

Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP
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DX28340 Oakham

Members of Rutland County Council District Council are hereby summoned to attend the **TWO HUNDRED AND SEVENTY FIRST MEETING OF THE COUNCIL** to be held in the Council Chamber at Catmose, Oakham on **12 March 2018 commencing at 7.00 pm**. The business to be transacted at the meeting is specified in the Agenda set out below.

Prior to the commencement of the meeting, the Chairman will offer the opportunity for those present to join him in prayers.

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/haveyoursay

Helen Briggs
Chief Executive

A G E N D A

1) APOLOGIES

To receive any apologies for absence from Members.

2) CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements by the Chairman.

3) ANNOUNCEMENTS FROM THE LEADER, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE

To receive any announcements by the Leader, Members of the Cabinet or the Head of Paid Service.

4) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

5) MINUTES OF PREVIOUS MEETING

To confirm the Minutes of the 268th meeting of the Rutland County Council District Council held on 15 January 2018, the 269th (special) meeting of the Rutland County Council District Council held on 5 February 2018 and the 270th (special) meeting of the Rutland County Council District Council held on 26 February 2018.

6) PETITIONS, DEPUTATIONS AND QUESTIONS FROM MEMBERS OF THE PUBLIC

To receive any petitions, deputations or questions received from members of the public in accordance with the provisions of Procedure Rule 28. The total time allowed for this is 30 minutes. Petitions, deputations and questions will be dealt with in the order in which they are received and any which are not considered within the time limit shall receive a written response after the meeting.

7) QUESTIONS FROM MEMBERS OF THE COUNCIL

To receive any questions submitted from Members of the Council in accordance with the provisions of Procedure Rules 30 and 30A.

8) REFERRAL OF COMMITTEE DECISIONS TO THE COUNCIL

To determine matters where a decision taken by a Committee has been referred to the Council in accordance with the provisions of Procedure Rule 110.

9) CALL-IN OF DECISIONS FROM CABINET MEETINGS DURING THE PERIOD FROM 13 JANUARY 2018 to 9 MARCH 2018 (INCLUSIVE)

To determine matters where a decision taken by the Cabinet has been referred to Council by the call-in procedure of Scrutiny Panels, as a result of the decision being deemed to be outside the Council's policy framework by the Monitoring Officer or not wholly in accordance with the budget by the Section 151 Officer, in accordance with the provisions of Procedure Rules 206 and 207.

10) REPORT FROM THE CABINET (Pages 5 - 54)

To receive Report No. 57/2018 from the Cabinet on recommendations referred to the Council for determination and to note the Key Decisions taken at its meetings held on 20 February 2018.

11) REPORTS FROM SCRUTINY COMMISSION / SCRUTINY PANELS

To receive the reports from the Scrutiny Commission / Scrutiny Panels on any matters and to receive questions and answers on any of those reports.

12) JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

To receive reports about and receive questions and answers on the business of any joint arrangements or external organisations.

13) NOTICES OF MOTION

To consider any Notices of Motion submitted by Members of the Council in accordance with Procedure Rule 34 in the order in which they are recorded as having been received.

14) PAY POLICY 2018-19 (Pages 55 - 80)

To receive Report No. 30/2018 from the Chief Executive.

15) REVIEW OF POLLING DISTRICTS AND POLLING PLACES (Pages 81 - 126)

To receive Report No. 39/2018 from the Chief Executive.

16) REVIEW OF POLITICAL BALANCE

To receive Report No. 59/2018 from the Director for Resources.

Report to follow

17) ANY URGENT BUSINESS

To receive items of urgent business which have been previously notified to the person presiding.

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TO: MEMBERS OF THE COUNCIL

Mr K Bool – Chairman of the Council
Mr E Baines – Vice-Chairman of the Council

Mr I Arnold
Mr N Begy
Miss R Burkitt
Mr R Clifton
Mr W Cross
Mr R Foster
Mr R Gale
Mr J Lammie
Mr M Oxley
Mrs L Stephenson
Miss G Waller
Mr D Wilby

Mr G Brown
Mr O Bird
Mr B Callaghan
Mr G Conde
Mr J Dale
Mrs J Fox
Mr O Hemsley
Mr A Mann
Mr C Parsons
Mr A Stewart
Mr A Walters
Vacancy

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THE COUNCIL'S STRATEGIC AIMS

Sustainable Growth
Safeguarding
Reaching our Full Potential
Sound Financial and Workforce Planning

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COUNCIL

12 March 2018

CABINET RECOMMENDATIONS TO COUNCIL

Report of the Cabinet

Strategic Aim:	All		
Exempt Information	No		
Cabinet Member(s) Responsible:	N/A		
Contact Officer(s):	Natasha Taylor, Governance Manager	01572 720991 ntaylor@rutland.gov.uk	
Ward Councillors	N/A		

DECISION RECOMMENDATIONS

1. That Council notes the Key Decisions made by Cabinet since the publication of the agenda for the previous meeting of the Council on 26 February 2018, as detailed in Appendix A to this report.
2. That Council approves the recommendations from Cabinet:
 - i) To approve the Education Framework 2017-20 as the key driver for sustained education improvement across Rutland education settings.

20 February 2018
Decision No. 622
Report No. 38/2018
EDUCATION FRAMEWORK 2017-2020
 (Revised report appended – Appendix B)

1 PURPOSE OF THE REPORT

- 1.1 To consider the recommendations of Cabinet since the publication of the agenda for the previous meeting of the Council on 26 February 2018.
- 1.2 To report to Council the Key Decisions made by Cabinet since the publication of the agenda for the previous meeting of the Council on 26 February 2018, as detailed in Appendix A to this report.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 As outlined in report number 38/2018.

2.2 The Key Decisions Listed in Appendix A have already been taken and can be found in the Cabinet Record of Decisions for the meeting of 20 February 2018.

3 CONSULTATION

3.1 As outlined in report numbers 38/2018.

3.2 Consultation for key decisions is included in the reports for the meetings of Cabinet referred to in Appendix A.

4 ALTERNATIVE OPTIONS

4.1 The only other option would be to not receive the Cabinet's report to Council. However Procedure Rule 246.3 of the Constitution requires the submission of the report.

5 FINANCIAL IMPLICATIONS

5.1 Any financial implications are outlined in report 38/2018, or contained in the reports referred to in Appendix A.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 As outlined in reports 38/2018.

6.2 The Key Decisions listed in Appendix A have already been taken and the record is for Council's information only.

7 EQUALITY IMPACT ASSESSMENT

7.1 As outlined in reports 38/2018, or contained in the reports referred to in Appendix A.

8 COMMUNITY SAFETY IMPLICATIONS

8.1 Any Community Safety implications are outlined in reports 38/2018, or contained in the reports referred to in Appendix A.

9 HEALTH AND WELLBEING IMPLICATIONS

9.1 Any Health and Wellbeing implications are outlined in reports 38/2018, or contained in the reports referred to in Appendix A.

10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

10.1 That Council notes the report and considers the recommendations from Cabinet in order to ensure the procedure rules in the Constitution are followed.

11 BACKGROUND PAPERS

11.1 Cabinet Record of Decisions: 20 February 2018.

12 APPENDICES

- 12.1 Appendix A - Key Decisions Made by Cabinet since the Previous Meeting of the Council.
- 12.2 Appendix B – Revised Education Framework 2017-2020 Report No. 38/2018

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Council
12 March 2018

Key decisions made by the Cabinet since the publication of the Agenda for the Meeting of the Council on 26 February 2018. These decisions have already been taken and this record is for Council's information only:

Date	Key Decision No.	Title	Decision
20 February 2018	619	QUARTER 3 FINANCIAL MANAGEMENT REPORT	Cabinet: <ol style="list-style-type: none"> 1) NOTED the 2017/18 revenue and capital outturn position as at Quarter 3. 2) APPROVED the use of £8k from the Highways earmarked reserve for use on sustainable drainage works as detailed in Appendix B (Report No. 32/2018). 3) NOTED the increase in Non Ringfenced grants of £26k as detailed in para 2.2.2 (Report No. 32/2018).
20 February 2018	621	DELEGATION OF MENTAL HEALTH SERVICE	<ol style="list-style-type: none"> 1) Cabinet APPROVED the delegation of Adult Mental Health Social Care function to Leicestershire County Council. 2) Cabinet APPROVED the continuation of the current in hours Approved Mental Health Practitioner (AMHP) service currently provided by Leicestershire County Council.
20 February 2018	623	TRANSFORMING CARE CAPITAL GRANT	<ol style="list-style-type: none"> 1) Cabinet AUTHORISED the Head of Property Services in consultation with the Director for People and the Portfolio Holder for Adult Social Care and Health to pay a reservation fee of £1000 for two flats in advance of receiving a grant from the NHS England. 2) Cabinet AUTHORISED the Head of Property Services in Consultation with the Director for People, the Portfolio Holder for Adult Social Care and Health and the Portfolio Holder for Finance to acquire two flats on the Larkfleet Development and undertake all necessary works to ensure the units meet the needs of the tenants up to a total cost of £394,000 subject to the receipt of a Grant from NHS England.

Date	Key Decision No.	Title	Decision
20 February 2018	624	HIGHWAYS CAPITAL PROGRAMME	Cabinet: <ol style="list-style-type: none"> 1) APPROVED the highway capital programme for 2018/2019 (attached as Appendix A of Report No. 16/2018); 2) NOTED the indicative programmes for 2019/20 and 2020/21 (attached as Appendices B and C of Report No. 16/2018); and 3) APPROVED the increase on works package allowance under the highways term maintenance contract to £500k for surface dressing works.
20 February 2018 10	625	TRANSPORT CONTRACT AWARD CRITERIA	Cabinet: <ol style="list-style-type: none"> 1) APPROVED the award criteria for transport contracts as set out in paragraph 3.3 of Report No. 33/2018. 2) DELEGATED authority to the Director for Places (Environment Transport and Planning), in consultation with the Cabinet Member with portfolio for Transport, to set the any necessary qualifying criteria for transport contracts. 3) DELEGATED authority to the Director for Places (Environment Transport and Planning), in consultation with the Cabinet Member with portfolio for Transport, to award transport contracts following the approved procurement process set out in points 1 and 2 above.
20 February 2018	627	PRIORITISED PROGRAMME FOR SPENDING OF COMMUTED SUMS FOR AFFORDABLE HOUSING	Cabinet: <ol style="list-style-type: none"> 1) APPROVED the priorities in section 3 of Report No. 18/2018. 2) APPROVED an affordable housing commuted sum expenditure project of £420,000 for inclusion in the capital programme. 3) AUTHORISED the Chief Executive to allocate funding, prior to a bidding process for external grant applications, from within the £420,000 budget for an extension of a Council-owned property to create a five- or six-bedroomed house in consultation with the Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (other than Finance and Communications), subject to feasibility. 4) AUTHORISED the Chief Executive and/or the Director of Places to

Date	Key Decision No.	Title	Decision
			<p>undertake a bidding process for grant applications from housing associations and from within the Council, setting out in a separate document for bidders the priorities in section 3 and the details of the scoring matrix to be used by the Council.</p> <p>5) AUTHORISED the Chief Executive and/or the Director of Places to hold informal discussions with the bidders if appropriate.</p> <p>6) REQUESTED that the Chief Executive and/or the Director of Places bring a further report to Cabinet on the outcome of the bidding process and recommending a way forward, including proposed budget recommendations.</p>

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CABINET

20 February 2018

RUTLAND COUNTY COUNCIL EDUCATION FRAMEWORK 2017-2020

Report of the Director for People

Strategic Aim:	Reaching our Full Potential	
Key Decision: No	Forward Plan Reference: FP/151117	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr D Wilby, Portfolio Holder for Lifelong Learning, Early Years, Special Educational Needs & Disabilities, Inclusion	
Contact Officer(s):	Gill Curtis, Head of Learning and Skills	01572 758460 gcurtis@rutland.gov.uk
	Tim O'Neill, Director for People and Deputy Chief Executive	01572 758402 toneill@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Cabinet:

- 1. Recommends to Council** to adopt the Education Framework 2017-20 as the key driver for sustained education improvement across Rutland education settings

1 PURPOSE OF THE REPORT

- 1.1 The Education Framework 2017-20 (Appendix A) sets out the strategic context in which the Learning and Skills Service operates and identifies the planned activity to ensure all statutory educational duties for Early Years provision, primary and secondary schools and post-16 settings are met.
- 1.2 Through clarification of the overarching strategic direction for education within Rutland over the next three years, the intention can be shared with, and embraced by, all relevant education stakeholders and success achieved.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 There are statutory educational duties obligations placed on Local Authorities

under section 13A of the Education Act 1996 which include:

- 2.1.1 Ensuring fair access to all schools for every child;
- 2.1.2 Supporting vulnerable pupils including Children Looked After by the Local Authority, those with SEN and those outside mainstream education;
- 2.1.3 Supporting maintained schools performing below the floor standards to improve quickly or convert to Academy status, and to develop their own school improvement strategies.
- 2.2 DfE Statutory Guidance states that local authorities should focus their activity on the schools they maintain rather than academies which are accountable to the Secretary of State. However, should a local authority have any concerns about an academy's standards, leadership or governance, they should raise these directly with the relevant Regional Schools Commissioner.
- 2.3 The Education Framework 2017-20 aims to ensure the Local Authority is meeting these statutory duties, achieving the aims set out within Rutland County Council Corporate Plan 2017-20 and accomplishing key theme 2 (Fair Society) of Rutland's Children, Young People and Families Plan 2016-2019. The Framework provides a cohesive and transparent approach to promoting and supporting access to high quality education for children and young people from early years through to post-16.
 - 2.3.1 Good early years education is the cornerstone of social mobility; children with strong foundations will start school in a position to progress. These key years are the opportunity to make sure that all children develop the strong cognitive, social and emotional foundations on which future success is built. Through the Framework and associated annual development plans, the Learning and Skills Service will work with all early years' providers, including childminders, to promote high quality early education opportunities for Rutland children so that they are well-prepared for entry into school.
 - 2.3.2 The sufficiency of good quality places for these young children will remain central to the drive for achievement and well-being, as well as supporting parents and carers in their ability to access education, training or employment. Early Education and Childcare in Rutland will be maintained and further developed through an increasingly integrated approach to early years and childcare provision to ensure that the requirements of parents, carers and associated businesses are being considered and acted upon.
 - 2.3.3 The Academies Act 2010 set out the intention for all publicly funded primary and secondary schools in England to become academies and, at the time of this report, 85% of pupils are being educated in an academy in Rutland. As the move towards a more autonomous, sector-led, school system is being driven by the Government's expansion of academies and free schools, robust and sustainable school-to-school support and challenge is integral to success. This is promoted through the Education Framework and supported through the commissioned Sustained Sector-led Improvement Programme which begins in the spring term 2018. The aim of this programme is to enable schools to become responsible for their own improvement through outcomes-based collaboration which is rigorous in its approach. This is achieved through school leaders and teachers being

supported in robust analysis of practice across a cluster of schools so that underperformance is challenged from within the system itself, and research-based effective practice is spread and embedded.

- 2.3.4 The move from education to employment should not be a blind leap but a guided journey, with the support of both education and employers. It is right and proper that young people in Rutland schools have a range of opportunities available to them that reflects their needs, abilities and aspirations. Key within the success of the Education Framework is the further development of accessible networks of advice, information and experiences of work. Whilst an academic post-16 option is appropriate for many young people, access to a distinctive, prestigious, high quality vocational offer should be seen as a respected and valued alternative. This sits centrally within the intent of the Framework.
- 2.4 The success of the Education Framework for Rutland 2017-20 and associated Annual Education Development Plans is dependent upon the local authority's continued engagement with all of the education providers across Rutland whilst, at the same time, retaining an understanding of the overall performance of education through effective monitoring and evaluation of all provision. This quality assurance activity needs to reflect the education profile of Rutland in which all secondary and much of the primary school provision is now within academies, and that early years education is mainly within the private, voluntary and independent sector.
- 2.5 Consequently, the Education Framework is supported through the Education Provider Prioritisation and Entitlement 2017-18 guidance (Appendix B) which provides a transparent approach to reviewing the effectiveness of provision through a range of agreed criteria. This approach aligns with the statutory guidance for local authorities as stipulated in Department for Education (DfE) Guidance for Schools Causing Concern (updated and effective from 25 January 2018) and for the escalating of concern to the DfE or Ofsted.
- 2.6 The Learning and Skills Service identifies strategic improvement areas through analysis of monitoring and evaluation findings and interrogation of school and provider level performance data or other benchmarked outcomes. These are shared with partners through Rutland's Education Performance Board, Headteacher and Local Authority Partnership Briefing, Early Years managers Meetings and network briefings to encourage a shared responsibility for addressing concerns and achieving sustained improvements.
- 2.7 The impact of the Education Framework will be evaluated through a range of measurable and time-specific key performance indicators to be agreed through the Education Performance Board. The intention is for the framework to run from September 2017 to August 2020; milestones for evaluating progress within this timespan will be agreed through the Education Performance Board. Amendments to the framework may be made to reflect national statute or local or regional priorities.
- 2.8 Further external validation of the effectiveness of the Education Framework and the activity of the local authority in improving outcomes for children and young people in Rutland will be undertaken through regular 'keep in touch' meetings with the Regional Schools Commissioner and Department for Education advisers, the Regional Ofsted team, and through local authority peer challenge.

2.9 Additionally, all local authorities in England are currently subject to Ofsted Inspection of the Local Authority Arrangements for Supporting School Improvement. The four key areas of focus within this inspection are:

2.9.1 Corporate leadership and strategic planning;

2.9.2 Monitoring, challenge, intervention and support;

2.9.3 Support and Challenge for leadership and management;

2.9.4 Use of resources.

2.10 Through determining and agreeing the arrangements for school improvement within the Education Framework and associated documents, including Education Provider Prioritisation and Entitlement 2017-18, Rutland local authority will be well placed for inspection or other external review.

3 CONSULTATION

3.1 The content and intent of the Education Framework 2017-20 was consulted on with Head Teachers and relevant stakeholders through Local Authority and Head Teacher Partnership meetings and Rutland County Council Education Performance Board. Feedback informed the final document

3.2 Feedback was also requested from Children and Young People's Scrutiny Panel who endorsed the intentions of the Framework.

4 ALTERNATIVE OPTIONS

4.1 The Education Framework 2017-20 sets out the rationale and associated strategic plans to ensure the Local Authority is meeting statutory educational duties and obligations placed on Local Authorities under section 13A of the Education Act 1996.

4.2 Whilst alternative plans could be drawn up, the Education Framework 2017-20 reflects the current national educational vision for a sector-led school improvement, and aims to ensure that schools and education providers have their autonomy promoted whilst ensuring that the provision for children and young people is of high quality and leads to good outcomes for all.

5 FINANCIAL IMPLICATIONS

5.1 Funding for implementation and success of the Education Framework has been accounted for within the Learning and Skills budget and will be monitored through RCC financial accounting processes. The implementation of the Framework is not expected to put pressure on the budget.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 The Council's responsibilities to provide sufficient high quality education and champion high standards and intervene where there are concerns are outlined in the Education Acts 1996, 2010 and 2014. Whilst there are no specific comments arising from this report, legal advice will be provided as requested.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from Gill Curtis

8 COMMUNITY SAFETY IMPLICATIONS

- 8.1 There are no community safety implications identified within the Education Framework.

9 HEALTH AND WELLBEING IMPLICATIONS

- 9.1 Success in education and engagement in lifelong learning is the key to social mobility, good employment prospects, good health and well-being and to building thriving communities.

10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 10.1 It is recognised that areas with better education outcomes develop a higher skill base, higher productivity, greater economic returns and become more attractive to both highly skilled people and investment, building a capacity to improve even further.
- 10.2 The Education Framework 2017-20 contributes to the aims set out within Rutland County Council Corporate Plan 2017-20 and to the achievement of key theme 2 (Fair Society) of Rutland's Children, Young People and Families' Plan 2016-2019. It also reflects the duty for all local authorities to promote educational excellence for all children and young people, being ambitious in setting high expectations for achievement and well-being and in swiftly tackling underperformance.
- 10.3 The Framework sets out an approach which builds on the positive partnership between the Local Authority and Rutland schools and early education providers, and provides a platform for further success through the development of a collective responsibility for sustained education improvement which will be achieved through shared responsibility and collective purpose.

11 BACKGROUND PAPERS

- 11.1 There are no additional background papers to the report

12 APPENDICES

- 12.1 Appendix A: The Education Framework 2017-20
- 12.2 Appendix B – The Education Provider Prioritisation and Entitlement 2017-18

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Rutland Educational Framework 2017-2020



Rutland
County Council

FOREWORD



Every child deserves to be given the best possible education that will prepare him or her to meet the challenges of our modern world. Our aim, in Rutland, is to provide the necessary help, teaching, nurture and motivation that will allow each young person to achieve their full potential and enable them to enjoy making a positive contribution to the Community.

Strong, transparent and challenging partnership working between the local authority, schools and other education settings has been crucial to our progress for children and young people so far, and it remains so for the successful delivery of this framework over the next three years.



Councillor David Wilby
Portfolio Holder for
Lifelong Learning



Dr Tim O'Neill
Director for People
and Deputy Chief
Executive

INTRODUCTION

Rutland's children and young people are entitled to the best possible life chances that we can give them at every stage, from early years through to adulthood and employment. Rutland County Council Corporate Plan 2017-20 sets out the ambition for all children and young people to be able to access high quality education within settings, where every individual matters equally and is encouraged to aim high and achieve their very best. Success in education and engagement in lifelong learning is the key to good employment prospects, good health and well-being, and to building thriving communities.

The Education Framework 2017-20 builds on the successes of the previous Rutland County Council Strategic Plan for School Improvement and the Education Strategic Plan and incorporates the ambition within the Council's Corporate Plan for sustainable growth across Rutland, supported by appropriate learning opportunities, and for future population and economic growth in Rutland to allow Rutland businesses, individuals, families and communities to reach their full potential.

The Learning and Skills Service, which sits within the People Directorate, drive this ambition by supporting and challenging our education settings to set high expectations ensuring an inspirational and nurturing learning environment and promoting innovative leadership through personalised teaching and learning. Central to this will be the aim within the Corporate Plan to improve performance across all Rutland schools so that all performance gaps are closed and individual needs are met, with health and wellbeing at the core.

This Framework has been written at a time of rapid change in the way education services are funded and delivered. The Academies Act 2010 set out the intention for all publicly funded schools in England to become academies, and the more recent Education Act 2011 has shifted national policy towards a more autonomous and diverse education system rather than the traditional structure of schools under the direct control of the local authority. Rutland County Council has been proactive in reflecting

these changes in their education policies and has supported the conversion of maintained schools to academy status to keep pace with this rapid change.

Clearly setting out how schools and settings, Rutland County Council leaders and elected politicians will continue to work in partnership to champion high expectations for all children and young people. This will enable us to keep a shared understanding and sustained focus on providing the very best outcomes for Rutland children and young people.

It is through the Framework that we will frame and achieve the annual education improvement priorities for state-funded early years to post-16 education provision identified through the Learning and Skills Team self-evaluation and the end of academic year scrutiny of Rutland education performance data, and reported in the Learning and Skills Annual Review. These priorities will also take into account the increased expectations of Ofsted, the Regional Schools Commissioner and the Department for Education, and reflect the growth of the academies' programme.

The Learning and Skills Services shares the annual priorities for improvement with partners through Rutland's Education Performance Board, and will work with the board to develop detailed partnership action plans to address these priorities.

The impact of this framework will be evaluated through a range of measurable and time-specific key performance indicators to be agreed through the Education Performance Board. The intention is for the framework to run from September 2017 to August 2020; milestones for evaluating progress within this timespan will be agreed through the Education Performance Board and amendments to the framework will be made as identified where expected success is not being achieved.

The content of this framework may be subject to amendment at any time to reflect national or local educational statutory requirements or initiatives.

PEOPLE DIRECTORATE ACCOUNTABILITY AND ACTIVITY

Universal Accountability	Phase Specific Accountability	
<ul style="list-style-type: none"> • Safeguarding • Monitoring and reporting of provision effectiveness • Special Educational Needs and Disabilities: Ensuring education providers are effective in implementing Rutland County Council Special Educational Needs and Disabilities and Inclusion Strategy • Including/behaviour • Virtual School Head/Children Looked After - administration of: Pupil Premium Plus, Additional Learning Fund, previously Children Looked After adopted and children with Special Guardianship Order • Performance of Vulnerable/ disadvantaged groups including: Free School Meals/Ever 6, those in receipt of Pupil Premium funding and Early Years Pupil Premium, Ministry of Defence Children (Service Pupil Premium funding). 	<ul style="list-style-type: none"> • Rutland Adult Learning and Skills Service - post 18 • Education and Standards Funding Agency Budget - meeting statutory requirements 18+ • Not in Education, Employment or Training/YII destination 	16-19+
	<ul style="list-style-type: none"> • Monitoring of school effectiveness, Schools Causing Concern: Performance, absence, exclusion, children missing education • School effectiveness discussions with Regional Schools Commissioner/ Regional Ofsted/Diocese etc. • Primary National Assessment, moderation and monitoring, standards testing agency investigations • Admissions and place allocation/school capacity survey • Standing Advisory Council for Religious Education 	
	<ul style="list-style-type: none"> • Childcare Sufficiency Arrangements and market development • Implementation of Early Years framework • Moderation of Profile • Advice, support and training for providers • Intervention where provision less than good • Early entitlement/ 30 hours coordination • Integrated review 	0-5

PEOPLE DIRECTORATE ACCOUNTABILITY AND ACTIVITY

	Aspect of Framework to Deliver	Additional Responsibility
16-19+	<p>Rutland Apprenticeship and vocational educational; developing qualification options, including Special Educational Needs and Disabilities/care leavers</p> <p>Engagement with local business as Partners in educational outcomes for post-16</p>	<ul style="list-style-type: none"> • Reporting to Directorate Management Team, Senior Management Team, Cabinet, Scrutiny and full council • Rutland County Council Boards: Education performance Board, Corporate Parenting Board, Children's Trust • Education data analysis evaluation and reporting, and priority action planning • Reporting to Departments for Education, Regional Schools Commissioner, Ofsted, Education and Skills Funding Agency • Freedom of information • Business surveys: Early Years Childcare, 16+ • Reporting to Ofsted's East Midlands Challenge • Attending and reporting to Sub Regional Partnership Board • Engaging with and promoting Rutland Teaching Alliance and the East Midlands Teaching Schools Alliance
5-16	<p>Sector led school improvement model for review and challenge (including programme to support effective schools partnership)</p> <p>Commissioning of school to school support and system leaders</p> <p>Pupil outcomes - Key Stage 2 progress: assessment accuracy, teaching of maths</p> <p>Strengthening leadership and governance (including identification of National Leaders of Governance)</p>	
0-5	<p>East Midlands Teaching School Alliance – Early Years partnership: Effective transition in to/ out of Reception Year</p> <ul style="list-style-type: none"> • Assessment • Pre-school info <p>Widening provision/ encouraging business growth to meet requirements and developing workforce</p>	

Rutland County Council People Directorate's Key Strategic Activity

The role of the local authority with respect to education has been changing for many years; the main responsibility of the local authority now is to ensure good provision for all children in their area. Rutland County Council's Learning and Skills Team acts as the champion for education within and across the local authority ensuring all the stakeholders are clear about their respective roles and their collective responsibility for ensuring every Rutland child and young person achieves their very best. Key within this are actions to ensure elected members and senior officers remain well-informed, can hold the Learning and Skills Team to account and can lobby at higher levels as required to determine or influence educational policy and its success at national, regional or local level.

This framework promotes collaborative working through which schools and providers take collective responsibility and accountability for effective provision for all groups of children and young people, education improvement activity and high quality professional development.

Rutland County Council delivers a wide range of statutory functions to improve the life chances of children and young people. Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. All working practices with children and young people in Rutland reflect Working Together to Safeguard Children (2015) which promotes the welfare of children and makes the expectations for individuals and organisations to keep children safe.

To ensure compliance with Section 14(1) of the Education Act 1996, the local authorities undertakes the assessment of the future need for early learning and childcare provision and for ensuring there are

a sufficient number of high quality school places so that all children have access to a good local school taking into account demographic change and planned new development proposals. In Rutland, we achieve this through Childcare Sufficiency Assessments undertaken annually and with reference to the Pupil Place Planning Board which looks carefully at our schools, extending these where appropriate, and building new schools where pupil numbers require it.

Rutland has a fair and transparent system for the allocation of school places through agreed admissions procedures. Rutland County Council, as Admission Authority for voluntary controlled schools in the county, has a statutory duty to determine and publish admission arrangements that are compliant with the School Admissions Code - Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels (December 2014). In effect, this means that the local authority is responsible for drafting, if necessary consulting on, and implementing arrangements for admissions only to those schools in Rutland for which it is the admission authority as outlined in the Rutland County Council Admissions Policy. In addition, the local authority has responsibility for co-ordinating the primary and secondary school admissions process and acts as a central point of contact for all applications for a primary (Reception Class) or secondary school (Year 7) places for the start of each academic year. This ensures a common timetable, common application form and common date of allocation for the benefit of all parents and children. In carrying out these strategic duties, the Learning and Skills Team ensures that Rutland is well prepared for external scrutiny.



Ofsted inspects local authorities to evaluate how well they carry out their statutory duties in relation to promoting high standards in schools and other education providers; Ofsted will evaluate:

- The effectiveness of corporate and strategic leadership of school improvement
- The clarity and transparency of policy and strategy for supporting school improvement and how clearly the local authority has defined its monitoring, challenge, support and intervention roles
- The extent to which the local authority knows schools and, where appropriate, other providers, their performance and the standards they achieve and how effectively support is focused on areas of greatest need
- The effectiveness of the local authority's identification of, and intervention in, under-performing maintained schools, including, where applicable, the use of formal powers available to the local authority
- The impact of local authority support and challenge over time and the rate at which schools and other providers are improving, including impact of the local authority strategy to narrow attainments gaps
- The extent to which the local authority brokers and/or commissions high quality support for maintained schools
- The effectiveness of strategies to support highly effective leadership and management in maintained schools and other providers
- Support and challenge for school governance
- The way the local authority uses any available funding to effect improvement, including how it is focused on areas of greatest need

The Learning and Skills Service uses the Inspection evaluation criteria as a benchmark for evaluating how well it is performing against nationally agreed expectations and this is reported in the Learning and Skills Annual Review.

Rutland County Council's Learning & Skills Team

Key Operational Activity

Monitoring and Prioritisation of Education Provision

- The success of the Education Framework for Rutland 2017-20 and associated Annual Education Improvement Plans is dependent upon the local authority's continued engagement with all of the education providers in the authority and maintaining high level monitoring and evaluation of all provision
 - The Learning and Skills Service undertake well-defined and impact focused activity to achieve the aims of the Corporate Plan and the determination that every child or young person attends good or outstanding provision
 - Where any concern about effectiveness of early years providers or schools is identified, appropriate levels of intervention will be swiftly applied as outlined in the Local Authority's documentation, Education Improvement – Prioritisation and Entitlement, which is consulted on with education leaders and approved annually through the Rutland Education Performance Board
 - It is essential, as identified within the proposals for the sector-led school improvement model, that schools are taking greater accountability in terms of the maintaining and improving the education provision within their sector but this does not detract from the authority's statutory monitoring responsibilities.
- all available funds are utilised effectively and evaluated robustly to ensure the we are getting best value
- The Learning and Skills Service works strategically with schools and settings, and with key partners such as teaching schools and system leaders, to address the key priorities for Rutland. Regular monitoring and reviewing of progress and priorities enables resources to be targeted to need. This ensures best value is achieved
 - Working with Rutland County Council Schools Forum ensures funding is delegated to the front line so that as much as possible reaches pupils. Forum is a statutory body that provides a formal channel of communication between Rutland County Council and Rutland schools and serves as a mechanism for considering financial matters relating to schools and wider education. It also provides the principal feedback channel on funding issues, enabling the views of schools and providers to be formally communicated to local authority officers and county councillors
 - Reporting to the Education Performance Board and elected members ensures that external validation of the impact of the utilisation of resources is assured

Ensuring available funding and resources for education improvement are used effectively and are allocated to areas of greatest need

- With the growing number of academies and the outcomes of fairer funding arrangements, the funding available to local authorities is increasingly restricted and so it is essential that

Ensuring the Quality of Education Leadership and Teaching within Rutland Providers

- The local authority will actively develop its strategic role in the professional development of staff; it is now a strategic commissioner of educational services rather than a service provider. This role fits with the increasing diversification and autonomy within the education system.
- The quality of education in Rutland depends

on the quality of the leaders and teachers in the education sector; however the recognised national shortage of teachers is a continuing challenge. The local authority promotes Rutland Teaching Alliance as our local provider of initial teacher training for primary and secondary school teachers

- The local authority is committed to working in partnership with Rutland Teaching Alliance and the wider East Midlands Teaching School Alliance to promote the development of an effective package of professional support. Teaching Schools are a central aspect of the

government's drive to give schools more freedom and to enable schools to take increasing responsibility for managing the education system

- The local authority will monitoring processes are detailed in Education Improvement – Prioritisation and Entitlement; outcomes of peer review and/or external evaluation (e.g. Ofsted) contribute to this evaluation and enables the local authority to identify good practice and to utilise this through structured programme of system leadership and peer support



Strengthening Education Governance:

- Effective governance is the cornerstone of education improvement
- The local authority Learning and Skills Service will work in partnership with Rutland Teaching Alliance and the wider East Midlands Teaching School Alliance to develop a programme of governor training and development; this will align to Peterborough Diocese Education events
- Key within this is ensuring National Leader of Governance representation in Rutland; National Leader of Governance provide direct support to governing bodies when it is identified, either by a school or by those supporting schools, that direct, tailored support is necessary to complement governor training and development. There are currently almost 100 National Leaders of Governance in the East Midlands and Humber region who can provide support; however, at the time of publication, none of them has been designated from Rutland school governing bodies. This must be seen as a priority within the bid to strengthen governance

Championing Children Looked After

- A child is 'looked after' if they are in the care of the local authority for more than 24 hours.
- The Learning and Skills Service includes a nominated Head of the Virtual School who is accountable for promoting the educational achievement of all the Children Looked After by the local authority they work for
- All Children Looked After belong to a Virtual School; the Virtual School does not exist in real terms as a building, and children and young people do not attend. It is a service provided

within the People Directorate to promote and co-ordinate educational support for Children Looked After and Care Leavers to succeed at early years, school and further education wherever their place of learning

- The Children and Social Work Act 2017 places new duties on local authorities in relation to previously children looked after, i.e. children who have been adopted or have Special Guardianship Orders. The local authority must make information and advice available to parents and schools in order to promote the educational achievement of such children
- The Corporate Parenting Board ensures that governance arrangements are sufficiently able to support the Virtual School while robustly holding it to account. Further details are described in Rutland County Council Corporate Parenting Board Strategy and Terms of Reference 2017

Championing children with Special Educational Needs and Disabilities

- The Children and Families Act (2014) reformed legislation relating to children and young people with special educational needs and disabilities. The Special Educational Needs and Disabilities Code of Practice is statutory guidance for organisations that work with and support children and young people with special educational needs and disabilities.
- The Council as education authority has specific duties in relation to provision of education for children and young people with special educational needs and disabilities. The main duties are explained in more detail in Part 3 Education Act 1996 and include the local authority's duty to educate children with special educational needs and disabilities in

- mainstream schools where possible
- The Learning and Skills Service works closely with the Early Intervention and Inclusion Team to ensure the educational needs of Rutland's most vulnerable children and young people are being met. The service's role is also to further develop the capacity for Rutland's mainstream schools to meet the needs of Rutland children and young people who have been identified with special educational needs and disabilities wherever this is in the best interest of the child.
 - The Learning and Skills Service works in partnership with local area providers to implement and embed the Rutland County Council Special Educational Needs and Disabilities Inclusion Strategy and to achieve the vision 'To support all children and young people with special educational needs and disabilities to lead healthy, independent and safe lives'.



Early Years and Childcare in Rutland

On 3 March 2017, Ofsted published an updated version of Early Education and Childcare: Statutory guidance for local authorities, with effect from 1st September 2017. This document identifies a clear role for local authorities as champions of all children and families, with a particular focus on the most disadvantaged. Local authorities are encouraged to promote inclusion and improve outcomes for vulnerable groups and mitigate the effects of poverty, inequality and disadvantage through the provision of high quality Early Education and Childcare.

The Childcare Act 2006 places a number of statutory duties on the local authority relating to Early Education and Childcare. In summary:

- **Sections 1 to 5** require local authorities and their partners to improve the outcomes of all children under 5 and reduce inequalities.
- **Section 6** requires local authorities to secure sufficient childcare.
- **Section 7** places a duty on local authorities to secure free early years provision of the prescribed description for each young child in their area who is under compulsory school age and is of the prescribed description.
- **Section 7A** allows regulations to be made about how local authorities should discharge their duty under section 7.
- **Section 8** enables local authorities to assist others to provide childcare (including free early years provision) including giving them financial assistance but specifies that local authorities should only provide childcare themselves if no other provider is willing to or, where another person is willing, if it is appropriate in the circumstances for the local authority to provide it.
- **Section 9** gives local authorities the power to attach requirements to the arrangements they make with providers (other than the governing body of a maintained school) to deliver childcare including free early years provision.
- **Section 9A** allows regulations to be made which prescribe the requirements local authorities may or may not impose when they make arrangements.
- **Section 12** places a duty on local authorities to provide information, advice and assistance to parents about childcare in the area.



Early Years and Childcare in Rutland



- **Section 13** places a duty on local authorities to secure the provision of information, advice and training to childcare providers and childcare workers.
- **Section 13A** makes provision for information relating to tax credits and social security information to be supplied to the Secretary of State, and to local authority.

The statutory responsibilities in the Childcare Act 2016 relating to Early Education and Childcare includes new elements relating to early years provision for two year olds from lower income families and providing information, advice and

training to childcare providers. It sets out a changed role for local authorities to enable them to focus, in particular, on identifying and supporting disadvantaged children to take up their early education place and narrowing the achievement gap between the most disadvantaged children and their non-disadvantaged peers

Section 1: This places a duty on the Secretary of State to secure the equivalent of 30 hours of free childcare over 38 weeks of the year for qualifying children. Children in England will qualify if they are under compulsory school age and meet the description set out in regulations made under Section 2. These regulations also set out the conditions to be met by parents in order for their children to qualify.

Section 2: This allows the Secretary of State to discharge her duty under section 1 of the Act by placing a duty on English local authorities to secure free childcare for qualifying children. This duty is set out at regulation 33 of the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016.

The revised statutory guidance reflects the changed role for local authorities, making Ofsted the sole arbiter of quality; however the local authority will continue to work with providers to meet the aim that all early years' provision should be judged good or outstanding by Ofsted. All Early Years providers delivering the Early Years Foundation Stage will be entitled to an offer of 'Core support' from the Early Years Team at Rutland County Council as identified in Rutland County Council Education Provider – Prioritisation and Entitlement

Early Years and Childcare in Rutland

Local authorities have, under section 11 of the Childcare Act 2006, the duty to assess whether childcare provision in their area is sufficient and to keep these assessments under review. Early Education and Childcare Statutory Guidance for local authorities published in September 2014 requires local authorities to produce an annual sufficiency report on the availability and sufficiency of childcare in their area. Every summer two key surveys are undertaken, the Childcare Demand Survey which is designed for parents to tell us about their childcare needs, and the Childcare Provider Survey which gathers information from childcare providers about various aspects of their childcare business and services they provide.

The Childcare Sufficiency Assessment report enables relevant partners to identify where further work is needed to ensure sufficient childcare is available to Rutland families and their children to enable them to access these if they wish to. The Childcare Sufficiency Assessment report provides baseline data to assist Rutland County Council in its duty to understand the childcare market and to assist in planning for sufficiency and to support and facilitate changes in the childcare market place as well as to assist current / prospective childcare providers to plan.

There is always an element of risk when assessing the number of places required for 2, 3 and 4 year olds as, although the local authority has a statutory duty to secure sufficient free education places, it is parental choice whether they do so and is not compulsory. This is compounded because families can access a place anywhere in Rutland or other local authorities and not just in their local community. Providers also change delivery models dependent on local demand and the number of

places they might offer or the age range they offer them for can change without notice. All of these factors can make exact forecasting challenging. The Learning and Skills Service works closely with Early Years providers and a Schools Forum working party including Early Years Providers, schools and the local authorities has been set up to explore options to ensure current providers are able to continue to supply a high quality, cost-effective service and to work in partnership to identify and deliver a cohesive programme of growth of provision to ensure the needs of parents and carers can continue to be met without jeopardising the overall quality of provision within Rutland.

Evidence shows that high quality early education at age two brings benefits to children's development. The statutory guidance reflects the Government's intention that, as far as possible, early education for two-year-olds from lower income households is delivered by providers who have achieved an overall rating of 'outstanding' or 'good' in their most recent Ofsted inspection report. The Government is considering whether to require that, in future, such early education could only be delivered by 'good' and 'outstanding' providers.

The development of an improved continuity of provision, assessment and services across the 0 – 5 age range is key to retaining provision in Rutland that is judged good or outstanding by Ofsted. Early Education and Childcare in Rutland is available through a large, diverse and changing market of maintained, private, voluntary and independent providers, including childminders. This will be maintained and further developed through an increasingly integrated approach to early years and childcare provision and services which is supporting children at each of the education transitional points.

Primary and Secondary School Education

Under The School Standards and Framework Act 1998, the local authority has a duty to raise standards in schools. This is reinforced under The Education and Inspections Act 2006, Section 1 of which places a duty on local authorities to promote high standards and the fulfillment of every child's educational potential.

The Academies Act 2010 set out the intention for all publicly funded schools in England to become academies, and the more recent Education Act 2011 has shifted national policy towards a more autonomous and diverse education system rather than the traditional structure of schools under the direct control of the local authority.

The proposals identified in 'Schools that work for everyone' Government consultation, which was launched in September 2016, reinforced the Government's approach to school improvement and the drive to build capacity in the system through the continued expansion of multi-academy trusts. Whilst education policy at Government level is liable to change, it remains the Government's ambition that all schools ultimately benefit from the autonomy and freedom to innovate and to meet the needs of their community that academy status brings, and schools will be supported in making this transition.

The existing role of the local authority in overseeing and supporting school improvement therefore is set to reduce as more schools become academies, with funding increasingly directed away from the local authority and into schools. It is anticipated the number of schools maintained by the local authority will significantly reduce during the period covered by this Framework.

Numbers of students in Rutland maintained schools

School Phase	2013	2014	2015	2016	2017
Maintained Primary	2123	1710	1073	670	656
Maintained Secondary	0	0	0	0	0
Academy Primary	436	989	1641	2150	2152
Academy Secondary	2393	2434	2509	2481	2461

As the move towards a more autonomous, sector-led, school system is being driven by the Government's expansion of academies and free schools, robust and sustainable school-to-school support and challenge is integral to success.

Schools are rightly seen as leaders of the system and we recognise that creating the necessary capacity is key for a school led system and will promote and invest in it. The development of a robust sector led model in Rutland will see schools responsible for their own school improvement, working in partnership with each other and other educational establishments, so that the education sector can be effective in challenging itself and demonstrating its own ability to be self-sustaining and self-improving. One of the most powerful ways of achieving improvement is through collaboration. The sector-led

2020 Vision - A model to secure maturity in the sector-led approach within Primary and Secondary maintained schools and academies

approach is a 'systems led' model; this means that the schools work collaboratively to share and learn from the best leadership practice in order to drive improvement throughout the whole local authority. The model promotes a robust approach to effective peer review and challenge between and across school partnerships and encourages joint practice development across a number of schools.

Peer review aims to provide a reflective self-evaluation process, giving insight into individual school's effectiveness in agreed areas, provided by peer colleagues who work in a similar situation, in their adopted role of 'critical professional friend' Through a programme of external support, school leaders will be able to work in partnership to agree areas of school effectiveness, and then present this in a succinct and well evidenced way which identifies strengths and development areas within the school. This will inform ongoing school improvement planning and then contribute to wider school improvement across Rutland.

School leaders and teachers will be able to gain support from nationally recognised experts and experienced practitioners from within schools, and will see how effective peer-review strategies work in day to day practice. School Governors are also seen as key players in the strategy and will also be encouraged to work in collaboration to share effective practice in governance.

- The model encourages rich learning conversations between school leaders. School leaders who are engaged in reviewing, supporting and challenging other schools say that they gain a lot from undertaking this work, not only in terms of the skills they personally develop whilst working with other leaders, but also in terms of the ideas they bring back to their own schools. Additionally, this model promotes retention of high performing staff who are offered additional responsibilities and challenges through supporting and working with other schools.
- Support can be tailored to meet the needs of

individual schools, thus avoiding a less effective and potentially more costly, "one size fits all" approach. Nationally driven strategies can be developed locally to fit into the overarching national expectations and local authority strategy for school improvement.

- The development and implementation of the model will initially be centrally co-ordinated by the local authority, through a well-established programme of external training and support, to enable a consistency of approach and quality assurance of the provision. All Rutland state-funded schools will be offered the opportunity to be engaged from the outset, whatever their status, whether they are academies, maintained schools or Voluntary Aided schools.
- This level of external professional development, and the sharing of performance data through the Education Performance Board, will mean that school leaders, as well as other staff in schools, are able to get on with the business of developing effective school to school peer challenge and support.
- The success of partnerships depends on setting clear parameters, baselines and targets at the start of the process and ensuring regular reviews and adjustments. Potential conflicts of interest between schools, particularly around competition for school places, can be managed sensitively, strategically, so that these do not become barriers to effective collaboration.
- Schools are driven by a strong moral purpose and the recognition of the benefits their staff derive from working collaboratively to improve outcomes for children and providing support wider than just within their own school, but incentives such as access to funding for training would be more likely to ensure that a systematic programme of school to school support is developed and maintained.
- Systems and processes will be kept purposely simple and clear. Relationships between the local authority and schools are sustained by the opportunities for closer partnership working whilst schools retain their own autonomy.

Post-16 Education in Rutland



The Apprenticeships, Skills, Children and Learning Act (2009) set out the requirement for all young people in England to continue in education or training until at least their 18th birthday.

Department of Education statutory guidance for local authorities, Participation of Young People in Education, Employment or Training (September 2016), states that local authorities have broad duties to encourage, enable and assist young people to participate in education or training. Specifically:

- To secure sufficient suitable education and training provision for all young people in their area who are over compulsory school age but under 19 or aged 19 to 25 and for whom an Education, Health and Care plan is maintained. This is a duty under the Education Act 1996. To fulfill this, local authorities need to have a strategic overview of the provision available in their area and to identify and resolve gaps in provision.
- To make available to all young people aged 13-19 and to those between 20 and 25 with special educational needs and disabilities, support that will encourage, enable or assist them to participate in education or training under Section 68 Education and Skills Act 35

The Children and Families Act 2014 sets out substantial new rights and protections for young people; local authorities and their partners work together with young people to help them achieve successful outcomes in the long term, such as getting a job or going into higher education. The direction of travel to date in 14-19 education has been to emphasise the difference between qualifications that prepare learners for further study, and those that prepare them for employment; the 'academic' and the 'technical'.

Within Rutland, the dominant option available for Post 16 within the county is an academic route of A- levels, currently only offered through a single provider. This route had, historically, reflected the government drive to increase university participation and, in this regard, had been positive in providing greater opportunities for Rutland young people. However, the changes to the university funding and increase in fees have, nationally, impacted on the take-up of places by young people from poorer backgrounds.

The drive to the academic route has also made worse an inequality in how vocational and academic routes are compared to one another; the National

Post-16 Education in Rutland

Foundation for Educational Research identifies that attitudes to vocational education have not kept up with the pace of structural change and that it remains the poor relation of academic attainment. Inequality between academic and vocational routes to work have been described in parliamentary discussion and further information on this can be found at

<https://www.publications.parliament.uk/pa/ld201516/ldselect/ldsocmob/120/12008.htm>

Following the Sainsbury Review, a report published in July 2016 by the Independent Panel on Technical Education, there has been a national re-focus on the need for wide-ranging post-16 options. The report highlighted technical and vocational qualifications as a driver for improved employment pathways for young people and the evidence showed that these qualifications are vital for economic growth and identified that “quality provision that provides choice, realistic job opportunities and career development enables local economies to grow and individuals to progress”. Young people living in Rutland currently choosing a technical or vocational route need to seek these outside of the County via a range of providers. Some of these providers have been judged by Ofsted as requiring improvement and, as such, may not offer the highest quality of provision or outcome. The introduction of a post-16 broad educational and training provision for Rutland, within Rutland would support the aspirations and skills enhancement of young people, business and the communities of interest in securing well qualified young people to enhance both business and the prosperity of the county. This would allow young people to remain in county to aid their personal and educational development as well as provide savings to the public purse within Rutland by accessing additional external funding opportunities.

The establishment of a sector led partnership approach between Rutland Adult Learning Skills Services, the Rutland Secondary Academies and sixth forms and Rutland County Council to developing and implementing a county-wide facility will provide greater opportunities to meet the needs of young people within the 16-18 sectors. The partnership will establish the following

objectives:

- Ensuring all young people receive robust targeted and inspiring information advice and guidance to help young people make informed choices
- Matching the skills required by the economy and those offered to young people by offering a curriculum for employment and enhancement
- Raising the economic awareness amongst both young people and their parents about the skills and qualifications required to secure jobs with good prospects
- Closing the gaps in the market for post 16 learning by establishing new provision, which will result in young people having choice and can find learning routes which both inspire them and match their aptitudes and attributes
- Linking employers with young people in meaningful ways early enough in their learning pathway to inspire young people and show them the steps to follow to secure a role in their chosen industry – building upon the examples of good practice that exist with current employers.
- Continue to develop specific targeted support which breaks down the barriers to work for young people and ensures that they are adequately prepared to succeed in the world of work

The development of a model for apprenticeship and vocational education opportunities within the county encompasses the preparation for adulthood of young people with special educational needs and disabilities. The Special Educational Needs and Disabilities Code of Practice states that preparing for adulthood means preparing for higher education and/or employment – this includes exploring different employment options, such as support for becoming self-employed and help from supported employment agencies.



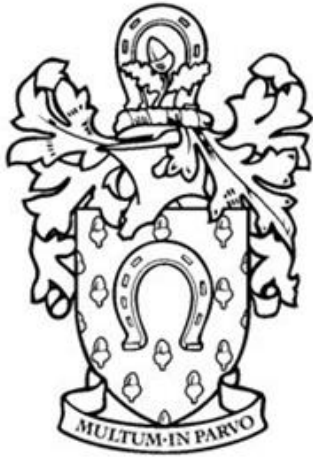
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Rutland County Council

Education Provider Prioritisation and Entitlement 2017-18

Context

All early years providers and schools are assigned a priority level. This prioritisation is made by the Local Authority following an annual desk top review against criteria identified within this document. This is reviewed each term and the early years provider/Head Teacher is consulted if there are any proposed changes to their priority status.

This document outlines the prioritisation processes undertaken by Rutland County Council with the aim for all children and young people in Rutland to have access to good or better educational provision and to ensure that any potential vulnerability is identified and addressed swiftly.

This document should be read in conjunction with 'Rutland County Council Education Framework 2017-2020' which outlines the statutory responsibilities for which Rutland County Council's Learning and Skills Service is accountable, and describes the intention for future strategic education development activity for Rutland state-funded education provision from early years to post-16. Outcomes of activity as identified within this document, alongside end of academic year scrutiny of Rutland education performance data, contribute to the Learning and Skills Annual Review and the Education Improvement Plan 2017-18 produced in autumn 2017 in consultation with Rutland County Council Education Performance Board.

The processes described in this document reflect the statutory monitoring arrangements undertaken locally and have been agreed in consultation with Early Years providers and school leaders. These processes may be subject to amendment at any time to reflect national, regional or local educational statutory requirements.

Prioritisation of Early Years Providers

The Early Years Foundation Stage (EYFS) statutory framework is mandatory for all Early Years providers in England. The EYFS framework sets the standards that all Early Years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

All Early Years providers are registered on the Ofsted Early Years Register and inspected through the Early Years inspection framework; provision offered within a state-funded school is included within the Ofsted common inspection framework.

The Local Authority must rely solely on the Ofsted inspection judgement of the provider or the childminder agency as the benchmark of quality and not make additional judgements. To minimise risk and maintain an accurate understanding in the performance of local provision more frequently than Ofsted inspection outcomes, regular quality assurance activity takes place to identify and address issues prior to them becoming major concerns. Appendix A: Rutland County Council - Individual Early Years Provider Priority Assessment 2017-18 identifies the criteria for the quality assurance process.

Rutland County Council has a key role in shaping the childcare market across the county and aims to maintain a strong, sustainable and diverse childcare sufficiency that meets the needs of parents and carers. To this end, regular monitoring and childcare sufficiency assessments are undertaken by the Learning and Skills Service to maintain an accurate understanding of the quality and capacity of Early Years provision in Rutland.

The Local Authority will:

- Not fund providers who do not actively promote fundamental British values or if they promote views or theories as fact which are contrary to established scientific or historical evidence and explanations;
- Only fund places for two-year-old children with providers judged as Requiring Improvement when there is insufficient accessible Good or Outstanding provision;
- Fund places for three and four year-old children at any provider judged as Requiring Improvement, Good or Outstanding by Ofsted.

Evidence shows that attending high quality early education has a lasting impact on social and behavioural outcomes. All three and four year-olds in England are entitled to 570 hours of free early education or childcare a year and some two year-olds are also eligible. It is recognised that this provision supports social, physical and cognitive development hence helping to prepare children for school. It is therefore essential that the Local Authority ensures providers deliver consistently high quality free entitlements so that all children accessing any of the free entitlements receive the same quality and access as they would within 'paid for' provision.

Actions taken following Prioritisation of Early Years' Providers

Green:

- Provider will be notified, and commended, if this is a change of prioritisation
- Providers will be encouraged, if not already doing so, to support other providers through the Early Years Leading Practitioner programme or informal peer support arrangements
- Routine monitoring will continue

Amber:

- Provider will be notified if this is a change of prioritisation
- The LA will offer a package of tailored support to enable the setting to meet the outcomes identified by Ofsted and monitored for evidence of improvement

Red:

- If prioritisation is as a result of a provider being judged inadequate by Ofsted, a post-Ofsted visit will be arranged. The Local Authority will offer a package of tailored support to enable the setting to meet the outcomes identified by Ofsted, and ensure the swift implementation of the subsequent development plan leads to rapid but sustainable improvement
- If the prioritisation is an outcome of LA identifying that the setting is not delivering the Learning and Development or Safeguarding and Welfare requirements, providers will be informed that this information will be shared with Ofsted.

Core Activity and Entitlement for Early Years Providers:

All Early Years providers delivering the Early Years Foundation Stage (EYFS) will be entitled to an offer of Core Support from the Rutland County Council Early Years' Service. This will include an Annual Visit to each Early Years setting, access to three EYFS Networks, a Lead Early Years providers' training day and a programme of professional development. In addition, e-mail and telephone support will be available as appropriate.

A full programme of support will also be available for Newly Qualified Teachers and practitioners with support for the implementation of the Early Years Foundation Stage Profile and moderation of the Profile.

Settings judged by Ofsted as Good or Outstanding will access the package as outlined above. However, Early Years providers with a Requires Improvement or Inadequate Ofsted outcome will be offered a package of tailored support to meet individual needs and to bring about rapid improvement.

Providers of support/improvement for Early Years Providers

The Local Authority supports all Early Years providers but prioritises, on an inverse proportion to success, to ensure resources are focused on Early Years settings and schools which require most improvement.

To enhance this, the LA facilitates partnerships between providers who demonstrate excellence in their role and those who strive to become Outstanding through the Early Years Leading Practitioner programme. This arrangement promotes collaborative working and joint practice development and provides peer support across the authority for those wishing to further develop their practice.

Prioritisation of Schools

When delivering the school improvement function, all Local Authorities must have regard to the *Schools Causing Concern - Guidance for local authorities and Regional Schools Commissioners on how to work with schools to support improvements to educational performance, and on using their intervention powers (January 2018)* and Section 13A of the Education Act 1996, which states that a Local Authority must exercise its education functions with a view to promoting high standards. Local Authorities should act as champions of education excellence across their schools, and in doing so should:

- Understand the performance of maintained schools in their area, using data to identify those schools that require improvement and intervention;
- Work with the relevant Regional Schools Commissioner (RSC) to ensure swift and effective action is taken when underperformance occurs in a maintained school, including and using their intervention powers, where this will improve leadership and standards;
- Encourage good and outstanding maintained schools to take responsibility for their own improvement and to support other schools;
- Enable schools that require support, to be able to access such support; this is central to Rutland's '2020 Vision' through which maturity in the sector-led approach between and within schools is achieved.

To ensure that Rutland Local Authority adheres to these duties, members of Rutland County Council Learning and Skills Service meet at least three times per year to undertake a desktop review of school effectiveness. At this meeting a range of evidence is considered and a prioritisation agreement made about each primary and secondary maintained school or academy.

Prioritisation is agreed using a 'best-fit' approach as identified in Appendix B: Rutland County Council Individual School Scorecard 2017-18. No further action will be taken until the school has been notified of any concerns raised. The relevant Diocesan Director of Education will also be informed, where appropriate, of any concerns regarding a Church school so a co-ordinated approach to support and challenge is assured.

Rutland school prioritisation will form the basis of routine 'Keep in Touch' discussions with Regional Schools Commissioner's Officers and the Regional Ofsted team.

Actions taken following prioritisation of schools

Green:

- School will be notified, and commended, if this is an improved prioritisation.
- School leaders will be encouraged, if not already doing so, to support other schools through formalised or informal school to school arrangements.
- Routine monitoring will continue as described above.

Amber:

- School will be notified if this is a change of prioritisation
- Rutland County Council maintained schools:
 - A meeting will be called with the Head Teacher and the Chair of the Governing Board to discuss identified concerns and whether the school's plan to bring about improvement is sufficient and has rigour and credibility;
 - A short-term review date will be arranged by which time the school will be expected to provide evidence of rapid improvement;
 - A Learning and Skills Officer will attend a Governing Board meeting as an observer; an external review of governance may be requested;

- If the school does not taking swift and effective action, regular formal Strategy Meetings with Head Teacher and Chair of Governors (or their representative) will be set up to enable the Learning and Skills Service to monitor progress towards addressing concerns; failure to demonstrate improvement will result in re-prioritisation.
- Academies or free schools
 - The Head of Service for Learning and Skills will offer to meet with the Academy CEO and/ or Head Teacher and Chair of the Governing Board to discuss concerns and consider options; however Academies are accountable to the Secretary of State. Therefore, Local Authorities are expected to raise any concerns they have about an academy's standards, leadership or governance directly with the relevant Regional Schools Commissioner.

Red:

If prioritisation is as a result of a maintained school being judged inadequate by Ofsted, the Secretary of State has a duty to make an academy order to enable it to become an academy. The LA will offer relevant support to the RSC's office to ensure transition to academy status does not further jeopardise the children or young people's education. The Regional Schools Commissioner should respond swiftly and robustly if an academy has been judged inadequate by Ofsted.

- If prioritisation is as a result of a judgement through RCC risk assessment:
 - Maintained schools:
 - A formal Learning and Skills Service Strategy Meeting will be instigated with the Head Teacher and Chair of Governing Board to set out the evidence of concern; school leaders need to demonstrate, at that meeting, that robust improvement plans have been completed and that planned actions will be rigorously monitored through in-school and external scrutiny arrangements. Further meetings will be arranged as required;
 - A Learning and Skills Officer will attend Governing Board meeting as an observer; an external review of governance will be requested;
 - If school cannot demonstrate swift and effective action and impact, Rutland County Council will work with the Regional Schools Commissioners' office, as stipulated in the DfE Schools Causing Concern Guidance, and utilise intervention powers where this will improve leadership and standards.
 - Academies or free schools:
 - The Head of Service for Learning and Skills will offer to meet with Academy CEO and/ or Head Teacher and Chair of Governing Board to discuss concerns and consider options; however Academies are accountable to the Secretary of State. Therefore, Local Authorities are expected to raise any concerns they have about an academy's standards, leadership or governance directly with the relevant RSC.

There may be schools which have not been judged by Ofsted to be inadequate or that have not met the coasting definition, but otherwise give cause for concern – for example, where the school's performance data are below floor standards, or where leadership and governance has broken down or safety is threatened. In these circumstances two types of warning notice can be issued to maintained schools:

- Section 60 of the Education and Inspections Act 2006 sets out the provisions relating to a performance standards and safety warning notice. This section provides that either the Local Authority or the Secretary of State (and therefore Regional Schools Commissioners on behalf of the Secretary of State) may issue such a warning notice.
- Section 60A of the 2006 Act sets out the provisions relating to teachers' pay and conditions warning notice. This section provides that the Local Authority may issue such a warning notice.

It is expected that Local Authorities will use their powers to issue warning notices in the schools which they still maintain. When a maintained school becomes an academy then the intervention role will fall solely to the Regional Schools Commissioner as outlined in the DfE Schools Causing Concern Guidance.

Core Activity and Entitlement for Maintained Schools and Academies:

Core activity:

The following will apply to all schools:

- **Annual table-top review** of published standards with consideration to the Council’s vision, policies, statutory powers and services;
- **Termly interim reviews** by the Learning and Skills Service in conjunction with colleagues from the SEND/ Early Help team;
- **Comparative review** by the Education Performance Board;
- **Access to Council services** described as under “Entitlement” (see below);
- **Services for children who have special educational needs and/ or disabilities** in line with statutory requirements and Rutland policy;
- **Overview by Lead Member/ Portfolio Holder** for Education.

Entitlement for schools and academies

The Council will provide, unless declined by schools:

- **Named Education Officer** assigned to each school/academy;
- **A minimum of two paired evaluation visits each academic year to maintained schools** made by the Education Officer to review learner achievement, impact on addressing school and partnership priorities and future development areas;
- Participation in **Rutland School Review Partnership Programme**;
- Participation in **termly LA and Education Leadership partnership events**
- **Remote education advice** from the Education Officer;
- **Access to advice on pupil admissions.**

The Education Performance Board

The remit of this Board is to review and evaluate standards of education and wider educational provision within the County. It may recommend to the Council action to be taken affecting policy, strategy provision and evaluation.

Rutland School Review Partnership Programme

This programme is a core element of the strategy for future education improvement in Rutland. It promotes and formalises effective peer review and challenge between education providers in the Rutland area to provide a robust approach to sector-led, sustained, school improvement. The programme promotes school leaders, staff and governors working together to maximise their whole system leadership and to create and sustain an environment of high achievement beyond the individual school. The core members are the schools in Rutland and their partners and in practical terms, this means a regular and developing programme of peer challenge and support within and across groups of schools. Details of the activities of this programme due to commence January 2018 are currently being finalised and will be shared when confirmed.

Provision for vulnerable maintained schools and schools causing concern

A sliding scale of support and challenge will be available to reflect the needs of schools which, through prioritisation, have been identified as causing concern to the Local Authority.

Additional support for schools and academies

Schools are encouraged to use the increasing range of school to school support available, including that offered through Teaching School Alliances, Multi Academy Trusts, National Leaders of Education, National Leaders of Governance and nationally funded initiatives.

The Local Authority works in partnership with Rutland and regional Teachings School Alliances to benefit from the Strategic School Improvement Fund (SSIF) which is a grant to support primary, secondary and special academies and maintained schools and to further build a school-led system. The SSIF aims to target resources at the schools most in need to improve school performance and pupil attainment; to help them use their resources most effectively, and to deliver more good school places. The fund will support medium to long term sustainable activities across groups of a minimum of four schools with a preference towards school-led provision which is support provided by schools for schools. At least 70% of the schools supported through any one application must meet at least one of the eligibility criteria (see Appendix C). Further information is available through <https://www.gov.uk/guidance/strategic-school-improvement-fund>

Providers of school support/improvement

Schools are best placed to source their own school improvement and, in Rutland, we will promote this through a range of partnership arrangements. This may be with external providers, a Teaching School Alliance (TSA), a Multi Academy Trust (MAT), a National Leader of Education (NLE), a Local Leader of Education (LLE) or a National Leader of Governance (NLG).

A collaborative, professional approach is required to achieve the best outcomes for the school and preserve the quality of the service. For this to be effective, a small number of conditions should be met:

- All school improvement parties should agree to work collaboratively to achieve the expected outcomes. This must require due diligence from all parties prior to agreement;
- A clear, agreed statement must be created regarding expected outcomes, timescale, responsibilities, resource allocation, evaluation method and exit criteria. This must be agreed by both parties;
- A code of practice applies to Rutland Learning and Skills education improvement service; an appropriate code or protocol should apply to all parties.
- Additional resource may be allocated by the Council to schools in the amber and red categories. The education improvement service will, under these circumstances, monitor the process and impact of improvement parties working with the school.

Appendix A
Rutland County Council - Individual Early Years Provider Priority Assessment 2017-18

EARLY YEARS SETTING/ PROVIDER	SETTING MANAGER	DATE OF COMPLETION:		
AREA	GREEN	AMBER	RED	NOTES
Type of Registration	Currently Registered on the Ofsted Early Years Register/ Registered with the DfE under the Governing Body of the School	In the process of a change to current Ofsted Registration e.g. venue move or change of Registered Person	No current registration of provision	
Most Recent Local Authority Contact (Date)	Annual Visit Pre or Post Ofsted visit Support visit Regular attendance at EYFS events.	No visit within the last year Infrequent attendance at EYFS events.	Complete disengagement with the LA No attendance at EYFS events.	
Current Ofsted Outcome; date of last inspection	Outstanding / Good	Requires Improvement	Inadequate	
Learning and Development Requirements	No concerns raised	Minor concerns noted	Serious concerns raised	
Implementation of EYFS Safeguarding and Welfare Requirements	No concerns raised	Some concerns raised, but no safeguarding concerns noted	Serious concerns raised	
Current Capacity %	High take up of places	Vacant Capacity	Low take up of places impacting on viability	

Leadership	Strong, experienced leadership demonstrated through sustained improvement; issues addressed swiftly	Change of leadership or interim absence Some concerns over speed of change/ improvement embedded	Poor leadership ; concerns not being addressed	
Complaints to Ofsted	LA not aware of complaints	LA aware of complaint. Complaint addressed with recommendations and, where relevant, provider has fully implemented an Action Plan	LA aware of complaint and provider has not responded to or addressed the concern.	
Local Authority Concerns/ feedback	No concerns raised or negative feedback given to LA	Concerns raised but reported to be addressed by provider	Concerns raised and not being addressed by provider; frequent negative feedback to LA	
Overall Prioritisation	Green: Low priority	Amber: Medium priority	Red: High priority	

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INDIVIDUAL EARLY YEARS PROVIDER PRIORITY ASSESSMENT 2017-18 - AGREED NEXT STEPS:				
AREA:	ACTION REQUIRED:	PERSON RESPONSIBLE:	DATE TO BE COMPLETED BY:	REPORTED TO:
Overall Prioritisation	Early Years provider informed of prioritisation change			

Appendix B

Rutland County Council - Individual School Priority Assessment 2017-18

SCHOOL	HEAD TEACHER		DATE:	
AREA	GREEN	AMBER	RED	NOTES
Safeguarding	No concerns have been raised regarding pupil behaviour and/ or safety	No concerns have been raised regarding pupil behaviour and/ or safety	Justifiable concerns have been raised regarding pupil behaviour and/ or safety	Automatic categorisation as Red if any safeguarding concerns
Capacity for sustained improvement	The school's capacity for further improvement is demonstrated through sustained improvement	The school's capacity for improvement is not yet impacting on sustained improvement	The school does not demonstrate capacity for sustained improvement	
Ofsted – actual and predicted Date of last inspection	Ofsted good or outstanding with no indication for change of judgement; RI with evidence of rapid improvement	The school is at risk of being judged as Requiring Improvement/ the school has had a recent inspection and has been judged as Requiring Improvement; no evidence of rapid improvement	The school is at risk of being judged inadequate/ the school has had a recent inspection and has been judged as inadequate	Automatic categorisation as Red if Ofsted category
Accurate self-evaluation	Peer/ paired review indicates school's self-evaluation is secure and monitoring processes are robust External moderation indicates assessment processes are rigorous; close correlation with outcomes at the end of each key stage	Peer/ paired review indicates school's self-evaluation is not always accurate and monitoring processes are not always robust External moderation indicates assessment processes are not consistently rigorous; generally teacher assessment is in line with outcomes at the end of each key stage	Peer/ paired review indicates school's self-evaluation is inaccurate and monitoring processes lack rigour External moderation indicates assessment processes are inaccurate and do not consistently match outcomes at the end of each key stage	

<p>Academic performance outcomes</p>	<p>Overall data shows consistent/improving trend across all areas</p> <p>Attainment at the end of each key stage is generally above national average; where it is average it represents good progress from starting points.</p> <p>Data indicates all groups of pupils are making expected and exceeding expected progress in reading, writing and mathematics (primary) and in English, mathematics and Best 8 measures (secondary)</p> <p>Pupils in receipt of pupil premium funding make better progress compared with similar pupils nationally; where attainment and progress gaps exist for vulnerable groups there is evidence that they are narrowing at a faster rate than they are nationally</p> <p>Post-16 attainment, value-added and retention measures are above national</p>	<p>Overall data trends are inconsistent but no evidence of declining trends</p> <p>Attainment at the end of each key stage is generally in line with national average; does not yet represent good progress from starting points</p> <p>Data indicates some groups of pupils are not making expected progress in reading, writing or mathematics (primary) or in English, mathematics and Best 8 measures (secondary)</p> <p>Pupils in receipt of pupil premium funding do not make as good progress compared with similar pupils nationally; gaps in attainment and progress of vulnerable groups of pupils are wider than seen nationally and show little sign of narrowing</p> <p>Post-16 attainment, value-added and retention measures are in line/just below national measures</p>	<p>Overall data trends are inconsistent; evidence of trends declining over time</p> <p>Attainment at the end of each key stage is generally below national average; does not represent expected progress from starting points</p> <p>Data indicates most groups of pupils are not making expected progress in reading, writing or mathematics (primary) or in English, mathematics and Best 8 measures (secondary)</p> <p>Pupils in receipt of pupil premium funding do not make sufficient progress compared with similar pupils nationally; gaps in attainment and progress of vulnerable groups of pupils are wider than seen nationally and not narrowing</p> <p>Post-16 attainment, value-added and retention measures are below national measures</p> <p>The school is defined as 'Coasting' or below floor</p>	
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Exclusions	Exclusion rates are well below that seen nationally	Exclusion rates in line with those seen nationally	Exclusion rates higher than those seen nationally	
Absence	Authorised and unauthorised absence is lower than national levels; no spikes or rising trend No concerns raised regarding processes for managing term-time absence	Authorised and unauthorised absence is in line with national levels; no spikes or rising trend Some concerns raised about processes for managing term-time absence	Authorised and unauthorised absence are higher than national levels; spikes or rising trend Concerns raised about processes for managing term-time absence	
Admissions	No concerns raised through admissions	No significant concerns raised through admissions	Concerns have been raised through admissions	
Number on roll/ mobility	Increasing or static roll/ no unexplained outward mobility	Increasing or static roll/ no outward unexplained mobility	Decreasing roll/ unexplained outward mobility	
Complaints	The Local Authority is not aware of any formal complaints that have been upheld; Parent View and other external review sites are highly favourable	The Local Authority is aware of formal complaints but these have been addressed; Parent View and other external review sites are favourable	The Local Authority is aware of formal complaints that have been upheld; Parent View and other external review sites are highly unfavourable	
Additional support	There is evidence of high quality support being provided to other schools/ providers	The school is able to improve without a programme of external support	The school is in need/ receipt of significant external support	
Overall Prioritisation	Green: Low priority; self-sustaining	Amber: Medium priority; vulnerable to Ofsted judgement Requiring Improvement or remaining as Requiring Improvement	Red: High priority; vulnerable to Ofsted inadequate or already judged inadequate by Ofsted	

AGREED NEXT STEPS:

INDIVIDUAL SCHOOL PRIORITISATION 2017-18 - AGREED NEXT STEPS:				
AREA:	ACTION REQUIRED:	PERSON RESPONSIBLE:	DATE TO BE COMPLETED BY	REPORTED TO:
Overall Prioritisation	Head Teacher informed of prioritisation change			

Appendix C
Strategic School Improvement Fund Eligibility Criteria 2017

Reference number	Eligibility criteria
E1	Schools in opportunity areas
E2	Schools rated inadequate in latest inspection
E3	Schools that meet the coasting definition or schools that are below the floor standard based on their published data
E4	Schools rated requires improvement in 2 consecutive Ofsted inspections
E5	Schools received a warning notice over the past 3 years
E6	Schools not meeting the KS5 minimum standards
E7	Progress 8 score overall less than -0.25
E8	Schools meet both of these criteria: 1) There are more than 35 disadvantaged pupils in the school, and 2) Progress 8 score for disadvantaged pupils in the school is less than -0.25 overall
E9	Schools meet both of these criteria: 1) There are more than 35 disadvantaged pupils in the school, and 2) The gap between disadvantaged pupils and non-disadvantaged pupils nationally for Progress 8 scores is less than -0.25
E10	Schools meet both of these criteria: 1) Less than 85% of pupils overall achieve expected standard in reading, writing and maths, and 2) At least one of the following is true: i) Reading progress is less than -2.5 , ii) Writing progress is less than -3.5, iii) Maths progress is less than -2.5
E11	Schools meet all of these criteria: 1) There are more than 10 disadvantaged pupils in the school, 2) Less than 85% of disadvantaged pupils in the school achieve the expected standard in reading, writing and maths, and 3) At least one of the following is true: i) Reading progress is less than -2.5, ii) Writing progress is less than -3.5, iii) Maths progress is less than -2.5
E12	Schools meet both of these criteria: 1) There are more than 10 disadvantaged pupils in the school, and 2) At least one of the following is true: i) The gap between disadvantaged pupils and other pupils nationally for reading is less than -2.5, ii) The gap between disadvantaged pupils and other pupils nationally for writing is less than -3.5, iii) The gap between disadvantaged pupils and other pupils nationally for maths is less than -2.5
E13	KS5 academic progress score is between 0 and -0.5
E14	KS5 applied general progress score is between 0 and -0.75

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COUNCIL

12 March 2018

PAY POLICY 2018-19

Report of the Chief Executive

Strategic Aim:	Sound Financial and Workforce Planning	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (other than Finance and Communications)	
Contact Officer(s):	Carol Snell, Head of Human Resources	01572 720969 csnell@rutland.gov.uk
	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Council:

1. Approves the updated Pay Policy for 2018-19
2. Notes that the policy reflects salary levels as at 2017-18 pending the outcome of national pay negotiations for 2018-19 and that the Pay Policy Statement will be updated once the outcome is known
3. Approves the proposal to put in place the provision to withhold pay increment progression until the employee satisfactorily completes their probation.

1 PURPOSE OF THE REPORT

- 1.1 Section 38 to 43 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year in relation to:

- The remuneration of the most senior employees (which the Act defines as the Head of Paid Service (Chief Executive), the Monitoring Officer, the Chief Officers (or Directors), and the Deputy Chief Officers (i.e. managers who report directly to a Director));
 - The remuneration of their lowest-paid employees; and
 - The relationship between the remuneration of the most senior employees and that of other employees.
- 1.2 The Secretary of State has produced guidance on the Act's provisions relating to openness and accountability in local pay, which local authorities must have regard to in preparing and approving their annual pay policy statements and the Council's statement takes full account of this guidance to date as well as the provisions of the Act.
- 1.3 The Council separately publishes data that it is required to do so under the Local Government Transparency Code 2014.

2 UPDATED POLICY FOR 2018-19

- 2.1 At the time of producing the 2018-2019 Pay Policy Statement, the Council was awaiting the outcome of national pay negotiations. At the time of writing, the most recent proposal submitted by National Employers to the Union side included a two year deal representing 1 April 2018 to 31 March 2020, comprising:
- 2.1.1 Year 1 - A flat rate percentage of 2% increase with some 'bottom loading' on lower spinal column points to continue to close the gap with the National Living Wage.
- 2.1.2 Year 2:
- A variation to the lower spinal column points (merging 12 points into 6 new points) in order to deal with the compacting of differentials at the lower end of the spine
 - 'Evening' out current random gaps between pay points and having even increments of 2% between existing points 6 and 28
 - A flat rate increase of 2% from the new point 23 onwards.
- 2.2 The Council will implement the pay award when advised for all affected staff, in accordance with the Council's pay scales being aligned to the National Joint Council for Local Government.
- 2.3 The tables and schedules within the Pay Policy Statement will therefore be updated to reflect corresponding amendments to:
- a) Para 3.2 Chief Executive Pay
 - b) Para 9.0 Pay Multipliers

c) Appendices – updated pay ranges for 2018-19

- 2.4 The Council has provision within the pay policy to withhold the annual April increment if the post holder is subject to formal capability or disciplinary. It is proposed that this be extended to include withholding incremental progression for employees who have had their probationary period extended pending further improvement and development to achieve standards and targets.
- 2.5 The use of Market Supplements have continued to be an effective tool, particularly within our Social Care teams (qualified social workers in Adult's and Children's) where national recruitment and retention challenges are well documented. Consequently we have seen a further reduction in the number of Agency/interim workers and a slowing down of our turnover as follows:
- Reduction by 50% in the number of agency cover in social care posts between 1 April 2017 and March 2018
 - Estimated turnover for 2017-18 of 15% compared to 18% for 2016-17.
- 2.6 Gender Pay Gap reporting legislation requires employers with 250 + employees to publish statutory calculations each year. The Gender Pay Gap is the difference between the average earnings of men and women, expressed relative to men's earnings. This is not to be confused with equal pay which is the right for men and women to be paid the same rate when doing the same or equivalent work. After the publication date (31 March 2018) we will be able to access comparator data to other local authorities and this will form part of our commentary to support our data which will be presented to Employment and Appeals Committee for further discussion later in the year.

3 CONSULTATION

- 3.1 There are no further consultation requirements in respect of the Pay Policy Statement. Consultation and negotiation takes places nationally with the National Employers and Trade Unions in respect of the national pay award for employees on National Joint Council terms and conditions of employment.

3.2 ALTERNATIVE OPTIONS

- 3.3 The Council is required to publish a Pay Policy in accordance with the Localism Act.
- 3.4 The Council adopts the national framework, terms and conditions and pay bargaining associated with the National Joint Council and we are therefore contractually required to implement the national pay award.

4 FINANCIAL IMPLICATIONS

- 4.1 Based on the assumption/proposal in paragraphs 2.1.1 and 2.1.2 the Council has undertaken some initial modelling to assess the financial impact. The

estimated cost for the Council for 2018/19 will be c. £370k of which £283k relates directly to the pay award and the remainder to the subsequent increase in national insurance and superannuation contributions. The budget for 2018/19 includes an amount to cover the estimated cost.

4.2 There are no other financial implications arising directly from this report.

5 LEGAL AND GOVERNANCE CONSIDERATIONS

5.1 The information in the Pay Policy statement requires approval by Full Council in order that it can be published. This is a requirement under the Localism Act.

5.2 The Council must have regard to the guidance issues by the Secretary of State under Section 40 of the Localism Act.

6 EQUALITY IMPACT ASSESSMENT

6.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from the report authors.

7 COMMUNITY SAFETY IMPLICATIONS

7.1 There are no Community Safety implications arising from this report.

8 HEALTH AND WELLBEING IMPLICATIONS

8.1 There are no Health and Wellbeing implications arising from this report.

9 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

9.1 A Pay Policy statement ensures the Council is compliant with the Localism Act but also that it has a clear framework and structure that describes how we pay our staff and the mechanisms we use – this ensures transparency and fairness.

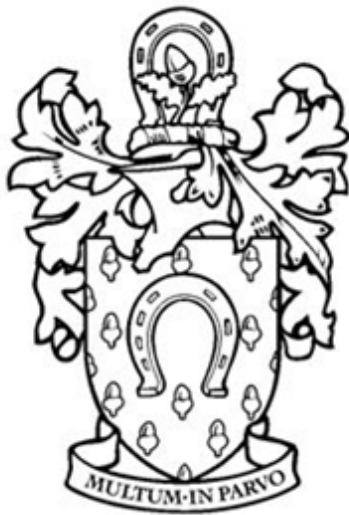
10 BACKGROUND PAPERS

10.1 There are no additional background papers to the report.

11 APPENDICES

Appendix A – Pay Policy Statement 2018/19

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.



Rutland

County Council

PAY POLICY STATEMENT 2018/19

Version & Policy Number	Version 7
Guardian	Human Resources
Date Produced	February 2018
Next Review Date	February 2019

Approved by Full Council	
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Introduction

Rutland County Council recognises that remuneration at all levels needs to enable the Council to attract and retain high quality employees dedicated to the service of the public.

The Council has successfully used effective resourcing strategies during 2017-18 to attract, recruit and retain quality staff – our turnover for 2016-17 was 18% but is predicted at 15% for 2017-18. Consequently, and as planned, our use of agency and interim staff has continued to reduce a further 28.5% between April 2017 and January 2018 (based on number of agency staff).

Common with other authorities, we experience challenges with recruiting to specific, technical and professional roles – we continue to monitor regional and national trends and developments in the labour market and will use the opportunity of an anticipated new NJC pay spine for April 2019 to identify and develop any further and specific strategies for Rutland. This will include creative and innovative ways of resourcing roles and delivering services.

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	2 Grade and pay structure of Chief Executive and Senior management posts	
	3 Salary levels of Chief Officer posts (as defined by S43(2) of the Localism Act	
	4 Pay Scale – NJC Green Book	

1. LEGISLATION

- 1.1 Sections 38 to 43 of the Localism Act 2011 require local authorities to produce a Pay Policy Statement for each financial year.
- 1.2 The Act and supporting statutory guidance provides details of matters that must be included in this statutory pay policy but also recognises that each local authority has the autonomy to determine its own pay structures and pay policies. The Pay Policy must be formally approved by Full Council by the end of March each year, can be amended in year, must be published on the authority's website and must be complied with when setting terms and conditions for Chief Officers as defined in the Act.

2. SCOPE

- 2.1 This Pay Policy Statement includes a policy on:
- The level and elements of remuneration for the Chief Executive
 - The remuneration of the lowest paid employee
 - The relationship between the remuneration of Chief Officers¹ and other officers
 - Other specific aspects of Chief Officer remuneration such as fees, charges and other discretionary payments.
- 2.2 Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.
- 2.3 Appendix 1 provides explanation/glossary of terms used within this Pay Policy.

3. CHIEF EXECUTIVE PAY

- 3.1 The Chief Executive in Rutland discharges the accountability of Head of Paid Service – a statutory role defined by the Local Government and Housing Act. The grade of this post is determined by a job evaluation process and is assigned as Grade CX – this is the only post within this grade.
- 3.2 Following a senior officer pay and grading review in 2015-1 a salary band was established for this post – for 2017-18 this was £122,412 to £127,513 with 4 spinal column points. Figures for 2018-19 are not yet known pending national negotiations. Progression to the next spinal column point takes place on 1 April each year up to the top of the grade. However, annual progression will be withheld if the post holder is subject to formal capability or disciplinary.

¹ Chief Officer is defined in Section 43(2) of the Localism Act

- 3.3 Pay points within the CX grade will be uplifted in accordance with any Joint National Council (JNC) for Chief Executives pay awards on an affordability basis, ie. the Council retains the provision to not apply the full JNC pay award if it is considered cost prohibitive. In 2016, National Employers agreed a two year pay deal with the trade unions which provided for a 1% uplift on 1 April 2016 and 1 April 2017. As para 3.2, any pay award for 2018-19 is not currently known. This will be on an affordability basis ie. the Council retains the provision to not apply the full JNC pay award if it is considered cost prohibitive. Other conditions of service are as prescribed by the Joint National Council (JNC) for Local Authority Chief Executives national conditions.
- 3.4 The Chief Executive of Rutland County Council has been appointed as Returning Officer. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council.
- 3.5 The fees in respect of Returning Officer duties at Local Government elections are included in the Chief Executive's salary. A separate fee is received for elections such as the Police and Crime Commissioner, European and Parliamentary elections, and Referendum.

4. SENIOR MANAGEMENT PAY

- 4.1 These senior employees are responsible for working with elected members to determine the overall strategic direction of the Council, to develop the efficiency and effectiveness of the services we deliver and to provide day to day leadership of those services.
- 4.2 The Council has to compete with other employers – regionally and nationally, private and public sector, to recruit and retain senior managers who are capable of meeting the challenges of delivering our diverse range of services. This has an important bearing on the levels of remuneration we offer – at the same time we have an obligation to secure the best value for money for our residents.
- 4.3 Senior Management pay is determined on the following basis:
- Job evaluation to establish the job size and rank order
 - Assigned grade- based on job evaluation points to grade
 - Spinal column points within a grade range – progression taking place on April each year to the top of the grade. Progression to the next spinal column point will be withheld if the post holder is subject to formal capability or disciplinary.
 - Alignment to national pay awards determined by the Joint National Conditions (JNC) for posts on grades HOS1, HOS2, C03, C02 and C01. As para 3.2, any pay award for 2018-19 is not currently known. This will be on an affordability basis ie. the Council retains the provision to not apply the full JNC pay award if it is considered cost prohibitive.

- 4.4 Other conditions of service are as prescribed by the JNC for Chief Officers.
- 4.5 There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, etc., paid to these senior managers as they are expected to undertake duties outside their contractual hours and working patterns without additional payment. Senior managers at Rutland County Council do have the benefit of time off in lieu (TOIL) according to the authority's policy.
- 4.6 In addition to basic salary, senior managers are entitled to:
- reimbursement of membership fees incurred in relation to membership of professional bodies (essential to the role)
 - business mileage undertaken – based on HMRC mileage rates
 - reimbursement of expenses which may be claimed as applicable to all other employees of the Council
 - payments for election duties.
- 4.7 Grades, pay ranges and spinal column points of posts within the Senior Manager bands are shown in Appendix 2 (2017-2018 values).
- 4.8 Salary levels of posts that meet the definition of 'Chief Officer' (S 32(2) of the Localism Act), are shown in Appendix 3.

5. OTHER PAY PROVISIONS – NJC Green Book

- 5.1 The Council aims to maintain fair and equitable remuneration arrangements which enable it to recruit, retain, motivate and develop staff with the skills and capabilities necessary to ensure the achievement of our strategic aims and objectives. The Council's Pay Policy complies with all equal pay, discrimination and other relevant employment legislation.
- 5.2 The majority of the Council's staff have their terms and conditions determined by the National Joint Council (NJC) Green Book. The Council remains aligned to national pay negotiations led by the LGA in consultation with national trade unions. In addition employees receive annual increments on 1 April each year until they reach the top of their grade. For Career graded posts, employees proceed through the scheme based on meeting defined criteria and demonstration of competence within the framework.
- 5.2 The national pay spine includes 49 spinal column points. However, lower spinal column points have been eroded to reflect changes to the National Living Wage. The Council has retained pts 50 to 54 attributable to Grade P05 on a local basis.
- 5.3 The National Living Wage will increase from £7.50 (April 2017 value) to £7.83 on 1 April 2018. The Government's aim is to reach £9.00 (current value) per hour by 2020.

- 5.4 The Council's current grading structure (aligned to the national pay spine) is shown in Appendix 4. This reflects the two year pay deal agreed in 2016 of 1% in April 2016 and 1% in April 2017 (variation at the lower levels). Any pay award for 2018-19 is currently not known but will be implemented on the basis of the Council's pay structure being aligned with the NJC Green Book conditions.
- 5.5 All posts on this pay structure are assessed for job size and rank order through a job evaluation scheme to ensure transparency and equity and satisfy equal pay requirements.
- 5.6 The Council adopts the provision in the NJC Green Book and Statement of Written Particulars that enables the withholding of April increments for 'unsatisfactory service'.
- 5.7 The provision within para 5.6 will be extended to include employees in their probationary period and who have had their probationary period extended due pending further improvement and development to achieve standards and targets.
- 5.8 As part of the 2016-18 pay deal, the NJC agreed to conduct a review of the NJC pay spine – the prime reason being the introduction of the National Living Wage and the challenge of ensuring that a restructured pay spine is capable of withstanding annual changes to the National Living Wage rate without the need for regular and fundamental reviews of pay structures. At the time of producing this 2018-19 pay statement, the outcome of the national negotiations was not known.

6. OTHER PAY PROVISIONS – other groups of staff

- 6.1 Common with other local authorities, the Council employs staff on other terms and conditions of employment as relevant to their professional group, as follows:

FENJC (Further Education National Joint Council) – applicable to Adult Learning Tutors
Youth and Community Workers (Pink Book)

7. ALLOWANCES

- 7.1 The majority of allowances and benefits are as prescribed by nationally agreed rates. However, there are a small number of local variations. In particular the Council introduced a local agreement for weekend enhancements in 2013-14.
- 7.2 Employees who are required to work overtime receive rates outlined in accordance with the National provisions (Green Book). Overtime is not payable to employees paid above scp 28.

- 7.3 A list of the current range of allowances and benefits is attached at Appendix 5. These updated in line with national rates.
- 7.4 The Council recognises that at times it may be difficult to recruit new employees or retain existing staff in key posts. To ensure the Council attracts and maintains a skilled and experienced workforce, market supplements, recruitment and retention payments may be paid in addition to the post grade subject to a strategic review with substantial evidence and data. These will be agreed by the Chief Executive. Due regard will be given to the Financial Procedure Rules.
- 7.5 Market Supplements, as authorised by the Chief Executive, are based on a clear business case and rationale of market evidence on demand for these skills to ensure equity and fairness. The Council's approach takes into account, Technical Note 15: Market Supplements produced by the Local Government Association and research from other authorities within the region. Market supplements should not compromise the pay and grading structure nor jeopardise the integrity of job evaluation and thereby undermine budgetary control.
- 7.6 Relocation expenses may be paid to employees to cover additional costs they may incur as a result of relocating. These are in accordance with the Relocation Policy.
- 7.7 Employees temporarily acting up or covering additional responsibilities for a role which is graded higher than their substantive grade may be paid an appropriate level for the duties they are asked to perform. Such arrangements are provided for in the Council's Acting Up and Additional Responsibility Allowance Policy.
- 7.8 The Council will pay professional subscription fees on behalf of employees where the subscription or membership is an essential requirement to the duties of the post.
- 7.9 The Council reimburses subsistence expenditure necessarily incurred by the employees on Council business in line with the Council's Travel and Expenses Policy.
- 7.10 Employees will be in receipt of salary protection resulting from a change of role, grade and salary as part of a service review or restructure, in accordance with the Council's Restructure Policy.

8.0 LOCAL GOVERNMENT PENSION SCHEME

- 8.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme depending on their salary. Provisional contribution rates for 2018-19 range from 5.5% to 12.5%.

8.2 The Council makes employer’s contributions into the scheme, which are reviewed by the actuary. The rate for 2018-17 remains the same level as for 2017-18 at 21.7%.

9.0 MULTIPLIERS

9.1 For the purposes of this policy, the Council defines its lowest paid employees as those in the lowest salary grade on the nationally agreed scales (NJC Green Book). The minimum value will rise to £7.83 per hour wef 1.4.18 to reflect the new National Living Wage.

9.2 It has been recommended by Will Hutton’s 2011 Review of Fair Pay in the Public Sector that local authorities publish their “pay multiple” - the ratio between the highest paid salary and the median salary of the whole of the authority’s workforce. This is in order to support the principles of fair pay and transparency.

The calculation and ratio is as follows (wef 1.4.17):
(Based on values as at April 2017; excludes Apprentices)

Chief Exec’s Salary	£125,982
Median salary	£22,658.00
“pay multiple” ratio	5.56:1

9.3 Lowest paid staff comparison table:

There are 6 staff who are categorised as the Council’s lowest paid staff as per the definition in paragraph 9.1. Based on a lowest value of £8.09 (1.4.17) per hour the ratio are:

Chief Exec’s salary	£125,982
Lowest salary from lowest paid staff group	£15,613.00
“pay multiple” ratio (lowest salary)	8.07:1
Average salary of lowest paid staff group	£15,603.00
“pay multiple” ratio (average salary)	8.07:1

10. DISCRETIONARY PAYMENTS

10.1 The policy for the award of any discretionary payments is the same for all staff regardless of their pay level.

10.2 In relation to the termination of employment, the Council will have due regard to the making of any appropriate payments where it is in the Council’s best interests. Any such payments will be in accordance with contractual or statutory requirements and take into account the potential risk and liabilities to

the Council, including any legal costs, disruption to services, impact on employee relations and management time. The Council will have specific regard to the legal requirements which apply to the termination of employment of the Head of Paid Service (Chief Executive), the Monitoring Officer (Director for Resources) and Section 151 Officer (Assistant Director Finance).

- 10.3 Redundancy payments made by the Council are in line with regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This provides an overall lump sum of the statutory redundancy payment multiplier based on actual weeks' pay. This is payable to employees made redundant with two or more years local government service regardless of their age.
- 10.4 Discretions that are provided by the LGPS are contained within a separate policy.

11. RE-ENGAGEMENT OF EMPLOYEES

- 11.1 Employees who are offered another post with any organisation covered by the Modification Order Act prior to their redundancy leaving date and commence within 4 weeks of leaving, are not eligible to receive a redundancy payment.
- 11.2 Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the Council's employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post. Any necessary adjustment to pension would be made in accordance with the scheme regulations.
- 11.3 The Council will not re-engage an ex-employee in the capacity of a consultant, interim or agency worker within 2 years of leaving the Council. A shorter period may be considered in exceptional circumstances only (eg. significant skills shortage) and by approval of the Chief Executive.

12. GENDER PAY GAP REPORTING

- 12.1 The Government issued consultation on its proposal to introduce mandatory gender pay gap reporting for public sector employers with 250 or more employees. The deadline for publishing the data is 31 March 2018 for data as at 31 March 2017. The Council will be publishing its annual data in accordance with the regulations and report to Employment and Appeals Committee with supporting commentary and any action points arising.

13. APPENDICES

- 1 Glossary of terms
- 2 Grade and pay structure of Chief Executive and Senior management posts
- 3 Salary levels of Chief Officer posts (as defined by S43(2) of the Localism Act
- 4 Pay Scale – NJC Green Book
- 5 Allowances and Benefits (NJC Green Book)

A large print version of this document is available on request



Rutland
County Council

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Pay Policy 2018 – 2019 – Glossary of Terms

NJC Green Book	NJC stands for National Joint Council. The Green book is the document that contains the national agreement on pay and conditions of service for 1.4 million local government services. This applies to most staff in Rutland (<i>excludes for example Youth Workers, and Tutors, and senior officer posts on JNC Conditions - see below</i>). It is also known as the Single Status Agreement as it comprises the harmonised terms and conditions which were previously in place for Manual workers and other staff which were termed as 'Administrative, Professional and Technical'.
NJC Pay Spine	This relates to the salary levels that are negotiated through the Local Government Association (as the 'National Employer') and the trade unions (eg. Unison, GMB). Rutland's salary scales for posts on grades 1 through to P05 are determined by this pay scale and we are therefore subject to national pay bargaining which is led by the Local Government Association and negotiated with the trade unions.
Spinal Column points	The pay spine is made up of a number of Spinal Column Points (SCPs) and each has an associated salary value. These national spinal column points are then used to shape pay grades – therefore each grade has a number of spinal column points. SCPs are also sometimes known as incremental steps.
Annual progression	This is linked to the SCPs and provides for progression to the next SCP within the job holders grade. This takes place on 1 April each year until the employee reaches the top of their grade – there is then no further SCP/ incremental progression and any pay increase is associated with any annual pay award that is negotiated nationally. Part of the national pay conditions means that an employee joining between October and March receive their first SCP progression/increment, 6 months after joining.
JNC for Chief Executives	This is the Joint Negotiating Committee (JNC) for Chief Executives and is the national negotiating body for the pay and conditions of service of Chief Executives in England and Wales. It is made up of representatives from the Local Government Association as the national employer and also representatives of Chief Executives and the registered independent trade union (ALACE).

JNC for Chief Officers	Similar to the JNC for Chief Executives but this relates to the terms and conditions of posts that are attached to a Chief Officer position. In Rutland this includes Directors, Deputy Director, Assistant Director and the two Heads of Service grades.
Market Supplements	Market supplements are payable where the 'going rate' for a specific job or specialism is higher than that offered by the Council. The enhancement brings the base salary to a comparable market rate that enables the Council to recruit and retain key skills.

Pay Policy 2018 – 2019 – Grade and Pay Structure for Senior Officer Staff

(2017-18 values – pending outcome of national pay negotiations)

Job Title	Grade	Pay Points
Chief Executive	CX	£122,412 £124,198 £125,982 £127,513
Director of People and Deputy Chief Executive	C01	£96,910 £98,695 £100,480 £102,010
Director of Resources Strategic Director Places	C02	£81,608 £83,394 £85,178 £86,709
Director of Places – Environment, Planning and Transport – <i>See Note</i> Deputy Director People Assistant Director Finance	C03	£73,193 £74,977 £76,508
Head of Adult Social Care Head of School Improvement Head of Safeguarding (Children) Head of Early Intervention, SEND and Inclusion	HOS1	£64,266 £65,766 £67,174 £68,562 £69,949 £71,407
Head of Commissioning, Health and Wellbeing Head of Legal and Corporate Governance Head of Culture and Registration Head of IT and Customer Services Head of HR Head of Property Services	HOS2	£57,259 £58,631 £60,033 £61,426 £62,809 £64,221

Note:

Post of Director of Places, Environment, Planning and Transport will be deleted during 2018-19

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Rutland County Council Chief Officer Salaries 2018-19**Based on 2017-18 values pending outcome of national pay negotiations**

	Salary range
Chief Executive	£122,412 - £127,513
Director for People/Deputy Chief Executive	£96,910 - £102,010
Director for Resources (and Monitoring Officer)	£81,608 - £86,709
Strategic Director for Places	£81,608 - £86,709
Director for Places x 1 (See Note)	£73,193 - £76,508
Deputy Director People	£73,193 - £76,508
Assistant Director Finance (and S.151 Officer)	£73,193 - £76,508
Head of School Improvement	£64,266 - £71,407
Head of Early Intervention, SEND and Inclusion	£64,266 - £71,407
Head of Safeguarding (Children)	£64,266 - £71,407
Head of Adult Social Care	£64,266 - £71,407
Head of Commissioning, Health and Wellbeing	£57,259 - £64,221
Head of Human Resources	£57,259 - £64,221
Head of Legal and Corporate Governance	£57,259 - £64,221
Head of IT and Customer Services	£57,259 - £64,221
Head of Property Services	£57,259 - £64,221
Head of Culture and Registration	£57,259 - £64,221
Finance Manager x 2	£45,697 - £49,152
Corporate Projects Programme Manager	£45,697 - £49,152
Senior Environmental Services Manager	£45,697 - £49,152
Senior Highways Manager	£41,025 - £43,821
Senior Transport Manager	£41,025 - £43,821
Revenues and Benefits Manager	£41,025 - £43,821
Senior Development Control Manager	£41,025 - £43,821
Planning Policy and Housing Manager (see Notes)	£41,025 - £43,821

Notes

- *'Chief Officer' for the purposes of the Pay Policy Statement is defined in the Localism Act 2011 and as further defined by relevant sections of the Local Governing Housing Act 1989*
- *Post of Places Director is currently planned to be deleted in 2018-19*
- *Planning Policy and Housing Manager – shared role with South Kesteven DC*

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	SCP	SALARY	MONTH	WEEK	DAY	HOUR
	6	14659	1221.58	281.13	56.23	7.598
	7	14761	1230.08	283.09	56.62	7.651
	8	14919	1243.25	286.12	57.22	7.733
	9	15125	1260.42	290.07	58.01	7.840
SCP 4-10 = GRADE 1	10	15390	1282.50	295.15	59.03	7.977
	11	15662	1305.17	300.37	60.07	8.118
	12	15981	1331.75	306.48	61.30	8.283
SCP 11-13 = GRADE 2	13	16353	1362.75	313.62	62.72	8.476
	14	16646	1387.17	319.24	63.85	8.628
	15	16940	1411.67	324.88	64.98	8.780
	16	17341	1445.08	332.57	66.51	8.988
SCP 14-17 = GRADE 3	17	17722	1476.83	339.87	67.97	9.186
	18	18070	1505.83	346.55	69.31	9.366
	19	18746	1562.17	359.51	71.90	9.717
	20	19430	1619.17	372.63	74.53	10.071
SCP 18-21 = GRADE 4	21	20138	1678.17	386.21	77.24	10.438
	22	20661	1721.75	396.24	79.25	10.709
	23	21268	1772.33	407.88	81.58	11.024
	24	21962	1830.17	421.19	84.24	11.383
SCP 22-25 GRADE 5	25	22658	1888.17	434.54	86.91	11.744
	26	23398	1949.83	448.73	89.75	12.128
	27	24174	2014.50	463.61	92.72	12.530
SCP 26-28 GRADE 6	28	24964	2080.33	478.76	95.75	12.940
	29	25951	2162.58	497.69	99.54	13.451
	30	26822	2235.17	514.39	102.88	13.903
SCP 29-31 GRADE so1	31	27668	2305.67	530.62	106.12	14.341
	32	28485	2373.75	546.29	109.26	14.765
	33	29323	2443.58	562.36	112.47	15.199
scp 32-34 = grade SO2	34	30153	2512.75	578.28	115.66	15.629
	35	30785	2565.42	590.40	118.08	15.957
	36	31601	2633.42	606.05	121.21	16.380
	37	32486	2707.17	623.02	124.60	16.838
SCP 35-38 = Grade PO1	38	33437	2786.42	641.26	128.25	17.331
	39	34538	2878.17	662.37	132.47	17.902
	40	35444	2953.67	679.75	135.95	18.372
	41	36379	3031.58	697.68	139.54	18.856
SCP 39-42 = grade PO2	42	37306	3108.83	715.46	143.09	19.337
	43	38237	3186.42	733.31	146.66	19.819
	44	39177	3264.75	751.34	150.27	20.306
SCP 43-45 = Grade PO3	45	40057	3338.08	768.22	153.64	20.763
	46	41025	3418.75	786.78	157.36	21.264
	47	41967	3497.25	804.85	160.97	21.753
	48	42899	3574.92	822.72	164.54	22.236
SCP 46-49 = grade PO4	49	43821	3651.75	840.40	168.08	22.714
	50	45697	3808.08	876.38	175.28	23.686
	51	46572	3881.00	893.16	178.63	24.140
	52	47428	3952.33	909.58	181.92	24.583
	53	48294	4024.50	926.19	185.24	25.032
SCP 50-52 = grade PO5	54	49152	4096.00	942.64	188.53	25.477

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Rutland County Council Allowances and Benefits

Monetary Benefits

Mileage rates	Paid in line with current HMRC rates
Acting up/Additional Responsibility Allowance	At levels appropriate to the post acted up to
Expenses	Paid at NJC rates
Market Supplements	Where the need for a supplement has been demonstrated through recruitment practices and benchmarking
Professional fees/ Training subscriptions	Where appropriate to the post
Standby	In accordance with Corporate Policy
Relocation	Where applicable and in accordance with the Relocation Policy
Sleeping In	Paid at NJC rates

Local agreement regarding weekend enhancements:

For work on a Saturday or Sunday as part of the normal working week, payment will be made at time and a half for all hours worked. For employees paid at SCP 13 or below, work on a Sunday will be at double time. Work on a Saturday or Sunday outside the normal working week will be regarded as overtime.

Local agreement – enhancements for weekend working for Registrars

Registrars will be paid enhancements for weekend working - work on a Saturday or Sunday as part of the normal working week, payment will be made at time and a half

Other benefits – where appropriate to the post

Flexi time

Time off in lieu (TOIL)

Other flexible working arrangements where appropriate for the post

Training – professional training and/or internally arranged where appropriate.

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COUNCIL

12 March 2018

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Report of the Chief Executive

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader	
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
	Jeremy Barnes, Electoral Services Officer	01572 758385 jbarnes@rutland.gov.uk
Ward Councillors	Oakham North West - Mr R Gale and Mr A Mann	

DECISION RECOMMENDATIONS

That Council:

1. Approves the designation of the Oakham United Football Club building, Main Road, Barleythorpe, Oakham, Rutland, LE15 7EE as the designated polling place for the polling district of Barleythorpe.

1 PURPOSE OF THE REPORT

- 1.1 To seek Council approval of the recommendations of the Returning Officer to conclude the review of polling districts and polling places for Oakham North West Ward.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Representation of the Representation of the People Act 1983 places a duty on the Council to divide the District into polling districts and to designate polling places for each district. The Council also has a duty to keep those arrangement under review.
- 2.2 The Electoral Registration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The last compulsory review was conducted in January 2015 and the next compulsory

review is due to be conducted within the period of 16 months that start on 1 October 2018.

- 2.3 Between compulsory reviews, all polling places and polling stations used should be kept under consideration, and an evaluation of their suitability carried out after each election. If any changes are identified as being necessary, the same steps should be followed as for conducting the compulsory review.
- 2.4 For ease of reference Appendix A contains a definition of terms relating to polling place reviews from the Electoral Commission.
- 2.5 The Electoral Commission recommends a maximum of 2,500 electors for a single polling station. The current electorate in the ward of Oakham North West now exceeds this maximum.
- 2.6 The parish of Barleythorpe is already a polling district in its own right, however the electorate was insufficient to merit its own parish council and therefore did not vote at this level. The electorate were therefore allocated to the polling place for the Oakham North West Ward. Following an increase in population within Barleythorpe a parish council was formed following a community governance review which will mean that electors will now also vote at a parish level. This has prompted this review into the suitability and convenience of current polling arrangements for the parish as the existing polling place was outside of its boundaries.
- 2.7 The current list of polling districts, polling places and polling stations for the Ward of Oakham North West is shown at Appendix B.
- 2.8 Securing a more suitable venue for those electors in the parish of Barleythorpe would take away the strain and overcrowding on the polling station currently used alongside the electorate for Oakham North West. The increase in electorate in the parish of Barleythorpe now merits its own polling station in a situation closer to the parish. The Oakham United Football Club premises was identified as the most appropriate location for a polling station within the parish.

3 CONSULTATION

- 3.1 Public notice of the review was given on 17 January 2018. The documents made available for public inspection included information about the review process, current electorate figures, ward maps showing the existing polling district boundaries and details of the current polling places. Details of the venue were attached to the consultation documentation and posted on the website. Additionally photographs of the accommodation areas to be used for the polling station are shown at Appendix C. A copy of the consultation letter and accompanying documentation is attached at Appendix D.
- 3.2 The single, current, designated polling place and station for all electors in Oakham North West and Barleythorpe is the Scout Hut Building on Grampian Way. This review proposes a second polling station specifically for the parish of Barleythorpe with the voters from Oakham North West remaining at their current voting place.
- 3.3 The same information was also supplied directly to specific consultees: relevant ward members, the Acting Returning Officer for the UK Parliamentary constituency, political parties, parish clerks and parish meeting representatives,

third sector organisations, including groups representing the disabled and key holders of polling stations (to identify any development or refurbishment plans which might impact on the availability of premises).

- 3.4 No objections have been received from those specifically consulted, or from members of the public. All consultation responses have been collated at Appendix E. It was considered that suitability and convenience were the principal criteria when reviewing polling places.

4 ALTERNATIVE OPTIONS

- 4.1 The only other option would be to house two polling stations in the same current polling place (the Scout Hut on Grampian Way). This is not considered viable as the Scout Hut is not large enough to house two separate polling stations.

5 FINANCIAL IMPLICATIONS

- 5.1 The increase in the number of polling stations will increase overall costs to the council for district ward elections. For these elections there would be an increase in the cost to the council of £655 (based on the current additional cost of the hire of a second polling station, staff and staff training). The potential hire cost of the football club is £35 less than that of the Scout Hut. There is provision in the Medium Term Financial Plan for the cost of local elections in 19/20.
- 5.2 For parish elections the polling station costs are met by the parish regardless of which polling station is used. Based on current costs, using the recommended new polling station situated within the parish would be more cost effective than using the current polling station within the Scout Hut.
- 5.3 For Parliamentary elections the council recovers the costs of hiring polling stations from the electoral claims unit and therefore there would be no increase in costs for parliamentary elections.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 The review has been conducted in accordance with the requirements of the Representation of the People Act 1983 and the guidance issued by the Electoral Commission.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 An Equality Impact Assessment (EqIA) screening form has been completed and no adverse impacts were identified.

8 COMMUNITY SAFETY IMPLICATIONS

- 8.1 There are no adverse community safety implications and adopting a new polling station within the parish of Barleythorpe for its electors would mean that electors would not have to travel to a polling station outside of the parish and thus this would represent a safer voting option for the parish.

9 HEALTH AND WELLBEING IMPLICATIONS

- 9.1 There are no adverse health and wellbeing implications if a second polling station

was adopted in the Oakham North West Ward, indeed for the electorate affected it be beneficial as the recommended new polling station would be within the parish and closer to all residents.

10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 10.1 It is considered that continued use the Scout Hut for the full electorate of the Oakham North West Ward is not sustainable.
- 10.2 The increase in electorate in Barleythorpe necessitates alternative polling provisions for the parish.
- 10.3 The Scout Hut is not large enough to comfortably cater for two polling stations.
- 10.4 The size of electorate attending from the parish of Barleythorpe would need to travel disproportionately further than the remaining electorate of the ward.
- 10.5 The benefits to the electors within the parish being able to vote at a polling station situated within the parish far outweigh small increase in costs at district ward elections which normally only take place once every 4 years.
- 10.6 Whilst there are some financial implications in establishing a second polling station within the County ward it is felt that these are outweighed by the suitability and convenience of a second polling station specifically for the parish of Barleythorpe to accommodate the increasing electorate.
- 10.7 It is therefore recommended that a separate polling station be used for the parish of Barleythorpe, within the premises of Oakham United Football Club for the reasons shown below

11 BACKGROUND PAPERS

- 11.1 There are no background papers.

12 APPENDICES

- 12.1 Appendix A – Definition of Terms.
- 12.2 Appendix B – Polling districts, polling places and polling stations – Ward of Oakham North West.
- 12.3 Appendix C – Photographs of the accommodation areas to be used for the polling station.
- 12.4 Appendix D - Example letter to stakeholders and supporting documentation.
- 12.5 Appendix E – Comments from Stakeholders.
- 12.6 Appendix F – Polling place/polling station – evaluation checklist.

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Definition of terms

Polling District

1.1 A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election.

1.2 In England, each parish is to be a separate polling district and, in Wales, each community should be a separate polling district, unless there are special circumstances. This means that a parish or community must not be in a polling district which has a part of either a different parish or community within it, or any un-parished part of the local authority area within it, unless special circumstances apply. Those special circumstances could arise if, for example, the parish/community has only a small number of electors and it is not practicable for the parish/community to be its own polling district.

1.3 In Scotland, each electoral ward must be divided into two or more polling districts unless there are special circumstances. Given the size of wards in Scotland, it is difficult to envisage what those special circumstances might be in practice.

1.4 When a parish or community is not a separate polling district or a Scottish electoral ward is not split into two or more polling districts, the special circumstances and the recommendation resulting from these should be clearly set in the review document for the council or relevant committee to consider.

Polling Place

1.5 A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.

1.6 We are aware that some authorities designate the entire polling district as the polling place. However, Section 18B(4)(e) of the RPA 1983 states that 'the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station'. We therefore consider that polling places should always be defined more specifically than simply the polling district - for example, by designating the name of the polling place (normally a particular building or area and its environs).

Polling Station

1.7 A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

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Polling districts, polling places and polling stations – Ward of Oakham North West

Table 1 – Current

Polling District		Polling Place	Polling Station	Electors @ 1 December 2017
ONWA	Barleythorpe	Scout Hut, Oakham	Scout Hut	1149
ONWB	Oakham North West	Scout Hut, Oakham	Scout Hut	2562

Table 2 – Proposed

Polling District		Polling Place	Polling Station	Electors @ 1 December 2017
ONWA	Barleythorpe	Oakham United Football Club	Oakham United Football Club Function Room	1149
ONWB	Oakham North West	Scout Hut, Oakham	Scout Hut	2562

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View from entrance into polling station area



View of area for polling booths



View showing partition to enclose polling booths



Door through to WC and Kitchen area for polling station staff



View from Presiding Officer's Table to main doors



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Rutland County Council

Rutland County Council

Catmose
Oakham
Rutland
LE15 6HP

Appendix D

telephone: 01572 722 577
fax: 01572 758 307
email: enquiries@rutland.gov.uk
web: www.rutland.gov.uk
DX: 28340 Oakham

Key Holders/Caretaker/Key Holders
Responsible Officers
Pol Party
Cllrs
Parish Cllrs
Third Sector orgs
RAG

17 January 2018

Rutland County Council is conducting a review of polling districts, polling places and polling stations within the Ward of Oakham North West, in compliance with the Electoral Registration and Administration Act 2013. The notice of the review has been published today and I enclose a copy for your information.

The Electoral Registration and Administration Act 2013 requires Councils to carry out compulsory reviews of UK Parliamentary polling districts and polling places on a 5-year cycle. The next compulsory review is not due until 1 October this year however Rutland County Council will carry out an interim review to look at the polling districts, places and stations in the Ward of Oakham North West in advance of the Barleythorpe Parish election in May. Ideally, we would have a range of fully accessible buildings, conveniently located for all electors in the area. In reality, however, we are often limited to one building within a polling district. The aim of reviewing polling station buildings is to try and ensure that access is provided for as many electors, with varying needs, as possible.

The aim of this process is to ensure that facilities are in the most appropriate locations and have access for disabled people in advance of the Barleythorpe Parish election due to be held on 3 May 2018.

As the Returning Officer for parliamentary elections, we would like to know what you think about future polling arrangements and welcome any comments on the suitability of existing and potential new polling stations, particularly their accessibility.

Information is attached and is also available on the council's website at:
www.rutland.gov.uk.

Please address any comments to the Electoral Registration Officer by email to elections@rutland.gov.uk or by post in the pre-paid envelope provided by the close of the consultation on xx xxxxxx 2018.

Yours sincerely,

Helen Briggs
Electoral Registration Officer

Enclosures:

Notice of Review
Review of Polling Districts and Polling Places Information Sheet 2018
Map of Oakham North West Ward
Details of Revised Location for Barleythorpe Electors
List of Polling places and stations - Oakham North West Ward
Polling Place/Polling Station Evaluation Checklist

Notice of Review

Review of Polling Districts, Polling Places and Polling Stations

1. Notice is hereby given that Rutland County Council (the "Council") is conducting a review of the polling districts, polling places and polling stations that fall within the county ward of Oakham North West.
2. The (Acting) Returning Officer (ARO) for the Parliamentary Constituency of Rutland and Melton will make comment on the proposals and those representations will be published on the Council's website and notice boards within 30 days of receipt by the Council.
3. Details of the existing arrangements and the Returning Officer's proposals for the change will form the basis of this review.
4. The Council welcomes input from all residents within the Oakham North West ward of the Council. Representations may be made about the existing or proposed arrangements and their accessibility for electors, the representation made by the ARO or any other matter pertaining to the review.
5. The Council particularly welcomes any person or body with expertise in access for persons with any type of disability to make a representation or to comment on the proposals, the ARO's representation or any other matter pertaining to the review.
6. Where appropriate persons or bodies making representation should, if possible, propose alternative arrangements.
7. The proposals are available for inspection at the Council offices at Catmose, Oakham, Rutland, LE15 6HP and on the website at www.rutland.gov.uk
8. Representations should be addressed to Electoral Services, Catmose, Oakham, Rutland, LE15 6HP or by email to elections@rutland.gov.uk
9. The review will run from 17 January 2018 to 23 February 2018. Final recommendations will be presented to Full Council on 12 March 2018. Implementation will take place immediately following Council's decision.

Helen Briggs
Electoral Registration Officer

Notice of Review

Review of Polling Districts, Polling Places and Polling Stations

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9. The review will run from 17 January 2018 to 23 February 2018. Final recommendations will be presented to Full Council on 12 March 2018. Implementation will take place immediately following Council’s decision.

Helen Briggs
Electoral Registration Officer

REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS FOR OAKHAM NORTH WEST WARD - 2018 **INFORMATION SHEET**

Under the Electoral Registration and Administration Act 2013 details the timings for the compulsory reviews of UK Parliamentary polling districts and the last compulsory review period commenced on 1 October 2013 and the next review will commence 5 years from that date on 1 October 2018. The Council may however carry out an interim review to change some of their polling districts before the end of the current part of the 5-year cycle.

Rutland County Council is carrying out an interim review of the Polling Districts, Polling Places and Polling Stations in the Oakham North west Ward before the compulsory review later in the year. The reasons for this are:

- a. the number of electors in the ward now exceed that recommended for a polling station.
- b. a review in advance of the Barleythorpe Parish Election on 3 May 2018 would better serve the electors from that Parish if a more suitable polling place could be found.

Currently the ward is divided into two polling districts, Barleythorpe (ONWA) and Oakham North West (ONWB).

Proposal

It is proposed that the electors in the Oakham North West Ward now be divided between two polling places/stations. Electors from the Parish of Barleythorpe will vote at a new polling place/station – at the Oakham United Football Club situated next to the King Centre just off the Main Road in Barleythorpe, Oakham (LE15 7EE). The remaining electors from the Oakham North West Ward would continue to vote at the current polling place/station for the ward which is the Scout Hut on Grampian Way. The removal of the Barleythorpe electorate from the Scout Hut polling station would allow better provision for the remaining electors at that polling station which was becoming stretched to provide for both polling districts. It is felt that this revision will better serve both communities.

What does the review involve?

The review must be carried out to make sure that all electors have such reasonable facilities for voting as are practicable in the circumstances.

On commencing the review a notice will be published with details of the review, including when and where comments or representations can be made.

Any elector in the constituency may make a representation in relation to the size and boundaries of polling districts and the location and suitability of polling places. The council also welcomes comments or representations from any Councillors in the area, past or potential candidates, local political parties and indeed any person or body with expertise in access for persons with any type of disability.

On completion of the review the council will publish all correspondence sent and received, details of the results of the review including any issues raised and indeed any changes which have been approved, giving the reasons for its decisions.

What is a Polling District?

A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election. In England, each parish is to be a separate polling district and, in Wales, each community should be a separate polling district, unless there are special circumstances. This means that a parish or community must not be in a polling district which has a part of either a different parish or community within it, or any un-parished part of the local authority area within it, unless special circumstances apply. Those special circumstances could arise if, for example, the parish/community has only a small number of electors and it is not practicable for the parish/community to be its own polling district.

Rutland's Oakham North West Ward is currently divided into 2 Polling Districts (Oakham North West and Barleythorpe), both of which currently vote at the same polling place/station.

The current list of Polling Places and Polling Stations and the current potential turnout figures are enclosed and are available on the website www.rutland.gov.uk.

What is a Polling Place?

A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district, however, there is no legal definition of what a polling place is. It could be as large as the polling district or as small as a particular building. Currently in Rutland, all polling places are actual buildings

What is a Polling Station?

A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election. There can be more than one polling station in a polling place.

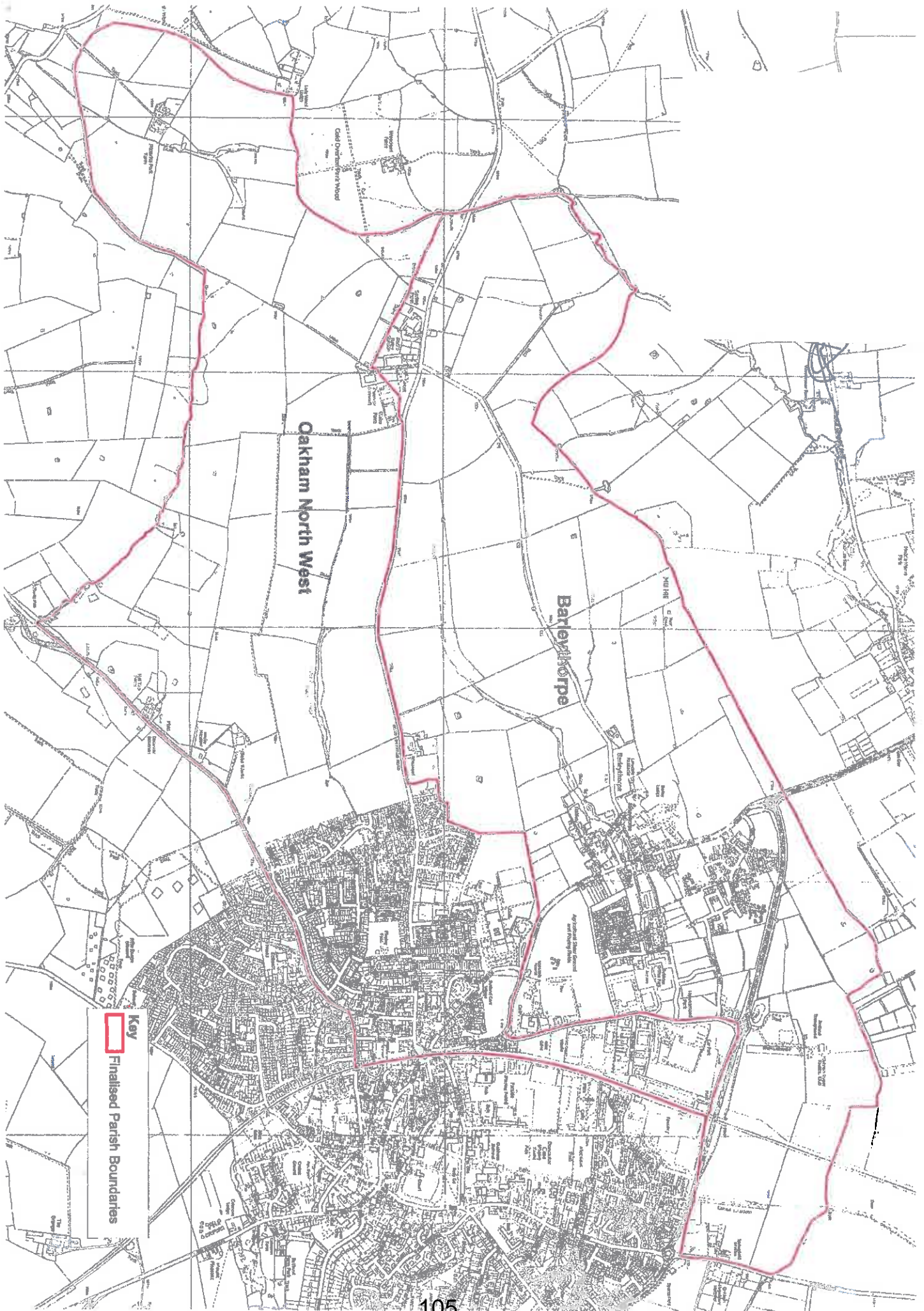
When deciding which buildings to use as polling stations, the Council tries to make sure that they are located as conveniently as possible for the majority of electors and that they are accessible to everyone, particularly anyone with a disability.

Thought must be given, for example, to the distance people have to travel to vote and any barriers to them getting there, such as major roads or rivers.

Should you wish to make representations about the review please submit them in writing to:

**Electoral Registration Officer (Polling Places Review)
Rutland County Council
Catmose
Oakham
LE15 6HP**

**Or via email to:
elections@rutland.gov.uk**



Proposed Polling Place and Polling Station for Barleythorpe Parish

Further details on Oakham United FC website at: <http://www.oakhamunited.co.uk/page5.html>



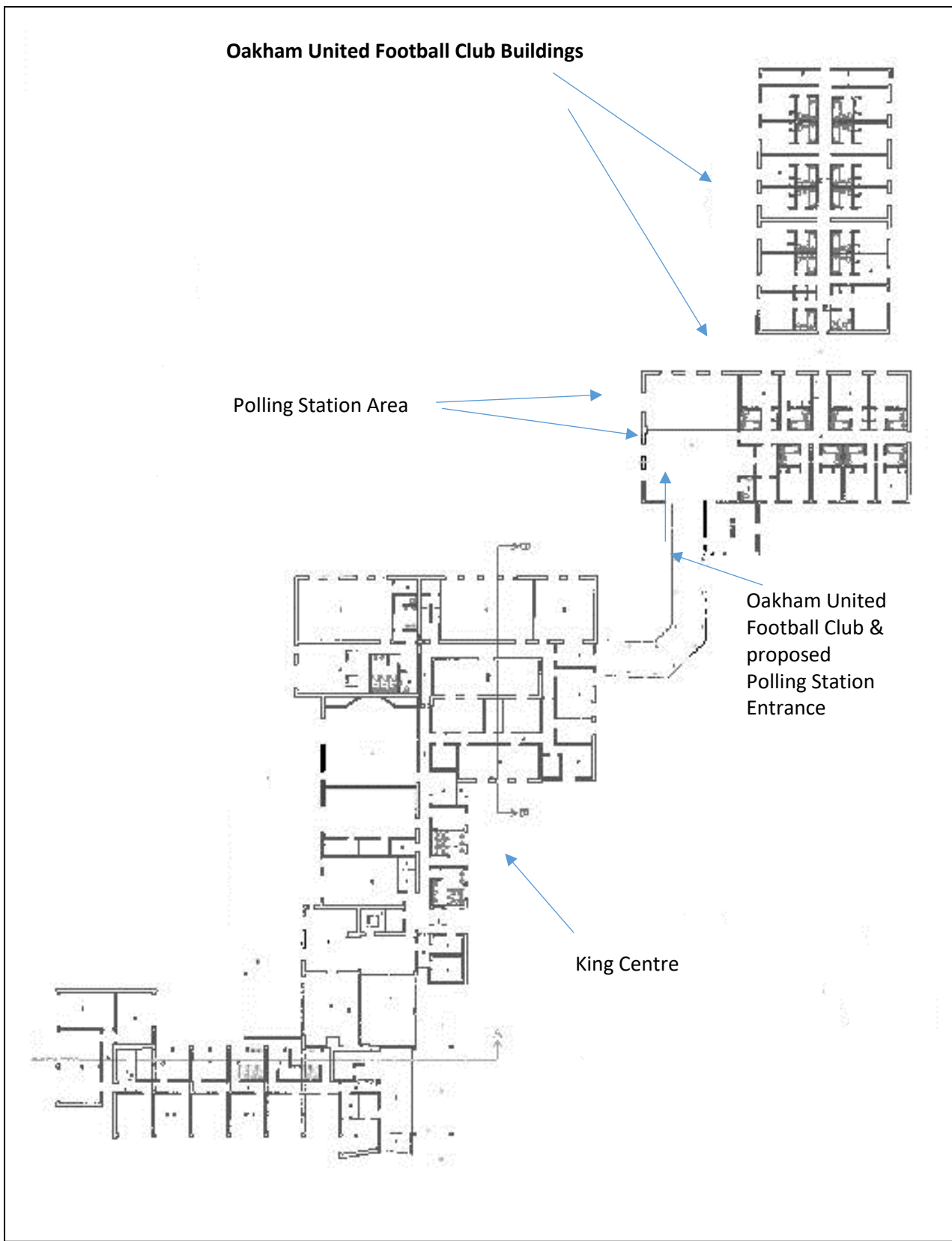
Oakham United Football Club

There is a road straight to the club from the B640 and parking available on site and can be seen below on satellite view of site.



See diagram below of proposed polling station area.

Polling Place/Polling Station



Polling districts, polling places and polling stations – Ward of Oakham North West

Electorate figures accurate to 1 December 2017. Continued on Barleythorpe developments could increase size further as properties are occupied over next five years, but increases acceptable for proposed polling place/station.

Table 1 – Current

Polling District		Polling Place	Polling Station	Electors @ 1 December 2017
ONWA	Barleythorpe	Scout Hut, Oakham	Scout Hut	1149
ONWB	Oakham North West	Scout Hut, Oakham	Scout Hut	2562

Table 2 – Proposed

Polling District		Polling Place	Polling Station	Electors @ 1 December 2017
ONWA	Barleythorpe	Oakham United Football Club	Oakham United Football Club Function Room	1149
ONWB	Oakham North West	Scout Hut, Oakham	Scout Hut	2562

Polling place / polling station – evaluation checklist

Part A – Current polling place details – Scout Hut, Grampian Way														
Current polling place remains in situ, and to be used for ONWB polling district electorate only moving forward. This evaluation covers new location for Barleythorpe polling district electorate.														
Polling place identifier	- Newly formed Parish Council for Barleythorpe – existing polling place outside of Parish Boundary, significant increase in registered electors due to new housing developments in the Parish has led to requirement for a separate polling place. Existing polling station is now oversubscribed with over 3,000 potential electors and therefore a specific polling place for Barleythorpe Parish is being proposed.													
New Polling place name	Oakham United Football Club (potential new polling place for Barleythorpe electors currently voting at the Scout Hut, Grampian Way)													
New Polling place address	Oakham United Football Club Main road Barleythorpe Oakham Rutland LE15 7EE													
Number of electors (If more than one polling station within the polling place, identify split of electors)	<table border="1"> <thead> <tr> <th></th> <th>ONWA (Barleythorpe)</th> <th>ONWB</th> </tr> </thead> <tbody> <tr> <td>In person</td> <td>942</td> <td>2208</td> </tr> <tr> <td>Absent votes</td> <td>140</td> <td>322</td> </tr> <tr> <td>Total</td> <td>1082</td> <td>2530</td> </tr> </tbody> </table> <p>EC recommend maximum electorate for one station is 2,500 hence moving Barleythorpe electors from Scout Hut where they currently vote with electors from ONWB. Only ONWA voters to use new venue.</p>			ONWA (Barleythorpe)	ONWB	In person	942	2208	Absent votes	140	322	Total	1082	2530
	ONWA (Barleythorpe)	ONWB												
In person	942	2208												
Absent votes	140	322												
Total	1082	2530												
Building availability for future elections / referendums	Building available but need to discuss full terms to ensure exclusive and short-notice use. No issues expected. Scout Hut is still currently available for use but would hope to change venue in time for first Parish Election.													
Polling place review														
Check		Comment												
• Are there suitable transport links?	√	Road access good and there is also a bus stop immediately outside the turning from the main road into the road to the club. Entrance is approx. 150 metres from bus stop.												
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	Entrance off main road which can be busy at peak times.												

Date reviewed:

Officer initials:

<ul style="list-style-type: none"> Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout? 	√	The internal area is large enough to accommodate a queue during peak periods if polling booths are situated towards the rear of the accommodation. Only one station here though unless other office space is not used on polling day. Office staff requiring access to office accommodation means that polling station is sectioned off (see diagram) and therefore only one station can be properly accommodated here.
<ul style="list-style-type: none"> Is the building readily available in the event of any unscheduled elections? 	√	Speaking to the club staff there should be no problems here – there are no regular scheduled events for Thursdays throughout the year and the amount of notice that we are able to provide should negate any issues.
<ul style="list-style-type: none"> Is there any possibility that the building may be demolished as part of a new development? 	√	Nothing expected.

Identify any complaints/comments received from stakeholders at previous electoral events

Part B – External areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none"> Are there good public transport links to the polling place? 	√	Very good and bus stop immediately outside entrance.
<ul style="list-style-type: none"> Is the approach to the building safe and free from obstructions and does it have a dropped kerb? 	√	Good approach, but would like RAG input to confirm safety of kerb from car park to footpath.
<ul style="list-style-type: none"> Is the building clearly identifiable? 	√	Large team logo on Building – polling station signs required to identify as polling place.
<ul style="list-style-type: none"> Is additional signage required between street and entrance? 	√	From OUFC sign on Main road 2- 3 additional polling station signs should suffice.
<ul style="list-style-type: none"> Is there the facility to put up the required signage for polling day? 	√	For external signage, plenty of windows to put outward facing

Date reviewed:

Officer initials:

		signs on. Internal signage no issues, but club insist on use of blue tack on not sellotape on painted walls.
• Are there parking facilities for disabled people?	√	Parking available.
• Are there parking facilities for polling staff?	√	As above.
• Does the approach to the building have external lighting?	√	Yes – security lighting on both the club house door and on the outside of the King Centre adjacent to the club house.
• Does the building have level access? Yes. If no –	√	Very slight slope on entrance path. Ramp should not be required.
• Has a purpose built ramp been installed?	X	
• If so, does it have a handrail?	X	
• Does the ramp have a gentle slope?	X	
• Does the building require a temporary ramp or is there an alternative disabled access?	X	
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?	√	Yes – double doors on both the entrance and internal entrance doors, both operated by chair-level push button. Internal doors can also be wedged open if required.
• Are the doors light enough for frail/elderly voters to open?	√	Push button operation for disabled users can be used by all.
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?	√	Can be attached to outside of door but probably better facing outwards from inside of glass panel.
• Are there any external security concerns?	√	No
• Can tellers be accommodated outside the building?	√	Sheltered paving leading to polling station, but Presiding Officer would need to ensure that they did not block access.

Date reviewed:

Officer initials:

External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

Sketch layout; provide photographs as appropriate.



Oakham United Football Club – location of new polling station

There is a road straight to the club from the B640 and parking available on site and can be seen below on satellite view of site. Clear signposting to from B640.



Date reviewed:

Officer initials:

Part C – Internal areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none">Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Push button access to station (both external and internal door at chair-level). These would not need to be locked open unless they were faulty. Access doors in clear line of sight for PO/PC to troubleshoot any issues.
<ul style="list-style-type: none">Are there any internal steps or obstructions/hazards?	√	No.
<ul style="list-style-type: none">Are any doormats level with the floor?	√	No.
<ul style="list-style-type: none">Is the floor covering non-slip (including in wet weather)?	√	Carpeted throughout.
<ul style="list-style-type: none">Are there any corridors that may cause access problems?	√	Not to get to the polling station and polling booths.
<ul style="list-style-type: none">Is there adequate lighting in the corridors?	√	No requirement to access any of the corridors in the building but if required lights are sensor activated.
<ul style="list-style-type: none">Are there toilet facilities?	√	Yes by the changing rooms.
<ul style="list-style-type: none">Is there a kitchen that staff can use?	√	Yes, includes microwave, kettle, sink and fridge.
<ul style="list-style-type: none">Is the area adequately lit for day and night time?	√	Yes.
<ul style="list-style-type: none">Is there adequate space for signage?	√	Yes, but PO to ensure signage secured by blue tac and not sellotape.
<ul style="list-style-type: none">How many polling stations can the building accommodate?	√	One to ensure secrecy of vote.
<ul style="list-style-type: none">Does the building have a telephone available (land line) in the event of mobile network problems?	√	No, there is a phone point but not connected (used for intranet only).

Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.

See diagram on page 8

Part D – The polling station(s)		
Check	(√)	Comments
<ul style="list-style-type: none">Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?	√	Yes

Date reviewed:

Officer initials:

• If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?	√	No, not with office works needing access to office.
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	√	Yes
• Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?	√	Yes
• Is there adequate lighting for day and night time?	√	Yes
• Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?	√	Yes – would need to discuss with club ahead of first use though.
• Could motorised wheelchairs be accommodated?	√	Yes
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	Yes

Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.

See diagram on page 8.

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Date reviewed:

Officer initials:

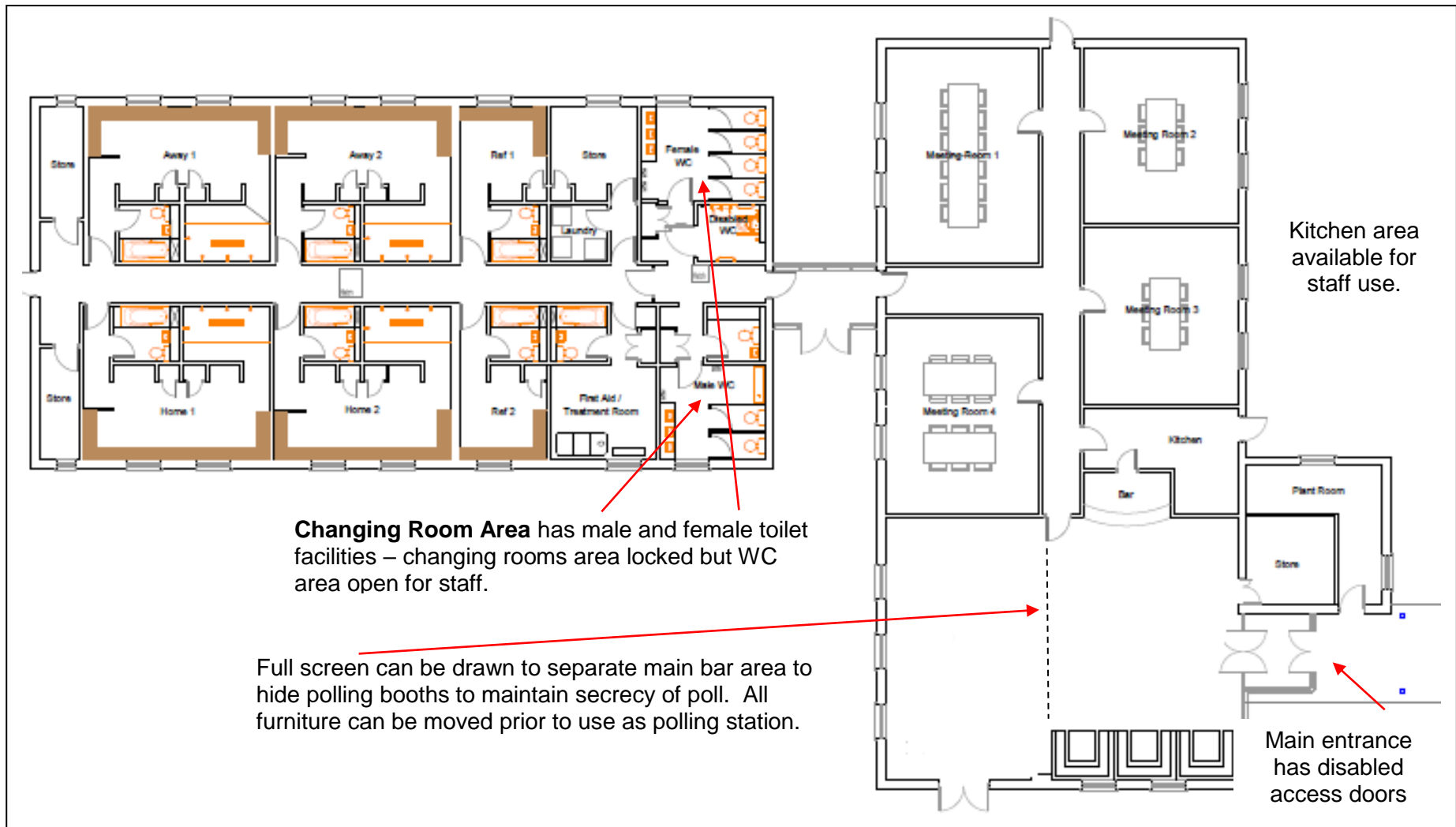
Additional comments from (A)RO

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Date reviewed:

Officer initials:

116



Comments from stakeholders during consultation		
Comment	Name/organisation	Response by RO
I confirm that I have no comments or observations to make other than to support the review as a mechanism for ensuring the most appropriate and accessible polling places and polling stations are used.	Edd de Coverly, (A)RO	N/R
Following consultation with colleagues I can confirm that voluntary sector representatives are happy with proposed changes detailed and have no further comment to make.	R Simpson, Secretary, Rutland Consortium	N/R
All okay.	S Asplin Rutland and Melton Constituency Liberal Democrats	N/R
Looks fine.	C Shuttleworth Oakham United Football Club	N/R
Thank you for providing this information, I do not believe there is anything that I need to act on or raise at this time. We usually have planned policing operations during local elections, this is organised centrally and the staffing based on likely volume of voters and information/intelligence around disruption or security threats. I've read through the proposed station at Oakham United FC and have no concerns from a policing perspective.	Rutland Neighbourhood Team Supervisor Oakham Police Station	N/R

Additional comments from (A)RO:

Nil

Polling place / polling station – evaluation checklist

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Polling place review														
Check		Comment												
<ul style="list-style-type: none"> Are there suitable transport links? 	✓	Road access good and there is also a bus stop immediately outside the turning from the main road into the road to the club. Entrance is approx. 150 metres from bus stop.												
<ul style="list-style-type: none"> Are there any access issues regarding main/busy roads, railways, rivers, etc.? 	✓	Entrance off main road which can be busy at peak times.												

Date reviewed:

Officer initials:

<ul style="list-style-type: none"> Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout? 	√	<p>The internal area is large enough to accommodate a queue during peak periods if polling booths are situated towards the rear of the accommodation. Only one station here though unless other office space is not used on polling day. Office staff requiring access to office accommodation means that polling station is sectioned off (see diagram) and therefore only one station can be properly accommodated here.</p>
<ul style="list-style-type: none"> Is the building readily available in the event of any unscheduled elections? 	√	<p>Speaking to the club staff there should be no problems here – there are no regular scheduled events for Thursdays throughout the year and the amount of notice that we are able to provide should negate any issues.</p>
<ul style="list-style-type: none"> Is there any possibility that the building may be demolished as part of a new development? 	√	<p>Nothing expected.</p>

Identify any complaints/comments received from stakeholders at previous electoral events

Part B – External areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none"> Are there good public transport links to the polling place? 	√	<p>Very good and bus stop immediately outside entrance.</p>
<ul style="list-style-type: none"> Is the approach to the building safe and free from obstructions and does it have a dropped kerb? 	√	<p>Good approach, but would like RAG input to confirm safety of kerb from car park to footpath.</p>
<ul style="list-style-type: none"> Is the building clearly identifiable? 	√	<p>Large team logo on Building – polling station signs required to identify as polling place.</p>
<ul style="list-style-type: none"> Is additional signage required between street and entrance? 	√	<p>From OUFC sign on Main road 2- 3 additional polling station signs should suffice.</p>
<ul style="list-style-type: none"> Is there the facility to put up the required signage for polling day? 	√	<p>For external signage, plenty of windows to put outward facing</p>

Date reviewed:

Officer initials:

		signs on. Internal signage no issues, but club insist on use of blue tack on not sellotape on painted walls.
<ul style="list-style-type: none"> • Are there parking facilities for disabled people? 	√	Parking available.
<ul style="list-style-type: none"> • Are there parking facilities for polling staff? 	√	As above.
<ul style="list-style-type: none"> • Does the approach to the building have external lighting? 	√	Yes – security lighting on both the club house door and on the outside of the King Centre adjacent to the club house.
<ul style="list-style-type: none"> • Does the building have level access? Yes. If no – • Has a purpose built ramp been installed? • If so, does it have a handrail? • Does the ramp have a gentle slope? • Does the building require a temporary ramp or is there an alternative disabled access? 	√ X X X X	Very slight slope on entrance path. Ramp should not be required.
<ul style="list-style-type: none"> • Is the entrance door wide enough for a disabled person using a motorised wheelchair? 	√	Yes – double doors on both the entrance and internal entrance doors, both operated by chair-level push button. Internal doors can also be wedged open if required.
<ul style="list-style-type: none"> • Are the doors light enough for frail/elderly voters to open? 	√	Push button operation for disabled users can be used by all.
<ul style="list-style-type: none"> • Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules? 	√	Can be attached to outside of door but probably better facing outwards from inside of glass panel.
<ul style="list-style-type: none"> • Are there any external security concerns? 	√	No
<ul style="list-style-type: none"> • Can tellers be accommodated outside the building? 	√	Sheltered paving leading to polling station, but Presiding Officer would need to ensure that they did not block access.

Date reviewed:

Officer initials:

External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

Sketch layout; provide photographs as appropriate.



Oakham United Football Club – location of new polling station

There is a road straight to the club from the B640 and parking available on site and can be seen below on satellite view of site. Clear signposting to from B640.



Date reviewed:

Officer initials:

Part C – Internal areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none">Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Push button access to station (both external and internal door at chair-level). These would not need to be locked open unless they were faulty. Access doors in clear line of sight for PO/PC to troubleshoot any issues.
<ul style="list-style-type: none">Are there any internal steps or obstructions/hazards?	√	No.
<ul style="list-style-type: none">Are any doormats level with the floor?	√	No.
<ul style="list-style-type: none">Is the floor covering non-slip (including in wet weather)?	√	Carpeted throughout.
<ul style="list-style-type: none">Are there any corridors that may cause access problems?	√	Not to get to the polling station and polling booths.
<ul style="list-style-type: none">Is there adequate lighting in the corridors?	√	No requirement to access any of the corridors in the building but if required lights are sensor activated.
<ul style="list-style-type: none">Are there toilet facilities?	√	Yes by the changing rooms.
<ul style="list-style-type: none">Is there a kitchen that staff can use?	√	Yes, includes microwave, kettle, sink and fridge.
<ul style="list-style-type: none">Is the area adequately lit for day and night time?	√	Yes.
<ul style="list-style-type: none">Is there adequate space for signage?	√	Yes, but PO to ensure signage secured by blue tac and not sellotape.
<ul style="list-style-type: none">How many polling stations can the building accommodate?	√	One to ensure secrecy of vote.
<ul style="list-style-type: none">Does the building have a telephone available (land line) in the event of mobile network problems?	√	No, there is a phone point but not connected (used for intranet only).

Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.

See diagram on page 8

Part D – The polling station(s)		
Check	(√)	Comments
<ul style="list-style-type: none">Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?	√	Yes

Date reviewed:

Officer initials:

• If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?	√	No, not with office works needing access to office.
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	√	Yes
• Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?	√	Yes
• Is there adequate lighting for day and night time?	√	Yes
• Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?	√	Yes – would need to discuss with club ahead of first use though.
• Could motorised wheelchairs be accommodated?	√	Yes
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	Yes

Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.

See diagram on page 8.

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Date reviewed:

Officer initials:

Additional comments from (A)RO

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Date reviewed:

Officer initials:

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