



# Cabinet

<b>Date:</b>	<b>Monday, 25 February 2019</b>
<b>Time:</b>	<b>10.00 a.m.</b>
<b>Venue:</b>	<b>Committee Room 1 - Wallasey Town Hall</b>

This meeting will be webcast at  
<https://wirral.public-i.tv/core/portal/home>

**Contact Officer:** Patrick Sebastian  
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## AGENDA

### 1. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Cabinet are asked to consider whether they have any disclosable pecuniary and/or any other relevant interest, in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

### 2. MINUTES

The minutes of the last meeting have been printed and published. Any matters called in will be reported at the meeting.

RECOMMENDATION: That the minutes be approved and adopted.

## LEADER'S UPDATE

### 3. EXECUTIVE KEY DECISIONS TAKEN UNDER DELEGATED POWERS (Pages 1 - 2)

**Key Decisions** – taken under delegated powers. Period 16 November, 2018 (date of publication of last Cabinet agenda) to date.

Decision Maker - Cabinet Member, Finance and Resources.

**Collection Fund 2018-19**

(Executive Member Decision Form attached).

## **CABINET MEMBER REPORTS**

4. **DRAFT CALENDAR OF MEETINGS FOR THE 2019/20 MUNICIPAL YEAR**  
(Pages 3 - 22)
5. **ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY AND SECONDARY SCHOOLS AND THE COORDINATED ADMISSION SCHEMES FOR 2020/21**  
(Pages 23 - 62)
6. **CALLED IN ITEM - LOCAL PLAN - RECOMMENDATIONS FROM ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE**  
(Pages 63 - 86)

At its meeting on 7 February, 2019, the Environment Overview and Scrutiny Committee considered the Called-In decision of Cabinet (17 December, 2018).

Recommendations of the Overview and Scrutiny Committee, minute of the Call-In meeting, Cabinet report and minute are attached.

### ***Audio/Visual Recording of Meetings***

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EXECUTIVE MEMBER DECISION FORM	
<b>DECISION TO BE TAKEN BY</b>	<b>CLLR JANETTE WILLIAMSON</b>
<b>KEY DECISION</b>	<b>YES</b>
<b>PORTFOLIO AREA</b>	<b>FINANCE &amp; INCOME GENERATION</b>

<b>PORTFOLIOS AFFECTED</b>	<b>FINANCE &amp; INCOME GENERATION</b>
<b>WARDS AFFECTED</b>	<b>ALL</b>

**SUBJECT: COLLECTION FUND 2018/19**

**1 RECOMMENDATIONS**

- 1 That the declaration of an estimated £0.59 million surplus balance position for the Council Tax proportion of the Collection Fund for the year ending 31 March 2019 be notified to the precepting bodies. Wirral's share is £0.50 million.
- 2 That the declaration of the 2018/19 National Non-Domestic Rates (Business Rates) surplus/deficit position and 2018/19 initial forecast be made by the Cabinet Member for Finance and Income Generation in conjunction with the Director of Finance & Investment (Section 151 Officer) on, or before, 31 January 2019. This forecast is yet to be finalised.
- 3 That any Council share of the 'one-off' distribution from the Collection Fund, currently estimated as surplus regarding Council Tax be added to the General Fund balances for use in supporting the General Fund budget.
- 4 That any surplus or deficit position arising from the estimated NNDR position as at 31 January 2019 be reflected in the 2019/20 budget and General Fund balances.

**2 REASONS FOR THE DECISION**

- 2.1 In accordance with the Local Authority (Funds) (England) Regulations 1992, the Authority must annually estimate the likely surplus or deficit on its Collection Fund for the current financial year. The estimate should be made on, or as close to, the 15 January as possible but cover the period up to 31 March. The Authority must notify the precepting bodies of the Fund within 7 days of the 15 January and the estimated surplus or deficit can then be taken into account by the precepting bodies in setting their Budget and likely Precept requirements on the Collection Fund for the following year.

- 2.2 For National Non-Domestic Rates the Non-Domestic Rating (Rates Retention) Regulations 2013 require billing authorities to calculate any central share and each relevant receiving authority's share of its non-domestic rating income. This should be notified on or before 31 January and include a forecast surplus/deficit position for the current year and an initial forecast for the following financial year.
- 2.3 The release of 'one-off' Collection Fund resources is added to the General Fund Balances. This can then be available to support the General Fund Budget.

### 3 STATEMENT OF COMPLIANCE

The recommendations are made further to legal advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been completed. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

### 4 DECLARATION OF INTEREST

 <p><b>Councillor Jannette Williamson</b> Executive Member 16 January 2019</p>	 <p><b>Shaer Halewood</b> Director of Finance &amp; Investment 16 January 2019</p>
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**A list of background papers on this issue is held with:**

Contact Officer                      Peter Molyneux  
Report                                      Collection Fund 2018/19

**Date of Publication:**

**Date of Expiry of Call-In Period:**



**COUNCILLOR  
PHIL DAVIES**

**CABINET**

**Monday, 25 February 2019**

**DRAFT CALENDAR OF MEETINGS FOR  
THE 2019/20 MUNICIPAL YEAR**

**Councillor Phil Davies, Leader of the Council - (Overall strategic direction of Council; Lead the Wirral Partnership; Lead Wirral across Liverpool City Region), said:**

“This report sets out a programme of meetings for the coming municipal year, allowing the Council to plan its business effectively and enable effective governance and scrutiny of all decisions.”

**REPORT SUMMARY**

This report recommends draft dates for Council, Cabinet and Committee meetings (“Council meetings”) for the Municipal Year 2019/2020 (Appendix 1). The report also describes various issues that have been taken into account in compiling the draft calendar.

Other meetings that do not constitute a meeting of the Council and therefore don’t require inclusion in the Calendar of Meetings are set out at Appendix 2. Notification of these other meetings is given now so as to enable Members to manage their diaries.

The Wirral Plan: A 2020 Vision sets out a shared partnership vision to improve outcomes for Wirral residents. Delivery of the priorities and outcomes described in the Plan is dependent on the efficient operation of the democratic process to scrutinise and make the decisions required and the requirement for the scheduling of Council meetings which take these decisions.

The decision required is not a key decision.

## **RECOMMENDATIONS**

That Cabinet recommends to Council:

- (a) the relevant draft Calendar of Meetings for the 2019/20 Municipal year set out at Appendix 1 to the report for approval, and unless amended at the meeting of Council on 18 March, 2019, be confirmed as the Calendar of Meetings for the Municipal Year 2019/20;
- (b) the other meetings detailed set out at Appendix 2 be noted and Members diarise those meetings as appropriate.
- (c) any proposed amendments to the Calendar of Meetings and Appendix 2 be submitted to the Director of Governance and Assurance by no later than 10am on Friday, 8 March 2019.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 The Council must approve and publish a Calendar of Meetings for the 2019/20 Municipal Year.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 No other options were considered beyond those outlined in the report.

### **3.0 BACKGROUND INFORMATION**

- 3.1 Members are asked to consider the draft Calendar of Meetings for the Municipal Year 2019/20 and provide details and reasons of any changes (if any) they would like to see to the draft Calendar.
- 3.2 Convening an extraordinary Council meeting or changing a scheduled meeting can often prove difficult given the demands placed upon Members. Matters are compounded by the membership of committees, etc being limited to a specific number of Members (and deputies) which impacts upon availability. It is therefore important that the Calendar of Meetings comprehensively captures Council meetings in such a way that it enables the Council to manage and discharge its functions in a timely and cost effective manner.
- 3.3 Access to information rules and regulations shall apply to meetings detailed in the Calendar of Meetings. However, such rules and regulations do not apply in respect of those meetings detailed in Appendix 2 - Other Meetings.
- 3.4 Dates are not included in the Calendar for Member training. A programme of dates will be drawn up by the Member Development Steering Group in due course and circulated to Members.

### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 The Council is required to ensure there are sufficient resources to administer all Council meetings in accordance with relevant legislation and the Council's Constitution

### **5.0 LEGAL**

- 5.1 It is considered appropriate for the Council to publish a Calendar of Meetings in respect of each Municipal Year.

### **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

- 6.1 The Council is required to ensure there are sufficient resources to administer all Council meetings in accordance with relevant legislation and the Council's Constitution.

## **7.0 RELEVANT RISKS**

7.1 It is not possible to pre-empt or predict the exact number of Council meetings that are required and when they will need to take place. Additional Council meetings will be convened when necessary (and in accordance with the Council's Constitution) to ensure that the Council discharges its duties, obligations and responsibilities.

## **8.0 ENGAGEMENT / CONSULTATION**

8.1 The Leader of the Council has been consulted and has agreed the Cabinet dates. Officers have been consulted in respect of the dates for overview and scrutiny and regulatory committees, some of which involve the signing off of annual accounts.

## **9.0 EQUALITY IMPLICATIONS**

9.1 There are no equality implications.

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## **APPENDICES**

Appendix 1 – Draft Calendar of Meeting for the 2019/20 Municipal Year  
Appendix 2 – Other Meetings

## **BACKGROUND PAPERS**

### **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
<b>Council</b>	<b>19 March 2018</b>
<b>Cabinet</b>	<b>26 February 2018</b>
<b>Council</b>	<b>16 May 2017</b>
<b>Standards and Constitutional Oversight Committee</b>	<b>26 April 2017</b>
<b>Council</b>	<b>20 March 2017</b>
<b>Cabinet</b>	<b>27 February 2017</b>
<b>Council</b>	<b>14 March 2016</b>
<b>Cabinet</b>	<b>7 March 2016</b>

## MAY - 2019/20 CALENDAR OF MEETINGS Draft (1)

Wednesday	1	
Thursday	2	Local Elections
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	Bank Holiday
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	
Saturday	11	
Sunday	12	
Monday	13	<b>ANNUAL COUNCIL (PART 1)</b>
Tuesday	14	<b>ANNUAL COUNCIL (PART 2)</b>
Wednesday	15	
Thursday	16	
Friday	17	
Saturday	18	
Sunday	19	
Monday	20	
Tuesday	21	
Wednesday	22	
Thursday	23	Licensing Act 2003 Cttee; Licensing, H&S and GP Cttee
Friday	24	
Saturday	25	
Sunday	26	
Monday	27	Bank Holiday
Tuesday	28	Half Term
Wednesday	29	
Thursday	30	Planning Committee
Friday	31	

Saturday	1	
Sunday	2	
Monday	3	<b>Cabinet</b>
Tuesday	4	
Wednesday	5	
Thursday	6	
Friday	7	
Saturday	8	
Sunday	9	
Monday	10	
Tuesday	11	Standards and Constitutional Oversight Cttee
Wednesday	12	
Thursday	13	
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	
Tuesday	18	
Wednesday	19	
Thursday	20	Planning Committee
Friday	21	
Saturday	22	
Sunday	23	
Monday	24	<b>Cabinet</b>
Tuesday	25	Employment and Appointments Cttee
Wednesday	26	Adult Care and Health Overview and Scrutiny Cttee
Thursday	27	
Friday	28	
Saturday	29	
Sunday	30	

Monday	1	
Tuesday	2	Environment Overview and Scrutiny Cttee
Wednesday	3	Children and Families Overview and Scrutiny Cttee
Thursday	4	Business Overview and Scrutiny Cttee
Friday	5	
Saturday	6	
Sunday	7	
Monday	8	
Tuesday	9	Joint Strategic Commissioning Board
Wednesday	10	
Thursday	11	
Friday	12	
Saturday	13	
Sunday	14	
Monday	15	<b>COUNCIL</b>
Tuesday	16	Pensions Cttee
Wednesday	17	Health and Wellbeing Board
Thursday	18	Planning Cttee
Friday	19	
Saturday	20	
Sunday	21	
Monday	22	<b>Cabinet; Audit and Risk Management Cttee</b>
Tuesday	23	
Wednesday	24	
Thursday	25	<i>School Summer Holidays</i>
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	
Tuesday	30	
Wednesday	31	

# AUGUST

2019

Thursday	1	
Friday	2	
Saturday	3	
Sunday	4	
Monday	5	
Tuesday	6	
Wednesday	7	
Thursday	8	
Friday	9	
Saturday	10	
Sunday	11	
Monday	12	
Tuesday	13	
Wednesday	14	
Thursday	15	Planning Cttee
Friday	16	
Saturday	17	
Sunday	18	
Monday	19	
Tuesday	20	
Wednesday	21	
Thursday	22	
Friday	23	
Saturday	24	
Sunday	25	
Monday	26	Bank Holiday
Tuesday	27	
Wednesday	28	
Thursday	29	
Friday	30	
Saturday	31	

# SEPTEMBER

2019

Sunday	1	
Monday	2	<b>Cabinet</b>
Tuesday	3	
Wednesday	4	
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	
Tuesday	10	Joint Strategic Commissioning Board
Wednesday	11	Standards and Constitutional Oversight Cttee
Thursday	12	Planning Cttee
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	Adult Care and Health Overview and Scrutiny Cttee
Tuesday	17	Business Overview and Scrutiny Cttee
Wednesday	18	Licensing H&S and GP Cttee
Thursday	19	
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	Audit and Risk Management Cttee
Tuesday	24	Environment Overview and Scrutiny Cttee
Wednesday	25	Children and Families Overview and Scrutiny Cttee
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	<b>Cabinet</b>

# OCTOBER

2019

Tuesday	1	
Wednesday	2	
Thursday	3	
Friday	4	
Saturday	5	
Sunday	6	
Monday	7	
Tuesday	8	
Wednesday	9	
Thursday	10	
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	<b>COUNCIL</b>
Tuesday	15	
Wednesday	16	Licensing Act 2003 Cttee
Thursday	17	Planning Cttee
Friday	18	
Saturday	19	
Sunday	20	
Monday	21	
Tuesday	22	
Wednesday	23	
Thursday	24	
Friday	25	
Saturday	26	
Sunday	27	
Monday	28	<i>Half Term</i>
Tuesday	29	
Wednesday	30	
Thursday	31	

# NOVEMBER

2019

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	<b>Cabinet; Pensions Cttee</b>
Tuesday	5	
Wednesday	6	
Thursday	7	
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	Children and Families Overview and Scrutiny Cttee
Tuesday	12	Joint Strategic Commissioning Board
Wednesday	13	Health and Wellbeing Board
Thursday	14	Planning Cttee
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	Audit and Risk Management Cttee
Tuesday	19	Adult Care and Health Overview and Scrutiny Cttee
Wednesday	20	Licensing, H&S and GP Cttee
Thursday	21	Employment and Appointments Cttee
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	<b>Cabinet</b>
Tuesday	26	Standards and Constitutional Oversight Cttee
Wednesday	27	Business Overview and Scrutiny Cttee
Thursday	28	Environment Overview and Scrutiny Cttee
Friday	29	
Saturday	30	

# DECEMBER

2019

Sunday	1	
Monday	2	
Tuesday	3	
Wednesday	4	
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	<b>COUNCIL</b>
Tuesday	10	
Wednesday	11	
Thursday	12	Planning Cttee
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	
Tuesday	17	
Wednesday	18	
Thursday	19	
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	
Tuesday	24	Christmas Eve
Wednesday	25	Christmas Day
Thursday	26	Boxing Day
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	
Tuesday	31	

# JANUARY

2020

Wednesday	1	New Years Day
Thursday	2	
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	
Saturday	11	
Sunday	12	
Monday	13	
Tuesday	14	Joint Strategic Commissioning Board
Wednesday	15	
Thursday	16	Planning Cttee
Friday	17	
Saturday	18	
Sunday	19	
Monday	20	<b>Cabinet</b>
Tuesday	21	Adult Care and Health Overview and Scrutiny Cttee
Wednesday	22	Licensing, H&S and GP Cttee
Thursday	23	Business O&S Cttee
Friday	24	
Saturday	25	
Sunday	26	
Monday	27	Audit and Risk Management Cttee
Tuesday	28	Children and Families Overview and Scrutiny Cttee
Wednesday	29	
Thursday	30	Environment Overview and Scrutiny Cttee
Friday	31	

# FEBRUARY

2020

Saturday	1	
Sunday	2	
Monday	3	Pensions Cttee
Tuesday	4	
Wednesday	5	
Thursday	6	
Friday	7	
Saturday	8	
Sunday	9	
Monday	10	
Tuesday	11	
Wednesday	12	
Thursday	13	Planning Cttee
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	<b>Budget Cabinet</b> <i>Half Term</i>
Tuesday	18	
Wednesday	19	
Thursday	20	
Friday	21	
Saturday	22	
Sunday	23	
Monday	24	<b>Cabinet</b>
Tuesday	25	Standards and Constitutional Oversight Cttee
Wednesday	26	
Thursday	27	Adult Care and Health Overview and Scrutiny Cttee
Friday	28	
Saturday	29	

# MARCH

2020

Sunday	1	
Monday	2	<b>BUDGET COUNCIL</b>
Tuesday	3	Employments and Appointments Cttee
Wednesday	4	Business Overview and Scrutiny Cttee
Thursday	5	COUNCIL (BUDGET RESERVE)
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	
Tuesday	10	Joint Strategic Comm Board; Audit & Risk Mgmt Cttee
Wednesday	11	Health and Wellbeing Board
Thursday	12	Environment Overview and Scrutiny Cttee
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	<b>COUNCIL</b>
Tuesday	17	Children and Families Overview and Scrutiny Cttee
Wednesday	18	Licensing, H&S and GP Cttee
Thursday	19	Planning Cttee
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	<b>Cabinet</b>
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	Pensions Cttee
Tuesday	31	

# APRIL

2020

Wednesday	1	
Thursday	2	
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	<i>Spring Break</i>
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	Good Friday
Saturday	11	
Sunday	12	Easter Day
Monday	13	Easter Monday
Tuesday	14	
Wednesday	15	
Thursday	16	Planning Cttee
Friday	17	
Saturday	18	
Sunday	19	
Monday	20	
Tuesday	21	
Wednesday	22	
Thursday	23	
Friday	24	
Saturday	25	
Sunday	26	
Monday	27	
Tuesday	28	
Wednesday	29	
Thursday	30	

**MAY****2020**

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	Bank Holiday
Tuesday	5	
Wednesday	6	
Thursday	7	Local Elections
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	
Tuesday	12	
Wednesday	13	
Thursday	14	
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	
Tuesday	19	
Wednesday	20	
Thursday	21	
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	Bank Holiday
Tuesday	26	
Wednesday	27	
Thursday	28	
Friday	29	
Saturday	30	
Sunday	31	

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**Other meetings**

Pre-Council Group Meetings

- Monday 8 July 2019
- Monday 7 October 2019
- Monday 2 December 2019
- Monday 24 February 2020
- Monday 9 March 2020

Youth Parliament

- Wednesday 6 November 2019

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**CLLR BERNIE MOONEY**

**CABINET**

**Monday, 25 February 2019**

**ADMISSION ARRANGEMENTS FOR COMMUNITY  
AND VOLUNTARY CONTROLLED PRIMARY AND  
SECONDARY SCHOOLS AND THE  
COORDINATED ADMISSION SCHEMES FOR  
2020-2021**

**Councillor Bernie Mooney Cabinet Member - Children & Families, said:**

“Making sure your child gets into the right school is incredibly important for every family in the borough. It is important we have a fair, equitable policy to determine school admission arrangements. This report provides that policy for Wirral parents.”

**REPORT SUMMARY**

This report invites the Cabinet to determine the Authority’s admission arrangements for community and voluntary controlled primary and secondary schools and the co-ordinated schemes for 2020-2021. This is a statutory requirement.

**RECOMMENDATION**

That Cabinet agree the proposed admission arrangements for community and voluntary controlled schools and the Wirral co-ordinated schemes for 2020-2021.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION**

- 1.1 The Authority is required to determine admission arrangements for community and voluntary controlled primary and secondary schools. The New School Admissions (England) Regulations (2003) also require the Authority to have in place a co-ordinated scheme for admissions to all primary and secondary schools including Academy schools, in 2020-21. The proposed schemes are attached along with proposed admission numbers for community and controlled schools (Appendices 1 and 2).

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 None.

### **3.0 BACKGROUND INFORMATION**

- 3.1 The consultation on the co-ordinated scheme for admissions took place according to guidance (see 8.0 below). Two responses to the consultation were received. Both were from headteachers of Wirral primary schools.
- 3.2 Both responses commented on the proposed removal of the Independent Assessment Board. One was in favour of this, the other expressed some concerns. These concerns were regarding the possibility that parents of children who were a few marks below the standard with mitigating circumstances, who the school might previously have referred for consideration by the IAB, might not feel confident in following the formal appeals procedure.
- 3.3 As in the previous report on this subject, the removal of the IAB will mean that the number of pupils reaching the standard will be increased at the initial stage by the test provider, which should mean that those pupils who would in previous years have been just below the qualifying standard, would reach the standard.
- 3.4 The selective tests are by their nature intended to be challenging. The qualifying standard is set in order to track the overall population demographic and to ensure that the grammar schools are neither very over-subscribed nor undersubscribed, although the popularity of individual schools, including the separate Catholic grammar schools, fluctuates from year to year.

There will always be pupils whose standardised score is just below the qualifying standard. The Independent Appeal is parents' opportunity to give all their reasons why they believe their child should attend a particular school, including any mitigating circumstances in relation to the test, such as illness or family circumstances. The Appeal Panel's decision is then legally binding.

- 3.5 In relation to the respondent school who has concerns about parents not taking up their right of appeal, it is of course open to schools to speak individually to parents of children to ensure they understand the appeal process, and to provide factual information about attainment etc. for use in an appeal. This should mitigate any impact

of the removal of the Independent Assessment Board. It is recommended that this item be removed accordingly for 2020-2021 and onwards.

- 3.6 One of the responses also commented on the proposed removal of the medical criterion from the policy for community and voluntary controlled primary schools, and was in favour of this.
- 3.7 As set out in the report of 2<sup>nd</sup> October 2018, the original rationale for the medical criteria has long ceased, and given the low level of usage and applicability, as well as the excellent support available to children in Wirral's primary and infant schools, it is therefore recommended that the in-zone and out of zone medical criteria be removed from the policy for community and voluntary controlled primary schools. This will simplify the policy and improve clarity for parents about the admission criteria to these schools.
- 3.8 Members should note that children and young people with an Education Health and Care Plan (EHCP) naming a school would not be affected by this change to the co-ordinated scheme. This is a legal document and these children must be admitted.
- 3.9 For information, the Wirral Fair Access Protocol referred to in the Wirral Co-ordinated Schemes was updated in Autumn 2018 to reflect various alterations, including: the broader composition of the Fair Access Panel; the amended definition of "serious attendance problems" as agreed by Wirral's secondary headteachers (below 95%); and the elimination of an exception in 3.1(c ) of the Protocol relating to pupils transferring between Wirral schools during the first term of Year 7.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 None.

#### **5.0 LEGAL IMPLICATIONS**

- 5.1 It should be noted that the relevant co-ordinated schemes and the Fair Access Protocol apply to all Wirral primary and secondary schools, including Academy schools. A Voluntary Aided primary school and a Community primary school have already made the conversion to Academy status. There is additional emphasis on the importance of school governing bodies to understand and apply the Admissions Code, Wirral co-ordinated scheme and FAP correctly and fairly, otherwise schools will be open to challenge both at parental appeal and by the Schools Adjudicator and/or Secretary of State.
- 5.2 Section 8.20 of the secondary co-ordinated scheme and 7.8 of the primary co-ordinated scheme refers to overseas applications. This section may need to be further revised in the light of upcoming changes to the United Kingdom's position in relation to the European Economic Area. If so, amendments will be made at the time.
- 5.3 The guiding principles for a fair consultation are, in summary: it should be at a time when proposals are at a formative stage; sufficient reasons for the proposal should be given to permit intelligent consideration and response; those consulted should be made aware of the factors that are of decisive relevance to the decision; adequate time should be given for consideration and response and the product of the

consultation should be conscientiously taken into account by the decision makers in finalising their proposals.

## **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

6.1 The Fair Access Protocol requires a Local Authority Clerk to organise Fair Access Panels, prepare paperwork and disseminate Panel decisions to parents and schools. The cost of this is met from the Council's budget.

## **7.0 RELEVANT RISKS**

7.1 Failure to determine the admission arrangements by 28th February of the preceding year would contravene the 2014 Admissions Code and associated guidance.

7.2 See also 5.1 above.

## **8.0 ENGAGEMENT / CONSULTATION**

8.1 Consultation on the co-ordinated scheme has taken place with all Wirral schools, other relevant admission authorities and all statutory consultees.

8.2 The consultation period took place for 6 weeks between 17th October and 28th November 2018, which complies with requirements set out in the School Admissions Code 2014.

8.3 The date by which the arrangements must be determined is 28<sup>th</sup> February. These admission arrangements must then be published on the Council's website by 15<sup>th</sup> March. The deadline for objections against the admission arrangements to the Schools Adjudicator is 15<sup>th</sup> May.

## **9.0 EQUALITY IMPLICATIONS**

9.1 An equality impact assessment has been completed and can be found at:  
<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017-1>

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## **APPENDICES**

Primary co-ordinated scheme for admissions 2020-2021  
Secondary co-ordinated scheme for admissions 2020-2021

## **BACKGROUND PAPERS**

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
<b>Delegated Authority</b>	<b>2nd October 2018</b>
<b>Cabinet</b>	<b>26<sup>th</sup> February 2018</b>
<b>Delegated Authority</b>	<b>17<sup>th</sup> October 2017</b>
<b>Cabinet</b>	<b>27<sup>th</sup> February 2017</b>
<b>Delegated Authority</b>	<b>6<sup>th</sup> October 2016</b>
<b>Cabinet</b>	<b>22<sup>nd</sup> February 2016</b>

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**DRAFT SCHEME FOR THE CO-ORDINATION OF ADMISSION  
ARRANGEMENTS FOR MAINTAINED PRIMARY SCHOOLS IN THE  
WIRRAL AREA**

**FOR THE ACADEMIC YEAR 2020-2021**

This scheme fulfils the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Co-ordination of Admissions Arrangements) (England) Regulations 2008, made under the School Standards and Framework Act 1998, for the area of Wirral Council. It builds on the well-established co-ordination of primary school admissions that have been a longstanding feature of local practice.

The scheme applies to arrangements whereby children are to be admitted to primary schools in the academic year 2020/21 and for subsequent years, subject to any review.

The co-ordinated scheme applies to all schools, excluding special schools, maintained by Wirral Council ("the Council") and to preferences expressed by Wirral resident parents and carers for schools maintained by other English local authorities (LA), academies and free schools. Admissions to other schools with independent status are not be covered by this scheme.

**1.0 Applications for school places for admission into Foundation 2 – the normal admission round**

1.1 Wirral Council will act as the co-ordinating authority for all applications. Offers will be made by the Council, in its role as the home authority, on behalf of the admissions authority for the school allocated as follows:

<b>Admissions Authority</b>	<b>Category of School</b>
Wirral Council	All Wirral community and voluntary controlled schools
Governing body of school	All Voluntary Aided, Foundation, Trust and Academy schools
Maintaining Local Authority	Non-Wirral community and voluntary controlled schools

- 1.2 The admission arrangements for schools maintained by Wirral Council are published on the Council's website and in its information booklets, in line with the requirements set out in the School Admissions Code (2014). The Council's information booklets will be available electronically on the Council's website from 1 September. Hard copies will be obtainable by request from the Council from the start of the autumn term. Admissions arrangements are also available from each school on request.
- 1.3 All parents who live in the area administered by Wirral Council must apply for places in maintained and Academy primary schools either in Wirral or in the area of another Local Authority by completing a Wirral Parental Preference application. On-line applications are recommended and are made through the Council's website: [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions). Parents who are unable to access the online admission system can request a paper application form from Wirral Council from the start of the autumn term.
- The application (online or paper) provides an opportunity for the parent to:
- apply for up to 3 schools
  - rank the schools applied for in order of preference
- 1.4 Applications for all schools, including Foundation, Trust, Academy and Voluntary Aided schools must be included on the application.
- 1.5 Applications for places sent direct by parents and carers to individual schools cannot be accepted and must be sent to the Council for inclusion within these arrangements.
- 1.6 Parents must return online and paper applications to Wirral Council by 15th January to ensure the allocation of a school place on 16<sup>th</sup> April or next working day (the National Offer date). Applications received after the published deadline of 15th January will be dealt with once the offer of places has been sent to parents on 16<sup>th</sup> April or next working day.
- 1.7 Parents can apply for school places only from the 1st September preceding admission to Foundation 2, that is, at the beginning of the academic year in which their child's 4<sup>th</sup> birthday falls. Children are normally admitted to school at the beginning of the academic year in which their 5<sup>th</sup> birthday falls.
- 1.8 **Deferred entry and part-time places.** Parents can request deferred entry or part-time attendance up until their child reaches compulsory school age (the term

following their 5<sup>th</sup> birthday). The request must be made in writing to the Local Authority.

<b>Child's age 5 birthdate between</b>	<b>First term of compulsory education</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer term (April)
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn term (September)
1 <sup>st</sup> September and 31 <sup>st</sup> December	Spring term (January)

Parents should note that if a summer born child delays entry to the September after their fifth birthday, the child will ordinarily be expected to enter Year 1, not Foundation 2.

Parents of children born between 1<sup>st</sup> April and 31<sup>st</sup> August who wish to delay their child's entry to September, but are intending to request their child enters Foundation 2 rather than Year 1 are advised to apply as usual and to contact Wirral Council prior to 15<sup>th</sup> January to discuss options. These requests will be considered on the circumstances of each individual case and will require agreement from the allocated school.

1.9 **Applications from separated parents.** Only one application can be processed for each child; therefore it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. Where a child spends equal time with both parents, the child's main permanent residence should be submitted as their home address. If agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then the Council will accept the application from the parent with whom the child is "ordinarily resident". This is the address where the child lives for the majority of the school week (Monday to Friday), and is usually where the parent/carer receives child benefit for the child (where eligible). Proof of address and residence arrangements will be required with the application.

1.10 **Changes of address.** Parents and carers must inform the Council immediately of a change of address, even if details of a future change of residency were included on the application form. The Council will require supporting evidence to show that the place of residency has changed; e.g. a letter from the solicitor confirming the completion date; a signed rental agreement showing the start of the tenancy and its duration. In addition further information may be requested – for example, copies of

council tax and utility bills or any other information considered relevant to the application, including evidence of disposal of previous property. Information and supporting evidence must be received by 28th February. Proof of residency received after 28<sup>th</sup> February will not be used to assign a higher criterion for admission, but will be used to send the decision letter on the published offer date.

- 1.11 **Home address.** This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer as defined by the Children Act 1989. Applicants must not give the address of a business, relative, childminder, friend, a temporary address or an address to which they hope to move. The home address must not be where parents have taken out a short term let on a property solely to use its address on the application form without any intention of taking up permanent residence there. Arrangements where parents leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be "ordinarily resident" with that person. The Council will require proof of residence which may include proof of sale of a previous property.

Wirral Council regularly check addresses and **any deliberate misrepresentation will result in a place being withdrawn.** The Council acts on behalf of all Wirral admission authorities and reserves the right to request independent confirmation of the child's place of residence, as felt appropriate. The Mainstream Admissions team may have to share the information provided with other departments of the Council in order to verify the authenticity of pupil's addresses.

- 1.12 **Withdrawal of places.** The Council has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application, or where a place has been offered in error.

## **2.0 Dealing with Applications**

- 2.1 The Council's admissions criteria will be applied to rank the order of priority of each application for community schools and voluntary controlled schools.
- 2.2 The Council will provide Academy and Voluntary Aided Schools with details of those preference forms which include an application for their school by 16<sup>th</sup> February.
- 2.3 Preference ranking will not be shared with school admission authorities in accordance with paragraph 1.9 of the School Admissions Code 2014 as this cannot lawfully be used when applying oversubscription criteria.

- 2.4 The Governing Bodies of Academy and Voluntary Aided schools will rank each application by applying the school's admission criteria and notify the Mainstream Admissions team of their ranking by 28th February.
- 2.5 Where a pupil is eligible to receive an offer of two or more school places then the Council will allocate the highest priority preference.
- 2.6 The Mainstream Admissions team will notify the Governing Bodies of Academy and Voluntary Aided primary schools of those pupils who will be allocated places at their school by 9<sup>th</sup> April.
- 2.7 In March the Council will inform other Local Authorities of any pupils who are not resident in Wirral and to whom the Council can offer places at Wirral schools.

### **3.0 Determination of applications for Community and Voluntary Controlled schools**

- 3.1 **Allocation of places.** Applications for all Community schools and also for Bidston Village Church of England (CE) Primary School, Holy Trinity CE Primary School (Hoylake), Millfields CE Primary School and St Bridget's CE Primary School (West Kirby) will be determined on the following basis:
- 3.1.1 All children who have applied before 15<sup>th</sup> January will be eligible for a place so long as there is space within the school's admission number. If there are more applications than there are places available, then eligibility will be determined in accordance with the following scheme of priorities:
- Children in care, and children who were in care but have been adopted or are subject to a residency order or special guardianship order ("previously in care")
  - Then children who live in the school's catchment zone in the following priority order:
    - Children who already have older brothers or sisters (including half or step siblings living in the same household) at the school when they are due to start school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. We will also treat a brother or sister at a corresponding junior school as a sibling. Where there is more than one applicant with a sibling in the same year group, priority will be given to those children who live nearest to the school. We measure distances from the child's

home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised routing system.

- Children who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised routing system.

3.1.2 If places remain available, eligibility for children who do not live in the school's catchment area will be determined in accordance with the following scheme of priorities.

- Children who already have older brothers or sisters (including half or step-brothers and sisters living in the same household) at the school when they are due to start school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. We will also treat a brother or sister at a corresponding junior school as a sibling. Where there is more than one applicant with a sibling in the same year group, priority will be given to those children who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised routing system.
- Pupils who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised routing system.

3.1.3 If places remain available at the school after all "on time" applicants have been allocated, places will then be allocated to late applications received after 15<sup>th</sup> January in date order of receipt up to the school's admission number. See paragraph 5.0 below.

3.2 **Aided schools and Academies.** Applications for Academy schools and the Catholic and Church of England voluntary aided schools will be determined by the governing bodies of these schools in accordance with their published admission criteria.

Christ Church CE Aided Primary School in Birkenhead shares part of its catchment zone with two other schools - Woodchurch Road Primary School and Woodlands Primary School. Priority is given as detailed above in 3.1.1- 3.1.3.

3.3 **Mandatory Allocation.** Where it is not possible to allocate a place at any of the schools applied for, children resident in Wirral will be allocated a place at the nearest appropriate Wirral school where there are places available. “Appropriate “ where possible means community school if the parents’ preferences indicate preferences for non-denominational education; or a Catholic school or Church of England school if the parents indicated a preference for education in a school of that denomination. The nearest school will be measured on shortest walking distance using the Council’s computerised routing system.

3.4 **Special Needs.** All schools will be required to admit a pupil with a Statement of Special Educational Needs or Education Health and Care Plan naming the school.

3.5 **Route measurements**

The “shortest road route” from home to school starts at the “seed point” of the home address as provided by the Ordnance Survey compiled from Royal Mail and/or local council data. The starting point connects to the nearest point of the Authority’s digitised routing network. The digitised network is based on the Integrated Transport Network (ITN) supplied by Ordnance Survey and is accurately digitised to measure along the centre of roads. The Ordnance Survey ITN dataset is the most accurate road dataset available and is the definitive national road network for Great Britain. The ITN has been augmented by the Authority to take into account public footpaths and alleyways etc. that are approved to be safe for use by children, accompanied as necessary by an adult, by the Authority. The end point of the “shortest road route” is the nearest open gate of the school officially available for use by pupils at the start and end of the school day. The location of these gates has been set by the Authority based on information provided by the school.

The “shortest road route” is not necessarily a driving route as it may use in part a non-driveable route, such as a footpath. The shortest road route is also not necessarily a walking route, because the measurement is along the centre of the road, not the edge (pavement or equivalent).

The same measuring system must be used for pupils in relation to admission to schools as this treats all pupils equally. Other measuring systems may give a

different measurement but the Authority cannot take a measurement from another system into account. Online systems that parents may use for comparison, including Google Maps and walk-it.com etc. use the free Ordnance Survey Meridian dataset which is far less detailed, and consequently less accurate. They will not have an accurate starting point, will not bar unsuitable paths, and will not include accurate positions for the gates of the school being measured to.

For addresses outside the Authority's digitised network of approximately 48 square miles, including overseas addresses, an internet mapping solution will be used, e.g. maps.google.co.uk.

## **4.0 Offer of Places**

4.1 Parents and carers resident in Wirral who have made an online application will be informed by the Director of Children's Services of the school allocated by e-mail on 16<sup>th</sup> April or next working day, if a valid e-mail address has been provided. The e-mail will also inform the parent of their legal right to appeal to an independent panel and who to contact to make an appeal.

4.2 Parents and carers resident in Wirral who have submitted a paper application will be informed by the Director of Children's Services of the school allocated in writing. Letters will be despatched on 16<sup>th</sup> April or next working day, and will be sent by second class post. The letter will also inform the parent of their legal right to appeal to an independent panel and who to contact to make an appeal.

4.3 If places become available before the start of the autumn term, the Council will allocate them to children whose parents have either lodged an appeal but not been successful or who have expressed a continuing interest in a place at the school concerned. Parents can do this by online by e-mail or by returning the reply slip attached to the paper allocation letter. If there are more children interested in a particular school than places available, the Council will use the same criteria to determine priorities as is used for the initial allocation.

4.4 All offers of places for schools covered by the Wirral scheme will be issued by the Council. Schools cannot offer places directly to parents.

## **5.0 Late applications**

5.1 Applications received after the published deadline of 15<sup>th</sup> January will be dealt with after the offer of places have been sent to parents on 16<sup>th</sup> April or next working day.

Wirral Council will send details of late applications for Academy and Voluntary Aided schools to the governors of the schools concerned by 23<sup>rd</sup> April or, for applications received after that date, within five days of receipt.

- 5.2 Preferences for community and voluntary controlled schools will be dealt with in the date order they are received by the Council. The Council will allocate places up to the school's admission number. If several applications are received on the same day for the same school, the scheme of priorities given in 3.1.1 and 3.1.2 above will be used.
- 5.3 Parents will be notified in writing by Wirral Council. The letter will also inform the parent of their legal right to appeal for any Wirral school and who to contact to make an appeal. Parents should, where possible, lodge an appeal within 20 working days of receipt of notification of the outcome of their application.
- 5.4 Applications for Catholic or Church of England Aided Primary Schools and the Academy received after the published deadline of 15th January will be determined by reference to the schools' published admission arrangements and the governors will inform Wirral Council of the outcome of the applications. Parents will be notified in writing by Wirral Council. The letter will also inform the parent of their legal right to appeal and who to contact to make an appeal. Parents should, where possible, lodge an appeal within 20 working days of receipt of notification of the outcome of their application.
- 5.5 Parents and carers must accept or decline the offer of a late place within 10 working days of the offer date.

## **6.0 Waiting Lists**

- 6.1 If at the end of the Summer Term a school is believed to be full, the Council will close the procedures and make no more reallocations. However, it may be that places will become available at the beginning of or during the Autumn Term. The Council will keep a list of children whose parents have expressed an interest in obtaining a place at the school if a place becomes available. In August, the Council will write to the parents of those children included in paragraph 4.3 who have expressed a continuing interest. This list will be held open during the Autumn Term. Priority on the list for community and controlled schools will be given to children in accordance with the criteria given in paragraphs 3.1.1 and 3.1.2. Each added child requires the list to be ranked again in line with the published admission criteria.

6.2 The Council will contact parents directly if a vacancy does occur. Schools must not notify parents that a place has become available but must inform the Council in order that an offer can be made by the home Local Authority. The Council will cease to hold the Foundation 2 waiting list at the end of the Autumn Term.

## **7.0 In Year applications outside the normal round of admissions**

7.1 'In year' applications are those made during the school year into any year group, other than at the normal point of entry (i.e. the normal admission round). This will include applications from parents and carers of children moving into Wirral from another Local Authority area, moving within Wirral, or seeking to transfer to an alternative school for other reasons.

7.2 Applications for all schools including Academy and Voluntary Aided schools must be made on a common Primary School Transfer Form. Parents/carers seeking places 'in year' will be advised to complete their 'home' Local Authority's common application form stating up to three school preferences ranked in priority order.

7.3 Schools should not deal with transfer application forms. Any forms received by schools should be forwarded to the Mainstream Admissions team in the Children and Young People's Department.

7.4 Upon receipt of a transfer request Mainstream Admissions staff will establish whether or not the parent has discussed the request with the headteacher of the pupil's current school. If this is not the case, parents will be advised to contact the headteacher to discuss their request.

7.5 If the parents have discussed the request with the headteacher, the transfer request form will be acknowledged and parents informed that the Mainstream Admissions team will forward the documentation to their current and preferred school(s). Requests for transfer in Y6 other than moves from outside Wirral will be discouraged on educational grounds, but parents have the ultimate right to proceed with the request.

7.6 The Council will arrange for children in Years 1 and 2 to start at a community or voluntary controlled primary school in a similar way as Foundation 2 (Reception) age children. The appropriate year group is determined by the chronological age of the child.

**Key Stage 1** – The Council will offer children places at their catchment school as long as this will not bring the class size to more than 30, and if the Council cannot offer an alternative school place within two miles of the parents home address.

The Council will agree a place in an out-of-zone school as long as:

- i) there is room within the admission number; and
- ii) there are not already 30 children in the class.

Where a school, which is below its admission number, has organised its Key Stage 1 into classes of 30 and the only way to admit another child would require the admission authority to take Qualifying Measures (that is, it would require the school to provide additional resources in terms of staff and accommodation), these are grounds on which the Council or other admission authority may refuse an application.

**Key Stage 2** – Children are usually entitled to a place at their catchment school even though the school may be on or above its admission number. However, where there is a serious concern, for example about health and safety, there may be circumstances in which a Key Stage 2 place may be refused at a catchment school.

The Council will agree a place in an out-of-zone school as long as there is room within the admission number.

## 7.7 **Infant Class Size limit exceptions**

There are a limited number of exceptions to the Infant Class Size limit of 30. These children remain an excepted pupil for the time they are in an infant class, or until the class numbers fall back to the infant class size limit. They are:

- Children with statements of special educational need (SEN) or Education Health and Care Plan (EHCP) admitted outside the normal admission round
- Looked after children and previously looked after children
- Children admitted because of a procedural error made by any admission authority in the original application process
- Children admitted following an appeal upheld by an independent appeals panel
- Children who move into a catchment area outside the normal admission round for whom there is no other school place within a shortest walking distance of 2 miles

- Children of UK service personnel admitted outside the normal admission round who move into a catchment area
- Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted
- Children with SEN who are normally taught in an SEN unit attached to the school or who are registered with a special school, but attend some infant classes within a mainstream school

7.8 **Children of UK service personnel.** Places for these children will be allocated in advance if accompanied by an official letter with a relocation date and Unit postal address or quartering area address.

7.9 **Overseas applications.** Parents who have already moved to the UK from overseas who are British or European Economic Area (EEA) nationals, or who have an endorsed passport showing right of abode, can apply for places for their child at any school covered by this scheme.

Parents or children in these categories who do not yet live in the UK can apply before the date they move to the UK. However, the address to be used in the allocation will be the address that the child is living at on the closing date, unless a subsequent house move has been accepted up to the last date for changes in the coordinated scheme. A UK address will only be used once the child is residing at that address, and evidence will be required of this, as in paragraph 1.10 of this document.

For non-EEA nationals, the Council may ask to see passports and visas for verification and may confirm visa status with the Home Office if this is unclear or missing.

Children in the UK on a visitor's visa are not entitled to free state education. Any parents wishing to access education for their child whilst visiting the UK may however choose to pay for private education during their stay. The only waiver to this applies to children of visiting academics (parent has an Academic Visitor visa, up to 12 months) who may access free state education during their visit.

Visa over-stayers must be able to provide evidence of an on-going appeal in order to access free state education for the duration of the appeal process.

7.10 **Waiting Lists.** The Council will not keep waiting lists for places in Year 1 and above. Parents may wish to contact schools directly to establish whether there is space in

their child's year group prior to completing an in year transfer request form. The Council will confirm the availability of a place with the school before issuing a formal offer of a place. Schools must not offer places to parents.

- 7.11 The Council will provide Voluntary Aided Schools and the Academy with relevant on-line and paper form preference information for those applications which include a preference for their school.
- 7.12 The Governing Bodies of Voluntary Aided schools and the Academy will consider each application by applying the school's admission criteria and notify the Council of their decision within 5 days of receipt of the application.
- 7.13 Where a pupil is eligible to receive an offer of two or more school places then the parent's highest priority eligible preference will take precedence.
- 7.14 All parents will be informed by the Council of the school place allocated by letter. The letter will also inform the parent of their legal right to appeal and who to contact to make an appeal. Parents should, wherever possible, make an appeal within 20 working days of receipt of the letter notifying them of the outcome of their application.
- 7.15 If the relevant body is refusing admission the Council will write to the parent advising them that the application has been refused and informing the parent of the legal right to appeal against the decision. Where a house move from outside the area or within Wirral is the reason for requesting an in year transfer and none of the preferred schools are able to offer a place, the Council will, where possible, indicate on the refusal letter the nearest appropriate school with vacancies at the time of application, where "nearest" uses the shortest walking distance from the Council's computerised Ordnance Survey Address Point based routing system. The letter will also inform the parent of their legal right to appeal and who to contact to make an appeal. Parents should, wherever possible, make an appeal within 20 working days of receipt of the letter notifying them of the outcome of their application.

## **8.0 Pupils transferring from Infant to Junior Schools**

- 8.1 All children who are on roll at one of the Infant Schools listed below at the time of transfer from Year 2 to Year 3 are eligible to transfer to the linked junior even if they do not live in the school's catchment area. Children who live in the catchment area of the Junior School are also eligible.

Black Horse Hill Infant School to Black Horse Hill Junior School

Brackenwood Infant School to Brackenwood Junior School

Greasby Infant School to Greasby Junior School

Overchurch Infant School to Overchurch Junior School

Town Lane Infant School to Higher Bebington Junior School

8.2 Admissions to St John's Junior School are detailed by the governing body in accordance with the school's admission arrangements.

## **9.0 The Fair Access Protocol**

9.1 All requests for in-year places will be considered with reference to the Council's current admission arrangements and procedures for in year placements.

9.2 All schools will take part in the Fair Access Protocol, which is published separately. Schools must respond immediately to requests for admission to school according to the timescales above so that admission of the pupil is not unduly delayed.

9.3 Children who are looked after and previously looked after, and children with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) naming the school are NOT included in the Fair Access protocol. These children MUST be placed in the school of their carer's preference irrespective of the availability of places in the year group.

9.4 **Permanent Exclusions.** For pupils who are at risk of permanent exclusion and on the roll of a Wirral school it is open to the headteacher to refer the child to Gilbrook Outreach Service or to consider a Managed Move. All such placements will be initially on a trial basis for a minimum of six weeks. Confirmation of placement or the school roll will be subject to a satisfactory report.

9.5 Pupils who have been permanently excluded will normally be placed on the roll of Gilbrook School or EMA (Emslie Morgan Alternative School). Schools should contact the Exclusions Officer as soon as the exclusion has taken place. The Exclusions Officer will consider whether the pupil can be transferred immediately to an alternative primary school. Such transfers will be agreed with the parent and relevant headteacher. All primary schools will take a minimum number of 1, or the number of permanent exclusions in the previous academic year, as the agreed quota of permanently excluded pupils for placement.

- 9.6 **Negotiated transfers.** For children who are not at risk of permanent exclusion, but where there are concerns about behaviour or attendance, it is open to schools to consider a negotiated transfer. This is covered within the Fair Access protocol. All such placements will initially be on a trial basis for a minimum of six weeks. Confirmation of placement on the school roll will be subject to a satisfactory report.
- 9.7 Parents retain their legal right to an appeal for a place at any school of their preference. This right is not affected by the decision of the Fair Access Panel.

## Admissions Authorities in Wirral

### Wirral Council

**Community Primary Schools (51)**

**Voluntary Controlled Primary Schools (4)**

### The Governing Bodies of:

#### Academy Schools

Birkenhead High School Academy for Girls (Junior)

Egremont Primary School

Great Meols Primary School

Our Lady of Pity Catholic Primary School

Poulton Lancelyn Primary School

Stanton Road Primary School

St Joseph's (Birkenhead) Catholic Primary School

Townfield Primary School

Town Lane Infant School

#### Church of England Aided Primary Schools

Christ Church (Birkenhead) CE Primary School

Christ Church (Moreton) CE Primary School\*

Dawpool CE Primary School

St Andrew's CE Primary School

St Peter's CE Primary School

St Saviour's CE Primary School

The Priory CE Primary School

Woodchurch CE Primary School

<b>Catholic Aided Primary Schools</b>
Christ The King Catholic Primary School
Holy Cross Catholic Primary School
Ladymount Catholic Primary School
Our Lady and St Edwards Catholic Primary School
Sacred Heart Catholic Primary School
St Alban's Catholic Primary School
St Anne's Catholic Primary School
St John's Catholic Infant School
St John's Catholic Junior School
St Joseph's (Upton) Catholic Primary School
St Joseph's (Wallasey) Catholic Primary School
St Michael and All Angels Catholic Primary School
St Paul's Catholic Primary School
St Peter & St Paul Catholic Primary School
St Peter's Catholic Primary School
St Werburgh's Catholic Primary School
<b>Joint Denominational Aided Primary Schools</b>
Holy Spirit Catholic and CE Primary School

A full list and map is provided in the Council's information booklets for parents, available on-line at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions).

\* Status subject to confirmation at time of publication.

**PROPOSED ADMISSION NUMBERS FOR 2020-21**

**WIRRAL COMMUNITY AND VOLUNTARY CONTROLLED  
PRIMARY SCHOOLS**

<b>SCHOOL</b>	<b>ADMISSION NUMBER 2020-2021</b>
Barnston Primary	45
Bedford Drive Primary	60
Bidston Avenue Primary	60
Black Horse Hill Infant	60
Black Horse Hill Junior	60
Bidston Village CE Primary School	52
Brackenwood Infant	60
Brackenwood Junior	60
Brookdale Primary	30
Brookhurst Primary	30
Castleway Primary	30
Cathcart Street Primary	30
Church Drive Primary*	44
Devonshire Park Primary	60
Eastway Primary*	30
Fender Primary	42
Gayton Primary	30
Greasby Infant	60
Greasby Junior	60

SCHOOL	ADMISSION NUMBER 2020-2021
Greenleas Primary	45
Grove Street Primary	60
Heswall Primary	30
Heygarth Primary	45
Higher Bebington Junior*	85
Hillside Primary	30
Hoylake Holy Trinity CE Primary	45
Irby Primary	30
Kingsway Primary	25
Leasowe Primary	30
Lingham Primary*	57
Liscard Primary	90
Manor Primary	30
Mendell Primary	30
Mersey Park Primary	60
Millfields CE Primary	30
Mount Primary	48
New Brighton Primary	90
Overchurch Infant	90
Overchurch Junior	103
Park Primary School	60
Pensby Primary	30
Prenton Primary	60

SCHOOL	ADMISSION NUMBER 2020-2021
Raeburn Primary	60
Riverside Primary	42
Rock Ferry Primary	45
Sandbrook Primary	30
Somerville Primary	90
St. Bridget's CE Primary	60
St. George's Primary*	120
Thingwall Primary	30
Thornton Hough Primary	25
Well Lane Primary	30
West Kirby Primary	40
Woodchurch Road Primary	75
Woodlands Primary	45
Woodslee Primary	46

\*Note that the status of these (and potentially other) primary schools is subject to change at time of determination. These tables will be updated accordingly should this occur.

**SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS  
FOR MAINTAINED SECONDARY SCHOOLS IN THE WIRRAL AREA  
FOR THE ACADEMIC YEAR 2020-2021**

This scheme fulfils the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Co-ordination of Admissions Arrangements) (England) Regulations 2008, made under the School Standards and Framework Act 1998, for the area of Wirral Council. It builds on the well-established coordination of secondary school admissions that have been a longstanding feature of local practice.

The scheme applied for admissions to secondary schools in the academic year 2020/21 and for subsequent years, subject to any review.

The co-ordinated scheme applies to all schools, excluding special schools, maintained by Wirral Council ("the Council") and to preferences expressed by Wirral resident parents and carers for schools maintained by other English local authorities, academies and free schools. Admissions to other schools with independent status are not covered by this scheme.

**1.0 Applications for school places for admission into Year 7 - the normal admission round**

1.1 Wirral Council will act as the co-ordinating authority for all applications. Offers will be made by the Council, in its role as the home authority, on behalf of the admissions authority for the school allocated as follows:

<b>Admissions Authority</b>	<b>Category of School</b>
Wirral Council	All Wirral community and voluntary controlled schools
Governing body of school	All Voluntary Aided, Foundation, Trust and Academy schools
Maintaining Local Authority	Non-Wirral community and voluntary controlled schools

1.2 The admission arrangements for schools maintained by Wirral Council are published on the Council's website and in its information booklets, in line with the requirements set out in the School Admissions Code (2014). The Council's information booklets will be available electronically on the Council's website from 1 September. Hard copies

are obtainable by request from the Council at the start of the autumn term. Admissions arrangements are also available from each school on request.

- 1.3 All parents who live in the area administered by Wirral Council must apply for places in maintained secondary schools either in Wirral or in the area of another Local Authority by completing the Wirral Parental Preference application. On-line applications are recommended and are made through the Council's website: [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions). Parents of Year 6 pupils who are unable to access the online admission system can request a paper application form from Wirral Council from the start of the autumn term.

The form (online or paper) provides an opportunity for the parent to:

- apply for up to 3 schools
- rank the schools applied for in order of preference

- 1.4 Applications for places sent direct by parents and carers to individual schools cannot be accepted and must be sent to the Council for inclusion within these arrangements.

- 1.5 Preference forms should be returned to Wirral Council by 31st October to ensure the allocation of a school place on 1<sup>st</sup> March or next working day (the National Offer date). Applications received after the published deadline of 31st October will be dealt with once the offer of places has been sent to parents on 1<sup>st</sup> March or next working day.

- 1.6 **Applications from separated parents.** Only one application can be processed for each child; therefore it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. Where a child spends equal time with both parents, the child's main residence should be submitted as their home address. If agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then the Council will accept the application from the parent with whom the child is "ordinarily resident". This is the address where the child lives for the majority of the school week (Monday to Friday), and is usually where the parent/carer receives child benefit for the child (where eligible). Proof of address and residence arrangements will be required with the application.

- 1.7. **Changes of address.** Parents and carers must inform the Council immediately of a change of address, even if details of a future change of residency were included on the application form. The Council will require supporting evidence to show that the place of residency has changed; e.g. a letter from the solicitor confirming the completion date; a signed rental agreement showing the start of the tenancy and its duration. In addition further information may be requested – for example, copies of

council tax and utility bills or any other information considered relevant to the application, including evidence of disposal of previous property. Information and supporting evidence must be received by 1st January. Proof of residency received after 1<sup>st</sup> January will not be used to assign a higher criterion for admission, but will be used to send the decision letter on the published offer date.

- 1.8 **Home address.** This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer as defined by the Children Act 1989. Applicants must not give the address of a business, relative, childminder, friend, a temporary address or an address to which they hope to move. The home address must not be where parents have taken out a short term let on a property solely to use its address on the application form without any intention of taking up permanent residence there. Arrangements where parents leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be "ordinarily resident" with that person. The Council will require proof of residence which may include proof of sale of a previous property.

Wirral Council regularly check addresses and **any deliberate misrepresentation will result in a place being withdrawn.** The Council acts on behalf of all Wirral admission authorities and reserves the right to request independent confirmation of the child's place of residence, as felt appropriate. The Mainstream Admissions team may have to share the information provided with other departments of the Council in order to verify the authenticity of pupil's addresses.

- 1.9 **Withdrawal of places.** The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application, or where a place has been offered in error.

## **2.0 Dealing with Applications**

- 2.1 The Council's admissions criteria will be applied to rank the order of priority of each application for community schools.
- 2.2 The Council will provide Academy, Foundation, Trust and Voluntary Aided Schools with details of applicants for their school by 15<sup>th</sup> January. Details of preferences for a school place in the area of another Local Authority will be sent to that Authority along with any details and supporting evidence provided by the parent by 1<sup>st</sup> January.
- 2.3 Preference ranking will not be shared with school admission authorities in accordance with paragraph 1.9 of the School Admissions Code 2014 as this cannot lawfully be used when applying oversubscription criteria.

- 2.4 The Governing Bodies of Academy, Foundation, Trust and Voluntary Aided schools will rank each application by applying the school's admission criteria and are required to notify the Mainstream Admissions team of their ranking by 30<sup>th</sup> January.
- 2.5 Where a pupil is eligible to receive an offer of two or more school places then the Council will allocate the highest priority preference.
- 2.6 The Mainstream Admissions team will notify the Governing Bodies of Wirral Academy, Foundation, Trust and Voluntary Aided schools of those pupils who will provisionally be allocated places at their school by 13<sup>th</sup> February.
- 2.7 When the Council receives from other Local Authorities details of their provisional allocation for Wirral children seeking places in schools maintained by them, the Council will then offer the highest preference if they are eligible for more than one school.
- 2.8 On 23<sup>rd</sup> February Wirral Council will inform schools and neighbouring Authorities of the final allocations. On-line applicants will receive an e-mail notification on 1<sup>st</sup> March (or next working day). Paper form applicants will receive a letter posted by second class post on 1<sup>st</sup> March (or next working day).

### **3.0 Determination of applications for Community schools**

- 3.1 Each secondary school has a published admission number. Places will be allocated up to but not beyond this number.
- 3.2 All children who have applied before 31<sup>st</sup> October will be eligible for a place so long as there is space within the school's admission number. If there are more applications than there are places available, then eligibility for community schools will be determined in accordance with the following scheme of priorities:
- Children in care, and children who were in care but have been adopted or are subject to a residency order or special guardianship order ("previously in care")
  - Pupils who have a medical reason for attending a particular school. A letter in support from a health care professional will be required as evidence. A letter in support from a senior health care professional will be required as evidence which must make it clear why only this school is appropriate for your child's medical needs.
  - Pupils who have a brother or sister of statutory school age (including half or step-brothers and sisters living in the same household) at the school when the pupil starts school. If there are more children with older brothers or sisters at

the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school.

- Pupils who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised routing system.

3.3 If places remain available at the school after all "on time" applicants have been allocated, places will then be allocated to late applications received after 31<sup>st</sup> October according to the admissions criteria, up to the school's admission number.

3.4 **Multiple births.** For community schools, where the final place in a year group is offered to one of twins (or triplets etc.) it will be our policy to admit the other twin even if that means going above the admission number.

3.5 Applications for Academy, Foundation, Trust and Aided schools will be determined by the governing bodies of these schools in accordance with their published admission criteria.

3.6 **Mandatory Allocation.** Where it is not possible to allocate a place at any of the schools applied for, children resident in Wirral will be allocated a place at the nearest appropriate Wirral school where there are places available. "Appropriate" where possible means community school if the parents' preferences indicate preferences for non-denominational education; or a Catholic school if the parents indicated a preference for education in a school of that denomination. The nearest school will be measured on shortest walking distance using the Council's computerised routing system.

3.7 **Special Needs.** All schools will be required to admit a pupil with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) naming the school.

A Health Care Plan does not give any particular priority for admission to a specific school.

### 3.8 **Route measurements**

The "shortest road route" from home to school starts at the "seed point" of the home address as provided by the Ordnance Survey compiled from Royal Mail and/or local council data. The starting point connects to the nearest point of the Authority's digitised routing network. The digitised network is based on the Integrated Transport Network (ITN) supplied by Ordnance Survey and is accurately digitised to measure along the centre of roads. The Ordnance Survey ITN dataset is the most accurate

road dataset available and is the definitive national road network for Great Britain. The ITN has been augmented by the Authority to take into account public footpaths and alleyways etc. that are approved to be safe for use by children, accompanied as necessary by an adult, by the Authority. The end point of the “shortest road route” is the nearest open gate of the school officially available for use by pupils at the start and end of the school day. The location of these gates has been set by the Authority based on information provided by the school.

The “shortest road route” is not necessarily a driving route as it may use in part a non-driveable route, such as a footpath. The shortest road route is also not necessarily a walking route, because the measurement is along the centre of the road, not the edge (pavement or equivalent).

The same measuring system must be used for pupils in relation to admission to schools as this treats all pupils equally. Other measuring systems may give a different measurement but the Authority cannot take a measurement from another system into account. Online systems that parents may use for comparison, including Google Maps and walk-it.com etc. use the free Ordnance Survey Meridian dataset which is far less detailed, and consequently less accurate. They will not have an accurate starting point, will not bar unsuitable paths, and will not include accurate positions for the gates of the school being measured to.

For addresses outside the Authority’s digitised network of approximately 48 square miles, including overseas addresses, an internet mapping solution will be used, e.g. [maps.google.co.uk](http://maps.google.co.uk).

## **4.0 Admission to Grammar Schools**

- 4.1 Admissions authorities for the grammar schools in Wirral will allocate places only to children who have achieved the required standard. If they are oversubscribed with children who have achieved the standard, they will not be able to offer places to all; they will use other non-academic criteria to decide which children should be offered places.
- 4.2 **Request for Assessment.** Parents who wish their child to be assessed for non-Catholic grammar school education should register with Wirral Council by **31st May in Year 5** by completing either the online or paper Request for Assessment form.
- 4.3 The Council administers the assessment arrangements for Calday Grange Grammar School, West Kirby Grammar School, Wirral Grammar School for Boys and Wirral Grammar School for Girls. The grammar schools have criteria to

determine which children will be given places if more children achieve the standard than there are places available.

- 4.4 Parents who wish their children to be assessed for a place at Upton Hall School FCJ or St. Anselm's College must follow the procedures for requesting an assessment set out by those schools; those children will be assessed by the schools themselves.
- 4.5 **The selection tests.** The assessment is based on the results of a test comprising two papers that pupils take in September of Year 6. The tests have been designed to predict a pupil's potential performance at secondary school and so preparation for the tests is not necessary. However, familiarisation materials containing sample questions will be available by 30<sup>th</sup> June to help children prepare for the tests. To ensure that children are not disadvantaged because of their date of birth, in each case the score is age standardised to take account of each child's exact age. A total weighted score is calculated from the Verbal, Maths and Non-verbal components, for boys and girls. Children who reach the qualifying score will be deemed to have reached the required grammar school standard.
- 4.6 At the end of the process, the Council will have a list of the children who have reached the qualifying score. This does not necessarily mean that they will go to a grammar school; that will depend on the number of preferences that we have for the grammar schools. If a grammar school is oversubscribed, the governors use other criteria to decide who should be given places.
- 4.7 The Council will send the outcome of the assessment tests by e-mail to parents who have provided a valid e-mail address on their request for assessment form by 21<sup>st</sup> October. Postal notification will be despatched to all other parents on the same date as e-mails are sent out, by first class post.
- 4.8 A late test will take place later in the Autumn term for pupils who were registered to take the test but were unable to do so due to illness or absence on the main test date. No other arrangements will be made to assess children if request forms were received after 31<sup>st</sup> May 2018, unless they have moved from another part of the country. Parents should still submit a preference form before 31<sup>st</sup> October naming at least one grammar school. If their child does not meet the grammar standard, any grammar preferences will be withdrawn.

## **5.0 Determination of applications for Foundation, Trust, Academy and Aided schools**

5.1 The governing bodies of Foundation, Trust, Academy and Aided schools publish their own admission arrangements which include the criteria which they will use to determine priorities if their school is oversubscribed.

5.2 **Special Educational Needs.** All schools will be required to admit a pupil with a Statement of Special Educational Needs or Education Health and Care Plan naming the school.

## **6.0 Offer of Places**

6.1 Where online applications have been received from parents resident in Wirral, the parent or carer making the online application will receive their offer by e-mail on 1<sup>st</sup> March (or next working day). Parents applying on a paper form will be informed in writing by second class post by the Director of Children's Services posted on 1<sup>st</sup> March (or next working day) of the school allocated to their child.

6.2 This will include the allocation of a place in a school of another Local Authority if the parent's application for a place there has been successful. The letter or e-mail will also inform parents of their legal right to appeal to an independent panel and who to contact to make an appeal. Parents should, wherever possible, make an appeal within 20 working days of receipt of the letter or e-mail notifying them of the outcome of their application.

## **7.0 Late Applications**

7.1 Preferences which are received on or after 1<sup>st</sup> November will be dealt with after places have been allocated on 1<sup>st</sup> March (or next working day). At that point some schools may be full and no more places will be allocated at those schools. In the case of schools which have places available, places will be allocated up to the school's admission number in accordance with the arrangements described in paragraphs 3 and 5.

7.2 Late applications for grammar schools will require separate arrangements for testing. See 4.9 above.

7.3 Parents will be notified in writing by Wirral Council. The letter will also inform the parent of their legal right to appeal and who to contact to make an appeal. Parents should, wherever possible, make an appeal within 20 working days of receipt of the letter notifying them of the outcome of their application. Parents and carers must accept or decline the offer of a late place within 10 working days of the offer date.

7.4 If places become available before the start of the autumn term, the Council will re-allocate them up to the school's admission number. If there are more children interested in a particular school than places available, in the case of Community

schools the Council will use the same criteria to determine priorities as is used for the initial allocation. In most cases the re-allocation will be made depending on where the children live. If this is the case, the Council will keep a list in order of those who will have priority because they live nearer the school in question.

- 7.5 If at the end of the Summer Term a school is believed to be full, the Council will close the procedures and make no more reallocations. However, it may be that places will become available at the beginning of or during the Autumn Term. The Council will keep a waiting list of children whose parents are interested in obtaining a place at the school if a place becomes available, following the same criteria as when places were first offered. The waiting list will be kept open until the last day of the autumn term.

## **8.0 In Year applications outside the normal round of admissions**

- 8.1 'In year' applications are those made during the school year into any year group, other than at the normal point of entry (i.e. the normal admission round). This will include applications from parents and carers of children moving into Wirral from another Local Authority area, moving within Wirral, or seeking to transfer to an alternative school for other reasons.
- 8.2 Applications for all schools including Academy, Foundation, Trust and Voluntary Aided schools must be made on a common Secondary School Transfer Form. Parents/carers seeking places 'in year' will be advised to complete their 'home' Local Authority's common application form stating up to three school preferences ranked in priority order.
- 8.3 Schools should not deal with transfer application forms. Any forms received by schools should be forwarded to the Mainstream Admissions team of Wirral Council. The Council coordinates all parental requests for in-year transfers and placements.
- 8.4 Upon receipt of a transfer request Mainstream Admissions staff will establish whether or not the parent has discussed the request with the headteacher of the pupil's current school. If this is not the case, parents will be advised to contact the headteacher to discuss their request.
- 8.5 If the parents have discussed the request with the headteacher the transfer request form will be acknowledged and parents informed that the Mainstream Admissions Team will request completion of appropriate documentation from their current school to forward to their preferred school. Requests for transfer in Y10 and Y11 will be discouraged on educational grounds, but parents have the ultimate right to proceed with the request. Requests for transfer in these year groups due to relocation to Wirral from another area or country will be processed automatically.

- 8.6 For transfers between Wirral schools, the Council will request from the Headteacher of the child's current or previous school, information relating to the child's curriculum record, attendance and behaviour. The headteacher of the school must sign the form and return it to Mainstream Admissions within 5 school days. Where a child has relocated to Wirral from another area or country, this information will not be requested by the Council.
- 8.7 A copy of the parent's preference form, along with the background information and any relevant documentation from other agencies such as the Education Social Welfare Service, social worker, educational psychologists and so on (where provided), will then be forwarded to the Headteacher of the requested school(s).
- 8.8 The governing body of the requested school should reply to the Council within 10 school days of receipt of the application notifying the decision whether a place will be offered.
- 8.9 If the school believes that the child should be considered under any of the elements of the Fair Access Protocol, this must be notified to the Mainstream Admissions team within 5 school days of receipt of the application. Where it would be helpful, the Exclusions Officer, Managed Move Officer or Negotiated Transfer officer may facilitate meetings between the parents and the schools involved in order to resolve any difficulties.
- 8.10 For Community Schools the Council will consider all available information and decide whether to agree or refuse the request within 10 school days of receipt of the application.
- 8.11 If a parent expresses a preference for one or more of the grammar schools, then their child will be assessed by the school or schools concerned and a decision made by the governing body as to whether to offer a place. The governing body will then inform the Council of the outcome of the application.
- 8.12 Where a pupil is eligible to receive an offer of two or more school places then the parent's highest eligible preference will take precedence. Headteachers will be informed of the decision.
- 8.13 All parents will be informed by the Council of the school place allocated by letter and advised to contact the headteacher of the school to arrange admission. The letter will also inform the parent of their legal right to appeal and who to contact to make an appeal. Parents should, wherever possible, make an appeal within 20 working days of receipt of the letter notifying them of the outcome of their application.

- 8.14 In accordance with the School Admissions Code 2014 admission authorities must not refuse to admit a child solely because:
- (a) they have applied later than other applicants;
  - (b) they are not of the faith of the school in the case of a faith school;
  - (c) they have followed a different curriculum at their previous school;
  - (d) information has not been received from their previous school;
  - (e) they have missed entrance tests for selective places.
- 8.15 Parental preference must be met unless the school believes that do so would “prejudice the efficient education or the efficient use of resources”, under Section 86 of the School Standards and Framework Act 1998. In effect, schools are expected to offer a place if there are places available in the year group. Parents who are refused a place have a right to an appeal to an independent appeal panel. Schools considering refusing to offer a place when places are available in the year group should consider whether they believe their decision to refuse was one that a reasonable admission authority would have made in the circumstances of the case, as the onus will be on the school to prove prejudice.
- 8.16 **Challenging behaviour:** The Admissions Code 2014 says that if a governing body does not want to admit a child with challenging behaviour as an in-year transfer, even though places are available, it must refer the case to the local authority under the Fair Access Protocol. The definition of “challenging behaviour” is set out in the Fair Access Protocol. Any such cases must be raised with the local authority within 5 working days of receiving the transfer paperwork. Children not meeting the Fair Access definition of “challenging behaviour” must be considered as in year transfers. Fair Access does not apply to a looked after child, previously looked after child or a child with a statement of special educational needs or Education Health and Care Plan naming the school as these children MUST be admitted.
- 8.17 If the request is refused, headteachers are informed of the decision and parents are informed in writing and given details of their legal right to appeal. Parents should, wherever possible, make an appeal within 20 working days of receipt of the letter notifying them of the outcome of their application. If a parent lodges an appeal, copies of the relevant documentation will be sent to the preferred school.
- 8.18 The time taken for a transfer request to be processed should be as short as possible. The Council expects that parents will be informed of the outcome of their request within 16 school days.

8.19 **Children of UK service personnel.** Places for these children will be allocated in advance if accompanied by an official letter with a relocation date and Unit postal address or quartering area address.

8.20 **Overseas applications.** Parents who have already moved to the UK from overseas who are British or European Economic Area (EEA) nationals, or who have an endorsed passport showing right of abode, can apply for places for their child at any school covered by this scheme.

Parents or children in these categories who do not yet live in the UK can apply before the date they move to the UK. However, the address to be used in the allocation will be the address that the child is living at on the closing date, unless a subsequent house move has been accepted up to the last date for changes in the coordinated scheme. A UK address will only be used once the child is residing at that address, and evidence will be required of this, as in paragraph 1.10 of this document.

For non-EEA nationals, the Council may ask to see passports and visas for verification and may confirm visa status with the Home Office if this is unclear or missing.

Children in the UK on a visitor's visa are not entitled to free state education. Any parents wishing to access education for their child whilst visiting the UK may however choose to pay for private education during their stay. The only waiver to this applies to children of visiting academics (parent has an Academic Visitor visa, up to 12 months) who may access free state education during their visit.

Visa over-stayers must be able to provide evidence of an on-going appeal in order to access free state education for the duration of the appeal process.

## **9.0 The In Year Fair Access Protocol**

9.1 All requests for in-year places will be considered with reference to the Council's current admission arrangements and procedures for in year placements. The majority of requests will be agreed or refused by admission authorities with reference to two important factors: parental preference, and the availability of places within the relevant year group.

9.2 All Wirral schools will take part in the Fair Access Protocol, which is published separately. Schools must respond immediately to requests for admission to school according to the timescales above so that admission of the pupil is not unduly delayed.

- 9.3 Children who are looked after and previously looked after, and children with a Statement of Special Educational Needs or Education Health and Care Plan naming the school are NOT included in the Fair Access protocol. These children MUST be placed in the school of their carer's preference irrespective of the availability of places in the year group.
- 9.4 Parents retain their legal right to an appeal for a place at any school of their preference. This right is not affected by the decision of the Fair Access Panel.

<b>Admission Authorities in Wirral</b>	
<b>Wirral Council</b>	
<b>Community Secondary Schools (2)</b>	
Mosslands School	
Pensby High School*	
<b>The Governing Bodies of:</b>	
<b>Academy Schools</b>	
Bebington High School Sports College	
Birkenhead High School Academy for Girls (Senior)	
Caldy Grange Grammar School for Boys	
Hilbre High School	
Oldershaw School	
Prenton High School for Girls	
St Anselm's College	
St John Plessington Catholic College	
St Mary's Catholic College	
The Birkenhead Park School	
Upton Hall School FCJ	
Weatherhead High School for Girls	
West Kirby Grammar School for Girls	
Wirral Grammar School for Boys	
Wirral Grammar School for Girls	
Woodchurch High School	
<b>Foundation Schools</b>	
Ridgeway High School	
South Wirral High School	

\* Status subject to confirmation.

A full list of schools and a map showing locations is provided in the Council's information booklets for parents, available on-line at

[www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions)

The scheme will be amended if there are further changes to the status of schools.

### **PROPOSED ADMISSION NUMBERS FOR WIRRAL COMMUNITY SECONDARY SCHOOLS**

	<b>ADMISSION NUMBER</b>
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<b>SCHOOL</b>	<b>2020 – 2021</b>
Mosslands School	225
Pensby High School	182

## **MINUTE EXTRACT ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE 7 FEBRUARY 2019**

- 47 The Chair introduced the item of business “Wirral Local Plan – Update Report’ considered by the Cabinet at Minute 47 of the meeting held on 17 December 2018, the decision relating thereto having been called-in in accordance with Council Procedure Rule / Standing Order 35. The Chair advised that he had received a request for additional witnesses to be called but had determined, following receipt of advice, that the calling of the Chief Executive and a former employee was not relevant to the call-in.

The Chair referred to the procedure for the consideration of called-in business that had been circulated with the agenda. The Committee further received -

- the details of the call-in and reasons submitted;
- Minute 47 of the meeting of the Cabinet held on 17 December 2018; and
- the related submitted report considered by the Cabinet

The resolution of the Cabinet at Minute 47 of the meeting of the Cabinet held on 17 December 2018 had been called in by Councillors Tom Anderson, Bruce Berry, Chris Blakeley, David Burgess – Joyce, Wendy Clements, Tony Cox, David Elderton, Gerry Ellis, Andrew Gardner, Jeff Green, Paul Hayes, Andrew Hodson, Kathy Hodson, Mary Jordan, Ian Lewis, Cherry Povall, Lesley Rennie, Les Rowlands, Adam Sykes, Steve Williams on the following grounds:-

“We note the decision

(2) approval be given to amend the Scheme of Delegation of Executive Functions to Officers to delegate to the Corporate Director of Economic and Housing Growth, in consultation with the Cabinet Member for Housing and Planning, decisions relating to the approval and publication of the evidence base, and associated technical reports, relevant to the preparation of the Local Plan;

1. As the Council does not have a Corporate Director of Economic and Housing Growth in post, Elected Members need to be informed who Cabinet will be delegating this matter to.
2. Regardless of call in reason 1, we have concerns that this decision will give Council Officers far too much control over the Local Plan, removing responsibility and taking away control from Wirral’s 56 back bench Councillors, and could result in Council Officers allocating swathes of our precious Green Belt for housing. The Local Plan will be published in the name of all 66 Elected Members, and it is they who will be held to account at the ballot box, while Council Officers will not and therefore, we believe that Elected Members must have total control over the production and decision making of Wirral’s Local Plan.

We also note in the report it states at 7.4 *External consultants will be appointed to undertake the sustainability appraisal and strategic environmental assessment and Habitats Regulations Assessment and any other specialist technical studies.* The appointment of consultants does not appear under financial implications, does not appear as a recommendation in the minutes, or give any indication as to the total costs of employing further consultants, as elected members we have a responsibility

to ensure Council Taxpayers money is spent wisely and in line with good corporate governance”.

Councillor Chris Blakeley, as lead signatory to the call-in, explained the background to the call-in. He queried which officer was in charge given the recent departure of an interim Director. He was losing faith in the Council and Officers to get things right, and considered that Officers were seeking to railroad the Plan through. The calling-in Members wanted elected Members to keep a close eye on progress and make decisions, including at additional scrutiny and Council meetings if necessary: elected Members’ names would be on the final Plan which would have impacts for years to come. The use of consultants was buried in the Cabinet report, not referenced in the recommendations or financial implications, and he further noted the Council was also paying a Barrister £600 per hour to work on the Plan. The Council had delayed for 14 years and was now catching up by delegating to Officers at any cost. Members had a responsibility to protect the Green Belt, open spaces etc, and that protection could only be assured by Members being in control.

In response to a Member’s query, Councillor Blakely stated that Cabinet was wanting to delegate to Officers the right to make more decisions without reference to Councillors or the Council.

Councillor George Davies, Cabinet Member – Housing and Planning gave an overview and explanation of the decision. The Local Plan will be developed with full political oversight and extensive community involvement, and it was for full Council to agree the Plan. The Conservative Group were aware of this and he was disappointed that simple delegations were being called-in, hoping the delay was not intended to heighten the risk of government intervention which would see Members lose control. All are aware of the seriousness of the situation and he hoped all would work together. As Cabinet Member he had worked to accelerate the Local Plan to avoid intervention, for which the Council was under great pressure from the government; would like to think that all Members were inclined to work together for the good of the Borough and wished to see as much of the Green Belt protected with a robust Local Plan delivered meeting local housing need; and confirmed there would be full political oversight.

There was no reducing of Member oversight or asking Officers to approve the Local Plan. The Assistant Director – Major Growth Projects and Housing Delivery had attended scrutiny meetings, provided information and had done what the Committee had asked of him. A cross party working group to be established to look into the technical documents; the Cabinet decision was about delivering these with speed and efficiency. Technical studies formed the evidence base, covering issues such as flooding and infrastructure and are completed by experts; these would be subject to review and incorporated into the Plan. Members would be able to see and review all studies. He was sure that Members did not want to risk government intervention which if the Council did not move quickly would happen and result in government officials less sympathetic to Wirral’s issues taking decisions.

Councillor Davies received and responded to questions from members of the committee

- The cross party group would be established as quickly as possible. Officers were looking at the public consultation results and an update to Members would be given as soon as anything was available.

- He had not been satisfied with progress, but was confident with what now the Council now had in terms of planning staff to guide the process through. With regard to meetings with Officers, he had met with the former Director monthly on the Plan, and every two weeks on housing matters specifically.
- Further to a query referencing the difference between sharing information and the approval of policy and publication, the Cabinet Member noted that the Council had not yet reached this position.
- The 'speed and efficiency' had been thrust on the Council and it was noted that Labour had not been in control for all the 14 years. The Council had relied on the UDP, but was now looking for a new direction for growth, new homes and development. He did not want to build on the Green Belt, but government figures were telling otherwise.
- Regarding brownfield sites, the Cabinet Member advised that letters had been sent to owners of brownfield sites regarding house building and Officers were reviewing responses; the outcomes of this would be reported.
- Points that the Council might be in a better position had it been more concise with Peel Holdings with a contractually agreed number homes for development and government might therefore have been willing to accept the lower figure were noted. The Cabinet Member advised that he had recently met with and received a better response from Peel Holdings, and would report on this in due course.
- The Cabinet Member supported a comment that up to date figures were needed to prove to the government that the Green Belt was not needed for housing provision.
- The Cabinet Member advised that issues related to Brackenwood Golf Course were different and separate to those of the Local Plan;
- In response to a query as to 'political oversight', the Cabinet Member commented that this was not a political issue but a major thing needing all to work together. The delegated decisions were to deliver speed and efficiency. Members were invited to join with the Cabinet Member to keep fully informed, and involvement of all Councillors was assured.
- With regard to figures for house building, the Cabinet Member confirmed there was a figure from Government that was being disputed. Wirral was unique and had particular issues that needed to be looked at and understood to identify housing and other needs over 15-20 years.
- With regard to the proposed working group and highlighted issues where Members had difficulty obtaining information, the Cabinet Member confirmed that he had asked for the Group to be established.
- The Cabinet Member confirmed that decisions on the Local Plan would be taken by Members. At the current time, there was a need to test and analyse the consultation; when this information came back all Members would get the information.
- The Cabinet Member confirmed an open and transparent process with inputs from Members. While definitive answer could not be given on timelines for technical studies, the first part of consultation responses on which any political decisions should be taken by Members would be available by the end of February.
- It was confirmed that the decision on the Green Belt would be taken by the whole Council.

No witnesses were called by the lead signatory to the call-in.

The Cabinet Member's witnesses - Paul Satoor, Corporate Director for Business Development and David Ball, Assistant Director – Major Growth Projects and Housing Delivery - were introduced. The Director advised that the delegation to Officers was not taking away powers from Members, but the referenced reports were technical studies critical as part of the Local Plan. There was a real and imminent risk of government intervention. The delegation would accelerate development with this potential government intervention in mind. The Local Plan would be owned by Members, and the Director would take away the concerns of Members expressed at the meeting and ensure Members had sight of all necessary information. The decision on content and the final version of the Local Plan would lie with Members. With regard to financial implications, the costs were not known at this stage but would be included in future update reports to Council and this Committee. The Assistant Director was in attendance to respond to any technical questions that Members may have.

The Director and the Assistant Director responded to questions from members of the Committee –

- The release of land from the Green Belt needed to follow the statutory Local Plan process. Any change to the Green Belt boundary would only occur should it be within the final Local Plan adopted by the Council. If Council land then lay outside the new Green Belt boundary, it would be for the Council to decide what to do with that land.
- Detail of Sites of Special Scientific Interest and Grade A agricultural land within the Green Belt was information to be provided within the technical studies and assessments.
- The Council was under real pressure from the Secretary of State to meet a January 2020 deadline, and the Director was unable to comment on previous activity going back several years. The lack of a detailed project plan that would have provided assurances had been identified as an issue and was now being addressed. Discussions were being held with the Planning Advisory Service to provide assurance that the Council was now on track.
- The Local Plan had to follow a statutory process and a set route. Consultation had been held and a report would be produced later in the current month. The technical studies referenced were needed to build the evidence base on which Members would base their decisions. The process for the development of a Local Plan was advised as consultation on a draft Plan, modification of the draft following consultation on to an Examination in Public by a Planning Inspector at which the Inspector would receive all submitted representations and receive any personal representations, before the Inspector's report and proposed final Plan was out to the Council.
- With regard to the Working Group, the Director was looking to establish through the Cabinet Member a working group to share information, seek ratification for decisions etc before reporting to this Committee also.
- The Director confirmed that lead responsibilities for the Local Plan project, as requested by the Secretary of State were held by the Cabinet Member for Housing and Planning (as elected member) and by himself (as Officer).
- The Assistant Director gave assurance that all working papers, technical studies etc with regard to the Local Plan would be published and consulted upon prior to Members having to make a decision.

- The Director confirmed that he would be responsible for appointment of consultant for the technical studies. When the technical studies were complete, the modified draft Local Plan would be subject to consultation and be submitted to Council.
- Should the draft Local Plan be rejected by the public or by Council, there was still a statutory requirement to produce a Plan and a related process. With the process being followed and all involved, it was hoped the Council could reach that position. The Council at all times had to follow National Planning Policy Framework prescribed guidelines and the government had an expressed expectation for the Plan to be completed in a reasonable time for which the Council was now in process.
- Following observations as to work to be undertaken to achieve submission of a draft plan to Council in July, work was being to assess delivery of that date. Any change to this would need agreement of government.
- It was advised that, in addition to the consideration of agricultural land, the technical studies would consider issues including sustainability, infrastructure, ecology, environmental issues to form the evidence base.
- Discussions were being held with Adult Care and Children's Services as to what the Local Plan might mean for demographics in the Borough and to look to build in related detail accordingly. Issues such as community services, schools, highways, drainage etc were all part of the sustainability appraisal, and this might direct development to certain areas.
- With regard to Councillor input and public involvement, the Council had agreed a Statement of Community Involvement that specified a six week consultation process. The technical evidence being gathered would be available and open for all Members to see, with final decisions being taken on full information from the evidence base and factual findings that can be reviewed.
- Reference to the presumption in favour of sustainable development in the context of the National Planning Policy Framework, there was an assumption of approval of any planning application that met all policies.
- The Council had 3.6 years of land available for housing development against the government requirement of five years and had also under achieved against housing delivery targets in recent years. Housing need was derived through a formula, including Office of National Statistics (ONS) figures, which varied depending on use of either the 2016 ONS figures as required by the government or the more recent 2018 ONS figures which indicated a lesser housing need figure. It was advised that the Government's methodology produced a minimum figure, not a target.
- It was confirmed that concern over Brackenwood Golf Course had been reflected in consultation responses.
- A lack of a corporate programme for the Local Plan process had been identified and this would be brought before the Committee. Work on the project plan was being undertaken and meetings held with the Planning Advisory Service around the deadline which could need further discussion with the Government's planning service.
- Regarding assessment of housing need, Officers were not aware of any alternate approaches being adopted elsewhere. There were a number of datasets to be considered and the current debate was around the use of ONS figures.

Councillor Chris Blakeley, as lead call-in signatory, summed up as follows. Noting reference the remarks of the Cabinet Member as to the Conservative Group causing delay, he noted the Cabinet minutes had taken four weeks for publication. If elected Members were not being cut out of the process, why did Officers need more powers; Members were the only people Officers could take power from. If Officers had delegated powers they would come with recommendations and only then would Members get a vote. If this was not the case they would not need these powers. The call-in covered delegated powers and the cost of consultants, but Officers had not mentioned consultants and there was no knowledge as to costs. This left Members open to approving something without being involved. At this stage of the process should trust be put in Officers or involve all elected Members in the Local Plan.

Councillor George Davies, as representative of the decision maker, summed up as follows. He considered that much of the debate had missed the point. The Local Plan was not being delegated to Officers; Members were not being kept out of the decision making process; Officers were being asked to review the technical, factual documents; the Council was following best practice for developing a Local Plan; the Planning Advisory Service was in agreement with what the Council was proposing; the Government was in agreement with what was being proposed; and Leading QC agreed with what was being proposed. Every Member should have a say, he had offered access to the Plan, and the Working Group would bring this through so all would have the opportunity.

The Chair invited comment and debate from Members of the Committee. Councillor Sharon Jones noted that Officers had not responded to the cost of consultants as they had not been asked. With regard to delegations, Cabinet had not deleted power but had delegated responsibility for overseeing the process.

Councillor Muspratt considered the Committee had received an answer about the responsible Officer, and that the Cabinet Member had agreed regarding Member involvement through the proposed working group. While the Committee had not asked about consultants, external consultants were needed with regard to the specialist inputs. Movement on the Plan could now be seen, but on the current timescale it might have been left too late.

Councillor Sykes considered that it had needed the call-in to find out information, including that there had been no project plan or milestones, was concerned that there was no detail as to the proposed working group and that matters had been left too late, and considered that Members needed proper oversight of the process. There were concerns about the process being followed, that Officers were being delegated to compile the evidence base, and the sharing of information was not considered to be the same as Member involvement in decision making.

Councillor Lewis considered that the delegation resolution of the Cabinet did not give powers to all 66 Members. There was an offer of a working group, but all 66 Councillors needed to be involved. There had been insufficient oversight to date and Members would be held accountable.

Councillor Bird considered that while progress had been made, actions spoke louder than words. If progress was made in providing information etc then there might not be a need for a Council referral.

Councillor Mitchell considered that the Cabinet resolution needed amendment otherwise Councillors would be left out, and that pre-scrutiny should be considered.

A Motion was moved by Councillor Kenny such that “This Environment Overview and Scrutiny Committee having heard the evidence and debate and assurances given by the Cabinet Member, agrees to uphold the Cabinet decision taken on Monday 17 December 2018”. Having failed to be seconded, the Motion was declared to have fallen.

It was moved by Councillor Adam Sykes and seconded by Councillor Adrian Hodson that -

“This matter be referred to Council because the Committee has the following concerns:

- 1) Cabinet has delegated important decision making to a council position, due to speed and efficiency rather than what is in the best interests of Wirral residents.
- 2) Cabinet has delayed plans of a local plan, for which council has had 14 years to prepare, and this committee is concerned that the local plan is being rushed through to achieve government guidelines without regard to the input of the 56 back bench councillors or their constituents.
- 3) Cabinet has agreed to employ consultants without consideration for use of Council Taxpayers money that is there to provide services for Wirral residents.

The Director of Governance and Assurance advised that referral to Council was permitted only on consideration of a breach of the Council’s Budget and Policy Framework and Members should have regard to statutory guidance and would have to show that the decision was contrary to the adopted policies or budget of the Council. In response to comment that the Cabinet decision allowed employment of consultants without considering costing, the Director advised that the Committee needed to reflect on whether they had sought or been given advice on which to make reach a decision and whether there was any expectation of the delivery of the Local Plan being against the published budget of the Council.

At the invitation of the Chair, the Assistant Director advised that within the budget for the Local Plan there were sufficient financial resources to meet the costs of the technical studies it was intended to undertake.

Upon being out to the vote the Motion was declared to be lost (6 for; 8 against: 1 abstention).

Councillor David Mitchell moved and Councillor Ian Lewis seconded that.

“The Cabinet Member to set out a timetable and programme for publication of all studies;

To set out costs of consultants proposed to be employed and identify all budget headings;

Report to Cabinet on a structure for Member led consultation after discussions with all Parties to ensure details of all studies are available;”

Councillor Liz Grey moved and Councillor Sharon Jones seconded an amendment such that the Motion be agreed subject to the addition of the following words to the end of the Motion -

“To refer the decision back to the Cabinet for Cabinet to reconsider its decision to ensure information on any decision is fully published and that there is as full an involvement as is practicable of a cross party working group”

Upon being put to the vote, the amendment was declared to be lost (2 for:12 against) Councillor Jo Bird moved and Councillor Kate Cannon seconded an amendment such that the Motion be approved subject to the addition of the following words at the end of the Motion -

“The Cabinet Member takes further action towards a cross party working group on the Local Plan and provides continued further information to answer questions from all back bench elected Members”.

Upon being put to the vote the amendment was declared to be carried (15 for, none against).

Upon being put to the vote, the substantive Motion was declared to be carried (15 for, none against)

It was therefore

**RESOLVED: That**

**The Cabinet Member to set out a timetable and programme for publication of all studies;**

**To set out costs of consultants proposed to be employed and identify all budget headings;**

**Report to Cabinet on a structure for Member led consultation after discussions with all Parties to ensure details of all studies are available;**

**The Cabinet Member takes further action towards a cross party working group on the Local Plan and provides continued further information to answer questions from all back bench elected Members.**

**MINUTE EXTRACT  
CABINET  
17 DECEMBER 2018**

47 **WIRRAL LOCAL PLAN - UPDATE REPORT**



**Councillor George Davies, Cabinet Member - Housing & Planning (and Deputy Leader of the Council), said:**

*“Making sure Wirral residents have a choice of good quality, attractive housing is vital. We’ve got to have a robust Local Plan so we are able to meet those needs.*

*We’ve also got a responsibility to our residents. They have told us, unequivocally, that they do not wish to see Green Belt land developed for housing. We agree, and we have told Government Ministers the same thing.*

*We must have a Local Plan. We understand this, and we are committed to developing one within the timeframe we have set out. We will do everything we can to protect our local environment and the Green Belt which is so important to our residents.*

*We have consistently lobbied Government to allow us to use the recent, more accurate household projection figures published by the Office of National Statistics in September this year. Using these figures would mean we need release almost no Green Belt land for development.*

*At the moment, the Government are refusing to allow us to lower our projections, so we must continue to plan for the bigger housing target – 12,000 over the next 15 years.*

*Over the next six months, Council officers will do the detailed technical assessments required on all land which was included in the consultation. We will do this, so we can ensure our Local Plan does what it needs to do.*

*I want to thank every Wirral resident who took part in this consultation. I want to reassure them that we are on their side, and pledge to do everything in our power to protect our borough and our unique environment.”*

Councillor George Davies introduced a report that provided the Cabinet with an update on the Local Plan. He informed that the Local Plan was vital as it was the

document that set out the Council's land use priorities for the next 15 years. Effectively, it decided what could be built and where it could be built in the borough.

Councillor Davies also informed the Cabinet that a solid, effective Local Plan could not be more important. The Council needed to draw up a Local Plan that was right for Wirral and its residents. The Council was committed to delivering this Plan as quickly as possible and had invested extra resources to make sure that it happened.

To this end the Cabinet at its meeting on 23 July 2018 had resolved that the results of a review of development options should be published for public and stakeholder consultation and that the results of the consultation should be reported to it in December 2018. (Minute No. 17 refers.) Councillor Davies reported that the development options review consultation had been completed and the Cabinet was grateful to every resident who had taken the time to take part. More than 3,000 representations had been received and they would all be considered as the Plan developed. A summary of these responses would be published in February 2019. The Council's responses and analysis would be published alongside the draft Local Plan.

The report, therefore, set out the current position with the preparation of the Local Plan and the advice that had been received from Leading Counsel who had recently been appointed to advise on the remaining stages of the Plan's preparation and adoption. Councillor Davies informed that the Cabinet was grateful to have had the support of the Local Government Association and the Planning Advisory Service.

Councillor Davies also informed that, in line with the advice of Counsel, it was recommended that the timetable for the preparation of the Local Plan be reviewed to ensure that any future decisions were robust, legally compliant and took account of the entire evidence base.

The Cabinet noted that amendments to the timetable for the preparation of the Local Plan, as set out in the Local Development Scheme, was a key decision which would require the approval of the Council.

Councillor Davies reported that the next few months would see a number of technical studies being required and in order to facilitate progress in the preparation of the Local Plan he was recommending that the Scheme of Delegation of Executive Functions be amended to give delegated authority to the Corporate Director of Economic and Housing Growth in consultation with the Portfolio Holder for Housing and Planning to make decisions relating to the approval and publication of the evidence base and on associated technical reports. This would enable the Council to move forward at pace with the Local Plan. The Cabinet noted that decisions relating to the implementation of policy changes would still need to be made by the Council via the Cabinet.

The Cabinet was aware that the Government had just closed its consultation on the household projections which had been published in September 2018. Councillor Davies reported that the Council's position was that it wanted these figures to be used in relation to its Local Plan. These were the latest figures and in the Cabinet's view, more accurate. The use of these figures would protect much more of the

precious Wirral green belt land. This view had been formally submitted to the Government and the detail was available on the Council's website. The outcome of the consultation was expected in January 2019.

The Cabinet noted that once agreed, the final approved Local Plan would support the delivery of the Wirral Plan.

Councillor Phil Davies informed that the Council was committed to sticking to the timetable agreed on the Local Plan and had secured additional staffing resources to ensure that the Council delivered on that timetable. He thanked the members of the public who had participated in the consultation on the development options review. Councillor Davies considered that 3000 responses was a really good outcome and he informed that an analysis of it would be considered by the Cabinet in February 2019.

Councillor Phil Davies commented in relation to recommendation (4) that the Cabinet had responded to the consultation by reiterating its support for the lower ONS housing projection figures. The Council considered that they were a more accurate reflection of Wirral's housing need and crucially, it would also reduce the pressure on the Council to release sites within the green belt which it wants to protect at every opportunity. Councillor Davies hoped that the Government listened to the representations. Councillor Davies assumed there would be some kind of an announcement in the New Year on what the Government was going to recommend in terms of housing projections but he considered that the Council needed to keep the pressure on the Government as Cabinet Members believed that the lower ONS figure of 488 new dwellings per annum was the right figure for Wirral. He awaited the outcome with interest.

Councillor Phil Brightmore also thanked all of the residents for writing in to take part in the consultation. He informed that it was very important that Westminster and the Secretary of State for Housing, Communities and Local Government knew that the Council cared deeply about the Wirral green belt and it would not see it taken away without a fight. When the Local Plan was first put forward there had been a veneer of evidence around those targets that the Government forced on the Council but since that time the ONS had been very clear in its recommendations for the actual housing growth for the Wirral that it should drop significantly. As stated previously, if the Council followed the ONS figures it would only be required to build 488 per year and that would only require the release of a very small amount of green belt land compared to what the Government was demanding now.

Councillor Brightmore was of the view that if the Government did not allow the Council to follow ONS figures it would show that this entire situation was actually a political scam and he believed it would bring shame on the Government if this was the case because the people of Wirral would know exactly what the Government was about.

Councillor Bernie Mooney agreed with Councillor Brightmore. She considered that both of the reports that the Cabinet had considered at this meeting showed that the Government was working directly against what the Council was trying to achieve for the people of Wirral and it was blatantly obvious that the Government was not there

to defend the people of Wirral. Councillor Mooney also considered that somebody should point out to the Government that it was there to look after the needs of everybody in the UK and not just the people living in London or the people that it chose to look after. The ONS figures were clear and the 488 was much easier and better figure for Wirral's housing projections and to protect the Wirral green belt. Councillor Mooney wanted the Government to take the Council's views into account.

Councillor Paul Stuart commented on the landowners of brownfield sites. He was of the view that Wirral could have lower ONS figures but unless Peel Holdings Limited actually started to build the properties they had promised to build in the borough then that lower figure would still mean that there would have to be extensive building on green belt land because of the amount of land the company owned across the Wirral. Unless, Peel was prepared to show that it meant what it had said, building would have to be in the green belt to meet the targets set. Councillor Stuart informed that he was happy that the Planning Committee had approved the first phase of the Wirral Waters development and that the sooner the building work started the better. Councillor Stuart believed that Peel needed to contribute to minimise the amount of housing, if any that would have to be built in the green belt.

Councillor Phil Davies reported that the Council's policy had always been to build on brownfield sites first. He informed that the Cabinet Member for Housing and Planning had written to all the owners of brownfield sites in Wirral with planning consent to build houses to ask them to start building them. Obviously Peel fell into this category and it was good to see that planning permission had been granted last week for Wirral Waters Phase 1. That was great news but more planning applications needed to be submitted and Peel needed to come forward with the evidence that would stand up in front of the Planning Inspector that it would be building additional properties over the next 15 years or so. Councillor Davies hoped that this evidence would be forthcoming.

Councillor Bernie Mooney informed that she had read in the newspaper that Peel had said that it had to overcome a number of barriers before it could start to build and she wanted to know what these barriers were because the Council needed to ensure that they were removed so that building work could commence as quickly as possible.

Councillor Phil Davies informed that the Council would play its part, as a local authority, by helping Peel to get on and develop as quickly as possible. He wanted to see actions now not words.

The Cabinet noted that the progress of the Local Plan continued to be monitored by the Secretary of State and the threat of intervention remained. Not preparing an up-to-date Local Plan may also incur financial penalties.

Not preparing an up-to-date Local Plan would mean that the Council would have to continue to rely on the Unitary Development Plan adopted in February 2000.

The national presumption in favour of sustainable development would be held to apply where there were no relevant development plan policies or the policies

which were most important for determining the application were out of date (NPPF paragraph 11).

Relevant policies may not be considered up-to-date if the Council could not demonstrate a five-year supply of deliverable housing sites or where the delivery of housing was substantially below the housing requirement over the previous three years (NPPF, paragraph 11, footnote 7). In these circumstances, decisions on planning applications would have to be made in the context of the National Planning Policy Framework, with policies in the Unitary Development Plan and Neighbourhood Development Plans prepared by the local community only carrying weight according to their consistency with the Framework.

**RESOLVED: That:**

- (1) a revised Local Development Scheme be submitted for approval by the Council once the amended future timetable has been determined;**
- (2) approval be given to amend the Scheme of Delegation of Executive Functions to Officers to delegate to the Corporate Director of Economic and Housing Growth, in consultation with the Portfolio Holder for Housing and Planning, decisions relating to the approval and publication of the evidence base, and associated technical reports, relevant to the preparation of the Local Plan;**
- (3) the summary report on the consultation responses received be published in February 2019; and**
- (4) the Council be requested to continue to lobby the Government, to enable it to use the ONS household projections, published in September, 2018 for the purposes of preparing its Local Plan, which would give an annual target of 488 new residential dwellings per annum.**

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**COUNCILLOR  
GEORGE DAVIES**

**CABINET**

**Monday, 17 December 2018**

**WIRRAL LOCAL PLAN - UPDATE  
REPORT**

**Councillor George Davies, Cabinet Member - Housing & Planning (and Deputy Leader of the Council), said:**

“Making sure Wirral residents have a choice of good quality, attractive housing is vital. We’ve got to have a robust Local Plan so we are able to meet those needs.

“We’ve also got a responsibility to our residents. They have told us, unequivocally, that they do not wish to see Green Belt land developed for housing. We agree, and we have told Government Ministers the same thing.

“We must have a Local Plan. We understand this, and we are committed to developing one within the timeframe we have set out. We will do everything we can to protect our local environment and the Green Belt which is so important to our residents.

“We have consistently lobbied Government to allow us to use the recent, more accurate household projection figures published by the Office of National Statistics in September this year. Using these figures would mean we need release almost no Green Belt land for development.

“At the moment, the Government are refusing to allow us to lower our projections, so we must continue to plan for the bigger housing target – 12,000 over the next 15 years.

“Over the next six months, Council officers will do the detailed technical assessments required on all land which was included in the consultation. We will do this, so we can ensure our Local Plan does what it needs to do.

“I want to thank every Wirral resident who took part in this consultation. I want to reassure them that we are on their side, and pledge to do everything in our power to protect our borough and our unique environment.”

## **REPORT SUMMARY**

Cabinet on 23 July 2018 resolved that the results of a review of development options should be published for public and stakeholder consultation and that the results of the consultation should be reported to Cabinet in December 2018.

However, by the end of the consultation period, a very high volume of responses had been received, which are still being collated and analysed. A summary of these responses will be published in February 2019. The Council’s responses and analysis will be published alongside the draft Local Plan.

This report therefore sets out the current position with the preparation of the Local Plan and the advice that has been received from Leading Counsel who has recently been appointed to advise on the remaining stages of plan preparation, to adoption.

In line with the advice of Counsel, it is recommended that the timetable for the preparation of the Local Plan is reviewed to ensure that any future decisions are robust, legally compliant and take account of all the necessary evidence base. Amendments to the timetable for the Local Plan, as set down in the Local Development Scheme, is a key decision which will require the approval of Full Council.

In order to facilitate progress in the preparation of the Local Plan it is recommended that approval be given for the Scheme of Delegation be amended to delegate decisions relating to the approval and publication of the evidence base and associated technical reports to the Director of Economic and Housing Growth in consultation with the portfolio holder for Housing and Planning. Decisions relating to the implementation of policy changes will still need to be made by full Council via Cabinet

Once agreed, the final approved Local Plan will support the delivery of the Wirral Plan.

## **RECOMMENDATIONS**

- (1) That a revised Local Development Scheme is submitted for approval once the amended future timetable has been determined.
- (2) That approval be given to amend the Scheme of Delegation of Executive Functions to Officers to delegate to the Director of Economic and Housing Growth, in consultation with the portfolio holder for Housing and Planning decisions relating to the approval and publication of the evidence base, and associated technical reports, relevant to the preparation of the Local Plan.
- (3) That the summary report on the consultation responses received be published in February 2019.
- (4) That the Council continues to lobby Government, to enable it to use the ONS household projections, published in September, 2018 for the purposes of preparing its Local Plan, which would give an annual target of 488 new residential dwellings per annum.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 To comply with the legal and procedural requirements necessary to complete the preparation and adoption of an up-to-date Core Strategy Local Plan for Wirral, in line with the National Planning Policy Framework (NPPF).

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 Progress of the Local Plan continues to be monitored by the Secretary of State and the threat of intervention remains. Not preparing an up-to-date Local Plan may also incur financial penalties.
- 2.2 Not preparing an up-to-date Local Plan would mean that the Council would have to continue to rely on the Unitary Development Plan adopted in February 2000.
- 2.3 The national presumption in favour of sustainable development will be held to apply where there are no relevant development plan policies or the policies which are most important for determining the application are out of date (NPPF paragraph 11).
- 2.4 Relevant policies may not be considered up-to-date if the Council cannot demonstrate a five-year supply of deliverable housing sites or where the delivery of housing was substantially below the housing requirement over the previous three years (NPPF, paragraph 11, footnote 7). In these circumstances, decisions on planning applications will have to be made in the context of the National Planning Policy Framework, with policies in the Unitary Development Plan and Neighbourhood Development Plans prepared by the local community only carrying weight according to their consistency with the Framework.

### **3.0 BACKGROUND INFORMATION**

- 3.1 Cabinet on 23 July 2018 (Minute 17 refers) resolved that the public should be consulted on the results of a review of development options that included proposed sites for housing, employment, mixed uses and sites for further investigation for potential release from the Green Belt.
- 3.2 Formal consultation on the Development Options Review was undertaken between 3 September and 26 October 2018. By the end of the consultation period, 3,146 separate responses had been received, which are still being collated and analysed.
- 3.3 Leading Counsel has now been appointed to advise on the remaining stages of plan preparation up to adoption.
- 3.4 This report provides an update of the current position with regard to the future preparation of the Local Plan and seeks approval for the arrangements being made to move towards the completion of the Local Plan.

## **4.0 PROCEDURAL MATTERS**

### Timetable

- 4.1 The Council continues to progress the Local Plan as quickly as possible within the statutory framework.
- 4.2 Counsel has reiterated the importance of ensuring that any future decision making is supported by the completion of the necessary statutory environmental appraisals. This will require a review of the timetable for the preparation of the Local Plan, set out in the Local Development Scheme approved by Council in March 2018 (Minute 133), which is currently being monitored by the Secretary of State. The Secretary of State has been advised of the necessity of this review.
- 4.3 A final revised timetable will be available following the appointment of the consultants for the sustainability appraisal.

### Delegation of Decisions

- 4.4 In order to progress the Local Plan more effectively, Counsel advises that there be increased delegation of decision making to senior officers.
- 4.5 Approval is therefore sought to amend the Scheme of Delegation of Executive Functions to Officers to delegate to the Director of Economic and Housing Growth, in consultation with the portfolio holder for Planning and Housing, all decisions relating to the approval and publication of the evidence base, and associated technical reports, relevant to the preparation of the Local Plan.
- 4.6 Any policy decisions based on that evidence will continue to require the approval of Full Council.

### Evidence Base

- 4.7 Counsel will continue to advise on the work required to provide a robust and sound evidence base in preparation of the Local Plan. A full draft Local Plan together with the technical reports will be published for public comment in 2019.

### Housing Numbers

- 4.8. Counsel has advised that the Council should rely on the standard method for assessing local housing need set out in national policy and guidance, pending the outcome of the Government's recent national consultation on proposed revisions to the national standard method for local housing needs.
- 4.9 The Council has submitted its formal response that any final decisions on the figures to be used in assessing local housing need, including any variance from the outputs from the standard method, should be retained at local level, and to state that the Council wishes to be able to adopt the most up-to-date 2016-based household projections (which result in a reduced minimum requirement of 488 dwellings per year) as a basis for assessing the future housing needs of the Borough.

## **5.0 FINANCIAL IMPLICATIONS**

- 5.1 Consultation on the review of development options has been completed using existing resources for Economic and Housing Growth. Officers continue to monitor the cost implications of the production of the Local Plan in consultation with the Director of Finance and Investment

## **6.0 LEGAL IMPLICATIONS**

- 6.1 The Local Plan for Wirral must be prepared in line with the process set out in national legislation and can only be adopted by the Council if it is found to be legally compliant and sound by a Planning Inspector appointed by the Secretary of State after public examination.
- 6.2 To be sound, a local plan must be: positively prepared, to as a minimum meet the area's objectively assessed needs; justified, in terms of being an appropriate strategy, taking into account the reasonable alternatives; effective, in terms of being deliverable over the plan period and based on effective joint working on cross-boundary strategic matters; and consistent with national policy, enabling the delivery of sustainable development in accordance with the National Planning Policy Framework (NPPF, paragraph 35 refers).
- 6.3 To be legally compliant, the local plan must be prepared to fully comply with national legislation and regulations, including the Duty to Co-operate.
- 6.4 The Council has a legal Duty to Co-operate with named public bodies including adjoining local authorities and national agencies. A failure to comply with the Duty to Co-operate can be fatal to the legal compliance of the Local Plan and could require the Local Plan to be withdrawn.
- 6.5 The Council must also comply with its own statutory Statement of Community Involvement, last adopted in March 2014.
- 6.6 The approval of the final Draft Local Plan will require a resolution of Council before it can be published and submitted to the Secretary of State for public examination.
- 6.7 The Housing and Planning Act 2016 significantly increased the powers of the Secretary of State to intervene in plan-making, at any stage in the plan making process. The Secretary of State can now intervene if he thinks that a local planning authority are failing or omitting to do anything it is necessary for them to do in connection with the preparation, revision or adoption of a local plan and may prepare or revise the document or give directions to the authority in relation to the preparation or revision of the document but must give reasons for any action that he takes (section 146 refers).
- 6.8 The Neighbourhood Planning Act 2017 also enables the Secretary of State to make regulations to require a local planning authority to review local development documents at prescribed times; and extended powers over their content, with which the Council must comply (sections 11 and 12 refer).

Regulations under section 12 now require local planning authorities to review their local plans and statements of community involvement at least every five years, from April 2018.

- 6.9 The Secretary of State can also direct two or more local planning authorities to prepare a joint local plan, if this would facilitate the more effective planning of the development and use of land in one or more of their areas, including setting a timetable and specifying the areas and matters to be covered. The Secretary of State or combined authority will then be able to apportion liability for expenditure on joint plan preparation as the Secretary of State considers appropriate (section 9 refers).
- 6.10 Section 15 of the Planning and Compulsory Purchase Act requires the Council to revise their Local Development Scheme, to set out the documents that will comprise their local plan and the timetable for their preparation and revision, when directed to do so by the Secretary of State. The Localism Act 2011 also requires the Council to publish up to date information on their compliance with the Scheme (section 111 refers).
- 6.11 Under the Housing and Planning Act 2016, the Secretary of State can prepare a Local Development Scheme for a local planning authority, if one has not been prepared and direct that the local planning authority bring it into effect and can direct a local planning authority to make such amendments as he thinks appropriate to ensure the full and effective coverage of the area, with regard to both geography and content (section 143 refers).
- 6.12 Following Counsel's advice, the timetable set out in the Local Development Scheme approved by Council in March 2018 (Minute 133), which is currently being monitored by the Secretary of State, needs to be formally amended, which will require the approval of Full Council.
- 6.13 Planning applications must be determined in accordance with the adopted Development Plan unless material considerations (which include national policy and guidance) indicate otherwise.
- 6.14 The statutory Development Plan for Wirral currently comprises the Council's Unitary Development Plan, adopted in February 2000; the Joint Waste Local Plan for Merseyside and Halton, adopted in July 2013; the Neighbourhood Development Plan for Devonshire Park, made in December 2015; and the Neighbourhood Development Plan for Hoylake, made in December 2016.
- 6.15 Where policies are out-of-date, permission should be granted unless the policies in the National Planning Policy Framework that protect areas or assets of particular importance provide a clear reason for refusing the development proposed or any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in the Framework taken as a whole (NPPF, paragraph 11 refers).

## **7.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

- 7.1 The collation and analysis of the consultation responses has been supported by two temporary administrative staff and will be further supported by two temporary Planning Officers, to prepare a full report of consultation for publication early in the New Year.
- 7.2 Five new posts, including one Principal Planning Officer, three Senior Planning Officers and one Planning Officer were advertised in November to support the future preparation of the Local Plan. Two, two-year administrative posts will be advertised in the next few weeks.
- 7.3 An independent external Programme Officer has been identified to advise on the preparations for the submission of the final Local Plan to the Secretary of State and to run and co-ordinate the future public examination on behalf of the Planning Inspector who will be appointed by the Secretary of State.
- 7.4 External consultants will be appointed to undertake the sustainability appraisal and strategic environmental assessment and Habitats Regulations Assessment and any other specialist technical studies.

## **8.0 RELEVANT RISKS**

- 8.1 A failure to meet the Council's timetable for the preparation of the Local Plan could lead to intervention by the Secretary of State, including potential financial penalties; which could include the withdrawal of some or all, of the Council's annual award of New Homes Bonus, or work undertaken by consultants appointed by the Secretary of State in default.
- 8.2 Not modifying the Core Strategy Local Plan to address the issues identified in national policy or in the latest local research could lead to the Local Plan being withdrawn, with abortive costs and/or unnecessary time and expense being incurred at a future public examination.
- 8.3 Payments under the New Homes Bonus could be amended, in terms of the conditions, amount and duration of payments for each new home completed.
- 8.4 The national presumption in favour of sustainable development will be held to apply where there are no relevant development plan policies or the policies which are most important for determining the application are out of date (NPPF paragraph 11).
- 8.5 Relevant policies may not be considered up-to-date if the Council cannot demonstrate a five-year supply of deliverable housing sites or where the delivery of housing was substantially below the housing requirement over the previous three years (NPPF, paragraph 11, footnote 7).
- 8.6 In these circumstances, decisions on planning applications will have to be made in the context of the National Planning Policy Framework, with policies in the Unitary Development Plan and Neighbourhood Development Plans prepared by

the local community carrying weight according to their consistency with the Framework.

## **9.0 ENGAGEMENT / CONSULTATION**

9.1 Public involvement in the preparation of the Local Plan has been governed by the Council's statutory Statement of Community Involvement, adopted by Full Council in March 2014.

9.2 The Statement of Community Involvement requires a minimum six-week period of consultation, including the need to notify the neighbours of any site specific proposals (SCI, Table 1, page 13; and paragraphs 3.52 and 3.56, page 16 refer).

9.3 People and organisations may also register their contact details so that they are notified as each new document is made available and when each new stage is reached. Personal data is held and used in accordance with a Forward Planning Privacy Notice, for which a link is provided below.

9.4 Formal consultation on the Development Options Review was undertaken between 3 September and 25 October 2018. The consultation included a series of public briefing sessions, which were widely publicised and well-attended, to provide background information and the opportunity to speak to Council officers. By the end of the consultation period, 3,146 separate responses had been received, which are still being collated and analysed.

9.5 Key themes emerging, at present, include:

- general and site-specific opposition from local residents to using land in the Green Belt for any new development;
- concern about the methodology used to determine the sites identified;
- scepticism about the data underlying the calculation of local housing need;
- concern about the likely affordability of any new properties;
- a strong preference for the use of brownfield sites;
- the need to maximise the contribution from Wirral Waters and the re-use of empty properties;
- environmental impacts and the capacity of existing infrastructure;
- site-specific concerns about particular sites within the urban area;
- the provision of further details from developers, seeking to demonstrate the suitability of their development proposals; and
- the need for further information on the likely impact of the developments being proposed.

9.6 A full summary of all the responses received from the public consultation, will be published in February 2019.

9.7 The next major stage of public consultation will take place once a complete version of a new draft Local Plan has been prepared.

## **10.0 EQUALITY IMPLICATIONS**

10.1 The Local Plan has been subject to ongoing Equality Impact Assessment.

- 10.2 Results of previous Equality Impact Assessments prepared at each stage in the preparation of the Core Strategy can be viewed at <http://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/local-plans/core-strategy-local-plan-0>
- 10.3 A revised Equality Impact Assessment will be presented alongside the final proposals to be included in the final Local Plan.

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## **APPENDICES**

None

## **REFERENCE MATERIAL**

Local Development Scheme for Wirral (March 2018) can be viewed at <http://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/local-plans/local-development-scheme>

The Council's adopted Statement of Community Involvement (March 2014) can be viewed at <http://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/community-involvement-local-planning/statement>

The Forward Planning Privacy Notice can be viewed at <https://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/forward-planning-privacy-notice>

Previous stages in the preparation of the Council's Core Strategy Local Plan can be viewed at <http://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/local-plans/core-strategy-local-plan>

Documents related to the development options review can be viewed at <http://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/local-plans/core-strategy-local-plan-6>

The National Planning Policy Framework (NPPF, Revised 24 July 2018) can be viewed at <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

The latest National Planning Practice Guidance (NPPG) can be viewed at <http://planningguidance.communities.gov.uk/> Guidance for Local Plans can be viewed at <https://www.gov.uk/guidance/local-plans--2>. Guidance on how Council's should assess their housing needs can be viewed at <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>

Government technical consultation on updates to national planning policy and guidance, including the standard method for assessing housing need, can be viewed at

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Delegated Report - Approval of Green Belt Review Documents for Public Consultation	3 September 2018
Cabinet – Core Strategy Local Plan – Review of Development Options (Minute 17)	23 July 2018
Cabinet – Employment Land Study Update (Minute 102)	26 March 2018
Council – Approval of revised Local Development Scheme (Minute 133)	19 March 2018
Environment Overview and Scrutiny – Wirral Local Plan – Report of Progress Since 2004 (Minute 46)	31 January 2018
Delegated Report – Local Development Framework Monitoring Report 2016/17 and approval of revised Local Development Scheme	21 December 2017
Environment Overview and Scrutiny - Wirral Local Plan – Letter from Secretary of State (Minute 40)	7 December 2017
Delegated Decision – Revised Pitch Strategy for Wirral Council – Approval of Revised Pitch Strategy for Wirral (Minute 97)	27 October 2017 11 December 2017
Cabinet – Core Strategy Local Plan – Report of Further Consultation on Housing Needs and Land Supply (Minute 96)	27 February 2017
Cabinet - Core Strategy Local Plan - Strategic Housing Market Assessment Update (Minute 31)	18 July 2016