



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every week and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Thursday 16 February 2023. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Friday 17 February 2023 if they are not called-in.

Delegated Decisions

1. Councillor Shayer (Deputy Leader and Cabinet Member for Finance and Economy):

1.1. UK Shared Prosperity Fund Project **(Pages 1 - 12)**

2. Councillor Carlyle (Cabinet Member for Education, Skills and Children and Young People):

2.1. School Admission Arrangements 2024/2025 **(Pages 13 - 30)**

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – DL07 22/23

Decision	
1	Title of decision: UK Shared Prosperity Fund Project
2	Decision maker (Cabinet member name and portfolio title): Councillor Mark Shayer, Deputy Leader of the Council
3	Report author and contact details: Amanda Ratsey, Amanda.Ratsey@plymouth.gov.uk
4	<p>Decision to be taken:</p> <ul style="list-style-type: none"> To agree to use £300,000 of UK Shared Prosperity Funds for the delivery of the Cattewater Harbour - Port Development Feasibility Study project To authorise the Director for Place to enter into or sign agreements on behalf of Plymouth City Council in relation to the UK Shared Prosperity Fund.
5	<p>Reasons for decision:</p> <ul style="list-style-type: none"> Plymouth were allocated £3,131,412 for three years (2022/23 - 2024/25) to support a mix of revenue and capital spend. Plymouth City Council is the Accountable Body for the delivery and management of the UK Shared Prosperity Fund (UKSPF) and as such needs to follow Plymouth City Council processes. As part of the investment plan submitted to Government on the 01 August 2022 there was a requirement to utilise an existing group or form a Key Partnership Group that would act as an advisory group in order to provide recommendations on the delivery of potential projects. The Plymouth Growth Board was invited to act as this key partnership group and after consultation with the Board, the group has given its positive recommendation on the delivery of the Cattewater Harbour - Port Development Feasibility Study project. To meet Plymouth City Council governance frameworks and thresholds. The project is requesting £300,000 hence above the threshold for an Officer to do so and therefore, in order to award the amount being requested requires an executive decision. To allow and ensure that the project can deliver and spend the UKSPF allocation of money to year 1 (2022/23) before the end of the financial year. To meet the timelines set out by Government to deliver the UK Shared Prosperity Fund. This project will play a key role into the ambitions of future proofing the Port in Plymouth and will be able to contribute to the offshore renewable industry and increased investment in the coming decades of which the South West Ports will be integral in supporting.

6	Alternative options considered and rejected: N/A			
7	<p>Financial implications and risks:</p> <p>The funding is received from Government for the purpose of delivering the UK Shared Prosperity Fund and is underpinned by a Memorandum of Understanding and further funding agreements that binds Plymouth City Council into an agreement with the Department for Levelling Up, Housing & Communities (DLUHC) and further funding agreements and service level agreements between the Accountable Body and projects outlining that the funds is shouldered by the applicant as such is contractually obliged to deliver and spend according to the Fund parameters and requirements. Projects are subject to Accountable Body processes involving but not limited to procurement regulations, monitoring and governance, as such, failure to follow requirements from either the Accountable Body or DLUHC runs the risk of remedial action.</p> <p>Plymouth City Council will provide dedicated resources to manage and oversee the fund. UKSPF offers a 4% top slice to cover management costs of the fund. We will maintain robust programme management protocols through regular monitoring and review to ensure that the projects are delivered within the grant terms and conditions. Remedial action will be taken where necessary.</p>			
8	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	<p>Yes</p>	<p>No</p>	<p>Per the Constitution, a key decision is one which:</p> <p>X in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total</p> <p>X in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million</p> <p>X is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.</p>
	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>	N/A		
9	<p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p>	<p>This decision highlights how this potential UK Shared Prosperity Fund project is relevant to some chapters of the Plymouth Plan, including Growing City and International City as well as other frameworks including the Climate Emergency Action Plan. This project has the potential to be directly linked to both the revenue and capital budget, with possible site investigation works and arising from the feasibility study that focuses on the development of the port.</p>		
10	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>The UK Shared Prosperity Fund process incorporates high levels of net zero ambition. This paper highlights how this project has the potential to positively impact</p>		

		upon and encourage net zero initiatives; driving forward clean ports and further investment into the city that encourages high levels of net zero initiatives. In the long-run, this project will ensure the port secures new trade, imports and exports, fishing vessels, as well as showcasing that Plymouth can play a role in the future.		
Urgent decisions				
I 1	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section I 3a)
I 2a	Reason for urgency:			
I 2b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I 3a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section I 4)
I 3b	Which other Cabinet member's portfolio is affected by the decision?			
I 3c	Date Cabinet member consulted			
I 4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
I 5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	18 January 2023	
Sign-off				
I 6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS104 22/23	

		Finance (mandatory)	pl.22.23.354.
		Legal (mandatory)	MS/39584
		Human Resources (if applicable)	N/A
		Corporate property (if applicable)	N/A
		Procurement (if applicable)	N/A

Appendices

17	Ref.	Title of appendix
	A	Equalities Impact Assessment

Confidential/exempt information

18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	x	

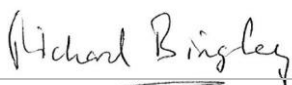
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							

Background Papers

19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.
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Title of background paper(s)	Exemption Paragraph Number						
	1	2	3	4	5	6	7


Cabinet Member Signature

20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not.		
Signature		Date of decision	9 February 2023
Print Name	Councillor Richard Bingley, Leader of Plymouth City Council		

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EQUALITY IMPACT ASSESSMENT – [UKSPF PROJECT SIGN OFF-PORT DEVELOPMENT PROJECT]

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Victoria Glennon	Department and service:	Economic Development - Place	Date of assessment:	08/02/2023
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Amanda Ratsey	Signature:		Approval date:	08/02/2023
Overview:	<p>This EIA assesses the potential impact of the agreeing to use £300,000 of UK Shared Prosperity Funds for the delivery of the Cattewater Harbour - Port Development Feasibility Study project.</p> <p>Background</p> <ul style="list-style-type: none"> • Plymouth were allocated £3,131,412 for three years (2022/23 - 2024/25) to support a mix of revenue and capital spend. • Plymouth City Council is the Accountable Body for the delivery and management of the UK Shared Prosperity Fund (UKSPF) and as such needs to follow Plymouth City Council processes. • As part of the investment plan submitted to Government on the 01 August 2022 there was a requirement to utilise an existing group or form a Key Partnership Group that would act as an advisory group in order to provide recommendations on the delivery of potential projects. The Plymouth Growth Board was invited to act as this key partnership group and after consultation with the Board, the group has given its positive recommendation on the delivery of the Cattewater Harbour - Port Development Feasibility Study project. • To allow and ensure that the project can deliver and spend the UKSPF allocation of money to year 1 (2022/23) before the end of the financial year. • To meet the timelines set out by Government to deliver the UK Shared Prosperity Fund. • This project will play a key role into the ambitions of future proofing the Port in Plymouth and will be able to contribute to the offshore renewable industry and increased investment in the coming decades of which the South West Ports will be integral in supporting. • The commercial port of Plymouth is at capacity in providing space and berthing options. This project will play a key role into the ambitions of future proofing the Port in Plymouth and will be able to contribute to the offshore renewable industry in the coming decades of which the South West Ports will be integral in supporting. 				

	<ul style="list-style-type: none"> This project will look at how Plymouth's ports can be developed. Initially, the will be to establish the feasibility of developing currently unused space in the harbour for port operations. The space adjacent to Victoria Wharf within the Cattewater has been identified, which would provide much needed additional berthing and cargo storage. The proposed area is clear of the main channel. Following on from this, the project will look to begin site investigation works to ensure that development of the area can be done rapidly. In the long-run, this project will ensure the port secures new trade, imports and exports, fishing vessels, as well as establishing Plymouth can play a role in the future. The renewable offshore wind industry demands greater quay space and lay down areas, with the ability to berth and operate vessels of greater tonnage as required by the customers.
Decision required:	<ul style="list-style-type: none"> To agree to use £300,000 of UK Shared Prosperity Funds for the delivery of the Cattewater Harbour - Port Development Feasibility Study project. To authorise the Director for Place to enter into or sign agreements on behalf of Plymouth City Council in relation to the UK Shared Prosperity Fund.

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	X
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	X
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes		No	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	This project and the expected activities it will deliver can be considered as not expected to negatively impact upon internal or external groups with protected characteristics. The project has a great potential to positively impact groups of people. This will be reviewed throughout the project's duration.			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
	All data is from the 2011 Census except for age and sex which has been updated with 2021 data.			

	Data will be updated with the 2021 Census data as it becomes available.			
Age	<p>Plymouth</p> <ul style="list-style-type: none"> • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(Data sourced from the 2021 Census)</p>	No adverse impacts are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Economic Development 2022/23- 2024/25
Disability	9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem. While, 12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical	No adverse impacts are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Economic Development 2022/23- 2024/25

	or mental health problem. (2021 Census)			
Gender reassignment	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).	No adverse impacts are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Economic Development 2022/23- 2024/25
Marriage and civil partnership	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).	No adverse impacts are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Economic Development 2022/23- 2024/25
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5	No adverse impacts are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Economic Development 2022/23- 2024/25
Race	In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black. (2021 Census) People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different	No adverse impacts are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Economic Development 2022/23- 2024/25

	term to describe their ethnicity. (2021 Census)			
Religion or belief	48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census). Those who identified as Muslim account for 1.3 per cent of Plymouth's population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).	No adverse impacts are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Economic Development 2022/23- 2024/25
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	No adverse impacts are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Economic Development 2022/23- 2024/25
Sexual orientation	88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).	No adverse impacts are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Economic Development 2022/23- 2024/25

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	No adverse human rights implications are anticipated.	Not applicable. This will be reviewed and updated if or when any adverse impacts arise as a result of the project.	Not applicable.

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	The project presents no direct negative implications to this objective.	Not applicable.	Economic Development 2022/23- 2024/25
Pay equality for women, and staff with disabilities in our workforce.	The project presents no direct negative implications to this objective.	Not applicable.	Economic Development 2022/23- 2024/25
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	The project presents no direct negative implications to this objective.	Not applicable.	Economic Development 2022/23- 2024/25
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	The project presents no direct negative implications to this objective.	Not applicable.	Economic Development 2022/23- 2024/25
Plymouth is a city where people from different backgrounds get along well.	The project presents no direct negative implications to this objective.	Not applicable.	Economic Development 2022/23- 2024/25

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – ESCYP03 22/23

Decision			
1	Title of decision: School admission arrangements 2024/2025		
2	Decision maker (Cabinet member name and portfolio title): Councillor Charlotte Carlyle, Cabinet Member for Education, Skills and Children and Young People		
3	Report author and contact details: Jim Barnicott, Head of Education and Virtual School, Education, Participation and Skills Email: Jim.Barnicott@plymouth.gov.uk Telephone: 01752 308975		
4	Decision to be taken: That the determined school admission arrangements for 2024/2025 be based on those for 2023/2024 subject to the following amendments: I. New timetables for primary and secondary schools at the normal point of entry;		
5	Reasons for decision: The Council is under a statutory duty to consult upon and then determine the admission arrangements for all community and voluntary controlled schools where admission arrangements change, and to ensure that as far as possible, the admission arrangements for other categories of school meet the requirements of the School Admissions Code. The Council is also under a statutory duty to devise and agree upon a coordinated scheme of admissions in respect of the normal points of entry.		
6	Alternative options considered and rejected: Not to determine the 2024/2025 school admission arrangements and coordinated schemes would leave the Council in breach of its statutory duties.		
7	Financial implications and risks: None		
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	Per the Constitution, a key decision is one which:
		No	
		x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
		x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million

		x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>		
9	<p>Please specify how this decision is linked to the Council’s corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p>		<p>The proposal helps to meet the City Vision, collaborative values, collaborative objectives, and collaborative outcomes in the following ways:</p> <p>City Vision – Britain’s Ocean City – providing improved and additional capacity for increasing the number of school age children in the City ensures there is a school place for every child and improves their education opportunities which will improve their quality of life. The Primary Basic Need programme delivers education infrastructure that supports the growth of the city, by supplying good quality education provision that meets need, it makes the city an attractive place to live and work</p> <p>Collaborative Value – We are democratic – we have ensured that we provide parents, staff and governors at the schools, local residents and other stakeholders with the opportunity to participate in the decision making on the proposals</p> <p>Collaborative Value – We are fair – all the proposed expansions have had public consultation which demonstrates that we are fair and open in our decision making.</p> <p>Objective – Growing Plymouth – Provides sufficient facilities for the growing number of children in Plymouth improving their academic attainment thereby improving their opportunities for the future.</p> <p>Outcome – Caring Plymouth – Enables local residents and other stakeholders to participate in the decision making</p> <p>Outcome – Pioneering Plymouth – Provides extended and improved services for children and their families making effective use of resources available. The basic need growth areas have been carefully mapped and the proposals in this report are targeted at narrowing the gaps in equality of access to education places.</p> <p>Helps to address the growing need for additional facilities for primary and secondary age children, using resources wisely.</p> <p>Outcome – Growing Plymouth – Provides sufficient education facilities for the growing number of children in Plymouth improving their education opportunities. Without basic need growth there is a serious risk that some children in the city will not be able to access a school place.</p>

10	Please specify any direct environmental implications of the decision (carbon impact)	None		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	✓	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	✓	
15	Which Corporate Management Team member has been consulted?	Name	Sharon Muldoon	
		Job title	Director of Children's Services	
		Date consulted	05/12/2022 to 15/01/2023	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS101 22/23	
		Finance (mandatory)	DJN.22.23.349	

	Legal (mandatory)	EJ/28851/24.1.22 (1)
	Human Resources (if applicable)	N/A
	Corporate property (if applicable)	N/A
	Procurement (if applicable)	N/A

Appendices

I7	Ref.	Title of appendix
	A	Briefing report for publication (<i>mandatory</i>)
	B	Equalities Impact Assessment (<i>where required</i>)

Confidential/exempt information

I8a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in I8b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	✓	

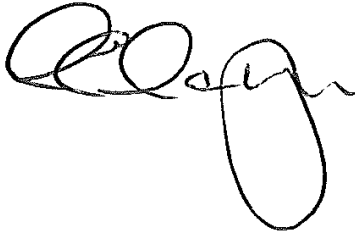
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
I8b	Confidential/exempt briefing report title:							

Background Papers

I9 Please list all unpublished, background papers relevant to the decision in the table below.
 Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.

Title of background paper(s)	Exemption Paragraph Number						
	1	2	3	4	5	6	7

Cabinet Member Signature

20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.		
Signature		Date of decision	09/02/2023
Print Name	Councillor Charlotte Carlyle		

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**SCHOOL ADMISSION ARRANGEMENTS
2024/2025**

Public consultation



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2. **Proposal and Rationale**
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4. **Methodology**
5. **The Consultation**
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7. **Decision to be taken**

1. Background Information

Plymouth City Council is the admission authority for all community and voluntary controlled schools in the City. The School Standards and Framework Act 1998, as amended by the Education Act 2002 and the School Admissions Code (the Code) require all admission authorities to consult on admission arrangements at least every seven years and always when arrangements change. Each year, admission authorities must determine the admission arrangements that are to apply. This paper relates to coordinated admission schemes and the admission arrangements for community and voluntary controlled schools only.

Determination of the admission arrangements for schools which are their own admission authority rests with the governing board of the individual school.

Improving school admission arrangements helps to maximise parental preference, which in turn enables the Council to identify more accurately where surplus capacity is located, thereby helping to meet the corporate objective of removing surplus school places.

Schools are a key facility within their local communities and support wider cohesion in the area. An equality impact assessment is included in this report. The determined admission arrangements are compliant with the Code. The Code takes account of primary legislation and regulations most relevant to admissions decisions and comments on the provisions of the Equality Act 2010, the Human Rights Act 1998 and the School Standards and Framework Act 1998.

2. Proposal and Rationale

In respect of all community and voluntary controlled schools, the Council is under a statutory duty, where admission arrangements change, to consult upon and then determine the admission arrangements. The Council also has a statutory duty to ensure that as far as possible, the admission arrangements for other categories of school meet the requirements of the Code. The Council is also under a statutory duty to devise and agree upon a coordinated scheme of admissions in respect of the normal points of entry.

Not to determine the 2024/2025 school admission arrangements would leave the Council in breach of its statutory duties.

3. Timeline

Activity	Timetable for admission arrangements in 2024/2025
Earliest date to send admission arrangements to the Diocesan Board of education	1 October 2022 (last date 31 October 2022)
Earliest date to start consultation on proposed arrangements	1 October 2022
Plymouth own admission authority schools to send draft admission arrangements for consultation to Plymouth local authority (LA)	7 November 2022 to 11 November 2022
Plymouth consultation starts	Monday 5 December 2022
Plymouth consultation ends	Sunday 15 January 2023

Deadline for completion of consultation on arrangements	31 January 2023
Deadline for the local authority to formulate a coordinated scheme for state funded schools in their area, including any new school or Academy which is expected to open.	1 January 2023
Minimum length of consultation	Six weeks
Deadline for admission arrangements to be determined (even there have been no changes or no consultation)	Tuesday 28 February 2023
Deadline for notification of a qualifying scheme for coordination	Tuesday 28 February 2023
Deadline for admission authorities to send determined arrangements to LA	Wednesday 15 March 2023
Deadline for LA to publish on its website details of all new schools to open that year & details of where all other school arrangements can be viewed	Wednesday 15 March 2023
Deadline for objections to the Schools Adjudicator	Monday 15 May 2023

4. Methodology

When consulting on admission arrangements, the Council is required to consult all maintained schools in Plymouth, neighbouring admission authorities, and parents as well as others who the Council feel, have an interest in education. The Council detailed the arrangements for the consultation on its website and an online response form was available. The consultation was advertised using posters in schools, press notices, emails to Plymouth and surrounding district schools, MPs, City Councillors and others who the Council felt may have had an interest in admission arrangements. The Code also emphasises the local authority's role in ensuring that the admission arrangements for all admission authorities in the area, including academies, free, trust, foundation, studio, UTC and voluntary aided schools comply with the Code. Councils are under a duty to formulate and agree coordinated admissions schemes with the majority of admission authorities in its area.

5. The Consultation

For admissions in 2024/2025, consultations have been held in accordance with the Code on the basis of the admission arrangements set out in the In-Year admission arrangements 2023/2024, The parent's guide for Primary, Junior, Secondary and Key Stage 4 2023, as suitably amended.

The proposals for change comprised:

- I. New timetables for primary and secondary schools at the normal point of entry;

6. The Consultation Survey

Comments were received in response to the consultation as follows:

Consultation category	Undecided	Support	Against	No opinion
Primary, infant and junior coordinated admission scheme	0	0	0	0
Secondary coordinated admission scheme	0	0	0	0
In-Year locally admission coordinated scheme	0	0	0	0
Nursery school oversubscription criteria	0	0	0	0
Primary school oversubscription criteria	0	0	0	0
Secondary school oversubscription criteria	0	0	0	0

7. Decision to be taken

Having completed the consultation process, the Council, as the admission authority for community and voluntary controlled schools, must determine the admission arrangements by 28 February 2023. In addition, the Council must also have agreed a qualifying scheme for coordination with the majority of schools in its area.

No objections have been received to the admission arrangements proposals during the period of consultation. It is therefore the recommendation is that the policy documents should be agreed as consulted upon.

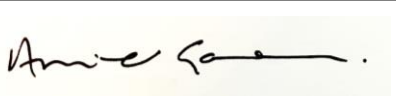
It is proposed that the determined school admission arrangements for 2024/2025 be based on those for 2023/2024 subject to the following amendments:

- I. New timetables for Primary, Junior, Secondary and Key Stage 4 schools at the normal point of entry;

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EQUALITY IMPACT ASSESSMENT – SCHOOL ADMISSION ARRANGEMENTS 2024/2025

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Sharon Stowe – School Admissions Support Manager	Department and service:	Education Participation and Skills – School Admissions	Date of assessment:	16/01/2023
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Annie Gammon – Interim Service Director, Education, Participation and Skills	Signature:		Approval date:	01/02/2023
Overview:	School Admission arrangements for community and voluntary controlled schools for admission in the 2024/2025 academic year. The determined admission arrangements take into account responses received during the consultation carried out between 5 December 2022 and 15 January 2023 and met the legal requirements specified in the School Admissions Code.				
Decision required:	The relevant policies to be determined by Plymouth City Council as the admission authority by 28 February 2023 in line with the School Admissions Code 2021.				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes	✓	No	
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	✓
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section two)	Yes		No	✓

If you do not agree that a full equality impact assessment is required, please set out your justification for why not.

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>All data is from the 2011 Census except for age and sex which has been updated with 2021 data. Data will be updated with the 2021 Census data as it becomes available.</p> <p>Plymouth</p> <ul style="list-style-type: none"> • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. 	<p>Education out of age cohort could result in additional provision to be made in school place planning but this is not a quantity that can be predicted.</p> <p>There is a danger that parents may request a place out of age cohort because the appropriate year group is full rather than looking at the best interest of the child.</p>	<p>Monitor the number of out of age cohort applications received and approved.</p>	<p>School Admissions. To be monitored over the academic year.</p>

	<ul style="list-style-type: none"> 18.4 per cent of people are aged 65 and over. <p>(Data sourced from the 2021 Census)</p>			
Disability	10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).	None	None	N/A
Gender reassignment	<p>There are no official estimates for gender reassignment at either national or local level (awaiting 2021 Census data).</p> <p>However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIRES) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>	None	None	N/A
Marriage and civil partnership	<p>There were 234,795 marriages in England and Wales in 2018.</p> <p>In 2020, there were 7,566 opposite-sex civil partnerships formed in England and Wales, of which 7,208 were registered in England and 358 were registered in Wales.</p> <p>There were 785 civil partnerships formed between same-sex couples in England and Wales in 2020, of which 745 were registered in England and 40 were registered in Wales.</p>	None	None	N/A
Pregnancy and maternity	There were 640,370 live births in England and Wales in 2019, a decrease of 2.5 per cent since 2018. The mid-year 2019 population	None	None	N/A

	<p>estimates show that there were 2,590 births in Plymouth.</p> <p>The total fertility rate (TFR) for England and Wales decreased from 1.70 children per woman in 2018 to 1.65 children per woman in 2019.</p>			
Race	<p>92.9 per cent of Plymouth's population identify themselves as White British. 7.1 per cent identify themselves as Black, Asian or Minority Ethnic.</p> <p>Census data suggests at least 43 main languages are spoken in the city, showing Polish, Chinese and Kurdish as the top three (2011 Census).</p>	None	None	N/A
Religion or belief	<p>Christianity is the biggest faith in the city with more than 58 per cent of the population (148,917). 32.9 per cent (84,326) of the Plymouth population stated they had no religion (2011 Census).</p> <p>Those who identified as Muslim were just under 1 per cent while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2011 Census).</p>	None	None	N/A
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	None	None	N/A
Sexual orientation	There is no precise local data on sexual orientation in Plymouth (awaiting 2021 Census data).	None	None	N/A

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	None	None	N/A

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	None	None	N/A
Pay equality for women, and staff with disabilities in our workforce.	None	None	N/A
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	None	None	N/A
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	None	None	N/A
Plymouth is a city where people from different backgrounds get along well.	None	None	N/A

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