

Thurrock - An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future

# Children's Services Overview and Scrutiny Committee

The meeting will be held at **7.00 pm** on **15 June 2023**

**Committee Room 2, Civic Offices, New Road, Grays, Essex, RM17 6SL.**

## Membership:

Councillors Elizabeth Rigby (Chair), Sara Muldowney (Vice-Chair), Qaisar Abbas, Vikki Hartstean, Srikanth Panjala and Maureen Pearce

Sarah Barlow, Church of England Representative  
Kim James, Chief Operating Officer, HealthWatch Thurrock  
Nicola Cranch, Parent Governor Representative

## Substitutes:

Councillors Paul Arnold, Aaron Green, James Halden, Susan Little, Sue Shinnick and Cici Manwa

## Agenda

Open to Public and Press

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<b>1 Apologies for Absence</b>	
<b>2 Minutes</b>	<b>5 - 14</b>
To approve as a correct record the minutes of Children's Services Overview and Scrutiny Committee meeting held on 14 March 2023.	
<b>3 Items of Urgent Business</b>	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972. To agree any relevant briefing notes submitted to the Committee.	

<b>4</b>	<b>Declaration of Interests</b>	
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**Queries regarding this Agenda or notification of apologies:**

Please contact Rhiannon Whiteley, Senior Democratic Services Officer by sending an email to [Direct.Democracy@thurrock.gov.uk](mailto:Direct.Democracy@thurrock.gov.uk)

Agenda published on: **7 June 2023**

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# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

## Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

## When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

**What is a Non-Pecuniary interest?** – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

### Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- leave the room while the item is being considered/voted upon

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

### Non- pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

## Our Vision and Priorities for Thurrock

An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future.

1. **People** – a borough where people of all ages are proud to work and play, live and stay
  - High quality, consistent and accessible public services which are right first time
  - Build on our partnerships with statutory, community, voluntary and faith groups to work together to improve health and wellbeing
  - Communities are empowered to make choices and be safer and stronger together
  
2. **Place** – a heritage-rich borough which is ambitious for its future
  - Roads, houses and public spaces that connect people and places
  - Clean environments that everyone has reason to take pride in
  - Fewer public buildings with better services
  
3. **Prosperity** – a borough which enables everyone to achieve their aspirations
  - Attractive opportunities for businesses and investors to enhance the local economy
  - Vocational and academic education, skills and job opportunities for all
  - Commercial, entrepreneurial and connected public services

## Minutes of the Meeting of the Children's Services Overview and Scrutiny Committee held on 14 March 2023 at 7.00 pm

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**Present:** Councillors Adam Carter (Chair), George Coxshall (Vice-Chair), Alex Anderson, Paul Arnold, Martin Kerin and Srikanth Panjala

Sarah Barlow, Church of England Representative  
Nicola Cranch, Parent Governor Representative

### Apologies:

### In attendance:

Michele Lucas, Assistant Director of Education and Skills  
Janet Simon, Assistant Director, Children's Social Care and Early Help  
Priscilla Bruce-Annan, Local Safeguarding Children's Partnership Business Manager  
Rhiannon Whiteley, Senior Democratic Services Officer  
Youth Cabinet Representative  
Youth Worker  
Andrea Winstone, Strategic Lead for School Effectiveness and SEND  
Sarah Williams, Service Manager, Education Support Service

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Before the start of the Meeting, all present were advised that the meeting may be filmed and was being recorded, with the audio recording to be made available on the Council's website.

### 20. Minutes

The minutes of the Children's Services Overview and Scrutiny Committee meeting held on 17 January 2023 were approved as a correct record.

### 21. Items of Urgent Business

There were no items of urgent business.

### 22. Declaration of Interests

No interests were declared.

### 23. Youth Cabinet Update Report

The Youth Cabinet Representative presented the report to the Committee.

The Chair thanked the Youth Cabinet Representative for attending the meeting tonight and the other meetings in the last year. The Chair commented

that the Committee really value the updates provided. He queried if there had been any developments on the recruitment of more members to the Youth Cabinet.

The Youth Worker responded that there are 2 or 3 new members trickling in but they still would like more representatives from schools and that is something that will be on her agenda going forward.

Councillor Kerin highlighted that the Youth Cabinet update was something he looked forward to hearing at the Committee meetings. He queried how the Nextdoor Nature Programme was going. The Youth Cabinet Representative responded that it was going really well.

Councillor G Coxshall commented that it was previously hard to find information on the Youth Cabinet, he commented that it was great this will now be available on the website.

The Assistant Director of Education and Skills highlighted that it would be a great opportunity if the Chair and Vice-Chair of Youth Cabinet could meet with the Chair and Vice Chair of this Overview and Scrutiny Committee to gain some learning about how they got to the position they are in.

The Chair agreed this was a good idea and commented that he would open it up to all members of the Committee.

Councillor Arnold enquired as to whether the Youth Cabinet members had any input into the design of the Thurrock Youth Cabinet Online Consultation Portal.

The Youth Worker confirmed that she did liaise with members regarding the look of the page. Members did put forward ideas and had an input in the text that goes up.

Councillor Panjala queried which 5 locations are being considered for the Nextdoor Nature programme.

The Youth Worker responded that there is one in South Ockendon, two in Grays, one in Corringham and one in Blackshots.

The Chair thanked the Youth Cabinet Representative for their update.

#### **24. Annual Report of the Cabinet Member for Children's Services**

Councillor Johnson thanked the Youth Cabinet Representative for her contributions to the Committee meetings.

Councillor Johnson outlined that the portfolio has two distinct parts Education and Skills and Children's Social Care and Early Help. He confirmed that the Local Authority is still very involved with the Academy Schools. He stated that



he was thankful for the fortnightly meetings with the Chief Executives of the Academy Schools. He confirmed that as Orsett cannot take 120 pupils this year work is being done to find alternative places in other schools. He also highlighted that the Home to School Transport was a challenging part of the portfolio and officers were working hard to reduce this spend. He urged members to become acquainted with the policy to help residents with any queries they may have on this. Councillor Johnson stated that it was vital vulnerable persons receive the same level of care and reminded the committee that all 49 members are Corporate Parents.

Councillor G Coxshall queried whether the Aveley School building was still on track.

Councillor Johnson responded that as far as he was aware September remained the expected opening date. He was aware the builders had fallen into disarray but he has not been told anything else.

Councillor Kerin noted that the Thurrock Adult Community College building had gone, he queried if it was still offering the same services.

The Assistant Director for Education and Skills responded that the Adult Community College were quick off the mark with the pandemic to develop online platforms and that has speeded that up. They are looking for a permanent home. Adult Education has changed over time, funding is around ensuring residents have the right skill set to enter employment as opposed to previously there been a focus on leisure. She confirmed they are looking at a teaching space and their aim is to start the new academic year in the new premises and an update on this will be provided at a future meeting.

Councillor Kerin noted that at the bottom of page 26 it referred to the option to reduce the amount of demand for EHCP's, he requested reassurance that EHCP's will be issued on account of need.

Councillor Johnson responded that it was necessary to check whether an EHCP is really necessary.

The Assistant Director of Education and Skills states that many Local Authorities had seen a large increase in requests for EHCP's. This was expected as a result of the pandemic. It is right that a review takes place and a panel will review the decisions made. The Assistant Director of Education and Skills confirmed that most children are supported in school and get access to additional support and they are making sure schools manage the finance around this. The Assistant Director of Education and Skills reassured the Committee that any child that needs a plan will get a plan. Councillor Kerin queried how many children were set to lose Home to School transport as a result of cuts.

The Assistant Director for Education and Skills clarified that they had a statutory duty to offer Home to School transport. There is a clear process and

criteria, if parents apply and meet the criteria then the Local Authority has a duty to provide it. There is a very clear process for appeals too.

Councillor Anderson requested an update on Headstart Housing.

The Assistant Director of Education and Skills confirmed that this had been realigned with the Housing directorate and will therefore come under the Housing Overview and Scrutiny Committee now.

Councillor Anderson queried what work was being done to ensure we can absorb the additional pressure from the increase in Unaccompanied Children Asylum Seekers (UCAS).

The Assistant Director of Children's Social Care and Early Help responded that they have spoken to foster carers to give them a better understanding of this. Most unaccompanied children asylum seekers are over 16 and therefore are offered supported accommodation as opposed to foster care. It depends on their age and needs to make sure they get the support they need to integrate in society. This Friday they are doing a presentation to Ofsted regarding this. They also provide bags with clothing, toiletries so the children feel safe and comfortable. The amount of missing episodes have reduced in Thurrock and therefore this Authority is not following the trend nationally with large amounts of missing episodes.

Councillor Panjala queried whether there is a lack of secondary schools in the area as there are 39 primary schools and just 13 secondary schools.

The Assistant Director of Education and Skills clarified that the secondary schools take a lot more pupils and that is why there is a substantial difference in the amount of secondary schools in the borough. She reassured the committee that there is enough capacity and this is something they look at on an almost daily basis as a lot of people are moving to Thurrock.

Councillor Kerin noted that savings of 4 million pounds are required over a period of 3 years, he queried what planning is being put in place to minimise the impact of this.

The Assistant Director of Education and Skills stated that they had already made some of these savings and she confirmed that they will always have to work within their statutory duties. The S114 is in place and decisions will be difficult.

The Assistant Director of Children's Social Care and Early Help confirmed that they are trying to move services around and look at what can be done differently. Savings have been identified and are not necessarily about cutting services but about targeting services in the right area.

Councillor Kerin requested that further to receiving the briefing note on statutory duties he would like this subject to be brought to Committee in the next municipal year.

The Chair queried the figures for the increased numbers of foster carers. The Assistant Director of Children's Social Care and Early Help confirmed that recruitment continues but at the same time foster carers are also retiring or moving on.

The Chair noted that for social worker satisfaction Thurrock was surveyed as 12<sup>th</sup> nationally and second in the region.

The Assistant Director of Children's Social Care and Early Help stated that they challenge themselves constantly to make sure they are providing the right environment for social workers and this includes manageable caseloads, regular supervision, opportunities to learn and ensuring social workers have a voice and feel empowered. It is a strong region for social care with no inadequate authorities. Ofsted feedback is it is a good culture and managers are working alongside social workers.

**25. Stable Homes, Built on Love: Government Implementation Strategy and Consultation on Children's Social Care Reform 2023**

The Assistant Director of Children's Social Care and Early Help presented the report to the Committee.

On the 16<sup>th</sup> June 2022, Children's Overview and Scrutiny Committee, received a report on the Josh McAllister's Care Review of Children's Social Care and the National Safeguarding Panel Review of Child Protection following the deaths of Arthur Labinjo-Hughes and Star Hobson. The Care Review contained 80 recommendations that will require 2.6 billion pounds of funding to deliver. This report is regarding the Government's response to the review and recommendations titled "Stable Homes; Built on Love". The Assistant Director of Children's Social Care and Early Help outlined the summary actions from the report which are identified as 5 pillars.

Councillor Kerin commented that it seemed the focus is on trying to intervene early and support families. He noted there are 12 Local Authorities sharing 45 million pounds, he queried if that translates to funding of just under 4 million pounds being expected.

The Assistant Director of Children's Social Care and Early Help responded that she did not know as it was a pilot. She was clear that early help is the foundation to keep children safe at home. She highlighted that once children reach adulthood they need someone and often they return to their family. The Assistant Director of Children's Social Care and Early Help confirmed that the Family Hubs funding is ring fenced and a business case has been completed. They have to complete regular reports and if they don't spend the money on services they will have to give it back.

Councillor Kerin queried when a full report will be brought to Committee.

The Assistant Director of Children's Social Care and Early Help suggested the end of 2023.

Councillor Panjala queried how many social workers were currently agency workers.

The Assistant Director of Children's Social Care and Early Help stated that there are 40 in Children's social care. She stated that the Government would like there to be less and it is always the department's aim to have more permanent staff as it provides consistency for families and is cheaper than using agency workers.

The Assistant Director of Children's Social Care and Early Help highlighted that the consultation is now open and will close on 11 May 2023.

**RESOLVED:**

- 1.1 That the Overview & Scrutiny Committee note the contents of the Government's implementation strategy for reforms to children's social care and the potential impact these will have on service delivery over the next few years.**
- 1.2 That the Overview & Scrutiny Committee note that the implementation strategy is open for consultation until 11<sup>th</sup> May 2023.**

**26. Thurrock Childcare Sufficiency Annual Assessment 2022**

The Strategic Lead for School Effectiveness and SEND presented the report. She explained that the report has come back to Committee to explain what the team is doing to support childcare settings in Thurrock. The Strategic Lead for School Effectiveness and SEND confirmed that they work hard with their settings and the settings are grateful for the help and support provided.

Councillor Kerin thanked the Strategic Lead for School Effectiveness and SEND for the report and for listening to what the committee had requested. He queried if the numbers are moving in the right direction.

The Strategic Lead for School Effectiveness and SEND responded that they work with any new providers and help them to look for new premises. When S106 money is available they put a hat in their ring. We encourage them to open where we want them to open. The Childcare Sufficiency Assessment report also informs providers of where they might want to open a business.

The Chair asked officers about the recent incident reported in the press about the nursery in Chadwell St Mary.

The Strategic Lead for School Effectiveness and SEND responded that it was reported to the department on the day it happened. They have worked with the setting, supported parents and written to them and when they are ready, they will help them to find a new provider. She confirmed both children are safe and the investigation is ongoing. The provider manager has resigned.

**RESOLVED:**

**1.1 That Children's Services O&S review the requested additional report relating to the Annual Childcare Sufficiency Assessment 2022 and offer any additional comment or feedback.**

**27. School Capital Programme Update 2022/23**

The Strategic Lead for Education Support Services presented the report to the Committee. She confirmed that the report will be presented to Cabinet tomorrow for approval.

Councillor Anderson thanked the Strategic Lead for Education Support Services for the report. He commented that the detailed costing in the appendix was very useful and will allow members to scrutinise more effectively if issues arise.

Councillor Kerin commended officers on avoiding issues around shortage of school places. Councillor Kerin stated that he was happy with recommendation 1.1 but queried the other recommendations as Overview and Scrutiny cannot make decisions.

The Democratic Services Officer clarified that recommendations 1.2, 1.3, 1.4 and 1.5 need to be read in the context of recommendation 1.1 *"that the Children Services Overview & Scrutiny Committee consider and recommend the following decisions to Cabinet"*.

Councillor Kerin responded that he was not happy with recommendation 1.4 given recent events and that decisions can be limited to just two individuals, the Director and Portfolio holder.

Councillor Johnson commented that they could change the recommendation to state that they will report back to Overview and Scrutiny Committee with any major changes.

The Chair agreed the recommendation could say that the matter will be returned to Overview and Scrutiny Committee to ensure accountability of the lead officer and Portfolio holder.

The Strategic Lead for Education Support Services also agreed to this.

An additional recommendation was proposed by the Chair that *“the Committee notes that the matter will come back to the Overview and Scrutiny Committee throughout the process”*. This was seconded by Councillor Anderson.

The Parent Governor Representative highlighted that extra schools bring extra traffic outside them and stressed that there is a need to protect children going to school. Barriers, bollards and cones are required and there are not enough traffic wardens.

The Strategic Lead for Education Support Services responded that when they expand a school a planning application is made and as with all planning applications the Highways team will look at it and will highlight any issues that may arise of this nature.

**RESOLVED:**

- 1.1 That the Children’s Services Overview & Scrutiny Committee consider and recommend the following decisions to Cabinet.**
- 1.2 To approve the commencement of the procurement process in accordance with Council & UK procurement procedures to appoint 1. A Design and multi discipline project Team, for the Tilbury Pioneer aspect of the School Capital Programme and 2. Following planning approval and the production of a full technical specification, undertake a further procurement exercise to appoint a Principal Contractor to take forward the proposed Tilbury Pioneer scheme.**
- 1.3 To approve the commencement of the procurement process in accordance with Council & UK procurement procedures to appoint Designers and Project Teams, for the School Capital Programme and appoint the Principal Contractors to take forward the proposed scheme.**
- 1.4 That authority be delegated to the Director of Children’s Services, in consultation with the relevant Portfolio Holder, to enter into any form of agreement following the award of the agreements arising from 1.2 above in compliance with the Council’s procurement regulations.**
- 1.5 Note the recent in-year accommodation works that have been commenced in order to ensure sufficient pupil places for 2022/2023 in-year applications.**

- 1.6 The Committee notes that this matter will be brought back to Children's Services Overview and Scrutiny Committee throughout the process.**

**28. Items Raised by Thurrock Local Safeguarding Children Partnership**

The Independent Chairperson and Scrutineer for the Local Children Safeguarding Partnership presented the annual Thurrock Local Children Safeguarding Partnership (TLCSP) report to the Committee for 2021/22. She explained that whilst regular updates are provided to the Committee by Thurrock Local Children Safeguarding Partnership the report gives a full overview of the work completed by TLCSP.

The Committee Members did not have any questions on this item.

**RESOLVED:**

- 1.1 That the Committee note the LSCP Annual Report 2021/22 and the work undertaken against the priorities.**

**29. Children's Transport - One year extension to the current framework 2023/24**

The Strategic Lead for Education Support Services presented the report to the Committee. She explained that the report proposes that all the current contracts procured under the framework are extended for one year to allow time for the service to review options for a full re-procurement of the Children's Transport for the start of the academic year 2024/2025 to ensure best value is achieved and allows for new transport operators to join during the contract period.

The Strategic Lead for Education Support Services further explained that they are looking at what other Local Authorities do and across the market and need further time to complete this work.

Councillor P Arnold queried why this wasn't looked at last year.

The Strategic Lead for Education Support Services responded that Children's transport was previously in the public realm directorate but has now permanently moved to the Children's Services Directorate. More extensive research is needed to benchmark against other Local Authorities.

Councillor Johnson highlighted that it is a demand led service and to make it fit with a policy is challenging. He stated that they need more time to get it right.

Councillor Kerin queried whether they are asking for breathing space to find a more permanent option.

The Strategic Lead for Education Support Services agreed this was correct.

**RESOLVED:**

- 1.1 Children's Overview and Scrutiny recommend Cabinet agree that the Director of Children's Services, in consultation with the Education Portfolio Holder is authorised to extend any transport contracts under the current framework, which expire in July 2023 for a one-year period.**

**30. Work Programme**

The Chair thanked the Committee, Directors and Officers for all their hard work over the last year.

The Chair agreed a report on Statutory duties should be brought to the committee next municipal year, an update on the Adult Community College and an update on the Family Hubs programme should be brought back to Committee towards the end of 2023.

**The meeting finished at 9.04 pm**

Approved as a true and correct record

**CHAIR**

**DATE**

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<b>2. Children's Services Overview and Scrutiny Committee</b>	
<b>Appointed by:</b> The Council	<b>Number of Elected Members:</b> Six, of whom none may be Cabinet Members.
<b>Chair and Vice-Chair appointed by:</b> The Council	<b>Political Proportionality:</b> The elected Members shall be appointed in accordance with Political Proportionality
<b>Quorum:</b> Three elected Members or two elected Members and one Co-opted Member with voting rights.	<b>Co-opted Members to be appointed by Council:</b> Four statutory Co-Opted Members to have voting rights in respect of educational matters, and non-voting in respect of all other matters.  A further co-opted non-voting Member from Thurrock HealthWatch
<b>Functions determined by Council:</b>  <ol style="list-style-type: none"> <li>1. Universal Services (schools, colleges, settings and services)</li> <li>2. Targeted Services (SEN, Behaviour and Attendance, narrowing the gap in outcomes)</li> <li>3. Specialist Services (safeguarding, child protection, children in care, youth offending)</li> <li>4. Prevent duties</li> </ol>	
<b>Cross-cutting:</b>  The manner in which services of the Authority, the Police and the National Health Service address the needs of children and young people in Thurrock.  <b>Note:</b> Where a National Health Service issue affects the population generally, including children, the matter shall be referred to the Health and Well-being Overview and Scrutiny Committee unless that Committee or its Chair agrees otherwise.	
<b>Functions determined by Statute:</b>  All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007.	

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**Children's Services**  
**Overview and Scrutiny Committee Meeting**  
**Thursday 15<sup>th</sup> June 2023**  
**Youth Cabinet Update**

**Purpose of the report:**

The Youth Cabinet would like to provide members with an update of their work.



1.1 **Monthly Meetings**

At May's Monthly Meeting our guest speakers were from the Essex Wildlife Trust and Riverside Community Big Local in Grays to speak more about Falcon Woods – our chosen site for the Nextdoor Nature programme located in Grays. The Riverside Big Local representative gave us an insight into the history of the site, how the green space came about and the issues the site currently presents. Working in partnership with Essex Wildlife Trust and Riverside Community Big Local we are planning a series of events to improve the function of the site with the support of residents. These events will include litter picks and a Community Day to consult with local residents about the site, how they picture the development and upkeep.

We are really looking forward to getting stuck into this project as it will not only improve the area for residents to enjoy but also support nature's recovery on our doorsteps.

1.2 **Working Group Meeting**

At May's Working Group Meeting we continued our interactive workshops with Thurrock Council's Local Plan Manager. Our chosen problem to explore at this meeting was 'open spaces within Thurrock', how they are currently used and how they could potentially be improved. The current format is that we pick a problem in Thurrock that we think planning could solve. We discuss challenges and opportunities with a focus on considering how other types of people might view the problem and then come up with potential solutions that the Planning Team can look at including in the emerging plan. We find the work to be quite fun and interesting as we get to be as creative as we like when exploring a problem but are also coming up with solutions on how we can improve an area. We feel like our thoughts and views on the future of the borough are being heard, listened to, and included into plans that matter.

### 1.3 **Research Project**

Back in February, Thurrock Youth Cabinet was approached by Tonic, a research company, with an opportunity for them to take part in a research project. The project, commissioned by Ofcom, is about understanding more about young people's experiences with online content that may promote or glamorise eating disorders, self-harm, and suicide.

A few members from the Youth Cabinet were involved in the co-design workshop stage of this opportunity in February, helping to develop appropriate research tools. More recently, a few members have taken part in the main research project through a 1-2-1 interview with a research practitioner. The interviewers themselves are trying to understand more about young people's experiences online. In particular, when young people see or find things online that make suicide, self-harm or eating disorders look appealing. Gaining an understanding of what young people think about it, how they respond, and what impact it has on them. The findings of the study will be used by Ofcom to develop guidelines and policies to keep young people safe online.

Youth Cabinet members felt compelled to have an input in this research to aid the work being done to safeguard young people online, which we feel is extremely important.

### 1.4 **Youth Cabinet News and Promotion**

In partnership with Thurrock Music Services we created a Youth Music Survey earlier this year, which was live for a month in March 2023. We had 187 young people take part in the survey in total from across the borough. We are in the process of liaising with the Head of Thurrock Music Services to form a Findings Report to share.

### 1.5 **Youth Wellbeing Day**

We had our Youth Wellbeing Day on Wednesday 31 May 2023 to raise awareness of the importance of wellbeing. We had 20 young people attend, including four youth cabinet members. The day involved debates about the pitfalls of social media and school pressures and how both of these topics can impact on mental health. The young people also canoed around the lake where they stopped at different points to answer health and wellbeing questions. During the lunch break the young people took part in a health and wellbeing themed quiz. After lunch the young people got back to nature and made giant bug hotels and built a campfire. Finally, young people were asked to write down a current worry or problem in their lives and the youth cabinet members provided them with hints and tips on how to overcome their worries and future worries. The day was a success, and the young people gave positive feedback about it.

<b>15 June 2023</b>		<b>ITEM: 7</b>
<b>Children’s Services Overview and Scrutiny Committee</b>		
<b>Progress Update on Peer Review and Case Review - Action Plans</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Non-Key	
<b>Report of:</b> Priscilla Bruce-Annan, Local Safeguarding Children Partnership Business Manager		
<b>Accountable Assistant Director:</b> Janet Simon, Assistant Director Children’s Social Care and Early Help		
<b>Accountable Director:</b> Sheila Murphy, Corporate Director Children’s Services		
<b>This report is Public</b>		

## Executive Summary

This report presents Overview and Scrutiny Committee Members with an update on the range of work of the LSCP and progress made on case review action plans.

The responsibilities of the LSCP are laid out in Working Together to Safeguard Children 2018. The purpose of these local arrangements is to support and enable local organisations and agencies to work together in a system where:

- children are safeguarded and their welfare promoted
- partner organisations and agencies collaborate, share and co-own the vision for how to achieve improved outcomes for vulnerable children
- Organisations and agencies challenge appropriately and hold one another to account effectively
- there is early identification and analysis of new safeguarding issues and emerging threats
- learning is promoted and embedded in a way that local services for children and families can become more reflective and implement changes to practice
- Information is shared effectively to facilitate more accurate and timely decision making for children and families’.

Serious Case Reviews (SCRs) were established under the Children Act (2004) to review cases where a child has died and abuse or neglect is known or suspected. SCRs could additionally be carried out where a child has not died, but has come to serious harm as a result of abuse or neglect. The aim of SCRs was to establish learning for agencies and professionals to improve the way that they work together to safeguard children.

Working Together to Safeguard Children (DfE, 2018), changed the structure of SCRs, these reviews are now known as Local Child Safeguarding Practice Reviews (LCSPRs). Responsibility for learning lessons lies with a national panel – the Child Safeguarding Practice Review Panel (the Panel) – and with local safeguarding partners.

## **1. Recommendation(s)**

### **1.1 That the Committee note the update on the work of the LSCP and the progress made on Action Plans to date.**

## **2. Update on LSCP Work**

- 2.1 The Pathway to Service and Threshold Intervention document that sets out the pathway and threshold criteria for making referrals to services regarding concerns about a child, was reviewed and published in January 2023. A multi-agency launch event was held in March 2023 to share the guide with practitioners, providing the opportunity for discussion and a question-and-answer session. Presentations on service, support and interventions were given by the Multi-agency Safeguarding Hub (MASH), Think Family Service, The Virtual School, Attendance Support Team and the Thurrock Integrated Care Board. Post event evaluations show that delegates found the event very good, and the information and resources shared on the day will be useful in their daily work. Many said they would share what they had learnt with colleagues.
- 2.2 Across three days in March 2023, the LSCP invited around 2300 children in Years 7 and 8 from secondary schools in Thurrock, to the Walk Online Roadshows. Children and their teachers attended the event held at Civic Hall, Blackshots to experience online safety presentations and information on known and emerging risks. Important messages and information were shared with children during interactive sessions to ensure a balance of learning through participation and engagement. Children and teachers gave very good feedback and left the roadshows with a goodie bag containing useful safeguarding resources and school equipment. A parent, carer and professionals specific Walk Online Roadshow will be delivered virtually on Tuesday 6th June 2023, 20:00 – 21:30. This is to complement the content delivered to the children. All parents, carers and professionals have strongly been encouraged to attend this session.
- 2.3 As part of the Neglect Strategy, the sub-group has devised and agreed the Neglect Toolkit and Screening Tool for use by all practitioners working with families to assess concerns around neglect so support and intervention can be identified for the family. The toolkit and screening tool were launched at the LSCP Annual Conference in April.

Over 100 delegates attended the in person LSCP annual conference 'Working Together to Identify and Tackle Neglect in Thurrock', in April this year. Jenny

Coles, Independent Chair Scrutineer opened the event at which Dr Prakash Srivastava, creator of the neglect Graded Care Profile 2 (GCP2) assessment tool delivered the keynote address. Delegates had the opportunity of attending a choice of five workshops on topics covering: criminal neglect, effective partnership working on neglect, the impact on education, effects on childhood health and the risks to vulnerability and grooming. Post event evaluations showed that delegates found the conference very good and particularly found the in-person networking, workshops and the expert panel question and answer session of Statutory Partners the most useful.

- 2.4 Young people transitioning from Children's to Adult Services and the statutory audits of Thurrock Looked After Children, Children in Need and Child Protection cases have been the themes of the last two LSCP multi-agency case audits. The audits focused on how well agencies work together to support children, young people and their families. The LSCP has a programme of audits that are carried out annually and identified learning or suggestions for improvements are discussed and implemented by agencies via their Audit Group representative.
- 2.5 The LSCP Learning and Development Programme has been refreshed with new training session on the Common Assessment Framework (CAF), Think Family, Working with Families Who are Uncertain, Neglect and Professional Curiosity. All areas that have been identified from LSCP priorities, case reviews, audits or from course evaluations.

### **3. Case Reviews Action Plan Update**

All case review action plans are developed through meetings attended by multi-agency representatives, to identify actions required by the partnership to address the recommendations. These action plans have been ratified through the LSCP Learning Practice Review Group, Management Executive Board and Statutory Partners.

- 3.1 An action plan has been devised to identify actions to be taken to meet the recommendations from the Thematic Review into Serious Youth Violence and Gang Related Crime. It is going through the governance process for ratification and monitoring. The action plan lists six recommendations that are further divided into sub-sections totalling 15 actionable areas, four are rated green and eleven rated amber, all are progressing within timescales.

### **4. Issues, Options and Analysis of Options**

- 4.1 None

### **5. Reasons for Recommendation**

- 5.1 To update members on the range of work carried out by Thurrock LSCP and progress on case review action plans. The action plans are multi-agency documents that are monitored through the LSCP governance structure.

## **6. Consultation (including Overview and Scrutiny, if applicable)**

6.1 Not applicable.

## **7. Impact on corporate policies, priorities, performance and community impact**

7.1 There is no impact.

## **8. Implications**

### **8.1 Financial**

Implications verified by: **David May**  
**Strategic Lead, Finance**

There are no substantial financial implications arising from the action plan which have not been accounted for in the LSCP budgets and delivery plan.

The LSCP is funded by the three statutory partners and small contributions from other members of the partnership.

### **8.2 Legal**

Implications verified by: **Judith Knight**  
**Interim Deputy Head of Legal (Social Care and Education)**

The Children and Social Work Act 2017 and Working Together 2018 dissolved the requirement for Local Safeguarding Children's Boards (LSCB). The three Strategic Partners, determined under the Children and Social Work Act 2017, comprise Thurrock Council, Essex Police and Thurrock Clinical Commissioning Group (CCG). Thurrock's new arrangements as the LSCP, came into effect on the 7th May 2019.

The statutory criteria for a serious child safeguarding case is set out in Children Act 2004 (as amended by the Children and Social Work Act 2017) with statutory guidance in Working Together 2018. The commission and oversight of the review of these cases, (a local child safeguarding practice review formerly Serious Case Review) and the auditing and monitoring of the 'programme of action' following the findings of the review continues to be the role of the LSCP.

Independent scrutiny is required by the Act as a part of the local safeguarding arrangements.



### 8.3 Diversity and Equality

Implications verified by: **Becky Lee**  
**Team Manager - Community Development and Equalities Adults, Housing and Health**

Supporting our children and young people who are disadvantaged is a key strategic priority for Thurrock Council. The Partnership promotes practice to achieve equality, inclusion and diversity, and will carry out its duties in accordance with the Equality Act 2010 and related Codes of Practice and Anti-discriminatory policy. All Partners are signed up to these principles.

### 8.4 Other implications (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder, or Impact on Looked After Children)

No implications identified.

### 9. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright).

None.

### 10. Appendices to the report

None.

### Report Author:

Priscilla Bruce-Annan  
Business Manager  
Thurrock Local Safeguarding Children Partnership

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<b>15 June 2023</b>	<b>ITEM: 8</b>
<b>Children’s Services Overview and Scrutiny Committee</b>	
<b>Children’s Social Care Performance – Quarter 4 2022-23</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Non-key
<b>Report of:</b> Marc Rhodes, Business Intelligence & Data Analytics Manager - Performance, Quality & Business Intelligence	
<b>Accountable Assistant Director:</b> Janet Simon, Assistant Director Children’s Social Care and Early Help	
<b>Accountable Director:</b> Sheila Murphy, Corporate Director of Children’s Services	
<b>This report is</b> Public	

## Executive Summary

This report shows that:

- Between January and March 2023, the number of The Multi-Agency Safeguarding Hub (MASH) contacts received was 1,747 compared to 1,584 in the same period in 2022.
- Between January and March 2023, the number of referrals was 608, similar to the same period in 2022 at 613
- Between January and March 2023, 99% of Child and Family assessments were completed in timescale compared to 93.1% during the same period in 2022. This is an increase of 5.9% and is evidence of improved performance.
- As at end of March 2023, the number of children subject to a Child Protection Plan was 107 compared to 110 at the end of March 2022. Children subject to a Child Protection plan are carefully reviewed and does fluctuate each quarter, therefore this small decrease does not present any concern.
- In Quarter 4 2022-23, the number of Child Protection episodes starting was 43 compared to 44 in the same period in 2022. In Quarter 4 2022-23. Child protection episodes ending was 26 compared to 49 in Quarter 4 2021-22. Although this is a significant decrease in the number of episodes ending, this does not present a concern, as the numbers are expected to fluctuate and as identified above plans are reviewed regularly.

- In Quarter 4 2022-23, 68 cases were stepped down to Early Help compared to 108 in the same period in 2021-22. There remains a concerted effort to ensure that children and families receive the correct level of support and advice and where a case no longer requires statutory intervention Early Help support is offered as appropriate.
- The Multi-Agency Safeguarding Hub (MASH) continues to support a shared understanding and management of threshold decisions. Children and families receive the right help at the right time and the response to family difficulties is proportionate to risk. Performance continues to be monitored on a monthly basis to ensure that decision-making within the Multi-Agency Safeguarding Hub (MASH) remains robust and ensures families are supported by the most appropriate service.

## **1. Recommendation(s)**

**1.1 That members review the areas of improvement and areas requiring further development as well as challenges in Children’s Social Care.**

**1.2 That members note the work undertaken to date to manage demand for statutory social care services.**

## **2. Introduction and Background**

This report provides a summary of Children’s Social Care performance for Quarter 4, 2022-23 (Jan-Mar 2023). It highlights key demand indicators such as numbers of contacts, benchmarking data, and key performance indicators.

Thurrock produces a number of data sets and performance reports to meet its internal and external reporting requirements. The data in this report is from the ‘At a Glance’ monthly performance report, regional benchmarking data and national data sets (which are available for the previous year).

This data has been presented and discussed with the Children & Families Performance Group.

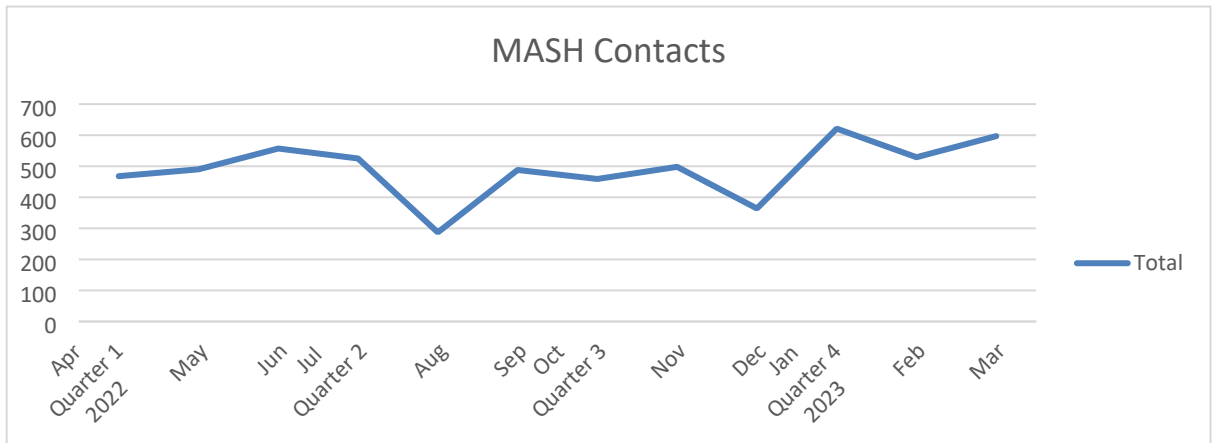
## **3. Thurrock Performance Data**

### **3.1 MASH Contacts**

Between January and March 2023 (Quarter 4), the number of MASH contacts received was 1,747 which is an increase on 1,584 in the same period in 2022. The number of contacts into MASH do fluctuate on a monthly basis and can be impacted upon by school holidays, and training and awareness raising within the partnership.

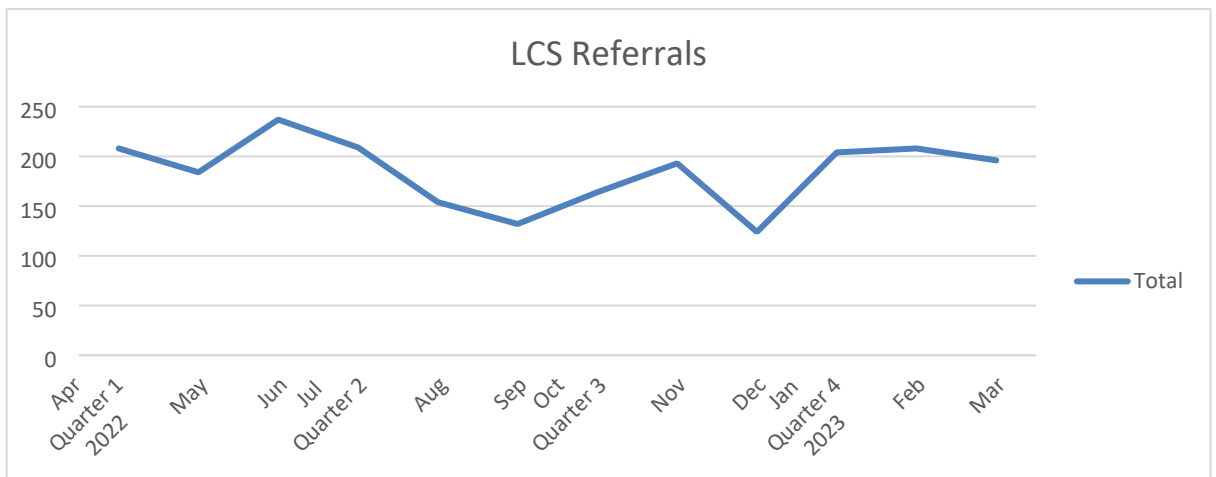
Of the total contacts of 1,747 received in the period, 45.7% resulted in no further action and the remaining required some level of intervention. The

number of contacts resulting in no further actions remains relatively consistent each month.



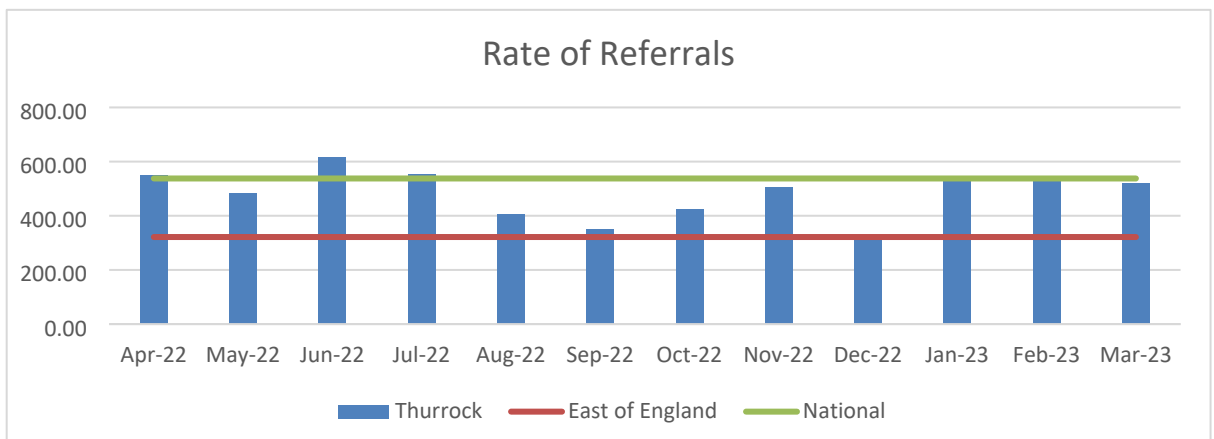
### 3.2 Referrals

Between January and March 2023, the number of referrals was 608 similar to 613 in the same period in 2022. Between 01 April 2022 to 31 March 2023, there were 2,213 LCS referrals compared to 2,480 in the previous year, which is an 11% drop in Referrals. The number of referrals each month does fluctuate, as demonstrated in the below graph which shows the number of referrals in 2022-23.



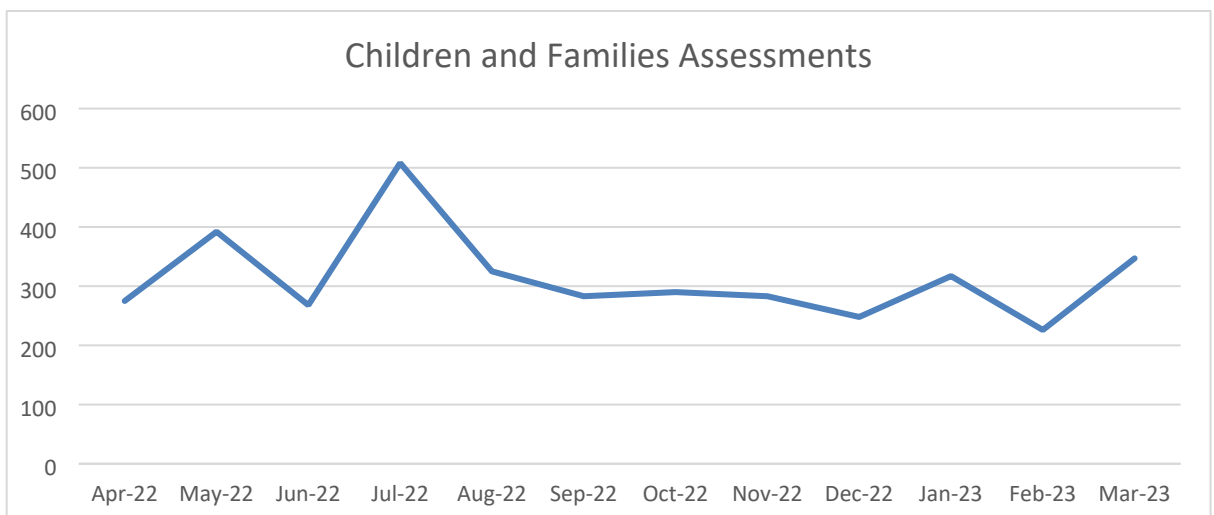
### 3.3 Rate of referrals

As at the end of March 2023, the rate of referrals per 10,000 was 518.3 compared to 546 in March 2022. Based on benchmarking 2022 data, Thurrock is below the England rate of 537.7 and above East of England rate of 321.5. This demonstrates that we are more in line with the average England rate, than the East of England rate.



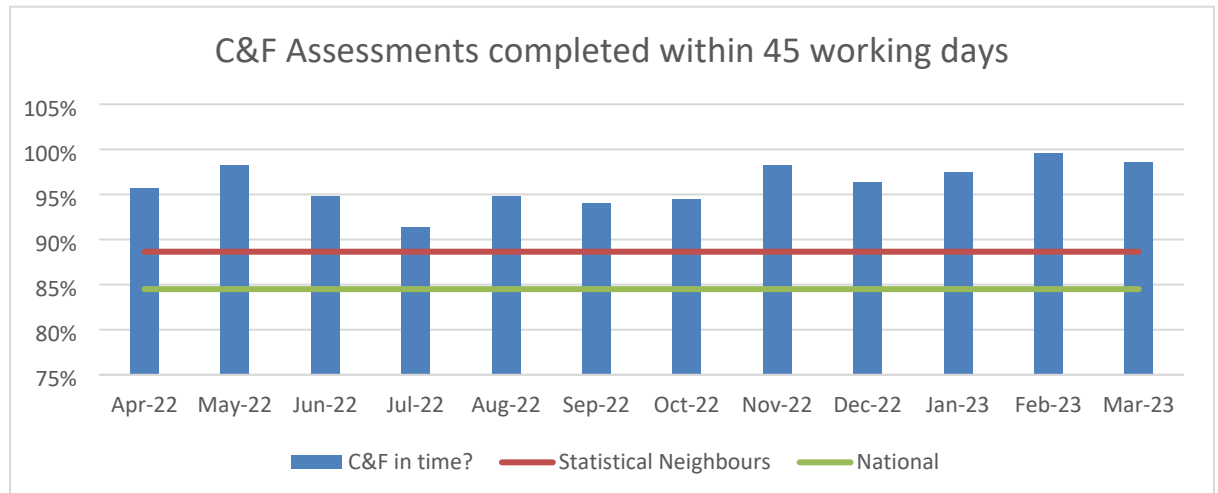
### 3.4 Children & Families Assessments

Between January and March 2023 890 assessments were completed compared to 958 in the same quarter in the previous year. This shows 7% decrease in Q4 2022-23 when compared with the same period in the previous year. The graph below shows the number of assessments completed over time. Numbers of assessments completed are expected to fluctuate over time as they will depend on when assessments are due, numbers of cases open to CSC and referrals.



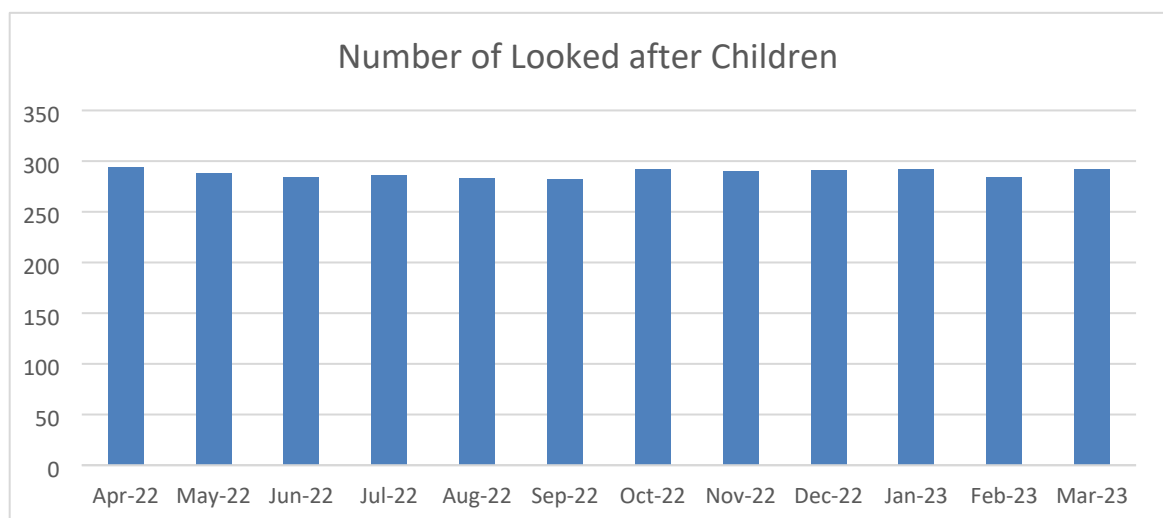
### 3.5 Children & Families Assessments completed in timescale

The number of assessments completed in timescale continues to show very good performance at 99% as at end of March 2023. This is above Statistical Neighbours (89%) and the England average (84%)



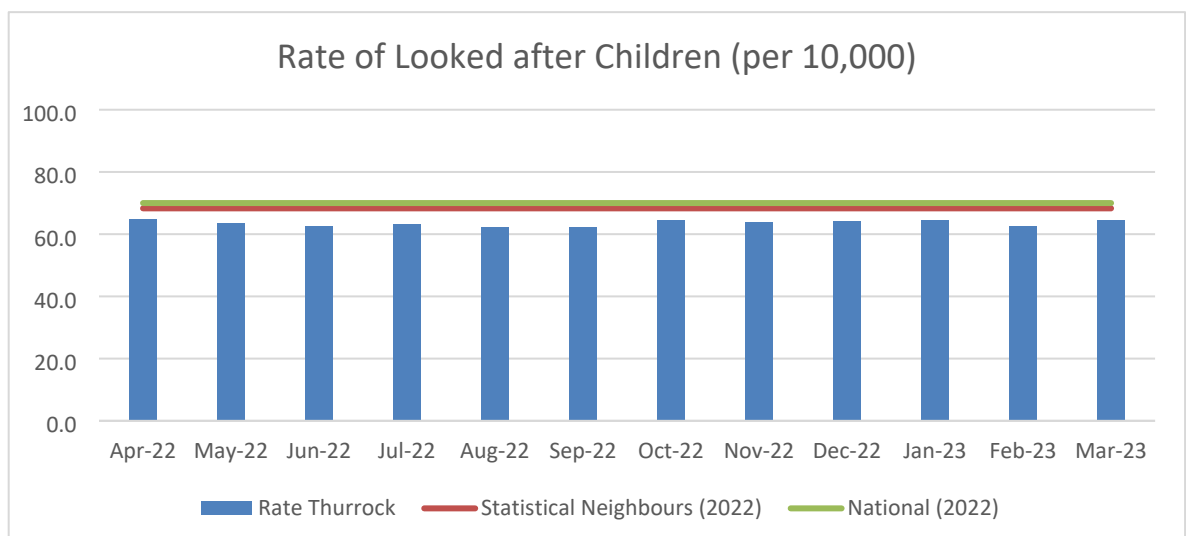
### 4. Children Looked After (CLA)

The graph below shows the number of children who were Looked After at the end of each month. There is monitoring of children who may need to become Looked After and there are regular reviews of children entering care. Where possible, children are supported to remain in their families or if they need to come into care to return to their family where safe and appropriate. The overall number of children looked after at the end of March 2023 was 292. This is in line with the overall figure from March 2022 (293) but a greater proportionate UASC and the lower entry in to care for resident children reflects the trend seen in previous years



#### 4.1 The rate of CLA per 10,000 population

The graph below shows the rate of Children Looked After per 10,000 population of under 18-year-olds in Thurrock. At the end of March 2023 there were 292 Children Looked After in Thurrock with the rate of 64.3 per 10,000. Based on the benchmarking data for 2021/22, Thurrock is below the Statistical Neighbour average of 68.3 and National average of 70 as at the end of March 2023. This is a reflection of the work in the service to safely keep children at home or in their families.



#### 4.2 Unaccompanied Asylum-Seeking Children (UASC)

UASC are a subset of the Children Looked After number above. Local Authorities through agreement have a simple formula to ensure a fair distribution of the responsibility for looking after unaccompanied children. Each local authority has a 0.1% ceiling for how many UASC and unaccompanied asylum-seeking children a region or local authority is reasonably expected to be looking after at any time, as a proportion of its total number of children. Thurrock's allocated number is 44 children.

On 31<sup>st</sup> May 2023, there were 38 young people who were UASC looked after by Thurrock Council. This is lower than our quota of 44 children and is the result of young people turning 18. We therefore expect to receive transfers in through June and July 2023

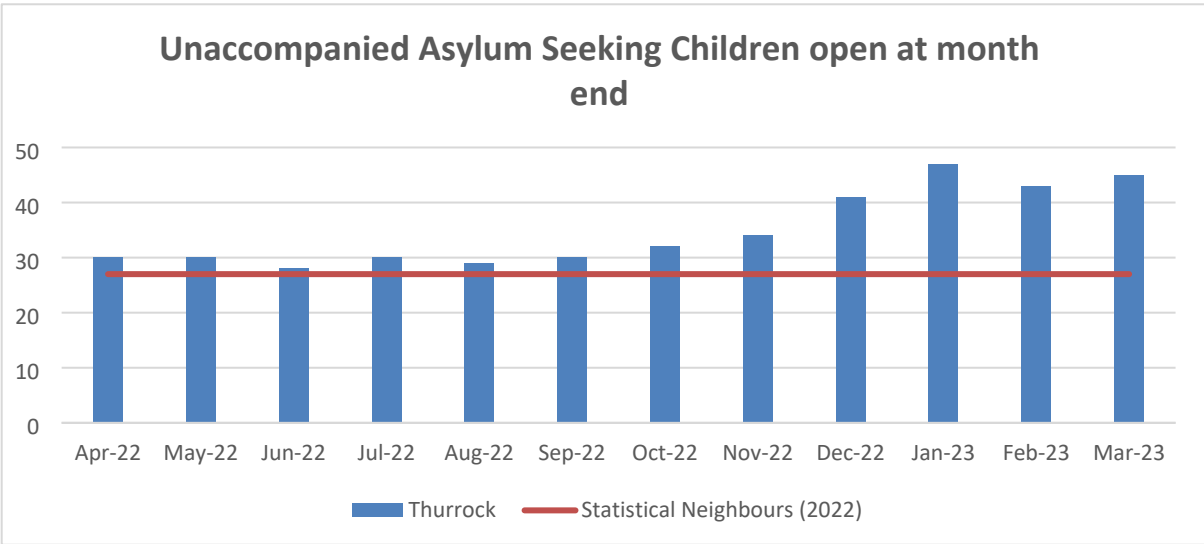
When a local authority reaches its allocated number there are arrangements in place for new arrivals to be transferred via the National Transfer Scheme



(NTS). The NTS replaced, the Eastern Region<sup>1</sup> Transfer scheme in July 2021 which worked efficiently and effectively with the transfer of UASC usually within 10 days of arrival.

The NTS is operated by Central Government with the Home Office responsible for administration of the scheme. The Eastern Region Co Coordinator who previously ensured the smooth transfer process in the region is no longer responsible for the transfers, however their role is to liaise with the Home Office co-ordinator.

The below graph shows the number of UASC that were looked after at the end of each month since April 2022. The rise is due to an uplift in our UASC quota from 31-44 children. The Statistical Neighbour data does not yet reflect the quota uplift and will adjusted when the more recent data is released. It anticipated that the trend will be up.



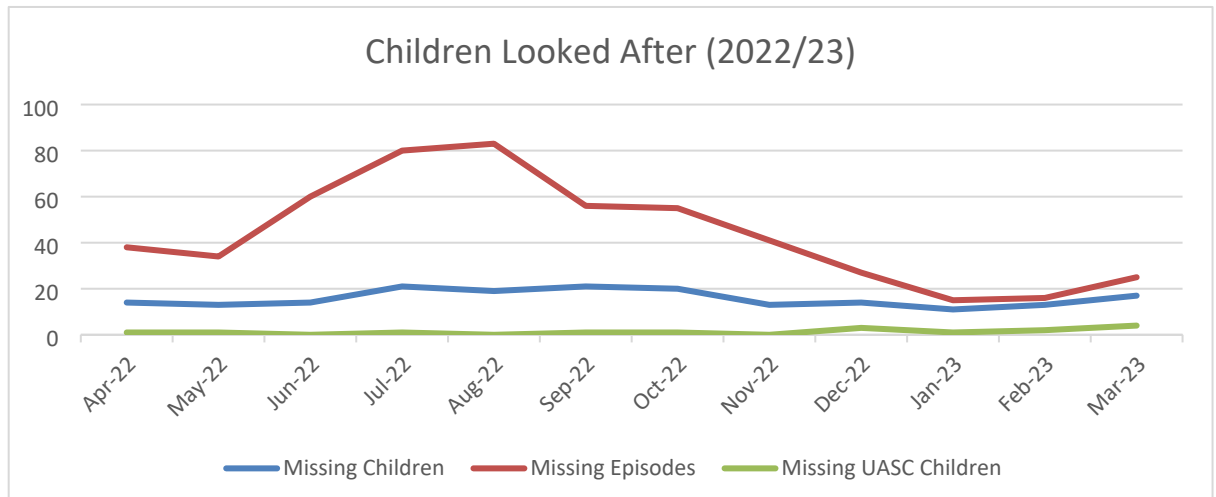
**4.3 Children who ceased to be looked after**

Between January and March 2023, 25 children ceased to be looked after which is 31% less when compared to the same period in 2022, where 36 children ceased to be looked after. It is normal for the number of children leaving care to fluctuate as care episodes ending reasons range from adoption to young people reaching the age of 18.

<sup>1</sup> The Eastern Region comprises of Bedford Borough, Cambridgeshire, Central Bedfordshire, Hertfordshire, Luton, Norfolk, Peterborough, Southend, Suffolk and Thurrock Local Authorities

#### 4.4 CLA who go missing

Between January and March 2023, there were total of 56 missing episodes represented by 41 individual children. The below chart shows the trend for missing episodes in 2022/23.



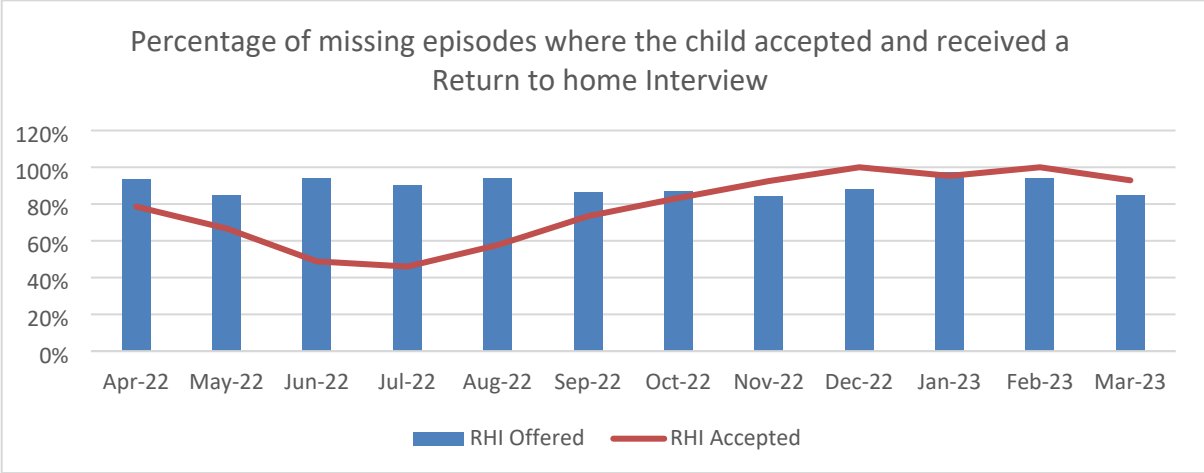
#### 4.5 CLA return to home interview (RHI)

Since April 2020, Inspire Youth Hub have been commissioned to undertake independent Return Home Interviews (RHI). All children are offered a RHI within 72 hours following each missing event, with the aim of understanding the young person's circumstances and the reasons why they go missing. Key Workers from placements, Foster Carers and Social Workers will also discuss missing incidents with children. There is a network of support provided to children to try to engage with them and understand the reasons for their missing episodes. The Participation Team have been able to engage and seek feedback from young people and this has been invaluable.

As at end of September 2022, the percentage of children offered a return to home interview was 100% of which 72% accepted and received an interview compared to 56% in September 2021. This represents 16% increase in interviews being accepted and received. The offer of an RHI via Inspire is not always accepted by young people for several reasons including not wanting to reveal their whereabouts when missing and not believing that they were missing but 'out'. All young people who have a missing episode are reviewed at the weekly Risk Management Meeting.

The graph below shows the percentage of return to home interviews taken up by young people through Inspire since July 2021. There continues to be a small number of CLA with a large number of episodes who have consistently refused return home interviews. We continue to review how Inspire engage this cohort of young people and alternatives such as whether there is anyone within the network better placed to have these conversations when they return from missing episodes, including their social worker and how this information is

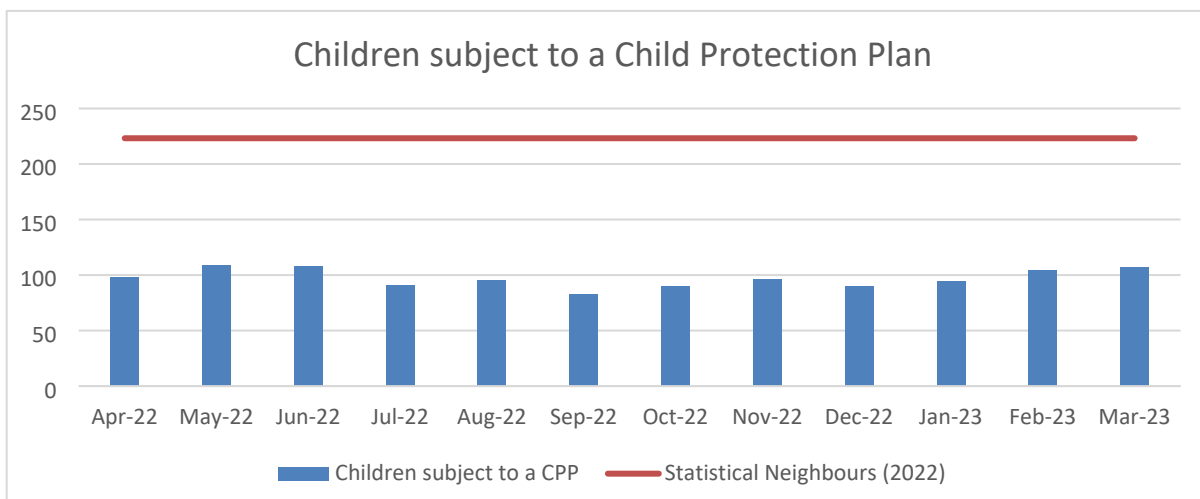
captured. This has increased the amount of Return Home Interviews completed and has ensured that young people are given the opportunities to share whether there are any safeguarding issues in relation to exploitation that needs to be addressed. that offer.



**5. Children Subject to a Child Protection Plan (CPP)**

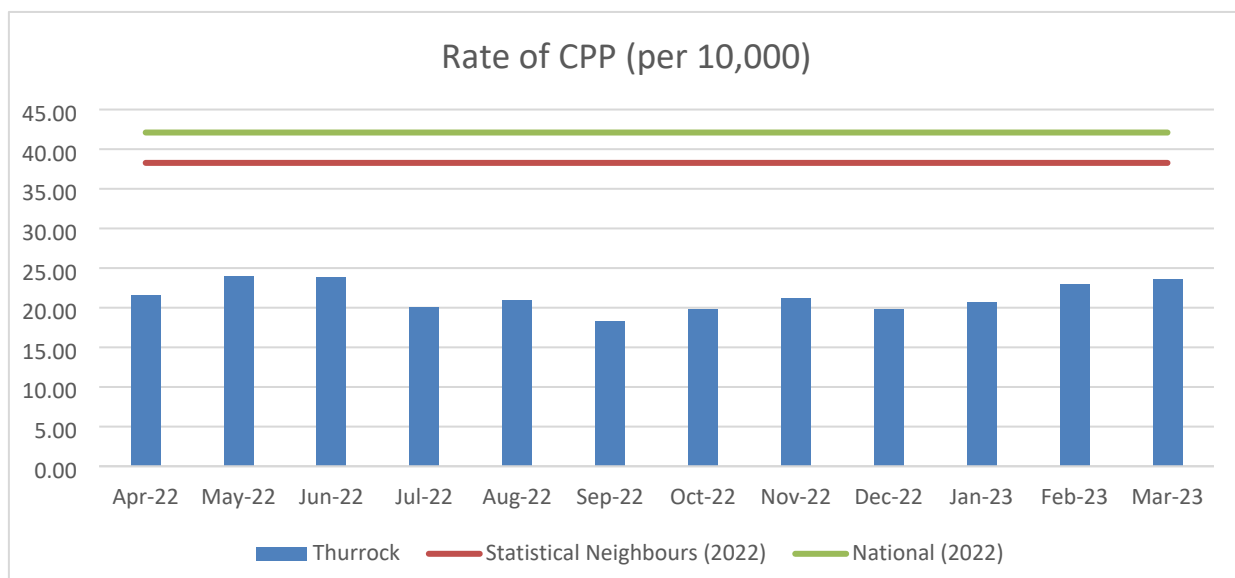
**5.1 Number of Children subject to Child Protection Plan**

At the end of March 2023, the number of children subject to a Child Protection Plan was 107 compared to 110 in March 2022. Based on 2021-22 benchmarking data, Thurrock remains below the Statistical Neighbour of 223. Whilst the figure for September may be low, it is important to acknowledge that this figure of 83 coincides with the school summer holidays and historical data points to a decline in numbers from August to September. Additionally, number of children subject to a Child Protection Plan have been significantly lower than statistical neighbours for several years. It is in line with high performing Local authorities in the Eastern Region.



## 5.2 The rate of CPP per 10,000 population

At the end of March 2023, the rate of children subject to a Child Protection Plan was 23.6 per 10,000 population compared to 24.2 in March 2022. Based on the benchmarking data 2021-22, Thurrock is below the Statistical Neighbour rate of 38.0 and England rate of 42.0. Child Protection Plans are regularly reviewed through the CP surgery, also and external review focussing on CP & CIN in January noted that the appropriate thresholds were in place and the right children were subject to CP plans.



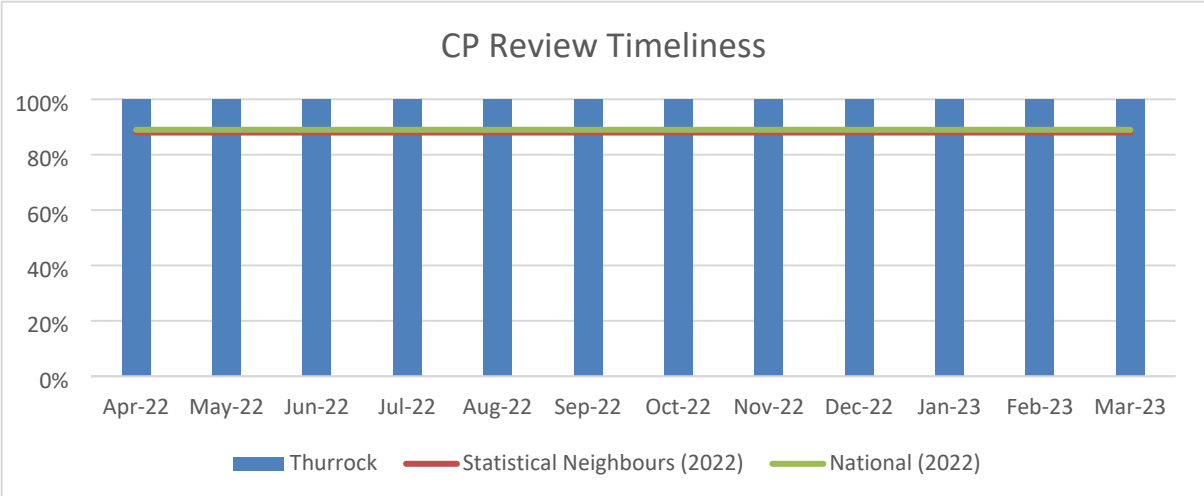
The further embedding of the Signs of Safety practice model (strengths based approach) through training events, such as timelines and trajectories, and the development of champions across the service has helped to maintain the number of children with a plan at a rate of approximately 100 on average across the year. There has also been the introduction of an independent chair

focussing on CIN meetings bringing greater consistency in the application of Thresholds. During 22-23 a programme of training in systemic practice was provided assisting social workers and managers to engage through the use of relationship based questions

**5.3 Child Protection reviews**

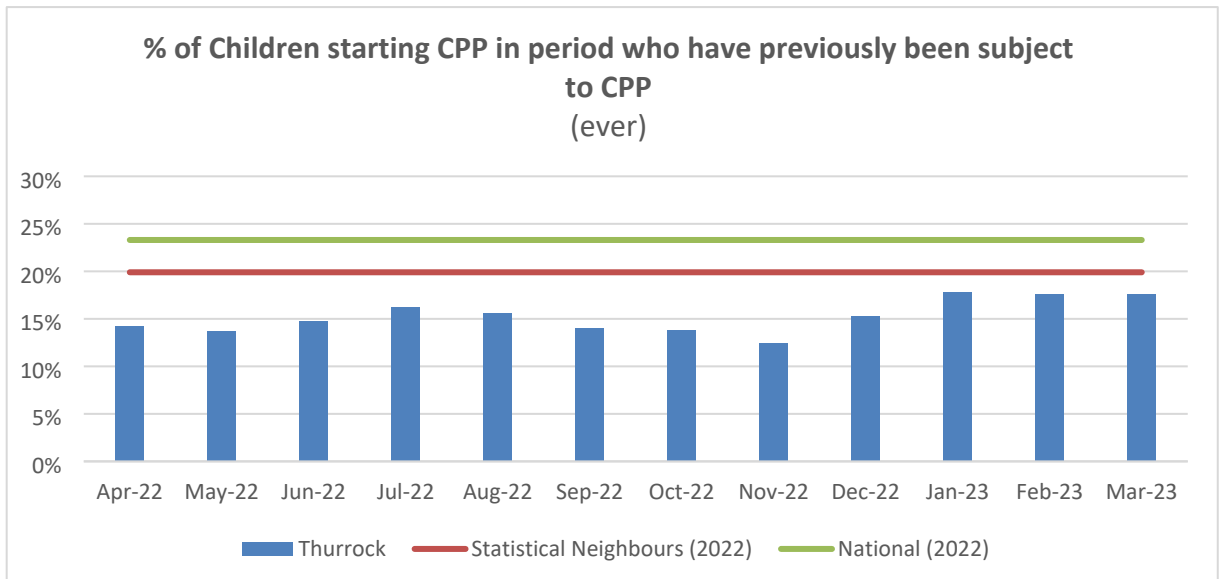
Child Protection plan reviews completed on time continue showing good performance. The below graph shows the overall trend for 2022/23.

Compared to 2021-22 benchmarking data, Thurrock continues to perform above the Statistical Neighbour average of 88% and the England average of 89%.



**5.4 Repeat Child Protection Plan**

At the end of March 2023, the percentage of children subject to repeat Child Protection Plan (at any point previously) was 18% compared to 13.3 at the end of March 20232. 2021-22 benchmarking data shows that in March 2023 Thurrock is below the Statistical Neighbour average of 20% and England average of 23%. This would indicate that the Child Protection plans have been effective in bringing about sustained change, as repeat child protection plans are occurring less than comparators. In order to scrutinise repeat CPs we conducted an audit of repeat plans in Feb 2023 and compared it to a similar audit in 2020. This indicated that although CP plans were repeats for the same reason in most cases, it was less likely to be due to mental health and substance mis-use concerns and more associated with domestic violence, although the incidence of this had also declined. In addition, it is notable that very few cases have repeat plans within 2 years of the previous CP plan. Repeat plans are also considered in the CP surgery which is attended by the allocated SW team and the CP chair.



## 6. Care Leaving Service

The graphs below show the Relevant and Former Relevant Children whose 17th, 18th, 19th, 20th or 21st birthday falls between 1<sup>st</sup> April 2022 and 31<sup>st</sup> March 2023 who are in receipt of a Care Leaving service. For young people aged over 21 years, Local Authorities are required to appoint a Personal Adviser for Care Leavers who require and wants to receive support

A Care Leaver, as defined in the Children (Leaving Care) Act 2000<sup>2</sup>, is a person who has been 'looked after' or 'in care' for at least 13 weeks since the age of 14, and who was in care on their 16th birthday.

A young person's status as a care leaver can be divided into the following:

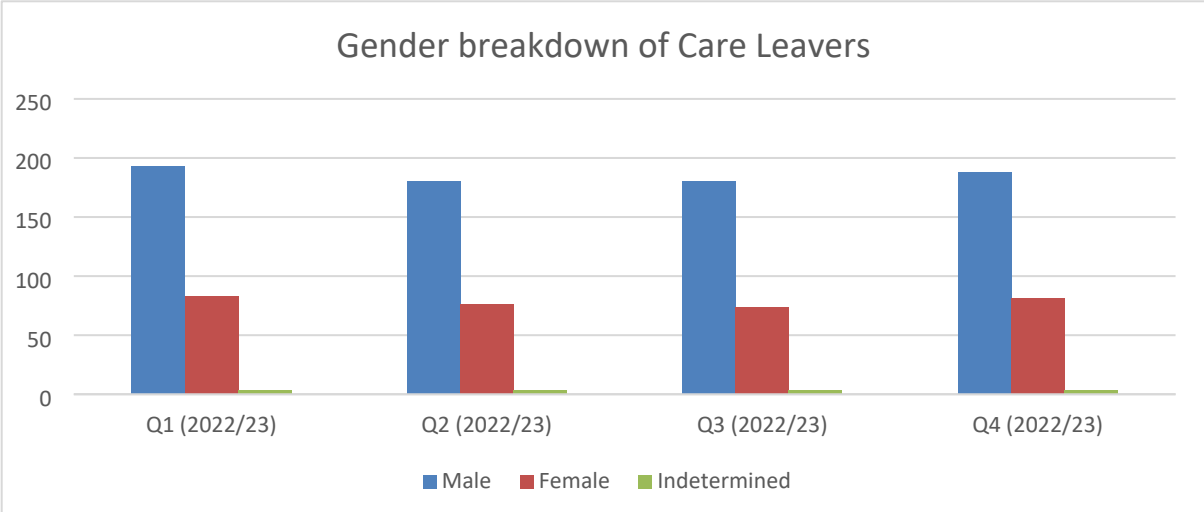
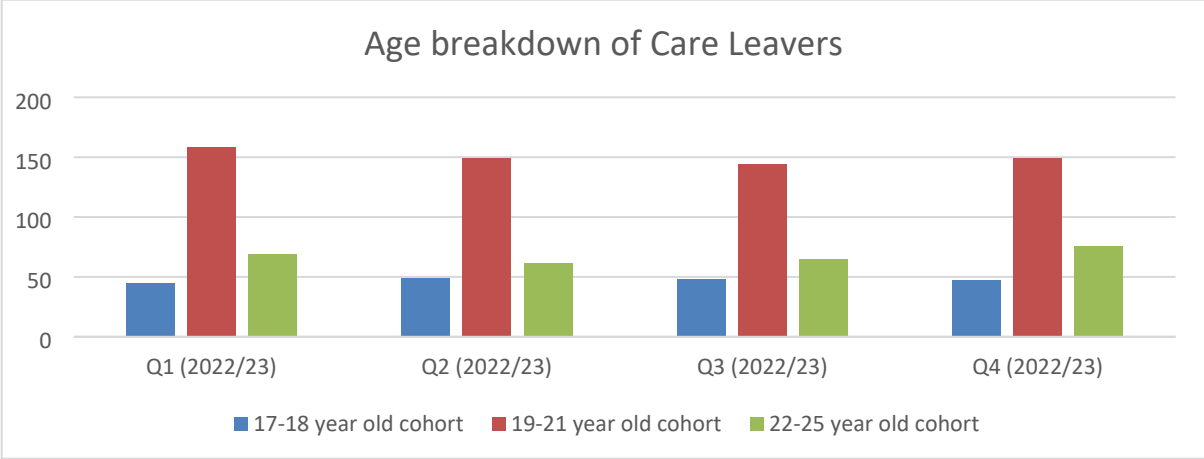
- Eligible child - a young person who is 16 or 17 and who has been looked after by the local authority/health and social care trust for at least a period of 13 weeks since the age of 14, and who is still looked after.
- Relevant child - a young person who is 16 or 17 who has left care after their 16th birthday and before leaving care was an eligible child.
- Former relevant child - a young person who is aged between 18 and 25 (or beyond if being helped with education or training) who, before turning 18 was either an eligible or a relevant child, or both.

As at end of March 2023, 270 Care Leavers were being supported and were receiving an Aftercare service. This is a slight reduction from the previous year of 295. The Service reviews open cases of young people aged over 21 to

<sup>2</sup> <https://www.legislation.gov.uk/ukpga/2000/35/contents>

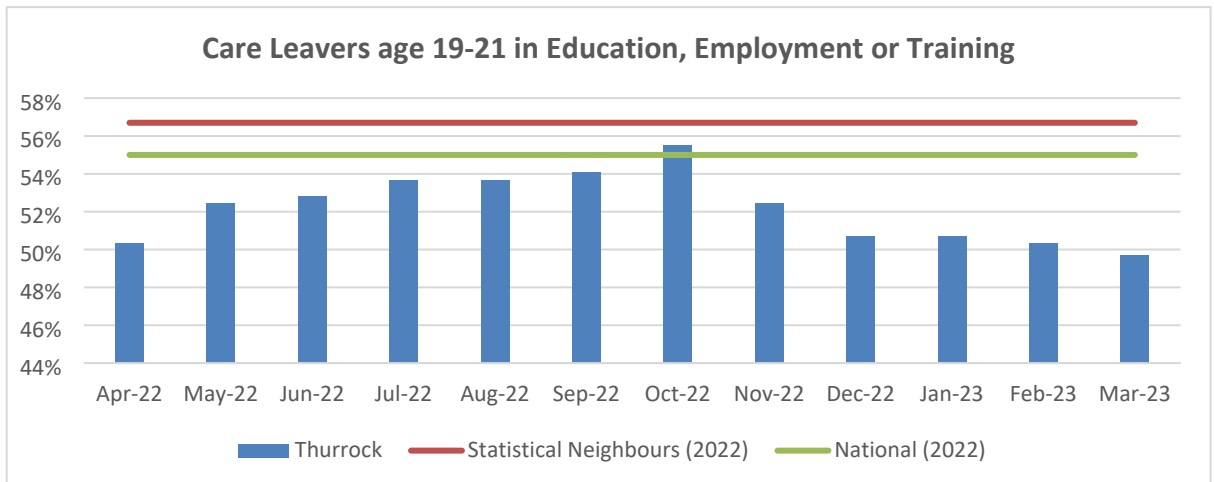
make sure they are receiving the right support and continue to need and want a service.

The charts below show the Care Leaver cohort broken down by age and gender.



**6.1 Care Leavers age 19-21 years in Education, Employment or Training (EET)**

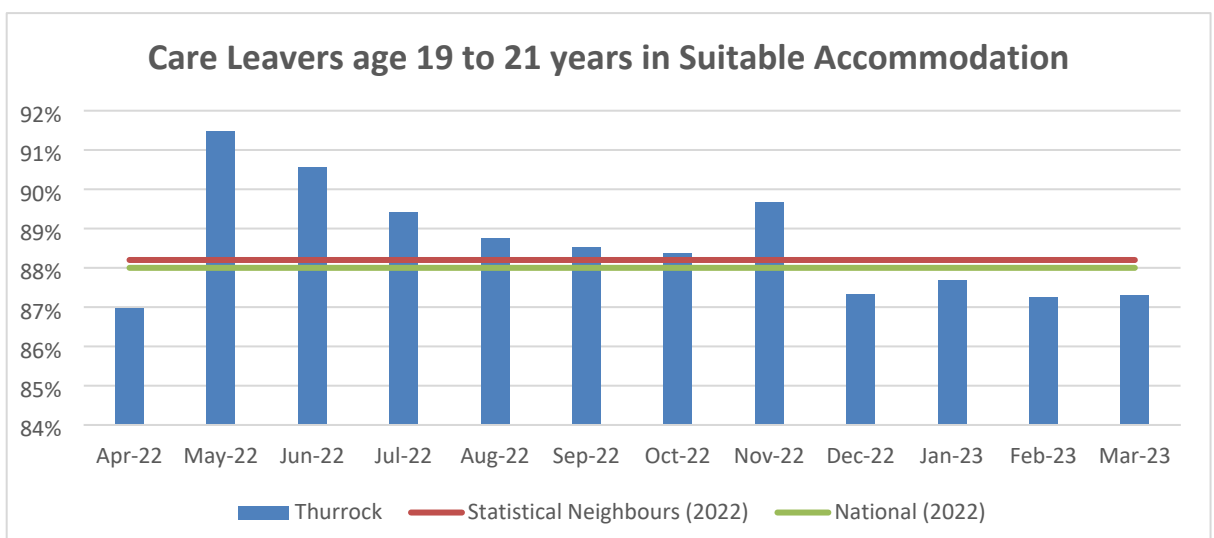
At the end of Q4 2022-23, 50% of the Care Leavers aged 19 to 21-year-old were in part or full-time education, employment or training compared to 50.6% at the end of Q4 in 2021/22. Thurrock is below the Statistical Neighbour average of 57% and the England average of 55%. To strengthen oversight and planning to ensure our young people have support and opportunities for Education, Employment and Training (EET) there are two monthly panels which focus on pre and post 18-year-olds who do not have an EET offer. These panels are attended by the Aftercare Service, Inspire Youth Hub, and the Virtual School. The panel seeks to understand the issues for individual young people and align their interests to an EET offer.



## 6.2 Care Leavers age 19 to 21 years in Suitable Accommodation

At the end of March 2023, the percentage of 19 to 21-year-old Care Leavers reported to be in suitable accommodation was 87%. Thurrock is slightly below the Statistical Neighbour average of 88% and the England average of 88% based on 2022 benchmarking data. There are some care leavers who are not in touch with the service, as well as those whose accommodation is unsuitable. Reasons for accommodation being deemed unsuitable include care leavers who are UASC and missing, young people declining to say where they are living and a small number of care leavers who are in prison.

Increased housing support is being provided to young people by the Aftercare Service, Head Start Housing and Thurrock Housing Department. The 'Housing Offer' to Care Leavers has been updated with the Joint Housing Protocol 2020, ensuring good partnership working with clear pathways for young people to access housing, as well as ensuring they are prepared for their tenancies.

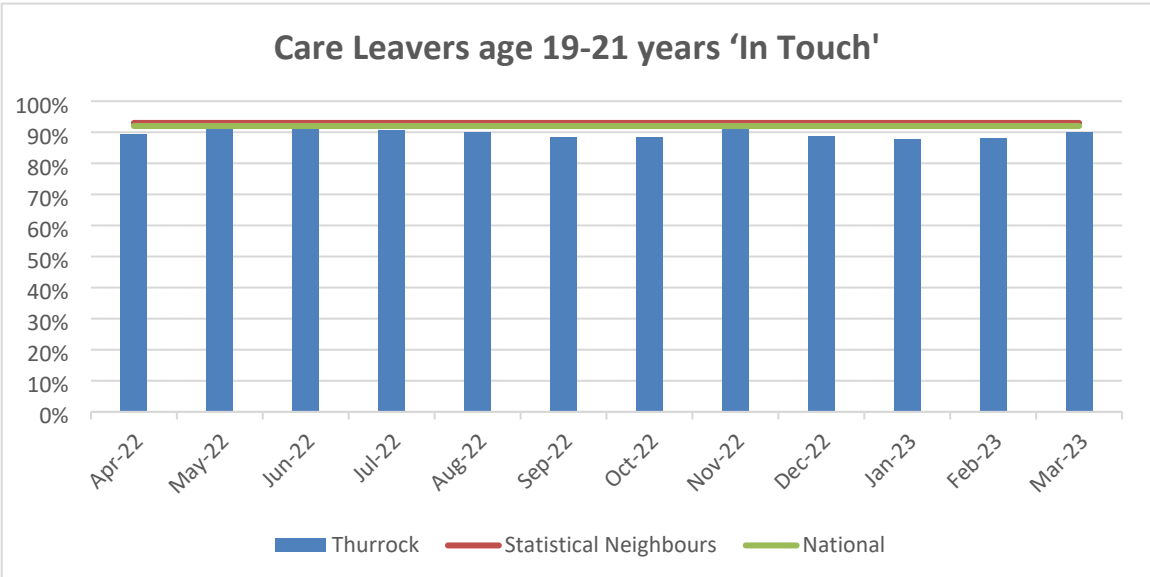


## 6.3 Care Leavers age 19-21 years 'In Touch'



Local Authorities are expected to stay in touch with Care Leavers and provide statutory support to help care leaver’s transition to living independently.

At the end of March 2023, Thurrock was in touch with 89% of Care Leavers. Thurrock’s performance slightly below the Statistical Neighbour (93%) and England average of 92%.

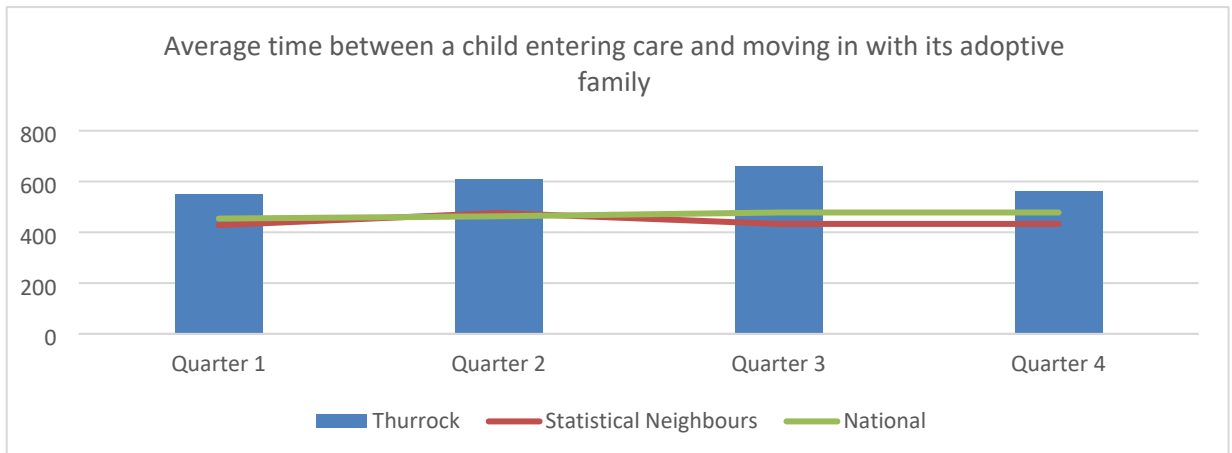


**7.0 Adoption**

As at the end of Q4 2022-23, there were 14 children adopted and 4 matched with prospective adopters. The service continues to progress links for children with placement orders as quickly as possible and progress in monitored via monthly review.

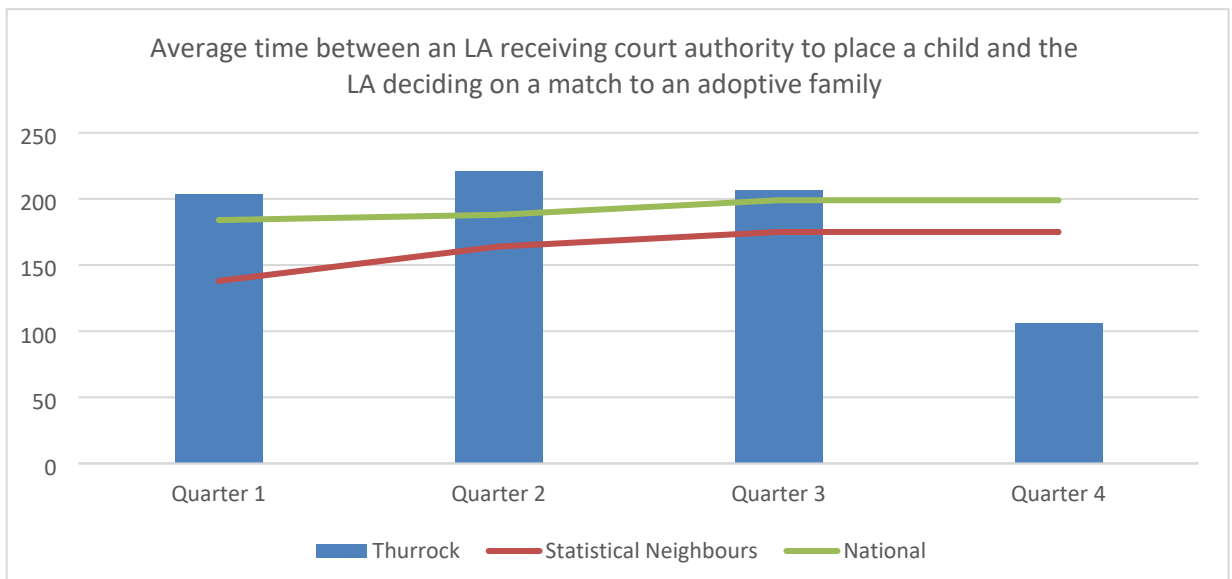
**7.1 Timeliness of Adoption**

The timeliness of adoption is measured as a 12-month rolling average, it is the length of time from the child entering care to moving in with an adoptive family. As at end of Q4 2022-23, Thurrock’s average was 560 days. Thurrock is above the National average of 478 days and above the Statistical Neighbour average of 433 days.



Care proceedings have seen significant delays; court availability and family members being identified late. For a small group of children there are longer adoption journeys, and these lift our average. We will continue to see upward pressure due to the duration of care proceedings being 50+ weeks (the target is 26)

As at end of Q4 2022-23, the average time in days between Thurrock receiving a Placement Order (court authority) to place a child with the adoptive family was 106 days. This is an improvement and ahead of the national figure at Q4 of 199 days.



This is an area for the Service to focus to ensure there is timely matching and placing of children with their adoptive families. There has been delays in timetabling of final hearings for Placement Orders, and further delay because of birth parents re-applying to the court to revoke Placement Order. The application by birth parents to revoke a Placement Order or appeal can prevent the placement of children with adoptive families. Due to the small numbers involved, the average can be impacted in exceptional circumstances by an

individual case causing an increase in the average time between a court order being made and matching.

### 7.2 CLA permanency

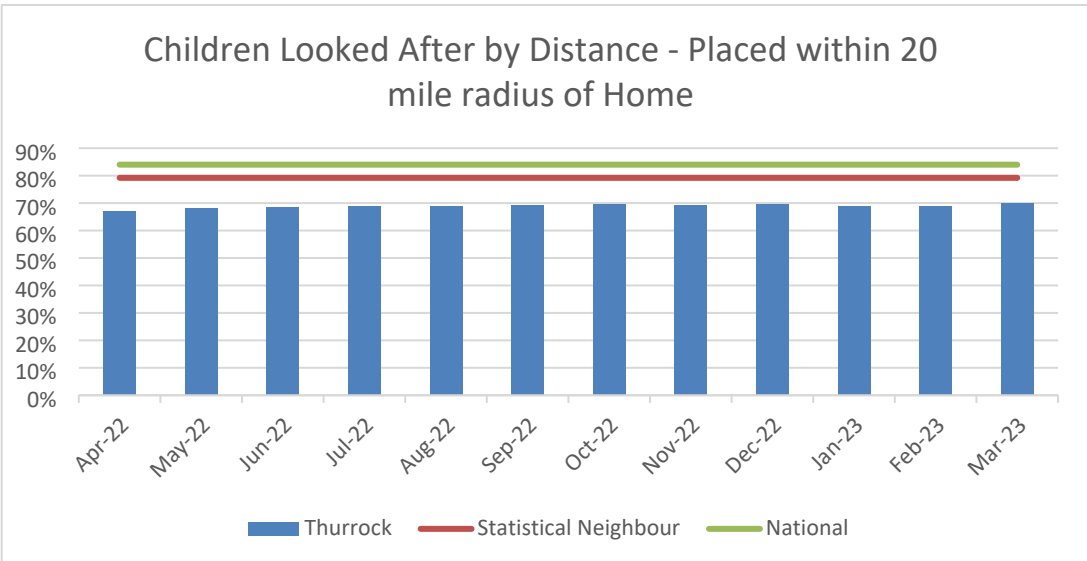
Purposeful early permanency planning continues to ensure that children are in the right placement at the right time to meet their needs. Securing placements where needed and supporting children, where appropriate, to remain at home with their families is the priority. Children are placed for adoption only once all family and friend options have been exhausted.

Of the total CLA cohort of 292 as at the end of Q4 2022-23, 14.6% (43) children were aged 0-5. Most children under 5 years who are not able to return home, are moved on to permanent placements through adoption or permanent alternative carers. There were significant delays in court proceedings and children being subject to court proceedings for longer periods, and transition to their permanent homes being delayed.

### 7.3 Children Looked After placement distance

It is good practice to ensure that children remain within their communities. At the end of March 2023, 71% of the Children Looked After cohort were placed within 20 miles or less from their homes, which represents 206 of 292 children looked after. Based on the latest benchmarking data available (2021/22), Thurrock is below the national average of 84%.

Nationally there are fewer placements (foster care and residential placements



## **7.4 Placement Sufficiency**

Placement Sufficiency is an area of intense focus for the Local Authority. The fostering recruitment campaign seeks to increase local placements. The recruitment and retention of foster placement and residential placements is a local and national challenge. Thurrock Council has commissioned two children's homes locally with a provider to provide additional sufficiency for registered provisions. Both homes were registered in November 2022 providing placements for Thurrock children. Both homes were inspected by Ofsted in May 2023 were rated Good. The local authority continues to seek Ofsted registered provision locally but sometimes this is outside of the Thurrock and Essex area.

## **8. Reasons for Recommendations**

8.1 Children's Overview & Scrutiny Board Members to note and comment on current performance position.

## **9. Consultation** (including Overview & Scrutiny, if applicable)

9.1 Not applicable

## **10. Impact on corporate policies, priorities, performance and community impact**

10.1 None

## **11. Implications**

### **11.1 Financial**

Implications verified by: **David May**  
**Strategic Lead Finance**

No implications identified.

### **11.2 Legal**

Implications verified by: **Judith Knight**  
**Interim Deputy Head of Legal Services**

No implications identified.

### **11.3 Diversity & Equality**

Implications verified by: **Roxanne Scanlon**  
**Community Engagement and Project  
Monitoring Officer - Adults, Housing &  
Health**

There are no direct diversity and equality implications arising from this report. However, the service does collect diversity monitoring data for looked after children, this data is given within this report. The data is utilised to consider issues of equality and to ensure that performance considers the impact on children with protected characteristics.

11.4 **Other implications (where significant)** – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder and Impact on Looked After Children  
Not applicable.

12. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

Not applicable.

13. **Appendices to the report**

None

<b>15 June 2023</b>	<b>ITEM: 9</b>
<b>Children’s Services Overview and Scrutiny Committee</b>	
<b>Fees and Charges Review 2023/24</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of: Accountable Assistant Director of Service:</b> Michele Lucas - Assistant Director – Education and Learning	
<b>Report of: Accountable Directors of Service:</b> Sheila Murphy - Corporate Director of Children’s Services	
<b>This report is:</b> Public	

## Executive Summary

As is well known the Council faces unprecedented financial challenges and is reviewing and revising all of its financial plans as a consequence. One element of this is income from Fees and Charges. This report begins to address that by:

- designing and proposing the adoption of a new Fees and Charges policy
- undertaking stage 1 of a three-part review of Fees and Charges
- arising from that recommending several increases in charges/new charges, effective from 1 October, to potentially generate £114k increase in income in a full year
- noting that subsequent stages will take this work further

### 1. Recommendations:

- 1.1 **That Children’s Overview and Scrutiny Committee note the proposed Fees and Charges policy, Appendix 1, in particular agreeing the commitment to full cost recovery and annual CPI inflation increases as the default.**
- 1.2 **That Children’s Overview and Scrutiny Committee note the proposed Fees and Charges increases for the material areas, Appendix 2.**
- 1.3 **That Children’s Overview and Scrutiny Committee note the proposed new Charges in section 8 of this report.**
- 1.4 **That Children’s Overview and Scrutiny Committee note the requirement for a further detailed review & analysis of remaining Fees and Charges by Quarter 4 2023/24.**

### 2. Background

Thurrock’s financial position is exceptionally challenging as 35.2% of its 2023/24 budget, £180m, is financed by an indicative capitalisation direction. A non-recurrent form of potential exceptional funding which must be replaced by

asset or investment sales, reductions in the capital programme and revenue budget reductions (expenditure) or increases (income).

This report deals with the start of a Fees and Charges review which will assist in increasing the Council's income.

Due to the magnitude of the task, the review has been split into three Phases.

➤ Phase 1:

- create a new policy for Fees and Charges, enclosed as Appendix 1.
- begin the gathering of benchmarking data to start to enable Thurrock's charges to be compared against other local authorities, enclosed as Appendix 3a, 3b, 3c.
- identify material areas for Fees and Charges.
- analyse if inflation and/or other up-lifts have been applied to the Council's material income areas over the past 5 years to inform opportunities.
- investigate and propose immediate price increases for existing services.
- investigate any new charges which could be implemented by October 2023.
- explore the possibility of a semi-automated workflow process for Fees and Charges via Thurrock's embedded 4me system to add further transparency and improved reporting functionality to the process.

➤ Phase 2:

- review further Fees and Charges.
- analyse inflationary increases across all remaining Fees and Charges.
- begin implementation of the workflow system in 4me.
- further analysis of the benchmarking exercise to identify opportunities to expand Fees and Charges further, including any unique services Thurrock offer.
- support services to identify commercial opportunities.
- complete the annual Fees and Charges process with a paper to Cabinet in February 2024.
- implement increases for 1<sup>st</sup> April 2024.

➤ Phase 3:

- undertake a review of all service's financial recovery – identifying the cost recovery position, the financial opportunities, and the timescale to achieve completion of this.



### 3. Thurrock Fees and Charges Policy

A revised policy for Fees and Charges has been prepared and is enclosed as Appendix 1.

The policy deals with the following:

- sets out the purpose of the policy
- highlights the financial context of the Council
- explains why the Council levies Fees and Charges and factors that must be considered
- proposes a default approach to charging of full cost recovery and annual minimum inflationary increases
- highlights the categories of charge and the legal basis
- sets out roles and responsibilities
- also, the category of charge and the Council's commercial and pricing principles
- advises on the timetable for reviews
- notes key administration issues and
- sets out the basis for charging and cost calculation and provides a structured framework for future work in this area

### 4. Benchmarking Data

To enable a comparison of Thurrock's Fees and Charges against those of other boroughs initial data has been gathered. This requires much greater work including full reviews and business cases before any decisions are taken on the matters below, but it does provide a start for exploration. The high-level analysis indicates that:

- On average Thurrock have less Fees and Charges than those the Council benchmarked against as at 2022/23:
  - Thurrock - 1099
  - LBBB - 1209
  - Basildon - 1318
  - Havering - 1397
  - Medway - 1464
  - Southend - 1518

Please see Appendix 3a, 3b, 3c.

- This indicates that Thurrock has the potential to expand its Fees and Charges offering with a view to increasing Thurrock's income. Noting as above the need for full reviews and business cases in all instances. In addition, during the initial work the following have been identified as areas for further review. At this stage these are simply areas to be considered in the future:
  - Culture parks and outdoor spaces
  - Events and hiring
  - Exhibition spaces an area which Thurrock's comparable authorities charge for which Thurrock do not
  - It is also known from previous benchmarking exercises that Thurrock's registrars' services could be expanded to generate more income subject to appropriate investment.

This also confirms that in some areas Thurrock's charges are significantly less than that of its neighbouring boroughs. For example, Thurrock have the lowest cost Resident Parking Permit Prices of its comparative boroughs, by way of example for the 1<sup>st</sup> Resident Permit Thurrock the charge is £15, whereas Maldon charge £54, Brentwood and Basildon charge £34, Table 1 below. This matter will be explored further in stage 2.

Table 1 – Resident Parking Permit Comparison

Residents Permits 22/23	1 <sup>st</sup>	2nd	3rd	Rank	% > TC
<b>Thurrock (Agreed 23/24)</b>	<b>£15</b>	£15	£15	<b>1st</b>	<b>0%</b>
<b>Southend</b>	£15	£25	£50	2nd	0%
<b>Chelmsford</b>	£26	£26	£26	3rd	73%
<b>Medway</b>	£31	£31	£31	4th	107%
<b>Basildon</b>	£34	£34	£34	5th	123%
<b>Brentwood</b>	£34	£34	£34	6th	123%
<b>Havering</b>	£35	£60	£85	7th	133%
<b>Rochford</b>	£50	£50	£50	8th	233%
<b>Castle Point</b>	£52	£52	£52	9th	247%
<b>Maldon</b>	£54	£54	£54	10th	260%

*Ranking based off 1st permit pricing*

There are other examples which will also be explored further in stage 2 of the review.

## 5. Material Income Areas

Budgeted total income for 2023/24 is £51.805m as per the budget report presented to Full Council on 1st March 2023. Of this income, £7.462m is due to be generated through the levying of Fees and Charges for council services. The material areas identified within this are set to contribute £4.242m (57%) of the budgeted Fees and Charges revenue:

Table 2 – Material Income Areas

Key areas:	2023/24 Indicative budget £'000
<i>Planning</i>	(1,180)
<i>Parking</i>	(523)
<i>Street works</i>	(480)
<i>Environment Enforcement</i>	(317)
<i>Licensing</i>	(314)
<i>Burials &amp; Cemeteries</i>	(305)
<i>Registrar</i>	(303)
<i>Music Service</i>	(284)
<i>Theatre sales</i>	(269)
<i>Grangewaters Outdoor Education Centre</i>	(265)
<b>Total of key areas</b>	<b>(4,242)</b>
<b>% Of 23/24 F&amp;C budget</b>	<b>57%</b>

Please see link below for full details:

[\(Public Pack\)Item 16 - Appendix 2 - Budget Proposals 2023-24 Agenda Supplement for Council, 01/03/2023 19:00 \(moderngov.co.uk\)](#)

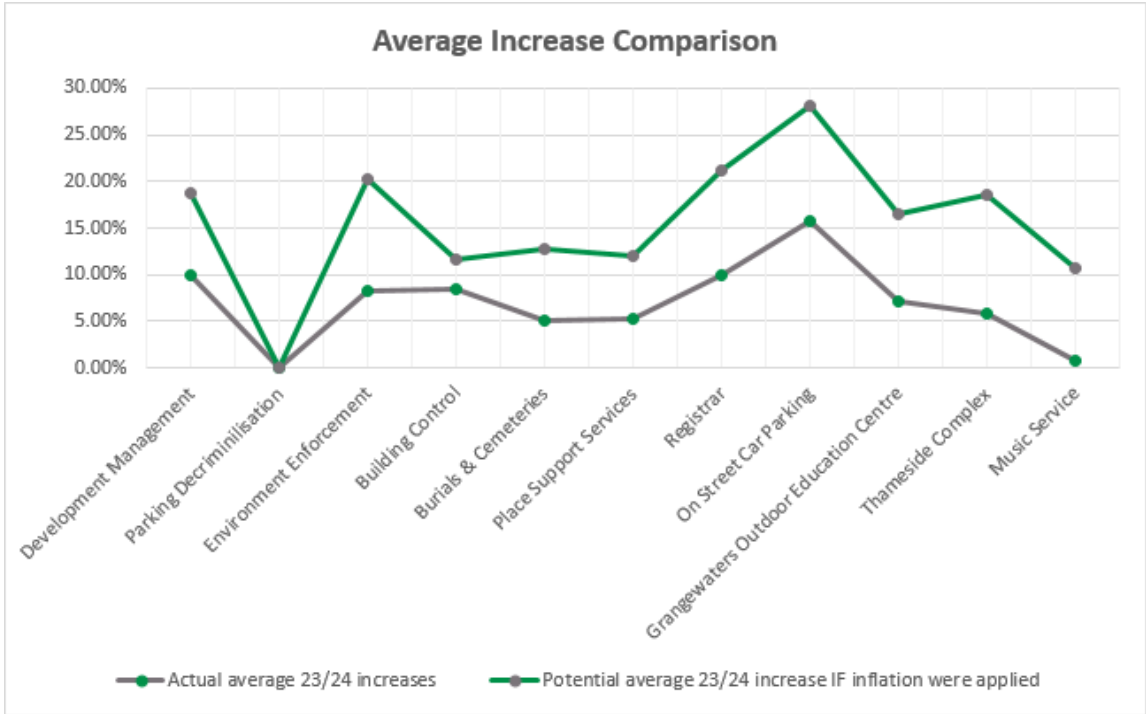


**6. Inflation Comparator**

After an assessment of the material areas over the past 5 years, it was identified that in some instances, the rate of inflation was not previously applied to each fee.

The review indicates that if these prices had increased at the rate of inflation over the past 5 years, income could potentially have increased for 9 out of the 10 areas (see graph 1 below) therefore potentially provided additional income. As a consequence of this, it is planned to address these issues further in the coming stage 2 of the review.

Graph 1 – Average Increase Comparison



**7. Proposed Prices Increases**

Using the above as a base, price increases are proposed in 8 of the 10 areas, via 153 fees which we are proposing to increase from 1st October. These increases range from £0.10p for additional parcels for personal searches, to £600 within pre-application fees. If demand remains unchanged, Thurrock services could potentially generate £37k for 2023/24, circa £74k full year effect.

The full list of suggested charges can be seen in Appendix 2.

## 8. Identifying Initial New Charges

As part of the review the following new fees were identified and are proposed to be implemented alongside the other increases:

- **Bikeability Level 3** – This will expand the service offering and promote the service beyond its current level, enabling schools to offer further development of skills, this can be advertised on Thurrock’s services to school’s website to encourage take up and could potentially generate income of £45 per pupil grant funding, plus £5 per pupil Thurrock charge. Currently it is estimated that 83 pupils can be trained in the next 6 months, providing an income generation of £4,150, however the more that are trained, the higher the yield; therefore, in future years the service will promote this in order to generate more income year on year.
- **Request for bus stop suspension** - This was previously capped at 2 days (£350), however whilst reviewing the fees, it was identified that in some instances bus stops were being decommissioned for 12+ months, it is now proposed that a monthly charge of £300 be applied. This should not only generate additional income but also incentivise third party utility companies to carry out the works in a timelier fashion, which will cause less disruption. A recent example of this is the latest suspension of Bus Stop 1 located at Grays station whereby C2C have requested to decommission Bus Stop 1 in order for them to carry out works to the station for approximately 14 months. This would equate to £4,200 of income compared to the previous capped charge of £350 giving us an increase of £3,850 for this one application.
- **Visitor Parking Vouchers** – Previously Thurrock gave the first 20x 5-hour visitor vouchers free of charge, this would equate to 100 hours of free parking, which is a value of £9 per household if charged at the existing 45p per 5 hours fee. As per previous years demand for visitor vouchers, the proposal is to no longer give the free 100 hours as this would generate additional income for the Council. This could potentially generate an additional £31,500 annually as previous year demand has shown a demand of 3,500 visitor vouchers.

In addition to the newly identified fees, other areas of potential opportunities and/or efficiencies will be explored subject to the preparation of full business cases/completion of ongoing work with other colleagues.

## 9. Continuous Improvement and Automation

The Business Development team have explored opportunities to improve the process of Fees and Charges and to date several improvements have been made which are:

- improved the calculations of the master data
- added change analysis
- identified statutory vs non-statutory and specifically those fees that can be increased.
- streamlined the communication process
- further engaged with services and finance officers
- raised the profile of Fees and Charges
- most importantly an increased understanding and in-depth knowledge of the complexities and legalities regarding Fees and Charges

The latest initiative is the implementation of a semi-automated workflow process for Fees and Charges via the Council's embedded 4me system. 4me is a CRM self-service change portal. This will enable the Council to attain further transparency, improve reporting functions and provide a superior audit trail whilst minimising the administration for Fees and Charges. This will allow for the automation of the approvals process and reduction in administrative duties when capturing updates from service areas within the annual process, via the use of an embedded approval hierarchy. The system will also capture any mid-year requests for amendments to fees and ensure they have gone through the correct approval process and generate reports and statistics whilst holding all this data securely in a central location minimising the risk of data corruption.

## **10. Conclusions**

As a result of the Fees and Charges review – Phase 1, it has been identified that there is potential to generate in excess of £114k per annum, this was established by the proposed increases in the material areas and the identification of new charges. Given this additional income in the initial phase 1 of the review it is reasonable to conclude that there is potential to generate further income as part of Phase 2 by reviewing the remainder of the Fees and Charges and identifying further opportunities to expand Thurrock's fees and charges offering.

## **11. Reasons for Recommendations**

The setting of appropriate Fees and Charges will enable the Council to generate essential income for the funding of Council services. The approval of reviewed Fees and Charges will also ensure that the Council is competitive with other service providers and neighbouring councils. The ability to vary charges within financial year will enable services to more flexibly adapt to changing economic conditions.

The granting of delegated Director authority will only apply to legal or regulatory changes. If there is a need to alter fees during the financial year to enable the Council to better respond to commercial challenges, additional reports may be brought to Cabinet for approval.

## **12. Consultation (including Overview and Scrutiny, if applicable)**

Consultations will be progressed where there is a specific need. However, with regard to all other items, the proposals in this report do not affect any specific parts of the borough and have been seen via their retrospective Overview and Scrutiny committees and commentary is included within the Appendix of this report. Fees and Charges are known to customers before they make use of the services they are purchasing.

## **13. Impact on corporate policies, priorities, performance, and community impact**

The changes in these Fees and Charges may impact the community; however, it must be taken into consideration that these price rises include inflation, and no profit will be made on the running of these discretionary services.

## 14. Implications

### 14.1 Financial

Implications verified by: **Jo Freeman**  
**Finance Manager**

Thurrock's challenging financial position is set out in the opening paragraph of this report.

Budgeted income from fees and charges for 2023/24 is £7.462m. The income from fees and charges helps to manage demand and cover costs for providing services. Changes proposed to fees and charges set out in this report are anticipated to deliver an additional £0.114m in a full year. The total amount of income generated through fees and charges will depend on price as well as volume/service take up. Any changes to service delivery or use of assets will also impact the ability to realise the £0.114m in full.

### 14.2 Legal

Implications verified by: **Kevin Molloy**  
**Principal Solicitor Contracts Team**

Section 93 of the Local Government Act 2003 ("LGA 2003") and guidance issued in 2003 pursuant to section 96(3) of the Act, empowers the Council to charge for discretionary services related to a Council function if the recipient of the service has agreed to its provision.

Discretionary services are those services authorised by statute that the Council is not required to provide but may do so voluntarily (section 93(1)(a), LGA 2003).

However, the Council cannot charge for mandatory services or services it has a duty to provide. Further, the section 93 charging power does not apply where there is a power to charge for a particular service elsewhere in other legislation (section 93(2)(a), LGA 2003).

The section 93 charging power cannot be used to charge for a service if other legislation expressly excludes an authority from charging (section 93(2)(b), LGA 2003). For example, the Education Act 1944 prohibits a local authority from charging for basic education; this prevents section 93 being used to circumvent a local authority's statutory duty to provide basic education for free.

The Council can set the level of charge for each discretionary service. However proposed charges must have regard to the 2003 statutory guidance. [General Power Best Value \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Where the introduction of new fees and charges require consultation of affected service user this needs to be undertaken prior to the proposed changes taking effect and consultation responses considered as part of the decision-making process. Also, any relevant statutory provisions must be complied with prior to the introduction of new fees and charges.



The Council is under a general duty to secure that, from one financial year to the next, the income from charges for services does not exceed the costs of provision (section 93(3), LGA 2003). This approach allows a local authority greater flexibility to balance their accounts over a period of time and recognises the practical difficulties for a local authority in estimating the charges for a discretionary service at the outset.

The Council must offset any surplus or deficit in income because of any over or under recovery of charges when setting future charges for the discretionary service. This ensures that over time the income generated by the discretionary service equates to the cost of providing the service.

However, the Council does not have to recover the full costs of providing the service if there are policy reasons for limiting the charges in relation to a particular user of the service e.g., to the disabled, the unemployed or those in receipt of benefit. It must be able to justify its reasons for doing so.

Alongside the section 93 charging power, the general power of competence for local authorities under section 1 of the Localism Act 2011 (LA 2011) also confers a power on the Council to charge individuals for discretionary services. The section 1 charging power has similar requirements of the Section 93 LGA 2003 charging power as referred to above.

These charging powers are not intended to provide a new income stream for the Council and cannot be used to generate a profit. It does enable the Council to recover the costs of providing services or improvements to services that it might not otherwise have been able to justify providing or been able to provide. These powers also enable the Council to spread the cost of providing an existing service or a new discretionary service,

Taking the decision set the fees and charges is an executive function of the Council. The report to Cabinet supporting the recommended course of action should contain all the necessary and relevant information to enable members to take an informed decision on the proposed scheme and to satisfy themselves that the proposed charges are fair and reasonable.

In reviewing and setting fees and charges, the Council will need to have due regard to the Public Sector Equality Duty as set out in the Equality Act 2010.

The issuing of a s114 Notice by the Council's Chief Finance Officer (s151 Officer) means by law the Council must stop all expenditure with the exception statutory services and pre-existing commitments. The recommendations set out in the report contribute to the financial recovery of the Council.

### 14.3 Diversity and Equality

Implications verified by: **Roxanne Scanlon**  
**Community Engagement and Project**  
**Monitoring officer**

The Council is responsible for promoting equality of opportunity in the provision of services and employment as set out in the Equality Act 2010 and Public Sector Equality Duty. Decisions on setting charges and fees are subject to Community Equality Impact Assessment process and the Council's wider decision-making structures to determine impact on protected groups and related concessions that may be available. A CEIA has been completed to assess the impact of the changes detailed within this report.

Council's pay and display charges have been benchmarked to ensure they are either below or in line with other local authorities and are applied fairly and consistently across all car parks in Thurrock that are the subject of pay and display measures.

Council's overarching Parking Policy and Strategy and Parking Enforcement Strategy was the subject of consultation in November 2020, and each are the subject of Community Equality Impact Assessment. Feedback from this consultation and other individual projects is used to support ongoing monitoring and review of CEIA and the implementation of the related policy and strategies.

#### 14.4 Other implications (where significant) – i.e., Staff, Health Inequalities, Sustainability, Crime and Disorder and Impact on Looked After Children

Not applicable

**Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):**

None

### 15. Appendices to the report

- Appendix 1 – Fees and Charges – Policy.
- Appendix 2 – Fees and Charges - Schedule of Material Areas - Proposed charges.
- Appendix 3a – Additional Data - Benchmarking Summary.
- Appendix 3b – Additional Data - Resident Parking Permit Comparison.
- Appendix 3c – Additional Data - Building Control Comparison.
- Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary.

# **Fees and Charges Policy**

POLICY AND FRAMEWORK FOR THE  
SETTING OF  
FEES AND CHARGES ACROSS  
THURROCK COUNCIL

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## **1 BACKGROUND**

### **Policy Purpose**

The purpose of this Policy is to:

- highlight the financial context of the Council
- explain why the Council levies fees and charges and factors that must be considered
- propose a default approach to charging
- highlight the categories of charging and the legal basis of charging
- set out roles and responsibilities
- clarify the Council's commercial and pricing principles
- advise on the timetable for reviews
- note key administration issues
- set out the basis for charging and cost calculation

### **Financial Context**

Thurrock's financial position is exceptionally challenging as can be seen from the table below which highlights that 35.2% of its 2023/24 budget is financed by an indicative capitalisation direction. A non recurrent form of potential exceptional funding which has to be replaced by asset or investment sales or revenue budget reductions (expenditure) or increase (income)

**Table 1 – Council Income 2023/24**

<b>Budget</b>	<b>£m</b>	<b>£m</b>	<b>%</b>
Local Income		181	35.4
Business Rates	47		
Income	52*		
Council Tax	82		
Capitalisation Direction		180	35.2
Specific Grants		132	25.8
Government Grants		11	2.2
Collection Funds		7	1.4
<b>Total</b>		<b>511</b>	<b>100.00</b>

### **Why the Council Charges for Services**

The level of funding Councils receive from Government through core grants has steadily declined and there is an increasing reliance on local income sources – council tax, business rates and other income being key in this.

Many Local Authorities have recognised the importance of income generation in addressing the financial challenges with which they are now faced. Fees and charges form one part of the other income, and while relatively small, are still a vital source of funding for Councils, enabling them to balance their budgets. and by doing so enable important local services to be sustained and provided. As can be seen from Table 1 this is especially the case for Thurrock with its current dependence on the capitalisation direction which must be resolved at the earliest opportunity.

- Of this £52m £7.5m comes from fees and charges

In addition fees and charges:

- are an important source of income providing vital funds to deliver essential public services
- assist in achieving the Council's objectives for better outcomes for residents
- can be used as a tool to manage demand or influence behaviour, through encouraging/discouraging the use of services and/or the patterns of use of services to help or benefit residents
- are an important driver of efficiency as an appropriate and strategic approach to fees and charges requires the Council to have a robust understanding of the costs of the services it provides, as well as local economic and market factors.
- ensure that users pay directly for some, or all of the costs as opposed to taxpayers in general subsidising individual users which can have consequences for the funding of services in general, and/or cause levels of taxation to be higher than they would otherwise be.

### **Factors to be Considered when Setting Fees and Charges**

The following considerations are to be observed by the Council in setting fees and charges for the services that it provides:

- some categories of income will be influenced by wider factors such as the general level of economic activity
- the level and structure of charges already being made by the Council may limit the potential to generate additional income
- increasing fees and charges may have a regressive effect
- public or commercial competitors may develop resentment if the Council has a monopoly on providing the service. Compliance with this policy will enable assurance to be provided that fees and charges have been properly calculated
- end users may feel as if they are being subjected to double taxation, namely through Council Tax (which is visibly high) and the additional charge in question. This is a not infrequent misconception and users can be advised more fully
- the risk to the Council of making a loss must be considered when deciding whether the service should be provided
- the long-term risk of not providing a service, especially if that service is a preventative service must be considered. For example, would this result in greater costs or increased risk in the medium to long term if we stopped providing this service? Or is there a greater risk of harm or reputational damage if the Council does not provide a service which later results in a more costly resolution.

### **Policy Proposal**

To ensure the best possible value for money and establish the fairest possible approach to charging and cost recovery, this Policy proposes that **charges for discretionary services will be set in order to fully recover their costs**, unless there is a specific decision on the part of the Cabinet to subsidise the service provision for policy reasons.

At the same time the Council will aim to support vulnerable groups as far as it can, encourage equal access and will for all charges give due consideration to Section 149 of the Equality Act 2010 by considering the impact on individuals/groups who share a protected characteristic.

### Categories of Charges that the Council May Apply

As with all Local Authorities Thurrock has different types of fees and charges:

- **Charges set by statute law which are fully outside the Council's control** - These are set by Government or in line with statutory guidance. These include planning and building control applications, some adult social care services, such as residential care.
- **Charges set by statute law where the amount charged must be within certain parameters** - These are set by Government or in line with statutory guidance.
- **Charges that are fully within the Council's control in determining the amount that should be charged** – These are Discretionary charges that are fully or partially within the Council's control in determining the amount that should be charged. These are services that the Council is not mandated or under a duty to provide but that instead chooses to provide for the benefit of the residents.

### Legal Basis

The Council will ensure that any charge that is implemented for the services that it provides will meet the current legal requirements.

As outlined above, the legal basis for implementing a fee or charge is arrived at either through a specific statutory legislation relating to the particular service, or through the employing of the Council's discretionary powers under the Localism Act 2011 or s93(1) Local Government Act 2003. Where a service specific legislation does not empower charging then the Council can rely on the above legislation to charge for discretionary services.

Additional guidance will be sought with regard to the specific requirements of the Localism Act 2011 and s93(1) Local Government Act 2003, and the following summarises the main limitations which will be taken into consideration before introducing or amending a charge when the Council employs its powers to charge for a discretionary service:

- there must not be a legal restriction on charging.
- the charging powers only apply to discretionary services against which there is no pre-existing power to charge
- if the power is to be used to operate a service commercially on a traded basis then it must be provided through a UK registered company or cooperative.
- charges for discretionary services not operated commercially must be set so that income does not exceed the cost of provision. This must be calculated, in taking one financial year with the next, the income from discretionary charges must not exceed the cost of provision. The intention of the power is not that local authorities make a profit, rather that they are able to recover their costs.
- in setting discretionary charges, the function may charge only some service users and may make different charges to different groups of service users, provided that the cost recovery limitation is observed.
- the service user must have agreed to the charge before it can be applied. Where charges are to be collected after services have been provided it is important that evidence of customer consent is obtained, otherwise any outstanding debt may be unenforceable. This can be done by the display of signs or through agreements.
- finally, an important point to note with regard to the powers to charge and trade is that whilst these are limited to discretionary services, where a service is being provided under statutorily defined limits, any enhanced provision beyond statutory requirements could be considered to be discretionary and can therefore be charged for in line with the requirements of this policy

This policy will be effective from July 2023 following approval from Cabinet

## **2. ROLES AND RESPONSIBILITIES**

Service managers are responsible for ensuring fees are set in accordance with this Policy. For reviews to be effective, managers will need to consider relevant market information e.g. changes in legislation, patterns of service use, benchmarking data, price sensitivity, or opportunities to introduce or extend charges. It is important that areas not currently charged for (but which could potentially be) are also considered.

Service managers must review all charges for which they are responsible for on at least an annual basis as part of the budget process. There must be continuous and full engagement with Finance and Business Development teams throughout this process.

Directors should ensure that their service area has completed this task prior to the completion of the Council's annual fees and charges setting process.

Directors should ensure that their service area has completed this task prior to the completion of the Council's annual fees and charges setting process:

- **Analyse** – service has reviewed and identified new charges and amended existing charges, including both commercial and statutory charges.
- **Engage** - engaged and sought support from key stakeholders for proposed changes.
- **Action** – incorporated the proposed charges into the planned budgets for the coming year and the fees and charges process.
- **Communicate** – communicated the proposals at the relevant Overview and Scrutiny meetings.
- **Approve** - Changes to be approved on an ongoing basis as necessary or as part of the budget setting process, then via all appropriate committees and boards as per the timeline in table 3, section 4.



### **3 CHARGES – CATEGORIES, COMMERCIAL AND PRICING PRINCIPLES**

#### **3.1 Charging Categories**

It is proposed that fees and charges for discretionary services as a default are set in order to **fully recover the cost of delivery**, unless there is a specific decision by Cabinet to subsidise the service provision for policy reasons.

All charges should be identified as belonging to one of the categories in Table 2 below. In determining the appropriate charging category proper consideration should be given to the wider equalities implications which may be involved affecting accessibility of all groups to Council services.

**Table 2 - Approaches to fees and charges and corresponding strategic objectives**

<b>Approach</b>	<b>Objective</b>
<b>1. Full cost recovery</b>	The Council wishes to make the service generally available, but there is no policy rationale for providing a subsidy from general taxation.  This Policy proposes that <b>full cost recovery is the default approach</b> to establishing fees and charges. Charging for discretionary services will fall into this category unless otherwise agreed.
<b>2. Full cost recovery with concessionary discounts</b>	The Council wishes to make the service generally available and is prepared to subsidise the service to ensure priority groups have access to the service, and/or other Council priority objectives are met
<b>3. Subsidised</b>	The Council wishes to make the service widely accessible and therefore provides a subsidy from general taxation, however users of the service are expected to make some contribution to the cost.
<b>4. Nominal</b>	The Council's Policy is to make the service fully available and "free at the point of delivery". The service is funded from general taxation
<b>5. Statutory</b>	Charges are set in line with legal obligations and appropriate legislation.

#### **3.2. Commercial Charging Principles**

The Commercial Charging Principles establish the Council's key philosophies in relation to charging, these principles should be adhered to by all. Any deviations from the charging principles set out will require appropriate approval. Such principles are reflected in any local, service-based charging policy. This policy sets out several principles that are considered to be those which are most relevant. It should be noted that these principles will generally apply to services for which the Council has discretion over the level of charging rather than services where charging is prevented or where charges are required to be set within statutory limits.

The standard principles that will be applied to all fees and charges set by the Council will be as follows:

- fees and charges will be set to recover the full cost and to maximise income streams, where this is likely to lead to a higher yield.
- costs of any subsidies provided for provision of services must be clearly identified and reviewed as part of the budget setting process and minimised.
- where possible payment will be sought in advance of the supply of goods or services using the most appropriate payment channels.
- any new charges must be developed in the context of the council's strategic agenda
- the impact of new charges must be worked through in sufficient detail prior to implementation
- the development of new charges must follow the council process set out in this Policy

- benchmarking will be undertaken to ensure that the proposed level of fees and charges can be justified against other, similar providers and/or Authorities.
- fees and charges will be subject to at least an annual review in accordance with the agreed corporate timeline and budget setting timetable.
- fees and charges will be subject to a local equalities impact assessments where appropriate.

If a local service seeks approval to deviate from these principles, a local policy statement will be prepared, setting out the basis and reason for any such variations. This will include an equalities impact assessment covering the fees and charges, the policy, in each local service area and the financial impact of the proposal. This will then allow the option to be fully considered.

### 3.3 Pricing Principles

Rather than a blanket increase across all service lines, when considering the pricing strategy some key questions must be considered:

- where can we apply a tiered/premium pricing structure
- how sensitive are customers to price (are there areas where a price freeze is relevant)
- what new charges might we want to introduce for this financial year
- how do our charges compare to neighbouring boroughs and private sector competitors (particularly in those instances where customers have choice)
- how can we influence channel shift
- can we set charges to recover costs
- what do our competitors charge
- how sensitive is demand to price
- statutory services may have discretionary elements that we can influence.
- do we take deposits, charge cancellation fees, and charge an admin fee for duplicate services (e.g., lost certificates)
- how do proposed price increase compare to inflation which must be the minimum starting point

### 3.4 Charging Exemptions

All services provided by the Council will be charged for unless prevented by statute, or detailed as exempt, evidence of this should be provided during the annual fees and charges process.

#### **4. Timetable**

The Council must keep its schedule of fees and charges under regular review to ensure the most appropriate fees and charges are applied.

All charges and the scope for charging will be reviewed at least annually within the service area, though charges within the same service area can be reviewed at additional times. All reviews will include those services which could be charged for, but which are currently provided free of charge and all reviews will be undertaken in accordance with the policy.

**Table 3 – Example of Committee and Board Timeline**

Committee	Meeting Date	Report Submission	O&S Imps Submission Deadline	ICB	ICB Report Submission	SLT	SLT report Submission	Commercial & Budget Sign Off
<b>Cabinet (February)</b>	08/02/23	<b>26/01/23</b>	N/A	20/01/23	15/01/23	11/01/23	<b>05/01/23</b>	02/01/23
Housing O&S	22/11/22	<b>09/11/22</b>	<b>01/11/22</b>			02/11/22	<b>27/10/22</b>	22/10/22
Cleaner, Greener, Safer O&S	08/11/22	<b>25/10/22</b>	<b>18/10/22</b>			19/10/22	<b>13/10/22</b>	07/10/22
Children's O&S	17/11/22	<b>03/11/22</b>	<b>27/10/22</b>			26/10/22	<b>20/10/22</b>	15/10/22
Health & Well-being O&S	03/11/22	<b>20/10/22</b>	<b>12/10/22</b>			12/10/22	<b>06/10/22</b>	02/10/22
Planning, Transport & Regen O&S	06/12/22	<b>21/11/22</b>	<b>10/11/22</b>			16/11/22	<b>10/11/22</b>	05/11/22
Corporate O&S	01/12/22	<b>17/11/22</b>	<b>07/11/22</b>			13/11/22	<b>07/11/22</b>	03/10/22

*\*Example 22/23 dates for illustrative purposes only – will be amended when 2023/24 timetable issued*

#### **5. Administration**

Charges should be simple to understand and to administer. They should be easily located by service users through the Council's website, through any other form of literature provided, or directly from Council services. Reasonable notice should be given to service users before any new or revised charges are implemented. Methods of payment should be flexible, convenient and consider the needs of those on low income and people's ability to pay. The easier it is to pay, the more likely it is that payment will be made. Consideration should be given to:

- payment in advance: which should be the preferred means of recovery if possible
- frequency of payment: having regard to the budgetary patterns of those reliant on benefits or low incomes
- format of payment: including alternatives to cash. The costs of collection should be evaluated. Potentially, they may make the charging proposal uneconomic or require charges to be raised further. Costs of collection must be identified and budgeted for
- the corporate charging policy will need to follow corporate and service policy and financial procedure rules regarding the collectability of the income and debt recovery strategy.

A schedule of all fees and charges is managed and supporting documentation is maintained by the Business Development Team. These schedules include, identified separately:

- any charges that are Statutory
- the increase/decrease from the previous year
- the charge categorisation of that fee
- which committee this fee relates to and
- the schedule records the date of the last review.

The date of any relevant political decision and the minutes of that Committee are also made available alongside the schedule.

## **6. CHARGING AND COST CALCULATION**

Adopting a method of full cost recovery means that the total cost of delivery, including the appropriate level of VAT, together with an apportionment of department and corporate overheads is calculated and charged to the service user. It involves analysing the whole process and ensuring that all the stages involved are considered

**Table 4: Costs of Provision to Inform Fees and Charges**

### 1. Employment costs

- Costs of staff who deliver the service
- Salary plus all other on-costs to employer (e.g. pension)
- Allocation of pension back-funding

### 2. Departmental costs

- Costs incurred by the Department to deliver the service, for example:
  - Travel and distribution costs incurred
  - Specialised equipment required
  - Administration and management at the Departmental level
  - Insurance costs paid at the Departmental level
  - Advertising and marketing costs paid at the Departmental level

### 3. Corporate costs and overheads

- Costs incurred by other corporate services to ensure the service is provided, including:
  - Accommodation, IT and Insurance
  - Back office support services such as Treasury and Finance, Human Resources, Legal, Business Operations (e.g. payroll, accounts payable)
  - Democratic costs (e.g. costs of democratic decision-making/governance processes relevant to the service, if and as appropriate)
  - Insurance costs paid corporately
  - Marketing and advertising costs paid at the corporate level

### 4. Financial costs

- Depreciation
- Costs of capital
- Interest on loans
- Costs of payment collection fees
- Debt collection and bad debt write-off

**Appendix 2 - Schedule of Material**

Material areas	Name of Fee or Charge (Inceasable)	Inceasable	Mid Year Review Increases			
			Current 23/24 Charge	Proposed (MYR) Charge	Proposed Incr. £	Proposed Incr. %
* All amounts are rounded						
Development Management	Pre application fees - Householder - written only	Y	£ 69.50	£ 76.00	+ £6.50	+ 9.35%
Development Management	Pre application fees - Householder- written with 1/2 hour meeting	Y	£ 111.00	£ 120.00	+ £9.00	+ 8.11%
Development Management	Pre application fees - Householder- proposales in conservation areas/works to listed building inc. 1/2 hour meeting (with planning officer and conservation officer)	Y	£ 390.00	£ 420.00	+ £30.00	+ 7.69%
Development Management	Pre application fees - Householder- single dwelling (replacement and residential annexe) inc. 1/2 hour meeting	Y	£ 209.00	£ 225.00	+ £16.00	+ 7.66%
Development Management	Pre application fees - Householder - single dwelling (replacement or residential annexe) in conservation are or listed building, inc. 1/2 hour meeting (with planning officer and conservation officer)	Y	£ 489.00	£ 530.00	+ £41.00	+ 8.38%
Development Management	Pre application fees - Householder - Alterations to listed building (whether residential or commercial) inc/ 1/2 hour meeting, (with planning officer and conservation officer)	Y	£ 390.00	£ 420.00	+ £30.00	+ 7.69%
Development Management	Pre application fees - Minor development inc. 1 hour meeting	Y	£ 625.00	£ 645.00	+ £20.00	+ 3.20%
Development Management	Pre application fees - Major development - 10-49 Units	Y	£ 2,100.00	£ 2,300.00	+ £200.00	+ 9.52%
Development Management	Pre application fees - Major development - 50-99 Units	Y	£ 3,000.00	£ 3,300.00	+ £300.00	+ 10.00%
Development Management	Pre application fees - Major development - 100-499 Units	Y	£ 4,800.00	£ 5,300.00	+ £500.00	+ 10.42%
Development Management	Pre application fees - Major development - 500+ Units	Y	£ 6,000.00	£ 6,600.00	+ £600.00	+ 10.00%
Development Management	Pre application fees - Non-residential Major schemes based on floorspace - 1,000 to 4,999 sq.m	Y	£ 2,100.00	£ 2,300.00	+ £200.00	+ 9.52%
Development Management	Pre application fees - Non-residential Major schemes based on floorspace - 5,000 to 9,999 sq.m	Y	£ 3,000.00	£ 3,300.00	+ £300.00	+ 10.00%
Development Management	Pre application fees - Non-residential Major schemes based on floorspace - 10,000 to 29,999 sq.m	Y	£ 4,800.00	£ 5,300.00	+ £500.00	+ 10.42%
Development Management	Pre application fees - Non-residential Major schemes based on floorspace - 30,000+ sq.m	Y	£ 6,000.00	£ 6,600.00	+ £600.00	+ 10.00%
<b>Environment Enforcement</b>						
Environment Enforcement	Abandoned Vehicles - Administration charge for removal of vehicle from private property when directed by Management company or Private Landowner	Y	£ 100.00	£ 112.00	+ £12.00	+ 12.00%
<b>Burials &amp; Cemeteries</b>						
Burials & Cemeteries	<b>The following Burial charges are applicable to residents of the Borough of Thurrock. Non Residents are required to pay double the Burial fees set out below, also included is the charge for non residents aged 5 and under.</b>					
Burials & Cemeteries	Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Lawn Section	Y	£ 930.00	£ 990.00	+ £60.00	+ 6.45%
Burials & Cemeteries	Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Traditional grave where available	Y	£ 1,900.00	£ 2,025.00	+ £125.00	+ 6.58%
Burials & Cemeteries	Burial Grounds - Part 1 Interment - In a grave - Person aged 16 year and over	Y	£ 755.00	£ 820.00	+ £65.00	+ 8.61%
Burials & Cemeteries	Burial Grounds - Part 1 Interment - In a grave - Cremated remains in full size grave	Y	£ 381.00	£ 408.00	+ £27.00	+ 7.09%
Burials & Cemeteries	Burial Grounds - Part 2 Memorial Gardens Section - Additional interment of ashes and replacement plaque for further 7 years where original subscription has: Less than 4 years to run	Y	£ 264.00	£ 282.00	+ £18.00	+ 6.82%
Burials & Cemeteries	Burial Grounds - Part 2 Memorial Gardens Section - Additional interment of ashes and replacement plaque for further 7 years where original subscription has: More than 4 years to run	Y	£ 187.00	£ 201.00	+ £14.00	+ 7.49%
Burials & Cemeteries	Burial Grounds - Part 2 Memorial Gardens Section - Cremated Remains Section - Exclusive Right of Burial for a forty year period	Y	£ 390.00	£ 420.00	+ £30.00	+ 7.69%
Burials & Cemeteries	Burial Grounds - Part 2 Memorial Gardens Section - Cremated Remains Section - Interment of Ashes	Y	£ 381.00	£ 414.00	+ £33.00	+ 8.66%
Burials & Cemeteries	Burial Grounds - Part 2 Memorial Gardens Section - Erection of memorial plaque only for 7 years (no ashes to inter)	Y	£ 225.00	£ 243.00	+ £18.00	+ 8.00%
Burials & Cemeteries	Burial Grounds - Part 2 Memorial Gardens Section - Includes plaque for 7 years & loose interment of ashes	Y	£ 291.00	£ 309.00	+ £18.00	+ 6.19%
Burials & Cemeteries	Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With existing plaque	Y	£ 148.00	£ 160.00	+ £12.00	+ 8.11%
Burials & Cemeteries	Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With replacement plaque	Y	£ 225.00	£ 243.00	+ £18.00	+ 8.00%
Burials & Cemeteries	Burial Grounds - Part 2 - Kerb Plaque - replacement	Y	£ 87.00	£ 95.00	+ £8.00	+ 9.20%
Burials & Cemeteries	Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - For the right to erect or place on a grave in respect of which an exclusive right of burial has not been granted: a tablet not exceeding 20' x 18' x 6' base	Y	£ 187.00	£ 201.00	+ £14.00	+ 7.49%
Burials & Cemeteries	Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - The fees indicated for Part 3 include the first inscription, for each inscription after the first	Y	£ 93.00	£ 100.00	+ £7.00	+ 7.53%
Burials & Cemeteries	Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - Permit for Lawn Grave Memorial	Y	£ 216.00	£ 231.00	+ £15.00	+ 6.94%
Burials & Cemeteries	Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - Permit for Traditional Grave Memorial	Y	£ 264.00	£ 282.00	+ £18.00	+ 6.82%
Burials & Cemeteries	Burial Grounds - Part 3 Other Burial Fees - Permit to Work on a Headstone	Y	£ 89.00	£ 96.00	+ £7.00	+ 7.87%
Burials & Cemeteries	Burial Grounds - Part 5 Other Burial Fees - Additional Plaque	Y	£ 206.00	£ 225.00	+ £19.00	+ 9.22%

Burials & Cemeteries	Burial Grounds - Part 5 Other Burial Fees - Memorial bench	Y	£ 1,970.00	£ 2,150.00	+ £180.00	+ 9.14%
Burials & Cemeteries	Burial Grounds - Part 5 Other Burial Fees - Memorial tree (New trees no longer available) Interment of second set of ashes for existing memorial trees only	Y	£ 381.00	£ 408.00	+ £27.00	+ 7.09%
Burials & Cemeteries	Burial Grounds - Part 4 Other Burial Fees - Transfer of grant of exclusive right of burial fee for registering the transfer and endorsing the deed	Y	£ 89.00	£ 96.00	+ £7.00	+ 7.87%
Burials & Cemeteries	Burial Grounds - Part 4 Other Burial Fees - Transfer of grant of exclusive burial where a Statutory Declaration is required	Y	£ 120.00	£ 129.00	+ £9.00	+ 7.50%
Burials & Cemeteries	Burial Grounds - Part 4 Other Burial Fees - Search Fees for Historical records	Y	£ 28.50	£ 32.00	+ £3.50	+ 12.28%
Burials & Cemeteries	Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Muslim grave where available	Y	£ 1,900.00	£ 2,025.00	+ £125.00	+ 6.58%
<b>Place Support Services</b>						
Place Support Services	Local Land Charges - Additional parcel - commercial	Y	£ 55.00	£ 58.50	+ £3.50	+ 6.36%
Place Support Services	Local Land Charges - Additional parcel - personal search	Y	£ 10.00	£ 10.10	+ £0.10	+ 1.00%
Place Support Services	Local Land Charges - Additional parcel - residential	Y	£ 42.00	£ 45.00	+ £3.00	+ 7.14%
Place Support Services	Local Land Charges - Cancellation fee for Con29 search	Y	£ 29.00	£ 30.00	+ £1.00	+ 3.45%
Place Support Services	Local Land Charges - Charges for a copy of the local land charges search	Y	£ 23.00	£ 25.00	+ £2.00	+ 8.70%
Place Support Services	Local Land Charges - Con290 - Per question	Y	£ 41.00	£ 44.00	+ £3.00	+ 7.32%
Place Support Services	Local Land Charges - Copy of building regulation decision notice	Y	£ 16.00	£ 18.40	+ £2.40	+ 15.00%
Place Support Services	Local Land Charges - Electronic Format - Con29R Search - commercial	Y	£ 216.00	£ 231.00	+ £15.00	+ 6.94%
Place Support Services	Local Land Charges - Electronic Format - Con29R Search - residential	Y	£ 159.00	£ 170.00	+ £11.00	+ 6.92%
Place Support Services	Local Land Charges - Form LLC1 Only	Y	£ 46.00	£ 48.50	+ £2.50	+ 5.43%
Place Support Services	Local Land Charges - Assisted Personal Search (ranged based on no. questions)	Y	£33 - £44	£40 - £50	+ £6-7	+ 16.88%*
Place Support Services	Local Land Charges - Expedited Search	Y	£ 82.00	£ 87.00	+ £5.00	+ 6.10%
Place Support Services	Local Land Charges - Expedited Residential search including Con 29 (Cannot include extra CON290 questions)	Y	£ 285.00	£ 303.00	+ £18.00	+ 6.32%
<b>Registrar</b>						
Registrar	Residents Services - Registration - Deposit for all ceremonies at Approved premises	Y	£ 110.00	£ 124.00	+ £14.00	+ 12.73%
Registrar	Residents Services - Registration - Re-Schedule of Appointment/ Ceremony	Y	£ 40.00	£ 43.50	+ £3.50	+ 8.75%
Registrar	Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Monday to Friday)	Y	£ 590.00	£ 610.00	+ £20.00	+ 3.39%
Registrar	Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Saturday)	Y	£ 645.00	£ 665.00	+ £20.00	+ 3.10%
Registrar	Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Sunday, Bank or Public Holiday)	Y	£ 700.00	£ 760.00	+ £60.00	+ 8.57%
Registrar	Residents Services - Registration -Fees for superintendent Registrar attendance at Register Office for Naming Ceremonies/ Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) Saturday	Y	£ 390.00	£ 430.00	+ £40.00	+ 10.26%
Registrar	Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Monday to Friday)	Y	£ 355.00	£ 384.00	+ £29.00	+ 8.17%
Registrar	Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Saturday)	Y	£ 410.00	£ 445.00	+ £35.00	+ 8.54%
Registrar	Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Sunday)	Y	£ 465.00	£ 470.00	+ £5.00	+ 1.08%
Registrar	Residents Services - Registration - Ceremonies held in Thameside Theatre (Monday to Friday)	Y	£ 288.00	£ 330.00	+ £42.00	+ 14.58%
Registrar	Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday PM)	Y	£ 420.00	£ 490.00	+ £70.00	+ 16.67%
Registrar	Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday AM)	Y	£ 350.00	£ 393.00	+ £43.00	+ 12.29%
Registrar	Residents Services - Registration - Postage and Packing Charge (1st Class Recorded)	Y	£ 3.60	£ 4.40	+ £0.80	+ 22.22%
Registrar	Residents Services - Registration - Private Citizenship Ceremony (Monday to Saturday)	Y	£ 200.00	£ 216.00	+ £16.00	+ 8.00%
Registrar	Resident Services - Registration - Postage and Packing Charge (Special Delivery 24hr Guaranteed)	Y	£ 10.00	£ 11.60	+ £1.60	+ 16.00%
Registrar	Administration Charge to complete PD2 / Proof of Life Confirmation forms	Y	£ 40.00	£ 44.50	+ £4.50	+ 11.25%
<b>On Street Car Parking</b>						
On Street Car Parking	Parking Permits - Business Permits - Per Month thereof	Y	£ 45.00	£ 50.00	+ £5.00	+ 11.11%
On Street Car Parking	Parking Permits - Business Permits - Per year	Y	£ 400.00	£ 450.00	+ £50.00	+ 12.50%
On Street Car Parking	Parking Permits - Business Permits - for 6 months	Y	£ 230.00	£ 249.00	+ £19.00	+ 8.26%
On Street Car Parking	Parking Permits - NHS Permits	Y	£ 120.00	£ 151.00	+ £31.00	+ 25.83%
On Street Car Parking	Parking Permits - Non Commuter Car Parks / On Street Long Stay Only	Y	£ 500.00	£ 635.00	+ £135.00	+ 27.00%

On Street Car Parking	Parking permits - Contractor permits - Annual	Y	£ 200.00	£ 207.00	+ £7.00	+ 3.50%
On Street Car Parking	Parking permits - Contractor permits - 6 month	Y	£ 100.00	£ 110.00	+ £10.00	+ 10.00%
On Street Car Parking	Parking permits - Contractor permits - 3 month	Y	£ 70.00	£ 77.00	+ £7.00	+ 10.00%
On Street Car Parking	Parking permits - Contractor permits - 1 month	Y	£ 50.00	£ 55.00	+ £5.00	+ 10.00%
On Street Car Parking	Parking Permits - Operational Permits	Y	£ 130.00	£ 149.00	+ £19.00	+ 14.62%
On Street Car Parking	Parking Permits - Residents Permits - Per year - 3rd Permit per Household	Y	£ 15.00	£ 75.00	N/A	N/A
On Street Car Parking	Tempory Permit	Y	£ 13.00	£ 13.40	+ £0.40	+ 3.08%
On Street Car Parking	Annual Country Park Parking Season Pass - Up to 3 hours	Y	£ 75.00	£ 82.00	+ £7.00	+ 9.33%
<b>Grangewaters Outdoor Education Centre</b>						
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters - Club Use of Site - Grangewaters Working Newfoundlands (Per dog, per visit)	Y	£ 6.50	£ 6.80	+ £0.30	+ 4.62%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 2 children (Full day, 4 sessions)	Y	£ 346.00	£ 381.00	+ £35.00	+ 10.12%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 2 children (Half day, 2 sessions)	Y	£ 197.00	£ 217.00	+ £20.00	+ 10.15%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters - VIP offer - Up to 2 adults and 4 children (Full day, 4 sessions)	Y	£ 359.00	£ 396.00	+ £37.00	+ 10.31%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 4 children (Half day, 2 sessions)	Y	£ 215.00	£ 237.00	+ £22.00	+ 10.23%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters VIP offer - Up to 2 adults and 4 children (Single session)	Y	£ 122.00	£ 134.00	+ £12.00	+ 9.84%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters - School Holiday Periods Only - Activity Sessions (per session per person charge)	Y	£ 10.00	£ 11.00	+ £1.00	+ 10.00%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Accommodation only (per person per night)	Y	£ 20.00	£ 22.50	+ £2.50	+ 12.50%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Full Day Charge	Y	£ 89.00	£ 92.00	+ £3.00	+ 3.37%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Half Day Charge	Y	£ 49.00	£ 50.00	+ £1.00	+ 2.04%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Celebration Groups up to 10 people - Single Activity	Y	£ 175.00	£ 189.00	+ £14.00	+ 8.00%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Celebration Groups up to 10 people - Double Activity	Y	£ 310.00	£ 336.00	+ £26.00	+ 8.39%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First Person - 1.5 Hour Session	Y	£ 58.00	£ 62.50	+ £4.50	+ 7.76%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First Person - 3 Hour Session	Y	£ 100.00	£ 107.00	+ £7.00	+ 7.00%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First Person - 4.5 Hour Session	Y	£ 126.00	£ 140.00	+ £14.00	+ 11.11%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional Person - 1.5 Hour Session	Y	£ 31.50	£ 34.00	+ £2.50	+ 7.94%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional Person - 3 Hour Session	Y	£ 50.50	£ 56.00	+ £5.50	+ 10.89%
Grangewaters Outdoor Education Centre	Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional Person - 4.5 Hour Session	Y	£ 68.50	£ 76.00	+ £7.50	+ 10.95%
<b>Thameside Complex</b>						
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Performance Surcharge	Y	£ 205.00	£ 243.00	+ £38.00	+ 18.53%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Room Hire - Third Floor Foyer Monday to Saturday only	Y	£ 20.00	£ 22.00	+ £2.00	+ 10.00%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Gallery Booking Deposit	Y	£ 25.50	£ 30.50	+ £5.00	+ 19.61%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Surcharge for staff and bar with Foyer booking	Y	£ 55.00	£ 61.00	+ £6.00	+ 10.92%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Extra Staff - For technical or Front of house work. Charged per hour.	Y	£ 24.00	£ 26.00	+ £2.00	+ 8.33%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Radio Microphone System Price per 4 microphones	Y	£ 31.00	£ 35.00	+ £4.00	+ 12.90%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Museum as additional dressing rooms - Only available after museum closing times 5pm-11pm	Y	£ 74.00	£ 82.00	+ £8.00	+ 10.81%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Digital Cinema Projector	Y	£ 71.00	£ 80.00	+ £9.00	+ 12.68%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Set up and Remove Stage in Foyer	Y	£ 71.00	£ 80.00	+ £9.00	+ 12.68%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Off Peak Tariff - Commercial Organisations Mondays and Tuesdays in January, February and August only. Standard block 18:00 to 23:00	Y	£ 81.50	£ 87.00	+ £5.50	+ 6.75%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Off Peak Tariff - Commercial Organisations Mondays and Tuesdays in January, February and August only. Standard Fee per hour between 09:00 to 18:00	Y	£ 351.00	£ 396.00	+ £45.00	+ 12.82%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Off Peak Tariff - Commercial Organisations Mondays and Tuesdays in January, February and August only. Additional hour after 23:00	Y	£ 186.00	£ 210.00	+ £24.00	+ 12.90%





Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period 18.00 to 23.00 - Saturday - <b>2) Thurrock based non-profit organisations and members of Thurrock Arts Council</b>	Y	£ 845.00	£ 950.00	+ £105.00	+ 12.43%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period per additional hour after 11pm Mon-Thurs - <b>1) Thurrock Council services and DFE funded schools and academies</b>	Y	£ 155.00	£ 174.00	+ £19.00	+ 12.26%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period per additional hour after 11pm Mon-Thurs - <b>2) Thurrock based non-profit organisations and members of Thurrock Arts Council</b>	Y	£ 186.00	£ 210.00	+ £24.00	+ 12.90%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges -Standard fee per hour 08.00 to 18.00 - Saturday - <b>1) Thurrock Council services and DFE funded schools and academies</b>	Y	£ 110.00	£ 124.00	+ £14.00	+ 12.73%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges -Standard fee per hour 08.00 to 18.00 - Saturday - <b>2) Thurrock based non-profit organisations and members of Thurrock Arts Council</b>	Y	£ 131.00	£ 148.00	+ £17.00	+ 12.98%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Monday to Thursday	Y	£ 270.00	£ 303.00	+ £33.00	+ 12.22%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Saturday	Y	£ 441.00	£ 495.00	+ £54.00	+ 12.24%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Friday per hour 08.00 to 18.00	Y	£ 206.00	£ 231.00	+ £25.00	+ 12.14%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Monday to Thursday per hour 08.00 to 18.00	Y	£ 198.00	£ 225.00	+ £27.00	+ 13.64%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Saturday per hour 08.00 to 18.00	Y	£ 226.00	£ 255.00	+ £29.00	+ 12.83%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Friday	Y	£ 1,160.00	£ 1,310.00	+ £150.00	+ 12.93%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Saturday	Y	£ 1,580.00	£ 1,780.00	+ £200.00	+ 12.66%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Friday	Y	£ 297.00	£ 336.00	+ £39.00	+ 13.13%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Sunday	Y	£ 441.00	£ 495.00	+ £54.00	+ 12.24%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Monday to Thursday	Y	£ 725.00	£ 820.00	+ £95.00	+ 13.10%
Thameside Complex	Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Sunday per hour 09.00 to 23.00	Y	£ 267.00	£ 300.00	+ £33.00	+ 12.36%
Thameside Complex	Cultural Service - Thameside Theatre - Bronze Technical Package	Y	£ 107.00	£ 121.00	+ £14.00	+ 13.08%
Thameside Complex	Cultural Service - Thameside Theatre - Silver Technical Package	Y	£ 150.00	£ 169.00	+ £19.00	+ 12.67%
Thameside Complex	Cultural Service - Thameside Theatre - Gold Technical Package	Y	£ 172.00	£ 194.00	+ £22.00	+ 12.79%
Thameside Complex	Cultural Service - Thameside Theatre - Platinum Technical Package	Y	£ 321.00	£ 363.00	+ £42.00	+ 13.08%
Thameside Complex	Cultural Service - Thameside Theatre - Foyer Party Package	Y	£ 321.00	£ 363.00	+ £42.00	+ 13.08%
Thameside Complex	Cultural Service - Thameside Theatre - Outdoor events Package	Y	£ 1,030.00	£ 1,160.00	+ £130.00	+ 12.62%
Thameside Complex	Cultural Service - Thameside Theatre - Indoor Events Package	Y	£ 1,030.00	£ 1,160.00	+ £130.00	+ 12.62%

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F&C 22/23 - Benchmarking	Thurrock	Havering	Southend	Basildon	LBB	Medway
	Fees	Fees	Fees	Fees	Fees	Fees
<b>Service Categories</b>	<b>1,099</b>	<b>1,397</b>	<b>1,518</b>	<b>1,318</b>	<b>1,209</b>	<b>1,464</b>
Advertising	1	4	-	-	-	-
Bereavement Services	28	214	218	51	61	220
Commercial Matters/ Properties	12	-	-	-	-	-
<b>Culture, Parks &amp; Outdoor Spaces</b>	<b>224</b>	<b>260</b>	<b>283</b>	<b>512</b>	<b>364</b>	<b>315</b>
Allotments	2	1	8	8	2	5
Events/ Hiring	5	164	64	185	99	100
Grounds Maintenance	1	16	-	10	4	1
Heritage	8	-	-	-	124	51
Library Services	81	58	57	-	44	19
Parks	20	4	22	109	44	-
Sports & Leisure	44	17	132	69	47	65
Theatre	63	-	-	131	-	74
<b>Environmental Health</b>	<b>115</b>	<b>119</b>	<b>5</b>	<b>9</b>	<b>46</b>	<b>20</b>
Catering	1	4	-	-	-	-
Environmental Enforcement	36	38	-	-	14	-
Environmental Protection	78	77	5	9	32	20
Highways	63	21	126	-	50	46
<b>Housing</b>	<b>68</b>	<b>13</b>	<b>24</b>	<b>9</b>	<b>41</b>	<b>36</b>
General Housing	21	1	-	-	34	-
HMO	24	9	-	7	7	-
Housing Offences	9	-	-	2	-	-
Private Housing	13	3	24	-	-	36
Sheltered Housing	1	-	-	-	-	-
Legal Services	75	53	-	86	-	-
<b>Regulatory</b>	<b>410</b>	<b>616</b>	<b>690</b>	<b>628</b>	<b>583</b>	<b>529</b>
Building Control	1	27	135	110	26	-
Licensing	191	211	266	241	177	180
Local Land Charges	22	48	8	20	12	73
Planning	59	44	32	152	40	85
Parking	38	108	157	40	299	84
Public Protection	51	112	25	10	4	79
Registrars	48	66	67	55	25	28
<b>Services for Adults</b>	<b>46</b>	<b>28</b>	<b>9</b>	<b>-</b>	<b>17</b>	<b>44</b>
Adult Education	17	-	-	-	-	44
Adult Social Care	20	19	9	-	6	-
Court Protection	9	9	-	-	11	-
<b>Services for Children</b>	<b>22</b>	<b>41</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>-</b>
Childcare	19	-	-	-	5	-
Music Services	3	41	-	-	-	-
Transport	30	-	15	-	16	69
Waste	5	28	12	8	26	6
<b>Unique Service Categories (Aggregated into service areas)</b>			<b>136</b>	<b>15</b>	<b>-</b>	<b>179</b>
Archives	-	-	-	-	-	31
Exhibition Spaces	-	-	47	-	-	-
Interpretation Services	-	-	-	-	-	118
Photography/ Filming	-	-	11	15	-	-
Pier & Foreshore	-	-	66	-	-	30
Education	-	-	12	-	-	-

Sources shown in 'Summaries' tab

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Residents Permits 22/23	1st	2nd	3rd	Rank	% > TC
<b>Thurrock (Agreed 23/24)</b>	<b>£15</b>	£15	£15	<b>1st</b>	<b>0%</b>
<b>Southend</b>	£15	£25	£50	2nd	0%
<b>Chelmsford</b>	£26	£26	£26	3rd	73%
<b>Medway</b>	£31	£31	£31	4th	107%
<b>Basildon</b>	£34	£34	£34	5th	123%
<b>Brentwood</b>	£34	£34	£34	6th	123%
<b>Havering</b>	£35	£60	£85	7th	133%
<b>Rochford</b>	£50	£50	£50	8th	233%
<b>Castle Point</b>	£52	£52	£52	9th	247%
<b>Maldon</b>	£54	£54	£54	10th	260%
<i>Ranking based off 1st permit pricing</i>					

Residents Permits	1st	2nd	3rd	4th	5th+
<b>Barking &amp; Dagenham</b>	<b>Table - Emissions (CO2) g/km</b>				
<b>Band 1: 0 to 50*</b>	£0 - Up to 2		£45	£45	£45
<b>Band 2: 50 to 100</b>	£18 - Up to 2		£45	£45	£45
<b>Band 3: 101 to 140</b>	£36 - Up to 2		£45	£54	£63
<b>Band 4: 141 to 160</b>	£45 - Up to 2		£56.25	£67.50	£78.75
<b>Band 5: 161 to 180</b>	£51 - Up to 2		£63.75	£76.50	£89.25
<b>Band 6: 181 to 255</b>	£80 - Up to 2		£100	£120	£140
<b>Band 7: Over 256</b>	£140 - Up to 2		£175	£210	£245
<i>* Hybrid or Electric vehicle</i>					

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Fee Comparison Full Plans 2023/24	< 30sqm	2 Storey	Loft ext.	Rank
Castle Point	£656	£754 (£806 between 40 and 100sqm)	£718	1st
Brentwood	£667	£778 (£865 between 40 and 100sqm)	£643	2nd
Thurrock	<b>£694</b>	<b>£815</b>	<b>£676</b>	<b>3rd</b>
Colchester	£737	£760 (£1003 between 40 and 100sqm)	£832	4th
Southend	£745	£902 (£980 between 30 and 100sqm)	£824	5th
Epping	£745	£745 (£1170 between 40 and 100sqm)	£790	6th
Havering	£754	£1,039	£754	7th
<i>Ranking based off cheapest &lt; 30sqm cost</i>				

Fee Comparison Building Notice 2023/24	< 30sqm	2 Storey	Loft ext.	Rank
Castle Point	£720	£804 (£828 between 40 and 100sqm)	£758	1st
Thurrock	<b>£729</b>	<b>£885</b>	<b>£729</b>	<b>2nd</b>
Brentwood	£735	£855 (£951 between 40 and 100sqm)	£707	3rd
Epping	£745	£745 (£1170 between 40 and 100sqm)	£790	4th
Havering	£754	£1,039	£754	5th
Colchester	£767	£813 (1034 between 40 and 100sqm)	£882	6th
Southend	£785	£941 (£1020 between 40 and 100sqm)	£863	7th
<i>Ranking based off cheapest &lt; 30sqm cost</i>				

<b>% &gt; TC</b>
-5%
-4%
<b>0%</b>
6%
7%
7%
9%

<b>% &gt; TC</b>
-1%
<b>0%</b>
1%
2%
3%
5%
8%



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## Grangewaters – EIA

### Community Equality Impact Assessment

The Equality Act 2010 states that public bodies must have “due regard” to a variety of Equalities objectives (Equality Act 2010, Section 149) and consequently, Equality Analysis must be carried out to demonstrate that decision-makers are fully aware of the impact that changes may have on stakeholders.

The concept of ‘due regard’ was reinforced in 2012 during the review of the Public Sector Equality Duty (PSED) which “requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities”

‘Due regard’ is dependent on the relevance and potential impact of the decision being considered. The greater the relevance and impact, the higher the regard due.

As an authority, we have made a commitment to apply a systematic screening process to new policy, strategy, functions or service development including reviews or changes to existing policy, strategy, functions or services.

This is to determine whether the proposals are likely to have a significant impact on different groups within our community.

This process has been developed, together with [full guidance](#), to support officers in meeting our duties under the:

- Equality Act 2010
- Public Sector Equality Duty
- The Best Value Guidance
- The Public Service (Social Value) 2012 Act

In addition, the guidance supports officers to consider our commitments set out in the [Thurrock Joint Compact](#) with the voluntary sector.

As well as supporting you to look at whether there is, or will be, a significant impact, the guidance will also consider ways in which you might mitigate this in the future.

**About the service and reason for the development or review process**

Name of service	Children’s Services – Mid Year Fee Increase Grangewaters
Lead Officer	Michele Lucas
Contact Details	mlucas@thurrock.gov.uk

**Why is this policy, strategy, function or service development/review needed?**

The current financial position of the council has meant we have to give consideration to an in-year price increase linked to our current fee and charges. Grangewaters is an outdoor education centre which covers its running costs year and year and has over the past two years made a profit, Grangewaters offers the local communities of Thurrock the opportunity to participate in outdoor learning programmes. Its unique selling point is the work it undertakes with children and young people who have special education needs and this attracts customers from both within and outside of Thurrock. It is one of the key providers for the government's national holiday activities programmes.

**1. Community impact (this can also be used to assess impact on staff although a cumulative impact should be considered)**

1.1 What impacts will this policy, strategy, function or service development/review have on communities and workforce?  
 Look at what you know? What does your research tell you?

*Consider:*

- National and local data sets – please see guidance
- Complaints
- Consultation and service monitoring information
- Voluntary and community organisations
- The Equality Act places a specific duty on people with ‘protected characteristics. The table below details these groups and helps you to consider the impact on these groups.

	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
<b>Local communities in general</b>		x	x	The price increases are in line with the increased running costs.	The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on the bookings for a proportion of our local residents

Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

					Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation – we will continue to seek external funding to ensure vulnerable children are not disadvantaged due to the in-year price increases.
<b>Age</b>			x	The new price increases directly impact on children and young.	This in year price increases will be monitored and considers – external funding will be sought to mitigate the price increase.
<b>Disability</b>			x	Grangewaters offers a range of programmes specifically targeting children and young people with disability any increase in costs will place additional challenge on parents/carers.	Holiday Activities programme supported children and young people on free school meals we will undertake further targeted information to families with children with a disability.
<b>Gender reassignment</b>				N/A	N/A
<b>Marriage and civil partnership</b>				N/A	N/A
<b>Pregnancy and maternity</b>				N/A	N/A
<b>Race (including Gypsies, Roma and Travellers)</b>			x	Please refer to above due to vulnerability of children and young people related to cost increases.	Please refer to above further external funding to be sought.
<b>Religion or belief</b>				N/A	
<b>Sex</b>				N/A	
<b>Sexual orientation</b>				N/A	

Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

<p><b>Any community issues identified for this location?</b>  <i>See above link to ward profiles.</i>                  If the project is based in a specific location please state where, or whether Borough wide. Please include any detail of relevance – for example, is it an area with high unemployment, or public transport limited?</p>				The in-year price increase will impact on all areas on communities within Thurrock	All work within the Children’s Services is monitored via our Brighter Futures Strategy which is focussed on outcomes for children and young people.
<p><b>Workforce</b></p>		x		The current workforce are trained to deliver high quality outdoor learning activities	We appoint a number of apprentices into the team to ensure that we are growing our workforce and supporting both young people and adults with apprenticeship roles in outdoor learning

## 2. Consultation, data and intelligence

2.1 Please highlight the steps you have taken, or plan to take, to consult the whole community or specific groups affected by the policy, strategy, function or service development/review e.g., on-line consultation, focus groups, consultation with representative groups? For further guidance please contact: [consultations@thurrock.gov.uk](mailto:consultations@thurrock.gov.uk)  
***This is a vital step***

The new in year increases will cause some concern re local residents however we have undertaken some market testing and feel they can be increased from October 2023. A further review of all fees and charges will be undertaken over the summer to ensure that we can increase fees from April 1<sup>st</sup> 2024.

2.2 Please also provide details on the sources of data or intelligence you have used to inform your assessment of impact and how they have helped you to understand those that will be affected by the policy, strategy, function or service development/review outlined?

Grangewaters continually looks at what other local outdoor learning sites are charging for similar programmes – we have had to ensure that we remain competitive as this is cost neutral to the council and provides much needed activities for families across Thurrock and SEND children and young people. We will undertake further investigations over the summer to enable to consider price increases from April 2024. As outlined in the document we do believe we can increase some of the charges from October 2023 this are outlined document that was sent across.

## 3. Monitoring and Review

3.1 How will you review community and equality impact once the policy, strategy, function or service has been implemented?  
*These actions should be developed using the information gathered in Section 1 and 2 and should be picked up in your departmental/service business plans.*

<p>Action</p>	<p>Page 82</p>	<p>By when?</p>	<p>By who?</p>
---------------	----------------	-----------------	----------------

**3.1 How will you review community and equality impact once the policy, strategy, function or service has been implemented?**

*These actions should be developed using the information gathered in **Section 1 and 2** and should be picked up in your departmental/service business plans.*

Children’s O&S approve the in-year increase of charges	June 2023	TBC
Communication sent to all current customers to inform them of the price increase from October 2023.	1 <sup>st</sup> August 2023	
The new fee structure will be in place from October 2023.	1 <sup>st</sup> October 2023	

**4. Next steps**

It is important to ensure that the information gathered is used to inform any council reports that are presented to Cabinet or Overview and Scrutiny committees. This will allow members to be furnished with all the facts in relation to the impact their decisions will have on different equality groups and the community as a whole. Take some time to précis your findings below. This can then be added to your report template and the Equality and Diversity Implications section for sign off by the Community Development and Equalities team at the consultation stage of the report cycle.

**Implications/ Customer Impact**

We will continue to monitor the impact from October to April re the price increases we are looking to introduce from October 2023, and this will enable us to have a secure picture of the price increases from April 1<sup>st</sup> 2024. We will continue to identify external funding opportunities to support families who would not be able to afford any price increase and use our funded places to support disadvantaged children and young people.

**5. Sign off**

The information contained in this template should be authorised by the relevant project sponsor or Head of Service who will be responsible for the accuracy of the information now provided and delivery of actions detailed.

Name	Role – for example, project sponsor, head of service)	Date
Michele Lucas	Assistant Director	10 <sup>th</sup> May 2023

## Parking and Enforcement – EIA

### Community Equality Impact Assessment

The Equality Act 2010 states that public bodies must have “due regard” to a variety of Equalities objectives (Equality Act 2010, Section 149) and consequently, Equality Analysis must be carried out to demonstrate that decision-makers are fully aware of the impact that changes may have on stakeholders.

The concept of ‘due regard’ was reinforced in 2012 during the review of the Public Sector Equality Duty (PSED) which “requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities”

‘Due regard’ is dependent on the relevance and potential impact of the decision being considered. The greater the relevance and impact, the higher the regard due.

As an authority, we have made a commitment to apply a systematic screening process to new policy, strategy, functions or service development including reviews or changes to existing policy, strategy, functions or services.

This is to determine whether the proposals are likely to have a significant impact on different groups within our community.

This process has been developed, together with [full guidance](#), to support officers in meeting our duties under the:

- Equality Act 2010
- Public Sector Equality Duty
- The Best Value Guidance
- The Public Service (Social Value) 2012 Act

In addition, the guidance supports officers to consider our commitments set out in the [Thurrock Joint Compact](#) with the voluntary sector.

As well as supporting you to look at whether there is, or will be, a significant impact, the guidance will also consider ways in which you might mitigate this in the future.

#### About the service and reason for the development or review process

Name of service	Parking services and Environmental Enforcement
Lead Officer	Phil Carver
Contact Details	<a href="mailto:Pcarver@thurrock.gov.uk">Pcarver@thurrock.gov.uk</a>

Why is this policy, strategy, function or service development/review needed?
Proposed increase in Fees & Charges

## 1. Consultation, data and intelligence

1.1 Please highlight the steps you have taken, or plan to take, to consult the whole community or specific groups affected by the policy, strategy, function or service development/review e.g. on-line consultation, focus groups, consultation with representative groups? For further guidance please contact: [consultations@thurrock.gov.uk](mailto:consultations@thurrock.gov.uk)

***This is a vital step***

We also have completed notices regarding car park charges.

We also plan to use the council website and use comms.

This is also published within the annual Fees & Charges report which is uploaded online

1.2 Please also provide details on the sources of data or intelligence you have used to inform your assessment of impact and how they have helped you to understand those that will be affected by the policy, strategy, function or service development/review outlined?

The table below shows a comparison of Thurrock’s proposed charges compared to that of our neighbouring boroughs and surrounding areas, Thurrock are still drastically lower than any of our neighbouring boroughs

Residents Permits 22/23	1st	2nd	3rd	Rank	% > TC
<b>Thurrock (Proposed 23/24)</b>	<b>£10</b>	£20	£80	<b>1st</b>	<b>0%</b>
Southend	£15	£25	£50	2nd	50%
Chelmsford	£26	£26	£26	3rd	160%
Medway	£31	£31	£31	4th	210%
Basildon	£34	£34	£34	5th	235%
Brentwood	£34	£34	£34	6th	235%
Havering	£35	£60	£85	7th	250%
Rochford	£50	£50	£50	8th	400%
Castle Point	£52	£52	£52	9th	420%
Maldon	£54	£54	£54	10th	440%

*Ranking based off 1st permit pricing*

Residents Permits	1st	2nd	3rd	4th	5th+
<b>Barking &amp; Dagenham</b>	<b>Table - Emissions (CO2) g/km</b>				
<b>Band 1: 0 to 50*</b>	£0 - Up to 2		£45	£45	£45
<b>Band 2: 50 to 100</b>	£18 - Up to 2		£45	£45	£45
<b>Band 3: 101 to 140</b>	£36 - Up to 2		£45	£54	£63
<b>Band 4: 141 to 160</b>	£45 - Up to 2		£56.25	£67.50	£78.75
<b>Band 5: 161 to 180</b>	£51 - Up to 2		£63.75	£76.50	£89.25
<b>Band 6: 181 to 255</b>	£80 - Up to 2		£100	£120	£140
<b>Band 7: Over 256</b>	£140 - Up to 2		£175	£210	£245

*\* Hybrid or Electric vehicle*

Barking & Dagenham offer a reduced rate for permits to residents driving low emission vehicles to help reduce their carbon footprint, this was an option that Thurrock proposed in 2021 but was not taken forward at that time

## 2. Community and workforce impact

1.1 What impacts will this policy, strategy, function or service development/review have on communities, workforce and the health and wellbeing of local residents?  
Look at what you know? What does your research tell you?

*Consider:*

- National and local data sets – please see guidance
- Complaints
- Consultation and service monitoring information
- Voluntary and community organisations
- The Equality Act places a specific duty on people with ‘protected characteristics’. The table below details these groups and helps you to consider the impact on these groups.

	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
<b>Local communities in general</b>	x			This will allow the upkeep of maintenance such as lines, signs and resurfacing	We have a robust approach to monitoring as it is a part of officers duty to review the standards of locations. Inflation has been considered in the Increases
<b>Age</b>	x			the impact applies to all regardless of protected characteristics	the same applies as detailed in ‘local communities in general’ above.
<b>Disability</b>	x			the impact applies to all regardless of protected characteristics	the same applies as detailed in ‘local communities in general’ above.
<b>Gender reassignment</b>	x			the impact applies to all regardless of protected characteristics	the same applies as detailed in ‘local communities in general’ above.
<b>Marriage and civil partnership</b>	x			the impact applies to all regardless of protected characteristics	the same applies as detailed in ‘local communities in general’ above.
<b>Pregnancy and maternity</b>	x			the impact applies to all regardless of protected characteristics	the same applies as detailed in ‘local communities in general’ above.
<b>Race (including Gypsies, Roma and Travellers)</b>	x			the impact applies to all regardless of protected characteristics	the same applies as detailed in ‘local communities in general’ above.



Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

<b>Religion or belief</b>	x			the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
<b>Sex</b>	x			the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
<b>Sexual orientation</b>	x			the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
<b>Any other community issues identified for this location?</b> If the project is based in a specific location please state where, or whether Borough wide. Please include any detail of relevance – for example, is it an area with high unemployment, or public transport limited?				This is borough wide, paying fair rates for the upkeep as detailed in the Local communities in general above	
<b>Workforce of Thurrock Council</b> (e.g. in the case of service change/s)	x				
<b>Health and wellbeing of residents</b> Please see guidance.			x	This may have a negative impact on the health & Wellbeing of residents as they may not be able to afford to pay which in turn may cause stress and upset as well as not being able to access facilities due to increased charges that aid in health and wellbeing e.g. parks and open spaces,	
<b>Socio-economic outcomes</b> Please see guidance.			X	Those living on a low income may have their ability to access services and amenities reduced or restricted.	This is mitigated by keeping increases low in comparison to other neighbouring boroughs
<b>Veterans and serving members of the armed forces</b> Please see guidance.	x			paying fair rates for the upkeep as detailed in the Local communities in general above	

### 3. Monitoring and Review

<p>3.1 How will you review community and equality impact once the policy, strategy, function or service has been implemented?  <i>These actions should be developed using the information gathered in <b>Section 1 and 2</b> and should be picked up in your departmental/service business plans.</i></p>		
Action	By when?	By who?
To undertake regular quality monitoring visits during officers patrols ensuring quality standards at locations	Patrolled daily	CEOs & EEOs
To carry out consultation with residents and other stakeholders to gather intelligence to further inform this CEIA and assess if the assumed impacts are accurate or need amending.		

### 4. Next steps

It is important to ensure that the information gathered is used to inform any council reports that are presented to Cabinet or Overview and Scrutiny committees. This will allow members to be furnished with all the facts in relation to the impact their decisions will have on different equality groups and the community as a whole. Take some time to précis your findings below. This can then be added to your report template and the Equality and Diversity Implications section for sign off by the Community Development and Equalities team at the consultation stage of the report cycle.

Implications/ Customer Impact
<p>Paying fair rates for the upkeep will allow quality standards of maintenance such as lines, signs and resurfacing. Quality standards prevent trips and falls, less damage to vehicle and public confidence to pay and use locations</p> <p>There is no consultation for parking increases. Information is provided as per point 1 above. Fees and Charges are reviewed yearly, proposed changes are put before members to support or oppose.</p>

### 5. Sign off

The information contained in this template should be authorised by the relevant project sponsor or Strategic Lead who will be responsible for the accuracy of the information now provided and delivery of actions detailed.

Name	Role – for example, project sponsor, head of service)	Date
Phil Carver	Strategic Lead	5 <sup>th</sup> May 2023

## Registrars- EIA

### Community Equality Impact Assessment

The Equality Act 2010 states that public bodies must have “due regard” to a variety of Equalities objectives (Equality Act 2010, Section 149) and consequently, Equality Analysis must be carried out to demonstrate that decision-makers are fully aware of the impact that changes may have on stakeholders.

The concept of ‘due regard’ was reinforced in 2012 during the review of the Public Sector Equality Duty (PSED) which “requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities”

‘Due regard’ is dependent on the relevance and potential impact of the decision being considered. The greater the relevance and impact, the higher the regard due.

As an authority, we have made a commitment to apply a systematic screening process to new policy, strategy, functions or service development including reviews or changes to existing policy, strategy, functions or services.

This is to determine whether the proposals are likely to have a significant impact on different groups within our community.

This process has been developed, together with [full guidance](#), to support officers in meeting our duties under the:

- Equality Act 2010
- Public Sector Equality Duty
- The Best Value Guidance
- The Public Service (Social Value) 2012 Act

In addition, the guidance supports officers to consider our commitments set out in the [Thurrock Joint Compact](#) with the voluntary sector.

As well as supporting you to look at whether there is, or will be, a significant impact, the guidance will also consider ways in which you might mitigate this in the future.

**About the service and reason for the development or review process**

Name of service	Registrars
Lead Officer	Tracie Heiser
Contact Details	07766 206658

**Why is this policy, strategy, function or service development/review needed?**

Following the mid year review of fees and charges for the following;

- Registrar attendance at approved premises for Marriage/Civil Partnership
- Registrar attendance at Register Office for Naming Ceremonies/ Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership)
- Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership)
- Ceremonies held in Thameside Theatre
- Postage and Packing Charge (1st Class Recorded)
- Private Citizenship Ceremony
- Postage and Packing Charge (Special Delivery 24hr Guaranteed)

**1. Consultation, data and intelligence**

1.1 Please highlight the steps you have taken, or plan to take, to consult the whole community or specific groups affected by the policy, strategy, function or service development/review e.g. on-line consultation, focus groups, consultation with representative groups? For further guidance please contact: [consultations@thurrock.gov.uk](mailto:consultations@thurrock.gov.uk)

***This is a vital step***

As this is an optional service for customers, they can choose whether to use the service or not with the fees and charges clearly displayed on our website.

We do provide different options at varying prices to ensure that our service is available to a range of customers. For example with Citizenships they do have the option to attend a free group ceremony or they can pay for the private ceremony.

The annual fee increase is discussed with customers when they contact us to make a booking especially when the requested date falls into a new financial year.

Any changes to the fees and charges are updated on the website within the Registrars area along with the annual Fees & Charges report which is also available.

Due to the nature of the service and inline with other local authorities and private venues, annual price increases are common.

1.2 Please also provide details on the sources of data or intelligence you have used to inform your assessment of impact and how they have helped you to understand those that will be affected by the policy, strategy, function or service development/review outlined?

A benchmarking exercise has been carried out to compare with other local authorities. Fees and charges are provided for Registration services on local authority websites which allows the comparison to be made.

It is difficult to compare the charges for ceremonies as the venues and facilities do vary, however our fees are lower than other local authorities.

We are proposing higher fees for postage and private citizenships, compared to others but we do also have the other pricing options available.

## 2. Community and workforce impact

1.1 What impacts will this policy, strategy, function or service development/review have on communities, workforce and the health and wellbeing of local residents? Look at what you know? What does your research tell you?

Consider:

- National and local data sets – please see guidance
- Complaints
- Consultation and service monitoring information
- Voluntary and community organisations
- The Equality Act places a specific duty on people with ‘protected characteristics’. The table below details these groups and helps you to consider the impact on these groups.

	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
<b>Local communities in general</b>		*			
<b>Age</b>		*			
<b>Disability</b>		*			
<b>Gender reassignment</b>		*			
<b>Marriage and civil partnership</b>			*	Negative – higher costs	
<b>Pregnancy and maternity</b>		*			

Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

<b>Race (including Gypsies, Roma and Travellers)</b>		*			
<b>Religion or belief</b>		*			
<b>Sex</b>		*			
<b>Sexual orientation</b>		*			
<b>Any other community issues identified for this location?</b> If the project is based in a specific location please state where, or whether Borough wide. Please include any detail of relevance – for example, is it an area with high unemployment, or public transport limited?			*	New citizens who would like a private citizenship may not be able to afford this due to the increase.	Group citizenship ceremonies are available free of charge as the cost is in the Home Office application fee.
<b>Workforce of Thurrock Council</b> (e.g. in the case of service change/s)		*			
<b>Health and wellbeing of residents</b> Please see guidance.		*			
<b>Socio-economic outcomes</b> Please see guidance.		*			
<b>Veterans and serving members of the armed forces</b> Please see guidance.		*			

### 3. Monitoring and Review

<p>3.1 How will you review community and equality impact once the policy, strategy, function or service has been implemented?  <i>These actions should be developed using the information gathered in Section 1 and 2 and should be picked up in your departmental/service business plans.</i></p>		
<b>Action</b>	<b>By when?</b>	<b>By who?</b>
Monitoring customer feedback	March 2024	Jenny Osborne
Review of income to see if customers continue to use these services with us or book elsewhere.	March 2024	Tracie Heiser and Jenny Osborne

## 4. Next steps

It is important to ensure that the information gathered is used to inform any council reports that are presented to Cabinet or Overview and Scrutiny committees. This will allow members to be furnished with all the facts in relation to the impact their decisions will have on different equality groups and the community as a whole.

Take some time to précis your findings below. This can then be added to your report template and the Equality and Diversity Implications section for sign off by the Community Development and Equalities team at the consultation stage of the report cycle.

Implications/ Customer Impact
<p>These fee increases relate to services which are optional to our residents, there are alternatives available.</p> <p>The impact would be that residents may choose to use services outside of Thurrock.</p>

## 5. Sign off

The information contained in this template should be authorised by the relevant project sponsor or Strategic Lead who will be responsible for the accuracy of the information now provided and delivery of actions detailed.

Name	Role – for example, project sponsor, head of service)	Date

## Land Charges – EIA

### Community Equality Impact Assessment

The Equality Act 2010 states that public bodies must have “due regard” to a variety of Equalities objectives (Equality Act 2010, Section 149) and consequently, Equality Analysis must be carried out to demonstrate that decision-makers are fully aware of the impact that changes may have on stakeholders.

The concept of ‘due regard’ was reinforced in 2012 during the review of the Public Sector Equality Duty (PSED) which “requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities”

‘Due regard’ is dependent on the relevance and potential impact of the decision being considered. The greater the relevance and impact, the higher the regard due.

As an authority, we have made a commitment to apply a systematic screening process to new policy, strategy, functions or service development including reviews or changes to existing policy, strategy, functions or services.

This is to determine whether the proposals are likely to have a significant impact on different groups within our community.

This process has been developed, together with [full guidance](#), to support officers in meeting our duties under the:

- Equality Act 2010
- Public Sector Equality Duty
- The Best Value Guidance
- The Public Service (Social Value) 2012 Act

In addition, the guidance supports officers to consider our commitments set out in the [Thurrock Joint Compact](#) with the voluntary sector.

As well as supporting you to look at whether there is, or will be, a significant impact, the guidance will also consider ways in which you might mitigate this in the future.



### About the service and reason for the development or review process

Name of service	Land Charges
Lead Officer	Anthony Fletcher
Contact Details	A.FLETCHER@THURROCK.GOV.UK

#### Why is this policy, strategy, function or service development/review needed?

A corporate decision has been made to review all material fees and where possible increase them mid-year (October 2023). Land charge fees fit into this category

## 1. Consultation, data and intelligence

1.1 Please highlight the steps you have taken, or plan to take, to consult the whole community or specific groups affected by the policy, strategy, function or service development/review e.g. on-line consultation, focus groups, consultation with representative groups? For further guidance please contact: [consultations@thurrock.gov.uk](mailto:consultations@thurrock.gov.uk)

### ***This is a vital step***

Benchmarking is regularly completed against other local authorities and national unitary authorities and the fees increases still keep us in line. Our searches are submitted by search agents (The same 10 – 15) who we will discuss the changes with for comment via individual consultation

1.2 Please also provide details on the sources of data or intelligence you have used to inform your assessment of impact and how they have helped you to understand those that will be affected by the policy, strategy, function or service development/review outlined?

Benchmarking among other local and unitary authorities indicated that fees are still consistent with other unitary and local authorities.

The average house price in Thurrock is £400,000.00. The impact of increasing our fees in the total cost of purchasing a house is minimal – accounting for under 0.0006%.

Although we compete over 4000 searches a year. Many submitted by the same 10 – 15 search agents who pass cost on to applicante.

## 2. Community and workforce impact

1.1 What impacts will this policy, strategy, function or service development/review have on communities, workforce and the health and wellbeing of local residents? Look at what you know? What does your research tell you?

Consider:

- National and local data sets – please see guidance
- Complaints
- Consultation and service monitoring information
- Voluntary and community organisations
- The Equality Act places a specific duty on people with ‘protected characteristics’. The table below details these groups and helps you to consider the impact on these groups.

	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
<b>Local communities in general</b>		X			
<b>Age</b>		X			
<b>Disability</b>		X			
<b>Gender reassignment</b>		X			
<b>Marriage and civil partnership</b>		X			
<b>Pregnancy and maternity</b>		X			

Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

<b>Race (including Gypsies, Roma and Travellers)</b>		X		
<b>Religion or belief</b>		X		
<b>Sex</b>		X		
<b>Sexual orientation</b>		X		
<b>Any other community issues identified for this location?</b> If the project is based in a specific location please state where, or whether Borough wide. Please include any detail of relevance – for example, is it an area with high unemployment, or public transport limited?		X		
<b>Workforce of Thurrock Council</b> (e.g. in the case of service change/s)		X		
<b>Health and wellbeing of residents</b> Please see guidance.		X		
<b>Socio-economic outcomes</b> Please see guidance.		X		
<b>Veterans and serving members of the armed forces</b> Please see guidance.		X		

### 3. Monitoring and Review

<p>3.1 How will you review community and equality impact once the policy, strategy, function or service has been implemented?  <i>These actions should be developed using the information gathered in <b>Section 1 and 2</b> and should be picked up in your departmental/service business plans.</i></p>		
<b>Action</b>	<b>By when?</b>	<b>By who?</b>
Land Searches are completed during the process of a house sale, to understand the history of the land to inform the buyer before purchase. There will be no impact on community or equality as a result of the fee change.	N/A	N/A

3.1 How will you review community and equality impact once the policy, strategy, function or service has been implemented?

*These actions should be developed using the information gathered in **Section 1 and 2** and should be picked up in your departmental/service business plans.*


#### 4. Next steps

It is important to ensure that the information gathered is used to inform any council reports that are presented to Cabinet or Overview and Scrutiny committees. This will allow members to be furnished with all the facts in relation to the impact their decisions will have on different equality groups and the community as a whole.

Take some time to précis your findings below. This can then be added to your report template and the Equality and Diversity Implications section for sign off by the Community Development and Equalities team at the consultation stage of the report cycle.

#### Implications/ Customer Impact

The increase in fee is still in line with what is charged at neighbouring authorities and unitary authorities. Our searches have a statutory target of 20 working days, Thurrock average 7.2 working days so the service is high. The average house price in Thurrock is £479,231. Our fees are as a % the least costly part of the whole process, but the accurate information provided is incredibly important.

#### 5. Sign off

The information contained in this template should be authorised by the relevant project sponsor or Strategic Lead who will be responsible for the accuracy of the information now provided and delivery of actions detailed.

Name	Role – for example, project sponsor, head of service)	Date
A.FLETCHER	Head of service	09.05.2023

## Development Management – EIA

### Thurrock Council

#### Community Equality Impact Assessment

Service area and lead officer

<b>Name of service</b>	Development Management
<b>Lead officer name</b>	Leigh Nicholson completing on behalf of Louise Reid (Strategic Lead)
<b>Lead officer job title</b>	Assistant Director, Planning, Transport and Public Protection
<b>Lead officer email address</b>	lnicholson@thurrock.gov.uk

Subject of this assessment

<b>What specific policy, strategy, function or service is the subject of this assessment?</b>
Development Management pre-application fees and charges
<b>Borough-wide or location-specific?</b>
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
<b>Why is this policy, strategy, function or service development or review needed?</b>
The Council is seeking to increase fees and charges across all services.

#### 1. Consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? **This is a vital step.**

<b>Steps you have taken, or plan to take, to consult or engage</b>
There is a corporate expectation that fees and charges will be increased in 23/24. No consultation has been carried out with customer groups, though previous benchmarking has found that Thurrock’s fees are within the upper / lower limits of those set by other LPAs in Essex.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

<b>Sources of data or intelligence, and how they have been used</b>
See above.

#### 2. Community and workforce impact

- 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Local communities in general</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Age</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Increased pre-application fees could deter residents with fixed incomes from engaging in the pre-application process.	Not possible to address this issue if fees are to be increased. It should be noted that pre-app is a discretionary service.
<b>Disability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Increased pre-application fees could deter residents with fixed incomes from engaging in the pre-application process.	Not possible to address this issue if fees are to be increased. It should be noted that pre-app is a discretionary service.
<b>Gender reassignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not relevant / applicable	Click or tap here to enter text.
<b>Marriage and civil partnership</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not relevant / applicable	Click or tap here to enter text.
<b>Pregnancy and maternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not relevant / applicable	Click or tap here to enter text.
<b>Race</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not relevant / applicable	Click or tap here to enter text.
<b>Religion or belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not relevant / applicable	Click or tap here to enter text.
<b>Sex</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not relevant / applicable	Click or tap here to enter text.
<b>Sexual orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not relevant / applicable	Click or tap here to enter text.
<b>Location-specific impact, if any</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not relevant / applicable	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Health and wellbeing of residents</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The pre-application process tends to make the planning process smoother, with better designed built development at the end of the process. Increasing fees for pre-app could discourage residents from seeking advice, resulting in avoidable refusals. +	Click or tap here to enter text.
<b>Socio-economic outcomes</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Veterans and serving members of the armed forces</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not relevant / applicable	Click or tap here to enter text.

### 3. Monitoring and review

- 3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
To review the number of pre-application submissions made	This data is collating on a rolling monthly basis	Business Improvement team – PTPP.

### 4. Next steps

- 4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

**Summary of implications and customer impact**

The pre-application process is provided to help residents / applicants shape development proposals before making a formal application. It allows residents to ‘dry run’ their proposals through the relevant teams to ensure the scheme stands the best chance of approval and is the best design to suit their needs and the location.

Previous benchmarking has indicated that Thurrock’s pre-app charges fall within the upper / lower limits of other LPA’s in Essex. Nonetheless, residents in Thurrock are facing increased Council tax charges and other pressures. Increasing fees for pre-app at this time runs the risk of deterring residents from engaging in the process. This could result in applications being refused with the time and costs of re-submissions (which are free to the applicant) and potential costly appeals.

If increased, the number of pre-application submission received would be monitored.

## 5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



## Thameside Theatre – EIA

### Thurrock Council

#### Community Equality Impact Assessment

Service area and lead officer

<b>Name of service</b>	Thameside Theatre
<b>Lead officer name</b>	Dianna Ferry
<b>Lead officer job title</b>	Theatre Manager
<b>Lead officer email address</b>	dferry@thurrock.gov.uk

Subject of this assessment

<b>What specific policy, strategy, function or service is the subject of this assessment?</b>
<b>Thameside Theatre – Fees and Charges Policy</b>
<b>Borough-wide or location-specific?</b>
<input type="checkbox"/> Borough-wide <input checked="" type="checkbox"/> Location-specific – please state locations below.
<b>Thameside Complex, Grays</b>
<b>Why is this policy, strategy, function or service development or review needed?</b>
<p>As a result of the S114 notice and financial position of the Council all services have been asked to review fees and charges with a view to increasing them to, as a minimum, reflect the cost of inflation over the past 5 years.</p> <p>The Thameside Theatre is one of the services that charges for services. In general fees and charges have increased in line with inflation except during the pandemic years. There is no legal reason why they should not be increased in line with inflation.</p> <p>On that basis an in year review of fees and charges has taken place in line with the corporate approach.</p>

## 1. Consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? **This is a vital step.**

### Steps you have taken, or plan to take, to consult or engage

All fees and charges will be considered by Members through relevant overview and scrutiny committee(s) prior to final decision. A final decision will be taken by Members through Cabinet / Council (Kelly to confirm).

The information provided to hirers and promoters will clearly explain the costs associated with use of the venue and the services it provides.

The decision to increase fees and charges has been taken corporately as a result of the S114 notice.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

### Sources of data or intelligence, and how they have been used

The decision to increase fees and charges in line with inflation has been taken corporately as a result of the S114 notice.

An increase in line with inflation will result in fees and charges that are in real terms the same as those charged five years ago. Some of the increases appear higher than others because charges were not increased through the COVID pandemic.

Data including bookings from previous years and anecdotal information from hirers suggests there will be an impact on hirers and promoters hoping to use the theatre as charges will be higher than previously expected. This may have an impact on the number and type of bookings.

The area we expect to be most affected will be the subsidised hire costs available to schools and community groups already struggling financially.

Given decisions taken on the Thameside Complex and the possibility it will close it is unclear whether the theatre will be able to continue to trade in the medium / longer term.

## 2. Community and workforce impact

1.3. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Increased hire charges will mean costs are passed on to performers and customers which may reduce the number and type of activities at the theatre and therefore reduce income.</p> <p>However increased fees and charge may help address the Council's financial position.</p>	The Theatre will work with hirers and promoters to market shows and demonstrate value for money.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The theatre hosts smaller events for groups with disabilities. These groups are stretched financially and may no longer be able to afford the cost of using theatre space and services.	Wherever possible the theatre will work with groups to try to reduce their costs or increase income to offset the additional charges.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Sexual orientation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LGBT+ group meets regularly at the theatre. They have secured funding for the short term but an increase in costs may impact on their use of the theatre space once external funding ceases.	Click or tap here to enter text.
<b>Location-specific impact, if any</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Health and wellbeing of residents</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Residents may be unable to afford tickets if prices increase. There is a wealth of evidence demonstrating how engagement with cultural activity improves health and wellbeing.	Click or tap here to enter text.
<b>Socio-economic outcomes</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local dance schools hire the theatre as an affordable space for their shows. Any increase in price could result in dance schools being unable to afford hire which will have an impact on their businesses.	Click or tap here to enter text.
<b>Veterans and serving members of the armed forces</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

### 3. Monitoring and review

1.4. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Monitor impact on number and type of bookings and compare to previous years	Ongoing	Theatre Manager

## Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

Gather anecdotal evidence from hirers and promoters	Ongoing	Theatre Manager
Monitor income and compare to previous years	Ongoing	Theatre Manager
Gather evidence from other local venues to ensure the theatre is competitive in the local market	Sept to January 2024 when prices are set for the next financial year	Theatre Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

### 2. Next steps

- 2.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
<p>An increase in fees and charges could impact on the number and type of bookings received from hirers and promoters. There may be particular impact on organisations already struggling with cost of living and reductions in funding such as schools and community groups. Impact will be monitored and, if appropriate, recommendations made when fees and charges are reviewed for the next financial year.</p> <p>Thurrock has a low participation rate in cultural activity compared to other local authorities across the country. The increased fees and charges are likely to result in increases to ticket prices which could reduce numbers using the theatre. As a result numbers participating in cultural activity could fall. Again impact will be monitored and, if appropriate, recommendations made to amend fees and charges to maximise income and audience numbers.</p>

### 3. Sign off

- 3.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:
- the accuracy of the information
  - making sure actions are undertaken

Name	Role	Date
Dianna Ferry	Theatre Manager	10/05/2023
Stephen Taylor	Strategic Lead – Economic Development	10/05/2023
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

## Burials – EIA

### Thurrock Council Community Equality Impact Assessment

Service area and lead officer

<b>Name of service</b>	Clean and Green – Burials
<b>Lead officer name</b>	Vincent Taylor
<b>Lead officer job title</b>	Strategic Lead – Clean and Green
<b>Lead officer email address</b>	vtaylor@thurrock.gov.uk

Subject of this assessment

<b>What specific policy, strategy, function or service is the subject of this assessment?</b>
<b>Fees and Charges for Burial Services</b>
<b>Borough-wide or location-specific?</b>
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
<b>Why is this policy, strategy, function or service development or review needed?</b>
<b>There is an annual review of fees and charges in this service area, this CEIA review is needed as an additional review of the fees and charges is being conducted.</b>

## 1. Consultation and supporting information

### 1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? This is a vital step.

Steps you have taken, or plan to take, to consult or engage
There are no specific groups affected by this change. The fees and charges are in line with other local authorities

### 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used
The registrar of burials conducted a recent benchmarking exercise looking at the fees charged by neighbouring local authorities for these services and ensured that those charges by Thurrock are comparable to others.

## 2. Community and workforce impact

### 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

### 3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
To monitor the uptake in the services offered by the council and to see if there is an increase in complaints	January 2024	Sue Newton – Registrar of Burials
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

### 4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.



## Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

### Summary of implications and customer impact

The charge for these services are in line with those offered elsewhere, our core burial services are only being increased in line with inflation, and those that are at the discretion of the service user are able to be increased in line with commercial demand.

## 5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Vincent Taylor	Strategic Lead – Clean and Green	10/05/23
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

## Abandoned Trolleys – EIA

### Thurrock Council Community Equality Impact Assessment

Service area and lead officer

<b>Name of service</b>	Clean and Green – Abandoned Trolleys
<b>Lead officer name</b>	Vincent Taylor
<b>Lead officer job title</b>	Strategic Lead – Clean and Green
<b>Lead officer email address</b>	vtaylor@thurrock.gov.uk

Subject of this assessment

<b>What specific policy, strategy, function or service is the subject of this assessment?</b>
<b>Fees and Charges for Abandoned Trolleys</b>
<b>Borough-wide or location-specific?</b>
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
<b>Why is this policy, strategy, function or service development or review needed?</b>
<b>There is an annual review of fees and charges in this service area, this CEIA review is needed as an additional review of the fees and charges is being conducted. In addition this is a new charge following a Cabinet Decision to adopt the Abandoned Trolley Cost Recovery Policy</b>

## 1. Consultation and supporting information

### 1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? This is a vital step.

#### Steps you have taken, or plan to take, to consult or engage

There are no specific groups affected by this change. This charge will be on the Supermarkets that allow their trollies to be abandoned and blight the environment

This has gone through Overview and Scrutiny, Cabinet and has had a public consultation that was overwhelmingly positive

### 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

#### Sources of data or intelligence, and how they have been used

The policy was written looking at the charging made by other Local Authorities and taking into consideration what was needed for cost recovery.

## 2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Local communities in general</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Age</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Gender reassignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Marriage and civil partnership</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Pregnancy and maternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Race</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Religion or belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Sex</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Sexual orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Location-specific impact, if any</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Health and wellbeing of residents</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Socio-economic outcomes</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Veterans and serving members of the armed forces</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

### 3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
To monitor the number of trollies where fees for abandonment was needed and the uptake in the service offered by the authority to take back trollies to the stores, and to see if there is an increase in complaints	January 2024	Vincent Taylor – Strategic Lead Clean and Green
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

### 4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
This charge will be on the supermarkets, and will not have an impact on equalities / communities.

### 5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Vincent Taylor	Strategic Lead – Clean and Green	10/05/23
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## Overarching Parking Strategy – EIA

### Thurrock Council Community Equality Impact Assessment

Service area and lead officer

<b>Name of service</b>	Planning, Transportation and Public Protection
<b>Lead officer name</b>	Navtej Tung
<b>Lead officer job title</b>	Strategic Transport Manager
<b>Lead officer email address</b>	ntung@thurrock.gov.uk

Subject of this assessment

<b>What specific policy, strategy, function or service is the subject of this assessment?</b>
<p><b>Parking Policy and Strategy;</b></p> <p><b>Parking Design and Development Standards</b></p> <p><b>Parking Enforcement Strategy</b></p>
<b>Borough-wide or location-specific?</b>
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
<b>Why is this policy, strategy, function or service development or review needed?</b>

It is important to ensure that the Council’s approach to vehicle parking is in accordance with national and local policy and objectives. As part of the new Local Plan, it is necessary to develop an up-to-date Parking Policy and Strategy document and new Parking Standards to respond to current transport trends and demands and also to positively shape new development proposals, ensuring homes and businesses are supported by the right level of parking provision.

The Parking Policy and Strategy document has been developed to assist the Council to oversee the provision of parking across the borough now and in the future, as the borough looks to accommodate growth and to incorporate emerging vehicle technologies and infrastructure (namely electric vehicles and charging requirements). It includes a number of overarching objectives and principles covering how the Council will manage parking demand in the future and how decisions on parking arrangements can be taken across Thurrock.

The Parking Design & Development Standards document has been developed to clearly set out the parking requirements for new developments. It provides detail on the design and standards that will be applicable throughout the Borough. This includes details such as the number, size and location of parking stock for all types of vehicles. This will also become an important tool for Officers to use when discussing development proposals with developers.

The Parking Enforcement Strategy document has been developed to set out the processes and procedures for undertaking enforcement of inappropriate and illegal parking across on roads under the responsibility of the Council across the borough.

## 1. Consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? **This is a vital step.**

**Steps you have taken, or plan to take, to consult or engage**

The Parking Policy and Strategy, Parking Design & Development Standards and Parking Enforcement Strategy have been developed as a result of community and stakeholder engagement with relevant parties and stakeholders.

A six week public consultation programme was undertaken between 2 November 2020 and 14 December 2020 to enable local residents, businesses, interest groups and key stakeholders to provide input and comment to shape the documents. The consultation was undertaken via the Thurrock Council consultation portal, with the published page and supporting documents available to view on the following web address - <https://consult.thurrock.gov.uk/parking-strategy-2020>.

In total, there were 358 visits to the Parking Strategy consultation page, which resulted in 31 individuals responding to the page via the survey. The survey consisted of 18 questions, with a mix of pre-populated (e.g. yes/no) and open ended/free choice questions.

Based on the responses received, where questions asked whether respondents supported or opposed the documents, they were generally in favour of the documents.

When reviewing the open text questions, there was, as expected, a wide variety of answers and priorities for respondents. The mix of responses do not sway support for nor against the policies and documents. However, there is a predominant ask for a greater level of enforcement against poor parking, parking on verges and the blocking of footpaths, as well as more enforcement within residential areas and those areas outside town centres. Additionally, the emotive nature of parking has resulted in some responses identifying factors outside the remit of the strategy and policy documents, such as routing of traffic and learner HGV routes. This is being addressed through an increase in the number of Civil Enforcement Officers deployed by the council, with the recruitment of an additional ten officers.

Following the completion of the consultation, there has been no identified changes to the policies or standards themselves, but it has been necessary to amend the structure and information within the documents. The changes are not material to the nature or purpose of the documents and would not invalidate the outcome of the public consultation, but they are considered necessary to make the documents more easily accessible.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

#### **Sources of data or intelligence, and how they have been used**

The development of the parking strategy undertook a review of existing data sources and includes a key summary of the existing picture within the borough related to parking. No specific external sources have been consulted to further inform the EQIA, though feedback from the consultation has helped to identify key themes which were identified, along with the details within the policies.

2. Community and workforce impact

- 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?



Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Local communities in general</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate parking policies will help control how vehicles are parked across the borough, within designated areas. Haphazard parking, or a lack of control creates dangers for all road users, and impacts users in need of parking controls – such as blue badge holders, the most.	By providing appropriate parking mechanisms, with appropriate provisions and backed up by enforcement, all members of the community are able to best enjoy the built environment, whether vehicle users or not.
<b>Age</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
<b>Disability</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policies specifically focus on disabled persons with blue badge parking provision with specifications for parking provision for blue badge holders and sizing specification for spaces within new developments. Policies TPP 10, 11 and 12 are specific to support disabled people entitled to a Blue Badge to have accessible parking in key locations and destinations. Blue badge parking provisions are generally identified through national guidance and legislation.	New developments are required to show and commit to disabled parking provision through the Development Management Process and the standards in this policy set a minimum level of provision. Enforcement of these are undertaken on the public highway by the council's team of enforcement officers in line with legal provisions.
<b>Gender reassignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
<b>Marriage and civil partnership</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
<b>Pregnancy and maternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
<b>Race</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
<b>Religion or belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
<b>Sex</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
<b>Sexual orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Location-specific impact, if any</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The suite of policies are borough wide, and not specific to any one community. However some parts of the borough are more likely to be impacted than others, such as locations where there is a high demand for destination parking – such as town centres or near transport hubs.	Controls of parking are best managed by the council’s enforcement team, to ensure the best balance between quality of life for residents and access to parking.
<b>Workforce</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The strategies identify measures to restrict free parking across all parts of the public highway. Typically, where there is a high demand for parking by workers, such as town centres or near railway stations, there is likely a need to balance the need for residents to have parking near their properties against access to parking for all.	Enforcement by CEO’s allows for the right people to have access to the right parking zones. Enforcement ensures that where applicable, permit areas are adhered to as well as P&D Zones that are implemented

Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Health and wellbeing of residents</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The parking strategy suite of documents is produced to support the provision of parking to create fairness and a balance for all users. While many residents will be car owners, not all residents have a private space to keep their vehicle, and when in using their vehicles will need somewhere to park when away from home. Conversely the public highway need to be passible, and inappropriate parking and levels need to be managed, so that the highway and footways remain accessible, and provision for blue badge holders can be maintained.	N/A
<b>Socio-economic outcomes</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is an economic impact of parking and the management of parking, though effective land provision and management. There are also charges associated with parking, such as for parking permits, or for charged parking at key destinations and locations or in off-street parking at popular destinations.	N/A
<b>Veterans and serving members of the armed forces</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

## Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

### 3. Monitoring and review

- 3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Review the Parking Strategy suite of papers every 3 years or in extraordinary circumstances, ensuring data and strategy comply with legislation and current work trends, feeding a review of the CEIA	3 years or in extraordinary circumstances	Transport Development
Reporting and escalate any concerns with street furniture, to ensure community impacts are low	constant action	Parking Enforcement
Review of best practise guidance for parking enforcement	3 years or in extraordinary circumstances	Parking Enforcement
Continue to review restrictions to further inform this CEIA and assess if the assumed impacts are accurate or need amending	3 years	Parking Enforcement
To consider any alternative parking solutions that are available	Yearly	Transport and Development
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

### 4. Next steps

- 4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

#### Summary of implications and customer impact

## Appendix 5 – EIA (Equalities Impact Assessments) & Legal Commentary

The report was presented to Planning, Transportation and Regeneration Overview and Scrutiny Committee in July 2021 and again in February 2022, before being presented for adoption to Cabinet in March 2022.

The key implications of the policies, and standards identifies that disabled persons are directly identified within the policy to be supported with parking provision to help meet their needs, in line with national guidance and policy. The policy identifies minimum parking requirements for new developments off the public highway, and where blue badge holders can and cannot park on the public highway. The policy identifies how these users can also access a disabled bay within an appropriate distance from their home.

Other persons with protected characteristics are not directly impacted specifically due to their protected characteristics. However, the policy does identify the opportunity to impose restrictions in key locations which may not currently exist. These new restrictions would not exclude disabled persons from accessing the appropriate provisions as provided in the policy.

### 5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Navtej Tung	Strategic Transport Manager	19/05/2023
Mat Kiely	Strategic Lead for Transportation Services	19/05/2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

## **Legal Commentary**

It was lovely meeting with you both this afternoon and I appreciate the time that you spent in reiterating your instructions and providing myself and Kevin with context regarding the same.

In the meeting this afternoon we discussed the basis in which the Council is able to increase the fees and charges for some of the services that it provides in line with carrying out its functions. I advised that it is standard practice for fees and charges to be subject to an annual inflation uplift but the Council may deviate from this having provided reason. Ultimately the Council is to decide whether the inflation uplift is appropriate in each circumstance when reaching a decision to increase a charge.

You mentioned that at this stage in particular your focus is with a segment of the services that are provided by the Council that arise from the Council's discretionary powers to increase fees and charges. I advised that where a discretionary power exists (under the Local Government Act 2003, Localism Act 2011) the Council is to ensure that the charge that it decides to set is reasonable and in any event is a fee that does not exceed the costs of the provision of the service.

I will undertake the required work on the draft policy and return to you as soon as possible.

<b>15 June 2023</b>	<b>ITEM: 10</b>
<b>Children’s Services Overview &amp; Scrutiny Committee</b>	
<b>Statutory Duties Report - Education</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Non-key
<b>Report of:</b> Andrea Winstone, Strategic Lead, School Effectiveness and SEND Malcolm Taylor, Strategic Lead, Specialist Provision & Principal EP Sarah Williams, Strategic Lead, Education Support Services Kate Kozlova-Boran, Strategic Lead, Employability & Skills	
<b>Accountable Assistant Director:</b> Michele Lucas, Assistant Director, Education & Skills	
<b>Accountable Director:</b> Sheila Murphy, Corporate Director, Children Services	
<b>This report is</b> Public	

## Executive Summary

This report sets out the statutory duties for Children’s Services across Education & Skills. The Education landscape across Thurrock means all schools apart from one voluntary aided school are either stand alone or part of wider Multi Academy Trusts (MAT’s) however the statutory duties outlined in this report remain the responsibility of the Council.

- 1. Recommendations:**
  - 1.1 Children’s Overview & Scrutiny to gain an in-depth understanding of the Council’s Statutory duties across Education and Skills in Children Services.**
  - 1.2 Children’s Overview & Scrutiny to review these duties in line with the new operating models developed by Children’s Services.**

## 2. Introduction & Background:

The Director of Children’s Services (DCS), the lead member for children’s services (LMCS), the leader of the Council and the Chief Executive have key and statutory leadership roles in Children’s Services across the council. They must, through working with other local agencies, improve outcomes for children and young people.

The Director of Children's Services and lead member, have statutory responsibilities for delivering effective children's services and providing corporate leadership to champion the needs and improved outcomes for children and young people.

There are approximately 300 statutory duties (appendix 1 & 2) for councils relating to Children's Services that the Council must ensure are complied with. This report explains where the duties lie, and which teams ensure they are carried out for duties pertaining to education & skills

### **3. Early Years**

- 3.1 The Early Years Officers are part of the School Effectiveness Team; They are wholly grant funded through the Dedicated Schools Grant (DSG). This is ring fenced to be used to carry out the statutory duties in relation to quantity and quality of early years provision in the borough. They also ensure that statutory assessments are accurate and reported to the Department for Education in time.
- 3.2 The statutory duties ensure that there is enough good quality Early Years provision for working parents of 3 and 4 years and for the most disadvantaged two-year-olds in the borough. Officers support proposed and new providers to meet the Ofsted requirements for new settings and to ensure they deliver high quality early years education and childcare. Officers also must provide information, advice and training to childcare providers and prospective providers.
- 3.3 We have a duty to ensure that parents and providers are informed about the quality and quantity of early years provision. We do this through the Ask Thurrock – Local Offer and providers list. There is also a duty on the officers to assess the sufficiency of early education and childcare and to make elected members aware of the sufficiency. We do this through the annual Childcare Sufficiency Assessment which is shared with Councilors at Overview and Scrutiny and is published on the Council website.
- 3.4 The Council has a further early years' duty to ensure two-, three- and four-year-old early education and childcare provision in the borough is free to eligible parents and that providers are paid for that provision through the distribution of the Early Years DSG on receipt of headcount information. They also work with early years providers, Children's Centres and Family Hubs to meet the General duty to improve the wellbeing of children under five and reduce inequalities through training staff in family learning, interventions, and early years CPD (Continuing Professional Development). The team also ensure that we meet targets set by the Secretary of State in relation to take up of early years entitlement for 2-, 3- and 4-year olds.



#### **4. School Effectiveness**

- 4.1 The Council has a duty to offer schools training and advice on all aspects of assessment at Key Stage 1 and 2 and ensure we have an electronic system to submit the data to the DfE. We must ensure that all schools are aware of the need to store assessments materials securely and we must check this in 10% of schools each year. There is a duty to visit 10% of schools administering end of key stage 2 assessments during assessment week to ensure compliance with statutory test guidance.
- 4.2 There is also a duty to make provision for moderating teacher assessments in 25% of schools who choose Thurrock LA as their preferred moderation provider. The Council is allowed to charge academies for these functions. This provides an income for the School Effectiveness Team. The duty to promote high standards and the fulfilment of potential is also partly carried out by the School Effectiveness Team in their annual conversations with each school and multi-academy trust in the borough.
- 4.3 Most of the duties relating to school governors do not apply in Thurrock as the large proportion of schools are academies and the only one that is not is a Voluntary Aided School. The school is in the trusteeship of the Trustees of the Anglo-Hibernian Province of the Congregation of La Sainte Union des Sacres Couers.
- 4.4 The duty to appoint a Standing Advisory Council for Religious Education is carried out by the School Effectiveness Team and is funded through the DSG Central Services Block.
- 4.5 The SET also ensures schools employ teachers with QTS and until July 2023 have a duty to support Early Careers Teachers.
- 4.6 The local authority has a duty to investigate complaints and provide information to the Chief Inspector of Ofsted in relation to safeguarding and parental complaints.

#### **5. School Attendance and Support Team (SAST)**

- 5.1 The duty of the local authority to consider license applications for children to take part in performance or take part in paid sports or paid modelling work is carried out by the SAST Pupil Tracking Officer.
- 5.2 The SAST carries out the duties regarding school attendance, poor attendance fixed penalty notices, school attendance orders and Elective Home Education. The DfE has plans to increase the duties of the council in relation to school attendance being everyone's responsibility. SAST Officers must hold school attendance advice meetings with each school every term to assess their school attendance policies and procedures.

## **6. Thurrock Virtual School**

- 6.1 The Virtual School promotes the achievement of children looked after by the local authority. This is a statutory role. The duties of the Virtual School Headteacher (VSH) have recently been extended to include promoting the educational outcomes of children who have a social worker (Children in Need, Children on a Child Protection Plan). These duties are currently funded through an annual grant to the Virtual school from DfE.
- 6.2 In 2017 The role of the VSH was extended to previously looked-after children, including those in special guardianship arrangements, those who have been adopted or those who have previously been in state care outside of England.

## **7. Access & Inclusion**

- 7.1 The Council has a duty to provide full-time education from the sixth day of exclusion for permanently excluded children as well as to make provision of suitable education at school or otherwise for reasons of illness. The Access & Inclusion Officer ensures fair access to school places for children at risk of permanent exclusion via managed moves as well as ensuring children who have been permanently excluded have access to alternative provision. They also make arrangements for children eligible for medical tuition.
- 7.2 The council must provide support to schools and parents regarding school's exclusions and appeals panels.

## **8. Educational Psychology Service**

- 8.1 Thurrock Educational Psychology Service works with children and young people (0-25) across a wide range of settings using a person-centered approach. The Service fulfils the statutory role to provide advice and information to local authorities (LAs) for children and young people with special educational needs and/or disability (SEND), and who are undergoing a statutory needs assessment (Reg 6 (1) (d) SEND Regulations 2014). The service works to ensure partnership with parents and carers at all stages of our work in line with our professional codes of conduct and ethics and also in line with the ethos of the SEN Code of Practice (DfE & DoH, 2014). All of our educational psychologists (EPs) are registered with the Health and Care Professions Council (HCPC) and our work is underpinned by their standards of conduct, performance and ethics. EPs hold qualifications that give them eligibility for chartered status with the British Psychological Society (BPS).
- 8.2 The Educational Psychology Service provides psychological input into a range of activities including; safeguarding responsibilities covered by The Children's Act 1989/2004, Education Act 2002; SEND responsibilities, Education Act 1996, Children and Families Act 2014; equality and accessibility issues Equality Act 2010; participation in training and employment for post 16 with

SEND, Education and Skills Act 2008; involvement in Emergency Planning and responding to Critical/Emergency Incidents, Civil Contingencies Act 2004.

## **9. Special Educational Needs/Disabilities**

- 9.1 The Council and partners have a duty to identify and assess the needs of children and young people ages 0-25 who may have special educational needs and/or disabilities (SEND). It must jointly commission provision to meet needs and secure and review Education, Health and Care Plans for children assessed as having SEND.
- 9.2 The Council must ensure assessments and provision are informed by Educational Psychologists and other relevant professionals in health and social care.
- 9.3 The council must make sure that parents are informed about personal budgets and provide a personal budget for services not already commissioned by the local authority mentioned in a child or young person's EHCP (Education Health and Care Plan).
- 9.4 There is a duty to ensure accessibility for disabled pupils – we commission AccessAble to survey schools and other amenities in Thurrock and to report on accessibility issues as well as to inform users through their website of accessible amenities within the borough.
- 9.5 There is also a duty for local authorities to publish a ['local offer'](#) of services available for children and young people with SEND. The duty on local authorities to include children, young people and parents in reviewing and developing provision for those with SEN/D is undertaken across the statutory and post 16 services.
- 9.6 The Council and its partners in Health must comply with the 2014 Children and Families ACT SEND Code of Practice. It must ensure that it cooperates with Joint Area SEND Ofsted CQC Inspections and well as Inspections of Local Authority Children's Services (ILACS).
- 9.7 The Council commissions [PATT SENDIAS](#) to deliver its duty to provide independent advice and support services to children with SEND and their families. The Council also commissions Global Mediation as its statutory mediation service.
- 9.8 The Statutory Performance and Tribunals Officer ensures we meet our statutory obligations around mediation and First Tier Tribunals.

## **10. Home to School Transport – Children's**

- 10.1 There is a requirement to make suitable home to school travel arrangements for eligible children, including those with SEND, of compulsory school age (5-

16) to facilitate attendance at a relevant educational establishment. This should be provided free of charge.

- 10.2 The Council has a duty to make transport arrangements for all children who cannot reasonably be expected to walk to the nearest suitable school because the nature of the route is deemed unsafe. They also must make transport arrangements for children who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs or disability (SEND).
- 10.3 The council has a statutory duty to prepare and publish by 31<sup>st</sup> May an annual transport policy statement that specifies the arrangements for the provision of travel assistance. The duty on the council to provide free travel assistance applies to young people of sixth form age and young people with an EHCP (Education, Health and Care) plan up to age 25 where they are continuing a course started before their 19th birthday.
- 10.4 Section 508A of the Act places a general duty on councils to promote the use of sustainable travel and transport. The duty applies to children and young people of compulsory school age who travel to receive education or training in a local authority's area. The duty relates to journeys to and from institutions where education or training is delivered.

## **11. School Admissions**

- 11.1 The Admissions Team ensures that statutory duty on councils and other relevant bodies to restrict class sizes to 30 pupils per class in reception and key stage 1. They also comply with legislation in relation to the School Admissions Code 2021 ensuring that parents can apply for school places of their choice, school places are offered in a timely manner and that there are enough school places for every child that needs one.
- 11.2 Councils are responsible for coordinating all school admissions in their areas during the normal rounds at the start of primary and secondary school. This means that parents apply through the council on a common application form and have three to six choices typically, including for schools that are their 'own admission authorities'.
- 11.3 Thurrock Council has a statutory responsibility to provide a school place for every child of school age who lives in Thurrock. Pupil Place Planning is a complex and difficult to predict as we have many factors contributing to the outcome. The Education Support Services make sure there are enough school places available in the borough. They use birth data, pupil yield from housing developments school admissions information to make pupil forecasts and align pupil places with demand. Where more capacity is needed, it is provided by either adding places to existing schools or opening new schools. More information is published in our pupil place plan, which is reviewed each year. We also publish schools' admissions arrangements in line with the statutory duties.

11.4 There is also duty on local councils to refer objections to the school's adjudicator if they suspect a school's admissions arrangements are unlawful.

## **12. Schools' Forum**

12.1 The Council must establish a Schools' Forum in accordance with the schools' forum regulations. This is facilitated by this team and attended by senior officers of the council.

## **13. Post 16 Service:**

13.1 Duties on councils relating to participation:

Local councils have broad duties to encourage, enable and assist young people to participate in education or training. Specifically, these are:

- To secure sufficient suitable education and training provision for all young people in their area. To fulfil this, local authorities need to have a strategic overview of the provision available in their area and to identify and resolve gaps in provision under the Education Act 1996.
- To make available to all young people aged 13-19 and to those between 20 and 25 with special educational needs and disabilities (SEND), support that will encourage, enable or assist them to participate in education or training under Section 68 of ESA20082.
- Tracking young people's participation is a key element of these duties. Local authorities are required to collect information about young people so that those who are not participating, or are NEET, can be identified and given support to re-engage. Robust tracking also provides the local authority with information that will help to ensure that suitable education and training provision is available and that resources can be targeted effectively. Additionally, it enables LAs to put in place robust support for those young people who are not engaging in a timely manner.

## **14. Implications**

### **14.1 Financial**

Implications verified by: **David May**  
**Strategic Lead Finance**

The Education and Skills and Home to Schools Transport budget, applicable to the information in this report, provided by Thurrock Council for 2023/24 is shown in the table below.

<b>Education and Skills</b>	<b>Budget 2023/24</b>
School Effectiveness	£189,091
School Attendance and Support Team	£41,585
Thurrock Virtual School	£165,993
Education Psychology	£556,416
Special Educational Needs	£948,075
Home to School Transport	£4,544,582
<b>Total</b>	<b>£6,445,742</b>

These budgets are supported by contributions from the Dedicated Schools Grant and other external income.

## 14.2 Legal

Implications verified by: **Nicola Monerville**  
**Principal Safeguarding solicitor, Children, Adults and Education – LBB**

This report provides a summary of the Local Authorities Statutory Duties around Education & Skills. The report recommends that the Children's Overview & Scrutiny Committee:

- 1.1 gain an in-depth understanding of the Council's Statutory duties across Education and Skills in Children Services.
- 1.2 review these duties in line with the new operating models developed by Children's Services.

The Committee is not required to make any decisions about which legal comments are needed. There are, therefore, no further legal comments.

## 14.3 Diversity

Implications verified by: **Rebecca Lee**  
**Team Manager - Community Development and Equalities**  
**Adults, Housing and Health Directorate**

Supporting our children and young people across the Local Authority is a key strategic priority. The statutory duties outlined in this report ensure that our early years, school aged and post 16 students have strong educational pathways. We have developed a range of new operating models ensuring that we remain focused on supporting our vulnerable children and young people and fulfil relevant legislative requirements including those related to the Equality Act 2010 and Public Sector Equality Duty. Our post 16 offer looks at

the opportunities Thurrock has and how we can ensure young people have the right skills set to take advantage of the opportunities going forward.

- 15. Other implications** (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder, or Impact on Looked After Children

None

- 16. Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

- 17. Appendices to the report**

1 Excel Spreadsheet Statutory Duties



Statutory%20Duties  
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2 Brief overview Statutory Duties



Statutory%20services  
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<b>15 June 2023</b>	<b>ITEM: 11</b>
<b>Children’s Services Overview &amp; Scrutiny Committee</b>	
<b>Children’s Social Care Statutory Duties</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Non-key
<b>Report of:</b> Janet Simon, Assistant Director Children’s Social Care and Early Help	
<b>Accountable Assistant Director:</b> Janet Simon Assistant Director Children’s Social Care and Early Help	
<b>Accountable Director:</b> Sheila Murphy, Corporate Director, Children Services	
<b>This report is</b> Public	

## Executive Summary

This report is in relation to the statutory duties that relate to children and how these statutory duties are met by Children’s Social Care.

### 1. Recommendations:

- 1.1 **Children’s Services Overview & Scrutiny Committee to be aware of the council’s statutory duties in relation to Children and Young People**
- 1.2 **Committee to be assured that the statutory duties as set out are being met.**

### 2. Introduction and Background

- 2.1 Local Authorities are required to appoint a Director of Children’s Services (DCS) and designate a Lead Member for Children’s Services (LMCS). The DCS and LMCS are appointed for the purposes of discharging the education and children’s social services functions of the local authority. The functions for which they are responsible are set out in section 18(2) of the Children Act 2004. This includes (but is not limited to) responsibility for children and young people receiving education or children’s social care services in their area and all children looked after by the local authority (regardless of where they are placed).

2.2 The Director of Children's Services (DCS), the lead member for children's services (LMCS), the leader of the Council and the Chief Executive have key leadership roles in Children's Services across the council. They must, through working with other local agencies, improve outcomes for children and young people.

### **3. Issues, Options and Analysis of Options**

3.1 Local authorities have various Statutory duties for children which can be categorized as:

- Looked After Children and Care Leavers
- Children with Disabilities and SEND
- Children in Need
- Child Protection and Safeguarding
- Early Years
- Youth Justice and Crime and Disorder
- Education

The range of duties is illustrated by the list produced by the Association of Directors of Children's Services in 2011, and updated in 2018, which is attached at Appendix 1.

3.2 DCS and LMCS in their respective roles:

- should each have an integrated children's services brief, ensuring that the safety and the educational, social, and emotional needs of children and young people are central to the local vision. Between them, the DCS and LMCS provide a clear and unambiguous line of local accountability
- have a shared responsibility with all officers and members of the local authority to act as effective and caring corporate parents for looked after children, with key roles in improving their educational attainment, providing stable and high-quality placements and proper planning for when they leave care.
- must ensure that disabled children and those with special educational needs (SEN) can access high quality provision that meets their needs and fund provision for children with statements of SEN.
- must ensure arrangements are in place for alternative provision for children outside mainstream education or missing education (e.g., due to permanent exclusion or illness) to receive suitable full-time education.
- should ensure there is coherent planning between all agencies providing services for children involved in the youth justice system (including those leaving custody), secure the provision of education for young people in custody
- ensure that safeguarding responsibilities are effectively carried out; and

- should understand local need and secure provision of services taking account of the benefits of prevention and early intervention and the importance of cooperating with other agencies to offer early help to children, young people and families

3.3 The current structure within Thurrock CSC divides the key areas of practice into four discrete areas, each with a strategic lead responsible for the key duties above and each reporting into the assistant director as identified below:

- Children in Need (CIN) and Child Protection (CP)
- Children Looked After (CLA) and Aftercare
- Safeguarding & Quality Assurance
- Early Help and Prevention and Youth Offending Service

Children with Disabilities sits across the Children Looked After and Aftercare and Early Help, Prevention and Youth Offending Services.

3.4 This structure was introduced over a phased period starting from 2017 following the Requires Improvement Ofsted Judgement in 2016. It ensured that a robust leadership and management model was in place to support the service in delivering its statutory duties to a high standard and managing demand earlier.

3.5 Local authority Children's Services are subject to a number of regulatory inspections and focused visits which focus on whether needs are being met, outcomes for children and that statutory duties are being met in respect of children.

3.6 Ofsted introduced the ILACS (Inspecting Local Authority Children's Services) inspection framework in January 2018 which replaced the previous Single Inspection Framework (SIF) of children's services. Thurrock had a full ILACS inspection in November 2019. The ILACS inspection is a very detailed and robust review of all areas of practice in children's social care, early help services and education services for children educated at home as well as for children missing education. The inspection also evaluated the effectiveness of leaders and managers; the impact they have on the lives of children and young people; and the quality of professional practice. The outcome of the inspection was that Thurrock Council is providing a *Good* service for vulnerable young people in the borough.

3.7 Thurrock Youth Offending Service were also inspected by Her Majesty's Inspectorate of Prisons (HMIP) in May 2022 with an outcome that Thurrock was providing Good Services with some areas of outstanding practice.

#### 4. Reasons for Recommendation

- 4.1 It is important that members are aware of the statutory duties of the local authority in respect of the children who are the responsibility of the local authority and have an oversight of the impact of the service and its ability to meet these duties.

#### 5. Implications

##### 5.1 Financial

Implications verified by: **David May**  
**Strategic Lead Finance**

The Children Social Care budget, provided by Thurrock Council for 2023/24 is shown in the table below.

<b>Children and Family Services</b>	<b>Budget 2023/24</b>
Brighter Futures - Prevention Service	£4,595,917
Business Administration	£755,725
Children and Families	£4,210,478
Children Looked After and Placements	£24,058,531
Family Support	£3,718,463
LSCB & Quality Assurance	£89,326
Safeguarding and Child Protection & LADO	£1,092,363
YOS and Adolescent Services	£1,008,452
Social Care Grant	(£5,063,993)
<b>Total</b>	<b>£34,465,264</b>

The Council is currently facing very challenging financial circumstances and issued a s114 notice in December 2022 as it was unable to balance its budget for 2022/23 and 2023/24. This situation will recur for several years hence. The Council thus has to enable and evidence that it can achieve financial sustainability in the longer term – this is leading to more robust budget and related financial procedures.

All services will face appropriate but more rigour than has been the case in the past in verifying the essentialness of costs, the value for money from them and the affordability of the planned expenditure

Throughout this process, the safeguarding of children and young people in Thurrock will remain a high priority of the Council

## 5.2 Legal

Implications verified by: **Judith Knight**  
**Interim Deputy Head of Legal**  
**(Social Care and Education)**

The responsibilities of the DCS are set out under Section 18 of the Children Act 2004 but do not have to be limited to the named statutory provisions. The requirement for the Council to appoint a lead member for children's services comes from Section 19 of the Children Act 2004. Both the LMCS and DCS must have regard to the statutory guidance [DFE stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk).

The statutory guidance states that the Local Authority should assure itself that their arrangements enable them to discharge their education and children's social care functions effectively. Effective assurance checks of structures and organizational arrangements, should be integrated in its usual decision-making and scrutiny work.

## 5.3 Diversity

Implications verified by: **Roxanne Scanlon**  
**Community Engagement and Project**  
**Monitoring Officer**

There are no direct diversity implications included in this information report. Local authorities must comply with the Public Sector Equalities Duty as set out in the Equality Act 2010, which means that, as well as ensuring that they do not discriminate unlawfully, DCSs' (Directors of Children's Services) and LMCSs' (Lead Member for Children's Services) must consider the likely impact of their policies and decisions on specified groups. In doing so, consideration should be given to Article 2 of the UNCRC (United Nations Convention on the Rights of the Child). Local authorities should also maintain an audit trail to demonstrate how equalities matters were considered as part of the decision-making process

## 6. Other implications (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder, or Impact on Looked After Children

None

## 7. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

**8. Appendices to the report**

Appendix 1 - Social Care Duties

Department	Theme	Legislation	Title of duty	Queries/Notes
Department for Education	Children and Young People	Children and Young Persons Act 1963 Section 37. Secondary - The Children (Performances) Regulations 1968.	Duty on local authority to consider licence applications for children to take part in performance or take part in paid sports or paid modelling work.	
Department for Education	Children and Young People	Children Act 1989 as amended by section 52 of the Children Act 2004 Section 22(3)a. Secondary - Section 22(3)a of the Children Act 1989 placed a duty on local authorities to safeguard and promote the welfare of a child looked after by them. Section 52 of the Children Act 2004 amended that to include a particular duty on local authorities to promote their educational achievement.	Promoting the educational achievement of looked after children.	
Department for Education	Care planning	Children Act 1989 Section 33.	Where a care order is made with respect to a child, the local authority designated by the care order must receive the child into care and keep them in care while the order is in force.	
Department for Education	Children and Young People	Children Act 1989 and those in Parts 4 and 5 under section 24D Sections 26(3) and 24D. Secondary - Children Act 1989 Representations Procedure (England) Regulations 2006.	Complaints procedures for looked after children, children in need, care leavers and others about the discharge of LA functions under Part 3 of the Children Act. Regulations extend the right to make complaints about other LA functions, including in respect to adoption and special guardianship.	
Department for Education	Children and Young People	Children Act 1989 Section 17(1)	Family law private and public: Imposes a general duty on local authorities to safeguard and promote the welfare of children in need in their area and so far as is consistent with that duty to promote the upbringing of children by their families by providing a range and level of services appropriate to those children's needs.	
Department for Education	Children and Young People	Children Act 1989 as amended by Sections 17A (inserted by the Health and Social Care Act 2001) and 17B (inserted by the Carers and Disabled Children Act 2000). Secondary - The Community Care, Services for Carers and Children's Services (Direct Payments) (England) Regulations 2009 and the Carers and Disabled Children (Vouchers) (England) Regulation 2003.	Direct payments and vouchers for parents of disabled children	
Department for Education	Children and Young People	Children Act 1989, as amended by Section 25 of the Children and Young Persons Act 2008, Paragraph 6(1)(c) of Schedule 2. It is proposed to bring this amendment into force on 1 April 2011. Secondary -The Breaks for Carers of Disabled Children Regulations 2010, which have been laid before Parliament and should come into force on 1 April 2011.	Duty to provide short breaks services to assist carers of disabled children.	

Department for Education	Children and Young People	Children Act 1989 Section 47	Local authority's duty to investigate: the local authority is required to make enquiries when it is suspected that a child may be suffering harm and to decide whether they should take action to safeguard or promote the child's welfare.	
Department for Education	Children and Young People	Children Act 1989 Section 16	Court Orders: Power for the court to make a family assistance order requiring the Children and Family Court Advisory and Support Service or a local authority to appoint an officer to advise or assist anyone such as a parent or guardian named in the order.	
Department for Education	Children and Young People	Children Act 1989 Section 37	Court orders: The Children Act 1989 provides that a court, in any family proceedings, may direct a local authority to undertake an investigation of a child's circumstances. The local authority must consider whether they should initiate care or supervision proceedings, provide services or assistance or take any other action with respect to the child.	
Department for Education	Children and Young People	Children Act 1989 Section 31A	The Children Act 1989 provides that the court may make a care or supervision order on the application of any local authority. Where an application is made on which a care order might be made, section 31A provides that it is for local authorities to prepare care plans for the future care of the child.	
Department for Education	Children and Young People	Children Act 1989 Sections 85, 86 and 86A of, and paragraph 8A of Schedule 2, amended by Children and Young Persons Act 2008. Secondary - The Visits to Children in Long-Term Residential Care Regulations 2011 (due to come into force on 1 April 2011).	Safeguarding and visiting children placed in long term placements who are not looked after.	
Department for Education	Children and Young People	Children Act 1989 Section 67 and Part 9 of, and Schedule 8. Secondary - The Children (Private Arrangements for Fostering) Regulations 2005.	Private fostering: Local authorities are required to satisfy themselves that the welfare of privately fostered children in their area is safeguarded and promoted.	
Department for Education	Children and Young People	Children Act 1989, Section 17 (and related duties in Schedule 2 to the Act)	Places a duty on local authorities to safeguard and promote the welfare of children in their area who are in need. And, so far as is consistent with that duty, to promote the upbringing of such children by their families, by providing a range and level of services appropriate to those children's needs.	
Department for Education	Children and Young People	Children Act 1989, Section 26 Secondary - the Review of Children's Cases Regulations 1991 (SI 1991/895). [From 1 April 2011, the duty to appoint an IRO is set out in Section 25A of the Children Act 1989, as amended by Children and Young Persons Act 2008. Part 6 of the Care Planning, Placement and Case Review (England) Regulations 2010 will replace the 1991 Regulations in respect of looked after children case reviews.]	Reviewing looked after children's cases and appointing an independent reviewing officer (IRO) for each looked after child.	



Department for Education	Children and Young People	Children Act 1989. Section 34 Secondary - Contact with Children Regulations 1991 (SI1991/891) . From 1 April 2011, provision is made in Care Planning, Placements and Case Review (England) Regulations 2010.	Reasonable Contact between a child in care and their family.	
Department for Education	Children and Young People	Children Act 1989 Schedule 2, paragraph 17 has been replaced by section 23ZB inserted by the Children and Young Persons Act 2008. Secondary - The Definition of Independent Visitors (Children) Regulations 1991 (SI 1991 892) - replaced by regulation 47 of The Care planning, Placement and Case Review (England) Regulations 2010.	Appointing an independent visitor for a looked after child in circumstances where communication or visits between the child and family are infrequent. This duty is to be repealed with effect from 1 April 2011 and when the new duty in Section 23ZB comes into force. From 1 April 2011, appointing an independent visitor to visit, advise and befriend a looked after child of a prescribed description and in any other case in which it appears to the LA it would be in child's interests to do so.	
Department for Education	Education	Education Act (EA) 1996 Section 13A. -Section 13A was inserted by Section 1 of Education and Inspections Act (EIA) 2006 – duty to promote high standards and the fulfilment of potential. – Amended by Para 3, Schedule 2 of Apprenticeship, Skills, Children and Learning Act (ASCL) 2009	No formal title and in practice is linked to Section 13 (general responsibility for education) and 14 (securing sufficient schools) duties.	
Department for Education	Education	Education Act (EA) 1996 Section 14 . General duty on local authorities to secure sufficient schools in their area. Section 14 (3A) added by Section 2 of Education and Inspections Act (EIA) 2006 – to secure diversity of provision of schools and increasing opportunities for parental choice. Secondary legislation - The Information as to Provision of Education (England) Regulations 2008	Referred to as place planning duty but is in fact general duty to secure sufficient schools in their area. Local authorities to secure sufficient primary and secondary schools. To complete the annual Surplus Places Survey (renamed for 2010 as the School Capacity Collection). This data has been gathered in some form since 1994.	
Department for Education	Education	Education Act (EA) 1996 Section 14A, added by Section 3 of Education and Inspections Act (EIA) 2006.	Local authorities to consider and respond appropriately to parental representations about school provision in relation to local authorities' functions under Section 14 of the Education Act 1996.	
Department for Education	Education	Education Act 1996 Section 457	Charges and remissions policies required by all governing bodies and Local Authorities.	
Department for Education	Education	Education Act 1996 Section 458	Charges for board and lodging at boarding schools.	
Department for Education	School Governors	Education Act 1996 Section 499. Secondary - Parent Governor Representatives (England) Regulations 2001	To appoint Parent Governor Representatives to local authority committees dealing with education.	
Department for Education	Education	Education Act 1996 Section 409 & Part 10, Chapter 2 of the Apprenticeships, Skills, Children & Learning Act (ASCL) 2009, amended by Education Act 2011 section 45.	Complaints about the curriculum in maintained schools.	
Department for Education	Religious Education	Education Act 1996 Section 390-391, Schedule 31. Section 375, Education Act 1996.	A local authority must establish a permanent body called a standing advisory council on religious education .	

Department for Education	Education	Education Act 1996 Section 19 (3A) and (3B). Secondary: Education (Provision of Full-Time Education for Excluded Pupils) England Regs 2007(SI 2007/1870) Education Act 1996 Sections 3A and 19 and schedule 1, amended by section 3 of the Children Schools and Families Act 2010. Secondary - Enactment regulations apply other areas of education law to Pupil Referral Unit (PRU).	Statutory duty for the local authority to provide full time education from the sixth day of exclusion for permanently excluded pupils and for pupils who are excluded from a pupil referral unit for a fixed period of more than 5 days. To make arrangements for the provision of suitable education at school or otherwise for each child of compulsory school age who, for reasons of illness, exclusion or otherwise, would not receive it unless such arrangements were made. Local authorities may establish pupil referral units to discharge their duty but do not have a duty to do so.	
Department for Education	Education	-Secondary - The School Finance (England) Regulations 2012	Determination of schools' budget shares in the case of excluded pupils and determination of the amount to be paid by one local authority to another when a pupil permanently excluded from a school maintained by one local authority is, in the same financial year, admitted by a school maintained by another authority. Redetermination of a school's budget share where a permanently excluded pupil is subsequently reinstated in a maintained school.	
Department for Education	Education	Education Act 1996, schedule 1, amended by Education Act 2011 section 45. Secondary - Education (Pupil Referral Units) (Management Committees etc.) England Regulations 2007. Education (Pupil Exclusions and Appeals) (Pupil Referral Units) England Regulations 2008.	Duties in relation to pupil referral units : Determine and review a curriculum policy; that the curriculum should be balanced and broadly based; make information available to parents in relation to the unit; establish management committees and appoint first members for all PRUs. Local authorities must delegate some of their functions in relation to pupil referral units to the management committee but must not delegate functions in relation to staffing and finance of the unit, health and safety issues, control of premises and a reserve power in relation to prevention of a breakdown of discipline.	
Department for Education	Education	Education Act 1996 Section 447	Duty for local authorities to consider an Education Supervision Order instead or alongside a prosecution under section 36 of the Children Act 1989 before prosecuting a parent under section 444 of the Education Act 1996.	
Department for Education	Education	Education Act 1996 Section 436A.	Duty on all local authorities to make arrangements to enable them to establish ( so far as it is possible to do) the identities of children residing in their area who are not receiving suitable education by attendance at school or otherwise	
Department for Education	Education	Education Act 1996 Section 437.	If it appears to the local authority that a child of compulsory school age is not receiving a suitable education, either by regular attendance at school or otherwise, they must begin procedures for issuing a School Attendance Order.	

Department for Education	Estates	Education Act 1996 Section 543. Secondary - The Education (School Premises) Regulations 1999 and the Education (School Premises) (England) Regulations 2012 1999.	Sets minimum standards for school premises.	
Department for Education	Special Education Needs	Education Act 1996 Part IV, Chapter 1 (sections 312-332B) and Schedules 26 and 27 . Secondary - The Education (Special Educational Needs) (England) (Consolidation) Regulations 2001 (SI 2001/3455).	Children with Special Educational Needs	
Department for Education	Special Education Needs	Education Act 1996 Section 14 .	Functions in respect of provision in primary and secondary schools.	
Department for Education	School Meals	Education Act 1996 Section 512(3) as amended by Education Act 2002.	To provide school lunches (upon request) to those eligible for free lunches and to those pupils for whom it would not be unreasonable to provide lunches.	
Department for Education	School Transport	Education Act 1996 Section 508B. Inserted by section 77 of the Education and Inspections Act 2006.	Requirement for the Local Authority to make provision for suitable home to school travel arrangements for eligible children of compulsory school age (5-16) to facilitate attendance at a relevant educational establishment. Travel arrangements are provided free of charge.	
Department for Education	School Transport	Education Act 1996 Section 508A . Secondary - Statutory Instrument 2008 No 3093 The School Information (England) Regulations 2008.	Duty on Local Authorities to Promote Sustainable Modes of Travel to assess general school travel needs. The Local Authority must publish each academic year a document containing their strategy to promote the use of sustainable modes of travel to meet the school travel needs of their area and must also publish a summary.	
Department for Education	School Transport	Education Act 1996 Section 509AD as inserted by section 84 of the Education and Inspections Act 2006.	Duty to have regard to religion and belief in exercise of travel functions.	
Department for Education	School Transport	Education Act 1996 Section 509AB.	Further provision about transport policy statements. Requires local authorities to specify to what extent the arrangements they include in their annual transport policy statement facilitate the attendance of disabled persons and persons with learning difficulties.	
Department for Education	School Transport	Education Act 1996 Section 509AA. Amended with additional criteria for local authority post 16 transport policy statements in Education & Skills Act 2002, Education and Inspections Act 2006, Education and Skills Act 2008 and Apprenticeships, Skills, Children and Learning Act 2009.	Duty on local authorities to publish annual Post 16 Transport Policy Statement. Statement must set out the arrangements for the provision of transport, and for financial assistance towards transports costs, it considers necessary to facilitate attendance of students of 6th form age.	

<b>Department for Education</b>	School Transport	Section 509AB Education Act 1996 as amended by the sections 54-57 of the Apprenticeships, Skills, Children and Learning Act 2009.	New additional requirements for Post 16 Transport Policy Statements for 2011/12 academic year and thereafter including: linking consideration of transport arrangements to commissioning duty (15ZA(1)); re-enacting Adult Transport Duty (section 509 of Education Act 1996); adding young people of sixth form age and their parents to the list of named stakeholders local authorities have to consult in drawing up their statements; and power for Local authorities to amend and republish their statement in year in response to complaints or direction from the Secretary of State.	
<b>Department for Education</b>	Education	Education Act 1996 Section 507B- introduced through section 6 of the Education and Inspections Act 2006.	The duty to secure access to positive activities.	
<b>Department for Education</b>	Class sizes	School Standards and Framework Act 1998 Sections 1 and 138(7). Secondary legislation - Infant Class Size Regulations 2012	Duty placed upon local authorities and other relevant bodies to restrict class sizes for pupils aged 4-7 to thirty pupils per class.	
<b>Department for Education</b>	School Admissions	School Standards and Framework Act (SSFA) 1998 Section 84 as amended by section 40 EIA 2006- the School Admissions Code and School Admissions Appeal Code - duty on governing bodies to act in accordance with the Codes. Secondary legislation - School Admissions (Adjudicator Determinations Relating to Looked After and Certain Other Children) (England) Regulations 2007, School Admissions (Admission Arrangements) (England) 2008, School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) 2012, School Admissions Appeal Arrangements) (England) 2012, School Admission Code (Appointed Day) (England) Order 2010, School Admissions Code and School Admissions Appeals Code (Appointed Day) Order 2012, School Admissions (Co-ordination of Admission Arrangements (England) Regulations 2008, School Admissions (Infant Class Sizes) (England) Regulations 2012	To comply with the legislative Code on Admissions in exercise and discharge of local authority functions in relation to admissions under the School Standards and Framework Act (SSFA) 1998. The SSFA and relevant regulations confers a number of duties which require the LA to carry out different functions at different times of the admissions cycle.	
<b>Department for Education</b>	School Admissions	School Standards and Framework Act 1998 Section 86(1A) as amended by section 42 of the Education and Inspections Act 2006.	To provide advice and assistance to parents when deciding on a school place and allow parents to express a preference.	
<b>Department for Education</b>	School Admissions	School Standards and Framework Act 1998 Section 88P amended by Education Act 2011 section 34.	Reports by local authority to adjudicator about matters relevant to schools admission as may be required by the School Admissions Code.	

<b>Department for Education</b>	School Admissions	School Standards and Framework Act 1998 Section 92. Substituted by Education Act 2002.	For each school year, the local authority must publish the prescribed information about the admission arrangements for each of the maintained schools in their area, and if regulations so provide, such maintained schools outside their area.	
<b>Department for Education</b>	School Admissions	School Standards and Framework Act 1998. School Admission Appeals Code Section 94.	A local authority shall make arrangements for enabling the parent of a child to appeal against admissions decisions.	
<b>Department for Education</b>	Religious Education	School Standards and Framework Act 1998 Section 69.	Duty to secure due provision of religious education. Subject to section 71, in relation to any community, foundation or voluntary school— (a)the local education authority and the governing body shall exercise their functions with a view to securing, and (b)the head teacher shall secure,that religious education is given in accordance with the provision for such education included in the school's basic curriculum by virtue of section 80(1)(a) or 101(1)(a) of the Education Act 2002] . (2)Schedule 19 has effect for determining the provision for religious education which is required by section 80(1)(a) or 101(1)(a)] of that Act to be included in the basic curriculum of schools within each of the following categories, namely— (a)community schools and foundation and voluntary schools which do not have a religious character, (b)foundation and voluntary controlled schools which have a religious character, and (c)voluntary aided schools which have a religious character. (3)For the purposes of this Part a foundation or voluntary school has a religious character if it is designated as a	
<b>Department for Education</b>	Religious Education	School Standards and Framework Act 1998 Section 70.	All registered pupils attending a maintained school should take part in a daily act of collective worship which is wholly or mainly of a broadly Christian character. The local authority must exercise its functions with a view to securing this.	
<b>Department for Education</b>	Schools	School Standards and Framework Act 1998 Section 22, as amended by Education Act 2002 and Education and Inspections Act 2006, amended in relation to VA Schools by the Regulatory Reform (Voluntary Aided School Liability and Funding) (England) Order 2002	Duty for local authorities to maintain schools in their areas.	
<b>Department for Education</b>	Estates	School Standards and Framework Act 1998 Section 77 as amended by schedule 4 to the Education and Inspections Act 2006	Legislation governing disposal of land on schools sites.	

Department for Education	School Budget	School Standards and Framework Act 1998 Sections 45, 45A, 45AA, 46, 47, 47ZA, 47A and 48 and Schedule 14, as amended by Education Act 2011 sections 46 and 50.-Secondary - School Finance (England) Regulations 2011, School Finance (England) Regulations 2012	Local authorities must determine their school and pupil referral unit budgets and budget shares in accordance with the school finance regulations. They must establish a schools forum for their area in accordance with the schools forums regulations and maintain a scheme for financing their maintained schools in accordance with the school finance regulations.	
Department for Education	Teachers and staff	Education Act 2002 Part 8 Sections 135A-135C and 141A-141E, inserted by Education Act 2011 sections 8 and 9	Sets out the Secretary of State's disciplinary powers with regard to teachers, and the Secretary of State's powers to create regulations requiring teachers to serve induction periods.	
Department for Education	Teachers and staff	Teaching and Higher Education Act 1998 Section 19 (teachers in Wales)	Duty to act as Appropriate Body in statutory induction process for maintained schools and non-maintained special schools, which includes: joint responsibility with the head teacher for the supervision and training of Newly Qualified Teachers (NQTs) during their induction; responsibility for deciding whether or not NQTs have passed induction; where they are the employer, responsibility for terminating the employment of NQTs who have failed their induction; responsibility for granting extensions or reductions to the induction period in certain circumstances; and where they are the employer, responsibility for terminating the employment of NQTs who have failed their induction.	
Department for Education	School Meals	School Standards and Framework Act 1998 Section 114A. Secondary - Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2007.	Food provided to pupils by local authorities, where the school meals budget has not been delegated to the school, must comply with the standards and requirements specified in the regulations.	
Department for Education	Special Education Needs	Learning and Skills Act 2000 Section 139A (as amended by Education and Skills Act 2008, Section 80)	Expands and transfers to the local authorities the duty currently on the Secretary of State to arrange for assessments of a person's educational and training needs in certain circumstances, and his power to arrange such assessments. The duty on local authorities is to arrange for an assessment of a person in respect of whom it maintains a statement of Special Educational Needs - who is either in his or her last year of compulsory schooling or is over compulsory school age but still at school - at some time during the person's last year of schooling.	

Department for Education	Estates	Care Standards Act 2000. Secondary - Includes regulations governing children's homes and secure units (e.g. Children's Homes Regulations 2001).	Places duty of care on local authorities to ensure standards in children's homes are maintained to a specified level. The Care Standards Act 2000 does not place a duty on local authorities- Section 62 Children Act 1989 place a duty on LAs to satisfy themselves that voluntary organisations who provide accommodation are safeguarding and promoting the welfare of the children. Section 64 Children Act 1989 makes a similar provision for private children's homes. The Care Standards Act 2000 provides for the inspection of children's homes by Ofsted, and provides the power for Regulations governing the conduct of children's homes (such as the Children's Homes Regulations 2001).	
Department for Education	Special Education Needs	The Special Educational Needs (Provision of Information by Local Education Authorities) (England) Regulations 2001 (SI 2001/2218).	Publication of information about Special Educational Needs (SEN).	
Department for Education	Children in Care	Children Act 1989 Paragraphs 19A, 19B and 19C of Schedule 2. Secondary - Children (Leaving Care) England) Regulations 2001 but from the 1 April 2011 this group of children will be covered in the Care Planning, Placement and Case Review (England) Regulations 2010.	Duties on local authorities in relation to children about to leave care (eligible children).	
Department for Education	Children in Care	Children Act 1989 Section 23A(3). Secondary - Regulation 4 of the Children (Leaving Care) (England) Regulations 2001. From 1 April 2011 this group of children will be covered in the Care Leavers (England) Regulations 2010.	Care leaver support for former looked after children who reach age 16 when in custody or in hospital.	
Department for Education	Children in Care	Children Act 1989 Section 23C(5A), amended by the Children and Young Persons Act 2008, which came into force in August 2009. Secondary - The Children (Leaving Care) (England) Regulations 2001 [from 1 April 2011, the Care Leavers (England) Regulations 2010] and The Children Act 1989 (Higher Education Bursary) (England) Regulations 2009.	Paying a higher education bursary to a former "relevant child" who pursues higher education in accordance with their pathway plan.	
Department for Education	Special Education Needs	The Education (Special Educational Needs) (City Colleges) (England) Regulations 2002 (SI 2002/2071).	SEN payments to Academies in relation to pupils with statements. Duty is to review the payment arrangements in the event that any such arrangements are made	
Department for Education	School Governors	Education Act 2002 section 19, amended by Education Act 2011 sections 38 and 39. Secondary - School Governance (Constitution) (England) Regulations 2007 School Governance (Constitution) (England) Regulations 2012.	Sets out requirements for governing bodies of maintained schools including appointment of at least one LA governor and that the LA must give notice of any removal of an LA governor.	

Department for Education	Education	Education Act 2002 section 20 . Secondary - School Governance (Constitution) (England) Regulations 2007. School Governance (Federations) England Regulations 2007, School Governance (Constitution) (England) Regulations 2012	To make the Instrument of Government for all maintained schools and federations of maintained schools	
Department for Education	School Governors	Section 22 of the Education Act 2002.	To provide training and information for school governors.	
Department for Education	School Governors	Education Act 2002 section 34. Secondary - School Governance (New Schools) (England) Regulations 2007.	-Provides for LA to set up a temporary governing body for new maintained schools until the governing body is constituted for the school under an instrument of government	
Department for Education	Assessment	The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 2004 (article 6) (made under section 87 of the Education Act 2002).	Key Stage 1: Local authorities must make provision for moderating teacher assessments in respect of the schools which they maintain in relation to at least 25% of all relevant schools.	
Department for Education	Assessment	Assessment and reporting arrangements for Early Year Foundation Stage and Key Stage 1 – document has statutory force by virtue of section 87(11) of the Education Act 2002 and article 9 of SI 2004/2783, but also includes non-statutory guidance to local authorities	Key Stage 1: Local authorities must collect teacher assessment information from their maintained schools, quality assure it and submit it to the Department for Education.	
Department for Education	Assessment	Assessment and reporting arrangements for Early Years Foundation Stage and Key Stage 1 – document has statutory force by virtue of section 87(11) of the Education Act 2002 and article 9 of SI 2004/2783, but also includes non-statutory guidance	Key Stage 1: Local authorities should offer schools training and advice on all aspects of assessment at Key Stage 1 and ensure they have an electronic system to submit Key Stage 1 data.	
Department for Education	Assessment	Assessment and reporting arrangements for Early Years Foundation Stage and Key Stage 1 – document has statutory force by virtue of section 87(11) of the Education Act 2002 and article 9 of SI 2004/2783, but also includes non-statutory guidance	Key Stage 1: Local authorities should ensure schools are aware of the need to store Key Stage 1 task and test materials responsibly.	
Department for Education	Assessment	The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2003 (article 6) (made under section 87 of the Education Act 2002 and article 11 of the Order).	Key Stage 2: Local authorities must visit 10% of schools administering National Curriculum Tests (NCTs) for monitoring purposes.	
Department for Education	Curriculum	Education Act 2002 Section 79	Local authorities, governing bodies and head teachers have a duty to exercise their curriculum functions with a view to securing that the curriculum in their school satisfies the requirements of section 78 of the Education Act 2002 - balanced and broadly based curriculum	
Department for Education	Curriculum	Education Act 2002 Section 85(9)	The local authority, governing body or head teacher shall have regard to any guidance issued by the Secretary of State about the curriculum	



Department for Education	Curriculum	Education Act 2002 Section 85A(5), amended by Education Act 2011 section 31	The local authority, governing body or head teacher shall have regard to any guidance relating to entitlement areas for pupils at key stage 4 (arts, humanities, DT, modern foreign languages) which is issued by the Secretary of State.	
Department for Education	Curriculum	Education Act 2002 Section 88 (1A)	The local authority and governing body of each school is required to exercise their functions with a view to ensuring, and the head teacher must ensure, that the National Curriculum for England and the assessment arrangements specified in the National Curriculum, are implemented.	
Department for Education	Education	Education Act 2002 section 51A, inserted by Education Act 2011 section 4. Secondary - The Education (Pupil Exclusions and Appeals) (Maintained Schools) (England) Regulations 2002 (No. 3178). The Education (Pupil Exclusions and Appeals) (Pupil Referral Units) (England) Regulations 2002	Prescribes the duties of the local authority with regard to an exclusion from a school and appeals against exclusions. Duties include: receiving information from schools on exclusions (permanent and fixed term); passing this information to the Secretary of State for Education when prescribed; and establishing review panels	
Department for Education	Schools	Education Act 2002 Section 32	Responsibility for fixing dates of school terms and holidays in community, voluntary controlled, community special; and maintained nursery schools.	
Department for Education	Financial Reporting	Education Act 2002 Section 44 enables the Secretary of State to make regulations to: require maintained schools to supply accounting information to the LA which maintains them; and to require Local authorities to provide accounting information provided by the schools to the Secretary of State. Secondary - The Consistent Financial Report (England) Regulations 2012.	-The local authority must provide the Secretary of State with any financial statement provided to them in accordance with regulation 3 by the third Friday in the July following the financial year in respect of which the statement is made.	
Department for Education	Teachers' Pay	Education Act 2002, Part 8 s122 gives the Secretary of State a power to prescribe pay and conditions for teachers in maintained schools by Order. Secondary - The School Teachers' Pay and Conditions Order 2012 makes provision for the pay and conditions of teachers by reference to a document entitled "The School Teachers' Pay and Conditions Document" (STPCD).	The STPCD imposes various duties on relevant bodies in relation to the determination of teachers' pay. The local authority is the relevant body where the school does not have a delegated budget or where the teacher is an unattached teacher (Part 1 of the STPCD).	
Department for Education	Teachers and staff	Education Act 2002 Sections 21, 131 and 210 . Secondary - 'The Education (School Teacher Performance Management) (England) Regulations 2012	The local authority has to establish a performance management policy and is responsible for establishing a written policy. Prior to the policy being established or revised, there must be consultation with all unattached teachers and the recognised unions. The local authority must appoint a reviewer for unattached teachers	

Department for Education	Adoption	Adoption and Children Act 2002 Section 3. Secondary - Adoption Agencies Regulations 2005 (SI 2005/389). Local Authority Adoption Service (England) Regulations 2003 (SI 2003/370)	A general duty on the local authority to maintain an adoption service within their area. Further requirements are set out in the "conduct regulations", including duties relating to staffing and managers. Also a related duty to set up an adoption panel.	
Department for Education	Adoption	Adoption and Children Act 2002 Section 3, 4(5). Secondary - The Adoption Support Services Regulations (SI 2005/691) set out which types of support services must be extended to which categories of persons.	Preparing a plan and keeping it under review, where the local authority decides to provide adoption support services.	
Department for Education	Adoption	Adoption and Children Act 2002 Sections 2, 18, 19, 22, 30-35 . Secondary - Adoption Agencies Regulations 2005 (SI 2005/351) (made under s.9 of the 2002 Act)	Detailed provision in relation to functions and duties of adoption agencies at various stages of the adoption process. "Adoption agency" is defined as a local authority or registered adoption society (Voluntary Adoption Agency).	
Department for Education	Adoption	Adoption and Children Act 2002 Section 56. Secondary - (see the Disclosure of Adoption Information (Post-Commencement Adoptions) Regs 2005 (SI 2005/888).	Keeping prescribed information in relation to an adopted person .	
Department for Education	Adoption	Adoption and Children Act 2002 section 56. Secondary - (see the Disclosure of Adoption Information (Post-Commencement Adoptions) Regs 2005 (SI 2005/888).	Access to Information and Intermediary Services - Duty on the adoption agency to keep prescribed information in relation to an adopted person .	
Department for Education	Adoption	Adoption and Children Act 2002 Section 3(2). Secondary - The Adoption Support Services Regs 2005 (SI2005/691).	Making arrangements for the provision of adoption support services. Adoption Support Services are defined in section 2(6) of the 2002 Act. By virtue of the Adoption Support Services Regs 2005 the LA may provide these facilities by securing their provision by e.g. registered adoption societies, another LA, a registered adoption support agency.	
Department for Education	Adoption	Adoption and Children Act 2002 Act Sections 83 Secondary - Adoptions with a Foreign Element Regulations 2005 ('FERs'): Non-Hague Convention (s.83) cases	Responsibilities in relation to inter-country adoption. In non Convention cases, a duty to review and visit a child once it has been brought into the country.	
Department for Education	Safeguarding Children	Education Act 2002 (introduced 1 June 2004) Section 175	Duty on local authorities in relation to their education functions to ensure that these functions are exercised with a view to safeguarding and promoting the welfare of children. The authority must have regard to guidance given by the Secretary of State (in England)/ Welsh Ministers (in Wales).	
Department for Education	Curriculum	Education Act 2002 Sections 79 (6) and (7).	General duties in respect of sex education and the curriculum.	

Department for Education	Teachers and staff	The Education (School Teachers Prescribed Qualifications) (England) Regulations 2003 and The Education (Specified Work and Registration) (England) Regulations 2012 and Education (School Teachers) (Qualifications and Specified Work) (Miscellaneous Amendments) (England) Regulations 2012	Require maintained and non maintained special schools in England to check that their teachers have Qualified Teacher Status or fall within the special categories outlined in the regulations and sets out qualifications that they must have.	
Department for Education	Teachers and staff	The Education (Health Standards) (England) Regulations 2003	Require schools to ensure that staff involved in relevant activity or teaching meet the necessary health and physical capacity required to do their job.	
Department for Education	Teachers and staff	The Education (Specified Work and Registration) (England) Regulations 2012 and Education (School Teachers) (Qualifications and Specified Work) (Miscellaneous Amendments) (England) Regulations 2012	-Requires school teachers to be qualified	
Department for Education	Inspection	Local Authority accountability: (1) s20 Children Act 2004 and The Children Act 2004 (Joint Area Reviews) Regulations 2005 (2) s137 Education & Inspections Act 2006 and The Education & Inspections Act 2006 (Inspection of Local Authorities) Regulations 2007(3) s.128 and 141 Education & Inspections Act 2006	(1) Joint Area Reviews: regulations require the local authority to distribute the report and produce and distribute a post inspection action plan (2) Reports of inspections under section 136: requires the LA to distribute the report and produce and distribute a post inspection action plan as specified in regulations. (3) Power to require information etc: requires the local authority to provide the Chief Inspector with any information or document she requires in relation to local authority performance of its functions or in connection with her own functions.	
Department for Education	Children and Young People	Children Act 2004 Section 11 .	Duty to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children; and applies where services provided through a third party.	
Department for Education	Safeguarding Children	Children Act 2004, sections 13. (Sections 14 - 16 refer to the functions, procedure and funding of Local Safeguarding Children Boards). Secondary - Local Safeguarding Children Boards Regulations 2006, SI 2006/90.	Local authority duty to establish a Local Safeguarding Children Board (LSCB), to ensure representatives of various bodies and of the local community are included on it, and to co-operate with the "Board partners". The LSCB co-ordinates what is done by partners to safeguard and promote the welfare of children. The LSCB has a range of specific functions including serious case reviews, reviews of child deaths and the production of an annual report.	
Department for Education	Children and Young People	Children Act 2004 Section 18	Duty to appoint a Director of Children's services to fulfil the functions of the local authority as they relate to children and young people, including education, children's social care and local partnerships	

Department for Education	Children and Young People	Children Act 2004 Section 19	Duty to designate a Lead Member for Children's Services to discharge functions of the local authority as above	
Department for Education	Children and Young People	Children Act 2004 Section 10 (1)	Duty to co-operate' – to make arrangements to promote co-operation between the local authority; each of the authority's relevant partners, and such other persons or bodies the authority consider appropriate to improve outcomes for children. Those outcomes are defined as the five Every Child Matters outcomes: be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being	
Department for Education	Children and Young People	Children Act 2004 Section 10(3)	Duty to have regard to the importance of parents and carers in improving children's wellbeing.	
Department for Education	Children and Young People	Children Act 2004 Section 12A as amended by the Apprenticeship, Skills, Children and Learning Act 2009	Duty to establish a Children's Trust Board as part of the wider co-operation arrangements.	
Department for Education	Complaints	Education Act 2005 Sections 11B and 11A	Power of Chief Inspector to investigate complaints about schools: Duty on local authority, if requested to do so by the Chief Inspector, to (1) provide information relevant to an Ofsted investigation of a parental complaint about a school maintained by the local authority; (2) make arrangements for meeting for parents to be held (where the school does not have a delegated budget); (3) provide a copy of the Chief Inspector's report to parents (where the school does not have a delegated budget)	
Department for Education	Schools	Education Act 2005 Section 15, amended by Education Act 2011 section 40.	If after a section 5 inspection the Chief Inspector considers a school to require special measures or significant improvement, local authorities are required to consider what action to take in light of the report and prepare a written statement of action they propose to take in light of the report and to send a copy to the Chief Inspector, and in the case of a voluntary aided school, the person who appoints the foundation governors and the appropriate appointing authority	
Department for Education	Adoption	Adoption and Children Act 2002 Sections 61, 62 Secondary (post commencement) - Adoption Agencies Regulations 2005 - duty to keep child/prospective adopter (PA) case records. Disclosure of Adoption Information (Post-Commencement Adoptions) Regs 2005 . Secondary (pre-commencement) - Adoption Information and Intermediary Services (Pre-Commencement Adoptions) Regs 2005. Adoption Agencies Regulations 1983	Disclosing, where appropriate, 'protected information' about adults/children following an application, and obtaining the views of the person the information is about (or parent/guardian/child if the information is about a child) before doing so. Retaining adoption information for certain periods and keeping it secure and confidential.	

Department for Education	Adoption	The Adoption Support Services Regs (SI 2005/691) set out which types of support services must be extended to which categories of persons.	Where the local authority decides to provide adoption support services, they have a duty to prepare a plan and keep this under review. There is a duty on the local authority to review the provision of support services/financial support where, for example, there is a change in that person's circumstances, or annually.	
Department for Education	Adoption	Adoption and Children Act 2002 Section 84. Secondary - Adoptions with a Foreign Element Regulations 2005.	Preparing reports for the court in relation to applications for parental responsibility orders where a child is being taken out of the UK for the purposes of adoption. In Convention cases, providing counselling and information, undertaking assessments and reports, and exchanging relevant documents	
Department for Education	Adoption	Private Fostering Regulations 2005	For local authorities to safeguard privately fostered children in their area	
Department for Education	Establishment of New Schools	Education and Inspections Act 2006 Sections 6A, 7, 9, 10 and 11, amended by Education Act 2011 section 37. Secondary legislation - The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007.	Local authorities to follow the prescribed statutory process when considering inviting proposals / considering proposals to establish new schools.	
Department for Education	Closure of Schools	Education and Inspections Act 2006 Section 15 . Secondary legislation - The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007. (applies to Local authorities).	Local authorities to follow the prescribed statutory process when proposing the closure of existing maintained schools.	
Department for Education	Alterations of Existing Schools	Education and Inspections Act 2006 Section 19 . Secondary legislation - The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007.	Local authorities to follow the prescribed statutory process when proposing alterations to existing schools.	
Department for Education	Complaints	Education and Inspections Act 2006 Section 60	If an LA issues a performance, standards and safety Warning Notice (WN) to a governing body of a school it must comply with a set of statutory requirements (e.g. WN must be in writing; it must set out the matters which have caused concern, the action which the governing body is required to take to remedy those matters, the initial period when they must remedy the concerns or make representations to Ofsted and the action the LA are minded to take if the governing body fail to take the required action).	

Department for Education	Complaints	Education and Inspections Act 2006 Section 63	If a local authority requires a school eligible for intervention (other than where a warning notice has been given under section 60A ) to enter in to 'arrangements' (e.g. collaboration/federation etc), the local authority must consult the Governing Body of the school and, in the case of foundation or voluntary schools, the appropriate diocesan or appointing authority. If the school is eligible for intervention because a warning notice has been given under section 60 of the Act, the power must be exercised within 2 months following the end of the compliance period.	
Department for Education	Intervention	Education and Inspections Act 2006 Section 64	Power of LA to appoint additional governors if the school is eligible for intervention. If school is eligible for intervention for failure to comply with a warning notice - this power only lasts for 2 months after warning notice has been given and not complied with by GB	
Department for Education	Intervention	Education and Inspections Act 2006 Section 65	If local authorities want to put in place an Interim Executive Board (IEB) in a school eligible for intervention, they must apply to the Secretary of State for consent and before doing so, must consult the Governing Body and in the case of foundation or voluntary schools, the appropriate diocesan or appointing authority	
Department for Education	Intervention	Education and Inspections Act 2006 Section 66	If a local authority decides to give notice to a governing body of a school eligible for intervention that it is suspending its right to a delegated budget, the power must be exercised within 2 months following the end of the defined compliance period where it is eligible for intervention for failing to comply with a warning notice.	
Department for Education	Estates	Sections 18, 19, 21, 22, 23, 24, 31, 181 and 183 Education and Inspections Act 2006. Secondary - The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007.	Transfer of land on the change of a school category	
Department for Education	Safeguarding Children	Safeguarding Vulnerable Groups Act 2006	Imposes various requirements on (among other bodies) local authorities, including requirements: not to employ barred people to do 'regulated activity' (s7 and s9); to check that their employees/volunteers are subject to monitoring (Independent Safeguarding Authority -registered (ISA) before permitting them to engage in regulated activity Was s10(1)- Repealed by the Protection of Freedoms Act 2012, s 115(1), (2), Sch 9, Pt 6, paras 43, 50, Sch 10, Pt 5.; to refer individuals to the ISA (e.g. where they are removed from regulated activity) (s39); and to give information to the ISA on request (s40)	

<b>Department for Education</b>	Teachers and staff	Education and Inspections Act 2006 Sections 60A and 69B.	<p>The Secretary of State may direct the local authority to give a warning notice to the governing body under section 60A if the local authority decides not to do so. The local authority must comply with that direction. (Section 60A confers power on local authorities to give a warning notice (a teacher's pay and conditions warning notice) to a governing body where it is satisfied that the governing body have failed to comply with any provision of a School Teachers' Pay and Conditions Order which applies to teachers or the governing body has failed to secure that the head teacher complies with any such provision.)</p> <p>Section 72 of the 2006 Act imposes a duty on local authorities to have regard to guidance.</p>	
<b>Department for Education</b>	Early Years	Childcare Act 2006 Section 1	General duty to improve the well-being of children under five and reduce inequalities.	
<b>Department for Education</b>	Early Years	Childcare Act 2006 Section 1(3) and (4). Secondary - Local Authority Targets (Well-Being of Young Children) Regulations 2007 (SI 2007 / 1415) as amended by 2008 regulations.	Local authorities are required to act in manner best calculated to meet targets set for them by the Secretary of State.	
<b>Department for Education</b>	Early Years	Childcare Act 2006 Section 3	Specific duties in relation to early years services. Includes duties to: make arrangements to ensure integrated provision of early years services; take steps to identify parents not using services and to encourage them to do so; take reasonable steps to encourage the involvement of various interested parties in the making and implementation of arrangements made under this section of the Act; have regard to such information about the views of young children as is available; and have regard to statutory guidance.	
<b>Department for Education</b>	Early Years	Childcare Act 2006 Section 4	Duty to make arrangements to work with the National Health Service Commissioning Board and Job Centre Plus in performance of the local authority's duties under sections 1 and 3 of Childcare Act 2006	
<b>Department for Education</b>	Early Years	Childcare Act 2006 Section 99 . Secondary - The Childcare (Provision of Information About Young Children) Regulations 2009 (SI 2009 / 1554).	Annual collection of Early Years Foundation Stage Profile data. Gives power to local authorities to collect information about individual children receiving early years provision, but also places a duty on local authorities to supply that information to the Secretary of State if requested.	
<b>Department for Education</b>	Information	Childcare Act 2006 Section 12. Secondary: The Childcare Act 2006 (Provision of Information to Parents (England) Regulations 2007 (SI 2007 No 349).	Duty to provide information, advice and assistance	

Department for Education	Children's Centres	Childcare Act 2006 Section 5A	Duty to secure sufficient children's centres to meet local need, so far as this is reasonably practicable	
Department for Education	Children's Centres	Childcare Act 2006 Section 5C	Duty to secure that each children's centre is within the remit of an advisory board	
Department for Education	Children's Centres	Childcare Act 2006 Section 5D	Duty to secure that consultation is carried out before children's centres are opened or closed or have significant changes made to services	
Department for Education	Children's Centres	Childcare Act 2006 Section 5E(2)	Duty to consider whether early childhood services should be delivered through one of the children's centres in the area	
Department for Education	Children's Centres	Childcare Act 2006 Section 98C(3)	Duty to produce and publish an action plan after an Ofsted inspection	
Department for Education	Childcare	Childcare Act 2006 Section 6	Duty to secure sufficient childcare for working parents (or parents in education/training)	
Department for Education	Childcare	Childcare Act 2006 Section 7, as amended by Education Act 2011 Section 1	Duty to secure prescribed early years provision free of charge	
Department for Education	Childcare	Childcare Act 2006 Section 11	Duty to assess childcare provision	
Department for Education	Childcare	Childcare Act 2006 Section 13	Duty to provide information, advice and training to childcare providers, and prospective providers.	
Department for Education	Early Years	The Early Years Foundation Stage (Learning and Development Requirements) Order 2007	Early Years Foundation Stage: Places a duty on local authorities to make provision to ensure that early years foundation profile assessments made by providers in their areas are accurate and consistent, and have regard to any guidance given by the Department for Education	
Department for Education	School Admissions	The Information as to Provision of Education (England) Regulations 2008	Information to be provided by authorities to the Secretary of State	
Department for Education	Teachers and staff	The Education (Induction Arrangements for School Teachers) (England) Regulations 2012	Sets out the regulations relating to the need for registered teachers to complete formal induction periods and for schools not to employ a person as a teacher unless they have satisfactorily completed their induction period. This relates to local authorities in their capacity as employers of teachers in maintained schools	
Department for Education	Schools	The School Information (England) Regulations 2008 SI 2008/3093 Regulation 5.	Local authority to publish a composite prospectus	
Department for Education	Special Education Needs	The School Information (England) Regulations 2008 Regulation 8	Local authority to publish other information for parents	
Department for Education	Young People	Education and Skills Act 2008 Section 68.	To make available to young people and relevant young adults such services as they consider appropriate to encourage, enable or assist them to engage and remain in education or training. The services are currently known as Connexions services. Local authorities can fulfil the duty to make services available either by providing them itself or by making arrangements with others which could include other local authorities	



Department for Education	Young People	Education and Skills Act 2008 section 10	Required to promote the effective participation in education or training of the young people in their area to 18 (or 25 for those with learning difficulties or disabilities). The duty is already enacted but comes into force in June 2013.	
Department for Education	Budget	Apprenticeships Skills Children and Learning Act 2009 Sections 251 and 252 .	Local authorities must provide information about their planned and actual expenditure (annual budget and outturn statements) on their education functions and their children's social services functions, in accordance with directions given by the Secretary of State.	
Department for Education	Teachers and staff	The School Staffing (England) Regulations 2009	The appointment, management and dismissal of staff.	
Department for Education	Teachers and staff	School Staffing (England) Regulations 2009	Require schools in England to keep a register or single central record of the recruitment and vetting checks carried out on staff.	
Department for Education	Safeguarding Children	The Local Safeguarding Children Boards (Amendment) Regulations 2010 - SI 2010/622 (under Children Act 2004)	To ensure local authorities take reasonable steps to ensure representation of schools and further education institutions on the Local Safeguarding Children Boards	
Department for Education	Over compulsory school age	Apprenticeships, Skills, Children and Learning Act 2009 section 41 inserts sections 15ZA and 15ZB into the Education Act (1996)	Duty in respect of education and training for persons over compulsory school age:	
Department for Education	Over compulsory school age	Apprenticeships, Skills, Children and Learning Act 2009 section 42 inserts section 15ZC into Education Act (1996)	Encouragement of education and training for persons over compulsory school age.	
Department for Education	Education	Apprenticeships, Skills, Children and Learning Act 2009 section 44 inserts section 51A into Further and Higher Education Act 1992	Duty to provide for named individuals	
Department for Education	Education	Apprenticeships, Skills, Children and Learning Act 2009 section 45, as amended by Education Act 2011 section 30, inserts section 17A - 17D in the Education Act 1996.	Duties in relation to the core entitlement	
Department for Education	Special Education Needs	Apprenticeships, Skills, Children and Learning Act (2009) Part 2 section 46 inserts section 514A - in the Education Act (1996)	Provision of boarding accommodation for persons subject to learning difficulty assessment	
Department for Education	Over compulsory school age	Apprenticeships, Skills, Children and Learning Act (2009) Part 2 section 47 inserts section 560A into the Education Act (1996)	Work experience for persons over compulsory school age: England	
Department for Education	Education of Young Offenders	Apprenticeships, Skills, Children and Learning Act (2009) Part 2 sections 48-52 insert various clauses into the Education Act (1996). Amended by Education Act 2011 section 30	Provision of education for persons subject to youth detention	
Department for Education	Education	Apprenticeships, Skills, Children and Learning Act (2009) Part 2 sections 56-57	Complaints about transport arrangements etc for persons of sixth form age in England and LA in England must make provision of transport etc for adult learners	

Department for Education	Teachers' Pensions	Teachers' Pensions Regulations 2010	Local Authority is regarded as the employer for pension purposes for all teachers in schools maintained by them (Local authorities). These specific duties are related to service and contribution remittance.	
Department for Education	Education	Equality Act 2010 Section 88 and Schedule 10. This came into force on 1 October, replicating duties under the Disability Discrimination Act 1995. The Disability Discrimination (Prescribed Times and Periods for Accessibility Strategies and Plans for Schools) Regulations 2005.	Accessibility for Disabled Pupils	
Department for Education	Child Poverty	Child Poverty Act 2010	Duties of local authorities and other bodies in England: requires local cooperation arrangements to be made to reduce and mitigate the effects of child poverty in local areas; and the arrangements to include arrangements to prepare and publish local child poverty needs assessments, and to prepare joint child poverty strategies for local areas.	
Department for Education	Religious Education	Education Act 1996 Section 390	A LA shall convene a Standard Advisory Council for Religious Education (SACRE) who must consider and approve applications for a determination from a school to modify the type of collective worship (CW) provided to reflect the backgrounds and traditions of the school community.	
Department for Education	Looked after Children	Children Act 1989 Section 22 including 22(3)(a) and 22(3A) as amended by Section 52 of the Children Act 2004.	Duties on local authorities in relation to looked after children: duty to safeguard and promote their welfare; duty to ascertain wishes and feelings of child/parents before making any decision; and in making any decision to give due consideration to those wishes and feelings and to the child's religious persuasion, racial origin and cultural and linguistic background.	
Department for Education	Looked after Children	Children Act 1989 section 23	Accommodation for looked after children. A child may be placed back with their parents, with local authority foster parents (which could be family/friend), in a children's home or through other arrangements.	
Department for Education	Looked after Children	Children Act 1989 Schedule 2 paragraph 15.	Promoting contact between the child and his family.	
Department for Education	Looked after Children	Children Act 1989 Schedule 2, paragraph 19.	Making arrangements for a looked after child to live outside England and Wales.	
Department for Education	Looked after Children	Children Act 1989 Sections 25A, 25B and 25C , inserted by Children and Young Persons Act 2008, coming into force on 1 April 2011 – to replace the duty under section 26 Secondary - Care Planning, Placements and Case Review (England) Regulations 2010	Extending the duties in relation to Independent Reviewing Officers (IRO) including their appointment, qualifications and responsibilities.	

Department for Education	Looked after Children	Children Act 1989 Section 23ZA, inserted by Children and Young Persons Act 2008. Secondary - Care Planning, Placement and Case Review (England) Regulations 2010 and Visits to Former Looked After Children in Detention (England) Regulations 2010 (both to come into force on 1 April 2011)	Visits to and contact with looked after children and certain children who cease to be looked after.	
Department for Education	Looked after Children	Section 23ZB inserted by the Children and Young People's Act (this replaces Schedule 2, paragraph 17)	A duty on local authorities to appoint an independent visitor to visit, advise and befriend a looked after child of a prescribed description/in any other case it appears to the local authority it would be in child's interests to do so.	
Department for Education	Care leavers	Children Act 1989 Sections 23A to 24B Secondary - Children (Leaving Care) (England) Regulations 2001 which are to be replaced from 1 April 2011 with new Care Leavers (England) Regulations 2010.	Care Leavers - Supporting 'relevant children' and 'former relevant children' (care leavers). A relevant child is defined as a child who is aged 16 or 17, who is no longer looked after, and who was, before last ceasing to be looked after, an "eligible child". A former relevant child is defined as (i) a person who was a relevant child (and would be one if he was still under 18) or (ii) a person who was an eligible child when, at the age of 18, he ceased to be looked after	
Department for Education	Care leavers	Children Act 1989 sections 23C and 24B	Duties on Local authorities in relation to former relevant children: to keep in touch; to continue with the pathway plan and the personal adviser; to give financial assistance related to the child living near the place where he is or will be employed, so far as his welfare requires it; and to give financial assistance to the extent his welfare and his educational or training needs require. These duties continue until the former relevant child reaches the age of 21, except in the case of a former relevant child whose pathway plan sets out a programme of education or training which extends beyond his 21st birthday in which case the duties to continue with related financial assistance, the pathway plan, and the personal adviser continue for as long as he pursues that programme.	
Department for Education	Care leavers	Children Act 1989 Section 24C	Providing information to another local authority if a care leaver or person qualifying for advice and assistance proposes to live or is living in the area of that other local authority .	
Department for Education	Care leavers	Children Act 1989 Part 3 and Parts 4 and 5 under section 24D of the Children Act 1989	Complaints may be made about the local authority functions specified in regulations and adoption functions and special guardianship support services or in the case of complaints "leaving care" functions of the local authority	

Department for Education	Care leavers	Children Act 1989 Section 26A Secondary - Advocacy Services and Representations Procedure (Children) Amendment Regulations 2004.	Making arrangements for the provision of advocacy services for care leavers and children who make or intend to make representations.	
Department for Education	Adoption	Adoption and Children Act 2002 Section 2(8).	Providing facilities for inter-country adoption within adoption service.	
Department for Education	Safeguarding Children	Children Act 1989 section 22	Places a duty on the local authority to apply for a placement order in certain circumstances.	
Department for Education	Adoption	Children Act 1989 sections 30-35	The local authority may remove a child who has been placed for adoption from the prospective adopters and duties on the local authority where the parent wishes to recover the child or the potential adopters wish to return the child.	
Department for Education	Adoption	Adoption and Children Act 2002 Section 58, 60.	Disclosing information to adopted adult if requested and to a prescribed person in prescribed circumstances.	
Department for Education	Adoption	Adoption and Children Act 2002 Sections 4(1). Secondary - The Adoption Support Services Regulations (SI 2005/691) - set out procedure for assessment	Carrying out an assessment for adoption support services where specified parties request this.	
Department for Education	Adoption	<i>Hague Convention cases</i> The relevant Regulations are the Adoptions with a Foreign Element Regulations 2005, as amended by the Adoptions with a Foreign Element (Amendment) Regulations 2009.	Adoption agency duties to: provide counselling (reg 14); carry out assessment and prepare potential adopters' report; make a decision as to the potential adopters' suitability to adopt (reg 17); send all relevant information to central authority; consider Article 16 information and discuss with the potential adopter; notify the central authority that procedures have been followed and content for adoption to proceed; inform of proposed placement; where notice of intention to adopt – duties to monitor/review in reg 5 apply (see above); various duties imposed on the local authority if the placement breaks down.	
Department for Education	Adoption	Adoption and Children Act 2002 Sections 42, 43, 44 .	Making an assessment/investigation in relation to applications for adoption orders. The LA must make an assessment on receipt of a notice of intention to adopt, and the requirement for the LA to be given sufficient opportunity to see the child etc is a condition for making an adoption order.	
Department for Education	Safeguarding Children	Children Act 1989 Section 20.	Providing accommodation for any child in need in their area who appears to require accommodation because there is no person with parental responsibility for them, they are lost or abandoned, or the person who has been caring for them being prevented (permanently or not, for whatever reason) from providing them with care.	
Department for Education	Safeguarding Children	Children Act 1989 Section 21	Accommodation for children in police protection or detention or on remand (Local authority duty to provide)	

Department for Education	Safeguarding Children	Children Act section 25. Secondary - Children (Secure Accommodation) Regulations 1991 (SI 1991/1505) and Children (Secure Accommodation) (No. 2) Regulations (SI 1991/2034).	Allows a local authority to make an application to the Court to seek a secure accommodation order.	
Department for Education	Safeguarding Children	Children Act 1989 sections 44, 44A, 44B and 45	Allows the Court to make emergency protection orders on the application of a local authority (or other authorised body).	
Department for Education	Looked after Children	Children Act 1989 Sections 62, 64.	Ensuring that the welfare of children in voluntary and private children's homes in their area is being safeguarded and arranging for children to be visited.	
Department for Education	Looked after Children	Children Act 1989 Section 22G	Securing sufficient accommodation within the local authority's area to meet the needs of their looked after children.	
Department for Education	Looked after Children	Children Act 1989 Section 22C, 22D, 23 Secondary - Arrangements for Placement of Children (General) Regulations 1991 (SI 1991/890) . Placement of Children with Parents etc Regulations 1991 (SI1991/893) Fostering Services Regulations 2002 (SI 2002 /57) - Parts 4,5 and 6.	Providing accommodation for looked after children and ensuring that the child's case is reviewed prior to making such arrangements.	
Department for Education	Looked after Children	Children Act 1989 Section 53 . Part 2 of the Care Standards Act 2000. Secondary - Children's Homes Regulations 2001 (soon to be replaced by the Children's Homes 2001 Amendment Regulations).	Securing sufficient children's homes for the care and accommodation of children looked after by the local authority. As a provider of children's homes, a local authority must be registered in respect of the home under the Care Standards Act 2000, and manage the home in accordance with the Children's Homes Regulations, which impose various obligations on providers.	
Department for Education	Care leavers	Children Act 1989 section 23CA	Adds a further class of former relevant child' - one who is under 25, to whom section 23C no longer applies, and who has informed his local authority that he wishes to pursue a programme of education or training. Duties: to provide a personal adviser; to carry out an assessment of needs, to prepare a pathway plan; and to provide financial assistance to the extent his educational or training needs require it.	
Department for Education	Safeguarding Children	Children Act 1989 Section 14A(8) subsection(9) Secondary - Special Guardianship Regulations 2005 (SI 2005/1109).	Investigating and preparing a report on the suitability of applicants for a Special Guardianship Order on receipt of notice of an individual's intention to apply.	
Department for Education	Special Guardianship	Children Act 1989 Section 14F. Secondary - The Special Guardianship Regulations 2005.	Making arrangements for provision of special guardian support services (including financial support). This includes carrying out an assessment where specified parties request this, preparing a support plan and keeping it under review.	
Department for Education	Sixth Form College	Further and Higher Education Act 1992 section 33E, amended by the Apprenticeships, Skills, Children and Learning Act 2009 Schedule 8.	Requires sixth form colleges to consult with local authorities before offering or participating in secondary education.	

Department for Education	Teachers and staff	Education Act 2005 Section 94, as amended by Education Act 2011 section 15	Duty to provide the Secretary of State with any information necessary for school workforce training.	
Department for Education	Young People	Education Act 1997 section 42A, inserted by Education Act 2011 section 29	Duty to provide independent careers guidance to all pupils in Pupil Referral Units from the ages of 14 to 16. This guidance must be impartial, and include information on all training options available both at ages 16 and 18, including apprenticeships.	
Department for Education	Education	Apprenticeships, Skills, Children and Learning Act 2009 Schedule 13 inserts section 69A into the Education and Inspections Act 2006, amended by Education Act 2011 section 44.	Powers of the Secretary of State to require a local authority to give a warning notice to a maintained school.	
Department for Education	Education	Academies Act 2010 section 6, amended by Education Act 2011 section 58	Requires that local authorities cease to maintain a school once it becomes an academy. This does not, however, prevent them from providing goods or services to the academy or making payments for some but not all of its expenses.	
Department for Education	Education	Academies Act 2010 section 7, amended by Education Act 2011 section 57	Requires local authorities to pay the proprietor of an academy any surplus in a school's budget when it converts.	
Department for Education	Education	Academies Act 2010 section 8 and schedule, amended by Education Act 2011 sections 59 and 63 and schedule 14.	Allows the Secretary of State to transfer to converter academies property (including land), rights or liabilities held by local authorities on behalf of schools which convert.	
Department for Education	Education	Education Act 2011 section 61 inserts section 10A into Academies Act 2010.	Requires local authorities to consider whether to pay the cost of board and lodging at an academy for pupils if they believe that boarding is the only way to meet their educational needs or if a boarding pupils' parents fall into financial hardship, to pay that part of the boarding fee which is necessary to enable the pupils to continue as a boarder. This duty only applies to pupils already on roll of a boarding school and who would normally reside in the local authority's area. It mirrors the duty local authorities have in respect of pupils at maintained schools (s 458 Education Act 1996)	
Department for Education	Special Education	Education Act 2011 section 75 inserts sections 532A, 532B and 532C into Education Act 1996	Allows local authorities to make direct payments for services for children with special educational needs, and allows the Secretary of State to set up pilots for such direct payments.	
Department for Education	Curriculum	The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 2004 article 6A, inserted by the Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) (Amendment) Order 2011 (made under section 87 of the Education Act 2002)	Key Stage 1: Local authorities must exercise their functions to monitor at least 10% of relevant schools to ensure the Year 1 phonics screening check is being administered correctly.	

<b>Department for Education</b>	Curriculum	Assessment and reporting arrangements for Year 1 phonics screening check – document has statutory force by virtue of section 87(11) of the Education Act 2002 and article 9 of SI 2004/2783 as amended by article 7 of SI 2011/3057, but also includes non-statutory guidance to local authorities	Key Stage 1: Local authorities must visit at least 10% of relevant schools before, during and / or after the phonics screening check, and submit information / data to the Department.	
<b>Department for Business, Innovation and Skills</b>	Apprenticeships	Education Act 1996 - S. 15ZA(5)	Duty in respect of education and training for persons over compulsory school age: England	
<b>Department for Business, Innovation and Skills</b>	Post Education Awards	Local Education Authority (Post Compulsory Education Awards) Regulations 1999	The council is required to determine, by 31 March each year, whether it wishes to exercise its powers in accordance with the provisions	
<b>Department of Health</b>	Mental Health	Mental Health Act 1983, s27	Local Authority can be designated to be nearest relative of certain children and young people in Local Authority care	
<b>Department of Health</b>	Mental Health	Mental Health Act 1983, s145 (1AC)	References in the Mental Health Act to an approved mental health professional ("AMHP") are to be construed as references to an AMHP acting on behalf of an Local Social Service Authorities. In effect requires Local Social Service Authorities to authorise AMHPs to act on their behalf (see also s.114)	
<b>Department of Health</b>	Public Health	Health Protection (Local Authority Powers) 2010	Regulation 2 - various duties to notify and review where Local Authority has served notice requiring child to be kept off school for public health reasons	
<b>Department of Health</b>	Adult Social Care	NHS Act 2006 s.82	To cooperate with the National Health Service	
<b>Department of Health</b>	Adult Social Care	Carers and Disabled Children Act 2000 s1	To assess carer's ability to provide care	
<b>Department of Health</b>	Adult Social Care	Carers and Disabled Children Act 2000 s2	To decide whether to provide services to carer	
<b>Department of Health</b>	Adult Social Care	Carers and Disabled Children Act 2000 s6A	To inform carers of right to assessment	
<b>Department of Health</b>	Adult Social Care	Carers (Recognition and Services) Act 1995 s1	To assess carer's ability to provide care	
<b>Department of Health</b>	Adult Social Care	Disabled Persons (Services, Consultation and Representation) Act 1986 s8	To take into account abilities of carer	
<b>Department of Health</b>	Adult Social Care	Local Authority Social Services Act 1970 (LASSA) s. 7	To act under guidance of the Secretary of State	
<b>Department for Work and Pensions</b>	Child Poverty	Child Poverty Act	Duties of local authorities and other bodies in England: requires local cooperation arrangements to be made to reduce and mitigate the effects of child poverty in local areas; and the arrangements to include arrangements to prepare and publish local child poverty needs assessments, and to prepare joint child poverty strategies for local areas	
<b>The Government Equalities Office</b>	Equalities	Disability Discrimination Act 1995 Sections 49A - 49D	Public Authorities: General duty	
<b>The Government Equalities Office</b>	Equalities	Race Relations Act 1976 Sections 71 - 71B	Specified authorities: general statutory duty	

<b>The Government Equalities Office</b>	Equalities	Sex Discrimination Act 1975 Section 76A - 76C	Public authorities: general statutory duty	
<b>The Government Equalities Office</b>	Equalities	Disability Discrimination (Public Authorities) Statutory Duties Regulations 2005	Disability Equality Scheme	
<b>The Government Equalities Office</b>	Equalities	Sex Discrimination Act 1975 (Public Authorities) Statutory Duties) Order 2006	Gender Equality Scheme	
<b>HM Revenue &amp; Customs</b>	Child Trust Fund	Child Trust Fund Act 2004 S16 & Reg 33 SI 2004/1450	Child Trust Fund - provision of information to HM Revenue & Customs	
<b>Home office</b>	Crime and Disorder	Crime and Disorder Act 1998 (as amended) Section 6	Formulation and implementation of strategies	
<b>Home office</b>	Crime and Disorder	Crime and Disorder Act 1998 (as amended) Section 17	To consider crime and disorder implications	
<b>Home office</b>	Crime and Disorder	Crime and Disorder Act 1998 (as amended) Section 5 (1)	Authorities responsible for strategies	
<b>Home office</b>	Crime and Disorder	Crime and Disorder Act 1998 (as amended) Section 7	Supplemental	
<b>Ministry of Justice</b>	Young offender education	Education Act 1996 S18, as inserted by S48 (1) Apprenticeships, Skills, Children and Learning Act 2009	Local education authorities in England and Wales (LAs) with custodial establishments in their area ("host authorities") must secure that suitable education and training is provided to meet the reasonable needs of young people in custody.	
<b>Ministry of Justice</b>	Young offender education	Education Act 1996 Section 562 , as inserted by S49 of the Apprenticeships, Skills, Children and Learning Act 2009	Section 562 of the Education Act 1996, says that certain provisions in the Education Act 1996 do not apply in relation to young people in custody. Section 49 reverses this and means that functions of Local Authorities, and others under the 1996 Act will now apply in respect of <u>young people in custody.</u>	
<b>Ministry of Justice</b>	Young offender education	Education Act 1996 Section 562 , as inserted by S50 of the Apprenticeships, Skills, Children and Learning act 2009	Section 562B provides that the home Local Authority must take such steps as they consider appropriate to promote fulfilment of a young person's learning potential while they are in custody, and on their release.	
<b>Ministry of Justice</b>	Young offender education	Education Act 1996 Section 562C, as inserted by S50 of the Apprenticeships, Skills, Children and Learning act 2009	Section 562C provides that the host Local Authority must use its best endeavours to ensure that appropriate special educational provision is made for the young <u>person.</u>	
<b>Ministry of Justice</b>	Young offender education	Education Act 1996 Section 562E, as inserted by S50 of the Apprenticeships, Skills, Children and Learning Act 2009	Section 562E provides that the host authority must arrange for the detained person's literacy and numeracy skills to be assessed as soon as reasonably practicable after the person arrives in custody, unless the authority is satisfied that it already has evidence of the current level of the person's literacy and <u>numeracy skills.</u>	
<b>Ministry of Justice</b>	Young offender education	Education Act 1996 Section 562F, as inserted by S50 of the Apprenticeships, Skills, Children and Learning Act 2009	Section 562F makes provision for the transfer of information relating to a detained person's education or training from their school or previous place of learning to the home and host Local Authority, and to providers of education in custody.	



Ministry of Justice	Young offender education	Education Act 1996 Section 562G, as inserted by S50 of the Apprenticeships, Skills, Children and Learning Act 2009	Section 562G says that the home Local Authority must notify the host Local Authority about any statement of special educational needs, when the person becomes detained. When the person is released, the host Local Authority must notify the home Local Authority.
Ministry of Justice	Young offender education	Education Act 1996 Section 562H, as inserted by S50 of the Apprenticeships, Skills, Children and Learning Act 2009	Section 562H ensures that upon young person's release, the host Local Authority informs the home Local Authority if they believe the person has special educational needs or a learning difficulty which should be assessed.
Ministry of Justice	Young offender education	Education Act 1996 Section 312A, as inserted by S52 of the Apprenticeships, Skills, Children and Learning Act 2009	Section 312 relates to young people who had a statement prior to their detention. The Local Authority must revive the statement on the person's release and make sure it is transferred to the authority that will be responsible for maintaining it.
Ministry of Justice	Young offender education	Education Act 1996 Section 328(5), as inserted by S52 of the Apprenticeships, Skills, Children and Learning Act 2009	Section 328(5) requires the local authority maintaining the statement to review the child's statement on their release.
Ministry of Justice	Young offender education	Children Act 1989 S2 Para 7	The Local Authority is under a duty to "reduce the need to bring criminal proceedings against children within their area" "encourage children within their area not to commit criminal offences" and "avoid the need for children within their area to be placed in secure accommodation" [secure accommodation means secure children's homes
Ministry of Justice	Young offender education	Crime and Disorder Act 1998 Section 37(1) and section 37(2) and 42(1)	Sets out the principle aim of the youth justice system which is to prevent offending by children and young persons and that bodies carrying youth justice functions are under a duty to have regard to that aim
Ministry of Justice	Youth Justice Offending Services	Crime and Disorder Act 1989 Section 38 of the	Places a duty on Local Authorities, in co-operation with other named agencies to secure that youth justice services are available in their area. Section 38(3) lists a large number of items which are within the meaning of youth justice services. These are; Provision of reprimands and final warnings, provision of support for children and young persons remanded or committed on bail, placement in Local Authority accommodation of children and young people remanded or committed to secure accommodation, provision of court reports, the performance of youth offending teams, performance of supervision, implementation of referral orders
Ministry of Justice	Youth Justice Offending Services	Crime and Disorder Act 1989 Section 42(3)	Local Authorities and other bodies who carry out youth justice duties are required to act in accordance with any guidance given to them by the Secretary of State

Ministry of Justice	Youth Justice Offending Services	Crime and Disorder Act 1989 Section 39(1)	Duty of every LA acting in co-operation with partner agencies (who are under a duty to co-operate with the LA) to establish for their area one or more Youth Offending Teams	
Ministry of Justice	Youth Justice Offending Services	Crime and Disorder Act 1989. Section 39(5)	Sets out the statutory membership of the YOT (statutory partners are social services, police, probation, education, health). LAs may also include other persons as appropriate	
Ministry of Justice	Youth Justice Offending Services	Crime and Disorder Act 1998 Sections 39(7) and 40 set out the broad functions of a Youth Offending Team	Sets out the general duties of a Youth Offending Team - co-ordinate provision of youth justice services etc. Section 40 states that it is the duty of every Local Authority to produce a youth justice plan	
Ministry of Justice	Youth Justice Offending Services	A range of references to the Youth Offending Team and/or a member of the Youth Offending Team that underpin these provisions. These are set out in various Acts post 1998 and are too numerous to reference here	These set out specific duties and responsibilities of the Youth Offending Team and individual members of the Youth Offending Teams. For example the role of Youth Offending Teams in delivering various court orders, e.g parenting orders	
Ministry of Justice	Youth Justice Offending Services	Criminal Justice Act 2003 s325	Youth Offending Teams have a duty to co-operate with other agencies to ensure there are arrangements for assessing whether a person is a relevant sexual or violent offender	
Ministry of Justice	Youth Justice Offending Services	Children Act 2004 s10(4)	To co-operate with children's services authority to improve the well being of children	
Ministry of Justice	Youth Justice Offending Services	Children Act 2004 s 11	To make arrangements to promote safeguarding and welfare of children	
Ministry of Justice	Youth Justice Offending Services	Children Act 2004 Section 13(3) (d)	Youth Offending Teams for local areas is a board partner of the Local Safeguarding Children Board	
Ministry of Justice	Youth Justice Offending Services	Education and Skills Act (2008) s16/s77	YOTs may supply information to a provider of education services	
Ministry of Justice	Youth Justice Offending Services	Children and YP Act 1969 s23AA(5)	Where a child or young person is remanded to Local Accommodation and no security requirement is imposed but Electronic Monitoring is imposed - the Youth Offending Team has to confirm availability	
Ministry of Justice	Youth Justice Offending Services	Children and YP Act 1969 s23(3)	Where a child or young person is remanded to Local Accommodation & after consultation with the Youth Offending Team it shall remand the young person to local authority accommodation and require it to be secure	
Ministry of Justice	Youth Justice Offending Services	Bail Act 1976 s 3 AA and 3AB	Youth Offending Teams must inform court that electronic monitoring is suitable when imposing bail on a person aged between 12 and 17	
Ministry of Justice	Youth Justice Offending Services	Crime and Disorder Act 1998 s66	Where a constable warns a child or young person he shall refer the matter to the Youth Offending Team. The Youth Offending Teams is required to assess the young person and arrange for him/her to participate in a rehabilitation programme if appropriate	

Ministry of Justice	Youth Justice Offending Services	Powers of Criminal Courts (Sentencing) Act S18 and 29	Youth Offending Teams must establish and support youth offender panels. Including the provision of staff and accommodation as well as supervision of youth offender contract	
Ministry of Justice	Youth Justice Offending Services	Anti Social Behaviour Act 2003 s 25	Youth Offending Teams may apply to the court for parenting contract where a young person has engaged in Anti Social Behaviour. Where a young person has been referred to the Youth Offending Teams as a result of such activity the Youth Offending Teams may apply to the court for a parenting order	
Ministry of Justice	Offenders and reoffending	Criminal Justice Act 2003 S325	To co-operate with the responsible authority (ie. police, prisons and probation acting jointly) on MAPPA (multi-agency public protection arrangements) to assess and manage the risks posed in that area by relevant sexual and violent offenders, and other persons who are considered by the responsible authority to be persons who may cause serious harm to the public, to the extent that such co-operation is compatible with the exercise by the local authority of its functions under any other enactment	
Department for Communities and Local Government	Housing	Housing Act 1996 Part 7,	Duty to make inquiries into cases of homelessness or threatened homelessness	
Department for Communities and Local Government	Housing	Housing Act 1996 Part 7	Co-operation in certain cases involving children	
Department for Communities and Local Government	Housing	Housing Act 1996, Part 7	Interim duty to accommodate in case of apparent need	
Department for Communities and Local Government	Housing	Housing Act 1996, Part 7	Duty to persons becoming homeless intentionally	
Department for Communities and Local Government	Housing	Housing Act 1996 Part 7,	Duty to persons not in priority need who are not homeless intentionally	
Department for Communities and Local Government	Housing	Housing Act 1996 Part 7	Duty to persons with priority need who are not homeless intentionally	
Department for Communities and Local Government	Housing	Housing Act 1996 Part 7	Duties in case of threatened homelessness	
Department for Communities and Local Government	Housing	Housing Act 1996 Part 7	Duties to applicant where case is considered for referral or referred	
Department for Communities and Local Government	Housing	Housing Act 1996, Part 7	Discharge of functions: out of area placements	

Department for Communities and Local Government	Housing	Housing Act 1996 Part 7	Protection of property: supplementary provisions	
Department for Communities and Local Government	Housing	Housing Act 1996 Part 7,	Co-operation between relevant housing authorities and bodies	
Department for Communities and Local Government	Housing	Housing Act 1996, Part 7	Co-operation in certain cases involving children	
Department for Communities and Local Government	Housing	Housing Act 1996, Part 7,	Duty of local housing authority to provide advisory services	
Department for Communities and Local Government	Accountability	Local Government Act 2000 Section 4(1) and 4 (3)	Prepare a Sustainable Community Strategy and associated duty to consult.	
Department for Education	Looked after children	Legal Aid, Sentencing and Punishment of Offenders Act 2012	Places a duty on the designated local authority to treat a child remanded in youth detention as a looked after child.	
Department for Education	Youth Justice Offending Services	Legal Aid, Sentencing and Punishment of Offenders Act 2013	The act transferred the responsibility for meeting the costs of under 18s remanded to Youth Offending Institutions from the Youth Justice Board to local authorities.	
Department for Education	Education	Admission Arrangements and Co-ordination of Admission Arrangements Regulations 2012'	A duty on local authorities to refer objections to the school's adjudicator if they suspect a school's admissions arrangements are unlawful.	
Department of Health and Social Care		Health and Social Care Act 2012	The Act placed a duty on LAs to improve the health of people in it's area (transfer of public health duties). It further created the role of Director of Public Health within local authorities. The creation of Health and Wellbeing Boards (HWBs) to oversee services in each area created a shared duty to promote the integration of health and social care.	
Department of Health and Social Care	Transition to Adult Social Care	Care Act 2014	Where it appears to a local authority that a child is likely to have needs for care and support after becoming 18, the authority must, if it is satisfied that it would be of significant benefit to the child to do so and if the consent condition is met, assess the child's current needs and likely needs after becoming 18.	
Department for Education	Special Education Needs	Children and Families Act 2014	Duty for local authorities and health bodies to work in partnership when commissioning provision for children and young people with SEND.	
Department for Education	Special Education Needs	Children and Families Act 2014	Duty on local authority to identify all children and young people in its area who have, or may have, SEND	
Department for Education	Special Education Needs	Children and Families Act 2014	Duty for local authorities to publish a 'local offer' of services available for children and young people with SEND.	

Department for Education	Special Education Needs	Children and Families Act 2014	Duty on local authorities to include children, young people and parents in reviewing and developing provision for those with SEND.	
Department for Education	Special Education Needs	Children and Families Act 2014	Duty on local authorities to draw up Education, Health and Care Plans from 0-25 years (to replace statements).	
Department for Education	Special Education Needs	Children and Families Act 2014	Duty on local authorities to provide an independent advice and support services to children with SEND and their families	
Department for Education	Special Education Needs	Children and Families Act 2014	Duty to make arrangements with a view to avoiding or resolving disagreements in relation to Education, Health and Care Plans.	
Department for Education	Special Education Needs	Children and Families Act 2014	Duty on local authorities to prepare a personal budget for children or young people with an EHC plan if asked to do so by the child's parent or by the young person themselves.	
Department for Education	Children in Care	Children and Families Act 2014	A duty to facilitate 'Staying Put' arrangements, to monitor these arrangements and provide advice and support (including financial) to the foster parent and young person and to facilitate the arrangement until the young person reaches 21.	
Department for Education	Children in Care	Children and Families Act 2014	A duty on every children's services authority in England to promote the educational achievement of children in care via the appointment of a Virtual School Head.	
Department for Education	Young carers	Children and Families Act 2014	A duty on the LA to assess whether a young carer within their area has needs for support, and if so, what those needs are and how they are met eg. under Section 17.	
Department for Education	Adoption	Children and Families Act 2014	A duty to consider fostering for adoption as part of the care planning process to achieve permanence for a child	
Home Office	Safeguarding	Serious Crime Act 2015	The act places a duty on persons who work in 'regulated professions,' including teachers and social workers, to notify the police when, in the course of their work, they discover that an act of FGM appears to have been carried out on a girl who is under-18.	
Home Office	Safeguarding	Counter-Terrorism and Security Act 2015	A duty to prevent vulnerable young people from being drawn into terrorism, includes an expectation that all front line staff, including contractors, are trained and that LA staff make referrals to the 'Channel Panel' when concerns arise.	
Department for Education	Childcare	Childcare Act 2016	Duty to publish information about childcare and related matters (amend the Child Care Act 2006)	
Department for Education	Childcare	Childcare Act 2016	Duty to secure 30 hours free childcare for 3- and 4-year-old children of working parents.	
Home Office	Children in Care	Immigration Act 2016	Duty to provide information for the purposes of transfers of responsibility for relevant children (UASCs) to the Secretary of State.	

Department for Education	Adoption	Education and Adoption Act 2016	Duty on one, or more, LAs to make arrangements for all, or any, of their functions to be carried out on their behalf by one of those LAs or one or more adoption agencies (RAAs).	
Department for Education	Adoption	Education and Adoption Act 2016	A duty on LAs (in respect of their function as an adoption agency), to place all children for whom prospective adopters have not yet been found on an adoption register as soon as possible and within 3 months of being approved for adoption. Adopters must also be placed on the register within 3 months of having been approved unless a match had already been found. Also updates adult and children act 2002 and removes the duty to maintain an adoption service in their area and allowing them to secure providers from other areas or registered adoption societies.	Note - From 1 April 2019 there will not be a statutory adoption register and therefore LAs will not have a mechanism to fulfil these duties.
Department for Education	Education	Education and Adoption Act 2016	A duty on LAs to inform the Secretary of State before they exercise powers to require the governing body of a maintained school to enter into arrangements to appoint additional governors or to suspend a governing body's right to a delegated budget (updates section 6 of the Education and Inspections Act 2006)	
Department for Education	Education	Education and Adoption Act 2016	A duty on LAs to work with school Governing Bodies who are subject to an academy order to take all reasonable steps to achieve a successful conversion.	
MHCLG	Housing	Homelessness Reduction Act 2017	From October 2018, places a duty children's services to refer those who they think may be homeless or at risk of homelessness to a local housing authority. This requires children's services to respond to a positive disclosure of homelessness or threat of homelessness with a referral to the local housing authority	
Department for Education	Care leavers	Children and Social Work Act 2017	Duty to publish a local offer that may assist care leavers in, or preparations for, adulthood and independent living.	
Department for Education	Care leavers	Children and Social Work Act 2017	Duty to extend the support of personal advisers for all care leavers up to the age of 25. The LA must carry out an assessment and prepare a pathway plan with a view to determining relevant advice and support.	
Department for Education	Care leavers	Children and Social Work Act 2017	Before publishing its local offer for care leavers (or any updated version) a local authority must consult relevant persons about which of the services offered by the local authority may assist care leavers in, or in preparing for, adulthood and independent living.	

















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**Children's Services Overview and Scrutiny Committee  
Work Programme 2023/24**

Dates of Meetings: 15 June 2023, 12 September 2023, 16 November 2023, 16 January 2024, 12 March 2024

<b>Topic</b>	<b>Lead Officer</b>	<b>Requested by Officer/Member</b>	<b>Description of Report</b>
<b>15 June 2023</b>			
Terms of Reference	Democratic Services	Officers	
Youth Cabinet Update	Angela Surrey	Standing Item	
Items Raised by Thurrock Local Safeguarding Partnership Board: Progress Update on Peer Review and Case Review – Action Plans	Priscilla Bruce-Annan	Standing Item/ Members	
Statutory Duties Report - Children's Social Care	Janet Simon	Officers	
Statutory Duties Report - Education	Michele Lucas	Officers	

Children's Social Care Performance – Quarter 4 2022-23	Janet Simon	Chair	
Fees and Charges Report			
Work Programme	Democratic Services	Standing item	
<b>12 September 2023</b>			
Youth Cabinet Update	Angela Surrey	Standing Item	
2022/23 Annual Complaints and Representations Report – Children's Social Care	Lee Henley	Officers	
Fostering Recruitment Update	Janet Simon	Members	
Family Hubs / Start for Life Update	Clare Moore	Officers	
Items Raised by Thurrock Local Safeguarding Partnership Board: Progress Update on Peer Review and Case Review – Action Plans	Priscilla Bruce-Annan	Standing Item	



Work Programme	Democratic Services	Standing item	
<b>16 November 2023</b>			
Youth Cabinet Update	Angela Surrey	Standing Item	
Children's Social Care Performance Quarter 1	Janet Simon	Officers	
Fees and Charges Pricing Strategy 2023-24	Kelly McMillan	Officer	
Items Raised by Thurrock Local Safeguarding Partnership Board	Priscilla Bruce-Annan	Standing Item	
Work Programme	Democratic Services	Standing Item	
<b>16 January 2024</b>			
Youth Cabinet Update	Angela Surrey	Standing Item	
Overview of Responsibilities of Portfolio holder for Children's Services	Councillor B Johnson		

Educational Attainment Data 2022/23	Michele Lucas		
Thurrock Childcare Sufficiency Annual Assessment Report 2023	Michele Lucas		
Items Raised by Thurrock Local Safeguarding Partnership Board	Priscilla Bruce-Annan	Standing Item	
Work Programme	Democratic Services	Standing item	
<b>12 March 2024</b>			
Youth Cabinet Update Report	Angela Surrey	Standing Item	
Items Raised by Thurrock Local Safeguarding Partnership Board	Priscilla Bruce-Annan	Standing Item	
Work Programme	Democratic Services	Standing Item	

**Updated:**

**Clerk: Rhiannon Whiteley**

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