

# Cabinet

Tuesday 18 January 2022

11.00 am

Ground floor meeting rooms, 160 Tooley Street, London SE1 2QH

## Appendices

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Date: 10 January 2022

# Southwark community primary schools

Admission arrangements for  
September 2023 intake

A child with a Statement of Special Educational Needs whose Statement names a school must be admitted to the school in accordance with section 324 of the Education Act 1996. A child with an Education, Health and Care Plan whose plan names a school must be admitted to the school in accordance with section 37 of the Children and Families Act 2014. This is a separate process from the coordinated admission arrangements set by Southwark Council.

### **1.1 Oversubscription criteria for Southwark community primary schools (all years excluding nursery)**

In the event of there being more applications than places available, places will be allocated in the following order of priority:

- (i) Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after. It also includes children who appear to the Local Authority [the “LA”] to have been in state care outside of England and ceased to be in state care as a result of being adopted [see note (a)]
- (ii) Children with siblings who are already on roll at the school and will still be on roll at their date of entry [see note (b)]
- (iii) Children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority [“LA”] and the headteacher that these can best be addressed at a particular school [see note (c)]
- (iv) Children of permanent staff employed at the school [see note (d)]
- (v) Children living nearest to the school as measured by a straight line from the child’s home to the main school gate/entrance [see note (e)]

#### **Notes**

- (a) A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

All references to previously looked after children in the School Admissions Code 2021 mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- (b) Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child.

The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address.

Siblings attending the nursery or in Year 6 who will be transferring to secondary school will not be regarded as a sibling under this criterion.

- (c) Supporting evidence to substantiate that the child or their family has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school.

This evidence must be current and either from the child's registered general practitioner or any another relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.

- (d) Applications will be prioritised where permanent staff employed at Southwark community primary schools are applying for a place for their child at the school they work in. For the purposes of this criterion, the 'permanent staff' member must:

- Be employed at the Southwark community primary school they are applying to for a minimum of two years at the time of submitting the application
- Work as a teaching assistant or a qualified teacher at that school on a permanent basis; and
- Work at the school for a minimum of 0.6fte (16.5 hours teaching staff).

Supporting evidence and verification from the headteacher at the school must be provided at the time of application to substantiate that the permanent staff member is employed as per the requirements set out above. Where supporting evidence has not been provided, priority will not be given under this criterion.

'Children of permanent staff' includes the natural, step, foster or adopted child living in the same family unit and at the same home address as the staff member making the application.

Priority is limited to a maximum of 1 child per form of entry per academic year at each Southwark community primary school as per the table below. If the staff member has multiple birth children or more than one child in the same academic year, Southwark community schools will admit all qualifying children under this criterion.

Published admission number at the Southwark community primary school	Maximum limit for children prioritised under criterion (iv)
120	4
90	3
60	2
30	1

- (e) The LA uses the eastings and northings linked to an applicant's address to calculate a straight-line distance measurement to all of our community schools in Southwark, which is generated by our Capita pupil database.

Due to Ivydale School being based at two sites, the distance for this school only will be calculated using a straight line from each applicant's home address to the main gate/entrance of both school sites. The shorter of the two distances will then be used.

If a child lives in a block of flats where a communal entrance is used, the LA will use the grid references for the block, not for the individual flat. When dealing with multiple applications from a block of flats to the same community school, lower door numbers will take priority.

- (f) A child's attendance at a co-located nursery class does not guarantee admission to the school for primary education. A separate application must be made for transfer from nursery to primary school.
- (g) Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, Southwark community schools will admit all qualifying siblings as 'excepted pupils' by going over their published admission number.

## **1.2 Tie break**

Where two applications are equal in any given criterion, places will first be offered to children living nearest to the school measured by a straight line as described under criterion (v) of the oversubscription criteria. If however there is still a tie break, lots will be drawn to decide which child is offered a place.

## **1.3 Proof of address**

Any offer of a school place will be conditional until proof of address has been provided within 15 days of the date of the offer of the place. Original copies of the following documentation will be required:

- Council tax bill; and
- One other proof of address such as a bank statement, TV licence or credit/store card statement

Occasionally, if the LA has reason to suspect that a family does not live at the address stated on their application an investigation will be carried out. Should the LA discover that a parent has stated a fraudulent address the offer of a school place will be withdrawn.

## **1.4 Dates of entry**

Southwark Council will provide for the admission of children into the Reception year group in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his/her birthday (or on his/her birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### **Deferred entry**

In accordance with Paragraph 2.17 of the School Admissions Code 2021, families are able to:

- Defer their child's entry to school until later in the same academic year (but not beyond the point at which the child reaches compulsory school age); or
- Take up their child's Reception place part time in the same academic year, until s/he reaches compulsory school age.

Where entry is deferred until later in the same academic year, the child's school place will be held and not offered to another child. For further information on deferring a child's place until later in the same academic year, please read Southwark Council's policy on "Deferring entry to primary school" which can be viewed at [About primary admissions Southwark Council](#)

### **Admission of children outside of their normal age group**

Families with summer born children who have not reached compulsory school age may request to delay their child's entry to Reception until the following academic year.

For further information on how to request to delay a summer born child's entry to Reception until the following academic year, please read Southwark Council's policy on the "Admission of children outside of their normal age group" which can be viewed at [Admission of children outside their normal age group | Southwark Council](#)

For updates on the admission of summer born children you can also view the Department for Education's [website](#)

### **1.5 [Waiting lists](#)**

Southwark Council will continue to co-ordinate admissions beyond offer date. Waiting lists for all oversubscribed community schools will be maintained for a minimum of one term (until at least 31 December 2023).

Children will only automatically be placed on the waiting lists of those schools which have been stated as higher preferences on their application unless there are exceptional circumstances which will be considered by the LA. Each child on the waiting list will be ranked in line with the oversubscription criteria stated at paragraph 1.1 above. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Any parent/carer wishing to know of their child's ranking on the waiting list and the criteria that applies to them has the right to be informed should they request this information.

# Document B: Southwark primary schools

Published admission number  
[“PAN”] for September 2023  
intake

The tables in this document show the published admission numbers for all mainstream primary schools in Southwark for the September 2023 intake

## 1.1 Community primary schools

School	PAN
Albion	60
Alfred Salter	60
Bellenden	30
Bessemer Grange	90
Brunswick Park 1	60
Camelot	60
Cobourg 4	30 (consulting to reduce from 60 to 30)
Comber Grove	30
Crampton	30
Crawford	60
Dog Kennel Hill 4	30 (consulting to reduce from 60 to 30)
Dulwich Wood	60
Goodrich	90
Grange	60
Heber	60
Hollydale	30
Ilderton 4	30 (consulting to reduce from 60 to 30)
Ivydale	90
John Ruskin 2	58
Keyworth	60
Lyndhurst	60
Michael Faraday	60
Oliver Goldsmith	60
Phoenix	90
Pilgrims Way	30
Riverside	45
Robert Browning	30
Rye Oak 1	60
Rotherhithe	60
Snowsfields 1	30
Southwark Park	60
Tower Bridge	30
Townsend	30
Victory	30

## 1.2 Academies

School	PAN
Angel Oak	60
Ark Globe	60
Charles Dickens	60
Dulwich Hamlet 3	90
Goose Green	60
Harris Academy Peckham Park	30
John Donne	60
Lyndhurst	60
Redriff 1	60
Surrey Square	60

## 1.3 Voluntary aided schools

School	PAN
Boutcher C of E	30
Dulwich Village C of E	90
English Martyrs RC 4	30 (consulting to reduce from 60 to 30)
Peter Hills with St Mary's & St Paul's C of E	30
Saint Joseph's Catholic, Borough	30
St Anthony's RC	60
St Francesca Cabrini RC	30
St Francis RC	60
St George's C of E	30
St George's Cathedral RC	30
St James C of E	60
St James the Great RC	30
St John's RC	30
St John's & St Clement's C of E	60
St Joseph's RC, George Row	45
St Joseph's RC, Gomm Road	30
St Joseph's RC Infants	60
St Joseph's RC Juniors 3	60
St Jude's C of E	30
St Mary Magdalene C of E	30
St Paul's C of E	45
St Peter's C of E	30
The Cathedral School of St Saviour & St Mary Overie	30

## 1.4 Free schools

School	PAN
Galleywall Primary School – A City of London Academy	60
Harris Primary Academy, East Dulwich	60
Harris Primary Free School, Peckham	30
John Keats Primary School	60
Judith Kerr Free School	56
The Belham Primary School	60

## 1.5 Foundation schools

School	PAN
Charlotte Sharman	30
Friars	30

<sup>1</sup> These schools have a designated ASD Base. Places at the ASD Base are reserved for children with autism who have a statement of special educational needs or an Education Health and Care Plan, but who may benefit from inclusion in a mainstream school.

<sup>2</sup> In addition to the 58 places, 2 places are allocated to children accessing the specialist support provided.

<sup>3</sup> Admission limit for year 3

<sup>4</sup> These schools are proposing to reduce their PAN from 60 to 30 places each from September 2023 onwards.

**Please note, academies, voluntary aided, foundation and free schools may consult separately on their published admission number for 2023/24 which will supersede the information above.**

# Document C: Southwark secondary schools

Published admission number  
for September 2023 intake

The tables in this document show the published admission numbers ["PAN"] for all mainstream secondary schools in Southwark for the September 2023 intake.

## 1.1 Academies

School	PAN
Ark All Saints	120
Ark Globe	120 <sup>1</sup>
Ark Walworth Academy	180
Bacon's College	180
Haberdashers' Aske's Borough Academy	180
Harris Academy Bermondsey	180
Harris Academy Peckham	180
Harris Boys' Academy East Dulwich	150
Harris Girls' Academy East Dulwich	150
Kingsdale Foundation School	300
Sacred Heart	120
St Michael's Catholic College	150
The Charter School North Dulwich	192
The City of London Academy	240
University Academy of Engineering Southbank	150

## 1.2 Voluntary aided schools

School	PAN
St Saviour's & St Olave's School	125
Notre Dame RC Girls' School	124
St Thomas the Apostle College	152

## 1.3 Free schools

School	PAN
Compass	100
The Charter School East Dulwich	240

**Please note that academies, voluntary aided and free schools may consult separately on their published admission numbers for 2023/24 which will supersede the information above.**

<sup>1</sup> The PAN of 120 relates to the number of places available to external applicants only. As Ark Globe Academy is an all through school, an additional 60 places are reserved for internal pupils who are transferring from year 6 in to year 7 at the Academy. If fewer than 60 of the Academy's own year 6 pupils transfer into year 7, additional external pupils will be admitted until year 7 meets its capacity of 180.

# Document D:

## Pan-London co-ordinated admissions system

Southwark Council's scheme for co-ordination  
of admissions to Reception in maintained  
schools and academies in 2023/24

### Definitions used in the Template Scheme

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed

“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants by email on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are communicated to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

*All the numbered sections contained in this scheme are mandatory, except those marked with an\* which are highly desirable.*

## Applications

1. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. This LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 February 2023**.

9. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **3 February 2023**.
10. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2023**.

## Processing

11. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **15 January 2023**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be uploaded to the PLR by **3 February 2023**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable (available upon request) for the processing of preference data and the application of published oversubscription criteria.
14. \* This LA will accept all late applications. Late applications received after 15 January 2023 (except those regarded as exceptional circumstance) will not be considered for a school place until after the initial offer of places on 17 April 2023. However, this LA can accept a late application as on time where it considers there are exceptional circumstances. Applicants must notify this LA in writing if they are submitting a late application under exceptional circumstances, providing their reasons and any supporting documents so that they can be considered by this LA. Only late applications submitted between 16 January 2023 and 9 February 2023 may be considered under the exceptional circumstances category.
15. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **10 February 2023**.
17. \* Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **9 February 2023**, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **13 and 17 February 2023** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its

schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]

20. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
21. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **16 March 2023**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **24 March 2023** if this is sooner.
23. This LA will not make an additional offer between the end of the iterative process and the **17 April 2023** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in this LA, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
25. This LA will participate in the offer data checking exercise scheduled between **27 March and 6 April 2023** in the Pan-London timetable in Schedule 3B.
26. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2023**. (33 London LAs & Surrey LA only).

## Offers

27. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2021. If it is not possible to offer the resident applicant a school they listed as a preference, this LA will offer an alternative place at a school with capacity. This is likely to be the nearest school to the resident applicant's home and situated within this LA which has a vacancy.
28. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
29. This LA's outcome letter sent by email will include the information set out in Schedule 2.
30. This LA will, on **17 April 2023 after 5pm** send by email, notification of the outcome to resident applicants.

31. This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2023.

### Post Offer

32. This LA will request that resident applicants decline the offer of a place by **2 May 2023**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by **2 May 2023**, this LA will forward the information to the maintaining LA by **9 May 2023**. Where such information is received from applicants after **2 May 2023**, this LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
- 35. When acting as a maintaining LA, this LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area where the application has been submitted on time. Where the application has been submitted late, this process is not automatic and it will be done following a request from the home LA as per the timetable set out at paragraph 45 of this Scheme.**
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
38. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
41. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
42. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

43. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
44. This LA will continue to co-ordinate admissions beyond offer date and will hold waiting lists for all oversubscribed maintained schools or academies in this LA's area until **10 July 2023**. After this date, any remaining waiting lists will be returned to the schools or academies in the area. Each child on the waiting list will be ranked in line with the published oversubscription criteria for that school or academy. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol **must** take precedence over those on a waiting list.
45. This LA, when acting as a home LA, will make the initial offer of places which become available after National Offer Day, as per the timetable set out below:

<b>Date application submitted</b>	<b>When will the application be processed?</b>	<b>When will the offer be made?</b>	<b>When will the waiting list position be available?</b>
Between 17 April – 15 May 2023	Week commencing 22 May 2023	June 2023	Week commencing 26 June 2023, available from Southwark LA
16 May 2023 onwards	Week commencing 26 June 2023 onwards	July 2023 (before the end of the Summer term)	Before 10 July, waiting list positions will be provided to applicants by Southwark LA. After this date, waiting list positions will be provided to applicants by the individual school.

46. After preferences expressed in accordance with paragraph 7 above have been determined, this LA, when acting as a home LA will accept and process any further additional preferences expressed by applicants post offer and before the start of the school term **as per the timetable at paragraph 45**. The number of additional preferences will be unrestricted.

**SCHEDULE 1****Minimum content of common application form for admissions to Reception in 2023/24****Child's details:**

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

**Parent's details:**

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

**Preference details (x 6 recommended):**

Name of school

Address of school

Preference ranking

Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N\*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'?  
Y/N If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

**Other:**

Signature of parent or guardian

Date of signature

\*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

## SCHEDULE 2

## Template outcome letter (sent by email) for admissions to Reception in 2023/24

From: Southwark Council

Date: 17 April 2023

Dear Parent/Carer,

Application for a Primary School

*I am writing to let you know the outcome of your application for a primary school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants had a higher priority than your child under the school's published admission criteria.

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

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm if you do not wish to accept the place at X School by **2 May 2023**. You will also need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

*If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

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

## SCHEDULE 3B

## Timetable for Admissions to Reception in 2023/24

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
<b>Sun 15 Jan 2023</b>	Statutory deadline for receipt of applications	<b>11</b>
<b>Fri 3 Feb 2023</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	<b>9, 10, 12</b>
<b>Fri 10 Feb 2023</b>	Deadline for the upload of late applications to the PLR.	<b>8, 16</b>
<b>Mon 13-Fri 17 Feb 2023</b>	Checking of application data	<b>18</b>
<b>Mon 20 Feb 2023</b>	Ranking applications	<b>19, 20,</b>
<b>Thurs 16 Mar 2023</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	<b>21</b>
<b>Fri 24 Mar 2023</b>	Final ALT file to PLR	<b>22</b>
<b>Mon 27 Mar – Thurs 6 Apr 2023</b>	Checking of offer data	<b>25</b>
<b>Wed 12 Apr 2023</b>	Deadline for on-line ALT file to portal	<b>26</b>
<b>Mon 17 Apr 2023</b>	Offer letters sent.	<b>23, 30</b>
<b>Tues 2 May 2023</b>	Deadline for receipt of acceptances	<b>32, 33</b>
<b>Tues 9 May 2023</b>	Deadline for transfer of acceptances to maintaining LAs	<b>33</b>

# Document E:

## Pan-London co-ordinated admissions system

Southwark Council's scheme for co-ordination of admissions to Junior in maintained schools and academies in 2023/24

### Definitions used in the Template Scheme

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed

“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants by email on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are communicated to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

*All the numbered sections contained in this scheme are mandatory, except those marked with an\* which are highly desirable.*

## Applications

1. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. This LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 February 2023**.

9. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **3 February 2023**.
10. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2023**.

## Processing

11. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **15 January 2023**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be uploaded to the PLR by **3 February 2023**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable (available upon request) for the processing of preference data and the application of published oversubscription criteria.
14. \* This LA will accept all late applications. Late applications received after 15 January 2023 (except those regarded as exceptional circumstance) will not be considered for a school place until after the initial offer of places on 17 April 2023. However, this LA can accept a late application as on time where it considers there are exceptional circumstances. Applicants must notify this LA in writing if they are submitting a late application under exceptional circumstances, providing their reasons and any supporting documents so that they can be considered by this LA. Only late applications submitted between 16 January 2023 and 9 February 2023 may be considered under the exceptional circumstances category.
15. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **10 February 2023**.
17. \* Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **9 February 2023**, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **13 and 17 February 2023** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its

schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]

20. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
21. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **16 March 2023**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **24 March 2023** if this is sooner.
23. This LA will not make an additional offer between the end of the iterative process and the **17 April 2023** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in this LA, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
25. This LA will participate in the offer data checking exercise scheduled between **27 March and 6 April 2023** in the Pan-London timetable in Schedule 3B.
26. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2023**. (33 London LAs & Surrey LA only).

## Offers

27. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2021. If it is not possible to offer the resident applicant a school they listed as a preference, this LA will offer an alternative place at a school with capacity. This is likely to be the nearest school to the resident applicant's home and situated within this LA which has a vacancy.
28. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
29. This LA's outcome letter sent by email will include the information set out in Schedule 2.
30. This LA will, on **17 April 2023 after 5pm** send by email, notification of the outcome to resident applicants.

31. This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the summer term 2023.

### Post Offer

32. This LA will request that resident applicants decline the offer of a place by **2 May 2023**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by **2 May 2023**, this LA will forward the information to the maintaining LA by **9 May 2023**. Where such information is received from applicants after **2 May 2023**, this LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
35. When acting as a maintaining LA, this LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area where the application has been submitted on time. Where the application has been submitted late, this process is not automatic and it will be done following a request from the home LA as per the timetable set out at paragraph 45 of this Scheme.
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
38. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
41. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
42. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

43. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
44. This LA will continue to co-ordinate admissions beyond offer date and will hold waiting lists for all oversubscribed maintained schools or academies in this LA's area until **10 July 2023**. After this date, any remaining waiting lists will be returned to the schools or academies in the area. Each child on the waiting list will be ranked in line with the published oversubscription criteria for that school or academy. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol **must** take precedence over those on a waiting list.
45. This LA, when acting as a home LA, will make the initial offer of places which become available after National Offer Day, **as per the timetable set out below:**

<b>Date application submitted</b>	<b>When will the application be processed?</b>	<b>When will the offer be made?</b>	<b>When will the waiting list position be available?</b>
<b>Between 17 April – 15 May 2023</b>	Week commencing 22 May 2023	June 2023	Week commencing 26 June 2023, available from Southwark LA
<b>16 May 2023 onwards</b>	Week commencing 26 June 2023 onwards	July 2023 (before the end of the Summer term)	Before 10 July, waiting list positions will be provided to applicants by Southwark LA. After this date, waiting list positions will be provided to applicants by the individual school.

46. After preferences expressed in accordance with paragraph 7 above have been determined, this LA, when acting as a home LA will accept and process any further additional preferences expressed by applicants post offer and before the start of the school term **as per the timetable at paragraph 45**. The number of additional preferences will be unrestricted.

## SCHEDULE 1

### Minimum content of common application form for admissions to Junior in 2023/24

#### Child's details:

Surname  
 Forename(s)  
 Middle name(s)  
 Date of Birth  
 Gender  
 Home address  
 Name of current school  
 Address of current school (if outside home LA)

#### Parent's details:

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

#### Preference details (x 6 recommended):

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

#### Additional information:

Reasons for Preferences (including any medical or social reasons)  
 Does the child have an Education, Health and Care Plan Y/N\*  
 Is the child a 'Child Looked After (CLA)'? Y/N  
 Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'?  
 Y/N If yes, name of responsible local authority

Surname of sibling  
Forename of sibling  
DOB of sibling  
Gender of sibling  
Name of school sibling attends

**Other:**

Signature of parent or guardian  
Date of signature

\*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

## SCHEDULE 2

## Template outcome letter (sent by email) for admissions to Junior in 2023/24

From: Southwark Council

Date: 17 April 2023

Dear Parent/Carer,

Application for a Junior School

*I am writing to let you know the outcome of your application for a junior school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants had a higher priority than your child under the school's published admission criteria.

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

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm if you do not wish to accept the place at X School by **2 May 2023**. You will also need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

*If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

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

## SCHEDULE 3B

## Timetable for Admissions to Junior in 2023/24

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
<b>Sun 15 Jan 2023</b>	Statutory deadline for receipt of applications	<b>11</b>
<b>Fri 3 Feb 2023</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	<b>9, 10, 12</b>
<b>Fri 10 Feb 2023</b>	Deadline for the upload of late applications to the PLR.	<b>8, 16</b>
<b>Mon 13-Fri 17 Feb 2023</b>	Checking of application data	<b>18</b>
<b>Mon 20 Feb 2023</b>	Ranking applications	<b>19, 20,</b>
<b>Thurs 16 Mar 2023</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	<b>21</b>
<b>Fri 24 Mar 2023</b>	Final ALT file to PLR	<b>22</b>
<b>Mon 27 Mar – Thurs 6 Apr 2023</b>	Checking of offer data	<b>25</b>
<b>Wed 12 Apr 2023</b>	Deadline for on-line ALT file to portal	<b>26</b>
<b>Mon 17 Apr 2023</b>	Offer letters sent	<b>23, 30</b>
<b>Tues 2 May 2023</b>	Deadline for receipt of acceptances	<b>32, 33</b>
<b>Tues 9 May 2023</b>	Deadline for transfer of acceptances to maintaining LAs	<b>33</b>

# Document F: Pan-London co-ordinated admissions system

Southwark Council's scheme for co-ordination  
of admissions to Year 7 in maintained schools  
and academies in 2023/24



### Definitions used in the scheme

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed

“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants by email on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

*All the numbered sections contained in this scheme are mandatory, except those marked with an\* which are highly desirable.*

## Applications

1. This LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
5. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
7. \*Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA. This is to comply with paragraph 1.9 of the School Admissions Code 2021 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in this LA

expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. This LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Protocol. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 December 2022**.
10. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **14 November 2022**.
11. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2022**.

## Processing

12. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **31 October 2022**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be uploaded to the PLR by **14 November 2022**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable (available upon request) for the processing of preference data and the application of published oversubscription criteria.
15. This LA will accept all late applications. Late applications received after 31 October 2022 (except those regarded as exceptional circumstance) will not be considered for a school place until after the initial offer of places on 1 March 2023. However, this LA can accept a late application as on time where it considers there are exceptional circumstances. Applicants must notify this LA in writing if they are submitting a late application under exceptional circumstances, providing their reasons and any supporting documents so that they can be considered by this LA. Only late applications submitted between 1 November 2022 and 9 December 2022 may be considered under the exceptional circumstances category.

16. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on time within the terms of the home LA's scheme is **12 December 2022**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **9 December 2022**, on the basis that an on-time application already exists within the Pan-London system.
19. This LA will participate in the application data checking exercise scheduled between **13 December 2022 and 3 January 2023** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
21. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
22. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **31 January 2023**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **13 February 2023** if this is sooner.
24. This LA will not make an additional offer between the end of the iterative process and **1 March 2023** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in this LA, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.

- 26. This LA will participate in the offer data checking exercise scheduled between **14 and 22 February 2023** in the Pan-London timetable in Schedule 3A.
- 27. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **22 February 2023**. (33 London LAs & Surrey LA only).

## Offers

- 28. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021. If it is not possible to offer the resident applicant a school they listed as a preference, this LA will offer an alternative place at a school with capacity. This is likely to be the nearest school to the resident applicant's home and situated within this LA which has a vacancy.
- 29. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
- 30. This LA's outcome letter will include the information set out in Schedule 2.
- 31. After **5pm** on **1 March 2023** this LA will send by email, notification of the outcome to resident applicants.
- 32. \*This LA will provide primary schools with destination data of its resident applicants by the end of the summer term **2023**.

## Post Offer

- 33. This LA will request that resident applicants decline the offer of a place by **15 March 2023**, or within two weeks of the date of any subsequent offer.
- 34. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **15 March 2023**, this LA will forward the information to the maintaining LA by **22 March 2023**. Where such information is received from applicants after **15 March 2023**, this LA will pass it to the maintaining LA as it is received.

35. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
36. When acting as a maintaining LA, this LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area where the application has been submitted on time. Where the application has been submitted late, this process is not automatic and it will be done following a request from the home LA as per the timetable set out at paragraph 46 of this Scheme.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
39. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
41. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
42. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. This LA will continue to co-ordinate admissions beyond offer date and will hold waiting lists for all oversubscribed maintained schools or academies in this LA's area until **10 July 2023**. After this date, any remaining waiting lists will be returned to the schools or academies in the area. Each child on the waiting list will be ranked in line with the published oversubscription criteria for that school or academy. Looked after

children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol **must** take precedence over those on a waiting list.

46. This LA, when acting as a home LA, will make the initial offer of places which become available after National Offer Day, **as per the timetable set out below:**

<b>Date application submitted</b>	<b>When will the application be processed?</b>	<b>When will the offer be made?</b>	<b>When will the waiting list position be available?</b>
Between 1 March – 15 May 2023	Week commencing 22 May 2023	June 2023	Week commencing 26 June 2023, available from Southwark LA
16 May 2023 onwards	Week commencing 26 June 2023	July 2023 (before the end of the Summer term)	Before 10 July, waiting list positions will be provided to applicants by Southwark LA. After this date, waiting list positions will be provided to applicants by the individual school.

47. After preferences expressed in accordance with paragraph 7 above have been determined, this LA, when acting as a home LA will accept and process any further additional preferences expressed by applicants post offer and before the start of the school term **as per the timetable at paragraph 46**. The number of additional preferences will be unrestricted.

## SCHEDULE 1

**Minimum content of common application form for admissions to Year 7 in 2023/24****Child's details:**

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

**Parent's details:**

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

**Preference details (x 6 recommended):**

Name of school

Address of school

Preference ranking

Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N\*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'?  
Y/N If yes, name of responsible local authority

Surname of sibling  
Forename of sibling  
DOB of sibling  
Gender of sibling  
Name of school sibling attends

**Other:**

Signature of parent or guardian  
Date of signature

\*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

## SCHEDULE 2

## Template outcome letter (sent by email) for admissions to Year 7 in 2023/24

From: Southwark Council

Date: 1 March 2023

Dear Parent/Carer,

Application for a Secondary School

*I am writing to let you know the outcome of your application for a secondary school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants had a higher priority than your child under the school's published admission criteria.

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

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm if you do not wish to accept the place at X School by **15 March 2023**. You will also need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

*If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

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

## SCHEDULE 3B

## Timetable for Admissions to Year 7 in 2023/24

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
<b>Mon 31 Oct 2022</b>	Statutory deadline for receipt of applications	<b>12</b>
<b>Mon 14 Nov 2022</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	<b>10, 11, 13</b>
<b>Mon 12 Dec 2022</b>	Deadline for the upload of late applications to the PLR.	<b>9, 17</b>
<b>Tues 14 Dec 2022-Tues 3 Jan 2023</b>	Checking of application data	<b>19</b>
<b>Wed 4 Jan 2023</b>	Ranking applications	<b>19, 20, 21</b>
<b>Tues 31 Jan 2023</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	<b>22</b>
<b>Mon 13 Feb 2023</b>	Final ALT file to PLR	<b>23</b>
<b>Tues 14 – Tues 21 Feb 2023</b>	Checking of offer data	<b>26</b>
<b>Wed 22 Feb 2023</b>	Deadline for on-line ALT file to portal	<b>27</b>
<b>Wed 1 Mar 2023</b>	Offer letters sent	<b>24, 31</b>
<b>Wed 15 Mar 2023</b>	Deadline for return of acceptances	<b>33, 34</b>
<b>Wed 22 Mar 2023</b>	Deadline for transfer of acceptances to maintaining LAs	<b>34</b>

# Document G: Pan-London co-ordinated admissions system

Southwark Council's scheme for co-ordination  
of admissions to Year 10 in maintained schools  
and academies in 2023/24



### Definitions used in the scheme

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed

“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants by email on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

*All the numbered sections contained in this scheme are mandatory, except those marked with an\* which are highly desirable.*

## Applications

1. This LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
5. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
7. \*Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA. This is to comply with paragraph 1.9 of the School Admissions Code 2021 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in this LA

expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. This LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Protocol. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 December 2022**.
10. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **14 November 2022**.
11. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2022**.

## Processing

12. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **31 October 2022**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be uploaded to the PLR by **14 November 2022**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable (available upon request) for the processing of preference data and the application of published oversubscription criteria.
15. This LA will accept all late applications. Late applications received after 31 October 2022 (except those regarded as exceptional circumstance) will not be considered for a school place until after the initial offer of places on 1 March 2023. However, this LA can accept a late application as on time where it considers there are exceptional circumstances. Applicants must notify this LA in writing if they are submitting a late application under exceptional circumstances, providing their reasons and any supporting documents so that they can be considered by this LA. Only late applications submitted between 1 November 2022 and 9 December 2022 may be considered under the exceptional circumstances category.

16. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on time within the terms of the home LA's scheme is **12 December 2022**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **9 December 2022**, on the basis that an on-time application already exists within the Pan-London system.
19. This LA will participate in the application data checking exercise scheduled between **13 December 2022 and 3 January 2023** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
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22. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **31 January 2023**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **13 February 2023** if this is sooner.
24. This LA will not make an additional offer between the end of the iterative process and **1 March 2023** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in this LA, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.

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- 27. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **22 February 2023**. (33 London LAs & Surrey LA only).

## Offers

- 28. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021. If it is not possible to offer the resident applicant a school they listed as a preference, this LA will offer an alternative place at a school with capacity. This is likely to be the nearest school to the resident applicant's home and situated within this LA which has a vacancy.
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- 30. This LA's outcome letter will include the information set out in Schedule 2.
- 31. After **5pm** on **1 March 2023** this LA will send by email, notification of the outcome to resident applicants.
- 32. \*This LA will provide primary schools with destination data of its resident applicants by the end of the summer term **2023**.

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- 34. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **15 March 2023**, this LA will forward the information to the maintaining LA by **22 March 2023**. Where such information is received from applicants after **15 March 2023**, this LA will pass it to the maintaining LA as it is received.

35. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
36. When acting as a maintaining LA, this LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area where the application has been submitted on time. Where the application has been submitted late, this process is not automatic and it will be done following a request from the home LA as per the timetable set out at paragraph 46 of this Scheme.
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38. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
39. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
41. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
42. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. This LA will continue to co-ordinate admissions beyond offer date and will hold waiting lists for all oversubscribed maintained schools or academies in this LA's area until 10 July 2023. After this date, any remaining waiting lists will be returned to the schools or academies in the area. Each child on the waiting list will be ranked in line with the published oversubscription criteria for that school or academy. Looked after

children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol **must** take precedence over those on a waiting list.

46. This LA, when acting as a home LA, will make the initial offer of places which become available after National Offer Day, **as per the timetable set out below:**

<b>Date application submitted</b>	<b>When will the application be processed?</b>	<b>When will the offer be made?</b>	<b>When will the waiting list position be available?</b>
Between 1 March – 15 May 2023	Week commencing 22 May 2023	June 2023	Week commencing 26 June 2023, available from Southwark LA
16 May 2023 onwards	Week commencing 26 June 2023	July 2023 (before the end of the Summer term)	Before 10 July, waiting list positions will be provided to applicants by Southwark LA. After this date, waiting list positions will be provided to applicants by the individual school.

47. After preferences expressed in accordance with paragraph 7 above have been determined, this LA, when acting as a home LA will accept and process any further additional preferences expressed by applicants post offer and before the start of the school term **as per the timetable at paragraph 46**. The number of additional preferences will be unrestricted.

## SCHEDULE 1

**Minimum content of common application form for admissions to Year 10 in 2023/24****Child's details:**

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

**Parent's details:**

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

**Preference details (x 6 recommended):**

Name of school

Address of school

Preference ranking

Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N\*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'?  
Y/N If yes, name of responsible local authority

Surname of sibling  
Forename of sibling  
DOB of sibling  
Gender of sibling  
Name of school sibling attends

**Other:**

Signature of parent or guardian  
Date of signature

\*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

## SCHEDULE 2

## Template outcome letter (sent by email) for admissions to Year 10 in 2023/24

From: Southwark Council

Date: 1 March 2023

Dear Parent/Carer,

Application for a UTC/Studio School

*I am writing to let you know the outcome of your application for a Year 10 place at a UTC/studio school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants had a higher priority than your child under the school's published admission criteria.

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

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm if you do not wish to accept the place at X School by **15 March 2023**. You will also need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

*If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

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

## SCHEDULE 3B

## Timetable for Admissions to Year 10 in 2023/24

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
<b>Mon 31 Oct 2022</b>	Statutory deadline for receipt of applications	<b>12</b>
<b>Mon 14 Nov 2022</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	<b>10, 11, 13</b>
<b>Mon 12 Dec 2022</b>	Deadline for the upload of late applications to the PLR.	<b>9, 17</b>
<b>Tues 14 Dec 2022-Tues 3 Jan 2023</b>	Checking of application data	<b>19</b>
<b>Wed 4 Jan 2023</b>	Ranking applications	<b>19, 20, 21</b>
<b>Tues 31 Jan 2023</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	<b>22</b>
<b>Mon 13 Feb 2023</b>	Final ALT file to PLR	<b>23</b>
<b>Tues 14 – Tues 21 Feb 2023</b>	Checking of offer data	<b>26</b>
<b>Wed 22 Feb 2023</b>	Deadline for on-line ALT file to portal	<b>27</b>
<b>Wed 1 Mar 2023</b>	Offer letters sent	<b>24, 31</b>
<b>Wed 15 Mar 2023</b>	Deadline for return of acceptances	<b>33, 34</b>
<b>Wed 22 Mar 2023</b>	Deadline for transfer of acceptances to maintaining LAs	<b>34</b>



# Southwark Council Technology & Digital Inclusion Strategy 2022 - 2025

# Foreword

Having access to the internet, a device and the skills to go online should be considered the fourth utility - no different to gas, water and electricity. As technology evolves and more services move online, it is essential that our residents and staff are equipped with the right tools and resources to participate in society and the digital economy.

10 million people in the UK lack the basic foundation skills needed to participate in society. Nearly two million over 75 year olds in England are considered to be digitally excluded, according to analysis carried out by Age UK. 16,000 people are considered digitally excluded in Southwark and Lewisham, according to the 2020 ONS dataset on internet users. There are a number of factors that can influence digital exclusion - age, disability and socioeconomic status being some of them.

The COVID-19 pandemic has highlighted inequalities in our Borough, including digital exclusion. Having access to devices and fast internet connection is key in ensuring people are not left behind – whether that is in education, business or keeping in contact with friends and loved ones.

Social Isolation was also an issue that affected our community during the COVID-19 lockdowns. Many of our community hubs and social venues were closed and for people who rely on them for social interaction, it was a significant loss.

There is a strong link between financial exclusion and digital exclusion. Only 51% of households earning between £6000 - £10000 having access to home internet, compared to 99% of households with an income of over £40,000. Some of the initiatives that we have implemented to help increase digital inclusion during lockdown includes the Laptops for Learning crowd funder campaign. With the support of residents and businesses in the borough this raised over £150,000, which was match funded by Southwark Council. We have also started a device loaning scheme for care leavers in the borough and in partnership with our broadband providers, have also provided free broadband for residents in need.

We are working to understand the digital accessibility needs of residents in Southwark by working with the London Office of Technology and Innovation (LOTI). This includes working on their digital exclusion mapping project, and developing a toolkit to target interventions more effectively.

The Technology & Digital Inclusion strategy sets out our ambitions for Southwark and is underpinned by our **Technology & Digital Inclusion Delivery Pillars**. Our overall vision follows the Greater London Authority (GLA)'s Digital Access Mission which is for **“Every Southwark resident to have access to a fast and stable internet connection, a device and the skills needed to participate in society and the digital economy by 2025”**.

This includes making sure there are several digital hubs across the borough where residents can access connectivity and devices. Working closely with cross-sector partners to ensure we are equipping our residents and businesses with the skills needed for tomorrow's technological advancements and provide the support they need to thrive in Southwark.

The plans underpinning this report will ensure residents are at the centre of what we do. Working collaboratively with our cross-sector partners including academia, charities and grassroots organisations is central to our work in ensuring **“Nobody Is Left Offline”**.



Cllr Rebecca Lury

Cabinet Member for Finance, Performance and Democracy

# Digital Inclusion Overview

## Definition of Digital Inclusion

Digital Inclusion refers to activities necessary to ensure that all individuals and communities, including the most disadvantaged, have access to, and use of, Information and Communication Technologies (ICTs).

There are a number of challenges preventing people from going online:

- **Access** – the ability to connect to the internet and go online. This usually covers broadband connectivity and devices;
- **Skills** – the ability to actually use the internet;
- **Motivation** – knowing why using the internet is a good thing;
- **Trust** – the confidence to use the internet without fear of crime or hacking.

## Digital Exclusion in Southwark

Southwark compares well with the majority of other London Boroughs, but pockets of digital exclusion remain, especially in our most deprived areas. 16,000 people are considered to be digitally excluded in Southwark & Lewisham, according to the 2020 ONS dataset on internet users. There are a number of factors that can influence digital exclusion with age, disability and socioeconomic status being some of them.

## Greater London Authority Commitments

Under the [Digital Access for All Mission](#), the GLA has committed to every Londoner having access to good connectivity to the internet, basic digital skills, and the device or support they need to be online by 2025. To facilitate this, the GLA are working in partnership with LOTI on the [Digital Inclusion Innovation Programme](#), a £1.36million programme to tackle digital exclusion.

The GLA will expect two outputs from the Digital Inclusion Innovation Programme:

- Validated solutions that help to tackle one or more of the overall objectives of the digital access mission; and

- A body of evidence for what works, and what does not, in improving digital access. This will be published and available to anyone working in this field.

LOTI will make progress in developing effective support measures for:

- **Residents:** By developing a 'minimum access package' based around a standardised approach to triaging digitally excluded Londoners' needs, for an essential device, data or digital skills. This can then be matched to a range of reliable and affordable options;
- **Public servants and Voluntary and Community Sector (VCS) practitioners:** By giving those who work with digitally excluded Londoners easy access to quality resources and peer support on digital inclusion, including an evidence base on what works and a range of mature, scalable interventions;
- **Businesses:** By making the evidence base on digital needs in London easily accessible and increasing the business community's understanding of it, including raising awareness of the impact of moving to online-only channels on digitally excluded Londoners.

LOTI will be using an outcomes-based methodology, drawing on the Design Council's Double Diamond approach. All projects will start by defining the real-world outcomes for Londoners first, before deciding what the project will do.

Projects will be prioritised that:

- Aim to achieve outcomes that will substantially benefit digitally excluded Londoners;
- Clearly add value to what already exists;
- Build on and create strong evidence through effective design and evaluation; and
- Have a credible route to large-scale adoption and financial sustainability.

# Southwark Council's Vision

**Our vision:** For Southwark to become recognised as one of the best connected and leading digital boroughs in London. Being a Borough that is digitally inclusive where no-one is left offline.

**Our objective:** That Southwark takes a digital-first approach and is a Borough where residents, businesses and staff are supported with digital skills, connectivity and devices, empowering them to participate in the online world.

Southwark Council is committing to:

- All Southwark residents having access to an internet enabled device, along with a fast and stable internet connection; this includes subsidised and free broadband for eligible residents
- All Southwark residents and staff having access to the training and support to acquire the skills that they need to actively participate in a digital society;
- Southwark Council having the technology to support residents to resolve queries more quickly and easily.

**Our approach:** As we transition to online services, we will ensure residents are able to access support when needed. For residents that are digitally excluded or cannot access our services online, we will ensure that we provide alternatives.

In order to become a digital-first Borough, we will review the services we deliver as a council, and how we interact with our residents. This will require fundamental transformation of our approach to engagement, which cannot happen overnight.

We have developed **Technology & Digital Inclusion Delivery Pillars** to set out how we will do this:

- **Making Southwark one of the best connected boroughs in London and developing emerging technology:** Understanding how technology can be used to enable our residents, businesses and staff to become digital-first and innovating to ensure Southwark is the one of the best connected boroughs in London.
- **Tackling digital exclusion and ensuring our residents have the tools, skills and technology to be participate in today's society:** Providing fast, reliable internet

availability throughout the Borough, and the skills to enable our residents to use digital.

- **Empowering local businesses:** Working with local businesses to ensure that they are making the most of a digital-first approach through training and commercial broadband.
- **Improving resident experiences:** Reviewing how we deliver services to allow residents to have a seamless digital interaction with us.
- **Supporting our staff:** Ensuring that Council staff have access to modern workplace technology, and the skills to enable them to deliver services as efficiently as possible.

## The Power of Partnerships

Key to becoming a truly inclusive digital borough, is a strong partnership and collaboration between the council, local businesses, technology providers and organisations from the public, private, community and academic sectors. This collaborative approach will enable new innovative opportunities that maximise the use of digital technologies, and the skills and capabilities of our citizens and local businesses. This will allow our residents and staff to develop the right skills, and be provided with the right opportunities, in today's rapidly changing world.

For example, we have strong collaboration partnerships with the broadband providers, Community Fibre and Hyperoptic, who are working with us to deliver better broadband, and digital skills across the Borough. We are also working with Microsoft and Hitachi to connect our data and use technology to solve community challenges through Hackathons.

Southwark Council is also a member of Socitm, a professional network for leaders delivering innovation and modernisation of public services.

We have signed the Local Digital Declaration, a shared ambition for better local public services. We pledge to design services that best meet the needs of citizens, to challenge the technology market to offer the flexible tools and services we need. To protect citizens' privacy and security and deliver better value for money.

Continuing and growing these partnerships across London and wider will be essential to deliver this

report and associated action plans. This includes working closely with our voluntary sector, community groups, charities and academia.

### LOTI and the GLA Partnership

We are working closely with LOTI and the GLA on their Digital Access for All mission.

### LOTI Digital Exclusion Mapping Project

Southwark Council was awarded a share of £75,000 from the [LOTI Covid Innovation Fund](#). This fund was put in place to help boroughs work together and address Covid-related challenges.

The Pan-London project in collaboration with Barnet, Brent, Kensington & Chelsea and Westminster councils, is to map digital exclusion across the five boroughs. In addition to the digital exclusion map, there are also the following deliverables:

- Public Map of Digital Exclusion across London – Working with the GLA to create a public map of digital exclusion with multiple layers, showing areas of digital exclusion, and a storyboard that provides a narrative to the map.
- Quantitative Analysis into the softer aspects of digital exclusion – A survey with over 800 respondents to understand the reasons why residents are digitally excluded.
- Qualitative research into interventions for key groups – Focus groups across three boroughs to look at the support offered during the Covid-19 pandemic, their awareness of current initiatives, and how easy it is to access digital support and training.
- Digital Inclusion Persona Bank – Archetypes that represent the digitally excluded, giving us a better understanding of resident's needs. The persona bank was created by interviewing residents across the boroughs, and segmenting them into specific user groups.
- Digital Inclusion Mapping Toolkit – A combination of the above that enables other boroughs and organisations to understand the outputs, the methodology, and replicate the map.

The deliverables of the project and all the outputs can be found at the below link:

<https://loti.london/projects/cif-data/>

The second phase of the project starts in January 2022 and will form part of the GLA/LOTI Digital Inclusion Innovation Programme – see below.

### GLA/ LOTI Digital Inclusion Innovations Programme

To deliver the GLA's ambition for Every Londoner to have access to good connectivity, basic digital skills and the device or support they need to be online by 2025, the GLA are working in partnership with LOTI on the [Digital Inclusion Innovation Programme](#). This is a £1.36million programme to tackle digital exclusion.

In addition to the Digital Exclusion Mapping Project, the first phase of the project also consists of the following:

- Encourage and help London's public sector organisations to upcycle their retired devices to benefit digitally excluded Londoners.
- Address the specific needs of digitally excluded individuals and families living in temporary accommodation.
- Supporting Dementia Carers and finding digitally-enabled ways to support the carers of people living with dementia.

Southwark will share the lessons learned with relevant stakeholders, attend workshops, and apply our findings to our own work on digital exclusion.

### Digital Inclusion Working Groups

As Digital Inclusion moves up on the agenda, it is important to identify and engage with key stakeholders within the council, and externally, that have a role to play in the delivery of this report and associated action plans.

This needs a joined up effort to avoid duplication of resources, and ensure our communication is consistent.

There are three digital inclusion/skills working groups to help with this:

### Pan-London Digital Inclusion Working Group

- Formed and chaired by the Digital Inclusion Team at Southwark Council. This working group is comprised of London Boroughs working on digital inclusion. It exists to share best practices, lessons learned and resources.
- Meetings are every quarter and invitation is open to all London authorities and external partners such as LOTI and the GLA.

### **Essential Skills Digital Inclusion Working Group**

- Formed and chaired by the Local Economy Team at Southwark Council. This working group comprises internal and external stakeholders including the voluntary and education sectors, working together on the Digital Skills Action Plan.
- Meetings are every 6 weeks and the invitation is open to Southwark partners working in the skills sector.

### **Internal Digital Inclusion Working Group**

- Formed and chaired by the Digital Inclusion Team at Southwark Council. This working group consists of internal stakeholders from Customer Services, Adult Learning, Libraries, Children & Adult's, Public Health, Local Economy, Digital Infrastructure, Events and Resident Involvement.
- The meetings are every month, with an open invitation to all internal stakeholders that have an element of digital inclusion in their work.

In addition to this, we will also continue holding focus groups with residents to understand their needs and develop more effective initiatives.

# Links to other strategies and programmes

The Technology & Digital Inclusion Strategy outlines opportunities for cross-sector collaboration, and need to leverage our relationships with partners both within and outside the council.

As such, it takes both internal and external strategies, policies, and programmes into account. This will ensure we are not working in isolation, and we are all working towards the same objectives.

## EXTERNAL

### UK Digital Strategy

The UK Digital Strategy outlines its ambitions in creating a digital economy, which is resilient to change and fit for the future. Comprising of seven pillars, it focuses on building a world-leading digital economy that works for everyone including:

- Ensuring that we continue to tackle the root causes of digital exclusion, and that everyone can increase their digital capability to make the most of the digital world.
- Developing the full range of digital skills that individuals and companies across the country need in an increasingly digital economy, and supporting people to up-skill, and re-skill throughout their working lives.
- Strong collaboration between the public, private, and third sector to tackle the digital skills gap in a co-ordinated and coherent way. To ensure the sum is greater than the parts, and everyone, everywhere has better access to the training they want.

### GLA Digital Access Mission

As part of the COVID-19 recovery mission, the GLA has an ambition for Every Londoner to have access to good connectivity, basic digital skills and the device or support they need to be online by 2025. To facilitate this, the GLA are working in partnership with LOTI on the [Digital Inclusion Innovation Programme](#), a £1.36million programme to tackle digital exclusion discussed in more detail in the above section.

## INTERNAL

### Essential Digital Skills Action Plan 2020 -2022

The Local Economy Team are leading on the Digital Skills action plan and leading the 'Southwark Essential Digital Skills Group'. This is an informal partnership of local organisations that have an interest in working together to improve outcomes for Southwark residents who lack essential digital skills.

As part of the Digital Skills Action Plan, there are 3 objectives:

- Objective 1: A shared understanding of need and demand for essential digital skills in Southwark
- Objective 2: Collectively deliver sufficient, accessible provision that responds to learner needs
- Objective 3: A collaborative approach to innovation.

### Climate Change Strategy & Action Plan

The climate emergency affects us all, and the Southwark Council action plan outlines how we will contribute to ending global warming, whilst delivering new green jobs. We recognise that digital can be an enabler for reducing our carbon footprint and waste such as the reduction of travel and the use of printed documents as we move to hybrid working. We will adopt a paper-light approach and review business processes in light of new tools and ways of working.

Under the 'Reduce unnecessary journeys theme', staff will be supported to choose appropriate locations prior to, after or between meeting customers to carry out work rather than travelling back to an office location if it is not necessary.

It will use the Digital Infrastructure Strategy to facilitate the provision of widespread Wi-Fi and high-speed internet, to less well-connected areas across the borough to facilitate agile/teleworking.

As part of the digital inclusion report and action plan, we are also committed to recycling and redistributing disused devices to reduce waste in the borough, and will work closely with LOTI to deliver this.

## Southwark Stands Together

Southwark Stands Together is a borough wide initiative, in response to the killing of George Floyd, the injustice and racism experienced by Black, Asian and Minority Ethnic communities, and to the inequalities exposed by COVID-19.

Two of the themes focuses on education and communities and it is vital that when we reach out to these communities, we are not excluding those that may not be online. Part of this ambitions in this report is to work closely with the SST Programme Lead, to ensure digitally excluded residents are engaged with as part of the Southwark Stands Together engagement.

## Exchequer Digital Strategy Refresh 2020 - 2024

One of the five building blocks of the Exchequer Digital Strategy Refresh is to promote digital inclusion by providing a consistent, assisted digital service that ensures no one is left behind. This includes:

- Working with colleagues at the council's service points and in other settings to ensure assisted self-service is fully available where required.
- Ensure that our contact centre staff have the necessary skills to identify and assist digitally excluded customers to access services online.

## Southwark Health and Wellbeing Strategy 2015 – 2020

Currently undergoing a strategy refresh, the existing strategy sets out its priorities with an overall vision of "Tackling root causes of ill health & inequality, best & fairest start, improving health & wellbeing, earlier intervention, promoting resilience & self-management of health, supporting most vulnerable". This also includes promoting positive lifestyle changes some of which can be done through digital technology such as the NHS Digital App.

## Southwark Corporate Customer Access Strategy 2020-2024

The quality of service, behaviour, attitude, courtesy and more, by any Southwark employee or contractor is how our residents, clients and customers judge the whole council. We aim to get it 100% right, 100% of the time, but we're only human and we all make mistakes. So, when we do, we have to 'own up' immediately, say sorry straight away and put it right as soon as possible.

The strategy contains a number of clear commitments to our customers:

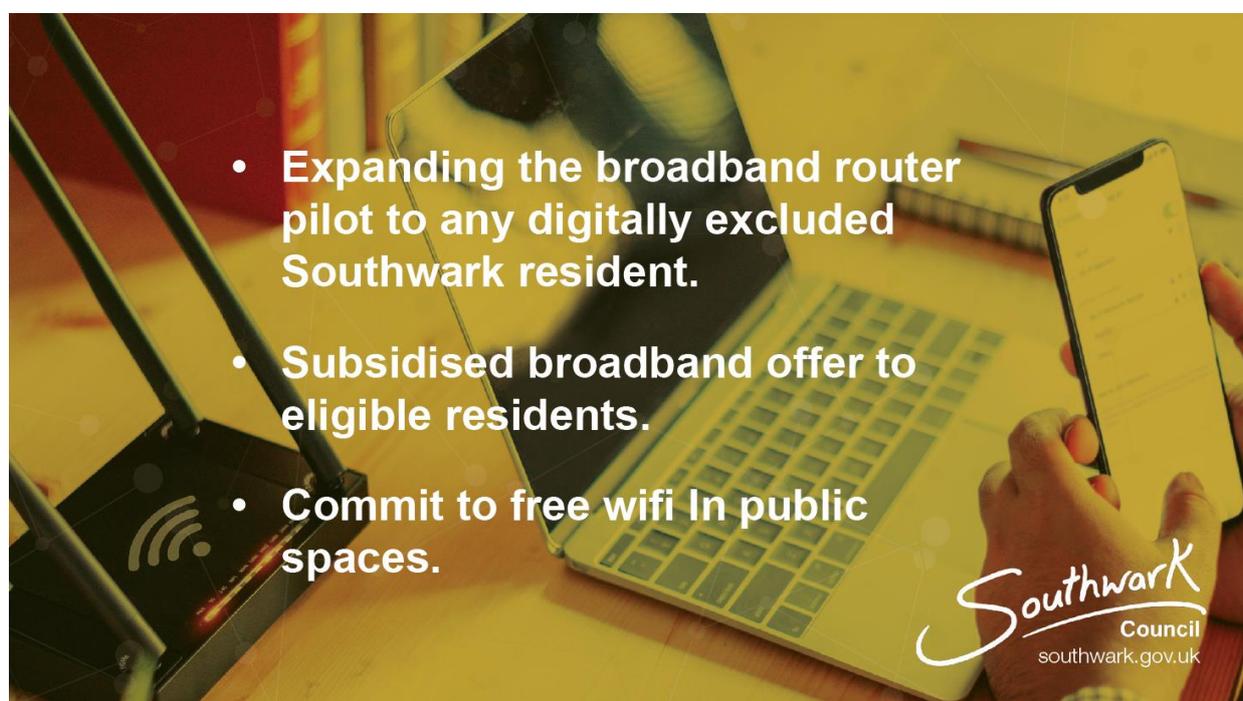
- Setting out maximum response times and service standards, they can expect when contacting the council.
- Training for all customer facing staff to ensure all residents receive a consistent and good customer experience.
- Up to date and easy to use on-line services so that residents can request a service at a time convenient to them and be able to track their request.
- Opportunities for customers to provide feedback. We need to know when we've done something wrong so we can rectify it.
- Commit to maintaining traditional service access (telephone and face to face) for those in our community unable to access digital services.
- Our ambition is to be a digital first council providing excellent services to residents in a cost effective way.

This strategy compliments the Technology & Digital Inclusion Strategy and the two will work alongside each other to deliver improved digital services and customer experience.

# Technology & Digital Inclusion Delivery Pillars

In order to become a technologically-enabled resident-first Borough we will need to change the ways in which we currently operate as a Council, and how we interact with our residents. The five pillars below set out how we will do this.

## Pillar 1 - Making Southwark one of the best connected boroughs in London and developing emerging technology



### Our commitment

Understanding what our residents, businesses and staff require to enable them to become digital-first. Our vision for Southwark is to become one of the best connected and digital boroughs in London. We will use emerging technology and data to enhance our communities, and ensure that residents are able to connect to fast accessible broadband.

### Objectives under the Technology & Digital Inclusion Strategy 2022-2025

- Improving connectivity in the borough and ensuring more residents benefit from the digital revolution by piloting free and affordable broadband on council estates and in a network of community buildings across our borough.
- Working with council departments to reimagine our services and make savings, using IoT (Internet of Things) and data in order to enhance and modernise the way our communities function.

We will continue our focus on:	Deliverables:
<p><b>Connectivity</b></p> <p>Improve connectivity throughout Southwark for residents and the services we deliver.</p>	<ul style="list-style-type: none"> <li>• Continuing from the successes of Digital Infrastructure Programme, continue developing a free and affordable service for Southwark residents.</li> <li>• Support the investment of 4G and 5G around the borough from mobile networks operators through roof-top aerials and small cells on street furniture.</li> <li>• Building on our free gigabit-fast Wi-Fi solutions in community halls to deliver Smart Borough projects, Public Wi-Fi solutions and access for all.</li> </ul>
<p><b>Internet of Things (IoT) and smart technology</b></p> <p>Working with council departments to re-image our services and make savings, using IoT and data in order to enhance and modernise the way our communities function.</p>	<ul style="list-style-type: none"> <li>• Developing a digital street furniture strategy.</li> <li>• Small cells – working with neutral host operators on small cells on lamp posts.</li> <li>• Utilizing our LoRaWAN (Low-Range Wireless Access Network) gateway to collect real-time data on the high street and estates.</li> <li>• Developing platforms and data to support council services in making better decisions.</li> <li>• Trailing innovative smart solutions on our high streets and council estates through our living labs.</li> <li>• Creating an FAQs document to address technology myths and promoting it on various channels (e.g 5G).</li> </ul>

## Pillar 2 – Tackling digital exclusion and ensuring our residents have the tools, skills and technology to participate in today’s society



- **Work with our external partners and put on hackathons, skills days and promote job opportunities in the digital sector.**
- **Signposting relevant initiatives to residents including the Microsoft AI interviews and LinkedIn employment skills.**

### Our commitment

Our ambition as a council to improve digital inclusion across the Borough focuses on providing fast, reliable internet availability throughout the Borough and the skills to enable our residents to adapt to evolving technology. We will work closely with the voluntary and community sector, leveraging existing partnerships and make sure we are working collaboratively. We will learn from initiatives such as the Community Support Alliance on working with the community and signpost relevant digital inclusion initiatives such as the free broadband for eligible residents.

This will be achieved via the five different channels below:

- **Affordable broadband:** Under the Fairer Future principle - Thriving Neighbourhoods - Southwark Council have committed to ensuring more residents benefit from the digital revolution by providing free and affordable broadband on council estates. Affordability has become a reoccurring issue concerning access to broadband. [Citizens Advice](#) found that 1 in 6 broadband customers struggled to pay their bill between March 2020 and January 2021. Affordable broadband is essential to ensuring Southwark residents are able to access council services, employment opportunities, education and more
- **Devices:** Digital poverty plays a key part of digital exclusion as many residents are unable to afford devices that allow them to connect to the internet. Providing access to smart phones, tablets, laptops or computers is an essential part of achieving the goals of the strategy overall. An [Ofcom survey](#) from Jan–March 2020 found that 9% of households containing children did not have home access to a laptop, desktop PC or tablet.
- **Jobs and Training:** A digitally inclusive society relies on individuals entering the profession, and having the right skills to be able to take forward the necessary work. It is predicted that 75% of jobs will require advanced digital skills by 2030. Current research shows 82% of advertised openings

requires some level of digital skills. This channel focuses on the promotion of jobs and training for our residents, helping to ensure nobody is left behind.

- **Digital Skills:** With many of our services shifting online, it's important to provide support for those that are not able to use the internet. The Lloyds 2021 Essential Digital Skills Report estimates that one-fifth of the UK population lacks essential digital skills for life. This includes the ability to connect a device to WiFi, and open an internet browser, to access websites. This aspect focuses on residents in the borough that are digitally excluded, lack basic digital skills, and the work we will do to support them.
- **Digital Education for All:** Digital education is a broad spectrum encompassing digital literacy, continuous learning and the cross-over between different departments and how digital impacts their services. There is an urgent need for digital education for residents, staff and businesses to understand current and upcoming technology.

## Objectives under the Technology & Digital Inclusion Strategy 2022-2025

- **Affordable Broadband**
  - Signpost and promote existing affordable broadband schemes from broadband providers, such as the [Fairer Fibre Plan](#) and the [Talk Talk collaboration with DWP](#).
  - Provide access to free broadband solutions through the provision of Wi-Fi in public spaces, expansion of the broadband router pilot to digitally excluded Southwark residents and promote subsidised broadband for the digitally excluded.
  - Inform and shape broadband policy by working with council departments and community services
- **Devices**
  - Provide free devices to those in need.
  - Work with LOTI on the Digital Inclusion Innovation Programme Device Upcycling Scheme.
  - Exploring the possibility of a device recycling service with local partners.
- **Jobs and Training**
  - Signposting relevant initiatives to residents, including the Microsoft AI Interviews and LinkedIn employment skills.
  - Highlighting the initiatives under the Southwark Economic Renewal Plan.
  - The Essential Digital Skills Action Plan sets out the Council's ambitions and activities towards raising levels of essential digital skills for work. An example of this is the essential digital skills for work courses at Southwark Works pilot, the results of which will be analysed to develop this offer further.
  - The Stride programme is supporting Southwark residents to enter higher-skilled careers in the digital sector through apprenticeships, training, mentoring and work placements.
  - Forging further commitments with Southwark's key partners to help deliver further jobs and skills related programmes, including Microsoft, Hitachi, Community Fibre and Hyperoptic.
- **Digital Skills for residents**

The Digital Inclusion Team are working on a number of projects to improve digital literacy and raise awareness of digital literacy as an essential skill for life. This includes:

  - Producing digital skills guides to be distributed to partner organisations, libraries and residents in need. An e-copy can be found at the below link:

<https://www.southwark.gov.uk/schools-and-education/internet-and-digital-skills/your-internet-skills>

- Creating digital how-to videos and hosting them on the Southwark website. This will empower and enable residents to self-learn certain tasks. These can be found here: <https://www.southwark.gov.uk/schools-and-education/internet-and-digital-skills/our-skills-guide-and-videos>
  - Promoting the Digital Champions Scheme in which residents can volunteer to become digital champions and receive training to support digitally excluded residents. Digital Champions will receive accredited training, support and more as part of this programme and can apply for the opportunity below: [https://forms.southwark.gov.uk/ShowForm.asp?fm\\_fid=1864](https://forms.southwark.gov.uk/ShowForm.asp?fm_fid=1864)  
For any further queries please contact [Digital.Inclusion@southwark.gov.uk](mailto:Digital.Inclusion@southwark.gov.uk)
  - Partnering with local universities such as LSBU and Goldsmith for the Digital Champions programme
  - Working with frontline services and local organisations to upskill their staff, giving them the tools to become Digital Champions and support their service users
  - Working with the Great Estates Team to survey residents on the Friary Estate and understand their digital skills level in order to provide support
  - Working with Libraries colleagues to put on a Digital Skills Day for residents to receive in-person support and find out more about the digital inclusion initiatives across Southwark.
- **Digital Education for All**
    - Creating a glossary of terms that are commonly used in the sector but not widely known e.g. LoRaWAN, IoT and sharing with residents and internal partners.
    - Create a Southwark Council Digital Standard curriculum which identifies the skills that all residents should possess.
    - Developing an online one-stop-stop for all things Digital – The Southwark Digital Directory.
    - Delivering a programme of workshops/hackathons with external technology partners for school children, to develop talent within the borough.

We will continue our focus on:	Deliverables:
Affordable Broadband	<ul style="list-style-type: none"> <li>● Signpost and promote existing affordable broadband schemes and work with council services to engage digitally excluded residents with identified schemes.</li> <li>● Provide access to free broadband solutions and explore broadband organisations to supply subsidised broadband.</li> <li>● Identify potential recipients of subsidised broadband</li> <li>● Engage with policy makers to ensure the provision of broadband is incorporated into policy and procurement.</li> <li>● Produce suggestions for most appropriate</li> </ul>

	connectivity options for each service.
Devices	<ul style="list-style-type: none"> <li>• Donating devices to residents and organisations in need</li> <li>• Provide access to subsidised devices</li> <li>• Recycle disused devices and inform policy on reuse scheme</li> <li>• Work with the Shared Technology Service on the recycling of old devices as part of the device refresh cycle</li> <li>• Work with LOTI on the Digital Inclusion Innovation Programme Device Upcycling Scheme.</li> </ul>
Jobs & Training	<ul style="list-style-type: none"> <li>• Work with external organisations to promote job opportunities and employment initiatives</li> <li>• Signposting relevant initiatives to residents including the Microsoft AI Interviews and LinkedIn employment skills</li> <li>• Work with council job brokerage and other partners on an annual digital skills day</li> </ul>
Skills for residents	<ul style="list-style-type: none"> <li>• Continue to support digitally excluded residents in the borough through digital and in-person sessions</li> <li>• Pilot digital support in specific TRAs and community centres</li> <li>• Develop and promote digital inclusion learning resources on the website and through printed guides</li> <li>• Continue to run the digital champions scheme and expand to further organisations. Working with frontline services and local organisations to upskill their staff, giving them the tools to become Digital Champions and support their service users</li> </ul>
Education for all	<ul style="list-style-type: none"> <li>• Share best practices, lessons learned and identify opportunities for collaboration through working with external, internal and the voluntary community</li> <li>• Work with external partners to develop a high quality curriculum for schools and residents</li> <li>• Identify the baseline of digital exclusion in the borough and use the LOTI Bank of personas for a better understanding of resident needs</li> <li>• Identify the skills gap in the digital inclusion &amp; skills offering and leverage partnerships in the borough</li> <li>• Working with external organisations and leveraging their expertise through Show &amp; Tells and webinars.</li> </ul>

Partnership Working & Resident -focused	<ul style="list-style-type: none"><li>• We will continue working with organisations, community groups, charities and academia to share best practices and increase cross-sector participation</li><li>• We will continue to speak to our residents through focus groups, surveys and events in the borough to understand their needs better and make sure the services we deliver are tailored to their needs</li><li>• We will engage with young residents in through workshops, hackathons and coding clubs.</li></ul>
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## Pillar 3 – Empowering local businesses



- Work with partners on an affordable commercial broadband package.
- Highlight initiatives and opportunities to the businesses across Southwark.

### Our commitment

In order for businesses to participate in today's economy, they need to be able to use new technology effectively. Access to fast and stable connection is also a key component for businesses and this pillar focuses on making sure they can access resources and training to transition online.

### Objectives under the Technology & Digital Inclusion Strategy 2022-2025

- Southwark Council recently announced the launch of the Business Resilience Support Service, as part of one of its four key ambitions within the Council's Economic Wellbeing Strategy. Offering Southwark businesses access to fully funded business support, this new service is designed to help businesses survive in these challenging times and thrive long-term with grants of up to £5000. Further initiatives to support businesses can be found on the below page:  
<https://www.southwark.gov.uk/business/business-support-and-advice/business-support>.
- The Southwark Economic Renewal Plan led by the Local Economy Team goes into further detail on the support available to businesses (See Appendix). The team will support by highlighting these to residents and sharing other opportunities available to businesses.

## Pillar 4 – Improving resident experiences



- **Develop an online one-stop-shop for all things Digital and work with the different departments on their online channel shift.**
- **Deliver a programme of workshops with external technology partners for schoolchildren to develop talent within Southwark.**

### **Our commitment**

Reviewing how we deliver council services to allow residents to have a seamless digital customer experience with us. We will consult residents on the issues that are relevant to them and ensure that no one is left behind by supporting residents with digital skills, connectivity, and devices. At Southwark Council, we recognise the changing needs of the citizen and will continue to promote a move to digital channels by providing online access to all services.

### **Objectives under Technology & Digital Inclusion Strategy 2022-2025**

- We will review our services and online experiences to enable our residents to find the information and guidance they require, with an easy-to-use website that works on any device, to provide convenient digital services and personalised information.
- Digital engagement with residents will ensure they feel informed and listened to, in a world where public forums may not feel safe to them, or continue to be restricted. As council services digitalize, these improvements must be resident focused and accessible for all.
- As part of the Youth New deal, the council is developing a Youth Services Digital Hub, which will be easily accessible and ensure comprehensive, up to date and relevant information about activities and services in our borough for young people and their families. The new Digital Hub will create clear pathways for young people to access information around careers advice, emotional wellbeing and personal development. A specialist supplier has now been appointed to develop the solution and work is underway to create a flexible, user-friendly, interactive and future-proof portal. The development will include input from young people and it is expected to be ready to go live during the last week in March 2022.

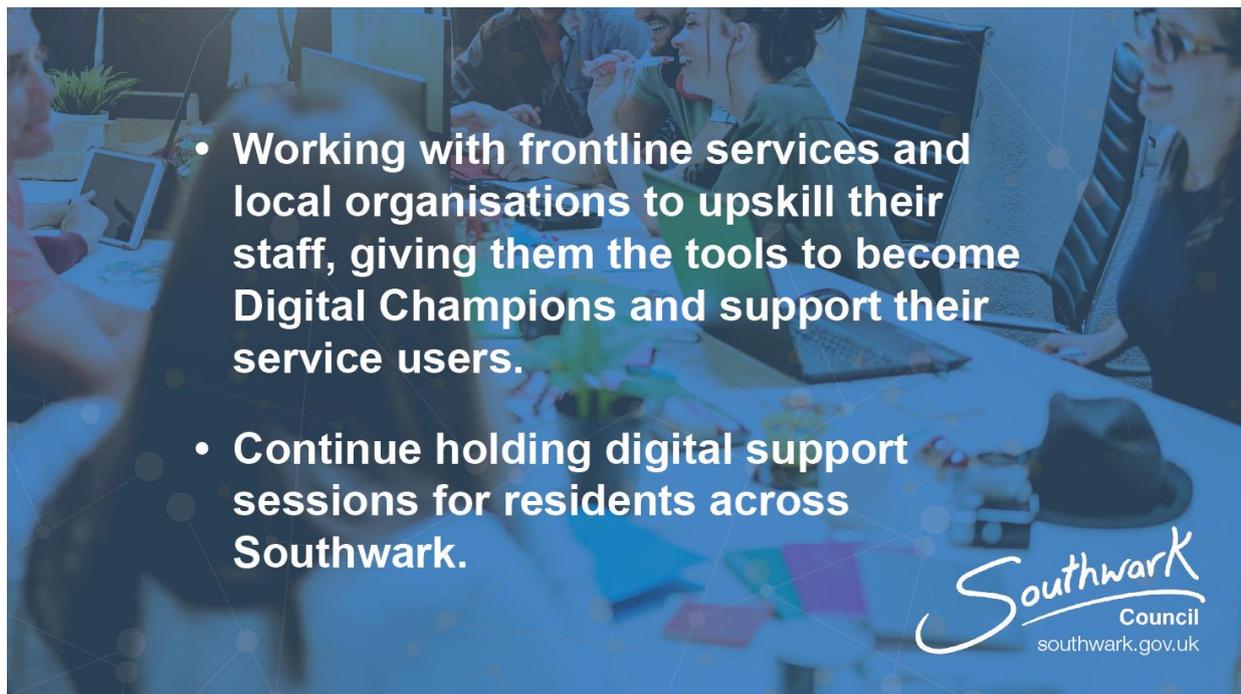
In a series of resident focus groups, ideas around digital citizenship and smart borough were explored, which gave insight into resident attitudes and requirements.

### **The focus groups helped identified the following recommendations:**

- Creation of community digital champions who can help introduce newer technologies to others in the community.
- Using digital to focus on community safety, well-being, and health, as these are aspects that residents place value on in Southwark.
- Developing an advocacy framework to provide support for residents who are not on-line.
- Access to connectivity and devices and skepticism around data sharing are seen as barriers to digital citizenship, and will be tackled through digital inclusion projects outlined in this report. Working with digital champions to develop an advocacy framework, to go alongside digital transformation of council services, will be key to including residents on our journey.

We will continue our focus on:	Deliverables:
Establishing a digital citizen programme	<p>Working with customer services and the organisation transformation team we have identified <b>ten key services</b> that we will work to transform by;</p> <ul style="list-style-type: none"> <li>• Reviewing the customer experience end to end, to enable a seamless experience.</li> <li>• Reducing calls by automating and digitising processes.</li> <li>• Giving residents updates on service progress.</li> <li>• Ensuring payments can be made online.</li> <li>• Joining up technology to create a single customer record.</li> </ul>
Transforming Southwark's website	<ul style="list-style-type: none"> <li>• Introduce a revised web delivery model and conduct a complete review of website content.</li> <li>• To ensure improved customer journeys, implementation of guidance to remove PDF documents, data capture forms and telephone numbers.</li> <li>• Continuing with proof of concept work with housing solutions and service teams to introduce chat bot technology.</li> <li>• Implementing single sign on, personalisation, updates and notifications to reduce follow up calls.</li> </ul>
Supporting Public Health, Adult Social Care and Supporting Families to utilize digital health technologies. Using technology to engage and empower citizens, to enable social action and support our residents to live independent lives	<ul style="list-style-type: none"> <li>• Developing online service directory of health information.</li> <li>• Developing expertise and knowledge in assistive technology and Digital Health to promote early prevention and independence.</li> <li>• Developing a data strategy and predictive analytics through workshops and ideation using Power Bi.</li> </ul>

## Pillar 5 - Supporting our staff



### Our commitment

Ensuring that council staff have the skills, devices and modern workplace technology to do their job, and to enable them to deliver improved public services across communities.

We will ensure that we make the required investment to keep our services accessible and secure. We will use technology to introduce new ways of working to reduce processes and to help us to improve and anticipate service requirements.

### Objectives under the Technology & Digital Inclusion Strategy 2022-2025

**Access to modern workplace technology** – Staff have access to the technology and the skills to enable them to deliver services to residents as efficiently as possible. We will review back-office service functions to reduce processes, integrate, automate and use emerging technology to help us to improve and anticipate service requirements. By embracing emerging technology, data and new ways of working, we can deliver improved public services.

**Data Enabled** - our Smart Council and Smart Borough projects will enable us to experiment with data, to understand how our residents live and work in the Borough. We will work with partners to try to connect and share our data and to use operational data to enable early intervention and predict future council services.

We will continue our focus on:	Deliverables:
Delivering modern, reliable, secure and cost-effective access to technology and improved end user experience.	<ul style="list-style-type: none"> <li>• Cloud Migration to the Microsoft Azure Cloud, exit of previous data centres.</li> <li>• Move to Windows 10 laptop estate for all office-based workers, to increase agility in working.</li> </ul>

	<ul style="list-style-type: none"> <li>• Full implementation of Office 365, including Exchange Online, Teams Telephony, move to SharePoint Online.</li> <li>• Introduction of a formal A 'Bring Your Own Device' policy, including security parameters to ensure staff can access their emails, calendar and Teams on their personal devices.</li> <li>• Move to a new Microsoft Licensing of E5, which gives all staff access to standard Microsoft applications including PowerBI and Telephony.</li> <li>• Introduction of softphone telephony using Microsoft Teams Telephony.</li> </ul>
Developing a new front-line worker programme to provide technology solutions aims to address disconnected staff.	<ul style="list-style-type: none"> <li>• Deploying new tools such as smartphones and access to corporate systems, such as booking leave and sickness, as well as access the intranet.</li> </ul>
Embedding a digital culture to promote new ways of working	<ul style="list-style-type: none"> <li>• A new programme of Digital Champions in each service to drive the culture of technology transformation and adoption.</li> <li>• Assessing and developing skills and confidence to adapt well to digital and new technologies and providing opportunities for colleagues to safely experiment and innovate.</li> </ul>
To promote Technology Transformation as a strategic enabler:	<ul style="list-style-type: none"> <li>• Supporting business process transformation, information management and business intelligence.</li> <li>• Through corporate technology solutions to enable automation; improved integration between front and back office.</li> <li>• Introducing 'fit for the future' and 'future proof' technology, identifying future trends and being ambitious in our technology offering.</li> <li>• Refresh our technology estate to ensure we are offering choice in areas of smartphones and accessibility to corporate applications or devices.</li> </ul>
Working with external partners to implement a Cyber Security policy and implement recommendations.	<ul style="list-style-type: none"> <li>• The implementation of the policy will be audited in 2021 to provide assurance around Southwark's infrastructure and technology desktop network.</li> </ul>
Cyber protection including	<ul style="list-style-type: none"> <li>• Real time email risk assessment</li> <li>• Incident management &amp; training</li> </ul>
Reviewing our IT disaster recovery and business continuity provision.	<ul style="list-style-type: none"> <li>• Reporting on a monthly basis we will monitor the number of P1 incidents and review current response requirements.</li> </ul>
To improve performance and provide greater reliability	<ul style="list-style-type: none"> <li>• The upgrading of edge switches and increase in network capacity.</li> </ul>
Data Centre improvements including;	<ul style="list-style-type: none"> <li>• Shared Remote Desktop Session Host (RDSH) solution.</li> </ul>

To develop a data strategy focusing on;	<ul style="list-style-type: none"> <li>• Robust backup of Data</li> <li>• Automation to collect, store and data.</li> <li>• Retention/storage policy</li> <li>• Data collection policy</li> <li>• Predictive analytics</li> <li>• Data tools</li> <li>• Data sharing</li> </ul>
Implementation of Dynamic CRM portals to join resident data	<ul style="list-style-type: none"> <li>• Identify opportunities to rationalise and standardise the technology estate further to reduce disparate data sets and create one customer record.</li> </ul>

# Appendix

Southwark Economic Renewal Plan

<https://www.southwark.gov.uk/business/economic-renewal-plan>

Southwark Council Essential Digital Skills Action Plan

<https://www.southwark.gov.uk/assets/attach/12143/Essential-Digital-Skills-Action-Plan>

Southwark Council Climate Change Strategy & Action Plan

<https://www.southwark.gov.uk/assets/attach/48607/Climate-Change-Strategy-July-2021-.pdf>

Southwark Stands Together

<https://www.southwark.gov.uk/engagement-and-consultations/southwark-stands-together>

Southwark Health & Wellbeing Strategy

[https://www.southwark.gov.uk/assets/attach/7208/Southwark-Health-and-Wellbeing-Strategy-2015\\_final.pdf](https://www.southwark.gov.uk/assets/attach/7208/Southwark-Health-and-Wellbeing-Strategy-2015_final.pdf)

Southwark Council Customer Access Strategy

<http://moderngov.southwark.gov.uk/documents/s92432/Appendix%201%20Corporate%20Customer%20Access%20Strategy%20Final.pdf>

UK Digital Strategy

<http://moderngov.southwark.gov.uk/documents/s92432/Appendix%201%20Corporate%20Customer%20Access%20Strategy%20Final.pdf>

GLA Digital Access Mission

<https://www.london.gov.uk/coronavirus/londons-recovery-coronavirus-crisis/recovery-context/digital-access-all>

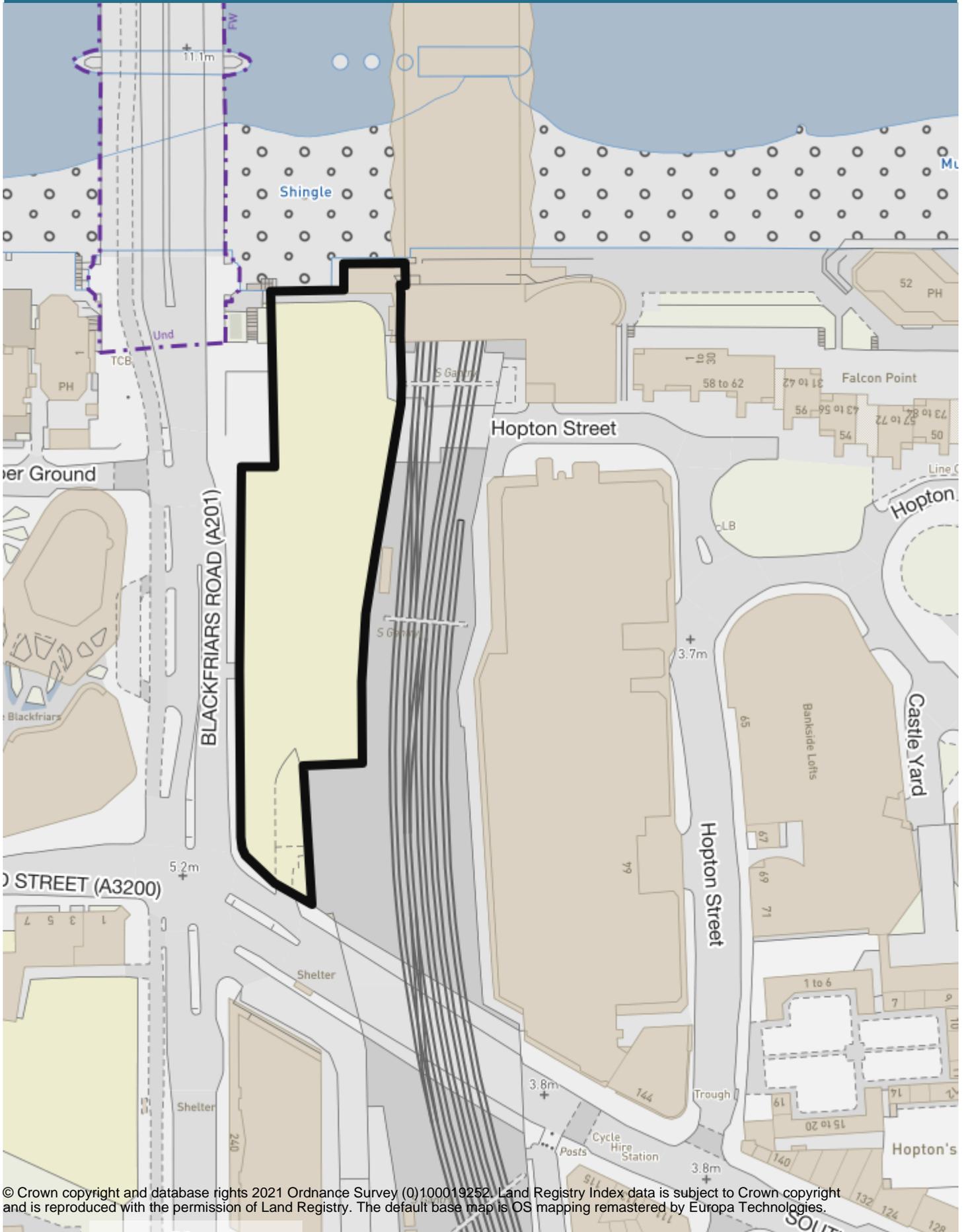
LOTI Digital Inclusion Innovation Programme

<https://loti.london/projects/diip/>

LOTI Digital Exclusion Mapping Project

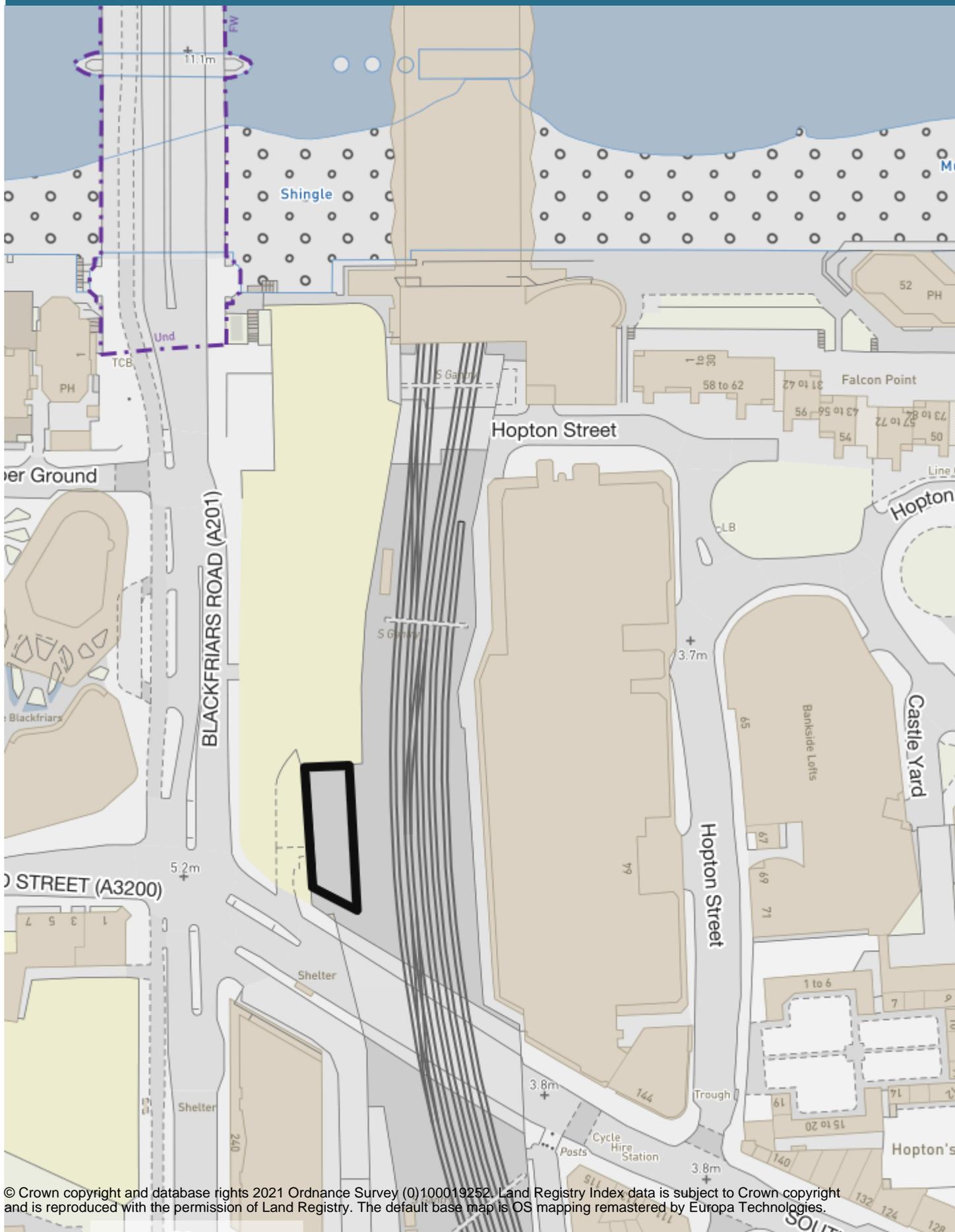
<https://loti.london/projects/cif-data/>





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Appendix B - site of Airspace Land



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## BANKSIDE YARDS

### ACQUISITION FOR PLANNING PURPOSES

#### APPENDIX D

#### DESCRIPTION OF THE SCHEME, PLANNING AND PUBLIC BENEFITS

1. Bankside Yards, is a 2.1 ha development site bordered by the Thames River Walkway and Blackfriars Station to the north; Hopton Street to the east; Southwark Street to the south-west; and Blackfriars Road to the west (the "Site"). The Site spans the Blackfriars Thameslink railway viaduct, which essentially divides it into two sections, and includes the arches under the viaduct. The maximum extent of the site, for planning purposes, is shown on the plan at Appendix G of this report.
2. As is not uncommon for large redevelopment projects the planning history of the Site is complex. Permission for a large mixed-use scheme was first granted in 2014, since when a number of reserve matter permissions have been granted. More recently, in 2020, a new permission was granted for a revised scheme that includes substantial changes to the treatment of the section of the Site to the west of the railway viaduct.
3. The extensive public benefits of the scheme are included within the various permissions and associated s106 agreements. The overall package of benefits includes:
  - a) An in lieu affordable housing payment of at least £69m (subject to viability review and indexation this could rise to circa £100m) as well as 37 onsite affordable homes.
  - b) Borough CIL of £9.1m and Mayoral CIL of £3.3m; a contribution of £500k to the community project bank; construction apprenticeship training for a minimum of 43 local people; the provision of affordable workspace; and a commitment that 10% by value of goods and services for the development of the Scheme be procured locally.
  - c) A package of extensive public realm improvements that will see around half of the ground floor area of the site open to public access; creation of new east west pedestrian and cycle routes across the site; refurbishment of a section of railway arches; and, the setting out of a new public square and a public garden.
  - d) Provision of two cultural spaces, one that will provide a range of benefits to the LGBTQ+ community around the themes of social, cultural, wellbeing, support and advice.
  - e) The Scheme comprises a mix of uses including residential and, employment, leisure and cultural space that ultimately will deliver 341

new homes, space for an estimated 3,700 (full time equivalent) jobs and a hotel.

4. The original planning permission for the comprehensive redevelopment of the Site was granted on 28 March 2014 (ref. 12/AP/3940). The planning permission includes the demolition of the former Sampson House and Ludgate House buildings and redevelopment of the entire site to provide 489 flats as well as offices, retail, community uses and a gym. The consent was implemented in 2016.
5. The scheme was to include 9 buildings ranging in height from 5 to 49 storeys comprising 144,622 sqm GEA comprising: 489 flats (Class C3), 45,378 sqm (including basement) of offices (Class B1), 2,627sqm of retail (Classes A1-A5), 1,969sqm of community uses (Class D1) and 1,014sqm of gym (Class D2)", (the Original Permission).
6. The Original Permission covers the whole of the Site, i.e. both Bankside Yards East ("BYE") (previously known as Sampson House due to the now demolished previous building) and Bankside Yards West ("BYW") (previously known as Ludgate House, again due to the now demolished previous building).
7. The previous buildings across the Site have now been demolished and a shared basement has been constructed on BYW and construction of what is referred to Building 3 is far advance; pursuant to a reserved matters permission ref 18/AP/3696.
8. On 22<sup>nd</sup> December 2020 a new planning permission was granted for the BYE part of the site. This was for redevelopment to create two levels of basement and the erection of five buildings ranging from seven to 34 storeys plus plant (heights ranging from 28.9m AOD 123.9m AOD) to provide: 341 dwellings (Class C3); 8,054sqm (GIA) of office space (Class B1); 1,436sqm (GIA) of retail floorspace (Class A1-A4); 904sqm (GIA) of cultural floorspace (Class D1/D2); 16,254sqm (GIA) hotel with up to 126 rooms (Class C1); new open space; reconfigured vehicular and pedestrian access; highway works; landscaping; basement car park for 107 cars (including 29 disabled car parking spaces), plus servicing and plant areas; and works associated and ancillary to the proposed development" (ref. 18/AP/1603) (the "BYE Permission"). The BYE Permission is yet to be implemented.
9. The main differences between the Original Permission and the BYE Permission include the reduction in the number of buildings on the BYE part of the Site from six to five; increasing the height of three of the buildings compared to the Original Consent and decreasing the height on one other; an increase in homes; the creation of a large cultural venue; and, the provision of a hotel.
10. It is anticipated that the Scheme will continue to evolve in the future. Any future changes will require consent, and can be considered in the light of up to date planning policy.

## Delivering policy aspirations and public benefits

11. The Site benefits from policy designations that support intensification, renewal and significant growth. The London Plan designates Bankside, Borough and London Bridge as one of four Opportunity Areas in the London South Central area and notes that this area has considerable potential for intensification and scope to develop the strengths of the area for strategic office provision as well as housing. It supports mixed leisure and culture related development, which will enhance its distinct offer as part of the South Bank Strategic Cultural Area and should include visitor accommodation. The London Plan sets targets of 4,000 new homes and 5,500 new jobs within this Opportunity Area.
12. Policy 2 of the LBS Core Strategy reinforces the London Plan objectives and states that Southwark's vision for Bankside, Borough and London Bridge is to continue to provide high quality office accommodation, world-class retail, tourism, cultural and entertainment facilities including the delivery of 1,900 new homes, 665 affordable homes and around 25,000 jobs by 2026.
13. The emerging New Southwark Plan sets higher targets more closely aligned with the London Plan. It sets out that the Council aims to deliver at least 2,355 new homes every year with 11,000 new council homes delivered by 2043 as part of the overall housing target. Alongside this, at least 58,000 jobs over the next 20 years will be created with at least 460,000sqm of new office space in the Central Activity Zones and in town centres. The Borough will be net carbon zero by 2050 with the Borough setting its own carbon neutrality target by 2030.
14. The Site is site allocation NSP 19 in the Southwark Plan 2022. The site allocation gives a minimum residential capacity of 598 homes across the site. It also requires that redevelopment of the site must provide: new employment floor space; active frontages with ground floor retail, community or leisure uses along Blackfriars Road; new east-west green links connecting Blackfriars Road to Hopton Street, including a new cycle link; leisure, arts, culture or community uses for the benefit of new residents and the existing local community; and new open space of at least 15% of the site area.
15. The Planning Committee report relating to the BYE Permission concluded:
  - a) *“Redevelopment of the site to provide new homes, hotel, retail, office, and leisure space is welcomed and the improved connectivity and public realm will be beneficial to the local area and people using this important part of the south bank. The range of uses being proposed is in line with development plan policy aspirations to improve the area and maximise the number of homes and jobs.”*
  - b) *“The development would bring forward various benefits for sustainable transport including new routes though the site in both east/west and north/south directions as well as improved access to cycle hire facilities. The sustainable public realm improvements with the creation of two new east-west routes which will significantly improve permeability and*

*connectivity in the area. The proposal would provide an extensive improvement to the streetscape together with new active frontages which would improve the experience for pedestrians, and provide for natural surveillance. The new public spaces are a particular benefit of this development, offering a range of spaces with distinct characters including a substantial cultural space at the entrance to the cultural venue.”*

- c) *“The design of the new buildings, which in some cases are significantly taller than their predecessors on the consented scheme, is considered to be of the highest quality and will make a substantial, positive contribution to the skyline of London and the cluster of tall buildings at the norther end of Blackfriars Road.”*
16. In seeking, to address the Climate Emergency and the Council’s own carbon neutral aspirations, the site-wide energy strategy has been reassessed such that Bankside Yards is now being designed, and delivered in the case of Building 3, to be the UK’s first major fossil fuel free mixed-use development, operating on an all-electric, site wide energy network with electricity from renewable sources. The development is required to submit Energy Strategies for the Council’s approval, which will secure these aspirations as the development progresses.

**BANKSIDE YARDS****ACQUISITION FOR PLANNING PURPOSES****APPENDIX E****THE LEGAL AND POLICY FRAMEWORK IN RESPECT OF OVERRIDING PROPERTY RIGHTS**

1. Section 226(1)(a) of the Town and Country Planning Act 1990 (TCPA 1990) gives the Council power to acquire compulsorily any land in its area if the Council thinks that the acquisition will "facilitate the carrying out of development, re-development or improvement on, or in relation to, the land". In exercising this power the Council must have regard to Section 226(1A) of the TCPA 1990 and must not exercise the power unless it thinks that the development, re-development or improvement is likely to contribute to the achievement of any one or more of the following objects:
  - 1.1 The promotion or improvement of the economic well-being of the area;
  - 1.2 The promotion or improvement of the social well-being of the area;
  - 1.3 The promotion or improvement of the environmental well-being of the area.
2. Section 227 of the TCPA 1990 gives the Council the power to acquire by agreement any land that it requires for any purpose for which it may be authorised to acquire land under section 226. So the Council can acquire land interests by agreement under section 227 if it is satisfied that the tests in sections 226(1)(a) and 226(1A) are met.
3. Acquisitions of land under section 226 or 227 engage the provisions of sections 203-205 of the Housing and Planning Act 2016 (HPA 2016).
4. Section 203 of the HPA 2016 enables building or maintenance work to proceed in accordance with a planning permission even though in doing so rights over the development site which benefit adjacent properties (such as easements, restrictive covenants or rights of light) may be interfered with.
5. The pre-conditions to the engagement of section 203 are:
  - 5.1 there is planning consent for the building or maintenance work;
  - 5.2 the land on which the work takes place has at any time on or after 13 July 2016 become vested in or acquired by a specified authority (such as the LB of Southwark) or been appropriated for planning purposes;

- 5.3 the authority could acquire the land compulsorily for the purposes of the building or maintenance work; and
- 5.4 the work is for purposes related to the purpose for which the land was vested, acquired or appropriated.
6. Where property rights are overridden in this way, beneficiaries are entitled to compensation based on comparing the value of their property on the assessment day assuming no interference has taken place with its value after the interference. Compensation is the difference in value, if any, after the comparison (diminution in value). The compensation is only due when an interference of rights takes place. When this happens, the claim for compensation is against the person that interfered with the rights, but under section 204 the local authority that implements the overriding provisions is liable if the infringer does not pay that compensation. It is for this reason that an indemnity agreement would be in place with the developer in advance of any exercise of powers.
7. This is a powerful tool in enabling developments to proceed as it means that third party holders of the rights cannot prevent the development proceeding (by way of an injunction) - their right to obtain an injunction is translated into a right to compensation only. It also provides certainty for a developer by fixing loss in value of the property that has the benefit of the right, as the basis of valuation, i.e. it stops the developer being held to ransom or having to pay a share of the development profits.
8. From a legal perspective, the following aspects should be considered by Cabinet in whether to use acquisitions under section 227, to engage section 203 of the HPA 2016 to override rights in respect of the Scheme:
- (1) Whether the land should be acquired for planning purposes – i.e. does the Council think that the use of the powers will facilitate the carrying out of development, redevelopment or improvement on or in relation to land?  
  
As part of this, Cabinet should consider whether planning permission has been granted or, if not, whether this is likely to be forthcoming, and what are the prospects of the Scheme proceeding.
  - (2) Whether it thinks the Scheme will contribute to the achievement of one or more of the objectives set out in section 226(1A) of the TPCA 1990: the promotion or improvement of the economic, social or environmental well-being of the area.
  - (3) Whether third party rights capable of being overridden by section 203 of the HPA 2016 exist and whether they would be interfered with by the Scheme.
  - (4) Whether interference with those rights is necessary to achieve the benefits of the Scheme, i.e. could the Scheme realistically be adjusted to avoid interference with the rights? Would agreement to release

those rights be likely to be achievable if planning powers were not used? In addition, is overriding the rights necessary to allow the Scheme to proceed?

- (5) Whether there is a compelling case in the public interest for the interference with the rights.
  - (6) Would there be interference with rights protected under the Human Rights Act 1998 and under the European Convention on Human Rights? Is the public interest to be achieved proportionate to, and does it justify, the infringement of the rights through the operation of section 203? Human rights are discussed further below.
  - (7) Would the exercise of the powers be consistent with the public sector equality duty ("PSED") under section 149 of the Equality Act 2010? The PSED is discussed further below.
9. Also material as regards the use of the Council's powers to acquire by agreement under section 227 of the TCPA 1990 to engage section 203 of the HPA 2016, in June 2016 Cabinet adopted a policy on the use of the forerunner to sections 203-205 of the HPA 2016, section 237 of the TCPA 1990 Act. Although section 237 has since been repealed, sections 203-205 are similar in terms so much of the information and commentary in the June 2016 Cabinet report is still relevant and the adopted policy remains applicable to the consideration of the use of section 203. The policy sets out principles the Council would have regard to in considering applications to utilise its powers to override third party rights. These are:
- (a) Each application to be determined on its own merits but the criteria will guide both applicants and the Council.
  - (b) A planning consent that is immune from challenge should be in place.
  - (c) Is there a reasonable alternative way of developing the site to achieve the outputs of the consented scheme without interfering with third party rights? If there is, the Council will normally expect that option to be followed.
  - (d) The exercise of these powers should be a last resort when genuine negotiation with affected persons has failed.
  - (e)-(g) The Council to be indemnified against all costs arising as a result of the exercise of its powers, including all professional fees and any compensations to third parties.
  - (h) There must be no breach of the Council's duty to act in accordance with section 233 of the TCPA 1990, i.e. any disposal must be at the best consideration that can reasonably be obtained.
  - (i) The Council must be satisfied that in exercising section 227 powers there is no breach of the PSED.

- (j) Proportionality - taking all relevant considerations into account does the development scheme benefit the wider community to such an extent that it is reasonable to deprive beneficiaries of the rights of the ability to seek through the courts an order to stop that development?
10. In this case Cabinet must consider whether to depart from principle (d) of the policy:
- (d) *Bona-fide negotiations must have taken place with the parties that will have their rights overridden with a view to those rights being released by agreement. Where those negotiations failed because of unrealistic demands by the beneficiaries of those rights and as a consequence the proposed scheme cannot proceed the Council will contemplate use of section 227 powers.*
11. As regards principle (d) of the policy, the Developer's rights to lights surveyors have attempted to negotiate with those entitled to rights which would be interfered with in a material way. In all cases where there has been a substantive response the surveyors have taken appropriate steps to pursue bona fide negotiations.
12. Negotiations with the neighbours likely to be most affected have been running since late 2017, and whilst agreement has been reached with a number of the affected owners, negotiations with others have stalled, and there have been threats of Court proceedings from three affected owners. The Cabinet are asked to note that bona fide negotiations have taken place with all those who are likely to suffer the most significant impacts; criterion (d) of the policy is satisfied to that extent. Insofar as negotiations with owners of other interests, including unknown owners or interests, have not taken place, or that there is a failure to reach a conclusion for reasons other than unrealistic demands or delay by the beneficiaries or those rights, a departure from the policy is justified as it would not be reasonable to seek to identify every interest that may be affected as a result of engaging the provisions of section 203, and as there are legitimate reasons why the negotiations have not been concluded.
13. Without the Council's intervention, right holders will each have to release their right to enable the Scheme to proceed. To insist on the developer securing individual releases by agreement in this case will be to insist on a procedure that will almost certainly prove impracticable and fruitless. Having regard to the very considerable public benefits of the Scheme it is considered that there is good reason for the Council departing from principle (d) of its policy in this particular case.
14. As noted in the main body of this report, the potential departure from principle (d) of the policy has been notified to property owners and occupiers in the locality that may be adversely affected and representations were invited from them. This was done by way of a covering letter with a detailed briefing note sent to 638 addresses.

15. Recipients of the letter were given a period of two weeks, later extended to five weeks, within which to make representations, which are discussed in the main body of the report. A summary of the responses is at Appendix F.
16. All the responses received to the potential variation in policy have been given careful consideration and [it is concluded none of them contain sufficient reasons not to proceed with the recommendations of this report.
17. Once land has been acquired by the Council for planning purposes under section 226 or 227 of the TCPA 1990, the land may then be disposed of to a third party pursuant to section 233 of the TCPA 1990. Section 233(1) permits the Council to dispose of the land to such persons, in such manner and subject to such conditions as appear to the Council to be expedient in order to:
  - (a) secure the best use of that or other land and any buildings or works which have been, or are to be, erected, constructed or carried out on it (whether by the Council or by any other person); or
  - (b) secure the erection, construction or carrying out on it of any buildings or works appearing to the Council to be needed for the proper planning of its area.

In this case it is section 233(1)(a) that is relevant.

18. The consideration received by the Council for such disposals must be "the best consideration that can reasonably be obtained", unless the Secretary of State's consent is obtained to permit otherwise, or unless the disposal is the grant of a lease of seven years or less, or the assignment of a lease with seven years or less unexpired at the date of assignment. In judging what consideration can be achieved, account must be taken of the expediency as referred to in section 233(1).
19. As regards human rights, the Human Rights Act 1998 incorporates into domestic law the European Convention on Human Rights. Article 1 Protocol 1 Convention rights have to be considered: every natural or legal person is entitled to the peaceful enjoyment of their possessions. No one shall be deprived of their possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law. This does not impair, however, the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties. In respect of this right under Article 1 of the Protocol, a fair balance must be struck between the public interest and private rights.
20. Article Convention 8 rights also apply and are engaged i.e. everyone has the right to respect for their private and family life, their home and correspondence; there shall be no interference by a public authority with the exercise of this right except such as in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder

or crime, for the protection of health or morals or for the protection of the rights and freedoms of others. Any interference with this right must be proportionate. Article 8 covers family life and private social life enjoyed at a place of work or in professional, business or commercial activities. If children could be affected, then the best interest of the child shall be a primary consideration.

21. Article 6 Convention rights are also relevant: in the determination of his civil rights and obligations, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
22. Members should also consider whether any of the following Convention rights are engaged: Article 9 (freedom of thought, conscience and religion); Article 11 (freedom of peaceful assembly and association); and Article 14 (freedom from discrimination).
23. Section 149 of the Equality Act 2010 imposes a general equality duty on public sector authorities ("the PSED"), in the exercise of their functions, to have due regard to the need to:
  - Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Act;
  - Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it; and
  - Foster good relations between people who share a relevant protected characteristic and those who do not share it.
24. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard to the need to:
  - remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
  - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
  - encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
25. For the purpose of the PSED the following are "protected characteristics":
  - Age
  - Civil partnership

- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex and sexual orientation.

26. Case law has distilled a number of principles as regards the PSED. "Due regard" in the context of the PSED means the regard that is appropriate in all the particular circumstances, including the importance of the areas of life of the members of the protected group that are affected and the extent of the effects and such countervailing factors as are relevant to the function which the decision maker is performing. The PSED is not a duty to take specific steps - indeed the courts have warned against micro management of the PSED process - nor is it a duty to achieve results. It is a duty to have regard to the need to achieve the various objectives referred to above.

**BANKSIDE YARDS  
ACQUISITION FOR PLANNING PURPOSES**

**APPENDIX F**

**SUMMARY OF RESPONSES TO NOTIFICATION OF POTENTIAL DEPARTURE  
TO OVERRIDING PROPERTY RIGHTS POLICY**

<b>Response</b>	<b>Response Summary</b>	<b>Comment</b>
<b>1</b>	<p>Council can only proceed if last resort, but no contact until this letter. Does not agree to rights being taken away without consultation and compensation.</p>	<p>Bona fide negotiations have taken place with all parties with rights that will be materially impacted. The Council's powers under section 203 would be a last resort following extensive negotiations with a number of parties.</p> <p>The properties referred to by the respondent are anticipated to remain well-lit, which is why contact had not been made by the Developer. No rights are taken away. They are overridden and compensation where rights are interfered with would be payable in the event that powers are exercised.</p>
<b>2</b>	<p>Missing paragraphs.</p> <p>Have been in correspondence with GIA since 2018, but haven't had the visit to carry out their individual assessment. Have sent them the independent survey and aware of others in similar position.</p> <p>Similar delay in provision of double glazed doors.</p> <p>In many cases not even attempted to negotiate with residents of Falcon Point. To suggest the proposed action by the Council is justified on the grounds of unreasonable delay evidenced by just 3 cases is disproportional.</p> <p>This is an issue for the developers to address, not the council.</p>	<p>No missing text; an error in paragraph numbering.</p> <p>GIA surveyed the property in November 2019 in relation to daylight and sunlight and determined very minor impacts would result from the Scheme.</p> <p>Double glazing is a separate issue, but the Developer has confirmed to the Council that the works will progress in 2022 as soon as the legal arrangements are in place.</p> <p>37 out of 40 neighbouring owners whose light is materially affected by the development have appointed surveyors (at the Developer's cost) and terms have been agreed with 21 owners. There are some interests, however, where the negotiations have failed and therefore S203 is recommended as a last resort to facilitate the development.</p>

3	Objects to the scale of development consented. Development will lead to shadow over garden and flat in afternoon and evening. Also privacy concerns.	Scale and massing as well as daylight, sunlight and overlooking are all issues considered by the Planning Committee at the time of considering the Scheme.
4	Query regarding paragraph numbering.  Further information requested on rights and implications for residents.	No missing text; an error in paragraph numbering.  This resident has agreed a compensation settlement with the Developer. This will be honoured by the Developer irrespective of Cabinet's decision.
5	Property is one of most affected by loss of light. Developer has offered a "paltry sum". S203 should only be used when reasonable negotiations have failed. The compensation offered is less than 1% of the value of the property – a derisory sum given the major diminution in value. Not reasonable negotiation.	Developer will continue to negotiate and honour any sums agreed. If S203 were to be implemented then compensation will be payable in accordance with S204 (on the basis of diminution of value of the affected property) and any dispute would be settled with the Lands Tribunal.
6	Insufficient detail in letter. Need to understand implication to residents. Implies rights holders are creating delay, but not our experience. Could provide examples of developer's lack of engagement and procrastination dealing with adversely affected parties in relation to this project and Neo Bankside.	An offer was made in respect of both properties in November 2019 and the Developer's team continues to engage with the residents' appointed surveyors. Additional radiance studies have been carried out, which show the loss of light would be minimal.
7	Bankside Yards is not a positive for its neighbours, especially those on Hopton St.  If LBS were to use powers, costs of any dispute to Lands Tribunal should be paid for by Developer.	Developer will continue to negotiate with affected rights holders and honour any sums agreed (including covering costs of surveyors and lawyers). If S203 were to be implemented then compensation will be payable in accordance with S204 (on the basis of diminution of value of the affected property) and any dispute would be settled with the Lands Tribunal.
8	Concerned about the size and height of Buildings 4 and 5 in terms of loss of light and overlooking.	Scale and massing as well as daylight, sunlight and overlooking are issues

	<p>Would like Council to comment on the Supreme Court Neo Bankside privacy case and also on their specific rights to light.</p> <p>Positive about redevelopment of the area, but quality of life of existing residents needs to be considered.</p>	<p>considered by the Planning Committee at the time of considering the Scheme. The Council is not a party to the ongoing litigation and therefore cannot comment. In any event this is a separate development to the one in question.</p> <p>Any rights of light enjoyed by the resident would not be taken away, but any ability to injunct would be replaced with a claim for compensation calculated at the point that any rights were interfered with.</p> <p>The Council understands that this is a low risk property and rights of light infringements are anticipated to be low, albeit a detailed survey has not yet been undertaken to confirm.</p>
9	<p>Strong objection. Disappointed that the Council puts the interests of developers above the rights of residents. Initial briefing was lacking in transparency and residents had to raise questions to be able to understand the proposals fully. The process has reinforced negative views of the Council's decision making. Removal of rights to negotiate is tantamount to contravention of human rights legislation. Unfair that all residents should have rights removed because negotiations have failed with 3 residents. Individual negotiations should be concluded with all affected residents.</p>	<p>The response period was extended to allow for a briefing for Ward councillors and also the provision of Q&amp;A information.</p> <p>Human rights considerations are set out beginning at section 45 of this Report.</p> <p>Following an internal survey, GIA concluded that this property would not experience a material change in light. This was relayed to the resident's rights of light surveyor (DPR) in August 2020. To date, DPR have not disputed GIA's conclusions.</p> <p>Where offers have been made, the developer will honour them irrespective of the Council's decision regarding use of S.203 powers.</p>
10	<p>Disgusted that there are statutory powers that allow an intervention by the Council to facilitate a faster and probably more cost effective settlement. It seems a devious and risible device of creating a false interest in the site before transferring it</p>	<p>S.203 was introduced in 2016 to replace and broaden S.237 powers (in force since 1990). The Council has used these powers on numerous occasions to facilitate development of its own land. It is a well recognised legitimate legal mechanism.</p>

	<p>back. The Council says that rights owners will not lose their rights, but if they are being overridden surely they are lost? £10,000 compensation is a derogatory sum.</p>	<p>It is unclear what the £10,000 figure relates to. GIA has not had any direct correspondence to date with this leaseholder as the flat has no windows that face directly onto the development site.</p>
11	<p>Disappointing that the Council is collaborating with a property developer to override residents' rights. This is just one of a number of high-rise projects in the pipelines, all of which will have negative impacts on light.</p> <p>Personal experience of loss of light from Kings Reach Tower.</p> <p>The basis of compensation being linked only to loss in value of the affected property is inadequate.</p> <p>Council should make the light report more visible and transparent to residents at the planning stage. Developers should be required to be candid about the downsides and explain how they will mitigate.</p> <p>It was evident at the planning stage that rights to light would be an issue. The developer could have started negotiations then. No sincere effort to negotiate in a timely manner in good faith. Presumably the intention all along was to rely on the Council to use its powers.</p>	<p>The basis of compensation is set out in statute. In any event, where an offer has been made the developer will continue to honour it irrespective of the Council's decision as to whether to use its powers under S.203.</p> <p>The Council has reviewed evidence of ongoing negotiations since 2017 with the more materially affected owners. Whilst Cabinet is asked to consider departing from a requirement to evidence that negotiations have failed with <i>all</i> parties, the use of powers is still considered to be a last resort - some negotiations have failed and an injunction is now threatened.</p> <p>GIA has not had any direct correspondence to date with this resident. It is not anticipated that this flat will experience an actionable change in light as a result of the development.</p>
12	<p>The use of powers appears premature and would be an over-extension of the council's powers, contrary to its policy. Have not had contact from the developer to discuss any potential injury or seek to reach an agreement. Lease includes a right of light.</p> <p>The reason there are so many tenants to deal with is because of the unprecedented scale of the development.</p>	<p>Initial analysis GIA undertook for this flat (based on assumed layouts) indicates that the property will remain well-lit.</p> <p>The proposed use of powers is still considered a last resort. Negotiations have been ongoing since 2017 with the more materially affected owners and in certain cases have now failed. The departure is because negotiations</p>

	<p>It is disingenuous to state that this is a minor departure on one aspect – quite a contentious move to extinguish neighbours’ rights. Urge the council to encourage the developer to continue to negotiate.</p>	<p>have not as yet failed with <i>all</i> parties, which would be an unrealistic requirement given the number of potentially affected interests.</p>
13	<p>SH4 should be moved westwards into the redundant space to create a green space along Hopton Street. This would quell residents’ concerns and was raised during the planning process. The developer also needs to give back land to the public within the development to equate to the area of public highway that has been ‘acquired’ on Hopton Street.</p> <p>The developer has assured Falcon Point residents that there would be no loss of light, sky, airspace. Residents were also promised enclosed balconies in 2017, but they still have not been provided – yet two gigantic buildings have been demolished and a skyscraper built in this time. The developer has also been requesting excessive amounts from Falcon Point residents to extend their leases.</p>	<p>A number of the points raised are not directly related to the use of S203 powers or the potential notified departure. The Council has agreed legal arrangements with the developer recently to allow the balcony enclosure works to progress.</p> <p>Initial analysis GIA undertook for this flat (based on assumed layouts) indicates that the property will remain well-lit.</p>
14	<ol style="list-style-type: none"> <li>1. Resident has made cutback and redesign requests, but had no engagement. Developer has not engaged properly to allow residents to assess and understand the scale of the injury to allow negotiations.</li> <li>2. Developer has stated that an injunction is “premature”, but is now seeking use of S.203 powers. How can the Council be discussing S203 when there are still planning applications outstanding on the site?</li> <li>3. The availability of an injunction for rights of light impacts recognises the importance of light rather than something that can be priced. The Council appears to have aggregated rights to light as “rights</li> </ol>	<ol style="list-style-type: none"> <li>1. The Council has reviewed sufficient evidence that technical information has been shared.</li> <li>2. Whilst the Sampson development will take time to progress to the point of interference with rights (the extent of impact will only be certain once the development is more progressed), works are progressing on the Ludgate site. Funding and development certainty are also relevant considerations. The legislation allows for flexibility as the planning position evolves. It is not intended that the Council’s powers would apply only to a specific planning permission, but to the regeneration of the site. The</li> </ol>

	<p>over land". Daylight is key to human wellbeing and this is not highlighted sufficiently.</p> <ol style="list-style-type: none"> <li>4. A judge could also award damages in lieu of an injunction based upon the profits of the part of the development that is causing the injury. S203 overrides long established and well considered legal rights.</li> <li>5. The Council taking temporary ownership of a site is a sham. The legislation does not expressly propose this, but leaves the door open to the approach.</li> <li>6. The Council introduced policy to assess when such powers are appropriate and "last resort" is a key plank to that policy. The request to change the policy is not "minor" but a fundamental change. The forward to the policy itself states that it will only be considered in the last resort. The policy has to be viewed as a whole.</li> <li>7. The policy states "Where those negotiations failed ... and as a consequence the proposed scheme cannot proceed." Any viable scheme can proceed – it is the developer's choice and potentially their focus on super profits if not.</li> <li>8. If last resort is removed, reliance on S203 becomes the primary resort. To what standard will the developer be held in negotiating? What training has the council's Director Regeneration received to assess whether appropriate negotiations have taken place?</li> <li>9. It is perverse that the standard the council intends to hold itself to is lower when there are less injured parties. There are 6 buildings being built that have potential to be injuncted. Each building has 1 to 8 injured parties. This is not an unmanageable position. Southwark should refer to how Hammersmith &amp; Fulham dealt with the more</li> </ol>	<p>proposed acquisition is for planning purposes.</p> <ol style="list-style-type: none"> <li>3. If exercised, the Council's powers would override all rights over the acquired land, not just rights of light. Rights of light is a separate matter from daylight and sunlight considerations, which are considered as part of the planning process.</li> <li>4. S203 is a well established legitimate legal mechanism to allow councils to facilitate development. If exercised, compensation would be payable for any rights impacted by the development.</li> <li>5. Temporary ownership of the land is sufficient and caselaw supports the proposed approach.</li> <li>6. It is not suggested that the use of powers should not be a last resort. The council is satisfied that the developer has negotiated with all materially affected owners for a reasonable time period. The departure relates to the fact that the developer will not have reached the point of failed negotiations with all parties that may have rights over the land. To insist on this is considered unreasonable and not the intention of the policy.</li> <li>7. Viability information is assessed at the point of planning decisions being made and the package of obligations (including affordable housing and the payment of CIL) is considered in this context. Given the sums being demanded by some negotiating parties, the development would not be viable if the developer was forced to agree to these demands. The developer will continue to honour all offers that have been made and will provide the council with full indemnity protection in the event that powers are exercised. Statutory compensation would be</li> </ol>
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	<p>complicated Chelsea stadium proposal – powers were only approved given a residual outstanding single interest from more than 80 rights holders.</p> <p>10. The planning officer appears to have relied only on evidence from the developer on negotiations. This has not been shared so is not transparent.</p> <p>11. Respondent's position is that the extent of injury to his property has not yet been agreed so how can negotiations have reached an impasse?</p> <p>12. The Council should check if S203 is being applied retrospectively. If so the process becomes illegal from the outset.</p> <p>13. The developer states publicly that the development value is £2.5bn, but the S106 was agreed against a development value of £1.5bn. Marginal viability is not an issue – it is super profits to a Singaporean domiciled investment fund. The developer is highly motivated as the injunctable interests aggregate to nearly 400,000 sqft of development (with a value of c. £700M).</p> <p>14. A proposal is suggested that requires the Council to assess the viability of a scheme where no parties are injured. If viability is not established then the scheme should be redesigned to minimise the injury to the greatest number of residents whilst remaining viable. If, after these steps have been exhausted, there are remaining residents where light has been reduced to an injunctable level, they should be rehoused in the new development on a like for like room and sq ft basis). Only then, if there are remaining interests, should S203 be exercised.</p> <p>15. Expect developer has adequate insurance to deal with this.</p>	<p>payable where rights are overridden.</p> <p>8. As above, it is considered that the exercise of these powers by the Council would be a last resort measure.</p> <p>9. The policy requirements need to be reasonable and achievable. To insist on failed negotiations for all parties is not realistic in a situation where there are so many potentially affected interests. 62 owners were initially identified as the most likely to be materially affected by the development. This reduced following detailed surveys to 40 parties with whom the council has seen sufficient evidence of active negotiations dating back to 2017. To insist on the developer having contacted all parties with a potential interest is considered unreasonable.</p> <p>10. In accordance with council policy, officers have reviewed details of negotiations prior to making their recommendation to Cabinet. Much of this is commercially sensitive and therefore cannot be shared.</p> <p>11. The council is aware that the respondent has threatened to injunct the development, which is a factor that has been taken into consideration. The precise extent of injury will only be certain once the development proceeds to impact on rights, which is why the statutory compensation is only payable at the point that rights are infringed. Negotiations with the developer are undertaken on the basis of an envelope of development, which the council considers to have been reasonable (it being greater than the consented development to allow for future planning aspirations).</p> <p>12. The S203 procedure would only override rights that are infringed after it takes effect. It will not apply</p>
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	<p>16. Mechanism is extremely aggressive and designed to override the rule of law.</p> <p>17. The developer's RoL surveyors have not responded to questions raised by the respondent's consultants from April. They were due to undertake radiance analysis, but we haven't seen it.</p> <p>18. Reference to the Code of Corporate Governance, quoting "Behaving with integrity, demonstrating strong commitment to ethical values and respect the rule of law"... "Ensuring openness and comprehensive stakeholder engagement"... "The council consults and engages with Stakeholders in all areas of its business. It welcomes the public's and community's views as part of the constitutional process."</p> <p>19. Separately the lawyers' letter contends that there has been a delay in provision of technical information and no cutback shared to determine if an alternative viable scheme could be built that would not interfere with rights. Queries timing of S203 if Sampson development won't proceed above ground for a few years.</p>	<p>to rights that have been impacted before this time. The council has taken independent legal advice from a leading QC and is comfortable that the procedure is entirely lawful and legitimate.</p> <p>13. The S106 agreements include viability reviews such that the affordable housing contributions will increase if the viability improves with time. Given the extent of cutbacks that would be required for the development to avoid infringing on any rights, the council does not consider there to be a viable alternative form of development that would meet the policy requirements for the site whilst avoiding impacts on rights over the land.</p> <p>14. The legislation provides a legitimate power for the council to exercise, ensuring that adequate compensation is paid to the extent of any impact on rights.</p> <p>15. The potential use of powers is to facilitate development. Insurance cannot prevent an injunction.</p> <p>16. The legislation provides a legitimate power for the council to exercise, ensuring that adequate compensation is paid to the extent of any impact on rights.</p> <p>17. The Council has reviewed sufficient evidence that technical information has been shared.</p> <p>18. The council has engaged with over 600 residents in relation to the potential exercise of powers and is confident that the CoCG and all due process has been followed.</p> <p>19. The Council has reviewed sufficient evidence that technical information has been shared. The timing of the S.203 takes into account the ongoing progress of negotiations and the need for certainty to allow for future funding and development of the scheme.</p>
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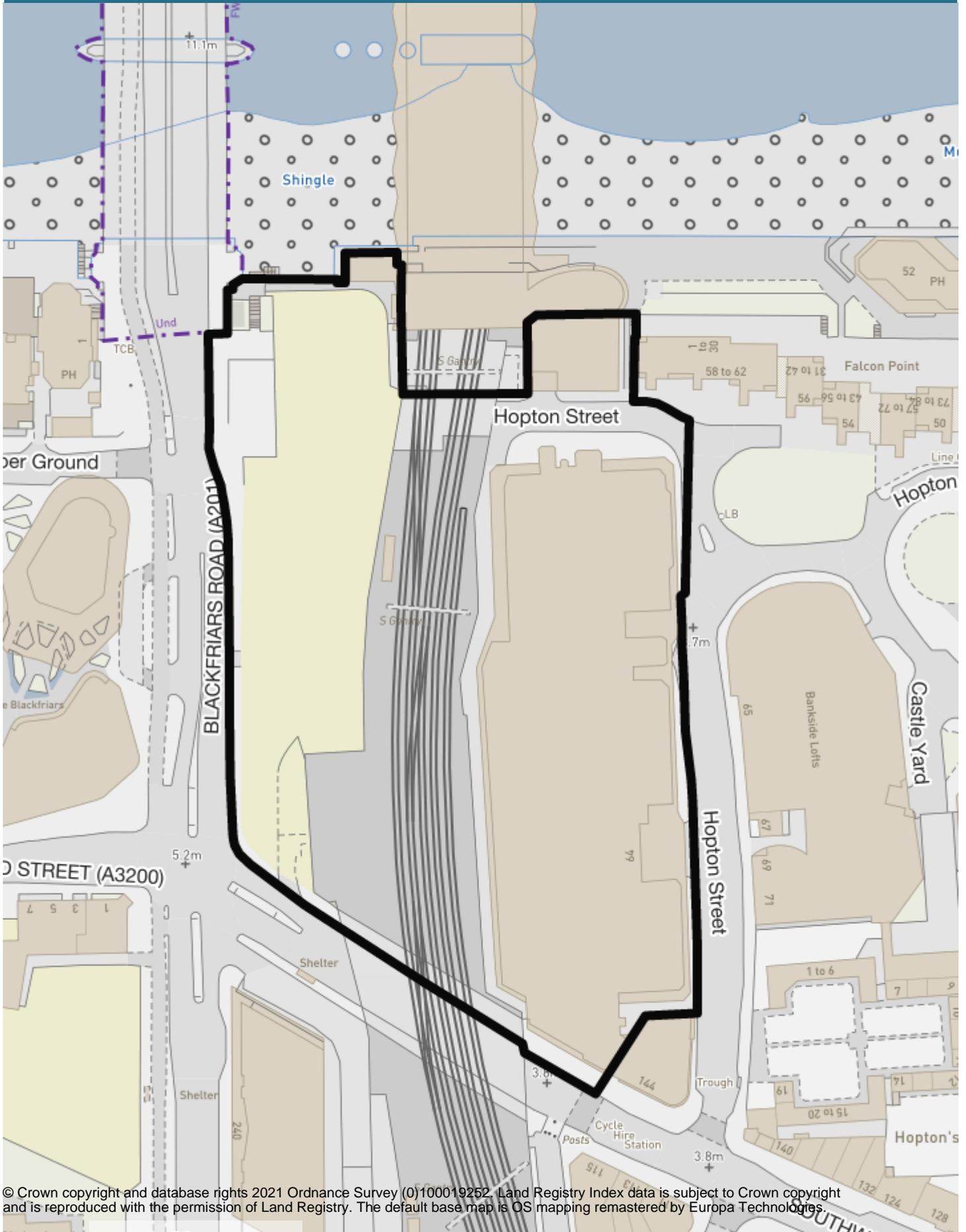
15	<ol style="list-style-type: none"> <li>1. Development can be constructed in an alternative way that achieves policy objectives and delivers equivalent public benefits without interfering with clients' rights of light.</li> <li>2. No viability evidence to show cutback would render scheme unviable.</li> <li>3. Persistent refusal to engage in meaningful discussions regarding appropriate cutback.</li> <li>4. There have been a number of changes to the Scheme, which shows that a different development is viable.</li> <li>5. Developer trivialises clients' rights which undermines case for S203.</li> <li>6. Compensation needs to be clearly understood before Council potentially exposes itself to significant levels of compensation.</li> <li>7. Pre-determination and a failure to follow due process.</li> <li>8. Council should have independently assessed level of compensation.</li> <li>9. Council has not entered into any negotiations to financially compensate our client. Cannot rely on negotiations by a third party before exercising powers.</li> <li>10. Client has not made unreasonable demands, but sought to collaborate with the Developer on a reasonable alternative.</li> <li>11. The fact that a guarantor required for S106 obligations casts doubt on the deliverability of the Development and demonstrates a concern as to ability to meet significant financial liabilities.</li> <li>12. Request for copies of all S106 agreements and confirm which obligations have been discharged.</li> <li>13. Insufficient information on public benefits. Council needs to be clear which permissions will be implemented to understand which benefits will come forward.</li> </ol>	<ol style="list-style-type: none"> <li>1. The policy requires consideration to be given to whether there is a reasonable alternative way of developing the site to achieve the outputs of the consented scheme, without interfering with rights. The Council understands that there is no reasonable alternative scheme. The cut backs required to avoid interfering with the objector's rights, or with all the rights affected, would render the scheme unviable and would not achieve the outputs and benefits of the consented scheme.</li> <li>2. The planning applications demonstrated the maximum reasonable provision of affordable housing as part of the S106 agreement process, including viability review mechanisms. A significant reduction of the consented floorspace would mean that the consented outputs could not be achieved.</li> <li>3. Officers have seen GIA modelled cutbacks as well as some prepared by other rights holders. Note there are a large number of affected interests around the site.</li> <li>4. Viability moves with time and values. More than one scheme can be viable, but significant cutbacks will impact on viability and budget to provide benefits.</li> <li>5. The respondent's rights are recognised and the impact has been assessed.</li> <li>6. The exercise of rights would be subject to an adequate indemnity arrangement.</li> <li>7. As anticipated by the policy, Officers have been liaising with the Developer in order to prepare a detailed report and recommendation to Cabinet. The decision is for Cabinet and will take account of all responses received to the Council's letter, which was sent to more than 600 addresses. This is not the first use of S203 by</li> </ol>
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<p>14. Only 37 on site affordable housing units – insufficient to justify high bar for use of powers.</p> <p>15. Need to show compelling case in public interest and that comply with CPO Guidance.</p> <p>16. Need to show proportionate – Art 1 and 8 of Protocol 1 of ECHR.</p> <p>17. Development has proceeded at a slow rate and no evidence to demonstrate this will change.</p> <p>18. Developer has had time to seek a Court declaration to confirm that the development would not cause an actionable interference with our clients' RoL. This is the appropriate relief rather than S203.</p> <p>19. As the planning permission has been implemented S203 cannot be utilised.</p> <p>20. The consultation does not contain the information required to enable the Council to make an informed decision.</p> <p>21. The Council needs to demonstrate that it could exercise its CPO powers. This means demonstrating a compelling case in the public interest and complying with the CPO Guidance.</p> <p>22. Consistent with law and CPO Guidance, policy is clear that the Council “needs to be satisfied that the developer has made reasonable and genuine efforts to reach agreement with the beneficiaries”.</p> <p>23. Council refers to delay rather than a beneficiary being not prepared to negotiate.</p> <p>24. Press articles suggest £2.5 billion GDV; Agreed GDV for viability was £1.5 billion.</p> <p>25. Legitimate expectation that Council will comply with policy. Unlawful to depart for one case only.</p> <p>26. Insufficient consultation and insufficient time. Current</p>	<p>the Council and there is a policy that sets out when it may be appropriate to do so.</p> <p>8. Indemnity arrangement means that the costs will sit with the Developer. The final costs cannot be calculated until the point that rights are interfered with as the works may continue to change. As noted in the policy: “It is not the council’s place or intention to determine where one or more financial offers have been made to beneficiaries if those offers are right. Instead, it needs to be satisfied that the developer has made reasonable and genuine efforts to reach agreement with the beneficiaries.”</p> <p>9. Compensation will be calculated at the time of breach of rights. It would be premature to do before.</p> <p>10. S203 is designed to allow rights to be overridden where development is being held back by rights over land and where, despite negotiations, settlements have not been reached to facilitate the development permitted. It is not only this owner, but there are a number of interests around the site for which S203 would take effect.</p> <p>11. An indemnity arrangement would be in place prior to any use of powers. The same guarantor will act to guarantee performance as did for the S106. All major Southwark S106 agreements require such an arrangement – it is not specific to this scheme.</p> <p>12. All S106 agreements are available on the planning portal. The obligations are monitored by the planning obligations monitoring officer in the usual way.</p> <p>13. The Council is aware of the different permissions and the varying planning benefits. S203 expressly allows flexibility for the planning permissions to vary and evolve provided that the works are</p>
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	<p>consultation is too narrow as focussed on one point of policy and proposal is not at a formative stage.</p> <p>27. Which negotiations have failed and which are not required to be undertaken?</p>	<p>for purposes related to the purposes for which the land was acquired.</p> <p>14. The on-site affordable housing provision is policy compliant for the uplift in floor area that the BYE Permission brings over the previous masterplan consent for the Sampson House site. This together with the substantial payment in lieu was considered by the Planning Committee to be adequate and justified in accordance with the development plan. There is also a viability review mechanic in the S106 which will ensure that the affordable housing provision is updated in the event of increased profits over time.</p> <p>15. This report makes clear the considerable public benefits to be derived from the scheme.</p> <p>16. This matter is dealt with in the main body of the report.</p> <p>17. The legislation does not require a particular pace of delivery.</p> <p>18. The need for S203 does not relate only to this owner, but to a number of owners around the site. The Council's policy on the use of S203 does not require a developer to take this initial step.</p> <p>19. Works already undertaken will not benefit from the S203, but this does not prevent the Council from exercising its powers in relation to the remainder of the works (which are considered to have the most impact on rights of light).</p> <p>20. The letter was not for the benefit of Cabinet, but to ensure all people with potential rights within the vicinity of the site (over 630 addresses) were aware of the Council's consideration of use of powers and the potential departure from one limb of the policy.</p> <p>21. The Council could exercise CPO powers and so this limb is satisfied.</p>
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Appendix G - Bankside Yards planning boundary



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**BANKSIDE YARDS**  
**ACQUISITION FOR PLANNING PURPOSES**

**APPENDIX H**

**WHETHER THE USE OF THE COUNCIL'S POWERS WOULD BE JUSTIFIED**

1. Firstly, sections 226(1)(a) and 226(1A) of the TCPA 1990 are considered:
2. The utilisation of the Council's powers to override rights will facilitate the carrying out of development, re-development or improvement on, or in relation to, the land. There is sufficient evidence that the Scheme is likely to proceed if these powers are utilised. Notwithstanding that there would be some negative effects to those affected by the powers, as referred to in this report, and having taken those negative effects into account, it is considered the development, re-development or improvement is likely to contribute to the achievement of all of the well-being objectives in section 226(1A) of the TCPA 1990. The considerable economic, social and environmental benefits that are likely to arise from the Scheme are referred to in Appendix D. Accordingly the statutory tests in sections 226(1)(a) and 226(1A) are met.
3. *Consideration (1) - whether land should be acquired for planning purposes* i.e. does the Council think that the use of the powers will facilitate the carrying out of development, redevelopment or improvement on or in relation to the land?
  - 3.1 Given the significant level of investment that is planned, the Developer has made it clear that it will not be able to continue with the Scheme beyond the first phase whilst there remains a risk of injunction as regards the rights of light in respect of any part of the Scheme site. This is a reasonable position for the Developer (or any developer) to take.
  - 3.2 It is recognised in this particular case, without the use of the Council's powers, there is a very real and significant risk of an injunction being sought to prevent the Scheme from proceeding. Further, having regard to the number of claimants with whom it will be necessary to negotiate, the use of the Council's powers is in practice the only way in which that risk can be removed.
  - 3.3 It is highly unlikely that the full benefits of the Scheme will be delivered while the risk of an injunction continues. The proposed acquisitions of land for planning purposes would facilitate the implementation of the Scheme and the consequent and related public benefits it would bring. As long as the rights are overridden, there is sufficient evidence of the likelihood of the Scheme proceeding to justify a decision by the Council to acquire interests in the LHL Site, the SHL Site and the Airspace Land for planning purposes, to engage section 203 of the 2016 Act.

4. *Consideration (2) the Scheme will contribute to the provision or improvement of the economic, social or environmental well-being of the area:*
  - 4.1 The well-being objectives in section 226(1A) of the 1990 Act are all considered to be met by way of the very significant benefits arising from the Scheme as outlined in Appendix D. The benefits that would accrue from each part of the Scheme have been considered. The Scheme will deliver considerable benefits that will contribute to all of the well-being objectives.
5. *Consideration (3) (whether rights exist which are capable of being overridden) - this is met as rights of light and the other rights and covenants referred to in this report are capable of being overridden pursuant to section 203. The work that has been done by GIA and ongoing negotiations evidences that there would be infringements of the rights of light. The scheme may impact on other rights and restrictions too.*
6. *Consideration (4) (necessity of interference with the rights):*
  - 6.1 In terms of rights of light, the Developer has made it clear that with the threat of injunction hanging over the project, it will not be possible to proceed with the development beyond the current building under construction. This is a reasonable position.
  - 6.2 The only way of ensuring no interference with the rights of light will be to reduce significantly the height and massing of the Scheme, which will not deliver the full range of benefits associated with the consented scheme.
  - 6.3 Even if a financially attractive alternative scheme could be agreed upon, such a scheme will require a totally new, full planning application to be submitted for the whole application site. This will create further risks and considerable delays for the delivery of the public benefits associated with the Scheme. Such a scheme will also be unlikely to deliver the scale of development envisaged in the development plan policy for the site and the quantum of public benefits, including the contribution towards affordable housing, would be significantly reduced. For those reasons there is no reasonable alternative way of developing the site to achieve the outputs of the consented scheme without interfering with third party rights.
  - 6.4 Whether continuing with the consented Scheme or pursuing a reduced design, ultimately rights of light releases will be needed. Given the number of parties involved, and the history of negotiations to date, it will not be practicable or realistic to negotiate releases in any sort of reasonable timeframe. In addition, it would only take one of the interested parties to either not sign a release or not to engage and the entire Scheme would be jeopardised. The use of section 203 to override the rights is the only way for the development to be able to proceed in any reasonable time scale, and at a cost that can be reasonably estimated. In these particular circumstances, it is reasonable not to require the Developer to undertake (and reach the conclusion of) such negotiations with each and every person that may have rights.
7. *Consideration (5) (compelling case in the public interest)*

- 7.1 This is dealt with above. There is a compelling case in the public interest for the overriding of rights on the basis of the very significant benefits that would accrue from the Scheme.
8. *Consideration (6) (human rights)*
- 8.1 Human rights are discussed in their own section in the main body of the report.
- 8.2 In determining the level of permissible interference with the enjoyment of the rights, the courts have held that any interference must strike a fair balance between the public benefits associated with development and the protection of the rights of individuals. There must be reasonable proportionality between the means employed and the aim pursued. The availability of an effective remedy and compensation to affected persons is relevant in assessing whether a fair balance has been struck.
- 8.3 Cabinet must therefore balance the impacts on human rights of the affected adjacent property owners against the overall benefits to the community which the Scheme will bring and consider whether the interference is necessary and proportionate.
- 8.4 The public benefits that would stem from the Scheme are set out in Appendix D.
- 8.5 The right of affected owners to claim compensation for the infringement of their rights is relevant to an assessment of the proportionality of the infringement. Whilst the level of compensation would not be on a ransom or development profits basis, it would nevertheless be at the level which Parliament has specified as appropriate, being the diminution of the value of the relevant property.
- 8.6 For the reasons given above, in this particular case it is not considered a realistic or practicable option for releases of the rights to be secured in any sort of reasonable timeframe. The only realistic option to remove the risk of injunction in this case is to use the Council's powers to override rights.
9. *Consideration (7) (PSED)* is considered to be met for the reasons set out in the main body of the report.
10. As regards the principles set out in the June 2016 Cabinet policy for intervention under section 227 of the TCPA 1990 to enable development to proceed as referred to earlier in this report:
- (a) *Each application to the Council to be determined on its own merits but the criteria will guide applicants and the Council* - as the policy makes clear, each case is to be determined on its merits. The benefits of the Scheme, and the particular circumstances of this case, do warrant departing from some aspects of the policy, as explained in this report.

- (b) *Planning consent should exist and be free of challenge* - this point has been met. There is a full planning consent, which is beyond challenge, for the Scheme and construction of the initial phase is well under way. The Scheme consists of a number of different permissions, but this strategy for redevelopment of the large site is well known to the Council. As is quite usual for a development of this scale, further amendments are currently being considered, which if granted would amend the Scheme further. The legislation allows for this flexibility.
  - (c) *Is there a reasonable alternative mechanism for bringing about the development without interfering with the rights?* In this particular case, no - see consideration (4) above.
  - (d) *Use as a last resort - Have negotiations taken place with the relevant rights holders to release the rights by agreement?* Bona fide negotiations have taken place with all holders of material rights, but they have not all reached conclusion. See the final paragraph of consideration (4) above. Insofar as there has been no negotiation with some people entitled to rights which will be affected, those circumstances arise as it is not possible or reasonable to identify every interest affected and/or to engage with all owners of those rights. The Cabinet are asked to note that bona fide negotiations have taken place with all those who are likely to suffer the most significant impacts; criterion (d) of the policy is satisfied to that extent. Insofar as negotiations with owners of other interests, including unknown owners or interests, have not taken place, or that there is a failure to reach a conclusion for reasons other than unrealistic demands by the beneficiaries or those rights, a departure from the policy is justified as it would not be reasonable to seek to identify every interest that may be affected as a result of engaging the provisions of section 203, and as there are legitimate reasons why the negotiations have not been concluded.
  - (e)-(g) *Indemnity* - the Council will only proceed when it has received a full indemnity in each case. This principle will therefore be satisfied.
  - (h) *No breach of section 233 duty to dispose of land at the best consideration that can be reasonably be obtained* – For the reasons set out in paragraph 41 of the report the Council will satisfy best consideration requirements.
  - (i) *Public Sector Equalities Duty* - the application of this duty is discussed in the main body of the report and has been met.
  - (j) *Proportionality* - this is dealt with in the context of human rights and is met.
11. Accordingly, either the principles of the June 2016 policy paper are met, or the particular circumstances of this case justifies a departure (in the case of limb (d) of the policy).

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