

## Cabinet

Tuesday 19 March 2013

5.00 pm

Ground Floor Meeting Room GO2A, 160 Tooley Street, London  
SE1 2QH

### Membership

Councillor Peter John  
Councillor Ian Wingfield  
Councillor Fiona Colley  
Councillor Dora Dixon-Fyle  
Councillor Barrie Hargrove  
Councillor Claire Hickson  
Councillor Richard Livingstone  
Councillor Catherine McDonald  
Councillor Veronica Ward

### Portfolio

Leader of the Council  
Deputy Leader and Housing Management  
Regeneration and Corporate Strategy  
Children's Services  
Transport, Environment and Recycling  
Communities and Economic Wellbeing  
Finance, Resources and Community Safety  
Health and Adult Social Care  
Culture, Leisure, Sport and Olympic Legacy

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Webpage: <http://www.southwark.gov.uk>

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Members of the committee are summoned to attend this meeting

**Councillor Peter John**

Leader of the Council

Date: 11 March 2013



# Cabinet

Tuesday 19 March 2013

5.00 pm

Ground Floor Meeting Room GO2A, 160 Tooley Street, London SE1 2QH

## Order of Business

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### **PART A - OPEN BUSINESS**

#### **MOBILE PHONES**

Mobile phones should be turned off or put on silent during the course of the meeting.

#### **1. APOLOGIES**

To receive any apologies for absence.

#### **2. NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE CHAIR DEEMS URGENT**

In special circumstances, an item of business may be added to an agenda within five clear working days of the meeting.

#### **3. NOTICE OF INTENTION TO CONDUCT BUSINESS IN A CLOSED MEETING, AND ANY REPRESENTATIONS RECEIVED**

No closed items are scheduled for consideration at this meeting.

#### **4. DISCLOSURE OF INTERESTS AND DISPENSATIONS**

Members to declare any interests and dispensation in respect of any item of business to be considered at this meeting.

#### **5. PUBLIC QUESTION TIME (15 MINUTES)**

To receive any questions from members of the public which have been submitted in advance of the meeting in accordance with the cabinet procedure rules.

Item No.	Title	Page No.
6.	<b>MINUTES</b>	1 - 8
	To approve as a correct record the minutes of the open section of the meeting held on 12 February 2013.	
7.	<b>DEPUTATION REQUESTS</b>	
	To consider any deputation requests.	
8.	<b>ADMISSION ARRANGEMENTS FOR COMMUNITY PRIMARY SCHOOLS - SEPTEMBER 2014</b>	9 - 19
	To agree the Southwark community primary schools admission arrangements for September 2014.	
9.	<b>SOUTHWARK COORDINATED ADMISSION SCHEMES FOR SECONDARY AND PRIMARY ADMISSIONS 2014</b>	20 - 48
	To agree the secondary and primary co-ordinated admission schemes for 2014.	
10.	<b>EAST DULWICH ESTATE REGENERATION SCHEME AND SCHEME FINANCE UPDATE</b>	49 - 59
	To note the progress on the East Dulwich Estate regeneration scheme, and the need to amend elements of the 2005 executive report and 2011 cabinet report in the light of changed circumstances.	
11.	<b>AUTHORISATION OF DEBT WRITE-OFFS OVER £50,000 FOR NATIONAL NON DOMESTIC RATES - REVENUES &amp; BENEFITS SERVICE</b>	60 - 66
	To seek approval for the write off of debt for £149,834.05 which is irrecoverable.	
12.	<b>REVIEW OF THE SOCIAL LETTINGS AGENCY AND THE CREATION OF AN IN-HOUSE PRIVATE SECTOR LEASING SCHEME</b>	67 - 81
	To note the progress of the council's social lettings agency and to agree the acquisition on lease and the management of properties for use as temporary accommodation for homeless households.	
13.	<b>ALCOHOL STRATEGY 2013 - 2016</b>	82 - 120
	To adopt the Southwark alcohol strategy 2013-2016.	

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14.	<b>SOUTHWARK PLANNING POLICY COMPLIANCE WITH THE NATIONAL PLANNING POLICY FRAMEWORK</b>	121 - 128

To note the requirement set out in the national planning policy framework to consider whether Southwark's planning policies comply with the national planning policy framework, before agreeing that they can continue to be used when making planning decisions. To agree that the core strategy 2011, area action plans and the saved Southwark plan policies and sites should continue to be used as they comply with the national planning policy framework and to also agree to rescind the saved Southwark plan 2010 policies and sites.

15.	<b>31 SHAWBURY ROAD, SE22, 92 LORRIMORE ROAD, SE17 AND 41 HAYLES STREET, SE11 - DISPOSAL OF FREEHOLD INTERESTS</b>	129 - 136
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To authorise the disposal of the council's freehold interest in 31 Shawbury Road, SE22, 92 Lorrimore Road, SE17 and 41 Hayles Street, SE11.

16.	<b>MOTIONS REFERRED FROM COUNCIL ASSEMBLY - 23 JANUARY 2013</b>	137 - 147
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To consider motions referred from council assembly 23 January 2013:

- Genuine affordable council housing for Southwark
- Major works and housing repairs
- Save Southwark emergency services
- DNA database

#### **OTHER REPORTS**

The following item is also scheduled for consideration at this meeting.

17.	<b>LOCAL WELFARE PROVISION - SOUTHWARK EMERGENCY SUPPORT SCHEME</b>
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#### **DISCUSSION OF ANY OTHER OPEN ITEMS AS NOTIFIED AT THE START OF THE MEETING**

#### **EXCLUSION OF PRESS AND PUBLIC**

The following items are included on the closed section of the agenda. The Proper Officer has decided that the papers should not be circulated to the press and public since they reveal confidential or exempt information as specified in paragraphs 1-7, Access to Information Procedure Rules of the Constitution. The specific paragraph is indicated in the case of exempt information.

The following motion should be moved, seconded and approved if the cabinet wishes to exclude the press and public to deal with reports

**Item No.**

**Title**

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revealing exempt information:

“That the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1-7, Access to Information Procedure Rules of the Constitution.”

**PART B - CLOSED BUSINESS**

**DISCUSSION OF ANY OTHER CLOSED ITEMS AS NOTIFIED AT THE START OF THE MEETING AND ACCEPTED BY THE CHAIR AS URGENT**

Date: 11 March 2013



## Cabinet

MINUTES of the OPEN section of the Cabinet held on Tuesday 12 February 2013 at 4.00 pm at the Council Offices, 160 Tooley Street, London SE1 2QH

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**PRESENT:** Councillor Peter John (Chair)  
Councillor Ian Wingfield  
Councillor Fiona Colley  
Councillor Dora Dixon-Fyle  
Councillor Barrie Hargrove  
Councillor Claire Hickson  
Councillor Richard Livingstone  
Councillor Catherine McDonald  
Councillor Veronica Ward

### 1. APOLOGIES

All members were present.

### 2. NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE CHAIR DEEMS URGENT

The chair gave notice that the following item would be considered for reasons of urgency, to be specified in the relevant minute:

Item 9 – Report from the Overview and Scrutiny Committee: Policy and Resources 2013/14 to 2015/16.

### 3. NOTICE OF INTENTION TO CONDUCT BUSINESS IN A CLOSED MEETING, AND ANY REPRESENTATIONS RECEIVED

No closed items were scheduled for consideration at this meeting.

### 4. DISCLOSURE OF INTERESTS AND DISPENSATIONS

There were no disclosures of interests or dispensations.

**5. PUBLIC QUESTION TIME (15 MINUTES)**

There were no public questions.

**6. MINUTES****RESOLVED:**

That the open minutes of the meeting held on 29 January 2013 be approved as a correct record and signed by the chair.

**7. DEPUTATION REQUESTS**

There were no deputation requests.

**8. POLICY AND RESOURCES 2013/14 TO 2015/16**

This report was considered in conjunction with the report from the overview and scrutiny committee (see item 9). Councillor Catherine Bowman, chair of the overview and scrutiny committee presented the committee's recommendations.

**RESOLVED:**

1. That it be noted that the autumn statement was published on 5 December 2012 with details of the provisional settlement for local government for 2013/14 and 2014/15 received by the council on 20 December 2012.
2. That the analysis of the implications for the council of the autumn statement and the provisional settlement and that the final settlement is not now due until 13 February 2013 be noted.
3. That the new funding arrangements for local government and particularly the arrangements for the localisation of business rates and the risks and opportunities that this creates for the council be noted.
4. That the response to the provisional statement made to the Department for Communities & Local Government (DCLG) by the cabinet member for finance, resources and community safety, including specific references to the timing of the release of the settlement and related information be noted.
5. That the government has announced a spending review for spring 2013 and the potential for further changes to the 2014/15 provisional settlement be noted.
6. That the loss to the council of early intervention grant (EIG) of £6.1m in 2013/14 and a further provisional loss of £918,000 in 2014/15 be noted.
7. That the 2013/14 budget proposals contained within the report to achieve a balanced budget for consideration by cabinet with particular reference to the notional 2013/14

budget approved by council assembly in February 2011 be noted.

8. That it be noted that the balanced budget for 2013/14 for recommendation to council assembly on 27 February 2013, includes:
  - the intention to freeze council tax at current levels and to accept the government's freeze grant arising from this decision
  - the commitment to new growth and commitments of £11.8m per annum, including new commitments to support welfare provision of approximately £3.5m, in addition to the creation of a welfare hardship fund (as set out in paragraph 9 of the report)
  - the target to save approximately £24.9m per annum arising from efficiencies, income generation and other savings
  - the provision of contributions from council balances of £6.7m in consideration of the need to make best use of these balances during a period of significant reductions in government funding
  - the inclusion of ring fenced public health funding consistent with the announcement by DCLG for the council and it be noted that this function will be included within the council budget statements moving forward
  - the transfer from the Department of Works and Pensions of Social Grant funding for small grants, crisis loans and administration and the intention to allocate this grant in full to support a council scheme that will be developed to support the most vulnerable residents in Southwark.
9. That the setting aside from balances and reserves the specific sum of £800,000 in 2013/14 created by the proceeds generated as a consequence of council tax reforms approved by council assembly for the purposes of a welfare hardship fund be noted.
10. That the strategic director of finance and corporate services and strategic director of housing and community services make recommendations on how the welfare hardship fund may be managed and administered to target the most vulnerable residents and groups in Southwark.
11. That the progress report for both the youth and community restoration funds be noted and the commitment to provide resources for the youth fund for a further three years to 2016/17 be confirmed. That officers prepare a further report for cabinet on how the youth fund can be best used over the extended period to further develop opportunities for improved economic, employment and education success for Southwark's young people and especially the need to build on the successes of the scheme to date (particularly the scholarship scheme) and all other relevant strategic considerations.
12. That the strategic director of finance and corporate services set aside provision from earmarked reserves of up to £1m for the business support fund to be allocated over a period of up to three years and the director of corporate strategy be asked to draw



up appropriate criteria for the fund.

13. That the provisional settlement for 2014/15 be noted and that the strategic director of finance and corporate services prepare detailed budget options for consideration by cabinet in the spring of 2013 for wider consultation with residents and other stakeholders.
14. That the recommendations from the overview and scrutiny committee of 28 January 2013 be noted and that the cabinet member for finance, resources and community safety respond to the committee.
15. That the proposals in the report for a balanced budget based on a nil council tax increase for 2013/14 for recommendation to council assembly on 27 February 2013 be agreed. Budget schedules are set out in Appendices A-E of the report.
16. That given current uncertainties arising from a range of welfare reforms, officers be requested to remove the proposed £55,000 saving for advice services, as detailed in Appendix D of the report, with the cost to be met from council balances or from compensating savings agreed by the strategic director of finance and corporate services.

**NOTE:** In accordance with overview and scrutiny procedure rule 22.1(a) (budget and policy framework) these decisions are not subject to call-in.

#### **9. REPORT FROM THE OVERVIEW AND SCRUTINY COMMITTEE: POLICY AND RESOURCES 2013/14 TO 2015/16**

This item had not been circulated five clear days in advance of the meeting. The chair agreed to accept the item as urgent as the overview and scrutiny committee's recommendations needed to be considered in conjunction with cabinet agenda item 8, Policy and Resources 2013/14 to 2015/16.

The recommendations of the overview and scrutiny committee were considered in conjunction with the previous item.

#### **10. REVENUE MONITORING REPORT QUARTER 3, 2012/13 INCLUDING TREASURY MANAGEMENT**

##### **RESOLVED:**

1. That the following be noted:
  - the general fund outturn forecast for 2012/13 and the resultant forecast net movement in reserves
  - the housing revenue account's (HRA) forecast outturn for 2012/13 and resulting forecast movement in reserves
  - the treasury management activity for the third quarter of 2012/13.
2. That the initial revenue savings arising from the council's purchase of 160 Tooley

Street be noted.

3. That the forecast council tax and business rates collection fund balance as at 31 March 2013 be noted.
4. That the general fund budget movements during quarter 3 that exceed £250,000, as shown in Appendix A, be approved.
5. That the strategic director of finance and corporate services set aside the 2012/13 savings arising from the Tooley Street acquisition for additional investment in community safety schemes in the borough.

#### **11. QUARTERLY CAPITAL MONITORING REPORT QUARTER 3**

##### **RESOLVED:**

1. That the general fund capital programme 2012/13–2021/22 as at quarter 3 2012/13 as detailed in Appendices A and D of the report be noted.
2. That the housing investment programme 2012/13–2021/22 at quarter 3 2012/13 as detailed in Appendix B of the report be noted.
3. That the virements and funded variations for quarter 3 2012/13 as detailed in Appendix C of the report be agreed.

#### **12. AUTHORISATION OF DEBT WRITE-OFFS OVER £50,000 FOR NATIONAL NON DOMESTIC RATES - REVENUES AND BENEFITS SERVICE**

##### **RESOLVED:**

That the write off of the debt of £98,031.81 for one debt (which includes seven accounts billed to the same ratepayer) which is irrecoverable be approved.

#### **13. LEATHERMARKET JOINT MANAGEMENT BOARD - SELF FINANCING OF HOUSING REVENUE ACCOUNT**

##### **RESOLVED:**

1. That the progress made towards the innovative and ground breaking proposal to establish the first 'self financing' tenant management organisation (TMO) in the country thereby increasing significantly the levels of empowerment of council residents in this area be noted.
2. That the implementation of this proposal from April 2013 be agreed.
3. That the the council enter into a new modular management agreement (MMA) with Leathermarket joint management board (JMB) that includes additional terms to enable the payment of an allowance to the JMB to equate to the sums levied by way

of rent, service charge and garage rent, and robust monitoring mechanisms to ensure that public funds are protected be agreed.

#### **14. PROGRESS REPORT ON ABBEYFIELD ESTATE REGENERATION SCHEME AND UPDATE ON DELIVERY OF FOUR SQUARES AND HAWKSTONE ESTATE**

##### **RESOLVED:**

That for Abbeyfield Estate:

1. The progress made on achieving vacant possession of Maydew House residents be noted.
2. That the outcome of the option-to-return expression of interest be noted.
3. That the procurement plan and milestones outlined in paragraph 19 of the report be noted.
4. That the proposed programme for the identification of voids for sale outlined in paragraph 20 of the report be noted.
5. That the preparations and progress towards the refurbishment of Maydew House, Damory House and Thaxted Court be noted.
6. That the issuing of Ground 10 notices as part of the notice of seeking possession process as outlined in paragraph 15 of the report be noted.
7. That it be noted that the council is taking active steps to secure the making of a compulsory purchase order.

and in addition:

8. That the update on the progress of the Hawkstone and Four Squares estates be noted.

#### **15. COMMUNITY INFRASTRUCTURE LEVY (CIL) DRAFT CHARGING SCHEDULE**

##### **RESOLVED:**

1. That it be agreed to publish and invite representations on the community infrastructure levy (CIL) draft charging schedule (Appendix A of the report) and the draft "Regulation 123 List" (Appendix B) . The Bakerloo Line extension (not including land) to be added to the CIL Regulation 123 list (Appendix B).
2. That the draft infrastructure delivery plan (Appendix C of the report), the equalities analysis (Appendix D), the consultation plan (Appendix E) and consultation report (Appendix F) be noted.
3. That the submission of the community infrastructure levy (CIL) draft charging

schedule to the Planning Inspectorate for an examination-in-public be approved, provided no substantive changes are necessary following consultation.

4. That the approval of any minor amendments resulting from consultation on the community infrastructure levy (CIL) draft charging schedule and the draft "Regulation 123 List" be delegated to the director of planning, in consultation with the cabinet member for regeneration and corporate strategy.

## **16. ESTABLISHMENT OF PUBLIC HEALTH LEADERSHIP AND COMMISSIONING IN SOUTHWARK COUNCIL**

### **RESOLVED:**

1. That it be noted that the local authority will take on public health accountabilities and responsibilities from April 2013.
2. That the appointment on 3 September 2012 of a joint director of public health for Southwark and Lambeth, in line with the Southwark cabinet's decision of 17 July 2012, be noted.
3. That the NHS consultation with public health staff on the operating model for a shared specialist team for Southwark and Lambeth be noted.
4. That the approach to commissioning sexual health services (paragraphs 43 to 52 of the report), alcohol and substance misuse treatment services (paragraphs 53 to 59), children's commissioning (paragraphs 60 to 63) and health promotion and prevention (paragraphs 64 to 65) be agreed.
5. That authority for the final sign-off on the NHS contract transfer scheme and staff transfer scheme be delegated to the strategic director of children's and adults' services and the strategic director of finance and corporate services.
6. That authority be delegated to the strategic director of children's and adults' services after consultation with the strategic director of finance and corporate services on:
  - i. the agreement with the local clinical commissioning group referred to in paragraph 71 of the report
  - ii. the tri-borough agreement referred to in paragraph 70 of the report
  - iii. the shared service agreement referred to in paragraph 69 of the report and any other ancillary agreements.

## **17. ESTABLISHING SOUTHWARK'S HEALTH AND WELLBEING BOARD AS A COMMITTEE OF THE COUNCIL**

### **RESOLVED:**

1. That council assembly be recommended to establish Southwark's health and wellbeing board as a committee of the council from 1 April 2013 and to agree the membership of the board as set out in paragraph 25 of the report.

2. That it be noted that the terms of reference and procedural rules for the board will be agreed at council assembly following the publication of secondary legislation.
3. That it be agreed that the joint health and wellbeing strategy will be proposed by the health and wellbeing board for approval by cabinet and the NHS clinical commissioning group governing body.

**NOTE:** This decision is to be treated as a recommendation to council assembly. Therefore these decisions are not subject to call-in.

### **EXCLUSION OF PRESS AND PUBLIC**

It was moved, seconded and

#### **RESOLVED:**

That the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in category 3 of paragraph 10.4 of the Access to Information Procedure Rules of the Southwark Constitution.

The following is a summary of the closed part of the meeting.

### **18. MINUTES**

#### **RESOLVED:**

That the closed minutes of the meeting held on 29 January 2013 be approved as a correct record and signed by the chair.

The meeting ended at 5.55pm.

**CHAIR:**

**DATED:**

**DEADLINE FOR NOTIFICATION OF CALL-IN UNDER SECTION 21 OF THE OVERVIEW AND SCRUTINY PROCEDURE RULES IS MIDNIGHT, WEDNESDAY 20 FEBRUARY 2013.**

**THE ABOVE DECISIONS WILL NOT BE IMPLEMENTABLE UNTIL AFTER THAT DATE. SHOULD A DECISION OF THE CABINET BE CALLED-IN FOR SCRUTINY, THEN THE RELEVANT DECISION WILL BE HELD IN ABEYANCE PENDING THE OUTCOME OF SCRUTINY CONSIDERATION.**

<b>Item No.</b> 8.	<b>Classification:</b> Open	<b>Date:</b> 19 March 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Admission Arrangements for Community Primary Schools - September 2014	
<b>Ward(s) or groups affected:</b>		All	
<b>Cabinet Member:</b>		Councillor Dora Dixon-Fyle, Children's Services	

## **FOREWORD - COUNCILLOR DORA DIXON-FYLE, CABINET MEMBER FOR CHILDREN'S SERVICES**

The local authority is responsible for admission arrangements for all community primary schools in the borough. We have a duty to ensure these arrangements are fair, clear and equitable to enable families to access the schools of preference for their children. To ensure sufficient reception year provision is available for local families we have created additional places across ten primary schools for September 2013, primary school capacity will be reviewed each year. Southwark's arrangements worked successfully last year and the oversubscription criteria used is in keeping with the arrangements of our neighbouring boroughs, Lewisham and Lambeth.

## **RECOMMENDATIONS**

### **Recommendation for the Cabinet**

1. That Cabinet agrees the Southwark Community Primary Schools Admission Arrangements for September 2014 attached as Appendix 1.

### **Recommendation for the Leader of the Council**

2. That the Leader of the Council delegates authority to the cabinet member for children's services to agree the Southwark Community Primary Schools Admission Arrangements for September 2015 admissions and onwards where there are no changes made from the previous year.

## **BACKGROUND INFORMATION**

3. Southwark Council ("the Council") is the admission authority for community primary schools within the London Borough of Southwark.
4. The School Admissions Code of Practice (the Code) which applies to all maintained schools and academies came into force on 1 February 2012. Admission authorities are required to act in accordance with all mandatory provisions contained in the Code.
5. Admission arrangements must also adhere to the requirements of the School Standards and Framework Act 1998, the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (the "Regulations") and the School Admissions (Infant Class

Sizes) (England) Regulations 2012.

6. Admission authorities are required to consult on their admission arrangements at least once every seven years if there are no changes - September 2013 is the starting point. The Council did not consult on its community primary school arrangements for 2013 admissions, but as there is a proposed change to the 2014 admissions arrangements, a consultation must take place.
7. Consultation on admission arrangements must run for a period of at least eight weeks and be completed by 1 March in the year preceding the year the change is to be effected (i.e. 1 March 2013 for September 2014 admissions). Final admission arrangements must be confirmed by 15 April 2013 for September 2014 admissions. Once the proposed change is determined, the Council's community primary school admission arrangements for 2014 can remain in place (without the requirement to consult if there is no change) until 2021.
8. Southwark Council's consultation on its Community Primary School Admission Arrangements 2014 took place between 17 December 2012 and 11 February 2013, in line with the Code and is attached as Appendix 1. The consultation was available for viewing on the school admissions pages of Southwark Council's website and circulated to all maintained primary and secondary schools within Southwark, neighbouring local authorities and both the Anglican and Roman Catholic diocesan boards. One comment was received.
9. Admission arrangements will be confirmed to the Secretary of State by 15 April 2013 in line with the Regulations. Details will be included in the Starting Primary booklet for September 2014 as well as the admissions criteria for all other (non community) primary schools in Southwark. Many families will use this booklet as a main source of information when selecting a primary school and are able to download the brochures on the school admissions web page or view a hard copy at any Southwark school, nursery, library or one stop shop.

#### **KEY ISSUES FOR CONSIDERATION**

10. Oversubscription criteria for schools must be clear, fair and objective. The Code provides guidance on what are and are not acceptable criteria to use in setting admission arrangements and prescribes those which are mandatory or recommended as good practice.
11. Children in public care (looked after children) must be given top priority in their over-subscription criteria. The definition of looked after children has been extended in the regulations and the Code to include children who were looked after at the time of their application but ceased to be so because they were adopted, made subject of a special guardianship order, or the subject of a residence order. The Code makes it very clear that this group of children is especially disadvantaged, often with low average levels of attainment' not least as a result of frequent changes of school because their care placements change. This year, 31 applications for admission to Southwark secondary schools were received for looked after children (in and out borough children). By prioritising places for looked after children the local authority is able to provide important support to children in its care and contribute towards their educational achievement.

### **Proposed change to Southwark's community primary school admission arrangements for September 2014**

12. The local authority has a duty to ensure that admission arrangements are clearly set out and fairness is maintained throughout the admissions process. In order to clarify the way community schools' waiting lists are currently managed, the statement below is proposed for inclusion within paragraph 1.4 of Southwark's community primary admission arrangements for 2014. Please note the word 'automatically' has been included for clarification purposes following a comment made by a parent during consultation:

*"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..."*

### **Coordinated primary admissions**

13. The coordinated primary school admissions process is underway across London for children to be admitted to reception class in September 2013. Families make a single application to their home borough for up to six schools of their preference through the co-ordinated process. On National Offer day they will receive a single offer of a primary school place.
14. Parents and carers are able to express up to six school preferences on their application forms and will be offered the highest preference possible through the pan London system. Offer letters will be sent to parents and carers on 18 April 2013.
15. A total of 3,397 on-time primary school applications have been received. Of this number 3,338 (98.2%) were received online which is an increase of 37.0% in online applications compared to last year. This increase is due to Southwark's online admissions campaign encouraging families to apply for their child's primary and secondary school place on the internet instead of completing a paper application. This was very successfully achieved by working in collaboration with Southwark schools, libraries and nurseries to arrange a number of 'apply online' information sessions during the autumn term.
16. In order to ensure that there are sufficient reception places in September 2013, ten primary schools in Southwark will have additional capacity which will supplement existing places across the borough. There will be 30 additional places each at Albion, Bessemer Grange, Crawford, Dog Kennel Hill, Ivydale, John Donne and Langbourne. Additionally, there will be 15 additional places each at Camelot, Charles Dickens and Grange. The published admission numbers for all Southwark primary schools for the September 2014 intake are attached at Appendix 2.

### **Community impact statement**

17. The co-ordinated process for primary admissions is designed to produce fair and equitable access to school places for all children. Allocation of places is delivered through strict application of admissions and oversubscription criteria of each school across Southwark through a central (pan London) computer.



18. Additional support is provided to families that find it difficult to navigate the admissions system through the School Preference Adviser, Admission Officers and the Parent Partnership service. This involves a significant amount of outreach support and drop in sessions throughout the year at schools and libraries, in order to engage English as an Additional Language (EAL) communities with the use of interpreters as well as parents / parents of children, who may have a protected characteristic under the Equality Act 2010. There is also a weekly drop in to provide support on admissions issues at a Southwark one stop shop.

### **Resource implications**

19. All costs associated with the admissions process are chargeable to the Schools Budget and, are, therefore, met from Dedicated Schools Grant (DSG).

### **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

#### **Director of Legal Services**

20. Cabinet is advised that it is enabled to agree the recommendation under matters reserved to full Cabinet in Part 3C of the Council's Constitution.
21. Cabinet is advised that school admissions arrangements are governed by the School Standards and Framework Act 1998, and associated Regulations and the School Admissions Code of Practice 2012 as stated within the body of the document. Cabinet is advised that the consultation and consequent proposed community primary school admission arrangements for 2014, comply with the requirements set out in the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, the School Admissions (Infant Class Sizes) (England) Regulations 2012 and the Code of Practice.
22. Cabinet is asked to note that the Local Authority is not required to consult on proposed admission arrangements so long as they remain unchanged, for the period of up to 7 years from the last consultation.
23. Under the Code of Practice, Cabinet will still be required to determine future admission arrangements on an annual basis, even if there has been no consultation.
24. In consideration of the recommendation, Cabinet is reminded of the public sector equality duty under s.149 Equality Act 2010. In particular Cabinet will note the adjustments in place to enable full access to support and information for all communities in Southwark, outlined in the Community Impact Statement.

#### **Strategic Director of Finance Corporate Services (FC13/012)**

25. The Strategic Director of Finance Corporate Services confirms that all costs will be met from the Dedicated Schools grant. There are no direct financial implications for the council's revenue budgets.

**BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
The School Standards and Framework Act 1998	<a href="http://www.education.gov.uk">www.education.gov.uk</a>	Glenn Garcia 020 7525 2717
The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012	<a href="http://www.education.gov.uk">www.education.gov.uk</a>	Glenn Garcia 020 7525 2717
The School Admissions Code of Practice 2012	<a href="http://www.education.gov.uk">www.education.gov.uk</a>	Glenn Garcia 020 7525 2717

**APPENDICES**

<b>No.</b>	<b>Title</b>
Appendix 1	Southwark Community Primary Schools Admission Arrangements for September 2014
Appendix 2	Southwark Primary Schools – Published Admission number for September 2014 intake

**AUDIT TRAIL**

<b>Cabinet Member</b>	Councillor Dora Dixon Fyle, Children's Services	
<b>Lead Officer</b>	Romi Bowen, Strategic Director of Children's and Adults Services	
<b>Report Author</b>	Glenn Garcia, Head of Pupil Access	
<b>Version</b>	Final	
<b>Dated</b>	7 March 2013	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	7 March 2013	



# Southwark community primary schools

Admission arrangements for September 2014 intake

[www.southwark.gov.uk](http://www.southwark.gov.uk)

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. This is a separate process from the coordinated admission arrangements.

## 1.1 Oversubscription criteria (for 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) Children in public care (Looked After Children) and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) [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 living nearest to the school as measured by a straight line from the child's home to the main school gate [see note d]

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

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

- (e) Tie break -Where a school becomes oversubscribed once all the criteria have been applied, places will be offered to children living nearest to the school measured by a straight line as described under criterion 4. If however there is a tie break lots will be drawn to decide which child is offered a place.
- (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 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.

## **1.3 Dates of entry**

All children within the reception year group will be offered a place in a primary school for September 2014. Parents of children who are offered a school place before they are of compulsory school age may request to defer their child's entry until later in the school year. Where entry is deferred, the child's school place will be held and not be offered to another child. Parents will not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

## **1.4 Waiting lists**

Southwark LA will continue to co-ordinate admissions beyond offer date. The LA will hold waiting lists for all oversubscribed community schools until the end of 31 August 2014, after this date any remaining waiting lists will be returned to the schools.

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.

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.

## **1.5 Capacity of primary school places**

The London Borough of Southwark has experienced an increase in demand for places. This growth is forecast to continue and will require an increase to the number of forms of entry provided in Southwark's primary schools. We aim to have finalised the locations of additional forms of entry for September 2014 later in 2013. We will publicise these on our website ([www.southwark.gov.uk](http://www.southwark.gov.uk)) and in our libraries.

# Southwark primary schools

Published admission number for September 2014 intake

[www.southwark.gov.uk](http://www.southwark.gov.uk)

The tables below show the published admission numbers for all mainstream primary schools in Southwark for the September 2014 intake.

## 1.1 Community primary schools

Albion (JI)	30
Alfred Salter (JI)	60
Bellenden (JI)	30
Bessemer Grange (JI)	60
Brunswick Park (JI) <sup>1</sup>	75
Camelot (JI)	75
Charles Dickens (JI)	45
Cobourg (JI)	60
Comber Grove (JI)	45
Crampton (JI)	30
Crawford (JI)	60
Dog Kennel Hill (JI)	60
Gloucester (JI)	60
Goodrich (JI)	90
Grange (JI)	45
Heber (JI)	60
Hollydale (JI)	45
Ilderton (JI)	60
Ivydale (JI)	60
John Donne (JI)	60
John Ruskin (JI) <sup>2</sup>	58
Keyworth (JI)	60
Langbourne (JI)	30
Lyndhurst (JI)	60
Michael Faraday (JI)	60
Oliver Goldsmith (JI)	60
Phoenix (JI)	60
Pilgrims Way (JI)	30
Riverside (JI)	45
Robert Browning (JI)	45

Rye Oak (JI) <sup>1</sup>	60
Rotherhithe (JI)	60
Snowsfields (JI) <sup>1</sup>	30
Southwark Park (JI)	60
Tower Bridge (JI)	30
Townsend (JI)	30
Victory (JI)	30

### 1.2 Academies

Globe (JI)	60
Harris Academy Peckham Park (JI)	60
Dulwich Hamlet (J)	90
Redriff (JI) <sup>1</sup>	60
Goose Green (JI)	60

### 1.2 Voluntary aided schools

Boutcher C of E	30
Dulwich Village C of E	90
English Martyrs RC	60
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	60
St Francis RC	60
St George's C of E	30
St George's Cathedral RC	60
St James' C of E	60
St James the Great RC	30
St John's C of E	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 <sup>3</sup>	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

### 1.3 Free schools

Harris Primary Free School	60
Southwark Free School	30

### 1.4 Foundation schools

Charlotte Sharman	60
Friars	30
Surrey Square Primary	60

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<sup>1</sup> These schools have a designated ASD Base. Places at the Base are reserved for children with autism who have a statement of special educational needs, 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.

\*Please note that academies, voluntary aided, foundation and free schools may consult separately on their admission number for 2014/15 which will supersede the information above.



<b>Item No.</b> 9.	<b>Classification:</b> Open	<b>Date:</b> 19 March 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Southwark Coordinated Admission Schemes for Secondary and Primary Admissions 2014	
<b>Ward(s) or groups affected:</b>		All	
<b>Cabinet Member:</b>		Councillor Dora Dixon-Fyle, Children's Services	

### **FOREWORD - COUNCILLOR DORA DIXON-FYLE, CABINET MEMBER FOR CHILDREN'S SERVICES**

Southwark Council is responsible for the co-ordination of applications for admission to all schools in the borough and is signed up to the pan London agreement to deliver this service. The co-ordinated admissions schemes have been developed to ensure a fair and transparent system to allocate school places at normal point of entry – Reception class and Year 7.

### **RECOMMENDATIONS**

#### **Recommendation for the Cabinet**

1. That Cabinet agree the Secondary and Primary co-ordinated admissions schemes for 2014 admissions attached as appendices 1 and 2 of this report respectively.

#### **Recommendation for the Leader of the Council**

2. That the Leader of the Council delegates authority to the cabinet member for Children's Services to agree the Secondary and Primary co-ordinated admissions schemes for 2015 admissions and onwards where there are no changes made from the previous year.

### **BACKGROUND INFORMATION**

3. The co-ordination of admission arrangements must adhere to the requirements of the School Standards and Framework Act 1998, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code of Practice 2012 ["The Code"]. These arrangements apply to admission authorities of all maintained schools and academies.
4. The local authority is the admissions authority for Southwark community primary schools only, but is also responsible for coordinating school admission applications on behalf of all Southwark residents applying for a place at a secondary or primary maintained school/academy in England. This includes admissions at normal point of entry e.g. to primary reception year and secondary Year 7. Arrangements for these coordinated admissions are negotiated and

agreed across all 33 London local authorities to form a pan London admissions scheme.

5. Coordination provides families with a single point of application to schools where up to six preferences may be made on a common application form. The local authority is also responsible for confirming a single school offer to each child on offer date which is 1 March for Secondary and 16 April for Primary applications this year. The exception to this coordinated admissions process would be applications to any Free Schools currently being established for September 2013 which we were unable to include in the co-ordinated admissions process which began in September 2012. Families would be able to apply directly to the Free School after the offer date and therefore, become eligible to receive a second offer. Should this situation arise, a separate process will be established between the local authority and the new school to coordinate the change of offers for families rejecting their offer through coordination and taking up a place at a Free School.
6. Local authorities like all other admission authorities must determine their final admission to the Secretary of State by 15 April 2013 for admissions from September 2014 arrangements even if a consultation has not taken place due to there being no change to the arrangements. Local authorities have a duty to publish a public notice in a local newspaper confirming these arrangements and also, where they can be viewed, this will take place in May 2013.

## **KEY ISSUES FOR CONSIDERATION**

### **Co-ordinated admissions schemes**

7. The Code sets out requirements for local authorities to provide a system to enable the efficient admission of pupils to schools at normal point of entry (Reception Year and Year 7). A co-ordinated admissions scheme for 2014 admissions must be in place with details of how this will operate within each local authority.
8. Co-ordinated admissions schemes must enable parents in a home local authority to apply to any school in England. The co-ordinated admission schemes must set out how information will be received, processed and transferred between the local authority, the applicants, the schools and neighbouring boroughs for secondary and primary. Any offer of a school place must be made by the home local authority.
9. Co-ordinated admission arrangements provide a fair and efficient school admissions process whilst almost entirely eliminating the risk of multiple offers being made to individual families.
10. Local authority officers across London have developed the key principles, including a mix of mandatory and optional clauses for each for co-ordinated scheme to be considered and implemented by individual local authorities. Co-ordinated admission schemes for secondary and primary are attached respectively as appendices 1 and 2 of this report.
11. The current co-ordinated admission schemes for secondary and primary admissions have worked well and enabled successful management of school admissions. No changes have been made to these arrangements other than

dates throughout the documents to reflect the 2014 academic year and the inclusion of the online application process.

### **Secondary co-ordinated admissions 2013**

12. For entry into September 2013, the local authority received 2,500 on time applications from Southwark residents which is an increase from the previous year. This number will also increase after the offer date when both out of borough applicants and late applications are added to the process.
13. The number of online applications received for September 2013 entry was 2,442 (97.6%), (in comparison, 1,370 (56%) online applications were made last year). This significant increase from the previous year is due to Southwark's online admissions campaign encouraging families to apply for a school place using the internet. Parents and carers are notified of the secondary school offer for their child on 1 March 2013.

### **Primary coordinated admissions 2013**

14. The admissions process for all primary reception class applications is underway for children due to commence reception class in September 2013. A total of 3,397 applications were received from Southwark residents, 3,338 of these were made online (98.2% of the total). Again, this represents a significant increase in online applications, last year 2,122 (61.2%) were received online. Parents and carers will be notified of the primary school they have been offered for their child on 17 April 2013.

### **In Year admissions**

15. Since September 2010, the local authority has been responsible for co-ordinating in year admissions to all primary and secondary schools although there is now no requirement within the current Code to do so. From September 2012 the local authority, in collaboration with Southwark schools, has been engaged with piloting the new In Year admissions scheme as a local co-ordinated arrangement which outlines Southwark's admissions process for families applying for a school place outside the normal round of admissions. The pilot In Year scheme provides that families who are new to the borough must continue to apply via the local authority. Those families wishing to transfer their child from one Southwark school to another must apply directly to the school of their preference. Due to the successful delivery of the pilot In Year scheme to both schools and families, the local authority consulted upon maintaining it as a determined arrangement. The consultation took place between 17 December 2012 and 11 February 2013 and was available for viewing on the school admissions pages of Southwark Council's website. No comments were received.

### **Co-ordination of school admission applications for Pupils with Statements of SEN**

16. Applications for a secondary school place for pupils with a statement of special educational needs are processed completely separately from the main co-ordinated admission arrangements. The SEN team considered 119 secondary transfer applications this year for pupils with a statement of special educational needs and families were notified on 15 February of the school places they have been offered for September 2013.

### **Community impact statement**

17. The Co-ordinated Admissions process is designed to produce fair and equitable access to school places for all children. Allocation of places is delivered through the strict application of admissions and oversubscription criteria of each school through a central pan London computer. Even greater emphasis is now placed on admissions authorities to achieve equity and fair access for all pupils through their admission arrangements through the Code. Additional support is made available to families who may need support in understanding the application process and selecting schools of their preference through a School Preference Adviser and Parent Partnership service. This involves a significant amount of outreach support and drop in sessions throughout the year at schools and libraries, some for specific English as an Additional Language (EAL) communities with interpreters plus weekly drop in at a Southwark one stop shop. Support is also made available on a one to one basis on request and through referrals from schools and other agencies.
  
18. Southwark residents have also been supported directly by the School Admission officers during the application stage of the admissions process. 'Apply online' sessions were held at participating schools/nurseries across Southwark during the autumn term, which were attended by the School Admission officers and aimed at families requiring additional one to one support. For families without access to a computer or internet at home, Southwark libraries and one stop shops also offered free internet usage with staff on hand to help families. The online application system has dramatically reduced the amount of paperwork the School Admissions team has to process. As a result, they are now able to assist more families directly and advise them on the admissions process in person, thus improving the service as a whole and in particular for those families who may have difficulty navigating the admissions system.

### **Resource implications**

19. All costs associated with the admissions process are chargeable to the Schools Budget and are therefore met from Dedicated Schools Grant (DSG).

### **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

#### **Director of Legal Services**

20. Cabinet is advised that it may agree the Secondary, Primary and In Year Co-ordinated Admissions Schemes for 2014, under Part 3C of the Council's Constitution.
  
21. Cabinet is advised that the legal framework surrounding the admissions schemes is found under the School Standards and Framework Act 1998, the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2012.
  
22. In consideration of the admissions schemes, Cabinet is reminded of the public sector equality duty under s.149 Equality Act 2010. In particular Cabinet will note the services in place to assist families in accessing relevant information and support, as well as assistance with using the online service, as outlined in the Community Impact Statement.

**Strategic Director of Finance Corporate Services (FC13/013)**

23. The Strategic Director of Finance Corporate Services confirms that all costs will be met from the Dedicated Schools grant. There are no direct financial implications for the council's revenue budgets.

**BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
The School Admissions Code of Practice 2012	<a href="http://www.education.gov.uk">www.education.gov.uk</a>	Glenn Garcia 020 7525 2717
The School Standards and Framework Act 1998	<a href="http://www.education.gov.uk">www.education.gov.uk</a>	Glenn Garcia 020 7525 2717
School Admissions (Admission Arrangements and Co-Ordination of Admission Arrangements) (England) Regulations 2012	<a href="http://www.education.gov.uk">www.education.gov.uk</a>	Glenn Garcia 020 7525 2717

**APPENDICES**

<b>No.</b>	<b>Title</b>
Appendix 1	Pan London Coordinated Admission System. Southwark LA Scheme for Admission to Secondary School in September 2014
Appendix 2	Pan London Coordinated Admission System. Southwark LA Scheme for Admission to Primary School (reception year) in September 2014

## AUDIT TRAIL

<b>Cabinet Member</b>	Councillor Dora Dixon-Fyle, Children's Services	
<b>Lead Officer</b>	Romi Bowen, Strategic Director of Children's and Adults Services	
<b>Report Author</b>	Glenn Garcia, Head of Pupil Access	
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<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	7 March 2013	

**PAN LONDON CO-ORDINATED ADMISSION SYSTEM**

**Southwark Scheme for Co-ordination of Admissions to Year 7  
for 2014 intake**

**Definitions used in the template schemes**

“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 (paper or online) that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order. Southwark LA requires all applicants to complete an online Common Application Form via the London eAdmissions portal
“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 Verification Register	the document containing the address verification 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 to which an applicant/parent/carer has applied
“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 on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. For secondary schools: 1st March 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 Southwark 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 secondary schools and academies.

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Southwark Scheme for Co-ordination of Admissions to Year 7 in 2014

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

#### Applications

1. Southwark 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 Southwark LA will be made using the online Common Application Form via the London eAdmissions portal and must be submitted online. This will include all the fields and information specified in Schedule 1 to this Southwark LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Southwark LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Southwark LA will take all reasonable steps to ensure that every parent/carer who is resident in Southwark and has a child in their last year of primary education within a maintained school, either in this LA or any other maintaining LA, has access to a copy of Southwark's admissions booklet, the London eAdmissions portal to complete the online Common Application Form and details of how to apply online. Where there are exceptional circumstances and the parent/carer is unable to apply online, a paper Common Application Form will be made available and must be returned to Southwark LA. The admissions booklet will also be available online for parents/carers who do not live in Southwark, and will include information on how they can access their home LA's Common Application Form.
4. The admission authorities within Southwark 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 Southwark LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with *paragraph 2.4 of the School Admissions Code 2012*.

5. Where supplementary information forms are used by admission authorities in Southwark, they will be available on our website. Such forms will advise parents and carers that they must also complete their home LA's Common Application Form. Southwark's admission booklet and website will indicate which schools in this borough require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Southwark receives a supplementary information form, we 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 2012*.
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 Southwark in accordance with *paragraph 1.9 of the School Admissions Code 2012*. However, where a parent or carer resident in Southwark 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. Southwark LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Southwark's primary school data and the further investigation of any discrepancy. Where Southwark 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 **13 December 2013**.
10. Southwark LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Looked After of Previously Looked After Child' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2013**.
11. Southwark LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2013**.

### **Processing**

12. Applicants resident within Southwark must submit the online Common Application Form via the eAdmissions portal, to Southwark LA by **31 October 2013**. However, Southwark LA will publish information which

encourages applicants to submit their application by **25 October 2013 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.

13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Southwark LA's scheme, will be uploaded to the PLR by **14 November 2013**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Southwark LA shall, in consultation with the admission authorities within our area and within the framework of the Pan-London timetable in Schedule 3A, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. \*Southwark LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Southwark LA will forward the details to maintaining LAs via the PLR as they are received. Southwark 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 **13 December 2013**.
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 **13 December 2013**, on the basis that an on time application already exists within the Pan-London system.
19. Southwark LA will participate in the application data checking exercise scheduled between **16 December 2013 and 2 January 2014** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Southwark LA will be considered by the relevant admission authorities without reference to rank order in accordance with *paragraphs 1.9 of the School Admissions Code 2012*. When the admission authorities within Southwark LA have provided a list of applicants in criteria order to Southark LA, we 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. Southwark LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.

22. Southwark LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **3 February 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Southwark 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 **14 February 2014** if this is sooner.
24. Southwark LA will not make an additional offer between the end of the iterative process and 3 March 2014 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 one of this LA's schools, Southwark 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) Southwark 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, Southwark LA will accept that the applicant(s) affected might receive a multiple offer.
26. Southwark LA will participate in the offer data checking exercise scheduled between **17 and 26 February 2014** in the Pan-London timetable in Schedule 3A.
27. Southwark LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **27 February 2014**. (33 London LAs & Surrey only).

## Offers

28. Southwark LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. This will be the nearest school to the child's home address with a vacancy remaining after the iteration process has ended.
29. Southwark 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. Southwark LA's outcome letter will include the information set out in Schedule 2.

31. On **3 March 2014**, Southwark LA will send by first class post notification of the outcome to resident applicants.
32. \*Southwark LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2014.

### **Post Offer**

33. Southwark LA will request that resident applicants decline the offer of a place by **17 March 2014**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Southwark LA accepts or declines a place in a school within the area of another LA by **17 March 2014**, Southwark LA will forward the information to the maintaining LA by **24 March 2014**. Where such information is received from applicants after **17 March**, Southwark 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 Southwark LA's area, it will be offered from a waiting list ordered in accordance with *paragraph 2.14 of the School Admissions Code 2012*.
36. When acting as a maintaining LA, Southwark LA will inform the home LA, where different, of an offer for a maintained school or Academy in Southwark 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.
37. When acting as a maintaining LA, Southwark LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. When acting as a home LA, Southwark 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.
39. When acting as a home LA, when Southwark LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Southwark 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.
40. When acting as a home LA, when Southwark LA has agreed to a change of preference order for good reason, it will inform any maintaining LA

affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.

41. When acting as a maintaining LA, Southwark LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. When acting as a maintaining LA, Southwark LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
43. All waiting lists will be ranked by the school and held by the local authority until 31 August 2014. After this date any waiting lists remaining will be returned to the schools.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to  
Year 7 for 2014**

**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 a statement of SEN? Y/N\*  
Is the child a 'Child Looked After(CLA)'? Y/N  
Is the child formerly CLA but now adopted or subject of a 'Residence 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:**

For applications made online, applicants must read and accept the declaration before submitting the form.

For paper applications, the signature of the parent/guardian and the date of signature are required.

- \* Where an LA decides not to request this information on the CAF, it must guarantee that no statemented pupil details will be sent via the PLR.



## PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

**SCHEDULE 2****Template Outcome Letter for Admissions to Year 7 for 2014**

From: Home LA

Date: **3 March 2014**

Dear Parent,

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 has 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.

*If the school named in this letter is one of your child's preferences then it is automatically accepted on our database.. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education. Please return the reply slip to me by **16 March 2014**.*

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)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3A**

**Timetable for Admissions to Year 7 in 2014**

<b>Fri 25 Oct 2013</b>	Published closing date (Friday before half-term)
<b>Thurs 31 Oct 2013</b>	Statutory deadline for receipt of applications
<b>Thurs 14 Nov 2013</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Fri 13 Dec 2013</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 16 Dec 2013 – Thurs 2 Jan 2014</b>	Checking of application data
<b>Mon 3 Feb 2014</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Fri 14 Feb 2014</b>	Final ALT file to PLR
<b>Mon 17 - Wed 26 Feb 2014</b>	Checking of offer data
<b>Thurs 27 Feb 2014</b>	Deadline for on-line ALT file to portal
<b>Mon 3 Mar 2014</b>	Offer letters posted.
<b>Mon 17 Mar 2014</b>	Deadline for return of refusals
<b>Mon 23 Mar 2014</b>	Deadline for transfer of acceptances to maintaining LAs

**PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

**Southwark Scheme for Co-ordination of Admissions to Reception  
in 2014**

**Definitions used in the template schemes**

“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 (paper or online) that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order. Southwark LA requires all applicants to complete an online Common Application Form via the London eAdmissions portal
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the oversubscription 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 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 Verification Register	the document containing the address verification 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 to which an applicant/parent/carer has applied
“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 on the Prescribed Day which communicates any determination granting or refusing admission to a primary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. For primary schools – 16 April (if this date falls on the weekend then the previous 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 Southwark 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 schools and academies.

## PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Southwark Scheme for Co-ordination of Admissions to Reception in 2014

*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 Southwark LA will be made using the online Common Application Form via the London eAdmissions portal and must be submitted online. This will include all the fields and information specified in Schedule 1 to our Southwark LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Southwark LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Southwark LA will take all reasonable steps to ensure that every parent/carer who is resident in this borough and has a child in a nursery class within a maintained school, either in Southwark LA or any other maintaining LA, has access to a copy of the Southwark admissions booklet, the London eAdmissions portal to complete the online Common Application Form and details of how to apply online. Where there are exceptional circumstances and the parent/carer is unable to apply online, a paper Common Application Form will be made available and must be returned to Southwark LA. The admissions booklet will also be available online for parents/carers who do not live in this borough, and will include information on how they can access their home LA's Common Application Form.
3. The admission authorities within Southwark 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 Southwark LA, we will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with *paragraph 2.4 of the School Admissions Code 2012*.
4. Where supplementary information forms are used by admission authorities in Southwark LA, they will be available on our Southwark website. Such forms will advise parents and carers that they must also complete their home LA's Common Application Form. Southwark LA's admission booklet and website will indicate which schools in Southwark require supplementary forms to be completed and where they can be obtained.

5. Where a school in Southwark LA receives a supplementary information form, we 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 2012*.

\*Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.

6. The order of preference given on the Common Application Form will not be revealed to a school within the area of Southwark LA in accordance with *paragraph 1.9 of the School Admissions Code 2012*. However, where a parent or carer resident in Southwark 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.
7. Southwark LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applicants against Southwark LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Southwark 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 14 February 2014.
8. Southwark LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Looked After or Previously Looked After Child' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **3 February 2014**.
9. Southwark LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by 3 February 2014.

### **Processing**

10. Applicants resident within Southwark LA must submit the online Common Application Form via the eAdmissions portal, to Southwark LA by **15 January 2014**.
11. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Southwark LA's scheme, will be uploaded to the PLR by **3 February 2014**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
12. Southwark LA shall, in consultation with the admission authorities within Southwark's area and within the framework of the Pan-London timetable in

Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.

13. \*Southwark LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
14. Where such applications contain preferences for schools in other LAs, Southwark LA will forward the details to maintaining LAs via the PLR as they are received. Southwark LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
15. 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 **14 February 2014**.
16. \*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 **14 February 2014**, on the basis that an on time application already exists within the Pan-London system.
17. Southwark LA will participate in the application data checking exercise scheduled between **17 and 24 February 2014** in the Pan-London timetable in Schedule 3B.
18. All preferences for schools within Southwark LA will be considered by the relevant admission authorities without reference to rank order in accordance with *paragraphs 1.9 of the School Admissions Code 2012*. When the admission authorities within Southwark LA have provided a list of applicants in criteria order to this LA, we 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'.]
19. Southwark LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
20. Southwark LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **17 March 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
21. The LAS of Southwark 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 **21 March 2014** if this is sooner.

22. Southwark LA will not make an additional offer between the end of the iterative process and the 16 April 2014 which may impact on an offer being made by another participating LA.
23. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, Southwark 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) Southwark 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, Southwark LA will accept that the applicant(s) affected might receive a multiple offer.
24. Southwark LA will participate in the offer data checking exercise scheduled between **24 March and 10 April 2014** in the Pan-London timetable in Schedule 3B.
25. Southwark LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2014**. (33 London LAs & Surrey only).

### Offers

26. Southwark LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. This will be the nearest school to the child's home with a vacancy remaining after the iteration process has finished.
27. Southwark 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.
28. Southwark LA's outcome letter will include the information set out in Schedule 2.
29. Southwark LA will, on **16 April 2014**, send by first class post notification of the outcome to resident applicants.
30. \*Southwark LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2014.

### Post Offer

31. Southwark LA will request that resident applicants decline the offer of a place by **30 April 2014**, or within two weeks of the date of any subsequent offer.
32. Where an applicant resident in Southwark LA accepts or declines a place in a school maintained by another LA by **30 April 2014**, Southwark LA will



forward the information to the maintaining LA by **14 May 2014**. Where such information is received from applicants after **30 April**, Southwark LA will pass it to the maintaining LA as it is received.

33. Where a place becomes available in an oversubscribed maintained school or academy in Southwark LA's area, it will be offered from a waiting list ordered in accordance with *paragraph 2.14 of the School Admissions Code 2012*.
34. When acting as a maintaining LA, Southwark LA will inform the home LA, where different, of an offer for a maintained school or Academy in Southwark 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.
35. When acting as a maintaining LA, Southwark LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
36. When acting as a home LA, Southwark 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.
37. When acting as a home LA, when Southwark LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Southwark 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.
38. When acting as a home LA, when Southwark LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
39. When acting as a maintaining LA, Southwark LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
40. When acting as a maintaining LA, Southwark LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
41. All waiting lists will be ranked according to the school's published oversubscription criteria and be held by the local authority until 31 August 2014, after this date if any waiting lists remain they will then be returned to the school.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to  
Reception in 2014**

**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 a statement of SEN? Y/N\*  
Is the child a 'Child Looked After(CLA)'? Y/N  
Is the child formerly CLA but now adopted or subject of a 'Residence 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:**

For applications made online, applicants must read and accept the declaration before submitting the form.  
For paper applications, the signature of the parent/guardian and the date of signature are required.

\* Where an LA decides not to request this information on the CAF, it must guarantee that no statemented pupil details will be sent via the PLR.

## PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

**SCHEDULE 2****Template Outcome Letter for Admissions to Reception in 2014**

From: Home LA

Date: **16 April 2014**

Dear Parent

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.

*If this school is one of your child's preferences then the offer of a school place is automatically accepted on our system. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education. Please return the reply slip to me by **30 April 2014**.*

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)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3B**

**Timetable for Admissions to Reception in 2014**

<b>Wed 15 Jan 2014</b>	Statutory deadline for receipt of applications
<b>Mon 3 Feb 2014</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Fri 14 Feb 2014</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 17 – Mon 24 Feb 2014</b>	Checking of application data
<b>Mon 17 Mar 2014</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>Fri 21 Mar 2014</b>	Final ALT file to PLR
<b>Mon 24 Mar-Thur 10 Apr 2014</b>	Checking of offer data
<b>Fri 11 Apr 2014</b>	Deadline for on-line ALT file to portal
<b>Wed 16 April 2014</b>	Offer letters posted.
<b>Wed 30 April 2014</b>	Deadline for receipt of acceptances
<b>Wed 14 May 2014</b>	Deadline for transfer of acceptances to maintaining LAs

<b>Item No.</b> 10.	<b>Classification:</b> Open	<b>Date:</b> 19 March 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		East Dulwich Estate Regeneration Scheme and Scheme Finance Update	
<b>Ward(s) or groups affected:</b>		South Camberwell Ward	
<b>Cabinet Member:</b>		Councillor Ian Wingfield, Deputy Leader and Cabinet Member for Housing Management	

## **FOREWORD – COUNCILLOR IAN WINGFIELD, DEPUTY LEADER AND CABINET MEMBER FOR HOUSING MANAGEMENT**

Much has been achieved already in the regeneration of the East Dulwich Estate, but in many ways the most crucial stage has now been reached. Although there is still much to do, this does signal the final phase of the process. The regeneration of the estate has set many challenges, and facing up to them has necessitated the creation of a fairly unique mix of solutions, which owe a great deal to the support and dedication of residents.

The scheme has already had a long duration, and some adjustments have been necessary along the way, both using some of the lessons learned and reacting to changing circumstances. We have seen major disruption to the economic system which has impacted at East Dulwich Estate because of the commitment to finance the scheme from capital receipts, a process in which the estate has played its part, by raising capital through the sale of assets. We again find ourselves at a point where some reflection is necessary.

I think it is important that we honour our commitment to undertake the environmental works, both in terms of meeting the aspirations of residents and also in completing the physical aspects of the regeneration. I am also pleased to recommend that the new build on the Gatebeck and Southdown sites will now produce new council homes and that the drying room conversions will also be taken on by the council as a way of maximising income generation, and maintaining control over the process.

Finally, I would like to thank the East Dulwich Estate Regeneration Project Team for all their hard work; and all residents of the estate for their patience in what has been a very lengthy but successful process.

## **RECOMMENDATIONS**

That the cabinet:

1. Notes the progress on the East Dulwich Estate regeneration scheme, and the need to amend elements of the 2005 Executive Report and 2011 cabinet report in the light of changed circumstances.

2. Agrees the new build housing proposed for the former sites of Gatebeck House and Southdown House is developed as council housing as part of the direct delivery programme, as outlined at paragraphs 19-22.
3. Agrees that the conversion works to the drying rooms for sale are delivered by the council directly as outlined at paragraphs 26 - 28.
4. Agrees that the environmental works will include a proportion of environmental improvement works as well as the health & safety works required as outlined at paragraphs 23 - 25.
5. Notes the current shortfall in the supply of the voids for sale and the proposals to identify further units as set out at paragraph 29.
6. Agrees in outline the financial arrangements to achieve the outcome of the above recommendations as set out at paragraphs 15 - 18.

### **BACKGROUND INFORMATION**

7. This report reviews progress on the strands of delivery of the East Dulwich Estate regeneration scheme and the financial position arising. It also notes the effect of a range of circumstances that have changed during the life of the scheme, and recommends the strategy and financial arrangements to enable completion of delivery.
8. The East Dulwich Estate is made up of 753 properties, in 24 blocks. The estate was first identified for regeneration in 1997 and formed part of the Southwark Estates Initiatives (SEI), agreed by Housing Committee on 15 December 1998. The scheme proposed a combined redevelopment and refurbishment of the estate. Following a review, the Executive agreed a new approach to the regeneration programme in April 2005, based on the following principles:
  - The SEI principle of self financing. A capital receipt of £15.11m was to be generated from ring-fenced off-estate disposals and the remainder (£9.89m) of required resources were to be generated through the sale of voids and converted loft spaces, and disposal of land on the estate.
  - The decision to refurbish or dispose of void properties was to be taken on value for money grounds. However, the units for disposal were to exclude units that were 3-bed or larger and that were on the lower floors (ground, first and second floors).
  - The scheme objectives, which included the visual and social transformation of the estate, went beyond that of a typical refurbishment programme. Therefore the refurbishment was to be carried out to a high quality standard and the scheme was to incorporate a replacement community centre and environmental improvements.
9. To date refurbishment work has been undertaken to the residential blocks, and the Albrighton Centre upgrade has been completed, but the environmental works are still outstanding.
10. The initial budget agreed for the scheme was £25 million and the on-estate disposals consisted of 34 voids-for-sale, 32 drying room conversions and 3 parcels of land at 1-11 Pytchley Road and the sites of previously demolished Gatebeck and Southdown Houses.

11. In 2010, due to an increase in anticipated scheme expenditure to beyond £31m and reduced receipt projections due to market conditions, the Strategic Director of Environment and Housing agreed a series of actions to curtail expenditure and to increase the on-estate resource requirement to £10.32m by increasing the voids-for-sale to 50 units. In 2011, cabinet agreed the disposal of Badminton House, and that 1-11 Pytchley Road would be decoupled from the Gatebeck and Southdown sites and disposed of separately, but still to generate capital receipts for the scheme.
12. The drying room conversions have decreased in number to 18, due to failure of 6 of the drying rooms to meet the required space standards for residential accommodation.
13. Disposal of the former 1-11 Pytchley Road site has been completed and planning consent has been granted. It is anticipated that the receipt will have been received in early March 2013.
14. It was intended that the Gatebeck and Southdown sites would be disposed of to Hexagon Housing Association, who were selected in 2004, to develop the affordable housing and to generate capital receipts. As stated below, this part of the scheme has been the subject of multiple delays due to changes in market conditions and funding regimes affecting viability. In November 2012, the council made a single planning application for the new build, drying room conversions and the environmental works.

## **KEY ISSUES FOR CONSIDERATION**

### **Scheme Finance**

15. The former and current scheme finance position is set out in Appendix 1. Of the projected £30,681,381 scheme costs £27,623,442 has been spent to date towards delivery of the refurbishment works, the Albrighton Hall redevelopment, fitting out the voids-for-sale, design development of the new build sites and the planning submission.
16. As stated above, the regeneration scheme is predicated on the generation of capital receipts. Current projections are for £15,110,000 to be raised from off-estate resources (Coopers Road, Wooddene, Bermondsey Spa [Dickens Estate] and Miscellaneous Disposals) and £14,273,950 from on-estate resources for the scheme reshaped in 2010 and 2011 as explained in paragraph 11. The increased expenditure approved in May 2011 was expected to be met from disposals on East Dulwich Estate, with £2.2m to be raised from the sale of 24 drying room conversions; £8.76m from the sale of 50 voids-for-sale and £4.1m to be raised from the disposal of land. As circumstances have continued to evolve, the anticipated receipt for the voids-for-sale has increased to £9.02m, while the receipt for the drying room conversions has decreased from £2.2m to £1.6m due to the reduction from 24 to 18 drying rooms.
17. It was projected that £900,000 was to be raised from the disposal of the sites at Gatebeck and Southdown to Hexagon Housing Association, based on a mixed tenure development of new affordable housing and cross subsidy from housing for sale. However, adverse market conditions, new requirements in design specification and changes to the funding regime made a meaningful disposal difficult; this is explored in more detail in paragraphs 20 – 23. In May 2011, it was



decided to hold off the disposal of the Gatebeck and Southdown sites until market conditions improved. However, prospects have not significantly improved and in October 2012, the sites were identified in a list of schemes to be worked up to form Phase 1 of the direct delivery council build programme. By opting for direct delivery, the council will forego the full disposal receipt, and the implications of that are explored further in paragraphs 19 - 22, but there will be a compensating revenue benefit of approximately £160,573 per year that the council will receive from the new build units. The council will receive just over the equivalent of the projected land sale receipt from rent revenue by year 5 (2020/21) at £1.02m from both the social rented and shared ownership units. Also, the associated design development and planning fees can be subsumed in the direct delivery programme.

18. As a result of the above factors, there is an additional funding requirement of £1,297,431. On this basis, it is therefore proposed that the approach for the East Dulwich Estate scheme is amended as detailed in the various delivery strands below.

### New Build

19. The original proposal for the new build was for 44-46 units (27 social rented and 17-19 private sales). With the omission of the Pytchley Road site, the number of units has reduced to 27 (19 social rented and 8 intermediate affordable). It is envisaged that Gatebeck is delivered as 100% social rented, while Southdown is a mixture of social rented and social homebuy (shared ownership) (10 units SR / 8 units SO). See Table 1 below.

**Table 1**

	0-bed	1-bed	2-bed	2-bed (wc)	3-bed	Total	Fhrs
Gatebeck	0	0	0	3	6	9	3
Southdown	0	8 (SO)	2	0	8	18	4
<b>Total</b>	<b>0</b>	<b>8</b>	<b>2</b>	<b>3</b>	<b>14</b>	<b>27</b>	

20. Achieving the target capital receipt (approximately £900,000) from the development of the Gatebeck and Southdown sites was highly dependent on whether the scheme could attract social housing grant taking into account the potential resulting rent levels. As a result of the Comprehensive Spending Review 2010, under the Affordable Housing Programme 2011-15, the availability of grant has been substantially reduced, and would be under the new 'Affordable Rent' regime introduced in the HCA Development Framework. Currently, assuming target rent levels and therefore without grant, the scheme produces a negative value. A desktop valuation suggests that the capital receipt could be achieved at rent level of 65% of market rate and with grant. The HCA Framework and the GLA interpretation suggests that would be possible but the value of introducing the affordable rent product into the regeneration of the estate is of questionable merit.
21. Hexagon Housing Association was selected in 2004, as the preferred Registered Social Landlord (RSL) partner, to own and manage the units on the Gatebeck and Southdown sites, therefore acting as affordable housing partner to Durkan in the lead developer role. With the changed market conditions, it is concluded that

this approach is no longer viable and that Hexagon would need HCA grant funding to proceed. With the changes to the HCA funding criteria described above, proceeding with a registered provider as a partner is less attractive, therefore a new direction was sought and a direct delivery approach is recommended as the way forward.

22. The direct delivery approach will result in forgoing a potential capital receipt of £900,000, but there will be an anticipated receipt from shared ownership disposals of £400,000 and rental income accrued from the new build units will provide a long term revenue stream. Also, direct management and letting by the council would be more beneficial in the long term. Therefore, it is proposed that the new build sites are developed as council homes for social rent and social homebuy.

### **Environmental Works**

23. In view of the dilapidated state of much of the external fabric of the estate between and surrounding the refurbished blocks, the council's priority is to undertake £1m worth of remedial works to the following key existing elements on the Estate:

- Retaining and freestanding brick walls, brick planters and steps
- Boundary wall railings
- The external drainage
- Tarmac & other pavings within the courtyards
- The air raid shelters on the Estate.

24. In delivering this part of the scheme, it is intended to identify design solutions that will help reduce the council's maintenance liabilities and preserve existing trees.

25. The second key part of the brief is the council's commitment to enhancing the Estate's external spaces through identifiable improvements to the estate's courtyards, play areas, estate roads and green spaces. This is an important factor in completing the regeneration of the estate and in marketing the void for sale properties and drying room conversions. There has been extensive public consultation with residents which explained the proposals to improve the estate, particularly courtyard improvements, playground refurbishment and greening improvements. There is therefore an expectation among residents that some of the funding will be spent on actual improvements, along with resident support for the proposals.

26. A budget of £1.5m has been allocated to the environmental works, but with the onset of the necessary remedial works, most of the budget is no longer available to deliver the environmental improvement works. Therefore, an additional budget of £1m is necessary to cover the costs of the environmental works and the associated fees.

### **Drying Room Conversions**

27. The scope for conversions is less than originally envisaged because of the location of services in and around the rooms. Initially it was anticipated that 32 drying rooms would be converted, and that the works would be carried out by the refurbishment contractor, Durkan, at the same time as the main refurbishment works. However, due to the overspend, this element was removed from the programme. In 2011, the number of viable spaces decreased to 24 because of

tank works and has now reduced even further to 18, due to revised space standards resulting in a number of the rooms no longer being compliant.

28. There are essentially two options open to the council to deliver the scheme:
- a) The council contracts with a third party developer to convert and sell the units. The price for the development would be agreed and paid at the outset with a sales overage condition. It is estimated that the capital receipt in this scenario for the 18 x drying room disposals is £1.2 - £1.4m. This option means that the developer carries the risk in terms of build costs, sales prices however the council will by default bear the costs of transferring this risk (the developers profit & contingency) in reduced receipts.
  - b) The council funds and carries out the conversion of the drying rooms and in turn sold them on the private market, in essence assuming the role of developer. The receipt to the council would increase to circa £1.95m to £2.15m. This assumes a four phased approach over 36 months. This would require a peak finance provision of £350,000. It is envisaged that the development account would have a positive balance at 9 months into the delivery timetable.
29. It is therefore recommended that the council fund and carry out the drying room conversions over the 3-year period with forward funding of £350,000. This option would generate a higher capital receipt of £1.6m, based on the lower end figure shown above in Option B, in the long-term and would also afford the council the control over the build programme bearing in mind there are residents in occupation either below or next door to each of the 18 conversion opportunities.

### **Void Sales**

30. Since January 2010, 34 units have been sold on the open market using two locally based estate agents. Sales were slow to begin with, but the level of interest built over time and the sales, and the values achieved, have increased. Currently, there are 6 further units under offer and 3 units on the market. In order to close the funding gap identified in the July 2010 Gateway 3 Report, 16 additional voids-for-sale were identified and refurbished to disposal specifications. However, 2 of the 16 units have now been used for re-lets, 1 unit was withdrawn due to water damage and 4 were incorrectly identified. Therefore, 7 future voids-for-sale would need to be identified for refurbishment and these will be identified from forthcoming vacancies, but subject to the same criteria.

### **Hidden Homes**

31. Two of the properties scheduled for development as part of the Hidden Homes programme includes the conversion of a former clinic on the ground floor in Whaddon House. The PCT took the decision to relocate the functions of the clinic to the Dulwich Hospital site. Work began at the end of November 2012 and is scheduled to finish in May 2013. Once completed, 2 x 2 bedroom units will be available for letting via the council's housing list. Although contributing to the regeneration of the estate, the financing is separate from the overall arrangements for the estate that are the subject of this report.

## Consultation

32. The East Dulwich Estate Regeneration Project Team (EDERPT) has been central to the delivery of the scheme, and has been involved throughout, and as circumstances have changed. They have understood and supported the need for the voids-for-sale and drying room conversions to raise capital receipts and have also had input into the design of the new build blocks. The group has also been very interested in the scope and delivery of the environmental works and has successfully bid for funding from the SITA Trust to transform a tarmac courtyard into a community garden.
33. A consultation event took place in May 2012 providing information on the new build programme, environmental works and the drying room conversions to residents from the estate. The event was advertised via posters placed within each block and notices delivered to all households. 26 residents attended the event, where the architect, landscape architect and council officers were in attendance to discuss the proposals and respond to any queries raised. Only 7 of the residents who attended commented on the new build proposals with half supporting the works and half against the works due to disruption, reduced parking, loss of play space and distance between existing and new build block.
34. Formal planning consultation commenced in December 2012, but queries were raised regarding the notifications by the East Dulwich Estate Regeneration Project Team (EDERPT) resulting in the consultation period being extended to February to ensure full resident participation.
35. Subject to consultation, all approvals and planning consent being in place during March 2013, environmental works are expected to commence in late 2013 and the new build works early in Quarter 4, 2014.

## Community impact assessment

36. The proposed recommendations are judged to have minimal impact on the wider community.
  - a. The voids-for-sale and drying room conversions will assist the council in funding the wider regeneration programme for the estate and thus impact on the community in a positive way. For example it will enable completion of the environmental improvements and recycling capital receipts into the housing investment to enable decent homes works to other estates.
  - b. The proposed environmental works have been key in marketing and selling the void properties and estate residents are also keen to see these works underway.
  - c. The Whaddon House clinic will generate two residential units which will have little or no impact on the community as the clinic has been closed for sometime now and the space previously accommodated residential units.
  - d. The new build sites will be made up of mixed tenure and therefore will assist with diversifying the estate, along with the drying room conversions which will be used for private sales to generate additional funding for the wider regeneration programme and also assist with meeting the council's aspiration to support mixed and balanced communities.

### **Resource implications**

37. A profile has been developed of all spending and anticipated receipts; attached as Appendix 1. The scheme has an approved budget of £31.2m. The total projected cost of the scheme is approximately £30.6m and with an anticipated receipts package of roughly £29.38m, further resources will need to be identified from the HIP.
38. In terms of demand on human resources, there are sufficient resources within Regeneration & Neighbourhood to undertake the property disposals and the conversion of the Whaddon House Clinic in addition to the redevelopment of the new build sites and drying room conversions. The environmental improvements have already been programmed and resourced.

### **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

#### **Director of Legal Services**

39. This report provides an update on the progress with the plans to regenerate a number of sites within the Borough. It had previously been anticipated that there would be a number of disposals and authority has previously been obtained. The current position concerning those disposals is set out in the report and can be summarised:
  - a) The disposal of 1-11 Pytchley Road has previously been approved and has now been completed.
  - b) The disposal of the site at Gatebeck / Southdown cannot proceed as anticipated due to the availability of grant from the HCA no longer being available at viable levels. As a result, this site will be retained by the council and regenerated as part of the direct delivery programme.
40. Accordingly, there are no particular legal issues arising from the report at this stage.

#### **Strategic Director of Finance & Corporate Services (FC13/009)**

41. The strategic director of finance and corporate services notes the progress on the East Dulwich Estate regeneration scheme, including a forecast reduction in costs from £31.2m (reported to cabinet in 2011) to £30.6m to-date. There is a need to continue close monitoring of this programme to ensure best value is achieved and to identify early any variances to cost.
42. The scheme resources will be funded from capital receipts, as detailed in Appendix 1. In the event that capital receipts generated exceed the forecast cost then surplus will be returned to the capital programme and used for future investment.
43. The strategic director of finance and corporate services notes that staffing resources to support this programme are contained within the council's existing budget.

## Head of Specialist Housing Services

44. Some of the environmental works will be service chargeable under the terms of the lease. If the costs to individual leaseholders are more than £250 then statutory consultation under section 20 of the landlord and tenant act 1985 (as amended) will be required. If the contract is tendered out then the consultation will be a two stage process, with a notice of intention being required pre-tender and a notice of proposal being required post-tender.
45. These service charges will be in addition to the previous large service charges billed to the leaseholders on the estate for the main refurbishment works. The council has a number of repayment options available to leaseholders to assist them to pay their major works service charge bills, including (for resident leaseholders only) extensive interest free periods.
46. Home Ownership notes the proposals concerning the disposal on Shared Ownership terms of 8 units on the Southdown House new-build site.
47. Consideration needs to be given as to the most suitable method of co-ordinating the specification, marketing and disposal processes of the new-build units. The model adopted for the refurbishment and disposal of void units in Maydew House, Rotherhithe strategically links the refurbishment and disposal so that potential developers are to be sourced from a pool of those experienced in both refurbishment and marketing of developments in a regeneration environment.
48. It is not proposed that the Home Ownership Service is directly involved in the marketing of the void units for sale, however, it is imperative that the service is consulted in respect of the terms of the leases to be granted and the statutory consents that will be required under section 32 of the Housing Act 1985 as the service will be required to construct and collect service charges for the properties in the future. For ease of future financial as well as building management it is crucial that the terms of the precedent leases broadly match those used for sales under the statutory Right to Buy Scheme and Social Homebuy Scheme.
49. In terms of the sales administration, in the interest of consistency with other home ownership products offered by the council, it is recommended that the team of officers within HOS already dealing with financial assessments of tenants purchasing homes under Social HomeBuy or Cash Incentive schemes and rehousing assistance for leaseholders affected by regeneration also provide this service for those purchasing under shared ownership terms for these new build properties. Their input will be necessary in ascertaining the viability of minimum purchase levels, equity rent levels, etc for individual schemes which impact on financial modelling.
50. The development of land on the East Dulwich Estate may result in leaseholders claiming the council is derogating from grant. The relevant test to be applied when assessing derogation from grant is whether the council are making leasehold premises on the estate "unfit or materially less fit to be used for the particular purpose for which the demise was made'. Therefore, when assessing development sites on the East Dulwich Estate, regard should be had to the impact on existing leaseholders. Consultation should be carried out with leaseholders prior to commencing works so concerns can be raised and, when necessary, alternative arrangements put in place to alleviate these concerns.

**BACKGROUND PAPERS**

Background Papers	Held At	Contact
April 2005 Executive report	<a href="http://moderngov.southwark.gov.uk/CeListDocuments.aspx?Committeed=118&amp;MeetingId=981&amp;DF=05%2f04%2f2005&amp;Ver=2">http://moderngov.southwark.gov.uk/CeListDocuments.aspx?Committeed=118&amp;MeetingId=981&amp;DF=05%2f04%2f2005&amp;Ver=2</a>	Diana Hall 020 7525 7724

**APPENDICES**

No.	Title
Appendix 1	Scheme Finance

**AUDIT TRAIL**

<b>Cabinet Member</b>	Councillor Ian Wingfield, Deputy Leader and Cabinet Member for Housing Management	
<b>Lead Officer</b>	Eleanor Kelly, Chief Executive	
<b>Report Author</b>	Diana Hall, Project Coordinator - Estate Regeneration Team	
<b>Version</b>	Final	
<b>Dated</b>	7 March 2013	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
Head of Specialist Housing Services	Yes	Yes
<b>Cabinet Members</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	7 March 2013	

# Appendix 1

East Dulwich Estate Scheme Finance - Summary

<b>Budget per 2005 Executive Report</b>	
<b>Projected Scheme Costs</b>	
Refurbishment & Fees	23,830,000
Albrighton Hall	1,200,000
Environment	1,500,000
	<b>£ 26,530,000</b>
<b>Projected Scheme Resources</b>	
Total On-estate	£ 10,320,000
Total Off-estate	£ 15,110,000
<b>Total Projected Scheme Resources</b>	<b>£ 25,430,000</b>

<b>Budget per 2010 Gateway 3</b>	
<b>Projected Scheme Costs</b>	
Refurbishment & Fees	26,756,089
Albrighton Hall	1,791,510
Environment	2,500,000
Other Costs <sup>1</sup>	288,719
	<b>£ 31,336,318</b>
<b>Projected Scheme Resources</b>	
Total On-estate	£ 14,692,000
Total Off-estate	£ 15,110,000
<b>Total Projected Scheme Resources</b>	<b>£ 29,802,000</b>

<b>Budget per 2011 Cabinet Report</b>	
<b>Projected Scheme Costs</b>	
Refurbishment & Fees	26,756,089
Albrighton Hall	2,598,959
Environment	1,500,000
Other Costs	350,719
	<b>£ 31,205,767</b>
<b>Projected Scheme Resources</b>	
Total On-estate	£ 14,872,000
Total Off-estate	£ 15,110,000
<b>Total Projected Scheme Resources</b>	<b>£ 29,982,000</b>

## Notes

- Void sale refurbishment and new/build costs
- Includes Housing Management Fees @ 3.5% for 2012/13
- Includes Project Management Fees @ 4%
- Based on shared ownership sales @ 25% for 1st step

<b>2012/13 Current Position</b>				
<b>Scheme Costs - Refurbishment &amp; Associated Elel</b>	<b>Approved</b>	<b>Spend-to-Date</b>	<b>Projected Total</b>	<b>Revised Projected Total</b>
Refurbishment & Fees <sup>2</sup> and Other Costs	£ 27,106,808	£ 25,332,152	£ 25,526,091	£ 25,526,091
Environment & Drainage	£ 1,500,000	-	£ 1,500,000	£ 1,500,000
External Remediation Works	£ -	-	£ 1,000,000	£ 1,000,000
Drying Room Conversions <sup>3</sup>	£ -	-	£ 364,000	£ 364,000
<b>Total Refurbishment Scheme Costs</b>	<b>£ 28,606,808</b>	<b>£ 25,332,152</b>	<b>£ 28,390,091</b>	<b>£ 28,390,091</b>
<b>Projected Refurbishment Over/Under Spend</b>			<b>£ 216,717</b>	
<b>Scheme Costs - Albrighton Hall</b>	<b>£ 2,598,959</b>	<b>£ 2,291,290</b>	<b>£ 2,291,290</b>	<b>£ 2,291,290</b>
<b>Projected Albrighton Over/Under Spend</b>			<b>£ 307,669</b>	
<b>Overall Projected Scheme Costs</b>	<b>£ 31,205,767</b>	<b>£ 27,623,442</b>	<b>£ 30,681,381</b>	
<b>Projected Scheme Resources</b>		<b>Achieved-to-Date</b>	<b>Projected Total</b>	<b>Revised Projected Total</b>
Voids (50)		£ 5,821,104	£ 9,028,450	£ 9,028,450
Conversions (18)		£ -	£ 1,600,000	£ 1,600,000
Land (Gatebeck & Southdown) <sup>4</sup>		£ -	£ 400,000	£ 400,000
Property Disposal		£ -	£ 3,245,500	£ 3,245,500
Total On-estate		£ 5,821,104	£ 14,273,950	£ 14,273,950
Coopers Phase 4		£ -	£ 1,350,000	£ 1,350,000
Bermondsey Spa/Dickens Estate		£ 5,630,000	£ 5,630,000	£ 5,630,000
Wooddene		£ 375,250	£ 4,050,000	£ 4,050,000
Miscellaneous disposals		£ 4,080,000	£ 4,080,000	£ 4,080,000
Total Off-estate		£ 10,085,250	£ 15,110,000	£ 15,110,000
<b>Total Scheme Resources</b>	<b>£ 15,906,354</b>	<b>£ 15,906,354</b>	<b>£ 29,383,950</b>	<b>£ 29,383,950</b>
<b>Projected Scheme Resource Surplus/Deficit</b>			<b>-£ 1,297,431</b>	



<b>Item No.</b> 11.	<b>Classification:</b> Open	<b>Date:</b> 19 March 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Authorisation of Debt Write-offs over £50,000 for National Non Domestic Rates – Revenues & Benefits Service	
<b>Ward(s) or groups affected:</b>		All	
<b>Cabinet Member:</b>		Councillor Richard Livingstone, Finance, Resources and Community Safety	

### **FOREWORD - COUNCILLOR RICHARD LIVINGSTONE, CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY**

National non domestic rates, known locally as business rates are collected from businesses in the borough by the council and paid into a central government pool and then redistributed to the council as part of the annual grant settlement.

The council is responsible for collecting approximately £200m of national non domestic rates on behalf of the government and take appropriate enforcement action where needed to ensure that collection performance is high.

Historically, collection rates have been high with an improved performance in 2011/12 of 97.8%. This demonstrates that the council is acting diligently and effectively in collecting the business rates for the government.

However, there will be cases where businesses cease to trade due to becoming insolvent or dissolved where it has been decided it is not financially viable to continue to operate. In a small number of cases the amount of rates will be considerable as they are calculated on the rateable value of the property occupied.

The council will only consider writing off debt where it is deemed to be irrecoverable to collect. The cost of business rates write offs is borne by the government and not the council or the taxpayers.

### **RECOMMENDATIONS**

1. That Cabinet approval is given for write off of the debt of £149,834.05 for one debt (which includes two accounts billed to one ratepayer) which is irrecoverable.
2. That Cabinet advise any further action they require on the write-off not agreed within this report.

### **BACKGROUND INFORMATION**

3. Under the council's constitution write-off of debts above £5,000 but below £50,000 has been delegated to individual members within their own service area. Debt write-off under £5,000 can be authorised by chief officers. Write off of any debt over £50,000 must be referred to cabinet for authorisation.

4. There are a number of key reasons why the council may wish to write-off a debt. These are:
- i. The debt cannot be substantiated i.e. there is no documentary evidence that the debtor accepted the goods or services with the knowledge that a charge would be made.
  - ii. The debt is uneconomic to collect i.e. the cost of collection, including substantiation, is greater than the value of the debt.
  - iii. The debt is time barred, where the statute of limitation applies. Generally this means that if a period of six years has elapsed since the debt was last demanded, the debt cannot be enforced by legal action.
  - iv. The debtor cannot be found or communicated with despite all reasonable attempts to trace the debtor.
  - v. The debtor is deceased and there is no likely settlement from the estate or next of kin.
  - vi. Hardship, where permitted, (not hardship relief) on the grounds that recovery of the debt is likely to cause the debtor serious financial difficulty.
  - vii. Insolvency where the organisation or person has gone into bankruptcy and there are no assets to claim against.

## **KEY ISSUES FOR CONSIDERATION**

### **Policy implications**

5. The proposed write off set out in this report is recommended in accordance with the council's agreed write off policies and procedures. The reasons for the recommended write off are stated in the appendix attached.
6. Appendix 1 includes a write-off for national non-domestic rates (NNDR). The NNDR write-off has been recommended by the council's NNDR business unit. In each case and where appropriate the business unit has attempted to trace account holders via a standard procedure as follows: -
- Interrogation of the NNDR database.
  - Interrogation of the Document Imaging System
  - Tracing letters issued to other local authorities and solicitors
  - Inspection of the domestic or business premises
  - Land Registry searches
  - Companies House searches
  - Tracing letter to landlords or letting/managing agents & directors
  - Letter sent to the Official Receiver for confirmation of any dividends to be paid
  - Checks made with other council departments
7. The NNDR business unit use a minimum of three tracing methods and conducts a 10 percent audit review of cases under £5,000 and a 50 percent audit review of cases £5,000 to £50,000 and 100 percent audit review on cases over £50,000 to ensure that the correct procedures have been adhered to.

### **Community impact statement**

8. This decision has been judged to have no or very small impact on local people and communities.

### **Resource implications**

9. The total non domestic rates debt recommended for write off is £149,834.05 for one debt which is irrecoverable. This relates to a single company recently dissolved.
10. In the current economic climate, it is envisaged that a greater number of small and medium sized businesses will experience difficult trading conditions. Whilst every effort will be made to provide support within the scope of the existing legislation, it is inevitable that there will be an increase in the number of businesses dissolved, put into administration or receivership or liquidated. This, in turn, will lead to more cases being written off due to the business rates debts being irrecoverable.
11. The above debt will be contained within the NNDR bad debt provisions.
12. As per paragraph 3 the schedule of write-offs has been compiled in accordance with the council's agreed policy and procedures.
13. The debt is recommended for write-off, as it is considered irrecoverable or uneconomic to collect.
14. The recommended write-off of £149,834.05 for national non domestic rates will be contained within the council's relevant bad debt provisions.

### **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

#### **Director of Legal Services**

15. The report recommends that the debt set out in Appendix 1 to this report is written off in accordance with the council's procedures on debt write-off.
16. The approval of debt write-offs for sums over £50,000 is reserved to the cabinet for collective decision making. This particular debt has arisen as a result of non payment of non domestic rates.
17. The report sets out the circumstances whereby debts can lawfully be written off by the council and this includes cases where a company has been dissolved and there are no assets to claim against. The company in appendix 1 is a company recently dissolved. In such circumstances there are no means available to successfully pursue the debt.
18. The director of legal services agrees with the recommendation that this debt should be written off in accordance with procedure and is lawful.

### Strategic Director of Finance and Corporate Services (FC13/015)

19. This report recommends the write off of one debt, which meets one or more of the criteria for write-off. The strategic director of finance and corporate services considers that it would be uneconomic to make any further attempt at recovery.
20. This recommended write-off will be funded from the NNDR pool and does not impact on the council's bad debt provision. This means that costs are not borne by the council.

### BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Notice of insolvency. The document is available on this web page: <a href="http://moderngov.southwark.gov.uk/ie/ListDocuments.aspx?CId=302&amp;MId=4252&amp;Ver=4">http://moderngov.southwark.gov.uk/ie/ListDocuments.aspx?CId=302&amp;MId=4252&amp;Ver=4</a>	Revenues & Benefits 1st Floor, Hub 3, 160 Tooley Street, London SE1 2QH	Norman Lockie 020 7525 0928

### APPENDICES

No.	Title of appendix
Appendix 1	Case details

### AUDIT TRAIL

<b>Cabinet Member</b>	Councillor Richard Livingstone, Finance, Resources and Community Safety	
<b>Lead Officer</b>	Duncan Whitfield, Strategic Director of Finance and Corporate Services	
<b>Report Author</b>	Norman Lockie, Operations Manager (Revenues)	
<b>Version</b>	Final	
<b>Dated</b>	7 March 2013	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	7 March 2013	

## APPENDIX 1

## Case Details

Name & address of ratepayer	Amount	Period of occupation	Reason for write off
Central Greenwich College Ltd Unit 300 , Eden House, Water Gardens Square, London, SE16 6RH	£133,021.55	07/07/10- 09/09/12	In liquidation – no dividend payable
	£16,812.50	10/09/12- 16/12/12	

## Statement of account

Period	Amount due £	Payments received £	Balance o/s £
07/07/10-31/03/11	56,084.69	40,460.14cr	15,624.55
01/04/11-31/03/12	79,893.00	0.00	79,893.00
01/04/12-09/09/12	37,504.00	0.00	37,504.00

Total balance outstanding

£133,021.55

## Notices issued:

Date	Details
22/12/10	Bill for period 09/09/10-31/03/11 following Valuation Office entering the above property in the rating list
16/02/11	Reminder
16/03/11	Final notice
08/03/11	Bill for period 01/04/11-31/03/12
27/04/11	Reminder
20/05/11	Summons
15/06/11	Liability order issued for amount due from 09/09/10-31/03/12
30/06/11	Account passed to bailiffs
18/07/11	Bailiffs visited property
26/07/11	Payments made to bailiff by credit card were declined by card company
17/08/11	Bailiffs visited property but unable to obtain payment – director of company Mr Hyder advises he is going to India & will not be in contact
29/09/11	Bailiffs making arrangements to remove goods
18/10/11	Bailiff advises that there are insufficient good to cover the debt
27/10/11	Bailiff visited property & spoke to Mr Hyder who advises he will make a payment but does not know how much until he checks his finances
01/11/11	Revised bill following reduction in rateable value
10/11/11	Payment of £5000 made to bailiff by credit card but declined by credit card company
21/11/11	Bailiffs return case as they are unable to locate assets or collect payment

16/01/12 Phone call made to ratepayer regarding debt – message left for director to contact  
 24/01/12 Phone call made to ratepayer regarding debt –director not available – message left  
 08/03/12 Payment arrangement agreed with director  
 12/03/12 Bill for period 01/04/12-31/03/13  
 26/04/12 Reminder  
 18/05/12 Summons  
 15/06/12 Liability order issued  
 09/09/12 Ratepayer moves out of part of the property – notification sent to Valuation Officer to revise assessment of property  
 07/01/13 Closing bill following removal of property from rating list due to assessment being split

### Statement of account

Period	Amount due £	Payments received £	Balance o/s £
10/09/12-16/12/12	16,812.50	0.00	16,812.50
07/01/13	Bill following property due to new assessment in the rating list due to division of property		
<b>Total balance outstanding</b>			<b>£16,812.50</b>

The ratepayer was registered for business rates for the period 7 July 2010 to 16 December 2012.

The organisation is a private education establishment and on 7 June 2011, following a summons being issued, Mr Hyder (the director of the company) emailed the Council to advise that the economic climate and changes in their industry have affected their ability to pay their business rate liability. He made an offer of payment of £5,000 per month but in view of the large balance outstanding at that time of £139,097.58, this offer was not acceptable.

A liability order was obtained at the court hearing on 15 June 2011. The organisation were not able to make an acceptable alternative payment arrangement and therefore, the case was passed to the Council's bailiffs. The bailiffs visited the property on several occasions but were unable to obtain payment of the debt or find sufficient assets on which to distrain upon. The case was returned to the Council.

Contact was made with the director and a payment arrangement agreed, but this was not kept to. The case was passed to the Council's Legal Department who agreed a further schedule of payments with the ratepayer and advised that if this was not kept to, then further action would be taken by way of a winding up petition.

The ratepayer kept to the arrangement until May 2012 since when no further payments have been received. The Council therefore applied for a winding up petition which was granted on 17 December 2012. Central Greenwich College have now vacated the property and the rate liability has been terminated accordingly.

The Official Receiver has been appointed as liquidator and he has not been able to make contact with the director of the company, Mr Hyder, despite a number of attempts. The latest records received by Companies House shows that there are two directors and it is split between 2 shareholders. They have no known group companies. Central Greenwich College Limited have total assets of £0 plus total liabilities of £268,935. They owe £268,935 to creditors and are due £73,385 from trade debtors. As of their last financial statement, they had £24,545 in cash reserves. Their book value is £-80,813, and the value of their shareholders' fund is £-80,813.

The Official Receiver has advised that it appears that there is no prospect of a distribution to creditors and the debt is therefore irrecoverable.

<b>Item No.</b> 12.	<b>Classification:</b> Open	<b>Date:</b> 19 March 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Review of the Social Lettings Agency and the Creation of an In-house Private Sector Leasing Scheme.	
<b>Ward(s) or groups affected:</b>		All	
<b>Cabinet Member:</b>		Councillor Ian Wingfield, Deputy Leader and Cabinet Member for Housing Management	

**FOREWORD – COUNCILLOR IAN WINGFIELD, DEPUTY LEADER AND CABINET MEMBER FOR HOUSING MANAGEMENT**

In 2011, Cabinet approved the development of a Social Lettings Agency scheme, a scheme designed to help the council prevent homelessness. The scheme was designed to operate through the council acquiring flats and houses in the private sector, on a direct lease, which it would offer to households at risk of becoming homeless. The council would provide a full management service; including rent collection, void management and repairs whilst guaranteeing rent to landlords, 52 weeks a year. The scheme was designed be funded by the margin created between rents charged to tenants and the rents paid to the landlord and would be self-funding.

The scheme has, to a large degree, been a success in that it has operated well within its financial model. It is expected to make a small surplus in 2012-13 which will go towards running costs. Its key performance indicators are being met and these are highlighted in the table at paragraph 23.

Up until January 2013, 44 properties have been procured (there are a further 5 in the pipeline) and the Council has prevented homelessness for 48 households. This has saved the council considerable costs including those relating to temporary accommodation as well as allowing council tenancies to be granted to other priority households. However, the acquisition of the properties has been slower than we hoped for and has been hindered by the fact that the council cannot issue non-secure tenancies on properties for this purpose sold under Right-to-Buy where we own the freehold. The reasons for this are identified in this report.

This has meant that the council has not been able to lease properties from a large number of private sector landlords in the borough for this scheme. However, the council is able to lease properties, including properties sold to Southwark homeowners for it to use as temporary accommodation for homeless households.

Homelessness has increased by around 6% since January 2012 and this is before the impact of welfare reform has been experienced. It is expected to continue to rise and we need to be able to deal with the challenges. This means that we need to acquire more accommodation to temporarily house homeless households. The council also needs to pick up from where some other registered providers have said that they will no longer be supplying accommodation either to prevent homeless or temporarily house homeless households. We need to work well and positively with private sector landlords to ensure that we can attract as many as we can to our schemes.



This report seeks to endorse the work already carried out whilst recognising the need to maximise the amount of properties the council can attract through our schemes to ensure that we do everything we are able to do to meet the huge challenges we face.

## **RECOMMENDATIONS**

That Cabinet;

1. Notes the progress of the council's Social Lettings Agency, established in 2011 to supply properties to house people at risk of homelessness.
2. Agrees to the acquisition on lease and the management of properties for use as temporary accommodation for homeless households in the exercise of the council's functions under Part VII of the Housing Act 1996

## **BACKGROUND**

3. The council faces multiple challenges during 2013 with the introduction of caps to welfare benefits and Universal Credit as outlined in recent reports. The caps on benefits will create affordability issues for private sector tenants especially those with larger families, which will inevitably lead to evictions and increased approaches to our services for assistance.
4. The rental element of universal credit payments will be made to tenants so there will be a general increase in risk of bad debt. Universal Credit will start to be rolled out from October 2013. This will reduce confidence with landlords to supply accommodation to those on benefits.
5. Crucially, one provider of temporary accommodation (TA) has stated that due to the impact of welfare reforms, they will no longer be able to continue to supply and manage leased accommodation for the council unless the council gives them £60pw per property towards management costs. A second provider has also expressed some serious doubts about their ability to continue arrangements. Given the clear inability of suppliers to procure and provide temporary accommodation, it is imperative that the council provides and manages that accommodation alongside, less Bed & Breakfast (B&B) numbers and costs increase.
6. The first three quarters of 2012-13 have witnessed a falling level of private sector properties for our direct-let schemes, with an average of 10 properties a month being procured, compared to 15 in the last quarter of 2011-12. This represents a fall of a third.
7. Whilst the council will continue work to attract landlords to direct-let schemes such as the Finder's Fee scheme, we recognise the need to attract as much supply, through as many schemes as possible. We therefore need to offer a wider range of options for landlords, including schemes that take away the bad debt risk from them, which is increasingly becoming a concern for them.
8. This report outlines our strategy to increase the types of leasing options available to landlords. This would include increasing the supply of available temporary accommodation.

9. An increase in the supply of temporary accommodation is required as given the economic climate and changes in benefit provision, homelessness is expected to rise.
10. By increasing the supply of temporary accommodation, the authority will be able to relieve B&B cost pressures as more households, to whom the council has accepted a housing duty, can be moved from unsuitable and expensive bed and breakfast accommodation. We remain proud of our record of having no families in B&B for over 6 weeks, a position which we are determined to maintain.
11. With both the existing and proposed leasing schemes, the council carries the risk of bad debt. When considering this risk we have to take into account supply issues, as if we fail to supply self contained private sector properties the alternative will be an increase in the use of Bed and Breakfast which would be more costly. All of the schemes outlined below have comprehensive risk assessments. The risk assessments are included in Appendix 1.
12. The immediate supply action plan includes proposals to expand the council's offer to our landlords. As well as offering our Social Lettings Agency and Finders Fee schemes, we will also offer an in-house private sector leasing scheme (PSL) to supply more temporary accommodation. This is outlined in paragraphs 25 to 36 but in short, aims to attract landlords who have bought their property under right-to-buy legislation who are excluded from leasing their property back to the council through the Social Lettings Agency.
13. In addition, we are working on proposals to offer landlords a further range of products whereby they establish an assured short hold tenancy with a tenant but engage the council as a managing agent to collect the rent, or other landlord functions, for a fee. This is designed to attract landlords who are particularly worried about welfare reform proposals and tenants' ability to pay.
14. Across London, the trends are: homelessness is increasing, the private rented sector supply for local authorities is dwindling and some of our traditional registered provider (RP) partners are not in a position to respond to the challenges. We are in exploratory discussions with another borough, who are experiencing these problems, with a view to Southwark possibly managing part of their TA. These discussions are at an extremely early stage but have the potential to create economies of scale across a new shared service.

## **KEY ISSUES FOR CONSIDERATION**

### **Review of Social Lettings Agency**

15. Cabinet authorised officers to create a Social Lettings Agency in March 2011, and the scheme commenced in May 2011. The Cabinet asked for a report on the scheme's progress after its first 12 months.
16. With this scheme the council leases flats and houses in the private rented sector and offers the properties to those at risk of homelessness or those who have expressed an interest in settled accommodation in the private sector, thus not requiring them to make a homeless application.
17. By the end of the first year there were 17 properties in management. This figure was lower than anticipated and reflects the difficulty that the council faces in competing in a very buoyant housing market. Supply has improved since April

2012, and a further 27 properties have been procured. There are now 44 properties in management.

18. Whilst the target for new supply has not been met, the scheme has supplied more leased properties to prevent homelessness than all our Registered Provider partners.
19. Rents that the council can offer landlords are tied to Local Housing Allowance (LHA) levels which fell in April 2011 when the Government reduced it to include the bottom 30<sup>th</sup> percentile of rents in the area from the 50<sup>th</sup> percentile. This caused a 7% drop in LHA rents at a time when rent levels in the private rented sector have rapidly increased.
20. This resulted in more landlords letting their properties to working professionals, who are not in a position to purchase a property. This situation continues.
21. In spite of its initial slow progress, the Social Lettings Agency has been successful in that in 2011-12 it prevented homelessness for 19 households, with an additional 29 homelessness preventions in the during 2012-13.
22. The performance of the scheme 2011-12 is summarised below:

Number of properties acquired	17
Number of homeless preventions achieved	19
Void properties in period	2
Void to let turnaround	14 days
Customer satisfaction	89%
Occupancy checks	11 (64%)
Rent collection	99%
Income received	£134,290
Rents paid to landlord	£112,894
Repairs costs	£846
Void rent loss	<b>£1,861.48</b>
Dilapidations	£980
Net surplus (towards staffing)	<b>£18,688.52</b>

23. The performance of the scheme for April to December 2012-13 is summarised below:

Number of properties acquired	27
Number of homeless preventions achieved	29
Void properties in period	2
Void to let turnaround	1.5 days
Customer satisfaction	66%
Occupancy checks	31 (70%)
Rent collection	98.19%*
Income received	£325,761
Rents paid to landlord	£252,215
Repairs costs	£8,806
Void rent loss	£879
Dilapidations	Nil
Net surplus (towards staffing)	<b>£63,861</b>

24. In summary the scheme has operated within its financial model, but supply has proved slow mainly because of competition in the private market. The likelihood is that leasing options featuring guaranteed rents will become more attractive to landlords as we approach the caps in welfare benefit next April, and the rental element of Universal Credit is paid direct to tenant from next October.

### **Establishment of a Private Sector Leasing Scheme for statutorily homeless households**

25. This report seeks authority to establish an in-house Private Sector Leasing scheme, whereby the council will acquire properties on lease which it can use as temporary accommodation for homeless households in the exercise of its functions under Part VII of the Housing Act 1996.
26. This scheme offers longer term self contained leased accommodation for households who approach the council in housing need as an alternative to bed and breakfast.
27. It continues to utilise the private rented sector (PRS), which is critical in terms of the borough in procuring properties for either temporary accommodation or for homelessness prevention. With the difficult market conditions, it has been increasingly difficult to procure properties in the private sector for the purpose of leasing. New supply has slowed and our registered provider partners managed to supply only 41 additional units for both temporary accommodation and prevention during 2011/12. It is therefore necessary to exploit every opportunity to maximise potential supply.
28. Further, at least one of our existing suppliers will be exiting from arrangements with another likely to follow. This will mean that if we do not act, we will lose half of our private sector supply which is used for either temporary accommodation or homelessness prevention. It is therefore imperative that we seek to acquire those leases directly.
29. Although the number of households in temporary accommodation is currently stable, an increase in the supply of temporary accommodation is required as given the economic climate and changes in benefit provision, homelessness is expected to rise.
30. By increasing the supply of second stage temporary accommodation, the authority will be able to relieve B&B cost pressures as more households, to whom the council has accepted a housing duty, can be moved from expensive and unsuitable B&B accommodation.
31. The difference between this scheme and the Social Lettings Agency is that the Social Lettings Agency targets those households who are at risk of homelessness, whilst this scheme targets those whom we have accepted a homelessness duty.
32. Whilst the council can accept LBS freeholders' properties for the in-house Social Lettings Agency scheme for homelessness prevention, the council can't accept LBS leasehold properties for the scheme. This is because the council's interest in the property falls foul of one of the conditions in the relevant exemption paragraph in Schedule 1 of the Housing Act 1985 necessary to exempt the council's agreement with the occupier from secure tenancy status.

33. The council has 14,500 leasehold properties, of which 4,500 are already rented out. This is a valuable potential source of supply and of a volume that compares favourably with the private rented sector. In total there are 5,000 housing benefit claims in the whole of the private rented sector within Southwark, so opening up the supply of leasehold properties will be key to improving overall supply of leased accommodation.
34. All leaseholders who want to lease their property through a managed scheme are currently referred to one of our managing agents. However, there is a low level of conversions from landlord referrals, to properties let.
35. Following a mail-shot to LBS homeowners in November 2011 and July 2012, the number of landlord enquiries doubled. Indications from Southwark home-owners suggest that they tend to be more comfortable with the council acting as managing agent, rather than a registered provider or private company.
36. The risks associated with the scheme are the same as with the Social Lettings Agency, so all of the issues in the above risk assessment apply to this scheme.

### **Community impact statement**

37. In line with the council's Fairer Future promises, as outlined in the council plan adopted on 6 July 2011, the proposal will provide improved value for money.
38. It will further work with our partners in the voluntary sector to develop a stronger, sustainable service.
39. The scheme further contributes to the council's Sustainable Community Strategy, which has 3 objectives,
  - Improving individual life chances.
  - Making the borough a better place for people.
  - Delivering quality public services
40. This scheme will address all of these policy objectives by;
  - Offering quality temporary accommodation fully managed by the council, to households who are homeless or are at risk of homelessness. The quality of the hostel and contract management will not only improve the quality of life of those licensees placed in these properties but also contribute toward improving the fabric of the wider area.
  - It will reduce the number of families we have to place in unsuitable Bed & Breakfast accommodation and provide them with a greater level of support.
  - There will be a benefit to the council's general fund by placing fewer households in bed and breakfast accommodation.
41. In terms of the Housing Department mission and objectives, the acquisition will add to the key objectives by:
  - Ensuring warm, dry and safe temporary housing. This will be achieved by ensuring the units are of a lettable standard for all residents.
  - Improved repairs service. We will ensure contract meetings include these hostels and use contract enforcement methods where required.
  - Improve customer service. We will carry out regular occupancy checks and inspections and obtain customer feedback and act upon concerns.
  - Improve value for money. The scheme could save the council in B&B costs which can help bridge costs of homelessness provision elsewhere.

- Use stock effectively and minimise temporary accommodation. By leasing hostels, this will minimise the use of bed and breakfast, which is the most inappropriate and expensive form of temporary accommodation. Further, regular occupancy checks will be undertaken to ensure that the property is occupied by the non-secure tenants and action will be taken against any breach of tenancy.
- Involve residents in the improvement of services. Temporary Accommodation Services will continue to conduct regular customer satisfaction surveys.

### Resource implications

42. The council operates the social lettings agency as a managing agent in procuring properties for use in preventing homelessness. Properties continue to be sourced from local private landlords and individual lease agreements are held between the council as an agent and landlords providing the accommodation. Demand for properties still continues and supply from new schemes needed. Housing benefit is received by the council on behalf of tenants for schemes and is based on local housing allowance and landlord rates set out in the table below.
43. Individual property leases operate between three and five years. A signed lease is used to record the agreement. Availability of accommodation up to December 2012 has been slower than expected due to the housing market being limited and the establishment in the financial model has been adjusted downwards to reflect this reduction and continues to show a breakeven position. The profile below shows the expected stock profile outlined in the previous cabinet report. Also the actual numbers to date and the revised supply levels expected by March 2014 for the social lettings agency scheme.

Bed size	Local housing allowance	Landlord fees	Expected stock as cabinet report	Actual stock to December 2012	Expected year end march 2013	Expected in financial year 2013-14
Studio	211.34	161.54		11	11	15
One bed	211.34	165.00	20	12	13	15
Two bed	268.34	210.00	65	15	20	25
Three bed	310.00	240.00	15	4	4	10
Four bed	400.00	340.00		2	2	10
Total			100	44	50	75

44. The key financial implications for this scheme are identified below:
45. In summary, the performance of the scheme to date in 2012/13 reflects rent collected at £326,000, void loss of £1,000 net income £325,000. Costs paid to landlords are at £252,000 to date, repairs and legal fees amount to £20,000 and staffing costs to date at £33,000, total cost to date at £305,000. At year end a neutral position is expected for this budget, income at £370,000 and total costs including staff at £370,000 at year end.
46. Rent collection is undertaken by officers at Bournemouth Road and budgeted at 95% presently collection at week 39 is achieved at 98.19% and higher than expected. The scheme operates on a margin between the rent received and net cost after landlord fees and repair costs.
47. Voids properties are presently lower than budget and should be continually monitored for cost of repairs and any lost rent. Day to day small repairs is the

responsibility of the council and built in to the financial model at £500 per unit and is sufficient. This allows for small repairs at the change of tenancy date. Plumbing and heating costs remain with the landlord and form part of the lease.

48. Hand backs and dilapidation of properties in year one was £980 in total and funded within the overall financial model. In the current year no hand backs or dilapidation costs have been incurred, however funds are still budgeted at £11,000. This allows for costs in the last quarter of this year. Any under spends at year end will be returned to the general fund at year end.
49. Legal costs of the preparation and set up of each lease are factored in to the financial model at £250 per lease and budgeted in 2012/13 to cover these costs.
50. The table above at paragraph 23 outlines the current performance and the marginal cost of the scheme. Annual staff costs for managing the service are factored in to the budget and so the scheme will breakeven.
51. This report requests the establishment of the in-house scheme outlined at paragraph 25 and this scheme operates on the same principals as the social lettings agency and the profile for financial year 2013/14 is detailed in the table below.
52. In summary, the in- house scheme in 2013/14 is budgeted at gross rent of £672k, void loss of £41,000 and non collection provision of £19,000 resulting in net income £612,000. Costs paid to landlords at £518k, repairs and legal fees amount to £94,000 per year so resulting in total cost of £612,000 and expected neutral position for the budget.

Bed size	Local housing allowance	Landlord fees	Expected in financial year 2013-14
Studio	211.34	161.54	5
One bed	211.34	165.00	15
Two bed	268.34	210.00	20
Three bed	310.00	240.00	10
Four bed	400.00	340.00	10
Total			60

53. The council has a statutory duty to provide temporary accommodation to homeless applicants under part VII of the Housing act 1996 and a variety of accommodation is used to discharge these duties including estate voids and hostels in the HRA. When other schemes are not available expensive bed and breakfast accommodation is used and this will place pressure on the council's resources.
54. Risks associated with both schemes are when, the condition of the handed back property in future years. Landlords are not likely to supply properties with leases shorter than 5 years. At hand back stage landlords may pursue claims for repairs/ dilapidation costs where the tenants have left the property in worse condition than fair wear and tear outlined in the lease. This could be pursued through breach of tenancy agreement and cost the council. At this stage is negligible but should be continually monitored.
55. Council officers are advised to continually review and monitor schemes and financial model for variances. Tenants are mainly on housing benefit for both schemes. This rate is agreed by government and outlined in local housing

allowance for the London sector, broad rental market area (BRMA). Guidelines on the local housing allowance (LHA) direct website. The forthcoming changes to universal credit are not expected to impact on tenants in temporary accommodation at this time as there are no cases within universal credit at this time. However, this will be continually be monitored

56. Outlined in the table below is the supply side in the current year and supply budgets planned for in financial year 2013/14. Units are based on the expected changes and knowledge of services both historically and planned for. There is forthcoming pressure due from bed and breakfast need in 2013/14 due to hand back on estate properties and private leased accommodation from market changes and further use of nomination agreements and discharge to the private sector. Bed and breakfast placement currently stands at 104 and a third is family placements. Increase in this area is expected in 2013/14 and commitments budgets for increased accommodation costs fall to temporary accommodation on the housing general fund to assist the expected shortfall in next year. There are historic problems in sourcing suitable properties at reasonable rates to cover the bed and breakfast need and this will assessed and monitored to direct to other accommodation agreements a ease pressure on temporary accommodation budgets in 2013/14.

<b>Supply side</b>	<b>Units 2012-13</b>	<b>Units 2013-14</b>
General Hostels	282	264
Private sector leasing	339	221
Estate properties	385	338
Special needs hostels	55	55
<b>Total units</b>	<b>1061</b>	<b>878</b>

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Director of Legal Services**

57. At recommendation 1 cabinet are asked to note the progress of the council's social lettings agency scheme established in 2011. The report indicates that following a campaign aimed at securing a supply of private sector property for use in the scheme, interest was expressed by council long leaseholders. Unfortunately, as noted at paragraph 31 in the report, the council is unable to use council leasehold properties as a source of supply in the social lettings scheme. However the council will be able to use such property in the exercise of its homelessness functions. This is because of the provisions under the Housing Act 1985 that relate to secure tenancy exceptions. Under the Act, tenants of residential accommodation let by the council will generally be secure tenants unless one of the exception categories set out in paragraphs in Schedule 1 of Act apply. The relevant exception applicable to the Social Lettings Agency Scheme is in paragraph 6 (short term arrangements) of the Schedule. To rely on this exception, a number of conditions must be met that includes the requirement that the council has no interest in the leased property. Where, however, the council provides accommodation in the exercise of its homelessness functions, it may rely on an alternative exemption in paragraph 4 of the Schedule that imposes no conditions and simply states that a tenancy granted in pursuance of any function under Part VII of the Housing Act 1996 is not a secure tenancy unless the council notifies the tenant that it is to be regarded as one.



58. Under Part VII of the Housing Act 1996, the council has duties and powers to provide accommodation to homeless persons or those threatened with homelessness in certain circumstances. The council may acquire residential accommodation for Part VII purposes by entering into leases as proposed in recommendation 2. This is authorised by Section 120 (1) (a) of the Local Government Act 1972 which enables the council to acquire any land by agreement for the purposes of any of its statutory functions.
59. Decisions relating to the acquisition of land and property outside any scheme already agreed by members, where the market value is more than £100,000 are reserved to full cabinet for approval. As the number of properties to be acquired under recommendation 2 is such that the value will exceed this amount, this is a decision to be taken at cabinet level.

### **Strategic Director of Finance and Corporate Services (FC13/015)**

60. This report considers the progress made by the social lettings agency since the previous cabinet report in 2011 and introduces the in-house pilot scheme for placing tenants with a homeless duty without permanent or settled accommodation.
61. The Strategic Director of Finance and Corporate Services notes the progress made on the scheme to date and recognises that this approach offers better value for money than Bed & Breakfast accommodation. Full financial implications are outlined in paragraphs 42-56 and continued monitoring will need to take place to ensure the scheme remains within budget.

### **BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Cabinet report - 22 March 2011. The document is available on this web page (item 20): <a href="http://moderngov.southwark.gov.uk/ielistDocuments.aspx?CId=302&amp;MId=3339&amp;Ver=4">http://moderngov.southwark.gov.uk/ielistDocuments.aspx?CId=302&amp;MId=3339&amp;Ver=4</a>	Council offices, 160 Tooley Street, London SE1 2QH	Paula Thornton 020 7525 4395

### **APPENDICES**

<b>No.</b>	<b>Title</b>
Appendix 1	Risk Assessments

## AUDIT TRAIL

<b>Cabinet Member</b>	Councillor Ian Wingfield, Deputy Leader and Cabinet Member for Housing Management	
<b>Lead Officer</b>	Martin Green, Head of Specialist Housing Services	
<b>Report Author</b>	Leigh Richman, Business Unit Manager (Temporary Accommodation Services)	
<b>Version</b>	Final	
<b>Dated</b>	8 March 2013	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	8 March 2013	

## APPENDIX 1

## Risk assessments

The table below is the risk assessment taken from the original cabinet report with updated comments to reflect the outcomes to date, highlighted in italics.

Risk	Likelihood	Consequences	Mitigation	Risk after mitigation and Current risk
Non-secure tenancies are deemed to be secure under HA 1985.	Low	Tenants become secure tenants acquiring all the rights and protections arising from secure tenant status.	<ul style="list-style-type: none"> <li>- Secure tenant status is excluded where the conditions of the relevant provision under schedule 1 of Housing Act 1985 are satisfied.</li> <li>- Officers have taken legal advice and have taken steps to ensure compliance with the conditions of the relevant 'exclusion' provision.</li> </ul>	<p>Low.</p> <p><i>No tenancies have acquired secure status.</i></p>
Perception that the scheme is operated to avoid the council's obligations to the person homeless or at risk of homelessness	Med	Legal challenges against the council	<ul style="list-style-type: none"> <li>- Choices will be clearly explained to applicants.</li> <li>- Staff within the Options Service will be trained to ensure they are aware that this is one of a range of private sector options for those at risk of homelessness.</li> <li>- Applicants will be asked to sign a disclaimer in the appropriate terms.</li> </ul>	<p>Low.</p> <p><i>There have been no challenges.</i></p>
Changes in HB regulations. The emergency budget in June 2010 and the CSR of October 2010 announced falls in LHA to take effect from 2011. Further announcements in August 2010 broadly preserved LHA levels for leased schemes through to 2013.	High	<p>Leased schemes will become more attractive to landlords compared to direct let schemes.</p> <p>There is no commitment to preserve LHA levels beyond 2013.</p> <p>If LHA rate drops substantially beyond 2013 this will erode the schemes margins</p>	<p>Ensure that all leases with landlords have a rent review. If LHA falls, we will be able to reduce rents to landlords accordingly.</p> <p>Monitor financial performance of</p>	<p>Low.</p> <p><i>Significant changes to HB and welfare reform See table below.</i></p>

Risk	Likelihood	Consequences	Mitigation	Risk after mitigation and Current risk
			scheme. If running at a loss, consider terminating or varying the lease. Reduce the attractiveness of the scheme to landlords where these are causing losses.	
Financial risk of operation of scheme.	Med	Scheme runs at a loss and causes General Fund overspend.	<p>Monitor income and expenditure on a monthly basis. Key issues are</p> <ul style="list-style-type: none"> <li>- Income. Maintain equivalent rent collection at 95%.</li> <li>- Repairs costs must compare to costs of estate TA (£556 per property), and exclusive of landlord re-charges.</li> <li>- Dilapidations costs must average at no more than £1000 per property</li> <li>- Void turnaround must be limited to 4 weeks.</li> <li>- Void repairs must be under £1,500 per void (LBS liability)</li> <li>- Void frequency must be no higher than 20% of stock in a year.</li> <li>- Legal fees should be standard.</li> </ul> <p>If scheme runs at a loss, vary as above, or close the scheme after the pilot.</p>	<p>Low.</p> <p><i>Scheme within budget as detailed in the table above.</i></p>
Scheme is not popular with landlords and supply targets are missed	High	TA builds up and budgets for TA/CHS are overspent.	<p>Review supply performance on a monthly basis. Collect stats on reason for landlord drop outs. If for a specific reason, consider amending terms of the lease.</p> <p>Offer new product to landlords.</p>	<p>Med/ High.</p> <p><i>Rent levels offered to landlords have not been as attractive in comparison to the PRS.</i></p> <p><i>The scheme has made a small increase in rents offered for 2 bedroom properties, but this is limited by</i></p>

Risk	Likelihood	Consequences	Mitigation	Risk after mitigation and Current risk
				<i>the risks outlined above.</i>

1. The following table represents new risks identified since further government announcements on welfare reform:

Risk	Likelihood	Consequences	Mitigation	Risk after mitigation and Current risk
<p>The existing Housing Benefit regulations have been extended until each tenant reverts to Universal Credit (UC). This will be from April 2014. When UC applies, rents will fall to LHA levels and the management fee element will be paid via increased Discretionary Housing Payments.</p>	High	<p>See below.</p> <p>If there is no management fee paid to the authority, the scheme's financial viability will cease.</p>	<p>See below</p> <p>The Financial Model suggests we can absorb a small reduction in rental income, but if the reduction is large we will have to reduce landlord rents. This in turn will risk landlords terminating leases.</p>	Medium
<p>Caps to welfare benefits will be rolled out between April and September 2013. This will restrict tenant's ability to pay the rent, especially with families requiring 3 bedrooms or more.</p>	High	<p>Larger families will not be able to afford the rent, so bad debt will increase across portfolio.</p>	<p>Lettings of 3bed or larger properties restricted to workers (where the caps do not apply). Employment advice for all households in scheme and acquisition of larger properties outside London. Larger TA households to be prioritised for permanent offers.</p>	Medium
<p>Abolition of HB with introduction of Universal Credit (UC). Rental element of UC paid to tenant. UC rolled out between 2014 and 2017.</p>	High	<p>Council will not have HB paid directly to rent account, thus increasing risk of bad debt.</p>	<p>LBS Area Management are piloting rent direct scheme and lessons will be shared.</p> <p>Requirement of scheme is for account to be opened with credit union. Set up accounts with the local credit union for all tenants with direct debits/ standing order to pay rent. First new accounts expected</p>	Medium

Risk	Likelihood	Consequences	Mitigation	Risk after mitigation and Current risk
			February 2013.	

<b>Item No.</b> 13.	<b>Classification:</b> Open	<b>Date:</b> 19 March 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Alcohol Strategy 2013-2016	
<b>Ward(s) or groups affected:</b>		All	
<b>Cabinet Member:</b>		Councillor Richard Livingstone, Finance, Resources and Community Safety	

### **FOREWORD - COUNCILLOR RICHARD LIVINGSTONE, CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY**

Whilst the public health messages about tobacco are well-understood by most people, there is a far lower level of awareness about the dangers of excessive alcohol consumption. There is also a lack of awareness about the level of alcohol consumption that can create health risks.

This strategy aims to address that gap, and to reduce the harm caused by alcohol to both its users and other members of society.

This policy is driven by three objectives:

- Establish safe, sensible drinking as the norm
- Protect families and the wider community from the adverse impact of alcohol
- Provide high quality treatment to reduce alcohol-related harm.

Southwark first agreed an alcohol strategy in March 2010. This report sets out a new strategy for the next three years. I am particularly grateful for the input of the new Health and Wellbeing Board and the Safer Southwark Partnership in developing this strategy.

### **RECOMMENDATION**

1. That the cabinet adopts the Southwark alcohol strategy 2013 -2016, as set out in Appendix 1.

### **BACKGROUND INFORMATION**

2. In 2010 Southwark published its first alcohol strategy which recognised the need to have a full understanding of how alcohol harm impacted across communities in the borough. It set out an action plan on how partner agencies would work better together to address the causes and impacts of alcohol misuse.
3. Over the last 3 years significant progress has been made in understanding the nature of the problem with alcohol misuse in Southwark. The 2011 Joint strategic needs assessment on alcohol and the Safer Southwark Partnership Alcohol Profile 20011 - 2012 have been two of the key pieces of research which have informed this new strategy.

4. The alcohol strategy steering group has met regularly over this period to drive forward the agreed actions of the delivery plan, and has acted as the key partnership group which has ensured that the issues identified have been tackled through working together.
5. Key successes of the last strategy included:
  - Development of a peer education programme in secondary schools
  - The development and opening of Insight, the specialist young people's substance misuse service at O Central, Walworth Road.
  - A comprehensive programme of test purchase operations and training for licenses and staff to prevent under age sales.
  - The creation and funding of a multi agency night time economy team
  - Work with The Haven to devise and deliver training for licensed premises staff on sexual assaults and alcohol
  - Three successful alcohol awareness week programmes
  - The completion of a joint strategic needs assessment on alcohol jointly with public health

## **KEY ISSUES FOR CONSIDERATION**

### **National context**

6. The Government published the new national alcohol strategy in March 2012. Over the last two decades there has been a significant rise in the amount of alcohol sold in the country and it is estimated that a quarter of all adults are drinking at increasing or higher risk levels. This rise in alcohol consumption has led to a rise in health, social and crime related problems. This strategy has a clear change in national policy to previous strategies placing emphasis on the decisions made by and the behaviour of the individual.
7. This cross government strategy focuses on a wide ranging list of ambitions which are
  - Introduction of a minimum unit price for alcohol and tackle availability of cheap alcohol
  - Ensure that local areas are able to tackle local problems
  - Secure industry support in changing individual drinking behaviour
  - Supporting individuals to make informed choices about healthier and responsible drinking
8. This national strategy sets out some clear outcomes it will deliver:
  - A reduction in the amount of alcohol fuelled violent crime
  - A reduction in the amount of adults drinking above the NHS guidelines
  - A reduction in the number of people binge drinking
  - A reduction in the number of alcohol related deaths
  - A sustained reduction in both the numbers of 11-15 year olds drinking alcohol and the amounts consumed
9. Some of the actions within the national strategy can only be accomplished by the government but actions which can be tackled locally have been addressed within the Southwark strategy.



### **Regional and Borough context**

10. The Mayor's Police and Crime Plan 2013-2017 consultation addresses alcohol:

"We will develop an alcohol related crime strategy for London focused on prevention, enforcement and diversion. These will draw on best practice from around the world such as a compulsory sobriety scheme like that used in parts of the United States and will consider the use of controlled drinking zones."

11. The shadow Southwark Health and Wellbeing Board has made alcohol one of its four priority areas for its work in the coming year. This, along with the other three priorities, were established after extensive research into the key areas of concern in the borough, which were then chosen to be the top four identified priorities by board members.

### **Delivery and Governance**

12. The alcohol strategy will be overseen by the drug and alcohol action team (DAAT) Board and delivered by members of the alcohol strategy steering group, which has a borough wide multi agency membership.
13. The DAAT will also provide regular updates to the new Health and Wellbeing Board through its officer support for the delivery on the alcohol priority for the board.
14. The strategy outlines proposed areas of action which will deliver the objectives of the strategy. Yearly delivery plans are being written and will be presented to the DAAT Board for approval.
15. A performance framework will be developed alongside the annual delivery plans. There are already a number of measures in place which can be used as key performance indicators. These include:
- Alcohol specific hospital admission rate per 100,000 population in men and women separately
  - Emergency admissions for alcohol related liver disease
  - Number of referrals from children and family services increased
  - Increase in numbers given IBA in primary care /total practice population
  - Increase in numbers accessing alcohol treatment services/100,000 population
  - Increased treatment completion rates in Tier 2 and 3 services
  - Reduction in alcohol related crime
  - Reductions in alcohol related ambulance callouts
  - Reductions in the number of child care cases where parental alcohol misuse is a factor
16. Quarterly performance management reports will be presented to the DAAT Board and the cabinet member for community safety will receive an in depth briefing every six months on the progress of the recommendations.

### **Policy implications**

17. The strategy has an aim and 3 objectives:

“To work together to promote recovery, and protect individuals, families and our communities from the harm caused by alcohol misuse in Southwark.”

The three objectives are

- Establish safe sensible drinking as the norm
  - Protect families and the wider community from the adverse impact of alcohol
  - Provide high quality treatment to reduce alcohol related harm
18. The strategy is aligned to existing policy frameworks including
- The Safer Southwark Partnership’s statutory rolling action plan,
  - Southwark violent crime strategy 2010 – 2015
  - Southwark statement of Licensing Policy 2011 – 2014
  - The draft Southwark Health and Wellbeing strategy.
  - Southwark Clinical commissioning group 5 year strategic commissioning plan

### **Community impact statement**

19. The needs assessment has highlighted issues relating to different groups within the community and this information has been used to ensure the best use of resources and the most impact for the communities in most need. In particular the strategy will address the needs of victims of domestic violence, children living with parents who misuse alcohol, and those with mental health needs. An equalities impact assessment has been carried out on the strategy and it meets the required standard. This is a universal strategy and is not differentiated in its delivery at this stage, nor does it have a specific impact on any of the protected characteristics defined in the Equalities Act (2010). Should specific actions be identified during the implementation of the strategy that may have a differential impact on any protected group any equalities issues will be considered at that stage.

### **Resource implications**

20. In order to implement the strategy resources will be needed for some of the planned actions.
21. Themes 1 and 4: The resourcing for the health elements of this strategy are included within the grant funding received annually by the DAAT and Public Health through the new ring fenced public health grant. This includes:
- Treatment for dependant drinkers
  - Alcohol treatment requirements
  - Screening and brief advice in primary and secondary care
  - Training in identification and brief advice

22. Theme 2: The crime and availability theme will be delivered by the Council and partners within the Safer Southwark Partnership. This includes:
- The Trading Standards and Licensing teams are funded through the Council's core budget
  - The night time economy is fully funded until the end of 2013-2014.
  - Probation officers are trained to deliver identification and brief advice as part of their role
  - The work of the Haven is funded by the Metropolitan Police.
23. Theme 3: The social impact of alcohol theme will be carried out through officer time working with partners in other organisations to deliver programmes and campaigns.
24. The DAAT team, which will lead the delivery of the strategy, is funded through the public health grant.
25. In 2013-14, funding will be incorporated in the new Public Health ring fenced budget and responsibility transferred to the Local Authority. The division has appropriate cost centre structures in place to ensure that accounting information is presented in a clear, precise and auditable format and of value in decision making. It will also ensure regular reporting and monitoring of the grant to the funding body as well as ensuring the outputs/deliverables are met.
26. The delivery of the strategy will be through a number of organisations across the borough through their staff and existing budgets. Therefore, there are no immediate financial implications arising from the adoption of the contents of this report. Cabinet is at this stage being asked to simply agree the proposed strategy.
27. Any specific material financial implications arising from the implementation of the strategy that cannot be contained within the existing budgets will be subject to separate reports for consideration and approval.

### **Consultation**

28. The strategy has been produced in partnership with all relevant departments and partner organisations in order to ensure that the document and the recommendations within are realistic, deliverable and achievable. The process of consultation began with in depth focus groups based around the themes of prevention, treatment and enforcement. From this consultation, information was merged with the research and source documents to produce an initial draft. This draft was then shared with key partners both internally within the Council and externally with statutory organisations and treatment providers.
29. In December 2012 Southwark Council undertook a borough wide public consultation through the Council's website. Feedback was however limited to a handful of responses.
30. The final drafts of the strategy have then been discussed in depth with the alcohol strategy steering group, the DAAT Board, the shadow Health and Wellbeing Board and was approved by the Safer Southwark Partnership Board on the 7 February 2013.

## **Conclusion**

31. The Southwark Alcohol Strategy 2013-2016 sets out a number of key recommendations which will address the negative impact of alcohol misuse.
32. A yearly delivery plan will be developed with partnership and will be reviewed on a quarterly basis with a report on progress to the DAAT Board.

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Director of Legal Services**

33. This report seeking the approval of the cabinet to approve the alcohol strategy 2013-2016.
34. Pursuant to Part 3 B of the constitution the cabinet has responsibility to formulate the council's overall policy objectives and priorities.
35. Pursuant to sections 5 and 6 of the Crime and Disorder Act 1988 the council is required to work with the chief of police to formalise and implement a strategy for inter alia combating the misuse of drugs. The council has been working with the police and other organisations to develop the Alcohol Strategy and aims to work with such other organisations to deliver the strategy.

### **Strategic Director of Finance and Corporate Services (FC13/011)**

36. This report seeks approval to adopt the Southwark alcohol strategy 2013/16, as set out in appendix 1. Funding for this strategy is contained within existing resources identified in the 2013/14 budget and future years will be subject to available resources.
37. Financial implications are detailed in paragraphs 19 to 26 and the strategic director of finance and corporate services notes that material financial implications arising from the implementation of the strategy that cannot be contained within the existing budgets will be subject to separate reports for consideration and approval.
38. The strategic director of finance and corporate services notes that delivery of this strategy will be through a number of organisations across the borough. It is expected that any contracts awarded will achieve best value and be made through the council's procurement processes.

**BACKGROUND DOCUMENTS**

Background Papers	Held At	Contact
Joint strategic needs assessment : alcohol The document is available on this web page: <a href="http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=302&amp;MId=4252&amp;Ver=4">http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=302&amp;MId=4252&amp;Ver=4</a>	Community Safety Partnership Service, Environment and Housing Hub 3, 3 <sup>rd</sup> floor, 160 Tooley Street, London SE1 2QH	Jonathon Toy 020 7525 5214
Safer Southwark Partnership Alcohol profile 2011/12 The document is available on this web page: <a href="http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=302&amp;MId=4252&amp;Ver=4">http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=302&amp;MId=4252&amp;Ver=4</a>	Community Safety Partnership Service, Environment and Housing Hub 3, 3 <sup>rd</sup> floor, 160 Tooley Street, London SE1 2QH	Jonathon Toy 020 7525 5214

**APPENDICES**

No.	Title
Appendix 1	Southwark's Alcohol Strategy 2013- 2016

**AUDIT TRAIL**

<b>Cabinet Member</b>	Councillor Richard Livingstone, Finance, Resources and Community Safety	
<b>Lead Officer</b>	Deborah Collins, Strategic Director, Environment & Leisure	
<b>Report Author</b>	Jonathon Toy, Head of Community Safety, Environment & Leisure	
<b>Version</b>	Final	
<b>Dated</b>	7 March 2013	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Strategic Director of Finance and Corporate Services	Yes	Yes
Director of Legal Services	Yes	Yes
Safer Southwark Partnership Board	Yes	Yes
Drug and Alcohol Action Team Board	Yes	Yes
Shadow Health and Well Being Board	Yes	Yes
<b>Date final report sent to Constitutional Team</b>		7 March 2013

Southwark Health and Wellbeing Board and  
the Safer Southwark Partnership

APPENDIX 1

# Southwark's Alcohol strategy 2013 to 2016

*Working together to reduce the harm  
caused by alcohol*

Southwark Council, the police and partners in the  
community are working hard to keep you safe.



PINT CIDER: ABV 5.3%  
**3 UNITS**



RED WINE (125ML): ABV 12.5%  
**1.6 UNITS**



SAMBUCA SHOT: ABV 42%  
**1 UNIT**



BOTTLE LAGER: ABV 5.2%  
**1.7 UNITS**



ALCOPOP: ABV 5%  
**1.4 UNITS**



HALF PINT CIDER: ABV 5.3%  
**1.5 UNITS**



SINGLE GIN & TONIC: ABV 40%  
**1 UNIT**



DOUBLE COGNAC: ABV 40%  
**2 UNITS**



CHAMPAGNE (175ml): ABV 11.5%  
**2 UNITS**



DOUBLE WHISKY & COKE: ABV 40%  
**2 UNITS**



HALF PINT LAGER: ABV 5.2%  
**1.5 UNITS**



COSMOPOLITAN COCKTAIL  
**2 UNITS**



PINT BITTER: ABV 5%  
**2.8 UNITS**



ALCOPOP: ABV 5%  
**1.4 UNITS**



PIMMS: ABV 25%  
**1.3 UNITS**



DOUBLE WHISKY: ABV 40%  
**2 UNITS**



WHITE WINE (175ml): ABV 13%  
**2.3 UNITS**



PINT LAGER: ABV 5.2%  
**3 UNITS**



BOTTLE OF WINE: ABV 13.5%  
**10 UNITS**

## Are you drinking above the lower risk guidelines?

Risk	Men	Women	Negative Effects
<b>Lower risk</b>	<b>No more than three to four units per day on a regular basis and no more than 22 units per week</b>	<b>No more than two to three units per day on a regular basis and no more than 15 units per week</b>	
<b>Increasing risk</b>	<b>More than three to four units per day on a regular basis</b>	<b>More than two to three units per day on a regular basis</b>	<b>Progressively increasing risk of:</b> <ul style="list-style-type: none"> <li>• Low energy</li> <li>• Memory loss and brain damage</li> <li>• Relationship problems</li> <li>• Depression</li> <li>• Insomnia</li> <li>• Impotence</li> <li>• Injury</li> <li>• Alcohol dependence</li> <li>• High blood pressure</li> <li>• Liver disease</li> <li>• Cancer</li> </ul>
<b>Higher risk</b>	<b>More than eight units per day on a regular basis or more than 50 units per week</b>	<b>More than six units per day on a regular basis or more than 35 units per week</b>	

You might be surprised to know that drinking above these lower risk levels on a regular basis does increase the risk of damaging your health. Alcohol affects all parts and systems of the body and it can play a role in more than 60 different medical conditions. Here are some of the more serious ones.

### **If you are drinking just above the lower risk guidelines**

Men are twice as likely to get cancer of the mouth, pharynx or larynx (part of the neck and throat), while women are 1.7 times as likely.

Women increase their risk of breast cancer by around 20%.

Men and women are both 1.7 times as likely to develop liver cirrhosis.

Men are 1.5 times as likely to develop high blood pressure, with women 1.3 times as likely.

If you are drinking quite a bit above the lower risk guidelines, your risks will be even higher than those outlined above and you might even already have experienced problems like **feeling tired or depressed, gaining extra weight**, having episodes of **memory loss when drinking, sleeping poorly** or developing **sexual difficulties**.

Overall, and whatever your age and sex, you're probably in **worse physical shape** than you would be otherwise and you could suffer from **high blood pressure** which could lead to a stroke. Some people get **argumentative** if they're drinking, which can have a negative effect on relationships with family and friends.



## Alcohol and YOU

Alcohol reduces your awareness of danger and can make you vulnerable.



How many times have you woken up in the morning and can't remember the night before?

The majority of sexual assaults and rape happen when victims are under the influence of alcohol prior to the assault. This is the same whether you are male or female.



Alcohol is the most common date rape drug.

### Top tips to help you stay in control

- Before going out, eat something to reduce the affects of alcohol
- Drink responsibly, pace yourself and take smaller sips
- Keep hydrated - drink water between alcoholic drinks
- Drinking in rounds can mean you drink more, so skip a round and have a soft drink



## Did you know that...

- Alcohol abuse is a common factor in sexual assault
- 1 in 4 women and 1 in 10 men will experience a sexual assault during their lifetime.

### If you think you have been a victim of sexual assault contact the Haven for:

- Medical help and advice
- Counselling
- Practical and emotional support
- Police support.

It is important that evidence of an assault is collected as soon as possible.

You can contact the Haven anytime, day or night, to book a forensic examination.



- DO NOT leave your drink unattended
- DO NOT accept drinks from people you don't know or have just met
- Avoid binge drinking
- DON'T mix alcohol and drugs, as this can lead to unpredictable results.



### Plan your journey home before you go out

- Designate a sober driver
- Always use a licensed taxi
- Don't use taxi cab flyers left in pubs/clubs as they could be bogus
- When walking always try to use well lit areas
- Avoid using mobiles/earphones as they can distract you from what is happening around you

## Recommended use

**MEN should not regularly drink more than 3-4 units of alcohol a day.**



**WOMEN should not regularly drink more than 2-3 units of alcohol a day.**

## Support services

### FOUNDATION66

Changing lives together.



A confidential support service for adults affected by substance misuse.  
Tel: 020 7403 4077  
www.foundation66.org.uk

A confidential support service for young people up to age 19, living with or affected by drug & alcohol issues.



Tel: 020 3031 9386  
www.insightsouthwark.co.uk



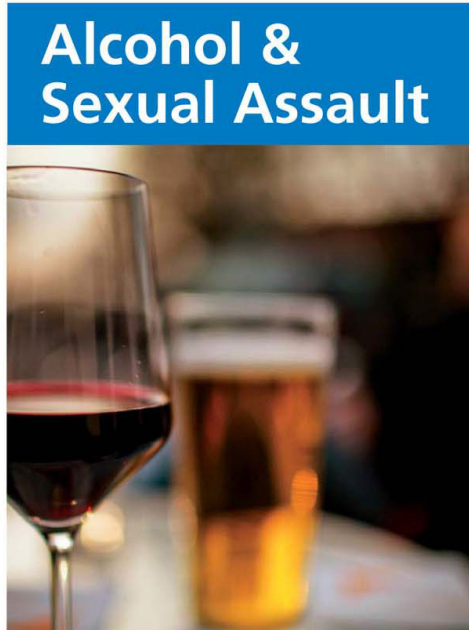
### By appointment only

The Haven  
13-14 Caldecot Road,  
Camberwell  
London  
SE5 9RS

Phone: 020 3299 1599  
Fax: 020 3299 1598  
Website: www.thehavens.org.uk



King's College Hospital **NHS**  
NHS Foundation Trust



**The Haven Camberwell**  
Tel: 020 3299 1599

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## 1. Introduction

“Fifty years ago, the United Kingdom had one of the lowest drinking levels in Europe but it is now one of the few European countries whose consumption has increased over that period. Over the last decade we have seen a culture grow where it has become acceptable to be excessively drunk in public and cause nuisance and harm to ourselves and others.”<sup>1</sup>

In 2010 the council published its first alcohol strategy which has been delivered over the last few years. That strategy tackled the issues identified in the borough which were being caused by alcohol by encouraging organisations to work in partnership so that together they could address the harms be they in social, health, or crime related

The drug and alcohol action team (DAAT) has produced this alcohol strategy in partnership with Southwark’s public health team. Through a multi agency partnership approach it outlines how we will together tackle the problems of alcohol misuse over the next three years.

The strategy gives the reader the picture behind the issues that have been identified through the research, consultations and workshops that have taken place in developing this strategy. It reflects both the priorities identified in the government’s national alcohol strategy and the local picture of alcohol misuse and the negative impacts that flow from such misuse.

We have learnt that the issues prevalent in Southwark cannot be dealt with by one organisation alone. We will ensure that all partners share information, problem solve and work together with our communities, to ensure that concerns are addressed in a timely manner.

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<sup>1</sup> [The Government’s alcohol strategy 2012](#)

## 2. Aim, objectives and principles

### Aim

**Working together to promote recovery and protect individuals, families and our communities from the harm caused by alcohol misuse in Southwark.**

### Objectives

The Southwark alcohol strategy has three main objectives which will be achieved through four distinct areas of work

#### **Establish safe, sensible drinking as the norm**

1. Promoting safe drinking and establishing effective identification and intervention
2. Reducing alcohol related crime and reducing the availability of alcohol

#### **Protect families and the wider community from the adverse impact of alcohol**

3. Identifying and tackling the social impacts of alcohol

#### **Provide high quality treatment to reduce alcohol related harm**

4. Increase the effectiveness and efficiency of our services

### Principles

The Southwark alcohol strategy will be delivered within the following principles:

The strategy will

- Be coordinated by the Southwark drug and alcohol action team (DAAT) board to minimise replication, ensure consistency and maximise value added
- Be rooted in evidence of what works led by NICE guidance<sup>2</sup>
- Target areas of greatest need and greatest gain
- Place an emphasis on individuals' responsibility to address their own issues.
- Take a population level approach, lowering the whole population's risk of alcohol related harm, as well as benefiting those at high risk.
- Prevent alcohol related harm (through a range of measures including pricing, reducing availability, reducing child exposure to advertising, enforcing licensing breaches, making resources available for screening and brief interventions for adults and young people, and supporting children and young people identified as at risk)<sup>3</sup>

<sup>2</sup> NICE Guidance CG115. Alcohol dependence and harmful alcohol use. Alcohol-use disorder: diagnosis, assessment and management of harmful drinking and alcohol dependence.

<sup>3</sup> NICE Guidance PH24. Alcohol-use disorders – preventing harmful drinking.

### 3. Background

#### National strategy

The most recent government alcohol strategy was published in March 2012. The strategy, written by the Home Office, predominantly focuses on the importance on preventing and reducing the impact of alcohol on crime and disorder.

The government acknowledges that cheap alcohol is too readily available and that this has contributed to the increase in alcohol related harm.

“Over the past 40 years, alcohol consumption in the UK has doubled, with a significant increase in drinking at home. Sales from supermarkets and off licences now account for nearly half the amount of alcohol sold in the UK.”<sup>4</sup>

In line with NICE guidance, the government will be introducing a minimum price per unit so that alcohol will not be allowed to be sold below a defined price. We welcome this move and note that the government are consulting on this with a view to introducing legislation as soon as possible.

Recent NICE guidance highlighted some stark national figures relating to alcohol harm and the costs associated with that harm:

The costs of alcohol misuse to the NHS in England is £3.5bn per annum (2009 to 2010)

The cost of alcohol related crime in England is £11bn per annum (2010 to 2011)

The cost of lost productivity in the UK is £7.3bn per annum (2009 to 2010)<sup>5</sup>

The recently published NICE local government public health briefing on alcohol recommended that local authorities could, working in partnership, take the following actions:

- Influence where and when alcohol is consumed or sold
- Enforce laws on underage sales
- Have an important role in ensuring licensed premises operate responsibly and collaborate to reduce alcohol related harm
- Have a role in promoting and advising people about sensible drinking
- Have responsibility for commissioning alcohol prevention and specialist treatment
- Have responsibility for the NHS health check which from 2013 will include an assessment of how much someone drinks<sup>6</sup>

<sup>4</sup> Alcohol: Price, Policy and Public health [www.shaap.org.uk](http://www.shaap.org.uk)

<sup>5</sup> Health select committee, DH submission Third report 2012-2013

<sup>6</sup> NICE Local government public health briefing : Alcohol October 2012

## Local strategy

Increasingly, a broader range of organisations across Southwark and London are prioritising work to address alcohol misuse.

- The newly created Southwark (shadow) health and wellbeing board has confirmed that one of their four priority areas for action is prevention and reduction of alcohol related misuse<sup>7</sup>
- The Southwark clinical commissioning group have stated in their five year strategic commissioning plan that one of their priorities is a reduction in alcohol related A&E attendances and alcohol related liver disease<sup>8</sup>
- The Safer Southwark Partnership rolling plan has as one of its main priorities “supporting families and those with multiple disadvantages”. This is led by the drug and alcohol action team (DAAT) which leads on tackling the harm caused by substance misuse. Substance misuse includes both drugs and alcohol
- The London health improvement board, chaired by the Mayor of London and which aims to add value to local initiatives by providing a pan-London approach, has addressed the impact of alcohol as one of their four proposed priority areas<sup>9</sup>
- Kings Health Partners are currently developing an alcohol strategy in response to the high proportion of patients with alcohol misuse
- Southwark Council has a statement of licensing policy 2011to2014

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<sup>7</sup> [http://www.southwark.gov.uk/info/100010/health\\_and\\_social\\_care/2663/shadow\\_health\\_and\\_wellbeing\\_board](http://www.southwark.gov.uk/info/100010/health_and_social_care/2663/shadow_health_and_wellbeing_board)

<sup>8</sup> <http://www.southwarkpct.nhs.uk/a/6572>

<sup>9</sup> <http://www.lhib.org.uk/alcohol>

#### 4. The local picture

Southwark is a densely populated, geographically small and narrow inner London borough that stretches from the banks of the River Thames to the beginning of suburban London south of Dulwich. The population is relatively young, ethnically diverse, with significant contrasts of poverty and wealth. There is a wide distribution in educational achievement, access to employment and housing quality. Major regeneration programmes have been underway for some time leading to significant changes in landscape and population structure and this continues to be the case. Major health indicators such as life expectancy have improved, but there are significant inequalities in health and wellbeing outcomes for people living in different parts of the borough.

Southwark's population is estimated at 288,700 (ONS mid-2011 population estimates). In terms of numbers this makes Southwark London's fourth largest inner London borough. Southwark's population has increased by 32,000 over the last ten years (ONS Mid-20011 population estimates) and is estimated to increase by 39,800 (14%) between 2010 and 2020 (GLA 2011 round demographic projections SHLAA). 80% of the population is under the age of fifty with a large proportion aged between 20 and 45.

In Southwark in 2009 there were an estimated 37,881 people (18 and over) drinking at increasing risk levels, 12,168 people (18 and over) drinking at higher risk and 6199 dependent drinkers (18 and over).

There were 4,818 alcohol related hospital admissions in Southwark in 2011 to 2012, an increase of 54% since 2008 to 2009. Alcohol specific admission data from 2009 to 2010 suggests that rates of admission are particularly high amongst residents of Nunhead, Livesey, East Walworth and Cathedrals wards. Estimates suggest that the cost of alcohol related admissions to A&E alone is almost £5m a year.

Alcohol has a significant impact on a number of social and economic factors in Southwark with 9% of all crimes recorded in 2011 being alcohol related and the impact of alcohol being seen in an estimated 30% of child care proceedings. The economic cost of alcohol includes loss of work due to absence, loss of productivity and also the inability to work and Southwark has particularly high rates of incapacity benefit or severe disability living allowance due to alcoholism when compared to England and London.

Alongside this, there are significant developments that will have an impact on alcohol use and the night time economy including the Shard development in Borough which will bring additional workers to the area and result in additional licensed premises

In moderation, alcohol consumption can have a positive impact on adults' wellbeing, especially where this encourages sociability. Well run community pubs and other business form a key part of the fabric of neighbourhoods, providing employment and social venues in our local communities and a profitable alcohol industry which enhances the economy in Southwark.

Amongst individuals in treatment for alcohol use, 34% used a second substance, with cannabis being the most common, followed by cocaine. Mental health is also closely associated with alcohol misuse.



The diagram below shows estimates of numbers affected by alcohol misuse and interventions required.

**Figure 1**<sup>10</sup>

<b>Indicator</b>	<b>Definition</b>	<b>Southwark Measure</b>	<b>Estimated number</b>	<b>London Average</b>	<b>Difference from England rate</b>
Lower Risk drinking (percentage of drinkers only) synthetic estimate aged 16+	< 22 units of alcohol per week for males, < 15 units of alcohol per week for females	72.5	170,303	73.4	Not significantly different
Increasing Risk drinking (percentage of drinkers only) synthetic estimate aged 16+	between 22 and 50 units of alcohol per week for males, and between 15 and 35 units of alcohol	20.8	48,859	19.7	Not significantly different
Higher Risk drinking (percentage of drinkers only) synthetic estimate aged 16+	> 50 units of alcohol per week for males, > 35 units of alcohol per week for females	6.7	15,738	6.9	Not significantly different
Alcohol dependent	Psychological/physical reliance on alcohol	2.7	6342		Significantly lower
Binge drinking (synthetic estimate) aged 16+	Men /women who consume at least twice the daily recommended amount of alcohol in a single drinking session; >8 units for men, > 6 units for women	15.8	37,114	14.3	Significantly better Lower than England levels of binge drinking ( 15.8%) but higher than London levels ( 14.3% (LAPE)

<sup>10</sup> Local alcohol profiles 2012



## Summary

- Southwark has higher levels of alcohol specific hospital admissions in men than the London and England levels. This is an increasing trend since 2003/4
- Southwark has higher levels of emergency admissions for liver disease than the London and England levels ( PH Outcomes Framework).
- Southwark has higher levels of alcohol related crime and violent crime and sexual offences than the London and England levels (LAPE)
- Southwark has higher levels of dependency on social care for incapacity related alcoholism than the London and England levels (LAPE)
- Similar to London and England levels of those in alcohol treatment ( LAPE)

If you drink at levels of increasing risk or higher, you significantly increase the risk from acquiring 12 major diseases, as demonstrated in the table below.

### Percentage changes in risks for males and females of premature death from 12 alcohol related illnesses according to typical daily intake

Type of illness or disease	Proportion of all deaths 2002-2005	Percentage increase / decrease in risk				
		Zero or decreased risk: 0%    -1 to -24%    -25 to -50%				
		Increased risk: Up to +49%    +50 - 99%    +100 to 199%    Over +200%				
	No of Drinks >	1	2	3-4	5-6	+6
Tuberculosis	1 in 2,500	0	0	+184	+194	+194
Oral cavity & pharynx cancer	1 in 200	+42	+96	+197	+368	+697
Oral esophagus cancer	1 in 150	+20	+43	+87	+164	+367
Colon cancer	1 in 40	+3	+5	+9	+15	+26
Rectum cancer	1 in 200	+5	+10	+18	+30	+53
Liver cancer	1 in 200	+10	+21	+38	+60	+99
Larynx cancer	1 in 500	+21	+47	+95	+181	+399
Ischemic heart cancer	1 in 13	-19	-19	-14	0	+31
Epilepsy	1 in 1,000	+19	+41	+81	+152	+353
Dysrhythmias	1 in 250	+8	+17	+32	+54	+102
Pancreatitis	1 in 750	+3	+12	+41	+133	+851
Low birth weight	1 in 1,000	0	+29	+84	+207	+685

Figure 2<sup>11</sup>

<sup>11</sup> Communicating alcohol related health risks. [www.ccse.ca](http://www.ccse.ca) 2012

## 5. The process

Over the last year Southwark DAAT and public health have carried out research on how alcohol impacts on the borough. The strategy has been informed by this research

- The Southwark alcohol health needs assessment (January 2011)
- The Safer Southwark Partnership alcohol profile Southwark 2011 to 2012 (March 2012)
- Focus groups were organised to cover three areas: education and prevention, treatment and enforcement. These were attended by representatives from over 20 different organisations and council departments
- Service users were engaged through the service user coordinator and peer mentors.

These processes have enabled us to identify the three objectives for this strategy. A yearly delivery plan will be developed with key partners to ensure we implement the strategy appropriately.

### Who will the strategy target?

This strategy will have a two pronged approach which has a range of interventions including prevention measures aimed at both the whole population and individuals. This will help to reduce consumption across the population which will result in reduced morbidity, mortality, health and social care costs.

Whole population approaches are important because they can help create an environment where lower risk drinking is the norm. This benefits society as a whole and reaches individuals who may not otherwise be reached through the usual contacts.

The strategy recognises that there are a number of particularly vulnerable and high risk groups and that through its action plans it must address inequalities where they have been identified.

The strategy also recognises that it must cater to both the health needs identified through the strategic needs assessment on alcohol and the social and crime and disorder issues that arise from excessive drinking.

### The seven high impact changes

Nationally, seven high impact changes have been developed and tested to provide a list of the most effective interventions local partnerships can undertake to help reduce the harm caused by alcohol. Southwark's strategy and actions will incorporate these high impact changes to

1. Work in partnership
2. Develop activities to control the impact of alcohol misuse in the community
3. Influence change through advocacy
4. Improve the effectiveness and capacity of specialist treatment
5. Appoint an alcohol health worker
6. Identification and brief advice (IBA) to provide more help to encourage people to drink less
7. Amplify national social marketing priorities

## 6. Delivery

The diagram below shows how the strategy sits within the Southwark partnership landscape. Both the Health and Wellbeing Board and the Safer Southwark Partnership Board have senior councillor members, who provide the link between these boards and the cabinet

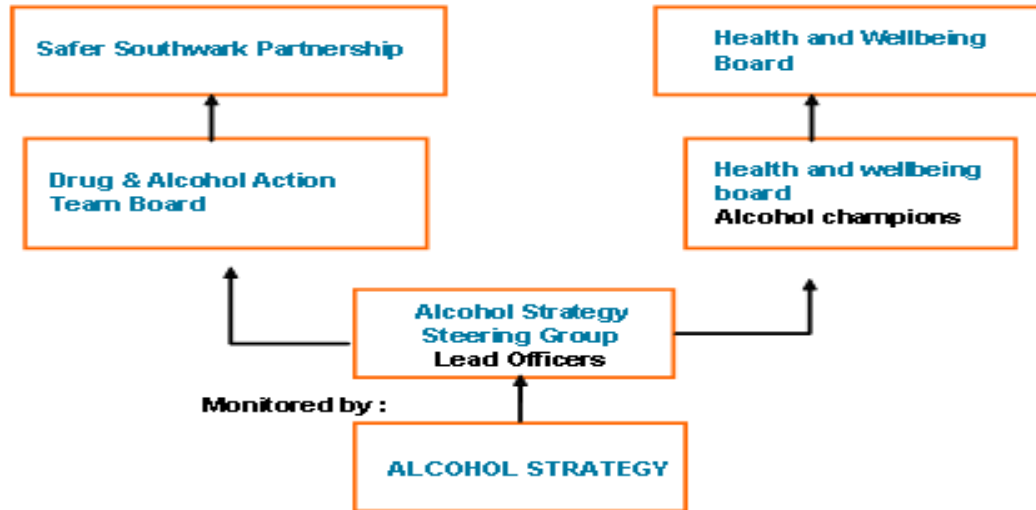


Figure 3

Responsibility for the implementation of the strategy will lie with the Alcohol Strategy Steering Group. The steering group will have responsibility for overseeing the completion of all actions set out within the annual delivery plans.

The operational delivery of the strategy will be carried out by the alcohol strategy lead. The lead will provide update reports on the success and challenges of implementation. The strategy lead will establish task and finish groups, as necessary, to support the delivery plan.

The steering group reports to the DAAT board who has overall responsibility for delivering the strategy.

The Shadow Health and Wellbeing Board has chosen four priorities, one of which is “The prevention and reduction alcohol related misuse”.

The steering group will work closely with the board and the alcohol champions on that board.

They will ensure that actions contained in the delivery plan are aligned where appropriate to existing external strategies, and funding streams and resources to increase likelihood of success.

## Membership of the boards

<b>Safer Southwark Partnership Board</b>	<b>Health and wellbeing board</b>
CEO LBS ( <b>co chair</b> )	Leader of the council ( <b>chair</b> )
Cabinet member for community safety	Cabinet member of children's services
Assistant chief officer probation	Cabinet member for health and adult social care
Police borough commander ( <b>co chair</b> )	Police borough commander
CEO Community Action Southwark	CEO Community Action Southwark
Director of public health	Director of public health
Strategic director for environment and leisure	Strategic director for children and adult services
Area commander, London Fire Brigade	Clinical commissioning group board member
Representative of Crown Prosecution Service	Managing director clinical commissioning group
Representative of Transport for London	Representative of Kings Health partners (alcohol champion)
Representative of Southwark Police consultative group	Representative of HealthWatch
Representative of UK Border Agency	Clinical commissioning group chair
Governor Brixton prison	
Representative of London Ambulance service	
Representative of Mayor's Office for policing and crime	

**Figure 4**

The relationship between the Safer Southwark Partnership and the Health and Wellbeing Board will present opportunities to jointly tackle the issues identified with alcohol through cross cutting multi agency working.

The Alcohol Strategy Steering Group acts as the delivery group for the strategy and comprises key operational leads from across the partnership, who are responsible for ensuring the successful implementation of the strategy through its annual delivery plan.

This strategy will draw together the following agency and partner priorities, targets and actions to ensure coherence, consistency, impact and value for money:

- Southwark (shadow) joint health and wellbeing strategy
- Southwark Clinical Commissioning Group five year strategic commissioning plan
- Southwark violent crime strategy
- Safer Southwark Partnership rolling plan 2012/13
- The government's alcohol strategy
- Licensing Act 2003 (including the Southwark statement of licensing policy 2011 to 2014 and the recent inclusion of health as a responsible body)
- Crime and Disorder Act 1998 (amended by the Police Reform Act 2002)
- National Institute of Health and Clinical Excellence (NICE) guidance

## 7. Themes

For each theme the strategy examines three questions; what is the problem, what are we doing and what we will do. The final part will list examples of work to be undertaken but it is not exhaustive. There will be annual delivery plans for each of the three years of the strategy.

### Theme one:

#### Promoting safe drinking and establishing effective identification and intervention

##### What is the problem?

People are still unsure about safe drinking and how alcohol can affect their health and lifestyle despite many government campaigns and information available on drinks packaging. Some health care and other professionals still find it difficult to ask questions about alcohol. This may be partly due to their own experiences and the fact that alcohol has always been a part of the culture in both positive and negative ways.

The National Alcohol Directed Enhanced Service (DES) is for all new registrations at GP practices to be screened for alcohol using an accredited tool. A wealth of evidence supports identification and brief advice (IBA) in specialist and non specialist settings.<sup>12</sup> This supports the initiative 'make every contact count'<sup>13</sup> and offers universal screening to a wide range of people.

There are national problems with the implementation of the alcohol DES including the fact that payment is related to screening only and is not targeted at specific groups. As a result it is not providing the necessary interventions that bring about change. Other problems are related to time and resources, lack of alcohol leads in practices and data collection issues. These national problems are reflected in the implementation in Southwark.

Many of the prevention messages are either not being delivered or are not getting through. These include education in schools, parental awareness, and general safe drinking messages which struggle against the background of a culture where drinking is at the heart of most social events.

##### What are we doing?

###### Lower risk

- Prevention – The NHS check is offered to all 40 to 70 year olds registered at GP practices and includes the FAST alcohol screen. A referral and treatment pathway has been developed with primary care
- All Southwark GP practices are offered support with the alcohol DES
- The AUDIT FAST screen (and full AUDIT if indicated) is included in the Common assessment form (CAF) for all Southwark substance misuse services
- We have taken part in alcohol awareness week campaigns for the last three years

<sup>12</sup> The SIPS alcohol screening and brief intervention (ASBI) research programme Institute of Psychiatry

<sup>13</sup> NHS Future forum second report 2012

### Increasing Risk

- IBA - a primary care alcohol worker is employed to support primary care in all aspects of implementing the alcohol DES (both clinical and administrative). He is taking forward the recommendations from the DES Review which include
- Developing an IBA information pack for all GP practices
- Encouraging all practices to have an alcohol 'champion'
- Improving data collection and monitoring
- Providing extended interventions on site

Higher risk work is covered in theme four (see page 24)

### **What will we do?**

#### **In year one**

- The primary care alcohol worker will develop the recommendations from the DES review and develop an extended intervention service at GP practices and targeted screening for identified patient groups
- We will roll out the IBA information pack across non alcohol specialist health services
- We will work with the Clinical Commissioning Group to introduce IBA into contracts using outcomes incentives
- We will run a campaign during Alcohol Awareness Week 2013 as part of our new communication plan to increase prevention through safe drinking messages.

#### **Over the life of the strategy:**

- We will develop the use of IBA in non health settings including social care, education, criminal justice and community settings
- We will work with employers (see theme three)
- We will work with other priority strands of the Health and Wellbeing Board to promote responsible attitudes to personal health matters, in areas such as healthy weight and physical activity.

## Theme two:

### Reducing alcohol related crime and reducing the availability of alcohol

#### What is the problem?

Southwark has significantly higher rates of alcohol related recorded crimes, alcohol related violent crimes and alcohol related sexual offences compared with the London and England averages (Local alcohol profile for England, Southwark).

The figures for crimes below relate to the period April to December 2011.

- Across the borough alcohol was a factor in 9% (1822 crimes) of all crime, most notably for sexual offences and violent crimes
- Alcohol was a factor in 52% of all violent crime that took place in the evening. While alcohol related violent crime has shown slight decrease in recent years, it is not reducing at the same rate as overall violent crime and thereby the proportion of violent crime that is alcohol related is increasing.
- Alcohol was a factor in 15% of all domestic violence crime (258 crimes) with the predominant crime type being violence. Victims of alcohol related violence (DV) are most typically female, and aged either from 20 to 24 or 30 to 39
- Street drinking is commonly cited as an issue of concern in anti social behaviour complaints to both the police and the council
- Alcohol misuse can also perpetuate offending behaviour and it is recognised that tackling these problems is often the first step in helping an offender to reform.
- Alcohol related road traffic accidents nationally are high and it remains a factor in one in five road deaths. (Department of Transport 2007)
- The emergency departments at Kings and St Thomas' hospitals have stated that there is an increasing problem with pressures on weekend evenings from patients who are considerably worse for wear from drink
- Around one in three fires are caused by people under the influence of alcohol (Department for Communities and Local Government 2009)
- One in seven of all sexual assault cases dealt with at the Haven are from Southwark and of those 41% were alcohol related (the highest in London).
- From 2008 to 2012 the rate of alcohol related sexual assaults has consistently risen in Southwark, considerably worse than the national average

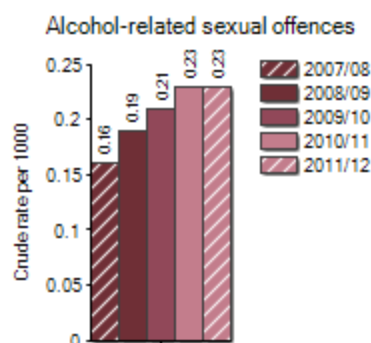


Figure 3: LAPE profiles

## What are we doing?

We are working as a partnership to protect communities through robust enforcement to tackle alcohol related crime and antisocial behaviour. Local deterrents, penalties and initiatives are in place to ensure that partners work in a coordinated approach to minimise the misuse and impact of alcohol.

We have created and funded a multi agency night time economy team where the police and council officers work to support responsible licensed operators to provide well managed, safe, secure venues and outlets and provide advice and support to willing operators to improve systems and practices wherever possible.

Working in the north of the borough, the team

- Makes sure late night pubs, clubs and food outlets comply with licensing, public safety and other requirements
- Provides a rapid response to tackle anti social and violent behaviour
- Reduces crime and fear of crime
- Improves Southwark's night time economy for the benefit of residents, visitors and businesses
- Liaises with premises to ensure current licence conditions are relevant
- Carries out partnership patrols identifying street drinkers/beggars, offering support and advice.

Trading Standards carry out underage sales and age verification test purchasing exercises at targeted retail outlets based on incoming intelligence. Compliance rates over the last five years average 70%. A range of enforcement and other options are available to deal with non compliance.

To promote compliance regarding age verification Trading Standards administer the Southwark proof of age card scheme (SPA card) in partnership with external contractors. Accredited retailer training has also been introduced to help non compliant businesses improve. Free age check point of sale materials are also provided to retailers. In conducting this work we have regard to the age restricted products and services framework and relevant codes of practice.

The fire service carry out home checks fitting smoke detectors, providing advice and guidance on safety in the home including advice on drinking and cooking.

The Haven works with victims of sexual assault across the capital and with Southwark has developed the information leaflet at the front of this strategy on alcohol and sexual assault (see page four). We have developed and delivered a training programme for licensed premises staff in conjunction with The Haven to raise awareness around sexual assault and alcohol.



## What will we do?

### In year one:

- We will continue to work with the Metropolitan Police to crack down on licensing issues affecting Southwark to combat those who flout licensing rules including shops, pubs, clubs, unlicensed mini cabs and others. We will ensure that licensed premises maintain a safe, secure and relaxing environment for customers.
- Through our trading standards team we will work with partners and business to promote effective age verification and help prevent illegal underage sales. The work will include
  - Raising awareness of legislation and mandatory licence conditions on age verification
  - Maintaining and promoting the Southwark proof of age card scheme
  - Offering accredited retailer training through the fair trading award scheme
  - Promote the flow of intelligence from the community and partners concerning businesses who sell to underage persons
  - Conducting targeted compliance checks, including underage and age verification test purchasing operations
  - Taking appropriate and proportionate enforcement action to deal with non compliance in accordance with relevant published policies.
- We will combat the sale of counterfeit and illicit products. This work will include
  - Raising awareness of the potential dangers posed by counterfeit and illicit products
  - Targeting inspections at premises most likely to be dealing in such products
  - Taking appropriate and proportionate enforcement action to deal with anyone caught dealing in such products
- We will continue to work closely with health partners in developing a coordinated response to the problems with the night time economy. We will develop a safe space project which will divert individuals away from hospital and alleviate pressure on both emergency departments and the ambulance service.

### Over the life of the strategy:

- We will consider the potential of the new licensing provisions to be introduced in October 2012 under the Police Reform and Social Responsibility Act 2011, for a late night levy and early morning restriction orders to contribute to the management of a safe night time economy.
- We will continue to work with the Haven and others to address the high rate of alcohol related sexual assaults in the borough through continued training and awareness raising programmes.
- We will continue to work closely with police, community safety and other partners to support the ongoing work to reduce alcohol related crime and violence in Southwark. This will include advocating for and individual level support to reduce alcohol related reoffending (through DIP and other means) alongside work on saturation areas and feedback to trade.
- We will work with our health partners to help them make full use of the new health objectives in licensing regulations.

## Theme three:

### Identifying and tackling the social impacts of alcohol

#### What is the problem?

There are many social impacts of alcohol both positive and negative. The research work undertaken in formulating the strategy has identified key areas for action.

The groups who are mainly at risk in Southwark are those living in the north Southwark wards (excluding the Thames side housing developments). These groups include

- Young parents who are often single parents/divorced and unemployed/unskilled with high hospital admissions. They drink vodka and canned lager ( 26%).
- Students and unemployed young people in multiple occupancy accommodation who binge drink (18%).
- Blue collar workers mainly living in social rented housing with high hospital admissions (16%).
- People suffering from mental health problems are at increased risk.

#### Relationships

- In Southwark, in April to December 2011, there were 258 domestic violence crimes were reported in Southwark in which alcohol played a part. This will greatly underestimate the true incidence as it is estimated that only a third of domestic violence incidents are reported.
- Alcohol is commonly reported as a contributing factor in sex without a condom, regretted sexual activity and sex with someone who would not normally be found attractive. Unsafe sex can lead to sexually transmitted infections and unwanted pregnancy.

#### Children at risk

- Alcohol misuse has a significant impact on families, children and young people. Nationally it has been estimated that between 780,000 and 1.3m children are affected by parental alcohol problems. Southwark Council's children's services estimate that 30% of care proceedings involve alcohol.
- Children living with alcohol misuse come to the attention of services later than children with parental drug misuse.
- Young peoples drinking behaviour can be strongly influenced by parental drinking and children with parents who are problem drinkers are more likely to develop alcohol problems (chief medical officer guidance on the consumption of alcohol by children and young people).
- The chief medical officer recommends that an alcohol free childhood is the healthiest and best option.

#### Alcohol and the workplace

- There is a relationship between societal and individual level alcohol consumption and sickness absence, with alcohol being a significant risk factor for absenteeism. Although there are inherent difficulties in estimating productivity losses in social cost studies, in general, about half of the overall social costs of alcohol are due to lost productivity.
- Alcohol policies can, to a considerable extent, reduce lost productivity costs due to alcohol. Tax and price policies are, if anything, likely to lead to an overall increase in jobs, rather than job losses and increase profits for the alcohol industry. Structural factors at the workplace, high demand but low reward, increase the risk of alcohol use disorders.

- It is estimated that up to 14 million working days are lost annually through absences caused by drinking. (Don't mix it up, a guide for employers on alcohol at work).
- Alcohol and inability to work. In Southwark the rate of claiming incapacity benefit or severe disability allowance due to alcoholism was much higher than the London and England averages. In August 2009, 400 individuals were registered as claiming incapacity benefit or severe disability allowance due to alcoholism.

### **Other needs**

- Alcohol is strongly associated with a range of mental health problems, in particular depression, anxiety and mental health risks, especially self harm and suicide, with up to 41% of suicides being partly attributable to alcohol.
- Information on alcohol use in specific populations shows that rates of drinking are high amongst those with diagnosed mental health problems.
- Alcohol related mortality for men aged 75 and over in Southwark is two and a half times the national rate.
- 39% of clients in homeless projects are suggested to have an alcohol need, rising to 56% in day centres.
- Amongst rough sleepers, it is suggested that at least 25% are dependant on alcohol, with 63% reporting drug or alcohol use to be one of the reasons they first became homeless.

### **What are we doing?**

It is known that interventions required to address this problem include more flexible services, better partnership working between agencies, working in more creative ways, being empathetic and patient, using a sensitive approach, caring and encouraging, motivational interviewing, and cognitive behavioural therapy. For example, barriers exist that prevent children from accessing services. These include lack of confidence, lack of personal direction, parents finding out, being worried about their brother or sister, isolation and loneliness, and fears of it going further (police, school, social services).

- Working with our domestic violence service to ensure good links between SASS and treatment providers and to provide training in routine enquiry and referral procedures for front line staff
- Insight Southwark works in partnership with the key agencies to ensure that young people who are at risk of engaging in alcohol misuse are identified and offered the appropriate treatment
- Strengthen protective parenting, resilience in children and young people and relationships between parents and children
- Established the Family Drug and Alcohol Court to provide specialist intensive support for troubled families
- All young offenders are screened at the youth offending service for substance misuse problems and referred as required to specialist support
- Employers offer confidential counselling support to staff
- We commission St Mungos to ensure that rough sleeper and street drinkers receive appropriate support.
- We have established joint working arrangements established with housing and job centre plus to address needs of individuals highlighted

## **What will we do?**

### **In year one:**

- Provide training in IBA for the independent domestic violence advisers
- Develop our programme of peer education across the borough
- Early identification of young people at risk, ensure all key agencies have procedures and policies and the training in place to ensure that young people can be quickly and readily identified if at risk and referred on appropriately
- Work with providers to improve detection, treatment and provision for older people with alcohol problems
- Ensure safeguarding policies and procedures reference alcohol misuse and that training is provided to staff to be able to identify and act appropriately
- Work with the other priority streams of the health and wellbeing board to establish a programme for employers to address health needs including alcohol
- Complete the housing review for substance misusing clients to identify the housing needs of this group
- Work with our hostel providers to reduce the negative impacts of alcohol in these settings.

### **Over the life of the strategy:**

- Work with GUM clinics and pharmacists to provide advice on alcohol at the point of contact
- Work closely with social services to develop a service which meets the needs of children of substance misusers
- Establish a universal awareness raising programme with young people in Southwark through a schools programme which delivers a consistent message about alcohol. We will work with the secondary heads forum meetings to gain access to PSHE curriculum across Southwark schools
- We will build on our work at South Bank University fresher week in 2012 to establish a presence at university and college fresher weeks across the borough.

## Theme four:

### Increase the effectiveness and efficiency of our services

#### What is the problem?

Southwark is spending considerable amounts of money managing the impact of alcohol use on acute and longer term alcohol related conditions. Nationally the cost to health services was estimated at £2.7bn<sup>14</sup>. In 2008 to 2009 the estimated cost of alcohol related hospital admissions in Southwark was almost eight and a half million and altogether 20,836 bed days were used for alcohol related illness.<sup>15</sup>

Alcohol is:

- Causally related to a range of acute and chronic medical conditions, including cancers, cardiovascular disease, and obesity
- A significant cause of morbidity and premature death
- Associated (through heavy drinking by pregnant women) with a range of preventable mental and physical birth defects (collectively known as fetal alcohol spectrum disorders)
- Implicated in many areas of mental ill health, including depression, anxiety and suicide, linked to unintentional injuries and trauma due to violence

Key problem areas identified include

- Our main alcohol treatment service has a need to increase capacity which could be made more acute through a potential increase in referrals caused by improved IBA and treatment pathways.
- Systems to monitor quality and outcomes consistently across services are not well developed.
- Mortality from chronic liver disease is particularly high for men in Southwark compared to both London and England. Women in Southwark have much lower mortality from liver disease than men and experience similar rates to both London and England.
- The most common source of referrals into alcohol treatment is health and mental health services (43%), followed by other substance misuse services (19%).
- It is suggested that 10 to 20% of dependent drinkers should be treated in a given year. The Department of Health has suggested that 10% is used in England and Wales which suggests that for Southwark (with an estimated 6,199 dependent drinkers) 620 dependent drinkers required treatment in 2009.

Service user consultation suggests that barriers to accessing services may exist for:

- Women with children (due to fear and lack of understanding of care proceedings)
- Homelessness (due to delays waiting to secure housing before accessing treatment)
- Lack of services at weekends

<sup>14</sup> Signs for Improvement DH 2009

<sup>15</sup> Closing time: counting the cost of alcohol attributable hospital admissions in London, LHO 2012.

## What are we doing?

- Southwark has implemented the recovery model and ethos across services. All workers have attended recovery training and mutual aid awareness sessions.
- Working with partners to ensure that individuals leave treatment equipped to maintain their recovery.
- Providing all professionals that work with young people with substance misuse (including alcohol) awareness and referral training to empower them to recognise misuse and deliver appropriate support.
- Improving hospital liaison by employing an additional nurse to work with the existing one at Kings College Hospital. This nurse will work with high volume service users to improve the health outcomes and reduce A&E visits/re-admission to hospital.
- Operating alcohol hubs across Southwark GP practices to meet the needs of clients with complex needs led by specialist alcohol nurse. The nurse also supports clients having community alcohol detoxes at the local voluntary sector alcohol service.
- Ensuring that in-patient or residential detox and treatment is offered as part of a planned recovery care package to improve outcomes and make best use of resources.
- Looking at innovation and good practice through the development of a clinical expert group.
- Working with Kings Health partners as they develop their alcohol strategy and so ensure together we will address wider issues across health economy and integrate complex pathways.
- Actively promoting the work of the 12 step fellowships across the borough.
- Working with the clinical commissioning group to commission alcohol services in primary and secondary care.
- Commissioned a report on the issues related to the street drinking population from central and eastern Europe.
- Through the work of the DIP (drug intervention programme) offenders with alcohol problems are identified at an early stage in the criminal justice process.
- We have increased capacity to deal with the rising number of alcohol treatment requirements (ATRs) being issued by the courts..

**What will we do?****In year one:**

- We will increase the proportion of dependent drinkers in treatment by improving knowledge of existing alcohol treatment services to increase appropriate referral to treatment services
- We will ensure that services recognise that one approach will not suit everyone and the right expertise should be available in the right setting at the right time to meet these diverse needs
- We will ensure our services are led by NICE guidance
- We will achieve better outcomes for our alcohol treatment requirement (ATR) clients and ensure there is capacity to deal with the rising numbers

**Over the life of the strategy:**

- We will implement a solution to counter the language barrier to services for some members of the population and respond proactively to our local central and eastern European report on street drinkers
- We will ensure that community services have the capacity to meet any additional referrals generated by extended screening and brief interventions in other agencies
- We will work with treatment services to ensure that family support is available both to improve effectiveness and to minimise barriers to women accessing services
- We will develop our knowledge and response to alcohol related brain damage and long term alcohol related conditions

## 8. Training

The research, group work and experience has shown that a well trained workforce is crucial to the successful delivery of the strategy.

A number of key training areas have been identified that will need to be addressed in order to ensure that there are the skills and knowledge in the workforce to be able to do what is being asked of them.

### What will we do?

#### Identification and brief advice

To improve the confidence and competence of all staff in IBA delivery in order to “make every ‘contact count” we will

- Roll out IBA training across the sector to include specialist and non specialist staff in both health and non health areas
- Offer accessible training to meet the needs of services and a wider audience, such as ad hoc training on site, bespoke courses for groups of professionals and training events open to all
- Monitor the quality and uptake of IBA training and encourage its inclusion in inductions for staff across organisations
- Provide training in IBA for the independent domestic violence advisers

#### Crime

- With The Haven continue to offer training to door and licences premises staff on alcohol and sexual assaults

#### Treatment

- Make use of the workforce development programme offered by Public Health England to partnerships through the DAAT
- Work with Kings Health partners as they develop an integrated alcohol pathway across all community, in-patient and academic services



## 9. Performance monitoring

Annual delivery plans will be developed for the implementation of the strategy. The Alcohol Strategy Steering Group will:

- Oversee the completion of all actions within the delivery plans
- Ensure the aims and objectives are being met
- Ensure those aims and objectives are reviewed annually and are in line with any changes in local need and national strategy

The impact of the actions implemented through the strategy will be measured through a performance management framework which will be developed alongside the delivery plans.

There are already a number of measures in place which can be used as key performance indicators. These include:

- Alcohol specific hospital admission rate per 100,000 population in men and women separately
- Emergency admissions for alcohol related liver disease
- Number of referrals from children and family services increased
- Increase in numbers given IBA in primary care /total practice population
- Increase in numbers accessing alcohol treatment services/100,000 population
- Increased treatment completion rates in tier 3/2 services
- Reduction in alcohol related crime
- Reductions in alcohol related ambulance callouts
- Reductions in the number of child care cases where parental alcohol misuse is a factor

The targets will be reviewed and refreshed annually.

The public health outcomes framework was published by the Department of Health in January 2012.

The new [public health outcomes framework](#), sets out the desired outcomes for public health and how these will be measured.

The framework concentrates on two high level outcomes to be achieved across the public health system. These are:

- Increased healthy life expectancy
- Reduced differences in life expectancy and healthy life expectancy between communities

The outcomes reflect a focus not only on how long people live but on how well they live at all stages of life. The second outcome focuses attention on reducing health inequalities between people, communities and areas. A set of supporting public health indicators will help focus understanding of progress year by year, nationally and locally on those things that matter most to public health. The indicators, which cover the full spectrum of public health and what can be currently realistically measured, are grouped into four 'domains'. The four domains are listed below together with their component indicators if they are relevant directly or indirectly to alcohol.

## Indicators which can be linked to alcohol misuse<sup>16</sup>

### 1. Improving the wider determinants of health

First time entrants into youth justice system

Sickness absence rate

Killed/seriously injured on the road (data may be collected on alcohol related accidents)

Domestic abuse

Violent crime (data collected on alcohol related crime)

Re-offending

Statutory homelessness

Older people's perception of community safety

### 2. Health improvement

Under 18 conceptions

Hospital admissions caused by intentional/deliberate injuries in under 18s

Alcohol related admissions to hospital

Falls and injuries in over 65s

### 3. Health protection

No relevant indicators

### 4. Healthcare public health and preventing premature mortality

Mortality from cardiovascular disease (including heart disease and stroke)

Mortality from cancer

Mortality from liver disease

Hip fractures in over 65s

Dementia and its impacts

Key elements of the above will be worked into a new performance management framework for the strategy.

## 10. Acknowledgements

### Writing group:

Dionne Cameron, alcohol strategy lead  
Tony Lawlor, senior commissioning manager

Melvin Hartley, DAAT strategy manager  
Anna Richards, consultant in public health

### Consultees:

NHS Southwark  
Metropolitan Police  
London Probation Trust  
London Fire Brigade  
South London and Maudsley NHS Trust  
Foundation 66  
Blenheim CDP  
Age Concern Lewisham and Southwark  
Southwark Service User Council  
Southwark GP with special interest

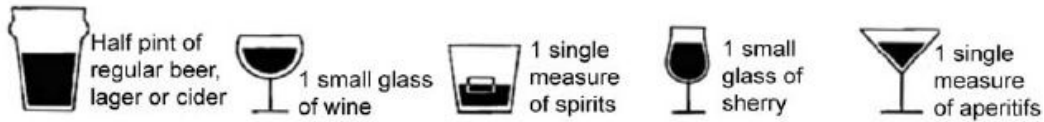
Southwark Council  
- Corporate management team  
- Youth offending service  
- Community safety  
- Housing services  
- Children and adult services  
- Trading standards  
- Licensing  
- Community wardens  
- Education

<sup>16</sup> Links are indirect/partial/contributory unless otherwise indicated

**11. Glossary**

ATR	Alcohol treatment requirements
AUDIT	Alcohol use disorders identification test
CAF	Common assessment framework
DAAT	Drug and alcohol action team
DES	Direct enhanced service
DIP	Drug intervention programme
FASD	Fetal alcohol spectrum disorders
FAST	Fast alcohol screening test
FDAC	Family drug and alcohol court
GUM	Genito urinary medicine
IBA	Identification and brief advice
LAPE	Local alcohol profiles England
NICE	National institute for health and clinical excellence
PSHE	Personal social and health education
SPA	Southwark proof of age card

## This is one unit of alcohol...



## ...and each of these is more than one unit



FAST	Scoring system					Your score
	0	1	2	3	4	
How often have you had six or more units if female, or eight or more if male, on a single occasion in the last year?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
<b>Only answer the following questions if the answer above is Never (0), Less than monthly (1) or Monthly (2). Stop here if the answer is Weekly (3) or Daily (4).</b>						
How often during the last year have you failed to do what was normally expected from you because of your drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you been unable to remember what happened the night before because you had been drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
Has a relative or friend, doctor or other health worker been concerned about your drinking or suggested that you cut down?	No		Yes, but not in the last year		Yes, during the last year	

### Scoring:

If score is 0, 1 or 2 on the first question continue with the next three questions

If score is 3 or 4 on the first question – stop here.

**An overall total score of 3 or more is FAST positive.**



### What to do next?

If FAST positive, complete remaining AUDIT questions (this may include the three remaining questions above as well as the six questions on the second page) to obtain a full AUDIT score.

**Score from FAST (other side)****Remaining AUDIT questions**

Questions	Scoring system					Your score
	0	1	2	3	4	
How often do you have a drink containing alcohol?	Never	Monthly or less	2 - 4 times per month	2 - 3 times per week	4+ times per week	
How many units of alcohol do you drink on a typical day when you are drinking?	1 - 2	3 - 4	5 - 6	7 - 8	10+	
How often during the last year have you found that you were not able to stop drinking once you had started?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you needed an alcoholic drink in the morning to get yourself going after a heavy drinking session?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you had a feeling of guilt or remorse after drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
Have you or somebody else been injured as a result of your drinking?	No		Yes, but not in the last year		Yes, during the last year	

**TOTAL AUDIT Score (all 10 questions completed):**

0 – 7 lower risk

8 – 15 increasing risk

16 – 19 higher risk

20+ possible dependence.



<b>Item No.</b> 14.	<b>Classification:</b> Open	<b>Date:</b> 19 March 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Southwark Planning Policy Compliance with the National Planning Policy Framework	
<b>Ward(s) or groups affected:</b>		All, borough-wide	
<b>Cabinet Member:</b>		Councillor Fiona Colley, Regeneration and Corporate Strategy	

**FOREWORD - COUNCILLOR FIONA COLLEY, CABINET MEMBER FOR REGENERATION AND CORPORATE STRATEGY**

In line with the requirements of the new National Planning Policy Framework we have reviewed all of our planning policies to ensure they comply with the new framework. I am glad to report that almost all our policies are in compliance and we will continue to apply them to planning applications in the borough.

The principal exception to this is our retail policy which seeks to prevent out of town retail developments which could be to the detriment of local high streets and town centres. This policy will need to be rescinded and replaced with the national policy which also seeks to control out of town development but is slightly less testing. However, we don't believe this is likely to lead to more out of town retail developments in Southwark as the NPPF still prioritises town centre developments.

**RECOMMENDATIONS**

That cabinet

1. Notes the requirement set out in the National Planning Policy Framework to consider whether Southwark's planning policies comply with national planning policy as set out in the National Planning Policy Framework before agreeing that they can continue to be used when making planning decisions.
2. Agrees the assessment of compliance with the National Planning Policy Framework of the Southwark local development framework as set out in the report.
3. Agrees the Core Strategy 2011 and Area Action Plans should continue to be used and planning decisions made with reference to them in accordance with s.38 of the Planning and Compulsory Purchase Act 2004 as they have been found to comply with the National Planning Policy Framework as set out in Appendices 1, 2, 6 and 7.
4. Agrees that the Saved Southwark Plan policies and sites as set out in appendices 1 and 3 to 5 can be used in planning decisions as it has been assessed that they comply with the National Planning Policy Framework.
5. Agrees to rescind the Saved Southwark Plan 2010 policies and sites as set out in appendices 1 and 3 to 5.

## **BACKGROUND INFORMATION**

6. The National Planning Policy Framework (NPPF) published on 27 March 2012 sets out the Government's planning policies and how these are expected to be applied and reflected in development plans produced by local planning authorities. The NPPF replaces most existing national planning policy previously contained in Planning Policy Statements (PPSs) and Planning Policy Guidance (PPGs) in an effort to simplify the planning system.
7. Planning law requires that applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. In Southwark, the development plan consists of the London Plan, the Core Strategy and the Saved Southwark Plan Policies 2010.
8. It is now necessary to assess all of Southwark's planning policies and proposals to ensure that they are not in conflict with the National Planning Policy Framework. From the date of its publication in 2012, the policies contained in the framework were material considerations that had to be taken into account in planning decisions. Interim arrangements allowed for local policies to continue to be used even if there was a limited degree of conflict with the NPPF for a period of 12 months. Therefore, from the date 12 months on, i.e. on 27 March 2013, it will be no longer possible to use policies that are in conflict with NPPF.
9. This report identifies policies that are in conflict with the NPPF and, therefore, can no longer be used (the process of agreeing this is called 'to rescind'). It confirms the policies that can continue to be used.
10. The council has reviewed its adopted Core Strategy, Area Action Plans and Saved Southwark Plan policies, sites and appendices to take account of the NPPF, new legislation, the new London Plan, evidence to support using them, and other updates.
11. The review has also identified proposals sites that no longer need to be identified in the development plan because they have been built out.
12. It is proposed that Southwark Council will set out a timetable for preparation of a Local Plan called the new Southwark Plan in April as set out in the Local Development Scheme. As part of this review Southwark Council will assess in detail the Supplementary Planning document review timescales.

## **KEY ISSUES FOR CONSIDERATION**

### **Policy implications**

13. The Core Strategy and Saved Southwark Plan 2010 policies have been evaluated using the Planning Advisory Service checklist to ensure that they meet current legal requirements.

### **Core strategy and Area Action Plans**

14. The policies in the Core Strategy all met the requirements set out in the National Planning Policy Framework and the checklist and are therefore compliant. Therefore there are no implications for planning policy as set out in the Core

Strategy from the NPPF review.

15. The policies and sites in the Aylesbury and Canada Water Area action plans all met the requirements set out in the National Planning Policy Framework and the checklist and are therefore compliant except CWAAP 5 and 6.
16. Sites in the Canada Water Area Action Plan CWAAP 5 and 6, (also known as Sites A and B) will not be used any more (rescinded) as they are being built.
17. A site ownership change in Canada Water has led to a review of Harmsworth Quays and surrounding sites as set out in the Local Development Scheme 2012. Therefore there will a revised preferred option and submission version setting out changes for this area which will take into account of the NPPF. Therefore there are no implications for planning policy from the NPPF review.
18. The policies for Peckham and Nunhead Area Action Plan have been subject to consultation since the NPPF came into force and therefore are up to date and will be considered by the Planning Inspector in the summer. Therefore there are no implications for planning policy from the NPPF review.

### **Saved Southwark Plan**

19. Most of the Saved Southwark Plan policies, appendices, and sites 2010 are up to date and comply with the NPPF. The retail policy is now out of date and will not be used any more (rescinded). The conservation, heritage and local views policies will be used in conjunction with the NPPF as explained below.

### **Retail Policies**

20. Saved policy 1.8 controls the creation of new retail space outside town and local centres and says that it can only be permitted in exceptional circumstances where the following criteria can be met:
  - i. A need for the development can be demonstrated; and
  - ii. There are no suitable sites available in town and local centres, in which case preference will be given to edge-of-centre sites with good pedestrian access to the town and local centres and then out-of-centre sites close to and potentially linked to the town or local centre; and
  - iii. The vitality and viability of the town and local centres will not be harmed; and
  - iv. The applicants can demonstrate that they have been flexible about the format, scale, design and parking provision in the sequential search for sites; and
  - v. The proposal will be accessible by a choice of means of transport.
21. According to the NPPF, development still has to demonstrate that it meets the sequential test in that town centre or edge centre locations are preferred but it is not necessary to demonstrate a need for retail development and there is less emphasis on the format of the store and scale. This is sufficient conflict to require policy 1.8 to be rescinded.
22. The effect of this is likely to be that, although there is one less test for the developer to pass, it is unlikely to lead to more out of town centre developments and there is no significant impact as the NPPF still prioritises town centre development.



### Conservation Policies

23. The NPPF has changed some of the basic principles on which conservation policies are set out. This requires careful assessment of saved policies:
- 3.15, Conservation of the Historic Environment,
  - 3.16 Conservation Areas,
  - 3.17 Listed Buildings,
  - 3.18 Setting of Listed Buildings, Conservation Areas and World Heritage Sites and 3.22 Important Local Views.
24. The Southwark policies are based on the previous government policy which put emphasis on the desirability of preserving or enhancing the historic character of conservation areas. The NPPF changes the emphasis to introduce new testing for harm. In practice the starting point is likely to be the NPPF and London Plan with the Southwark Plan providing additional detail with policies being afforded weight in line with their compliance with the NPPF as set out in the Framework.

### Appendices

25. The housing standards and guidance contained in appendix 2 of the Southwark Plan have been replaced in the Core Strategy 2011 and additional guidance is set out in the Residential Design Standards SPD 2011. There is, therefore, no need for this to be retained and it should be rescinded. There are no implications for planning policy from the NPPF review.
26. Appendix 3 of the Southwark Plan contains a set of site allocations. Some of these have been built out, some are being built out and 2 (14P St James school and 15P Neckinger Estate) are not going to be built and therefore do not need to be retained. The following sites will, therefore, be rescinded. There is one site to be rescinded because there is updated policy in the Core Strategy so this site allocation is no longer relevant (57P 6-28 Sylvan Grove). These sites do not need to be retained as they are not needed to make decisions about planning applications and therefore there are no implications for planning policy from the NPPF review.

### Map

27. The adopted policies map shows all of the different designations such as open space and conservation areas and all of the development sites. This will be updated in line with the above changes as set out in appendix 8.

### Timetable

28. The timetable for preparing a New Southwark Plan will be set out in April as set out in the Local Development Scheme 2012. This will also include a timetable for preparation of additional guidance for the Borough, Bankside and London Bridge area. There are currently 3 proposals for neighbourhood areas and forums within this area that are being considered by the Council. These may lead to preparation of neighbourhood plans.

### **Community impact statement**

29. Planning has significant impacts on social, economic and environmental issues within Southwark. All decisions about the types of development that can be built, the places and spaces that can be created and the projects that need to be carried out to address the impacts of development affect local people and often those London-wide. Therefore preparation of planning documents takes place with consultation on a number of drafts to ensure that comments can be made to address any possible negative consequences or unintended consequences of policy making.
30. Furthermore planning documents are all subject to sustainability appraisal and equalities impact assessment. When preparing new documents they will be screened for equalities and sustainability issues to ensure that these issues have been considered to address appropriate issues.

### **Resource implications**

31. Resource issues for preparing planning documents have been set out in the Local Development Scheme 2012. There will be further detailed consideration of resourcing when preparation of the New Southwark Plan and Borough, Bankside and London Bridge guidance commences.

### **Consultation**

32. Consultation with the public is not required on compliance with the National Planning Policy Framework. This is a technical and legal process that considers whether the policies meet criteria set out in the Framework and guidance from the Planning Advisory Service.
33. All planning documents are subject to consultation to find out what local people think of proposals and to gain comments on possible impacts. All of the documents and policies being saved have been subject to consultation with responses by officers to each comment being considered by members. There will be consultation on preparation of the New Southwark Plan which will be a Local Plan. The timetable for preparation will be agreed in April.

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Director of Legal Services**

34. From its introduction in March 2012, the National Planning Policy Framework (NPPF) replaced most of the previously published Planning Policy Guidance Notes (PPGs) and Planning Policy Statements (PPSs).
35. The NPPF constitutes guidance for Local Planning Authorities in the preparation of Local Plans and in the taking of development management decisions. There is no change to the substantive law which in accordance with section 70(2), Town and Country Planning Act 1990, provides that planning applications 'must be determined in accordance with the development plan unless material considerations indicate otherwise'.
36. Until 27 March 2013, the council may continue to give full weight to the relevant policies in the Core Strategy, Area Action Plans and the Saved Southwark Plan

2010 even if there is a limited degree of conflict with the NPPF. (para 214, NPPF)

37. After 27 March 2013, para 215 of the NPPF states that due weight should be given to the policies in the development plans where they accord with the NPPF. The closer that the policies are to the policies in the NPPF, then the greater the weight which can be given to them.
38. The Planning Inspectorate have urged councils to undertake a self assessment as to the compliance of the relevant plans with the NPPF and it is this exercise which officers have now carried out and their findings form part of this report. However, it should be noted that the completion of the NPPF checklist as officers have done is an exercise which is not obligatory. However, the fact that this work has been undertaken is strongly advisable in order to ensure as far as possible that planning decisions which are taken after 27 March 2013 are made on a proper basis.

#### **Strategic Director of Finance and Corporate Services (FC13/010)**

39. The strategic director of finance and corporate services notes that there are no new financial implications resulting from this report. There will need to be close monitoring of the implementation of these policies to ensure costs are contained within available resources.
40. Strategic director of finance and corporate services notes that there will be further detailed consideration of resourcing when preparation of the New Southwark Plan and Borough, Bankside and London Bridge guidance commences. Where possible, costs will be contained within existing resources.

#### **BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Southwark Local Development Scheme 2012 <a href="http://www.southwark.gov.uk/info/856/planning_policy/1258/local_development_scheme">http://www.southwark.gov.uk/info/856/planning_policy/1258/local_development_scheme</a>	Planning Policy Team, 160 Tooley Street, London SE1 2QH	Sandra Warren, administration officer 020 7525 5471
Southwark Plan Saved Policies 2010 <a href="http://www.southwark.gov.uk/info/856/planning_policy/1241/the_southwark_plan">http://www.southwark.gov.uk/info/856/planning_policy/1241/the_southwark_plan</a>	Planning Policy Team, 160 Tooley Street, London SE1 2QH	Sandra Warren, administration officer 020 7525 5471
Southwark Core Strategy 2011 <a href="http://www.southwark.gov.uk/info/200210/core_strategy">http://www.southwark.gov.uk/info/200210/core_strategy</a>	Planning Policy Team, 160 Tooley Street, London SE1 2QH	Sandra Warren, administration officer 020 7525 5471
Aylesbury Area Action Plan <a href="http://www.southwark.gov.uk/info/200211/area_action_plans/1327/aylesbury_area_action_plan">http://www.southwark.gov.uk/info/200211/area_action_plans/1327/aylesbury_area_action_plan</a>	Planning Policy Team, 160 Tooley Street, London SE1 2QH	Sandra Warren, administration officer 020 7525 5471

Background Papers	Held At	Contact
Canada Water Area Action Plan <a href="http://www.southwark.gov.uk/info/200314/canada_water">http://www.southwark.gov.uk/info/200314/canada_water</a>	Planning Policy Team, 160 Tooley Street, London SE1 2QH	Sandra Warren, administration officer 02075255471
NPPF <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</a>	Planning Policy Team, 160 Tooley Street, London SE1 2QH	Sandra Warren, administration officer 02075255471

## APPENDICES

No.	Title
	Note: Appendices 1 - 9 are available to view on the council website – link below <a href="http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=302&amp;Mid=4252&amp;Ver=4">http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=302&amp;Mid=4252&amp;Ver=4</a>
Appendix 1	Review of the Core Strategy, Saved Southwark Plan and Area Action Plans to test for compliance with NPPF and conformity with the London Plan
Appendix 2	Review of the Core Strategy 2011 to test compliance with the NPPF
Appendix 3	Review of the Saved Southwark Plan 2010 policies to test compliance with the NPPF
Appendix 4	Review of the Saved Southwark Plan 2010 appendices to test compliance with the NPPF
Appendix 5	Review of the Saved Southwark Plan sites to test compliance with the NPPF
Appendix 6	Review of the Aylesbury Area Action Plan to test compliance with the NPPF
Appendix 7	Review of the Canada Water Area Action Plan to test compliance with the NPPF
Appendix 8	Adopted policies map sites update
Appendix 9	The Glossary

## AUDIT TRAIL

<b>Cabinet Member</b>	Councillor Fiona Colley, Regeneration and Corporate Strategy	
<b>Lead Officer</b>	Eleanor Kelly, Chief Executive	
<b>Report Author</b>	Juliet Seymour, Planning Policy Manager	
<b>Version</b>	Final	
<b>Dated</b>	7 March 2013	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
<b>Cabinet Member</b>	Yes	No
<b>Date final report sent to Constitutional Team</b>	7 March 2013	

<b>Item No.</b> 15.	<b>Classification:</b> Open	<b>Date:</b> 19 March 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		31 Shawbury Road, SE22, 92 Lorrimore Road, SE17 and 41 Hayles Street, SE11 – Disposal of Freehold interests	
<b>Wards affected:</b>		East Dulwich, Newington and Cathedrals	
<b>Cabinet Member:</b>		Councillor Richard Livingstone, Finance, Resources and Community Safety	

**FOREWORD - COUNCILLOR RICHARD LIVINGSTONE, CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY**

This report proposes the sale of the council's freehold interest in three properties:

- 31 Shawbury Road in East Dulwich
- 92 Lorrimore Road in Walworth
- 41 Hayles Street in Elephant and Castle

The capital receipts from these sales are earmarked for the housing investment programme to contribute towards making every council home Warm, Dry and Safe.

The sale of all three properties would be consistent with the council's void strategy agreed in March 2009.

**RECOMMENDATIONS**

That the cabinet authorises

1. The head of property to dispose of the council's freehold interest in 31 Shawbury Road, SE22, 92 Lorrimore Road, SE17 and 41 Hayles Street, SE11 (the "Properties"), for a sum that equates to the market value of the individual properties.
2. The earmarking of the capital receipts for the purposes of funding the Housing Investment Programme.

**BACKGROUND INFORMATION**

3. On 17 March 2009 the then executive received a report from officers, entitled 'Capital income generation for the Housing Investment Programme and Hidden Homes'. Amongst the recommendations of this report the executive noted the funding gap to meet its investment needs for its housing stock, to deliver a Southwark Decent Homes Standard for all tenanted homes. Further to this the executive noted the considerations for different funding options which were identified in the April 2008 executive report (Southwark's Decent Homes Standard), and agreed the disposal of empty homes (voids) – in line with paragraphs 16-25 of the March 2009 report.

4. Executive further resolved on the 17 March 2010 'that 100% of the receipts generated from the additional disposal of voids and land proposed by this report are used to fund both the housing investment programme to deliver Southwark's Decent Homes Standard and to deliver new housing through a Hidden Homes strategy and potentially some new build'.
5. The Properties have been identified as suitable for disposal as they meet the value requirements of the amended criteria set out in the 31 May 2011 cabinet decision which reviewed the void strategy, i.e. it is considered that the property has a value in excess of £300,000.
6. Four three bed houses have been sold by the council under the prevailing void policy during the current financial year i.e. 2012/2013. The disposal of the properties outlined in this report will 'fall' within the next financial year i.e. 2013/2014.
7. 31 Shawbury Road comprises a two storey Victorian end of terrace house. 92 Lorrimore Road is a mid terraced four storey Victorian house. 41 Hayles Street is a three storey mid terraced Victorian house. All three properties suffer from subsidence and require comprehensive refurbishment internally. The properties are identified in bold outline on the attached Ordnance Survey extract at Appendix 1.
8. The properties are currently empty and are at further risk of deterioration and becoming squatted.
9. The properties are held in the housing revenue account (HRA).
10. Authority to sell is delegated to the head of property in individual cases where the sale price is below £500,000. The sale price of the Properties will exceed this limit and cabinet approval is therefore required.
11. The properties have been declared surplus to the council's requirements by the director of regeneration.

#### **KEY ISSUES FOR CONSIDERATION**

12. In accordance with the principles and policy of good asset management laid down by government, together with local authority regulations, councils are required to dispose of surplus property assets subject to best consideration and/or market value requirements. The sale of the Properties will comply with these requirements.
13. It is considered that due to the structural problems found at the properties, a sale by auction to be the most appropriate method of sale in this instance. The auction route is also quick and transparent. Prior to the auction for each of the Properties a suitable reserve price representing market value will be agreed by the head of property in consultation with the auctioneer. A sale will only proceed if the reserve price is met or exceeded.
14. The sale of the properties to owner occupiers, developers and/or investors should ensure that they are quickly brought back into beneficial use.

15. This report recommends that the receipts from the sale of the properties be earmarked for the Housing Investment Programme.

### **Policy implications**

16. The disposal of the properties will generate a substantial capital receipt, which will be used to provide capital funding in support of the council's key priorities. This includes the provision, refurbishment and redevelopment of affordable housing. This assists the council in meeting its commitment to regeneration and sustainability in housing as demonstrated through the 2009-2016 Southwark Housing Strategy.
17. The disposal of the properties is consistent with the recommendations contained within the report considered by Executive on the 17 March 2009 entitled 'Capital Income Generation for the Housing Investment Programme and Hidden Homes'. This policy was further endorsed by the 31 May 2011 cabinet report which noted the progress made to date and resolved to continue the void strategy.
18. The sale of properties within the HRA stock will have a negative impact on the number of council properties available to let. However, this will be offset by gains through the Hidden Homes programme and investment to retained stock, especially where decent homes have not yet been delivered.

### **Community impact statement**

19. Increased investment into Southwark's stock to provide warm, dry and safe homes will have a positive impact on disadvantaged and minority communities, who are statistically more likely to be council tenants than the general population as a whole.
20. As these individual property sales are considered to be non-contentious, consultation is thought not to be appropriate.
21. The proposed sale of the properties will likely have a positive impact on the immediate community, as they are subsequently refurbished and improved.

### **Resource implications**

22. This report recommends the disposal of the properties on the open market for a sum that equates to the individual market values of the properties. The Properties have been declared surplus to the council's housing requirement.
23. There is a loss of rental income for these properties in 2013/14 but the HRA rent budget for 2013/14 allows for stock loss through void sales. There are no current recurring costs.
24. As these Properties are being disposed of under the void strategy, set out in the report to executive on 17 March 2009 and endorsed at cabinet on 31 May 2011, the impact of loss of rental potential and on subsidy has been considered within the cumulative impact on the Housing Revenue Account of this strategy.
25. Disposals expenditure would include reasonable incidental management and legal charges which would be reimbursed from receipts, as well as sales and marketing



costs as a percentage of the value of the receipt which is standard.

26. There are no other risks or costs involved.

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Director of Legal Services**

27. Section 1 of the Localism Act 2011 grants councils a general power of competence whereby a local authority has power to do anything that individuals generally may do. However that power does not enable a local authority to do anything which it is unable to do by virtue of a pre-commencement limitation. Section 32 of the Housing Act 1985 is a pre-commencement statute that imposes limitations on the council's power to dispose of property.
28. As the properties are within the council's housing portfolio the disposals can only proceed in accordance with section 32 of the Housing Act 1985, for which purposes the consent of the Secretary of State for the Department of Communities and Local Government is required.
29. A number of general consents have been issued in the General Housing Consents 2012.
30. Consent A 3.1.1 states that "A local authority may, subject to paragraph 3.1.2, dispose of land for a consideration equal to its market value." "Land" includes buildings.
31. The exclusions in paragraph 3.1.2 apply to:
- a) A disposal of land which is subject to a tenancy to occupy from the local authority to a landlord who is not another local authority; or
  - b) A disposal of land to a body in which the local authority owns an interest except:
    - i) Where the local authority has no housing revenue account; or
    - ii) In the case of a local authority with a housing revenue account, the first five disposals in a financial year.
32. Neither of the exclusions apply to the properties being disposed of the subject of this report.
33. The report indicates that the properties are all held in the councils Housing portfolio and that surplus declarations have been obtained for them all.
34. If the cabinet is satisfied that the consideration that will be obtained for the properties represents market value, then there are sufficient powers for the properties to be disposed of.

### Strategic Director of Finance and Corporate Services (FC 13/007)

35. This report proposes that cabinet approve the sale of the council's freehold interests in 31 Shawbury Road, SE22, 92 Lorrimore Road, SE17 and 41 Hayles Street, SE11, with the capital receipts being earmarked for the Housing Investment Programme. This forms part of the council's void strategy as per paragraph 24.
36. The strategic director for finance and corporate services understands that the council will endeavour to obtain market value for these properties. No rental income is currently received as the properties are empty and so there are no implications to rent collection rates in the housing revenue account.
37. Reasonable costs associated with the disposal will be met from receipts and officer time to implement this decision will be contained within current resources.

### BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
None		

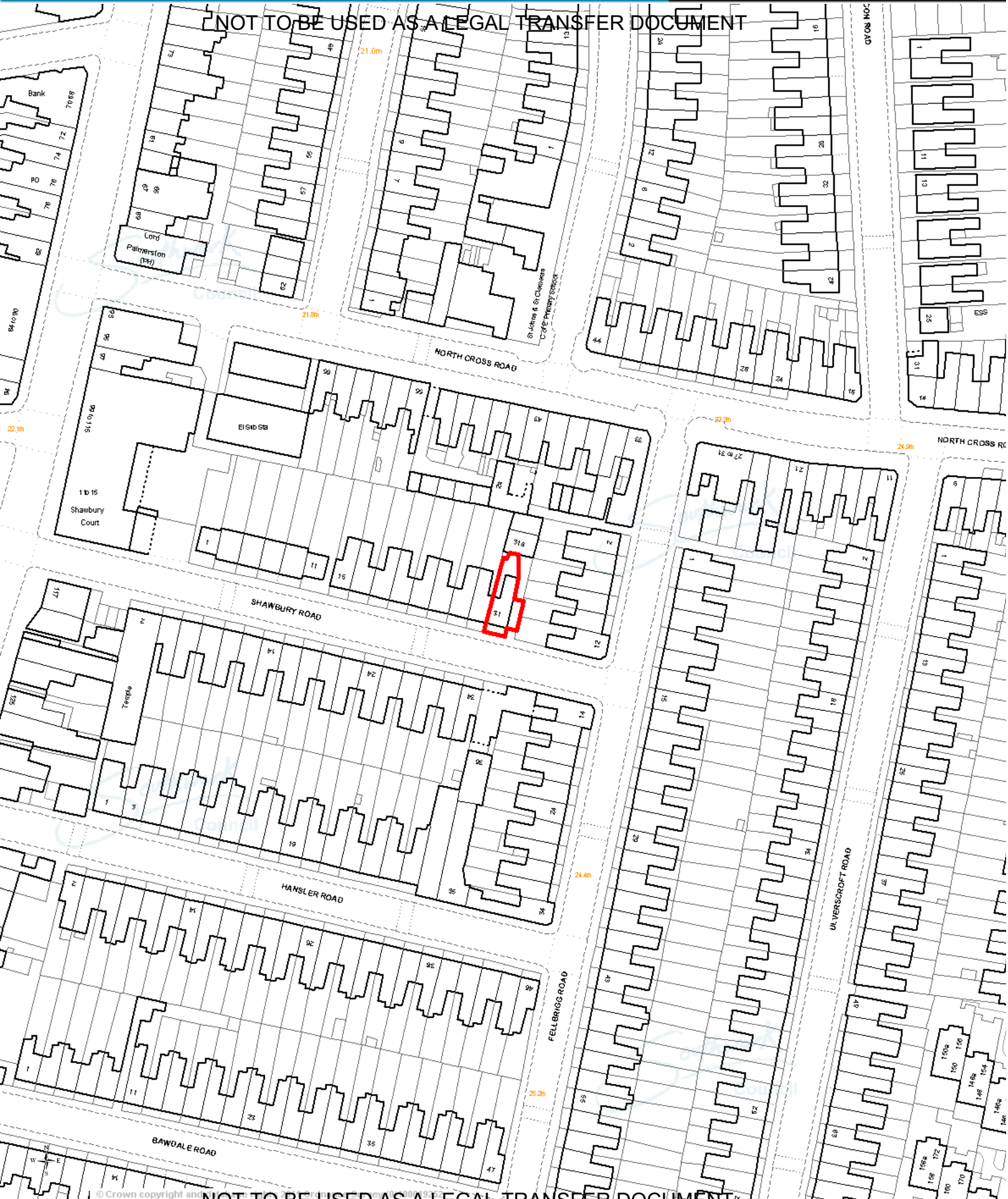
### APPENDICES

No.	Title
Appendix 1	OS plans, indicating 31 Shawbury Road, SE22 in bold
Appendix 2	OS plans, indicating 92 Lorrimore Road, SE17 in bold
Appendix 3	OS plans, indicating 41 Hayles Street, SE11 in bold

### AUDIT TRAIL

<b>Cabinet Member</b>	Councillor Richard Livingstone, Cabinet Member for Finance, Resources and Community Safety	
<b>Lead Officer</b>	Eleanor Kelly, Chief Executive	
<b>Report Author</b>	Paul Davies, Principal Surveyor	
<b>Version</b>	Final	
<b>Dated</b>	7 March 2013	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	7 March 2013	

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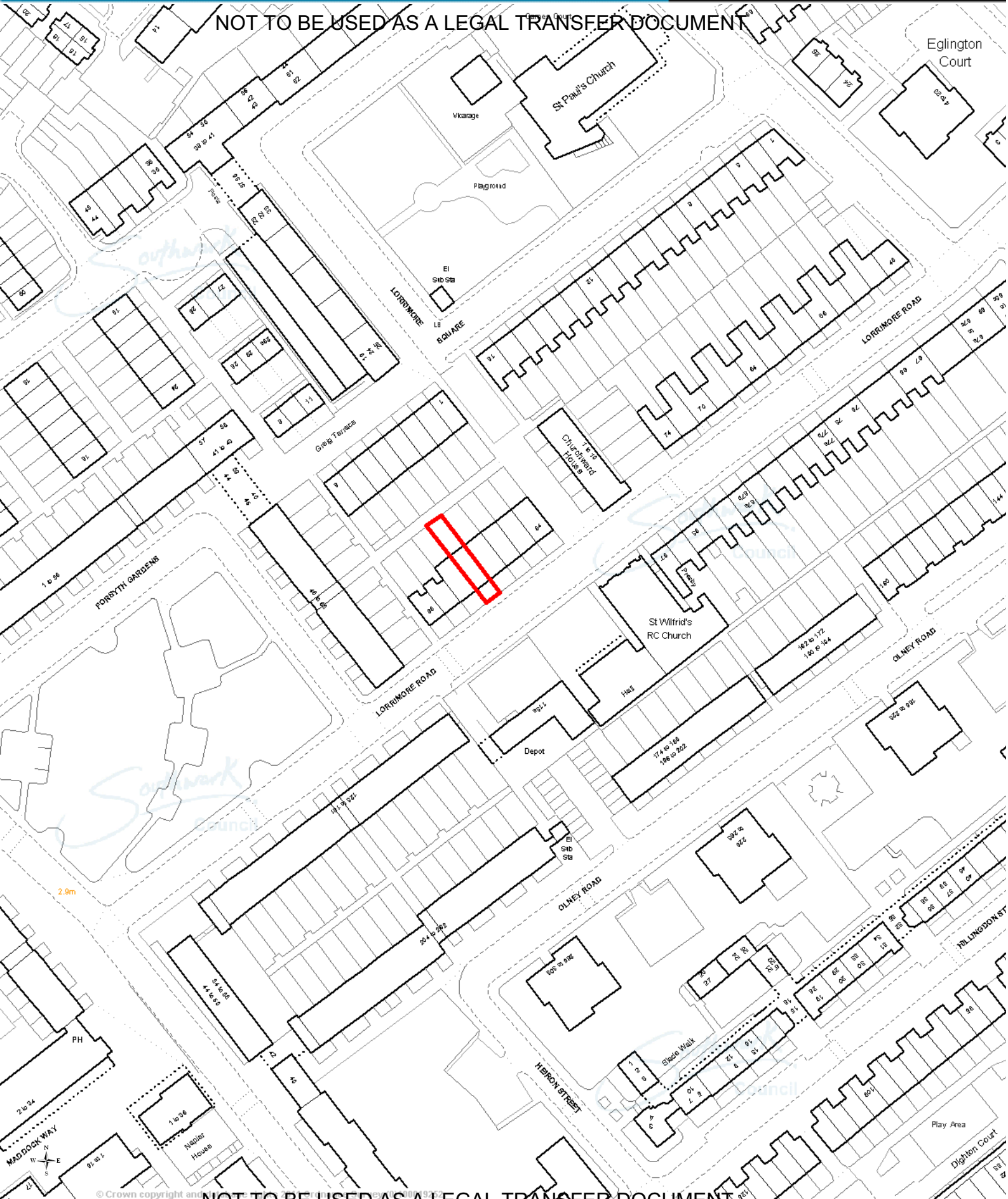


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Property Services

Date 6/12/2012

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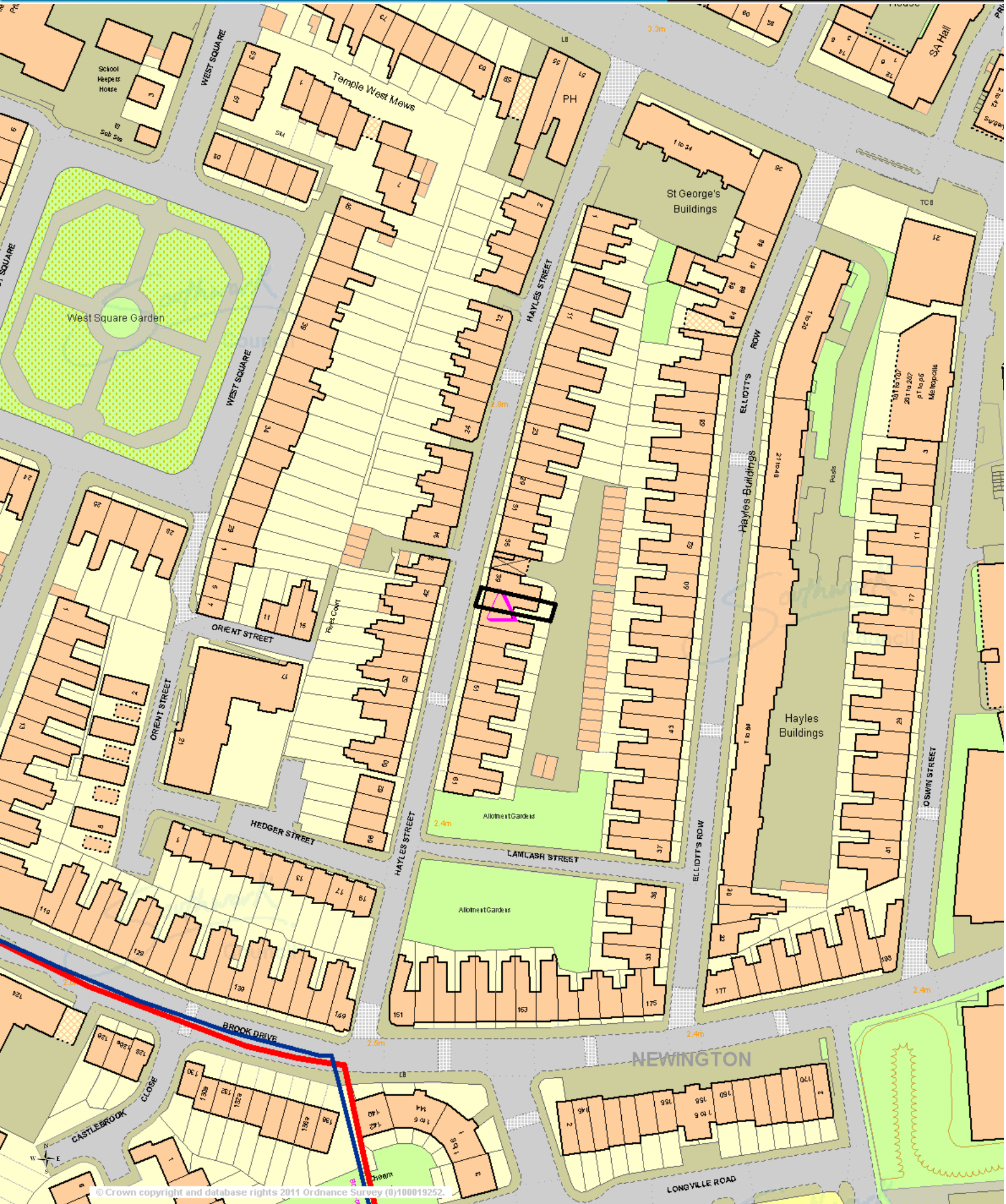


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Date 13/2/2013



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<b>Item No.</b> 16.	<b>Classification:</b> Open	<b>Date:</b> 19 March 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Motions Referred from Council Assembly – 23 January 2013	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Council Assembly	

## RECOMMENDATION

1. That the cabinet considers the motions set out in the appendices attached to the report.

## BACKGROUND INFORMATION

2. Council assembly at its meeting on Wednesday 23 January 2013 agreed several motions and these stand referred to the cabinet for consideration.
3. The cabinet is requested to consider the motions referred to it. Any proposals in a motion are treated as a recommendation only. The final decisions of the cabinet will be reported back to the next meeting of council assembly. When considering a motion, cabinet can decide to:
  - Note the motion; *or*
  - Agree the motion in its entirety, *or*
  - Amend the motion; *or*
  - Reject the motion.

## KEY ISSUES FOR CONSIDERATION

4. In accordance with council assembly procedure rule 2.10(6), the attached motions were referred to the cabinet. The cabinet will report on the outcome of its deliberations upon the motions to a subsequent meeting of council assembly.
5. The constitution allocates responsibility for particular functions to council assembly, including approving the budget and policy framework, and to the cabinet for developing and implementing the budget and policy framework and overseeing the running of council services on a day-to-day basis.
6. Any key issues, such as policy, community impact or funding implications are included in the advice from the relevant chief officer.

**BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Council agenda 23 January 2013: This document is available on this web page: <a href="http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=132&amp;MId=4240&amp;Ver=4">http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=132&amp;MId=4240&amp;Ver=4</a>	Report on the council's web site	Lesley John Constitutional Team 020 525 7228

**LIST OF APPENDICES**

<b>No.</b>	<b>Title</b>
Appendix 1	Genuinely affordable council housing for Southwark
Appendix 2	Major works and housing repairs
Appendix 3	Save Southwark emergency services
Appendix 4	DNA database

**AUDIT TRAIL**

<b>Lead Officer</b>	Ian Millichap, Constitutional Manager	
<b>Report Author</b>	Lesley John, Constitutional Officer	
<b>Version</b>	Final	
<b>Dated</b>	7 March 2013	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Chief Executive	Yes	No
Strategic Director Housing and Community Services	Yes	Yes
Strategic Director of Environment and Leisure	Yes	No
Strategic Director of Finance and Corporate Services	Yes	No
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	7 March 2013	

**APPENDIX 1****GENUINELY AFFORDABLE COUNCIL HOUSING FOR SOUTHWARK**

At council assembly on Wednesday 23 January 2013 a motion entitled 'genuinely affordable council housing for Southwark' was moved by Councillor Rebecca Lury and seconded by Councillor Darren Merrill. The motion was agreed and stands referred to the cabinet as a recommendation.

**RECOMMENDATION**

1. That council assembly welcomes the fact that the current Labour administration is:
  - Investing £326 million to ensure every council home in Southwark is warm, dry and safe by 2016
  - Building 1000 new council homes in Southwark over the next eight years - more than have been built in all of London in the last 10 years
  - Engaging in a borough-wide consultation into the proposals put forward by Southwark's groundbreaking independent housing commission which explored future housing options for strategy over the next 30 years
  - And rejecting the government's definition of affordable housing as up to 80% market rents, by ensuring rents on phase 1 of the Heygate were lowered from 65% to 50% market rents to reflect the wishes of local residents.
  
2. That council assembly regrets the complete failure of the previous administration when it came to housing, including:
  - No new council homes approved between 2002-2010
  - An unworkable and unfunded decent homes programme which was millions of pounds over budget and left many Southwark residents without decent homes.
  - 7,800 fewer council homes in Southwark by the end of their time in office.
  
3. That council assembly believes the Tory Liberal Democrat government's housing policy is not geared towards providing more affordable and social housing and opposes:
  - The housing benefit cap
  - "Affordable rent" of up to 80% of market rent
  - The ending of secure tenancies
  - The slashing of the social housing budget by £3.9 billion



- The Growth and Infrastructure Bill which allows developers to deliver 0% affordable housing on new developments
  - Right to buy discounts of up to £75,000.
4. That council assembly notes that Simon Hughes MP and the Liberal Democrats have supported all of these measures.
  5. That council assembly notes that sites for the first phase of the council's 1000 new homes have already been identified throughout the borough and calls on cabinet to draw up plans for consultation on the next phase of new council homes.

## MAJOR WORKS AND HOUSING REPAIRS

At council assembly on Wednesday 23 January 2013 a motion entitled 'major works and housing repairs' was moved by Councillor Anood Al-Samerai and seconded by Councillor Catherine Bowman. The motion was subsequently amended and the amended motion stands referred to the cabinet as a recommendation.

### RECOMMENDATION

1. That council assembly regrets the incident at Draper House and notes that the council is doing everything in its power to ensure people feel safe in their homes. It notes that:
  - An investigation was immediately begun into the cause of the incident and that the council has agreed to fully adopt any recommendations to ensure residents' safety
  - Properties where similar work was carried out are undergoing inspection by the council's compliance team to ensure work has been done properly and to the required safety standards
  - The council has also alerted the health and safety executive as safety is its top priority.
  
2. That council assembly notes that at Four Squares the project has been completely turned round. The uncertainty for residents caused by the previous Liberal Democrat administration's failed housing investment programme and failure to complete security works has now been replaced with certainty as the works start driving forward the £26 million investment on the estate. The cabinet member for housing and council officers have met regularly with residents throughout the process and the first of the packaged works is now being delivered on time, despite some unforeseen structural issues.
  
3. That council assembly welcomes the steps taken by the current administration to improve major works project management and performance it inherited from the Liberal Democrats, including:
  - Labour's £326 million warm dry safe programme which is realistic, fully-costed and sets out a clear timetable so residents know exactly when their works will take place
  - A substantial programme of fire risk assessment works, refurbishment of hostels and a programme of improvement to tenants and residents association halls - with 2013/14 individual heating programme brought forward into 2012/13, meaning inefficient boilers are being replaced with more efficient models helping to deliver savings for resident and tackle fuel poverty
  - The restructure and the setting up of project management teams to give improved focus to project management on site and a more open and transparent culture where problems can be quickly identified and resources committed accordingly

- A comprehensive resident consultation process “Putting Residents First” which ensures the council is clear with residents from the outset about what we are delivering and how they can be involved.
4. That council assembly notes the good progress has been made in improving the repairs service but acknowledges that the service started from a low base thanks to the arrangements put in place by the previous Liberal Democrat administration. It notes that contracts have been terminated with Just Housing, Morrison and the council is a few months away from bringing the call centre in-house. It notes that overall contract management is improving. There is a greater focus on completing repairs quickly and to a high standard leading to reduced costs and a reduction in duplication. Repairs completed right first time is improving as is satisfaction with the repairs service. Complaint escalations are at an all time low as are the number of overdue orders.
  5. That council assembly notes that the telephone answering performance at the customer services centre (CSC) for repairs was poor in the last quarter of 2012. This is because the repairs contractor for the south of the borough changed which caused some disruption and resulted in an increase in demand for the telephone service that lasted longer than we predicted. It notes that the council provided further resources and call waiting times have reduced considerably in the first two weeks of 2013. It notes that a customer access strategy has been developed to improve the quality of customer services, ease of accessibility and reduce costs and that the new My Southwark, customer service point opened at The Blue in Bermondsey in mid December and represents the prototype for the future of face to face customer services in Southwark.
  6. That council assembly believes an immediate review of major works will be to the detriment of tenants with regards to their works and upgrades being completed on time and would result in severe costs to leaseholders.
  7. That council assembly therefore resolves on cabinet to:
    - Continue to deliver its £326 million housing investment programme which will make every council home in Southwark warm, dry and safe by 2016
    - Continue to improve management of major works contracts and to develop its customer access strategy which will help to improve the quality of the council’s customer services.

## **Comments of the Strategic Director of Housing and Community Services**

### **Draper House**

- (1) The settlement agreement with Breyer for the mutual termination of the 5 year partnering contract is very close to finalisation and is currently going through the council's process of internal approvals.
- (2) Officers attended the overview and scrutiny committee and gave a verbal update on the 4 February 2013. At the meeting it was agreed that a report would be submitted for the sub-committee on the 25 February 2013.
- (3) The next steps will be to consult with residents around two options to complete the major works programme, either to use a back-up contractor who will be able to start work quickly or to repackage the works and retender. The latter course of action would be subject to EU procurement regulations and would take at least 9 months.

### **Four Squares**

- (4) The internal refurbishment works for council tenanted flats is currently ongoing (commenced 7 January 2013) and is programmed for completion by end of February 2014.
- (5) The main external refurbishment works are currently in design with open days recently held to showcase window designs and stair tower designs. The next project team meeting on 12 February 2013 will be devoted to discussion and agreement of roof designs which will facilitate a planning application before the end of February 2013. Whilst the planning process runs its statutory course we will finalise pricing of the main externals and should be consulting leaseholders formally via the home ownership unit during April/May 2013 with a view to commencing works in the summer of 2013 and completion around March 2015.
- (6) The lift refurbishment works at Layard Square will be let on 11 February 2013 with a start date April 2013 and a completion date of autumn 2013.
- (7) Security works at Marden Square are programmed to commence in April 2013. The formal leasehold consultation for this project is underway and due to end around 18 February.
- (8) Security works at Layard Square have been designed, however, commencement on site is subject to completion of the new lift car at Layard Square and therefore the current programmed start date for this work is August 2013 which should see completion by the end of March 2014.

## Repairs

- (9) The repairs contractor for the south of the borough changed from Morrison to Mears at the beginning of October 2012. It was inevitable that this would cause some disruption to service delivery and result in an increase in demand for the telephone service. The council supported the customer service centre (CSC) with an injection of additional resources to deal with the anticipated short term additional demand.
- (10) Telephone answering performance at the CSC for repairs was poor in the last quarter of 2012. Performance for all other services, environmental services, switchboard, revenues and benefits was good.
- (11) The predicted increase in call volumes came, but continued for the remainder of the year; longer than predicted. Further resources have been provided to the CSC along with council support and the co-location of repairs contractor staff to provide an immediate response to customers calling with outstanding repairs enquiries.
- (12) These initiatives are having the desired effect. Call waiting times have reduced considerably and the proportion of calls answered has exceeded 80%, the target, on almost every week day since Christmas 2012. Officers will continue to work with GDIT/Vangent for the remainder of the contract to maintain and improve service delivery. The contract with GDIT/Vangent is ceasing on 31 May 2013 and the council will be taking responsibility for the delivery of customer services immediately after that. The procurement of the long-term repairs service for the south of the borough is ongoing with contract award to a new provider expected in the spring of 2013.

## Customer Service

- (13) A review of the delivery of face to face service will take place this year. The One Stop Shops will be rebranded 'My Southwark' customer service points, to reinforce the strength and popularity of the My Southwark personal account. The council launched the My Southwark personal account in 2012, which gives customers easy, personalised access to a host of on-line services and information. More than 26,000 customers have signed up for the My Southwark account and are enjoying the benefits of the service. There are plans to deliver many more services through My Southwark in 2013 and beyond. A customer access strategy has been developed to improve the quality of customer services, ease of accessibility and reduce costs.
- (14) The new My Southwark, customer service point opened at The Blue in Bermondsey in mid December. The new service replaces the Bermondsey One Stop Shop which closed in December following the sale of the site on which it sat. The new service at The Blue has been well received by customers and promotes customer self service and assisted self service. It also supports the local economy of The Blue. The new customer service point is the prototype for the future of face to face customer services in Southwark.

## SAVE SOUTHWARK EMERGENCY SERVICES

At council assembly on Wednesday 13 January 2013 a motion entitled 'save Southwark emergency services' was proposed by Councillor Peter John and seconded by Councillor Richard Livingstone. The motion was subsequently amended and the amended motion stands referred to the cabinet as a recommendation.

### RECOMMENDATION

1. That council assembly believes that the safety and security of Londoners and the residents of our borough is being put at risk as a result of cuts to emergency services being pushed through by the Mayor of London and the Tory Liberal Democrat government to our key emergency services – the Metropolitan Police Service, the London Fire Brigade alongside the London Ambulance Service and the city's accident and emergency departments.
2. That council assembly believes that the cuts are going too far and too fast and that the many millions of pounds being cut from the budgets of the NHS, the Metropolitan Police Service and the London Fire Brigade will inevitably endanger families and communities across the capital.
3. That council assembly believes that the cuts are being carried out without consideration of the impact on Londoners' safety. The mooted closures of police front desks in Rotherhithe and East Dulwich, fire stations in Borough and Peckham and Lewisham A & E department will mean various pockets of London could see the safety of residents threatened by longer response times.
4. That council assembly rejects the position of the Mayor of London and of Simon Hughes MP that the scale of the cuts are necessary and acceptable and calls on both to stand up for Southwark residents against the cuts being imposed by the Tory Liberal Democrat government to the emergency services on which we rely to keep Londoners safe.
5. That council assembly notes that since the substantive motion was drafted the Mayor has published his draft police and crime strategy for London, and that this document makes a number of recommendations which will have serious consequences for Southwark if they are implemented:
  - (a) The proposed closure of East Dulwich, Gipsy Hill and Sydenham police stations, which will leave a 'black hole' in counter service provision for the residents of College, Village and East Dulwich wards.
  - (b) The proposed closure of Rotherhithe police station, which will leave an isolated peninsula community without adequate access to dedicated police resources.
  - (c) The proposed dismantling of the neighbourhood policing model such that the current dedicated ward based teams of six staff members (one sergeant, three police constables and two police community support officers) will be reduced to one dedicated police constable plus a 'named sergeant'.

6. That council assembly notes the Mayor's election manifesto commitment not to close any police station facility without opening an 'equivalent or better' facility in the same area, and notes that the draft police and crime strategy breaks this pledge.
7. That council assembly deplores the lack of cross-borough co-ordination in planning police station closures which has resulted in the 'black hole' in counter service provision in the Dulwich and Crystal Palace areas, which are close to the boundary with four other London boroughs.
8. That council assembly further deplores the dismantling of the neighbourhood policing model which will see the majority of officers deployed to high crime areas, to the detriment of the very important and successful community liaison and crime prevention roles which have helped to keep crime low.
9. That council assembly records its grave concern at the impact of both police station closures and the dismantling of the neighbourhood policing model on vulnerable residents, victims of domestic violence and others for whom the local police station is a place of safety; and on the ability of the police to record crime statistics accurately. Further, council assembly is concerned at the impact of police station closures on the management of local police teams and the potential for valuable police time to be lost to wards in the south of the borough due to officer travel time from operational bases in the north of the borough.
10. That whilst council assembly acknowledges the need to make budget savings, it believes the 20% cut imposed by the Tory Liberal Democrat government goes too far and too fast. In addition whilst council assembly recognises the inappropriateness of some current police station buildings for on-going use, for example the current East Dulwich police station building, it is extremely concerning that the draft police and crime plan contains no proposals for alternative provision, no definition of 'equal or better' against which future performance can be measured, and no creative thinking. Council assembly requests that the cabinet calls upon the Mayor to honour his manifesto commitment concerning police counter facilities, and to rethink the proposals for the south of the borough and for Rotherhithe, working creatively with the council and local communities, to ensure that the dangerous 'black hole' scenario is averted.
11. That council assembly recognises the council's commitment to working creatively with the Metropolitan Police in identifying alternative premises which have the potential to meet police security criteria in the south of the borough and in Rotherhithe.

**APPENDIX 4****DNA DATABASE**

At council assembly on Wednesday 23 January 2013 a motion entitled 'DNA database' was proposed by Councillor Graham Neale and seconded by Councillor Rosie Shimell. The motion was subsequently amended and the amended motion stands referred to the cabinet as a recommendation.

**RECOMMENDATION**

1. That council notes that in a fair society it is simply not right that innocent people can have their DNA stored by the state.
2. That council also notes with concern that since 2004 the UK's national DNA database (NDNAD) has been permitted to hold DNA samples of any individual arrested of an offence, regardless of whether that individual was actually charged or convicted.
3. That council notes that over million people, who have never been given a conviction, caution or formal warning are estimated to be on the national DNA database and acknowledges that the European Court of Human Rights found indefinite DNA retention to be in violation of Article 8.
4. That while council recognises that DNA evidence can be an important tool in criminal investigations, council believes that the indefinite retention of the DNA of innocent people constitutes a disproportionate intrusion by the state.
5. That council assembly notes the announcement that DNA samples held for innocent people will be destroyed in four months time in May 2013 and supports the Metropolitan Police Service's early deletion request scheme.
6. That in particular, council urges council officers to provide a link to the early deletion request scheme on Southwark Council's website and highlight the scheme in the next edition of Southwark Life.



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