an in-year surplus position, the Council will contribute 50% of the in-year surplus sum towards repaying the cumulative deficit each year the school is in surplus up to the point when the deficit is cleared, and up to a cap overall of £200k.
- (4) That an annual report on progress be brought forward in the autumn of each year, written and presented by the Head and Chairman of Governors of John O'Gaunt.

## Appendices

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Appendix A - JOG Strategic Plan

Appendix B - JOG Financial Plans

## Consultees

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**Local Stakeholders:** John O'Gaunt School

**Officers Consulted:** Rachael Wardell  
Claire White  
Caroline Corcoran  
Mark Lewis  
Corporate Board

**Trade Union:** N/A

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## John O' Gaunt School Strategic 3 Year Plan - Context

Our vision is to be an outstanding learning community, where our core values ensure outstanding achievement for all in an environment of challenge, creativity and opportunity. John O'Gaunt School has the potential to be extraordinary; it has committed staff, is ambitious for every child and relentless in its approach to raising standards.

### Context

At the present time John O'Gaunt School 'requires improvement', with an A\* - C with English and maths figure of 50% and an overall A\* - C of 83%. This dip in the key measure with English and maths reflects a year of huge staffing instability and change in leadership, following the arrival of the new Headteacher in September 2012. All inadequate teaching staff left in August 2013. A strong and experienced team of teachers and support staff are now leading change at John O'Gaunt School.

Our strategy is to build aspiration, skills and resilience in our learners from Year 7 and a cohesive approach to raising achievement throughout all classrooms and faculties. Consistently good teaching to facilitate outstanding learning is our priority and our focus.

The quality of new staff is excellent; they come with experience, passion and an excellent track record of success. It has been encouraging to be able to recruit from strong fields of applicants each time. We have 4 new middle leaders; Heads of English (and new second in English with responsibility for Literacy across the Curriculum), Humanities, Visual Arts and a new Head of Sixth Form. The Senior Leadership Team has been restructured and the Middle Leadership Team streamlined to create faculties. Therefore, we begin 2013/14 with a strong and committed team, a clear sense of purpose and shared vision: John O'Gaunt School will be outstanding.

The number of students currently on roll is 441, including a small sixth form cohort. The PAN for John O'Gaunt is 120 per year, with an average of around 77. In September 2013 we welcomed 85 students into Year 7, which is a good sign that the local community is beginning to see the school as a good prospect for their sons and daughters. However, the cost effectiveness of this number is having a detrimental impact on the staffing and resources we can offer our learners. If we are to be innovative and creative in our approach to get the best possible results from our children, we need to have the funds to invest in our school. John O'Gaunt School needs 520 students in its 11-18 cohorts to be financially secure, but there is an opportunity with the shortage of places in the primary provision in Hungerford, to expand the school to become a 4-19 setting for learning.

The attached is a strategic overview of the steps necessary for us to move to becoming an 'outstanding' and financially viable school.

### Key Outcomes:

- All students make at least 'good' progress and learn exceptionally well
- Teaching is consistently 'good', often 'outstanding' and demands learners to be independent and resilient
- All students meet basic literacy and numeracy standards, achieving a minimum of 3, often 4 and sometimes 5 levels of progress at the end of KS4

- The gap is narrowed between key groups, notably boys and those in receipt of Pupil Premium funding
- Recruitment in KS3 and KS5 is raised and sustained
- Confidence from the local community that John O’Gaunt School is the right school for their child
- All students leave ready for working life as active members of society, understanding their place and the contribution they can make to their communities
- John O’Gaunt is a 4-19 school
- John O’Gaunt School is financially viable, delivering good value for money



Outcome	How success will be measured/identified	Actions	Resources	Milestones	Risks
All students make at least good progress and learn exceptionally well	<ul style="list-style-type: none"> <li>Reach headline target figures (tbc year on year FFT +)</li> <li>75% 5 A*-C (new measures)</li> <li>65% 5 A*-C with English and maths</li> <li>99% 5 A*-G</li> <li>100% 3 levels of progress</li> <li>37% 4 levels of progress</li> <li>20% 5A*/A grades</li> <li>‘Good’ Ofsted judgment November 2014</li> </ul>	<ul style="list-style-type: none"> <li>RAP in all year groups</li> <li>6 assessment points per year group</li> <li>Evaluate interventions, including student and parent voice survey annually to measure impact</li> </ul>	Time SIP days to monitor and evaluate External review of middle leadership - £5000	65% 5A*-C with English and maths in 2014 70% in 2015 75% in 2016  Relative trend in levels of progress	Students not achieving target grades
The gap is narrowed between key groups, notably boys and those in receipt of Pupil Premium funding	<ul style="list-style-type: none"> <li>Reach headline target figures (tbc in 2015/16)</li> <li>75% 5 A*-C (new measures)</li> <li>65% 5 A*-C with English and maths</li> <li>99% 5 A*-G</li> <li>100% 3 levels of progress</li> <li>37% 4 levels of progress</li> <li>20% 5A*/A grades</li> </ul>	<ul style="list-style-type: none"> <li>Develop parental engagement programme to identify hard to reach families, working with Suzanne Taylor</li> <li>Embed ‘Raising Aspiration’ programme</li> <li>Action research on impact of Pupil Premium</li> </ul>	£5000  £10,000  £5000		Gap is not narrowed  Parents do not engage
All students achieve basic literacy and numeracy standards, achieving a minimum of 3, often 4 and sometimes 5 levels of progress at the end of KS4	<ul style="list-style-type: none"> <li>Reach headline figure in English and maths (tbc)</li> <li>100% 3 levels of progress</li> <li>37% 4 levels of progress</li> <li>18% 5 levels of progress</li> <li>Teaching of speaking, reading and writing is at least good</li> <li>Reading culture is embedded in the school</li> </ul>	<ul style="list-style-type: none"> <li>Review literacy strategy</li> <li>Embed Literacy across the Curriculum</li> <li>Review English curriculum in KS3,4 and 5</li> <li>Reading project run with partner primary schools and local community</li> <li>‘Books in the Home’ community initiative launched</li> </ul>	£5000  £4000 – The Story-yard (Tesco bid)  £6000	Levels of progress in line with national 2014 and exceeded by 2016	Literacy and numeracy standards do not improve  Community does not engage in reading initiative
Teaching is consistently ‘good’ and often outstanding; learners are independent and resilient	<ul style="list-style-type: none"> <li>85% good or better teaching</li> <li>25% outstanding teaching</li> <li>No inadequate teaching</li> <li>Students are active and independent in their approach to learning</li> <li>Culture for learning embedded</li> </ul>	<ul style="list-style-type: none"> <li>Deliver bespoke CPD programme for teachers</li> <li>Action research for all UPS teachers and senior leaders</li> <li>Introduce ‘Skillset’ programme</li> <li>Standardise lesson observation judgments for all middle leaders with SIP</li> <li>Appoint lead practitioner in science</li> </ul>	£15000 to invest in training over 3 years    £38000		

## John O'Gaunt School – 3 Year Strategic Overview

<p>Recruitment in KS3 and KS5 is raised and sustained</p>	<ul style="list-style-type: none"> <li>Increased numbers in Year 7 and Year 12</li> <li>0 NEET at the end of Year 11/13</li> <li>100% first choice of college, university or training</li> <li>Sixth Form recruitment up by 25%</li> </ul>	<ul style="list-style-type: none"> <li>Review sixth form curriculum with local employers to ensure appropriate work skills</li> <li>Raise aspiration programme through links with universities and advanced apprenticeship scheme</li> <li>Launch sixth form website and prospectus</li> <li>Develop sixth Form accommodation</li> </ul>	<p>£5000</p> <p>£10000</p>	<p>90 Year 7 2014</p> <p>95 Year 7 2015</p> <p>70 in sixth form 2015</p>	<p>Recruitment does not rise</p>
<p>Improved confidence from the local community that JOG is the right school for their child</p>	<ul style="list-style-type: none"> <li>Recruitment is up and sustained</li> <li>Local reputation is good and sustained</li> <li>Regular positive publicity</li> </ul>	<ul style="list-style-type: none"> <li>Weekly reporting to press and local news blogs</li> <li>Develop community learning working with nursery, primary and adult education sectors</li> <li>Lead annual community reading project</li> </ul>	<p>£5000</p> <p>£1500</p>		<p>Negative press and reputation is not shaken off</p>
<p>All students leave ready for working life, as active members of society, understanding their place and the contribution they can make to their communities</p>	<ul style="list-style-type: none"> <li>Students understand their place in society and what it means to be an active citizen</li> <li>School is embedded into the Hungerford community</li> <li>Active Citizenship Award in place and well regarded by students</li> </ul>	<ul style="list-style-type: none"> <li>Develop opportunities with Chamber of Commerce and Town Council for students to better understand infrastructure</li> <li>Relaunch Student Council</li> <li>Develop Active Citizenship Award</li> <li>Hold Hungerford Town Council Meeting at School</li> </ul>			
<p>John O'Gaunt is a 4 – 19 school</p>	<ul style="list-style-type: none"> <li>25 children in FS/KS1</li> <li>520+KS1/2 students</li> </ul>	<ul style="list-style-type: none"> <li>Investigate primary phase for JOG, working with nursery, LA and feeder primaries</li> <li>Feasibility study of buildings to provide primary stage resources and accommodation, including development of sixth form accommodation</li> </ul>			<p>John O'Gaunt stays the same and is not financially viable</p>
<p>John O'Gaunt School is financially viable, delivering good value for money</p>	<ul style="list-style-type: none"> <li>School running in budget</li> <li>520+ on roll</li> <li>High success rates in sixth form</li> <li>Support staff are well trained and school needs are efficiently met</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring of spend</li> <li>Restructure of administrative team</li> <li>CPD for admin team</li> <li>Review of curriculum cost, working with Wensleydale School</li> </ul>	<p>Time</p> <p>Time</p> <p>£1500</p> <p>£5000</p>		<p>John O'Gaunt stays the same and is not financially viable</p>



## John O' Gaunt School - Financial Plans

<b>Table 1 - Current Budget Submission</b>						
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Pupil Numbers</b> (note that funding is based on the previous October pupil no's)	(October 12)	(October 13)	(October 14)	(October 15)	(October 16)	(October 17)
Year 7	76	85	90	95	95	95
Year 8	75	76	85	90	95	95
Year 9	81	75	76	85	90	95
Year 10	62	81	75	76	85	90
Year 11	84	62	81	75	76	85
<b>Sub Total</b>	<b>378</b>	<b>379</b>	<b>407</b>	<b>421</b>	<b>441</b>	<b>460</b>
Year 12	27	30	30	30	30	30
Year 13	33	30	30	30	30	30
<b>Sub Total</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>Total</b>	<b>438</b>	<b>439</b>	<b>467</b>	<b>481</b>	<b>501</b>	<b>520</b>
<b>Budget</b>						
Balance Brought Forward	(124,392)	182,497	391,821	686,486	955,195	1,161,221
Formula Funding	(2,258,796)	(2,237,243)	(2,153,589)	(2,219,705)	(2,314,158)	(2,400,198)
Other Funding (6th form, PPG)	(368,096)	(368,096)	(368,096)	(368,096)	(368,096)	(368,096)
Expenditure	2,933,781	2,814,663	2,816,350	2,856,510	2,888,280	2,911,090
In year Deficit / (Surplus)	306,889	209,324	294,665	268,709	206,026	142,796
<b>On-going Deficit / (Surplus)</b>	<b>182,497</b>	<b>391,821</b>	<b>686,486</b>	<b>955,195</b>	<b>1,161,221</b>	<b>1,304,017</b>
<b>Assumptions</b>						
No significant change in pupil numbers						
Assumes same 6th form numbers						
Staff changes - replacing like for like						
No significant cuts to expenditure						
Based on the 2013/14 formula funding (with a fallout of the MFG in 2015/16)						

<b>Table 2 - Plan with increased growth in Pupil Numbers</b>						
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Pupil Numbers</b> (note that funding is based on the previous October pupil no's)	(October 12)	(October 13)	(October 14)	(October 15)	(October 16)	(October 17)
Year 7	76	87	93	100	100	100
Year 8	75	76	87	93	100	100
Year 9	81	74	76	87	93	100
Year 10	62	82	74	76	87	93
Year 11	84	60	82	74	76	87
<b>Sub Total</b>	<b>378</b>	<b>379</b>	<b>412</b>	<b>430</b>	<b>456</b>	<b>480</b>
Year 12	27	30	30	30	30	30
Year 13	33	30	30	30	30	30
<b>Sub Total</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>Total</b>	<b>438</b>	<b>439</b>	<b>472</b>	<b>490</b>	<b>516</b>	<b>540</b>
<b>Budget</b>						
Balance Brought Forward	(124,392)	156,241	365,655	499,436	586,612	580,231
Formula Funding	(2,224,245)	(2,202,603)	(2,279,923)	(2,366,688)	(2,492,015)	(2,607,701)
Other Funding (6th form, PPG, SEN)	(428,903)	(402,646)	(402,646)	(402,646)	(402,646)	(368,096)
Expenditure	2,933,781	2,814,663	2,816,350	2,856,510	2,888,280	2,911,090
In year Deficit / (Surplus)	280,633	209,414	133,781	87,176	(6,381)	(64,707)
<b>On-going Deficit / (Surplus)</b>	<b>156,241</b>	<b>365,655</b>	<b>499,436</b>	<b>586,612</b>	<b>580,231</b>	<b>515,524</b>
<b>Assumptions</b>						
Latest estimate of funding for 2013/14 used						
Year 7 admission of 100 from October 2015						
Assumes same 6th form numbers						
Same expenditure budget - current budget for staffing and resources can accommodate increase in pupil numbers						
Based on the proposed 2014/15 formula funding (with sparsity funding included)						

**Table 3 - Plan with increased growth in Pupil Numbers + Primary phase from September 2015**

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Pupil Numbers</b> (note that funding is based on the previous October pupil no's)	(October 12)	(October 13)	(October 14)	(October 15)	(October 16)	(October 17)
Reception			15	15	15	15
Year 1			10	15	15	15
Year 2				10	15	15
Year 3					10	15
Year 4						10
Year 5						
Year 6						
Year 7	76	87	93	100	100	100
Year 8	75	76	87	93	100	100
Year 9	81	74	76	87	93	100
Year 10	62	82	74	76	87	93
Year 11	84	60	82	74	76	87
<b>Sub Total</b>	<b>378</b>	<b>379</b>	<b>437</b>	<b>470</b>	<b>511</b>	<b>550</b>
Year 12	27	30	30	30	30	30
Year 13	33	30	30	30	30	30
<b>Sub Total</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>Total</b>	<b>438</b>	<b>439</b>	<b>497</b>	<b>530</b>	<b>571</b>	<b>610</b>
<b>Budget</b>						
Balance Brought Forward	(124,392)	156,241	365,655	469,554	531,919	335,112
Formula Funding	(2,224,245)	(2,202,603)	(2,364,805)	(2,502,499)	(2,794,441)	(2,845,370)
Other Funding	(428,903)	(402,646)	(402,646)	(402,646)	(402,646)	(368,096)
Expenditure - Secondary	2,933,781	2,814,663	2,816,350	2,856,510	2,888,280	2,911,090
Expenditure - Primary			55,000	111,000	112,000	162,500
In year Deficit / (Surplus)	280,633	209,414	103,899	62,365	(196,807)	(139,876)
<b>On-going Deficit / (Surplus)</b>	<b>156,241</b>	<b>365,655</b>	<b>469,554</b>	<b>531,919</b>	<b>335,112</b>	<b>195,236</b>
<b>Assumptions</b>						
Assumes half form of entry						
Primary expenditure for class teacher, TA, & other class resources only						
(1 class 15/16, 2 classes 16/17 and 17/18, 3 classes 18/19)						
Assumes all other costs remain the same, and future restructuring when staff leave will provide for primary SLT member						
Assumes capital budget will provide for all premises remodelling and set up costs for primary school classes						