AGENDA FOR

CABINET

Contact: Andrew Woods
Direct Line: 0161 253 5134
E-mail: a.p.woods@bury.gov.uk
Web Site: www.bury.gov.uk

To: All Members of Cabinet

Councillors : R Shori (Leader and Cabinet Member for Business Engagement and Regeneration (Chair)), J Lewis (Deputy Leader and Cabinet Member for Finance and Human Resources), S Walmsley (Cabinet Member for Strategic Housing and Support Services), A Quinn (Cabinet Member for Environment), T Holt (Cabinet Member for Health & Wellbeing), S Briggs (Cabinet Member for Children and Families), T Tariq (Cabinet Member for Communities), T Pickstone (without portfolio) and I Gartside (without portfolio)

Dear Member

Cabinet

You are invited to attend a meeting of the Cabinet which will be held as follows:-

Date:	Wednesday, 19 October 2016
Place:	Meeting Rooms A and B, Town Hall, Knowsley Street, Bury BL9 0SW
Time:	6.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1   **APOLOGIES FOR ABSENCE**

2   **DECLARATIONS OF INTEREST**

Members of Cabinet are asked to consider whether they have an interest in any of the matters of the Agenda, and if so, to formally declare that interest.

3   **PUBLIC QUESTION TIME**

Questions are invited from members of the public present at the meeting about the work of the Council and the Council's services.

Approximately 30 minutes will be set aside for Public Question Time, if required.

4   **MINUTES** *(Pages 1 - 6)*

To approve as a correct record the minutes of the meeting held on 7 September 2016.

5   **RESULTS OF THE PUBLIC CONSULTATION ON THE KEY PRINCIPLES FOR THE BURY LIBRARY SERVICE AND NEXT STEPS** *(Pages 7 - 62)*

6   **HOME TO SCHOOL TRAVEL ASSISTANCE POLICY FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS** *(Pages 63 - 90)*

7   **DRAFT BURY GROWTH PLAN** *(Pages 91 - 140)*

8   **URGENT BUSINESS**

Any other business which by reason of special circumstances the Chair agrees may be considered as a matter of urgency.

Agenda Item 4

Minutes of:	**THE CABINET**
Date of Meeting:	7 September 2016
Present:	Councillor R Shori (in the Chair) Councillors T Holt, J Lewis, T Pickstone, A Quinn, T Tariq and S Walmsley
Also Present:	Councillor E O'Brien (Deputy Cabinet Member - Children and Families)
Apologies:	Councillors K S Briggs and I Gartside
Public attendance:	6 members of the public were in attendance.

CA.212   DECLARATIONS OF INTEREST

No declarations were made in respect of any of the items on the agenda.

CA.213   PUBLIC QUESTION TIME

A period of thirty minutes was allocated for any members of the public present at the meeting to ask questions about the work or performance of the Council or Council services.

Topic: Home to School Travel Assistance Policy for Children and Young People with Special Educational Needs
Question: Does the Council genuinely intend to introduce a system that assesses each child's individual needs or whether, as indicated by the current wording of the withdrawn report and policy, the intention is to apply a blanket role that will severely reduce transport provision to those children the Council deems as having complex needs and if it is the latter, how does the this fit with the Council's own Vision, Purpose and Values policy and the assurances given to parents last year?
Response: The report was withdrawn from the agenda to allow further consideration and to ensure that the policy is fit for purpose. There was no intention of withdrawing the service provision from those who need it. The wording of the policy document will be examined during the redrafting process to ensure that there is clarity.

CA.214   MINUTES

Delegated decision:

That the minutes of the meeting held on 20 July 2016 be approved and signed by the Chair as a correct record.

CA.215   GREATER MANCHESTER ESTATES WORK STREAM – MEMORANDA OF UNDERSTANDING

The Leader and Cabinet Member (Business Engagement and Regeneration) submitted a report providing an update on progress made with the Greater Manchester Estates work stream which forms

Cabinet 7 September 2016

part of the Enabling Better Care priority of the Health and Social Care Strategic Plan.

The report also sought approval to the Council's participation in the production of two Memorandums of Understanding (MOU). The MOUs will establish a formal, but not legally binding, agreement between two or more parties that sets out clear principles and ways of working. New governance structures will enable the parties to work together to make decisions in relation to the Greater Manchester Health and Social Care Estate that are strategically co-ordinated and aligned to maximise benefit across Greater Manchester.

The Memorandums of understanding will relate to

Delegated decision:

That approval be given to the two Memorandums of Understanding as detailed in Appendix 1 and 2 of the report submitted regarding the Greater Manchester Health and Social Care Devolution - Estates
-   MoU – between Greater Manchester and National Bodies
-   MoU – between Greater Manchester Bodies.

Reason for the decision:
A Memoranda of Understanding will help it create a robust and consultative process for delivering the Estates Strategy.

Other option considered and rejected:
To reject the recommendation.

CA.216   PEOPLE STRATEGY: ONE YEAR ON

The Deputy Leader and Cabinet Member (Finance and Human Resources) submitted a report providing an update on progress made against the measures of success one year into the Council's five year People Strategy 2015-2020. The report also set out priorities for the coming twelve months.

The report sought endorsement of the direction of travel set out in the report as an appropriate way to achieve the vision, priorities and strategic outcomes set out in our People Strategy and to promote the strategy with particular reference to greater exposure of the People Charter.

Delegated decision:

That the People Strategy be endorsed as the vehicle to support the corporate priorities and strategic outcomes of the Council.

Reason for the decision:
An effective People Strategy is critical as the Council seeks to modernise its workforce to address new service challenges.

Other option considered and rejected:

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To reject the recommendation.

CA.217   BURY BEHAVIOURS

The Deputy Leader of the Council and Cabinet Member (Finance & Human Resources) submitted a report providing an update on the progress made to date on the Bury Behaviours. Details of an updated and revised version of the Bury Behaviours framework were also presented which has been developed to reflect internal and external changes, feedback and learning from the last three years.

Delegated decisions:

That the approval be given to the embedding of the Bury Behaviours framework.

Reason for the decision:
The Bury Behaviours framework as it details behaviours at all levels of the organisation which are key to the Council in achieving our priorities and vision going forward.

Other option considered and rejected:
To reject or amend the recommendations.

CA.218   DRAFT HIGHWAY ASSET MANAGEMENT POLICY, DRAFT STRATEGY AND DRAFT COMMUNICATIONS STRATEGY - INCLUDING IMPLICATIONS FOR DEPARTMENT FOR TRANSPORT FUNDING

The Cabinet Member (Strategic Housing and Support Services and Cabinet Member (Environment) submitted a report presenting the draft Highway Asset Management Policy (HAMP), draft Highway Asset Management Strategy and the draft Communications Strategy for approval. The report sought approval to consult with all stakeholders before returning to Cabinet with a final set of documents for endorsement and adoption.

Delegated decisions:

1. That the Highway Asset Management Principles, in line with the Department of Transport Self-Assessment Questionnaire, be endorsed.
2. That the continuing efforts of officers to attain their ambition of asset management maturity commensurate with Band 3 status be supported.
3. That the ambition to attain Band 3 status as quickly as possible and empower officers to utilise existing Local Highways Maintenance Capital Funding to secure this goal, where necessary via business case submissions to the Strategic Leadership Team for them to consider and approve, if deemed appropriate, be endorsed.
4. That approval be given to the draft Highway Asset Management Policy.

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5. That approval be given to the draft Highway Asset Management Strategy.
6. That approval be given to the draft Communications Strategy and officers be authorised to begin the consultation exercise.
7. That approval be given to delegate authority to the Cabinet Member (Strategic Housing and Support Services) and Cabinet Member (Environment) to endorse future papers (generated from the Highway Asset Management Policy as an overarching document) or refer them to Cabinet.

Reason for the decision:

It is in the interests of the Council to have an approved Highway Asset Management Policy in place to signal its commitment to adopting the principles of asset management to so ensure that value for money is achieved with respect to highway maintenance and to avoid reduced incentive based Government Capital Allocations in the future.

Other options considered and rejected:

To reject or amend the recommendations.

CA.219 CORPORATE FINANCIAL MONITORING REPORT APRIL 2016 TO JUNE 2016

The Deputy Leader of the Council and Cabinet Member (Member for Finance for Finance and Housing) submitted a report to inform Cabinet of the Council's financial position for the period April 2016 to June 2016. The report also provided a projection on the estimated outturn at the end of 2016/2017.

Prudential Indicators were included in the report in accordance with the CIPFA Prudential Code.

Delegated decision:

That the financial position of the Council as at 30 June 2016 be noted.

Reason for the decision:

The report has been prepared in accordance with the Council's Financial Regulations relating to budget monitoring.

Other option considered and rejected:

To reject the recommendation.

CA.220 MINUTES OF THE ASSOCIATION OF GREATER MANCHESTER COMBINED AUTHORITY/ JOINT AGMA EXCUTIVE BOARD

The minutes of the meetings of the Association of Greater Manchester Combined Authority and the Joint AGMA Executive Board and the Greater Manchester Combined Authority held on 29 July 2016 were submitted.

Cabinet 7 September 2016

Delegated decision:

That the minutes of a meeting of the Association of Greater Manchester Combined Authority and a meeting of the Joint AGMA Executive Board and the Greater Manchester Combined Authority held on 29 July 2016 be noted.

CA.221   EXCLUSION OF PRESS AND PUBLIC

Delegated decision:

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the   following item of business as it involved the likely disclosure of exempt information as detailed in the conditions of category 3.

CA.222 E   BUTTERSTILE PRIMARY SCHOOL - CAPITAL PROJECT STAGE TWO APPROVAL - EXTENSION AND REMODELLING WORK TO SUPPORT THE INCREASE IN PUPIL NUMBERS AT THE SCHOOL

The Cabinet Member (Cabinet Member for Children and Families) and Deputy Leader of the Council and Cabinet Member (Finance and Resource) submitted a report setting out in financial terms the details of a project at Butterstile Primary School. The project is contained within the Council's agreed capital programme for 2016/17 and proposed funding arrangements.

Delegated decisions:

1. That approval be given to the financial details as detailed in the report submitted.
2. That authority be delegated to the Executive Director for Children, Young People and Culture in consultation with the Executive Member for Children and Young People, to approve the tender report prior to the release of the contract.

Reason for the decision:
This project will address the high demand for school places in the area.

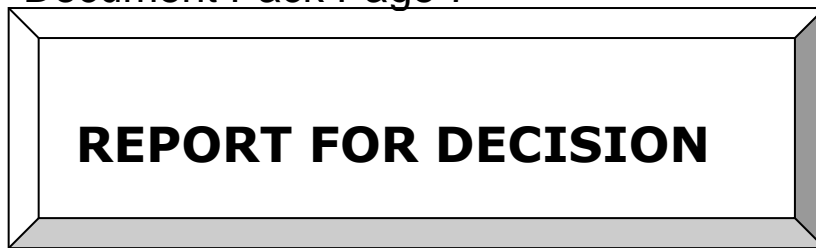**Other options considered and rejected:**
To reject or amend the recommendations.

COUNCILLOR R SHORI
Chair

(Note: The meeting started at 6.00pm and ended at 6.35pm.)

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Agenda Item 5

REPORT FOR DECISION

BURY COUNCIL

DECISION OF:	**CABINET**
DATE:	**19 OCTOBER 2016**
SUBJECT:	**RESULTS OF THE PUBLIC CONSULTATION ON THE KEY PRINCIPLES FOR THE BURY LIBRARY SERVICE AND NEXT STEPS**
REPORT FROM:	**COUNCILLOR SANDRA WALMSLEY CABINET MEMBER FOR STRATEGIC HOUSING AND SUPPORT SERVICES**
CONTACT OFFICER:	**KLARE RUFO ASSISTANT DIRECTOR LEARNING AND CULTURE**
TYPE OF DECISION:	**KEY DECISION**
FREEDOM OF INFORMATION/STATUS:	**FOR PUBLICATION**
SUMMARY:	This report will inform the Cabinet of the summarised outcomes following the public consultation on the 6 principles and seeks approval for the next stage of the review to be conducted as outlined.
OPTIONS & RECOMMENDED OPTION	To give approval for the next stage of the consultation timeline to be conducted as detailed below.

IMPLICATIONS:	
Corporate Aims/Policy Framework:	All work is being conducted to conform with the policy framework of the council. Under Community and Partnerships: *Build capacity in (and with) communities to encourage empowerment and reduce demand on services.*
Statement by the S151 Officer: Financial Implications and Risk Considerations:	There are no financial considerations arising from this report.
Health and Safety Implications	Set out any impact in terms of Health, Safety and Welfare.

Statement by Executive Director of Resources (including Health and Safety Implications)	There are no wider resource implications.
Equality/Diversity implications:	The Council has a requirement to have due regard to its public sector equality duty and other equality obligations under the Equality Act 2010.
Considered by Monitoring Officer:	Yes There are 3 matters that the Council needs to be consider: 1. The duty to provide a comprehensive and efficient library service pursuant to the Public Libraries and Museums Act 1964 2. The requirement to have due regard to its public sector equality duty and other equality obligations under the Equality Act 2010 3. That the consultation process is fair and thorough. Legal advice has been sought at an early stage in the review process and will continue to be provided throughout.
Wards Affected:	All
Scrutiny Interest:	Overview & Scrutiny

TRACKING/PROCESS   DIRECTOR: Mark Carriline

Chief Executive/ Strategic Leadership Team	Cabinet Member/Chair	Ward Members	Partners
Scrutiny Committee	Cabinet/Committee	Council	

1.0   INTRODUCTION

1.0   In response to the continued pressure on Council budgets as a result of the 2016/17 Comprehensive Spending Review, the Council must find ways of delivering savings over the next four years whilst continuing to meet its legal duties to provide Bury residents with comprehensive and efficient services.

1.1   The Council remains fully committed to retaining a high quality Library Service in the borough but anticipates that there will need to be changes, including the possibility of a reduction in the number of libraries. Despite this the Council will continue to provide a service that meets its legal duties and supports the

aspirations of residents of all ages for development of reading skills for the youngest, lifelong learning and access to books and information.

1.2   In developing options for change, the Council will consider the contribution that digital technologies can make to developing and improving its Library Service. This is in line with recent guidance from the Department for Culture, Media and Sport on libraries as a statutory service. Inspiring and enabling all Bury residents to take advantage of digital opportunities will be another consideration for the review.

1.3   The Council also recognises the importance of libraries as community spaces and wishes to explore ways of working together with local communities to strengthen the role their local library plays in meeting community needs.

2.0   RESULTS OF CONSULTATION

2.1   The council have now concluded two separate initial consultations.

2.2   The first, an online and paper survey completed by 3537 respondents and demonstrates a very positive response to all 6 principles with between 69.71% – 98.14% of respondents strongly agreeing or agreeing with each one.

	% Strongly Agree/Agree
Principle 1	98%
Principle 2	94%
Principle 3	73%
Principle 4	89%
Principle 5	70%
Principle 6	81%

(See Appendix 1)

Principle 1
To provide a Library Service across the borough which provides all residents and those working or studying in the borough with access to libraries and to electronic services sufficient in number, range and quality to support reading for pleasure, lifelong learning, the development of new skills and the effective use of information.

Principle 2
To ensure that the needs of more vulnerable residents and groups protected by Equalities legislation are taken fully into account in the review process.

Principle 3
To ensure that the resources committed to the Library Service are used as efficiently as possible by exploring options to reduce running and maintenance costs and to share premises with Council and other services.

Principle 4
To explore options for investing in technology to improve access to the Library Service, for example by extending opening hours, increasing our digital offer and enhancing provision for those with sensory impairments.

3

Principle 5
To welcome the contribution that members of the community can make to the Library Service as volunteers, supporting both traditional and digital services.

Principle 6
To meet local aspirations for a network of community spaces across the borough in which the Council and local communities can work together as partners in meeting local needs.

Additional questions allowed us the opportunity to focus on more detail and key information has been taken from this.

Q8 asked respondents about additional principles to guide the review. 1163 people chose to provide further information. For ease we have grouped the comments together by associated words and the three items most commented on were **Community involvement** – (Use and provision of space) - 267 responses**, reading and books** – 284 responses and **services for children** – 165 responses.

Q13 gave some options for extending or changing opening hours to see if this would make it easier for you to visit the library. 2,707 people gave some preferences (Before 9am 8.87% , Lunchtimes 21.98%, 5pm- 10pm 57.70%, Saturdays 45.25%, Sundays 31.70%).

Q17 asked gave respondents the opportunity to make further comments – 1059 people took this opportunity. For ease we have grouped the comments together by associated words and the three items most commented on were **Staff - level, qualifications, ability** etc (227)), **reading and books** (181) and **Community** (148). (APPENDIX 1)

2.3 The second consultation was conducted by Mott MacDonald. In order to gain wider insight from across the borough into library use, views on a future library service and to encompass residents who may not currently use the library service Mott MacDonald undertook a random telephone survey of 500 residents using the same questionnaire as was developed for the Public Consultation. The sample was representative of the borough's demographics in terms of gender, age structure and disability status. (APPENDIX 2 – Summary report –and APPENDIX 3 - Full report)

This survey indicated even further than the public one, high levels of agreement for each of the six principles, with this ranging from 80% (Principle 3) to 96% (Principle 1). For example 93% agreed that the needs of more vulnerable residents and groups be taken fully into account in the provision of services (Principle 2) and the same proportion agreed that options for investing in technology to improve access to the Library Service should be explored (Principle 4). A separate question indicated that 91% of respondents agreed that the Library Service should help everyone to take advantage of new technologies. There was also support for extended opening hours, with more than half of those sampled indicating that both evening and Saturday opening (5-8pm) would make it easier for them to access the library service. With respect to volunteering, a third indicated that they would consider volunteering to support the library service.

40% of those sampled reported using the library service at least once a month and close to 50% at least twice a year. This level of usage is significantly higher than national figures from the DCMS for 2014/15 which indicated that 34% of adults had used a library within the last 12 months. Of the 41% of

those sampled in Bury who indicated that they did not use the library service, approaching half (45%) said that they had either no need or interest in doing so.

APPENDIX 4 is a side by side comparison of the two surveys

2.4 As part of the initial brief we have also commissioned Mott MacDonald to deliver a report using the following criteria. We will have a full report by the end of September.

- A socio-demographic mapping of Bury.
- Qualitative analysis to explore drivers behind library usage patterns, barriers to access, and trends in need and demand for particular services using Bury, GM and national data as relevant.
- An accessibility review of libraries in Bury based on access by public transport.
- A review of Bury library membership data in order to build a better understanding of the potential impact of any options for change on existing user groups.

3.0 RECOMMENDATION

3.1 The first part of the consultation has secured a positive response and a baseline agreement from library users and residents around the 6 principles. We will now use these principles alongside the commissioned reports from Mott MacDonald as a basis on which to build a review of the library service.

We are now proposing to move to the next phase of public consultation

3.2 To offer the opportunity to facilitate one workshop with a group of stakeholder representatives at each library to discuss the priorities they have for a library service in the future. Each library will publicise these events to ensure community groups, regular library users and partners are involved and representative of service users. This part of the consultation process is to take place between the end of October – December 2016

3.3 A report will be developed outlining a number of potential models / options for library provision in the future incorporating the public consultation and Mott McDermott consultation findings. This report will be presented for Cabinet discussion on 18 January 2017.

3.4 The revised timeline

Report to Cabinet on Consultation outcomes	19 October 2016
Second part of Public Consultation	Within the period October 2016 to December 2017
Report to cabinet on proposed models / options for change	18 January 2017
Public Consultation on proposed models / options for change	January – March 2017
Final Report to Cabinet on decisions to be taken	8 March 2017
Staff consultation	Within the period April 2017 to May 2017

Implementation	From 1 July 2017

Background documents:

For further information on the details of this report, please contact:

Klare Rufo – Assistant Director Learning and Culture
Tel: 0161 253 5477   Email: k.rufo@bury.gov.uk

Appendix 1
Summarised results of the online/paper survey
Appendix 2
Summary report of the Mott MacDonald random sample telephone survey
Appendix 3
Full report of the Mott MacDonald random sample telephone survey
Appendix 4
Comparison report between the conducted public survey and the random
sample of Bury residents

Bury Library Service

Initial Public Consultation

August 2016

Bury Council

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Bury Library Service

Initial Public Consultation

August 2016

Bury Council

3 Knowsley Place
Bury
BL9 0SW

Issue and revision record

Revision	Date	Originator	Checker	Approver	Description
1a	26.08.16	Laura Donovan-Hall	James Beard Neil Hurst		Draft Report

Information class: Standard

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We accept no responsibility for the consequences of this document being relied upon by any other party, or being used for any other purpose, or containing any error or omission which is due to an error or omission in data supplied to us by other parties.

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Contents

1   Introduction

Mott MacDonald were commissioned by Bury Council to undertake consultation with local residents regarding their usage of, and views on options for changes to, the local library service.

This research was undertaken in response to the Government's 2016/17 Comprehensive Spending Review, which requires Bury Council to make financial savings over the next four years. As a result of this, while Bury Council remains committed to retaining a high quality library service, it is accepted that some changes will be necessary to the way in which the service is delivered.

Bury Council is currently undertaking a wider consultation exercise on the future of library services , with paper questionnaires distributed within its libraries in order to gain the views of active library users plus a link to an online version of the consultation questionnaire available on the Council's website[1]. However, this component of the research sought to engage with a random sample of Bury residents, in order to gain insight into the extent to which they are currently using library services and their views on a range of principles which the council proposes should underpin any changes to the service in the future.

These proposed principles, developed by Bury Council, are:

- **Principle 1**: To provide a Library Service across the borough which provides all residents with access to libraries and to electronic services sufficient in number, range and quality to support reading for pleasure, lifelong learning, the development of new skills and the effective use of information.

- **Principle 2**: To ensure the needs of more vulnerable residents and groups protected by Equalities legislation are taken fully into account in the provision of these services.

- **Principle 3**: To ensure the resources committed to the Library Service are used as efficiently as possible by exploring options to reduce running and maintenance costs and to share premises with Council and other services.

- **Principle 4**: To explore options for investing in technology to improve access to the Library Service, for example by extending opening hours, increasing our digital offer and enhancing provision for those with sensory impairments.

- **Principle 5**: To welcome the contribution that members of the community can make to the Library Service as volunteers, supporting both traditional and digital services.

- **Principle 6:** To meet local aspirations for a network of community spaces across the borough in which the Council and local communities can work together as partners in meeting local needs.

Source: Bury Council Library Services

This research utilised a questionnaire designed by Bury Council, which mirrors the questionnaire distributed within local libraries, and was delivered using a computer-aided telephone interview (CATI) methodological approach. A copy of this questionnaire can be found in Appendix A.

A CATI methodology was selected as it enables effective engagement with a random sample of local residents – with interviewers guiding respondents through the questions over the telephone. These

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[1] http://www.bury.gov.uk/index.aspx?articleid=12184

interviews were undertaken by Protel, who were commissioned by Mott MacDonald to support on this research task due to their CATI facilities and expertise.

All Bury residents over the age of 16 years were eligible for participation in this research, with Protel adopting a three stage sampling approach to compile a robust random telephone sample. This included using the Postal Address File (PAF) and BT OASIS file, followed by supplementary lifestyle databases and Random Digital Dial (RDD).

A quota of 500 interviews was set at the outset of the project, with this offering a margin of error of +/- 4.4% (based on a viewpoint shared by 50% of respondents) at a 95% confidence level.

Quantitative data has been analysed utilising SPSS statistical analysis software, and open ended comments have been thematically coded to draw out key points made by respondents.

This report summarises headline findings to emerge from these CATI interviews.

Bury Library Service
Initial Public Consultation
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Filename \p P:\Liverpool\ITD\Projects\Economic Social & Market Research Folder\Live Projects\Bury Libraries - 2016\Report\Bury Library Service - Initial Public Consultation - Online Survey Findings - Draft Report 1.1b.docx

2   Sample Profile

This section of this report provides a demographic overview of those who participated in the research.

2.1   Resident Status

Respondents were asked to indicate the capacity in which they were participating in this survey, as presented in Figure 2.1:

Figure 2.1:   Please indicate whether you are:
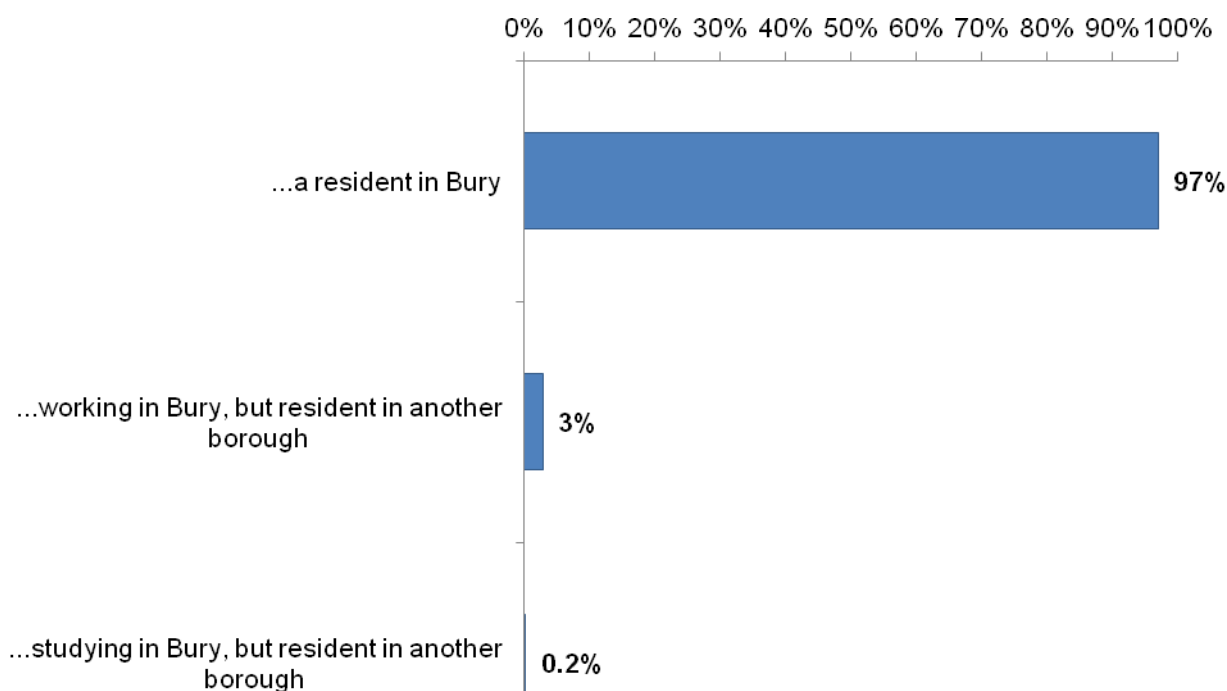
Base: 500

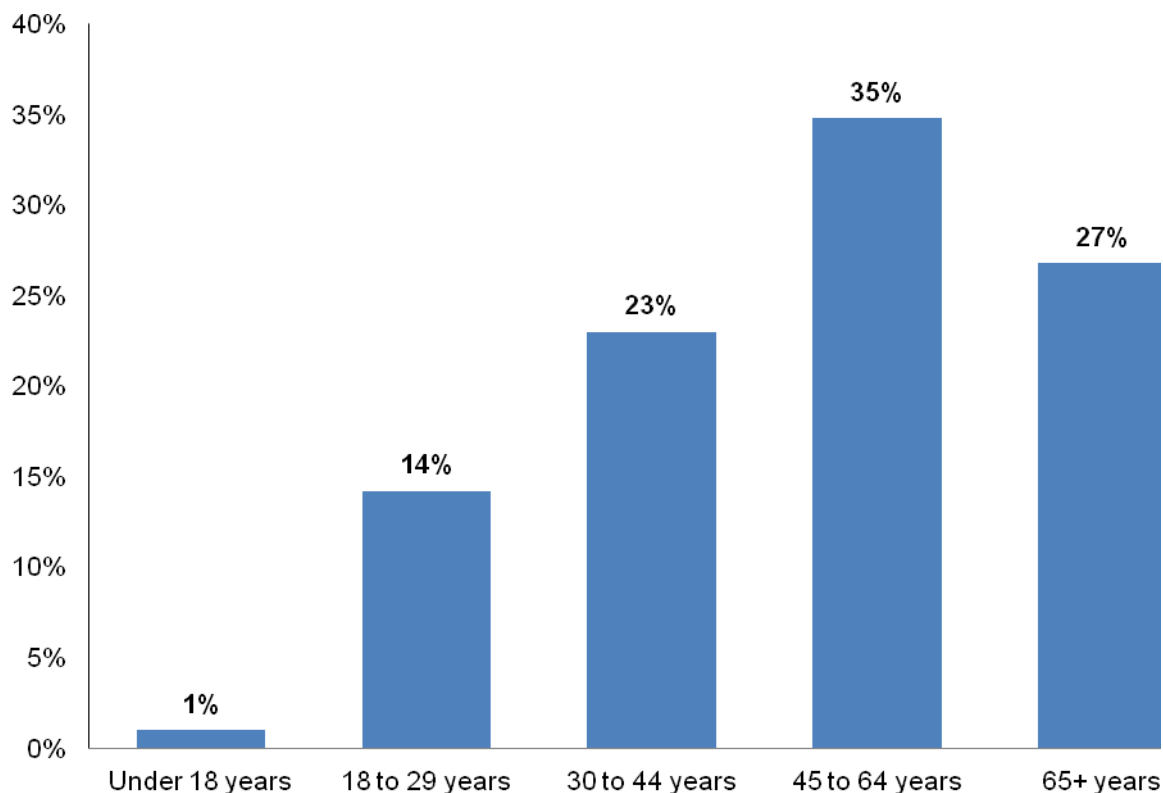The majority of respondents (97%) were residents in Bury.

2.2   Gender

Just over half of respondents identified as Female (53%), whilst just less than half identified as Male (47%).

2.3   Age

The age categories which respondents indicated that they belonged to are presented in Figure 2.2 below:

Figure 2.2:   What is your age?

Base: 499

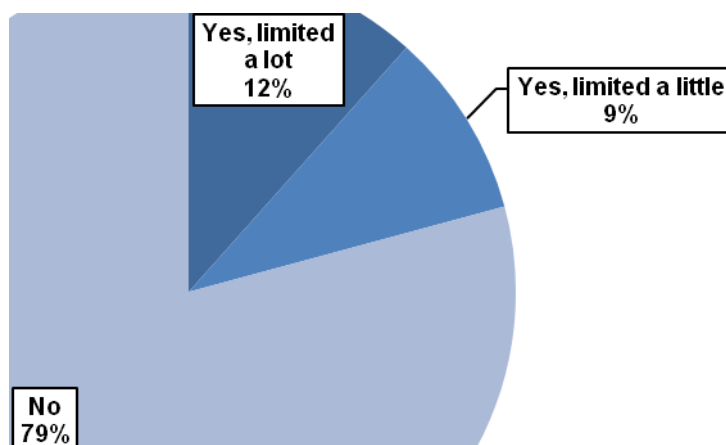Just over a third of respondents indicated that they were aged between 45 and 64 years (35%).

2.4   Ethnicity

In terms of ethnicity, of a total of 499 respondents who provided this information, 94% identified as white (94%), whilst 6% identified as belonging to a black or minority ethnic group (BAME).

2.5   Disability

Respondents were asked to indicate whether they felt that their day-to-day activities were limited due to a health problem or disability, as presented in Figure 2.3 overleaf:

Figure 2.3:   Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? Include problems related to getting older.

Base: 500

Over 20% of respondents indicated that their day-to-day activities were limited to some extent by a disability or health problem (21%).

2.6   Caring Responsibilities

Almost a fifth (18%) of respondents indicated that they had caring responsibilities, including caring for family, friends, neighbours or others due to long term health problems, disabilities or problems associated with age.

2.7   Employment Status

Respondents' employment status is presented in Figure 2.4 below:

Figure 2.4:   Please indicate whether you are:
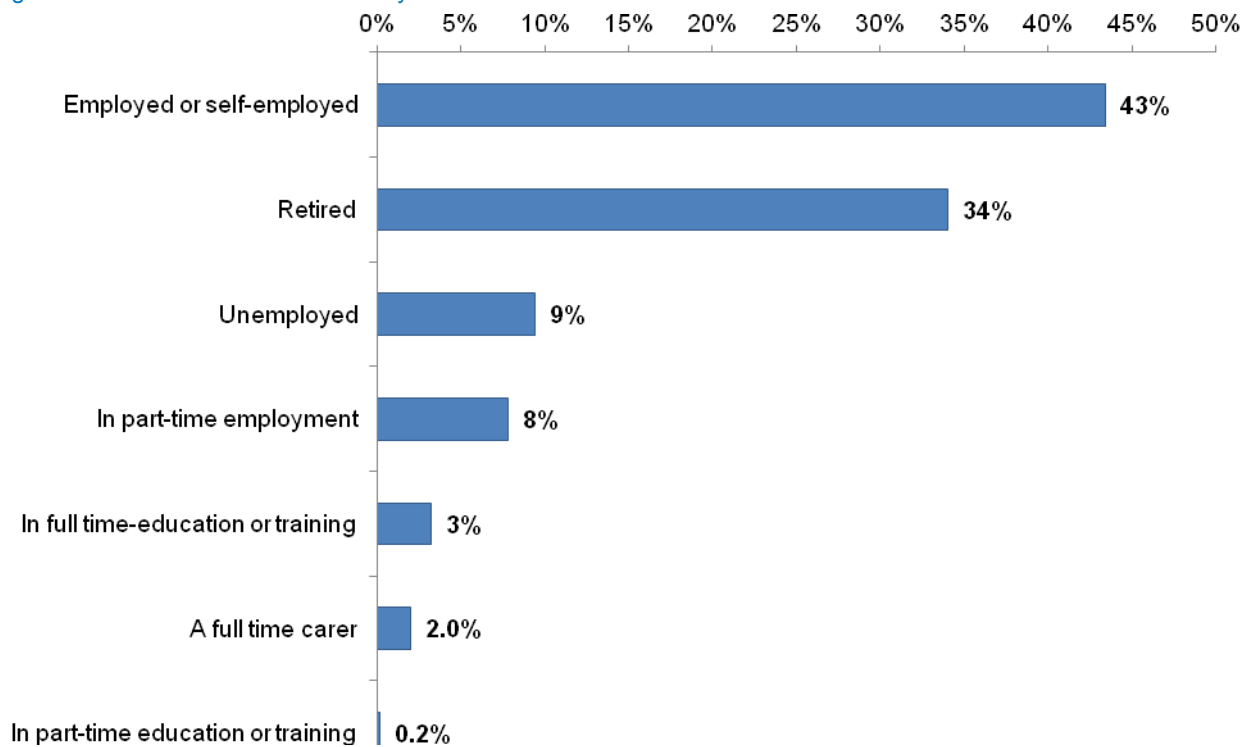
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Just over two fifths of respondents indicated that they were employed or self-employed (43%), while over one third indicated that they were retired (34%).

Bury Library Service
Initial Public Consultation
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3 Main Findings

This section of the report details the main findings to emerge from CATI interviews undertaken with a random sample of 500 Bury residents.

3.1 Principles for Change

At the outset of the questionnaire, respondents were asked the extent to which they agree or disagree with the proposed principles which Bury Council has developed to underpin changes to their library service.

- **Principle 1**: To provide a Library Service across the borough which provides all residents with access to libraries and to electronic services sufficient in number, range and quality to support reading for pleasure, lifelong learning, the development of new skills and the effective use of information.

- **Principle 2**: To ensure the needs of more vulnerable residents and groups protected by Equalities legislation are taken fully into account in the provision of these services.

- **Principle 3**: To ensure the resources committed to the Library Service are used as efficiently as possible by exploring options to reduce running and maintenance costs and to share premises with Council and other services.

- **Principle 4**: To explore options for investing in technology to improve access to the Library Service, for example by extending opening hours, increasing our digital offer and enhancing provision for those with sensory impairments.

- **Principle 5**: To welcome the contribution that members of the community can make to the Library Service as volunteers, supporting both traditional and digital services.

- **Principle 6:** To meet local aspirations for a network of community spaces across the borough in which the Council and local communities can work together as partners in meeting local needs.

Source: Bury Council Library Services

Figure 3.1 overleaf presents the extent to which respondents agreed or disagreed with each of these statements:

Figure 3.1: The Council is proposing six key principles to guide the development of options for change [to the library service]. Please indicate whether you agree or not with each one:
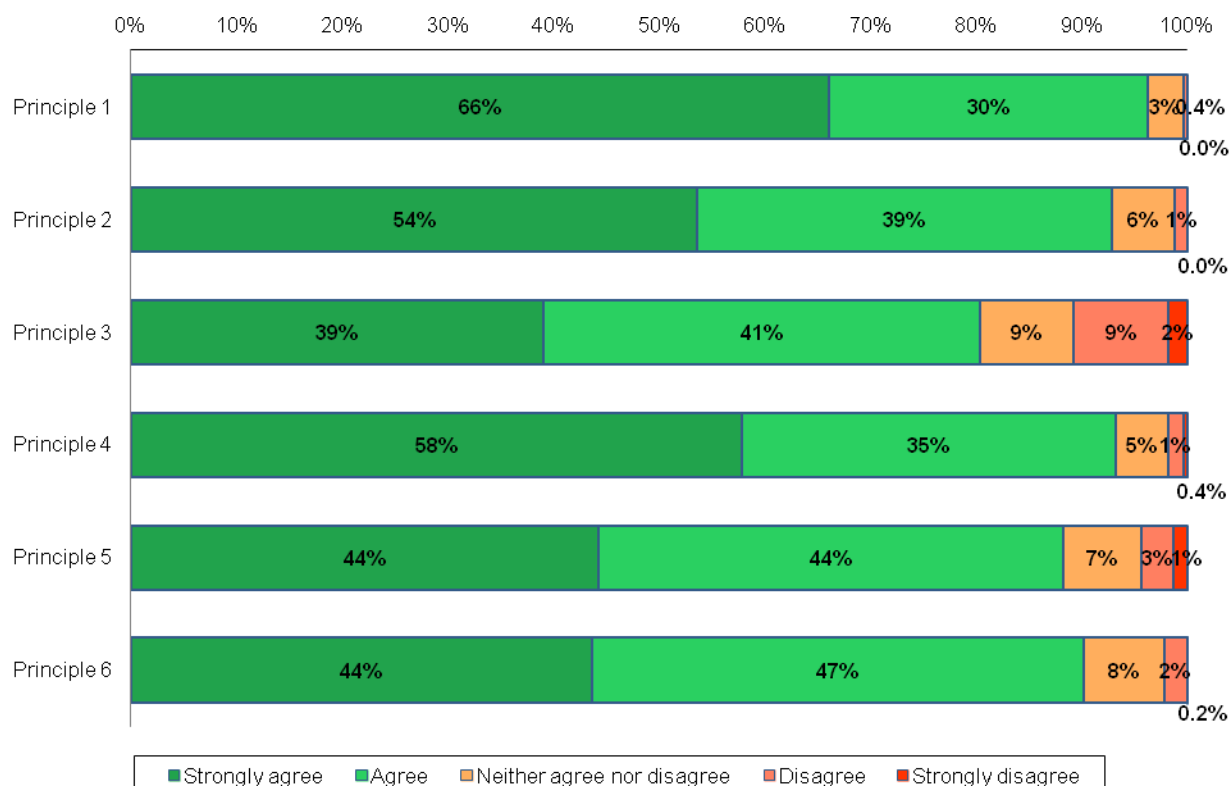
Base: 500

There were generally high levels of agreement across each of these principles, with this ranging from 80% (Principle 3) to 96% (Principle 1).

Table 3.1 below presents these statements sorted in descending order based upon level of agreement:

Table 3.1:   Proposed Principles by Level of Agreement

		Level of Agreement (*Combined Strongly Agree and Agree %*)	Level of Disagreement (*Combined Strongly Disagree and Disagree %*)
Principle 1:	To provide a Library Service across the borough which provides all residents with access to libraries and to electronic services sufficient in number, range and quality to support reading for pleasure, lifelong learning, the development of new skills and the effective use of information.	96%	0.4%
Principle 2:	To ensure the needs of more vulnerable residents and groups protected by Equalities legislation are taken fully into account in the provision of these services.	93%	1%
Principle 4:	To explore options for investing in technology to improve access to the Library Service, for example by extending opening hours, increasing our digital offer and enhancing provision for those with sensory impairments.	93%	2%
Principle 6:	To meet local aspirations for a network of community spaces across the borough in which the Council and local communities can work together as partners in meeting local	90%	2%

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		Level of Agreement (*Combined Strongly Agree and Agree %*)	Level of Disagreement (*Combined Strongly Disagree and Disagree %*)
	needs.		
Principle 5:	To welcome the contribution that members of the community can make to the Library Service as volunteers, supporting both traditional and digital services.	88%	4%
Principle 3:	To ensure the resources committed to the Library Service are used as efficiently as possible by exploring options to reduce running and maintenance costs and to share premises with Council and other services.	80%	11%

Base: 500

Respondents were then asked if there were any other principles which they felt should be taken into account during the review. A total of 90 respondents suggested additional points, which are summarised in the list below:

- Libraries need to stay open (19 comments)
- Access/services for children (10 comments)
- Disability access (8 comments)
- Computer / IT / Internet facilities are very important (6 comments)
- Services for vulnerable / disadvantaged people (5 comments)
- Access/facilities for the Elderly (5 comments)
- Flexible opening times (4 comments)
- Need to retain paper books (3 comments)
- Facilities for ethnic minorities / non-English speakers (3 comments)

A further 31 comments were classified as 'other / miscellaneous', whilst 4 respondents indicated that they were unsure which other principles should be included at this stage.

3.2   Use of Library Services

Respondents were asked whether they currently use Bury's Library Service, as presented in Figure 3.2 overleaf:

10   367755/**Error! No text of specified style in document./Error! No text of specified style in document.**/1/a 25 August 2016
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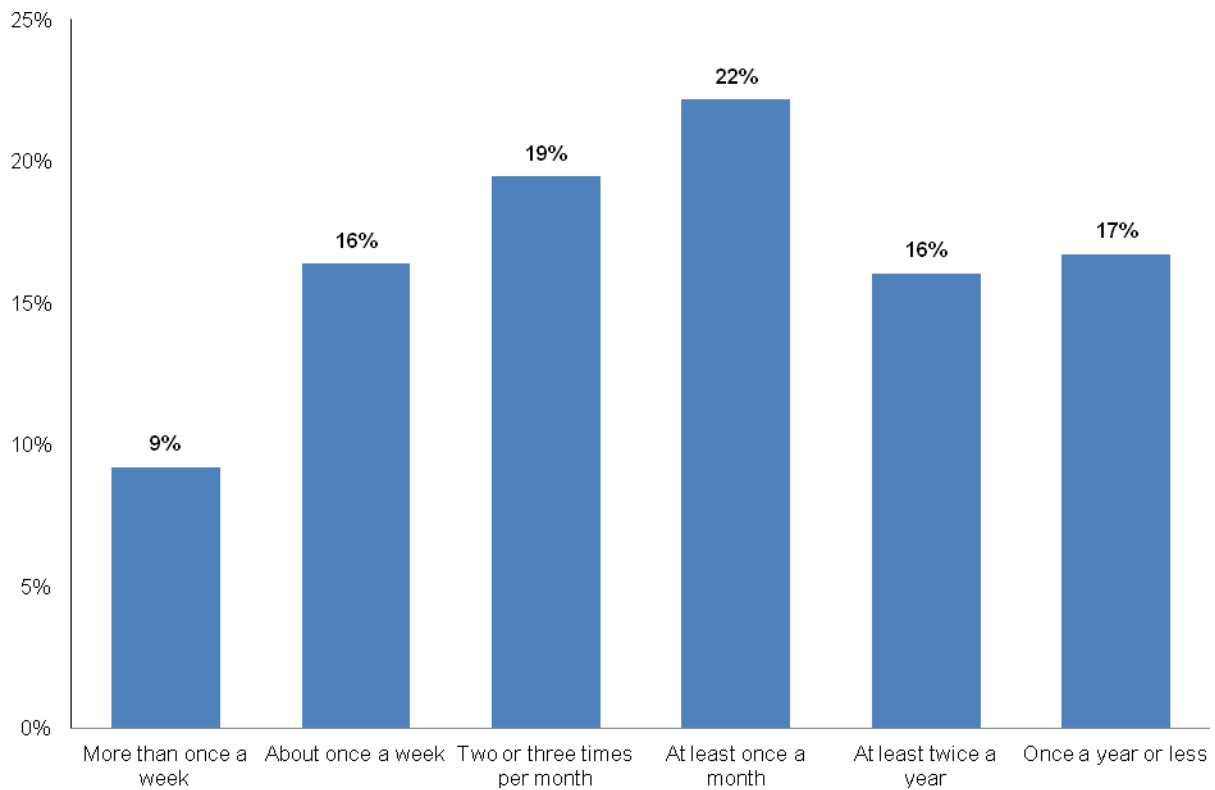
Figure 3.2:   Do you use Bury's Library Service

Base: 500

Almost 6 in 10 respondents reported that they do currently use the Library Service.

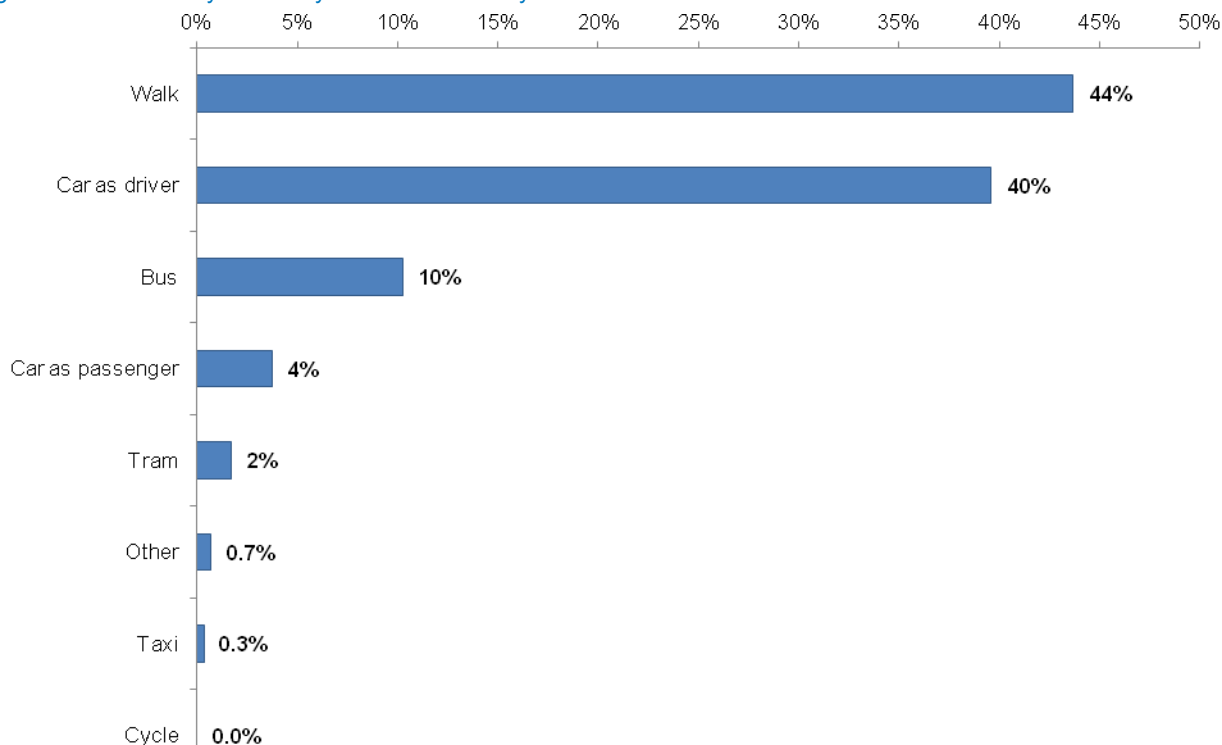Figure 3.3:   Approximately how often do you visit a library?

Base: 293

Two thirds of those who *do* currently use the Library Service indicated that they do so once a month or more often (66%); suggesting frequent usage of the service amongst this random sample of Bury residents.

Respondents were then asked how they usually travel to the library, as detailed in Figure 3.4 overleaf:

Figure 3.4:   How do you usually travel to the library?

| | 0% | 5% | 10% | 15% | 20% | 25% | 30% | 35% | 40% | 45% | 50% |

Walk — 44%
Car as driver — 40%
Bus — 10%
Car as passenger — 4%
Tram — 2%
Other — 0.7%
Taxi — 0.3%
Cycle — 0.0%

Base: 293

Similar proportions of respondents reported travelling to the library on foot (44%) or as the driver of a car (40%). This suggests a possible tension between the use of sustainable, active modes and the use of private transport to access the service and the potential to promote alternative means of accessing the service to encourage mode shift.

Those who indicated that they *do not* currently use the Library Service were asked why this was the case, as presented in Figure 3.5 overleaf:

Figure 3.5:   Please indicate below the reason/s why you do not use Bury's Library Service.
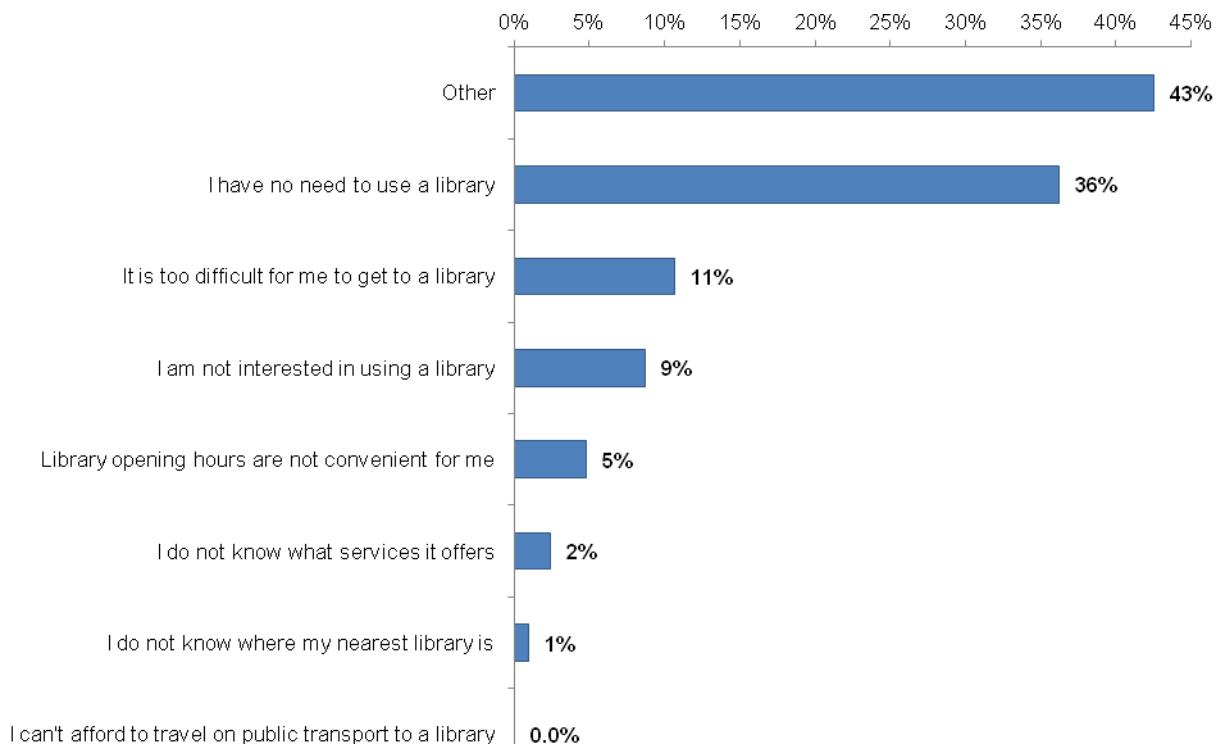
Base: 207 (Multiple Response)

Almost a third of respondents indicated that they have no need to use a library (32%); potentially suggesting the need for further promotion of the range of facilities and services offered in order to challenge this perception.

Of those who stated an 'other' reason for not using the Library Service, these included:
- Don't have time / too busy to use service (18 comments)
- Unable to use service due to own or family member's illness / health condition (16 comments)
- Prefer using online resources (14 comments)
- Use alternative library services / resources (e.g. work / university) (11 comments)
- Prefer to buy own books / read at home / given books by friends and family (11 comments)
- I do not read much/like to read / unable to read (7 comments)
- Prefer to read electronic books / Kindle (4 comments)
- Parking issues (2 comments)

3.3   A Future Library Service

Respondents were asked to consider a number of options for the future of Bury Library Service, including issues of opening hours, digital services and new technologies.

In terms of opening times, respondents were asked whether a proposed range of extended opening times would make it easier for them to access the library, as outlined in Figure 3.6 overleaf:

Figure 3.6:   The Council may consider options for extending opening hours. Please indicate which times, if any, would make it easier for you to use the Library Service. Note that the library may not be staffed at all these times.
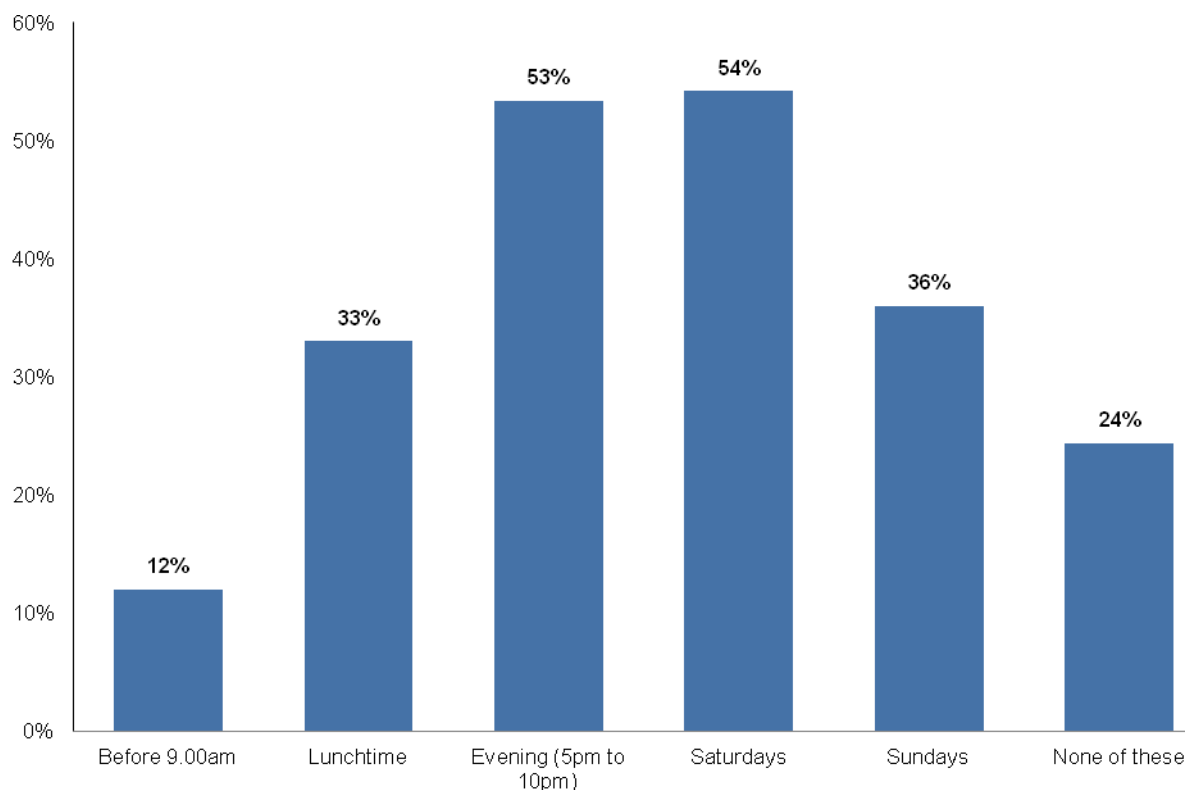
Base: 500 (Multiple Response)

Over half of respondents felt that the Library Service being accessible during the evenings from 5pm to 10pm (53%), would make it easier for them to make use of the service. Over half also indicated that opening on Saturdays (54%) would make accessing the service easier.

Improvements to digital services, and the potential impact of this upon respondents' likelihood of using library services was also explored, as outlined in Figure 3.7 overleaf:

Figure 3.7:   The Council is considering improving digital services within its Library Service.

These might include: downloadable e-newspapers and magazines, music and video streaming, increased online resources for researching local and family history, remote access on all devices to the library catalogue and free Wi-Fi.

Would you be more likely to use the Library Service, or use it more than you do now, if these services were available?
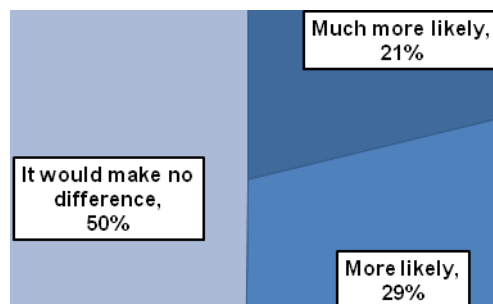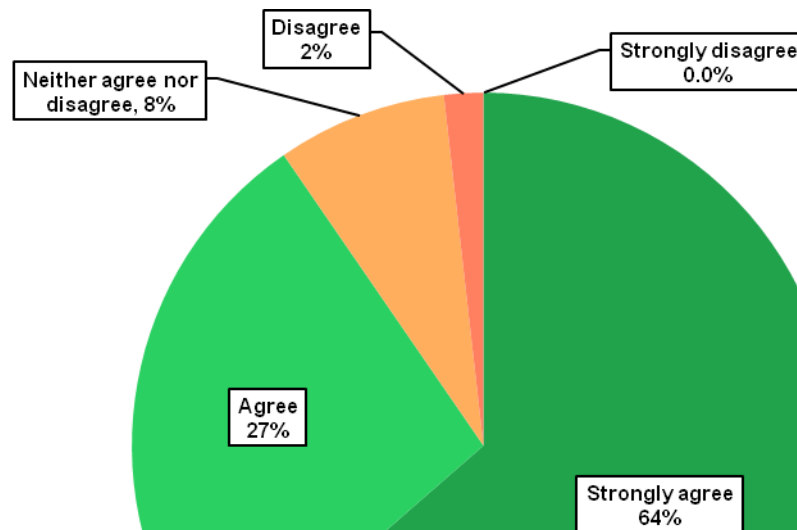

Base: 500

Half of respondents indicated that improving digital services would have no impact on their usage of the Library Service (50%).

Respondents were then asked whether they felt that the Library Service should endeavour to help everyone to take advantage of new technologies, as presented in Figure 3.8 overleaf:

Figure 3.8: The Council would like the Library Service to help everyone take advantage of new technologies. Do you agree that the Library Service should develop in this way?

Base: 500

Nine in 10 respondents felt that the Library Service should develop so as to help everyone to take advantage of new technologies (91%).

Respondents were also asked whether they would consider volunteering to support the Library Service in Bury, with a third of respondents (33%) indicating that they would be willing to do so.

3.4   Other comments

At the close of the survey, respondents were asked if they had any other points they wished to make regarding the Bury Library Service Review, with 136 respondents providing further comments.

Key themes to emerge within these comments are detailed below:

- Don't close the library / libraries (24 comments)
- Library provides a valuable service to the community (17 comments)
- Libraries / services are good (16 comments)
- Computer / IT / internet services are very good (12 comments)
- Services for children / young people are important (8 comments)
- Libraries / services need to be better / not what they used to be (7 comments)
- Library staff are very good (7 comments)
- Keep / get more books (6 comments)
- Longer opening hours (5 comments)

- Services for the elderly / disabled are important (5 comments)
- Services for vulnerable / disadvantaged are important (3 comments)
- Free parking / parking issues (3 comments)
- Mobile library is good / need a mobile library (3 comments)
- Coffee machine would be good (3 comments)

A further 31 comments were made which were categories as 'other / miscellaneous'.

4   Conclusions

This section summarises key conclusions to emerge from this research.

This study was undertaken using CATI interviews with a random sample of 500 Bury residents in order to explore their current usage of the Library Service and views on proposals for the future of this.

When presented with six key principles to guide the development of the library services in the future, there was a high level of agreement with each of these, as presented Table 4.1 below:

Table 4.1:   Proposed Principles by Level of Agreement

		Level of Agreement (*Combined Strongly Agree and Agree %*)	Level of Disagreement (*Combined Strongly Disagree and Disagree %*)
Principle 1:	To provide a Library Service across the borough which provides all residents with access to libraries and to electronic services sufficient in number, range and quality to support reading for pleasure, lifelong learning, the development of new skills and the effective use of information.	96%	0.4%
Principle 2:	To ensure the needs of more vulnerable residents and groups protected by Equalities legislation are taken fully into account in the provision of these services.	93%	1%
Principle 4:	To explore options for investing in technology to improve access to the Library Service, for example by extending opening hours, increasing our digital offer and enhancing provision for those with sensory impairments.	93%	2%
Principle 6:	To meet local aspirations for a network of community spaces across the borough in which the Council and local communities can work together as partners in meeting local needs.	90%	2%
Principle 5:	To welcome the contribution that members of the community can make to the Library Service as volunteers, supporting both traditional and digital services.	88%	4%
Principle 3:	To ensure the resources committed to the Library Service are used as efficiently as possible by exploring options to reduce running and maintenance costs and to share premises with Council and other services.	80%	11%

Base: 500

Maintaining access to the libraries for all Bury residents, as well as providing specific support for more vulnerable residents emerged as key priorities amongst respondents.

As well as maintaining the service, respondents also indicated that they were key to see the ongoing development of the Library Service, through extended opening hours, broadening digital service capabilities and offering specific, innovative, services for those with sensory impairments.

Notably, around 6 in 10 respondents indicated that they currently make use of the Library Service (59%); with two thirds of those who do use the service doing so at least once a month (66%).

Amongst those who do not currently use the library service, a perception that they have no need to use this was prevalent amongst around a third of respondents (32%). This suggests the need to promote the wide range of services available within across the Library Service, plus the need to broaden the service offer in line with the principles and proposals set out within this consultation.

Around three quarters of respondents felt that extended opening times may make it easier for them to use the Library Service; with over half expressing a preference for access to this during evenings (53%) and on Saturdays (54%).

A more mixed view was evident in responses towards the impact of improvements to the Library Service's digital service offer; with half of respondents indicating that this would make no difference to the amount they choose to access the Service (50%).

In contrast, 9 in 10 respondents felt that the Library Service should develop so as to provide access to, and allow Bury residents to take advantage of new technologies (91%). This suggests that, whilst many residents may have access to digital services such as laptops, tablets, smartphones and the internet at home, the prospect of the Library introducing residents to new and innovative technologies was appealing to respondents as a way forward for the Service.

Overall, respondents demonstrated relatively frequent usage of current library services, plus a strong sense of agreement with each of the principles proposed by Bury Council to secure the ongoing development of the Library Service despite funding constraints. This is particularly noteworthy given the random nature of the sample for this research, with this element of the consultation providing insight into the views of a cross-section of Bury residents rather than focussing specifically on engagement with known library users.

Appendices

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Appendix A.   Questionnaire

Bury Library Service

Initial Public Consultation

Why Bury Council is reviewing its Library Service and is asking you to complete this survey

In response to Government's Comprehensive Spending Review, the Council must find ways of delivering savings over the next four years.

The Council remains committed to retaining a high quality library service, but anticipates that there will be changes.

However, the Council will continue to provide a service that meets its legal duties, including to its more vulnerable residents and to groups protected by Equalities legislation.

It will support the aspirations of residents of all ages for lifelong learning, access to books and information.

In reviewing the service, the Council will consider how technologies, including computers and digital services, can continue to improve the Library Service. The Council will look at the contribution the Library Service can make to helping everyone take advantage of these technologies.

The Council recognises the importance of libraries as community spaces. The review will explore options for strengthening their role in meeting community needs.

This survey asks for your views on these issues and about your current use of the Library Service. Whether you use the service or not, you are invited to participate. The Council values the views of all residents.

PRINCIPLES

The Council is proposing SIX KEY PRINCIPLES to guide the development of options for change. Please indicate whether you agree or not with each one.

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PRINCIPLE 1 To provide a Library Service across the borough which provides all residents with access to libraries and to electronic services sufficient in number, range and quality to support reading for pleasure, lifelong learning, the development of new skills and the effective use of information.

Please indicate below whether you agree with Principle 1.

○ Strongly agree

○ Agree

○ Neither agree nor disagree

○ Disagree

○ Strongly disagree

PRINCIPLE 2 To ensure the needs of more vulnerable residents and groups protected by Equalities legislation are taken fully into account in the provision of these services. *Please indicate below whether you agree with Principle 2.*

○ Strongly agree

○ Agree

○ Neither agree nor disagree

○ Disagree

○ Strongly disagree

PRINCIPLE 3 To ensure the resources committed to the Library Service are used as efficiently as possible by exploring options to reduce running and maintenance costs and to share premises with Council and other services.

Please indicate below whether you agree with Principle 3.

○ Strongly agree

○ Agree

○ Neither agree nor disagree

○ Disagree

○ Strongly disagree

PRINCIPLE 4 To explore options for investing in technology to improve access to the Library Service, for example by extending opening hours, increasing our digital offer and enhancing provision for those with sensory impairments.

Please indicate below whether you agree with Principle 4.

- ○ Strongly agree
- ○ Agree
- ○ Neither agree nor disagree
- ○ Disagree
- ○ Strongly disagree

PRINCIPLE 5 To welcome the contribution that members of the community can make to the Library Service as volunteers, supporting both traditional and digital services.

Please indicate below whether you agree with Principle 5.

- ○ Strongly agree
- ○ Agree
- ○ Neither agree nor disagree
- ○ Disagree
- ○ Strongly disagree

PRINCIPLE 6 To meet local aspirations for a network of community spaces across the borough in which the Council and local communities can work together as partners in meeting local needs.

Please indicate below whether you agree with Principle 6.

- ○ Strongly agree
- ○ Agree
- ○ Neither agree nor disagree
- ○ Disagree
- ○ Strongly disagree

7. Do you feel there are other key principles that should be taken into account during the review?

○ Yes

○ No

8. If yes, what are these principles? Please outline briefly in the box below.

YOUR USE OF THE LIBRARY SERVICE

9. Do you use Bury's Library Service?

○ Yes

○ No

If your answer is No, please go directly to questions 12

YOUR CURRENT USE OF THE LIBRARY SERVICE

10. Approximately how often do you visit a library? (Please tick one box only)

○ More than once a week

○ About once a week

○ Two or three times per month

○ At least once a month

○ At least twice a year

○ Once a year or less

11. How do you usually travel to the library?

○ Car as driver

○ Car as passenger

○ Bus

○ Tram

○ Walk

○ Taxi

○ Cycle

○ Other (please specify)

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WHY YOU DO NOT USE BURY'S LIBRARY SERVICE

This question is for people who do not currently use a library.

12. Please indicate below the reason/s why you do not use Bury's Library Service.

Check all that apply.

○ I do not know what services it offers

○ I am not interested in using a library

○ I have no need to use a library

○ I live too far away from a library

○ Library opening hours are not convenient for me

○ I do not know where my nearest library is

○ It is too difficult for me to get to a library

○ I can't afford to travel on public transport to a library

○ Other (please specify)

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A FUTURE LIBRARY SERVICE

Your answers to the questions in this section will help the Council as it considers options for developing Bury's Library Service.

13.   The Council may consider options for extending opening hours. Please indicate which times, if any, would make it easier for you to use the Library Service. Note that the library may not be staffed at all these times.

○ before 9am

○ lunchtime

○ evening (5pm to 10pm)

○ Saturdays

○ Sundays

14.   The Council is considering improving digital services within its Library Service. These might include:
- downloadable e-newspapers and magazines
- music and video streaming
- increased online resources for researching local and family history
- remote access on all devices to the library catalogue
- and free Wi-Fi.

Would you be more likely to use the Library Service, or use it more than you do now, if these services were available?

○ Much more likely

○ More likely

○ It would make no difference

15.   The Council would like the Library Service to help everyone take advantage of new technologies. Do you agree that the Library Service should develop in this way?

○ Strongly agree

○ Agree

○ Neither agree nor disagree

○ Disagree

○ Strongly disagree

16. Would you consider volunteering to support the Library Service in Bury?

○ Yes

○ No

17. Are there any other comments you would like to make about Bury's Library Service review? Please use the space below to provide these.

ABOUT YOU

These questions are optional. Please feel free to skip any that you do not want to answer.

18. Please indicate whether you are

○ Resident in Bury

○ Working in Bury, but resident in another borough

○ Studying in Bury, but resident in another borough

19. Are you…?

○ Male

○ Female

○ Other – please specify

20. What is your age?

○ under 18

○ 18 to 29

○ 30 to 44

○ 45 to 64

○ 65+

21. What is your postcode?

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Initial Public Consultation
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22. What is your ethnic group?

○ White - Welsh/English/Scottish/Northern Irish/British

○ White - Irish

○ White - Gypsy or Irish Traveller

○ White - other

○ Mixed - White and Black Caribbean

○ Mixed - White and Black African

○ Mixed - White and Asian

○ Mixed - other

○ Black or Black British - Caribbean

○ Black or Black British - African

○ Asian or Asian British - Indian

○ Asian or Asian British - Pakistani

○ Asian or Asian British - Bangladeshi

○ Asian or Asian British - Chinese

○ Asian or Asian British - other Asian background

○ Arab

○ Other ethnic group

23. Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? Include problems related to getting older.

○ Yes, limited a lot

○ Yes, limited a little

○ No

24. Do you look after, or give any help or support, to family members, friends, neighbours or others because they have:

(a) long term physical or mental health problems or disabilities (b) problems due to getting older?

○ No

○ Yes

25. Please indicate whether you are:

○ Employed or self-employed

○ In part-time employment

○ Retired

○ A full time carer

○ In full time-education or training

○ In part-time education or training

○ Unemployed

Thank you for taking the time to

complete this survey

Bury Libraries Review
Initial public consultation: Summary of findings from a random sample of Bury residents
Mott MacDonald, August 2016

1. Method

The research engaged with a random sample of Bury residents over the age of 16. A three stage sampling approach was used to compile a robust random telephone sample. Interviewers guided respondents through the questions. A quota of 500 interviews was undertaken, offering a margin of error of +/- 4.4% at a 95% confidence level.

2. Demographic overview of those sampled

- **Residence** 97% were resident in the borough and 3% were working in Bury but resident elsewhere.
- **Gender** 53% of those sampled were female. For the population of Bury as whole, 51% are female (Source: 2011 Census).
- **Age** The age distribution of the sample is broken down below. The breakdown for the population of Bury as a whole is shown in brackets (Source: ONS).
  - 16-17: 1% (3%)
  - 18-19: 14% (18%)
  - 30-44: 23% (24%)
  - 45-64: 35% (33%)
  - 65+: 27% (22%)
- **Ethnicity** 94% of those sampled identified as white, 6% as BAME. For the population of Bury as whole, the BAME population is 15% (Source: Census 2011)
- **Disability** 21% of those sampled indicated that their lives were limited by a health problem or a disability. For the population of Bury as a whole, 18% have a limiting long term illness (Source: Census 2011).
- **Caring responsibilities** 18% of those sampled indicated that they had caring responsibilities.
- **Employment status** Just over two fifths of respondents indicated that they were employed or self-employed (43%), while over one third were retired (34%). 9% indicated that they were unemployed. The unemployment rate in Bury 2015/16 was 5.4% of the economically active population. The higher reported rate in the sample may be explained by respondents who were either long term sick or 65+ reporting that they were unemployed.

3. Main findings

A. *Principles for Change*

There were generally high levels of agreement across each of the principles, with this ranging from 80% (Principle 3) to 96% (Principle 1).

Table 1 Proposed Principles by Level of Agreement

		Level of Agreement (*Combined Strongly Agree and Agree %*)	Level of Disagreement (*Combined Strongly Disagree and Disagree %*)
Principle 1:	To provide a Library Service across the borough which provides all residents with access to libraries and to electronic services sufficient	96%	0.4%

		Level of Agreement (*Combined Strongly Agree and Agree %*)	Level of Disagreement (*Combined Strongly Disagree and Disagree %*)
	in number, range and quality to support reading for pleasure, lifelong learning, the development of new skills and the effective use of information.		
Principle 2:	To ensure the needs of more vulnerable residents and groups protected by Equalities legislation are taken fully into account in the provision of these services.	93%	1%
Principle 4:	To explore options for investing in technology to improve access to the Library Service, for example by extending opening hours, increasing our digital offer and enhancing provision for those with sensory impairments.	93%	2%
Principle 6:	To meet local aspirations for a network of community spaces across the borough in which the Council and local communities can work together as partners in meeting local needs.	90%	2%
Principle 5:	To welcome the contribution that members of the community can make to the Library Service as volunteers, supporting both traditional and digital services.	88%	4%
Principle 3:	To ensure the resources committed to the Library Service are used as efficiently as possible by exploring options to reduce running and maintenance costs and to share premises with Council and other services.	80%	11%

B. *Use of the library service*

- 59% of those sampled said they used the library service.
- 66% of those who said they used the library service used it at least once a month, equivalent to almost 40% of all those sampled in the research. 25% of those using the service (equal to almost 15% of the total sample) did so at least once a week.
- 82% of those sampled - or close to half of the total - said they used the library service at least twice a year. National data on library usage for 2014/15 indicated that 34% of adults had visited a library in the last 12 months (DCMS, Taking Part 2014/15 Quarter 4 2015, p.27). This suggests that Bury adults have a significantly higher rate of library usage than average.
- Similar proportions of respondents reported travelling to the library on foot (44%) as driving a car (40%). 10% used public transport.
- Of the 41% who said they did not use the library service, 45% said they had no need or interest in using the service.

C. *A future library service*

- **Extended opening hours** More than half of those sampled indicated that both evening and Saturday opening (5-8pm) would make it easier for them to access the library service.
- **Digital services** Half of respondents indicated that improving digital services would make it much more or more likely that they would use the library service. 50% indicated that it would have no impact.
- **Digital access** Nine in 10 respondents felt that the Library Service should help everyone to take advantage of new technologies (91%).
- **Volunteering** A third of respondents (33%) indicated that they would be willing to consider volunteering to support the library service.

Thank you to everyone who took the time to complete the first survey in our Library Review. We asked you to say whether or not you agreed with 6 principles for the future development of the library service. We received 3,537 responses; here is a summary of those responses:

PRINCIPLE 1 To provide a Library Service across the borough which provides all residents and those working or studying in the borough with access to libraries and to electronic services sufficient in number, range and quality to support reading for pleasure, lifelong learning, the development of new skills and the effective use of information.

Strongly agree   86.65%

Agree   11.49%

Neither agree nor disagree   1.26%

Disagree 0.29%

Strongly disagree 0.31%

PRINCIPLE 2 To ensure that the needs of more vulnerable residents and groups protected by Equalities legislation are taken fully into account in the review process.

Strongly agree   70.32%

Agree   23.18%

Neither agree nor disagree   5.13%

Disagree 0.83%

Strongly disagree 0.54%

PRINCIPLE 3 To ensure that the resources committed to the Library Service are used as efficiently as possible by exploring options to reduce running and maintenance costs and to share premises with Council and other services.

Strongly agree   35.36%

Agree   37.52%

Neither agree nor disagree   13.43%

Disagree 9.58%

Strongly disagree 4.11%

PRINCIPLE 4 To explore options for investing in technology to improve access to the Library Service, for example by extending opening hours, increasing our digital offer and enhancing provision for those with sensory impairments.

Strongly agree   55.24%

Agree   33.65%

Neither agree nor disagree   7.71%

Disagree 2.48%

Strongly disagree 0.92%

PRINCIPLE 5 To welcome the contribution that members of the community can make to the Library Service as volunteers, supporting both traditional and digital services.

Strongly agree   34.26%

Agree   35.45%

Neither agree nor disagree   14.87%

Disagree 9.81%

Strongly disagree 5.61%

PRINCIPLE 6 To meet local aspirations for a network of community spaces across the borough in which the Council and local communities can work together as partners in meeting local needs.

Strongly agree   40.21%

Agree   41.18%

Neither agree nor disagree   14.64%

Disagree 2.78%

Strongly disagree 1.19%

QUESTION 7 Asked if you felt that there were any other key principles that should be taken into account during the review; 38.46% of people who responded to this questions said yes and 61.54% said no.

In **QUESTION 8** we asked you to list any principles you wanted to add. 1,163 people responded to this question. To make analysis easier we divided responses into categories (topics), here is a list of those categories with the number of comments. Please note that some responses covered several categories

Access (including support for people with special needs) 192

Bury Library 81

Cafes (introduction) 13

Children (services for) 165

Community (use by and provision of space) 267

Council (responsibility for Libraries and other services) 89

Hours (opening and access) 38

IT (computers and other services) 98

Learning 124

Prestwich 21

Radcliffe 35

Ramsbottom 14

Reading and books 284

Sculpture Centre 54

Services (various) 52

Staff (level, qualifications, ability etc) 111

Tottington 9

Volunteers (role and place) 99

Whitefield 9

Uncategorized 226

QUESTION 9 asked whether or not you were a library user. 93.76% of respondents said they used Bury Libraries and 6.24% did not use our services.

QUESTION 10 looked at how often respondents visited the library

More than once a week 17.83%

About once a week 24.83%

Two or three times per month 25.85%

At least once a month 21.68%

At least twice a year 7.68%

Once a year or less 2.13%

In **QUESTION 11** we asked how you usually travelled to the library

Car as a driver 39.38%

Car as a passenger 5.53%

Bus 7.93%

Tram 1.81%

Walk 39.66%

Taxi 0.28%

Cycle 0.83%

Other means 4.58%

QUESTION 12 asked those people who did not use the library the reason why (please note multiple responses were allowed for this question, the results add up to more than 100%)

Don't know what is available 10.29%

Not interested 7.84%

No need 39.22%

Live too far away 11.27%

Opening hours not suitable 16.67%

Dont know where it is 0.49%

Too difficult to get to 4.90%

Travel costs 0.49%

Other reasons 37.75%

QUESTION 13 gave some options for extending or changing opening hours to see if this would make it easier for you to visit the library. 2,707 people gave some preferences (please note multiple responses were allowed for this question, the results add up to more than 100%)

Before 9am 8.86%

Lunchtimes 21.97%

5pm- 10pm 57.72%

Saturdays 45.24%

Sundays 31.68%

In **QUESTION 14** we asked if improving digital services would make you more or less likely to use the library.   We mentioned things like WiFi, downloadable newspapers and magazines, remote access and specialist resources for things like family history.

Much more likely 18.05%

More 29.65%

Make no difference 52.30%

In **QUESTION 15** we said that the council would like the Library Service to take advantage of new technologies and asked if you agreed that the service should develop in this way

Strongly agree   38.98%

Agree   43.51%

Neither agree nor disagree   13.25%

Disagree 3.32%

Strongly disagree 0.94%

The Library Service has been working with volunteers for many years, **QUESTION 16** asked if you would consider volunteering to support the Library Service. 36.30% of people said yes and 63.70% said no.

QUESTION 17 asked if you had any other comments about Bury's Library Service Review. 1,060 people made a response; we used the same categories as in question 8 (with the addition of 'Outreach') and again some responses contained several categories.

Access (including support for people with special needs) 15

Bury Library 63

Cafes (introduction) 14

Children (services for) 64

Community (use by and provision of space) 148

Council (responsibility for Libraries and other services) 45

Hours (opening and access) 30

IT (computers and other services) 97

Learning 54

Outreach (smaller libraries) 21

Prestwich 26

Radcliffe 37

Ramsbottom 48

Reading and books 181

Sculpture Centre 27

Services (various) 8

Staff (level, qualifications, ability etc) 227

Tottington 10

Volunteers (role and place) 180

Whitefield 29

Uncategorized 258

Comparing the results from the library survey: first public consultation versus random sample of Bury residents

Resident status

	Sample	Consultation
Resident	97%	94%
Working	3%	4%
Studying	0.20%	1%

Gender
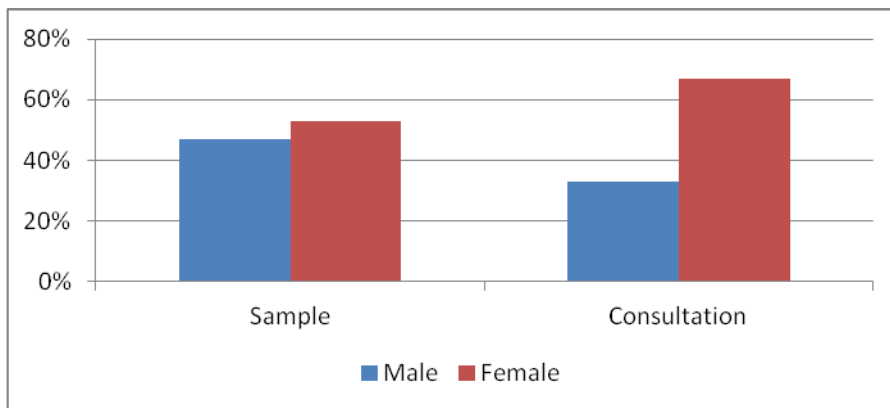
Age
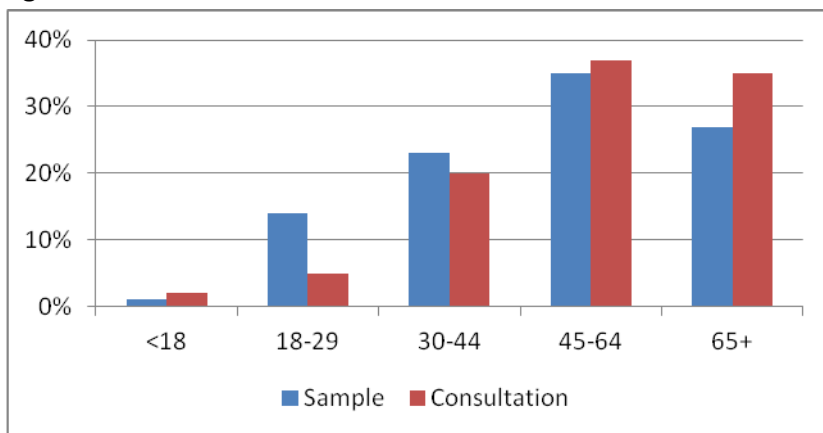
Employment status
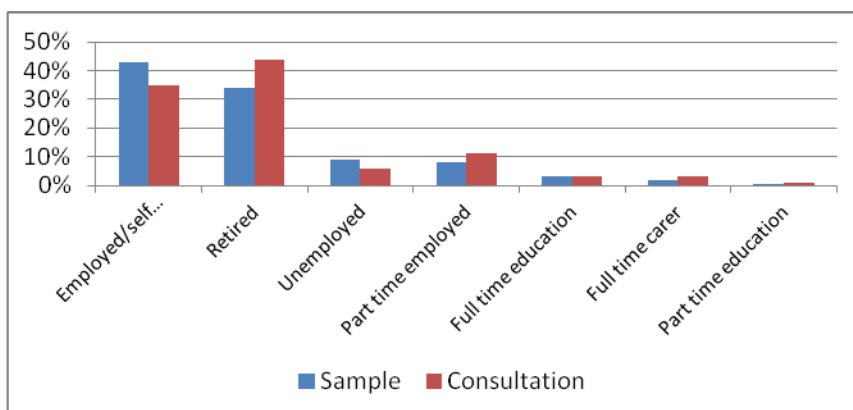
Use of libraries
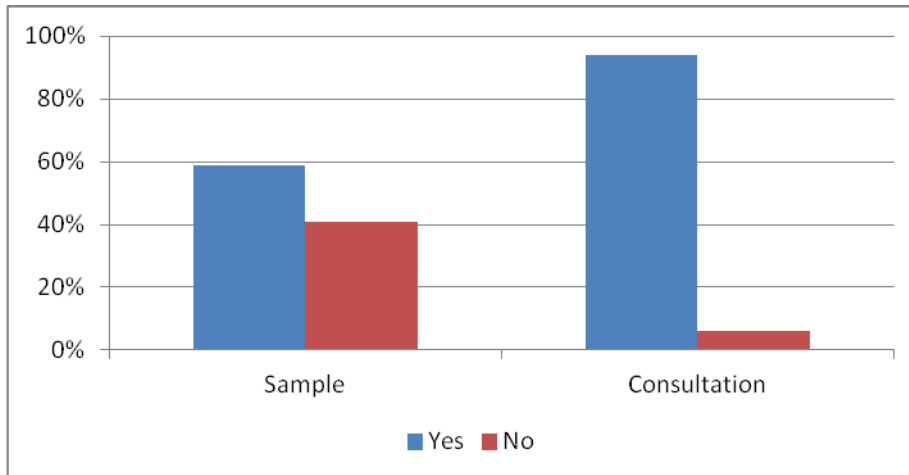
Frequency of use for those using libraries
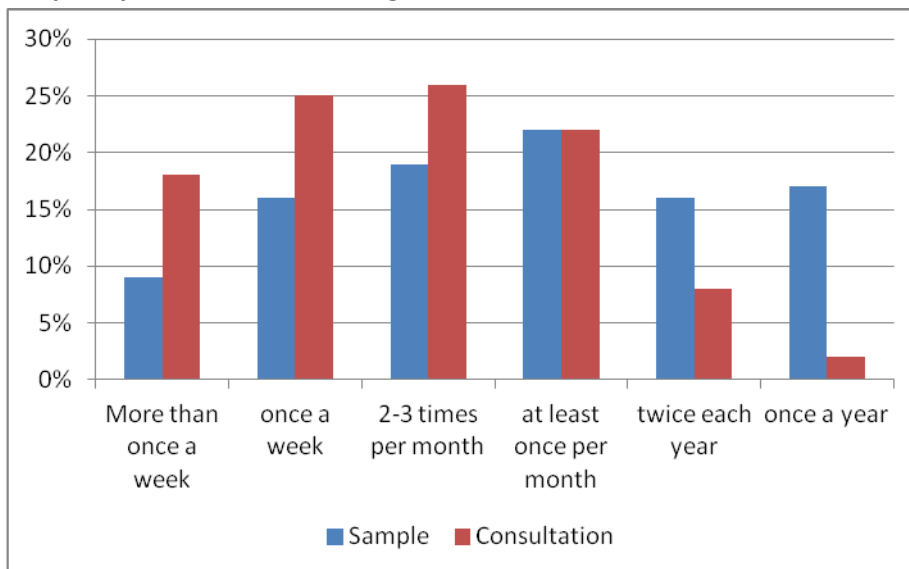
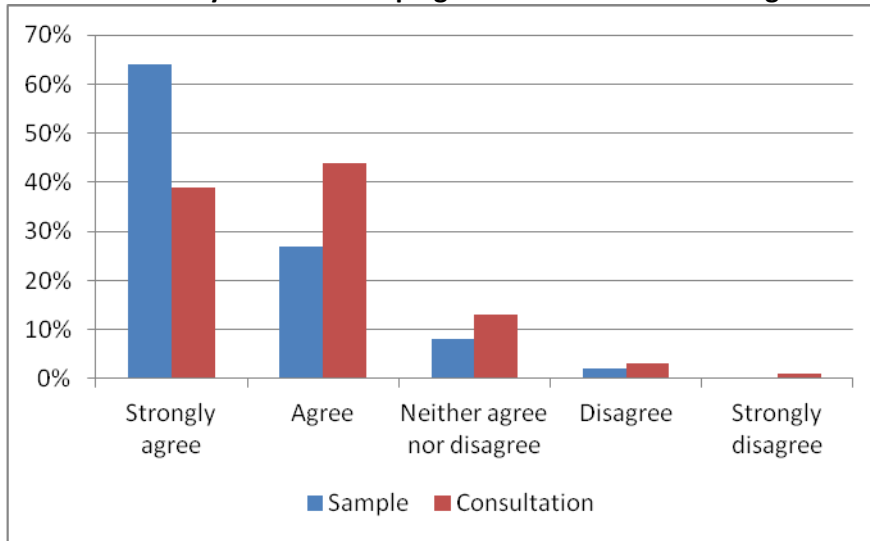**Travel to libraries**
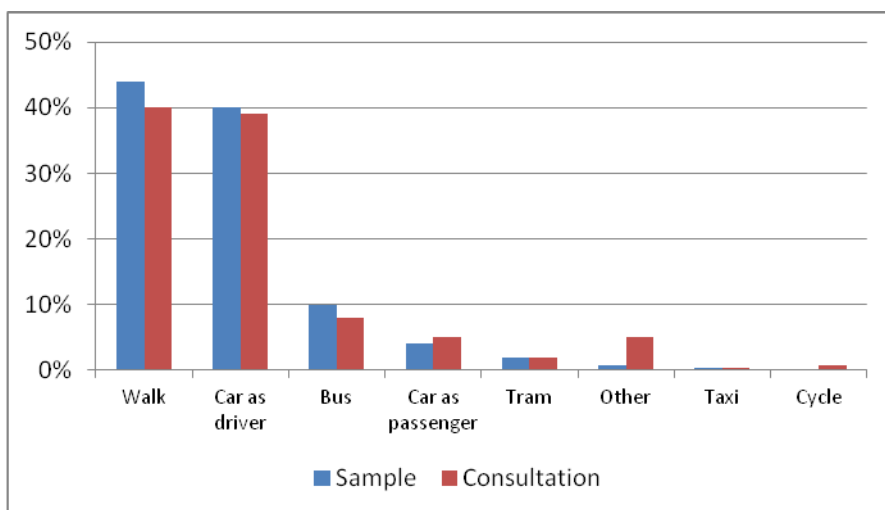
If you don't use the library, why not?
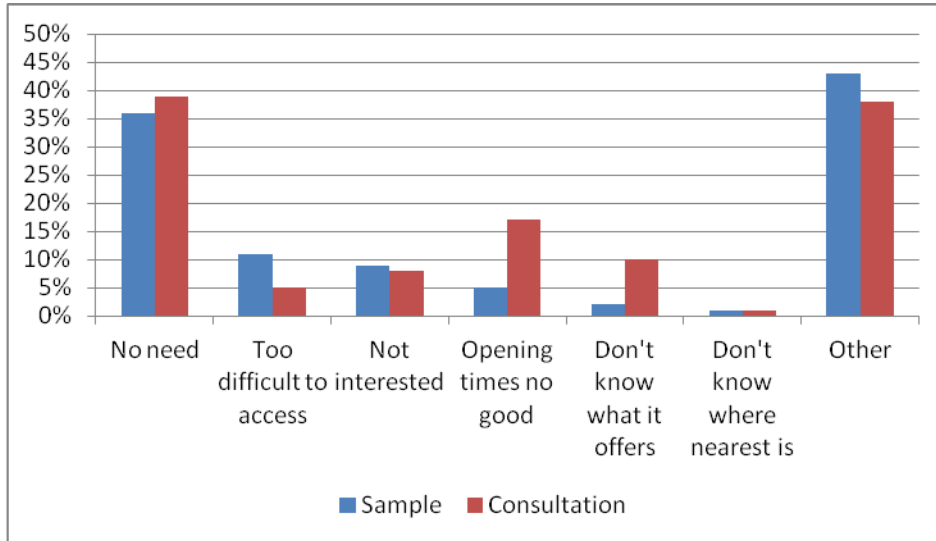
Preferred changes to opening hours
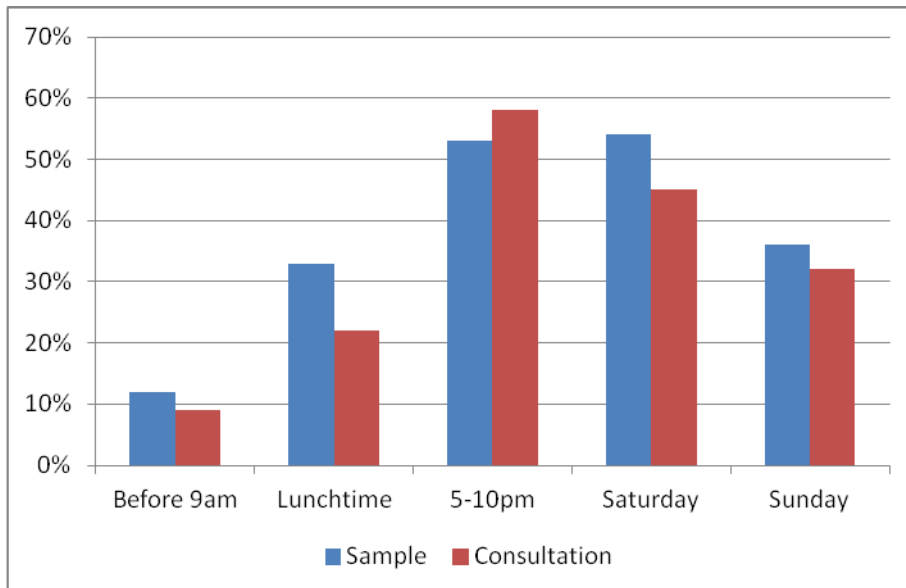
Would an improved digital offer make it more likely that you would use the library service?
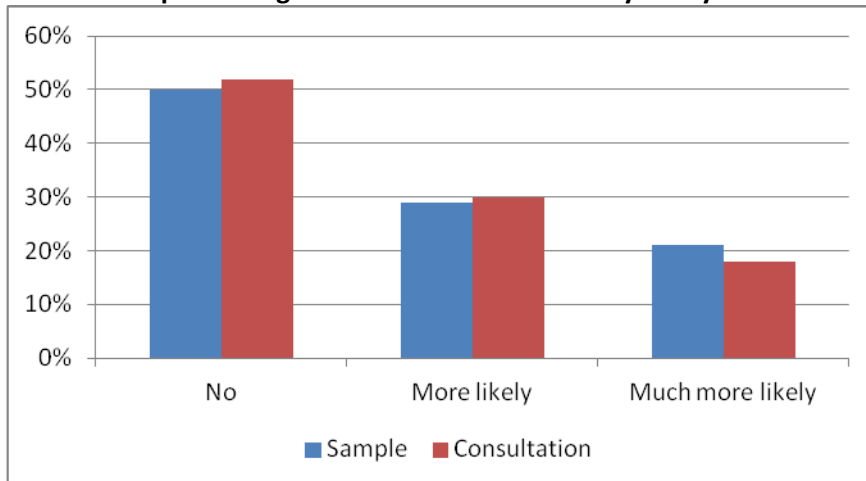
Should the library service be helping residents to take advantage of new technologies?

Agenda Item 6

REPORT FOR DECISION

BURY COUNCIL

MEETING:	**CABINET**
DATE:	**19 OCTOBER 2016**
SUBJECT:	**HOME TO SCHOOL TRAVEL ASSISTANCE POLICY FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS**
REPORT FROM:	**COUNCILLOR SHARON BRIGGS** **CABINET MEMBER FOR CHILDREN AND FAMILIES**
CONTACT OFFICER:	**PAUL COOKE** **STRATEGIC LEAD (SCHOOLS, ACADEMIES AND COLLEGES)**
TYPE OF DECISION:	**KEY DECISION**
FREEDOM OF INFORMATION/STATUS:	**FOR PUBLICATION**
SUMMARY:	The report seeks approval to the implementation of a revised policy for assistance in support of home to school and college travel for children and young people with Special Educational Needs, following consultation with stakeholders undertaken during autumn 2015/spring 2016.
OPTIONS & RECOMMENDED OPTION	Option one – adopt the policy framework contained at appendix one Option two – make no changes to current policy framework Members are requested to approve the adoption of the revised home to school and college travel assistance policy for children and young people with special educational needs. This will enable the local authority to respond to the outcome of consultation, meet the requirements of the Children & Families Act 2014, and comply with its statutory duties in accordance with Section 508B of the 1996 Education Act, as amended by the Education and Inspections Act 2006.

IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with Policy Framework? Yes.
Statement by s151 Officer:	The intention is that the implementation of the new policy will enable costs to be contained within the approved annual budget.
Statement by Executive Director of Resources and Regulation:	There are no wider resource implications.
Equality/Diversity implications:	
Considered by Monitoring Officer:	The aim of the policy has been communicated to consultees and the Council are not withdrawing a benefit. The main aim of the revised policy is to comply with the wider provisions of the Children and Families Act 2014. The consultation was undertaken at a formative stage so as to avoid any suggestion of bias or pre-determination. It would seem a full range of opinions and views have been obtained via the consultation process stages demonstrating they have been considered and taken into account. The consultees were provided with enough information to fully understand the proposals being put forward, although reference is made to the questionnaires being limited on information. Further independent reports were obtained and representatives of the Council attended a number of forums. Given the timescales here has been sufficient time for individuals to respond to the consultation. There is evidence that the Public Sector Equality Duty has been considered throughout the consultation process. There is sufficient information before the Cabinet to effectively discharge the duty required and an Equality Impact Assessment has been carried out to which due regard must be had.
Are there any legal implications?	The revised policy represents reforms envisaged by the Children and Families Act 2014 and existing duties under Education Inspections Act 2006 and the Education Act 1996.
Wards Affected:	All
Scrutiny Interest:	Overview & Scrutiny

TRACKING/PROCESS   **EXECUTIVE DIRECTOR: Mark Carriline**

Chief Executive/ Strategic Leadership Team	Cabinet Member/Chair	Ward Members	Partners
Scrutiny Committee	Cabinet	Committee	Council

1.0 INTRODUCTION

1.1 The Council spends £1,289,000 per annum on home to school transport and travel assistance for pupils with SEN. The purpose of the review is to ensure that this level of funding is better able to meet the transport needs of children and young people. The intention is that the implementation of the new policy will enable costs to be contained within the approved annual budget.

1.2 The Children & Families Act 2014 introduced significant reforms to the way in which services for children and young people with Special Educational Needs or Disability are provided, commissioned or delivered. Home to school transport, or financial assistance to support travel to school by children and young people with Special Educational Needs is an important element of that provision.

1.3 The existing policy framework for home to school and home to college transport does not meet the expectations set out in the Act to provide greater flexibility and choice to families, and to enable to use of personal budgets where this is requested.

1.4 At its meeting on 2 September 2015 Cabinet agreed (CA.260) to consult with all stakeholders with a view to developing a new policy framework for financial assistance to support travel from home to school, to meet the needs and expectations of children, young people and their families, whilst responding to the requirements of the Children & Families Act 2014 and complying with statutory duty as set out in the 1996 Education Act, as amended by the Education and Inspections Act 2006.

1.5 The policy framework set out in Appendix One to this report has been informed through ongoing engagement with stakeholder groups.

2.0 BACKGROUND

2.1 Home to School Transport is provided to children on the basis of the Education Act 1996, as amended by the Education and Inspections Act 2006, which places a duty on Local Authorities to **facilitate** transport, free of charge, for eligible children. In this context, an eligible child is a child with a Statement of Special Educational Need or Education, Health and Care (EHC) Plan, a disability or a mobility difficulty.

2.2 Section 508B of the 1996 Education Act, places a duty on local authorities to make such arrangements for the provision of travel arrangements and

otherwise as they consider necessary for the purpose of facilitating the attendance of persons receiving education. Any arrangements that the authority considers necessary shall be provided free of charge. If a parental preference is for a school that is further away than the nearest school that can meet the child's SEN. The Authority can name that school in the EHC plan, but the parents can be asked to provide some or all of the transport funding.

2.3   The 2014 Children & Families Act did not change the duty under the earlier Acts in respect of financial assistance. However, the manner in which transport or financial assistance for travel is currently provided is no longer totally compatible with the principals of the reforms introduced by the 2014 Act, which place greater emphasis on the needs of the child or young person, and the need to enable greater flexibility and choice in the way they access provision, providing the young people with lifelong skills. Together with the requirement to provide personal budgets where requested by parents or carers.

2.4   Transport and/or travel assistance needs to be a key element in the preparation of an Education, Health and Care Plan, and changes in eligibility and assessment for travel assistance need to be clearly aligned to the EHC plan process.

3.0   CONSULTATION

3.1   The development of the policy framework has been informed by consultation and engagement with a wide range of stakeholders.

3.2   Consultation with stakeholders took place throughout October and November 2015, and comprised a number of methodologies:

- Letters with questionnaires were sent to parents of all children and young people that are currently in receipt of home to school SEN transport

- Questionnaires were sent to a range of stakeholders.

- Bury Parent Forum were commissioned to host an number of focus groups with parents

- Feedback was sought from children and young people who have participated in independent travel training

3.2   At the end of the consultation period, further focus groups were held, hosted by local authority Officers seeking views on the feedback emerging from the initial consultation.

3.3   STARS (an advocacy group representing young people with disabilities) were commissioned to undertake consultation with children and young people with Special Educational Needs on the feedback emerging from the initial consultation.

3.4   A wide range of views were expressed during the consultation process. The key messages from the consultation were:

- There is a high level of support for the existing home to school transport SEN arrangements
- Door to door transport is an essential part of the overall provision made for children and young people with Special Educational Needs or disabilities

- Parents/Carers would welcome more flexibility in the way in which travel is provided
- Young people would welcome greater focus on independent travel

4.0   Policy Principals

4.1   A policy framework has been developed that responds to the outcome of the consultation. This is contained at appendix one.

4.2   The policy has been developed with full regard to the Department for Education Guidance on Home to School Travel and Transport.

4.3   The key changes introduced in the new policy framework are:

4.3.1. Current policy includes criteria based upon the premise that a child or young person has a statement of Special Educational Needs or EHC Plan. This has now been removed as there may be circumstances where there is a need, but this does not warrant an EHC Plan.

4.3.2. The policy introduces a requirement that travel assistance arrangements will be reviewed on an annual basis, and where an EHC plan is in place, at the annual review of that plan.

4.3.3. Provision of travel assistance, we will be offered through a menu of options rather than solely through the provision of door to door transport.

4.3.4. The policy clarifies the expectation that, for the majority of children and young people with SEN, parents will make their own arrangements for travel for their child to school. Only children and young people with complex needs will receive dedicated door to door transport. The policy encourages independence and inclusion on mainstream transport where appropriate.

4.3.5. The new policy formalises the assessment process for travel assistance.

4.3.6. The policy recognises that the needs of the family need to be considered if a parent has a disability.

4.3.7. A mileage payment has been introduced for parents should they wish to use their own vehicle, including mobility vehicle provided for the benefit of the child or young person, to take their child to and from school. The mileage rate payable has been set at 44p per mile.

4.3.8. The policy clarifies that no financial assistance or transport will be provided for respite and short break sessions in recognition that the nature of such provision has changed.

4.3.9. The policy introduces the option of a personal travel budget.

4.3.10. The policy includes the appeals process available to parents and carers.

4.3.11. The policy brings together previously separate policies for pre-16 and post-16 students and is now a single policy for 0-25 year old children and young people.

4.3.12. All post 16 students will be recharged the equivalent of mainstream students, this will be applied to all new applications. The criterion for low income students has been removed, as this is not statutory.

4.3.13. Post 16 now includes the offer of independent travel training, personal travel budget and supported public transport.

4.3.14. Post 16 door to door transport will only be provided for pupils with complex needs.

5.0   RECOMMENDATION

5.1   The policy framework has been informed by consultation with a wide range of stakeholders and responds to the requirements and expectations of the Children and Families Act 2014, whilst ensuring that the local authority continues to meet its statutory duty as set out in Section 508B of the 1996 Education Act.

5.2   Cabinet is asked to note the outcome of the consultation with stakeholders and agree to the adoption of the policy framework contained at Appendix 1 to this report.

5.3   If adopted, the policy will be introduced with effect from 1 November 2016 and will apply to all annual reviews, or new requests for transport after that date.

Background documents:

- A Review of parent's engagement with consultation events – prepared on behalf of Bury Parents Forum – 18th November 2015
- Summary of responses to questionnaires
- STARS report

For further information on the details of this report, please contact:

Paul Cooke – Strategic Lead (Schools, Academies and Colleges)
Tel: 0161 253 5674   Email: p.cooke@bury.gov.uk

APPENDIX 1

Policy Framework

HOME TO SCHOOL AND COLLEGE TRAVEL ASSISTANCE POLICY FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS

1. INTRODUCTION

1.1 This policy outlines the travel support available for children and young people with Special Educational Needs and Disabilities (SEND) living within the boundaries of Bury Council to access education.

1.2 The aim of the Council's travel assistance policy is to ensure that all children and young people should lead lives that are independent and as free from restriction as possible, thereby contributing to the achievement of five critical outcomes:

- LINKS TO CORPORATE OBJECTIVES

1.3 The provision of travel assistance by the Council will be based on individual needs and circumstances and with regard to the efficient use of resources.

1.4 This policy is set out in four sections as follows:

SECTION A

- Children attending a mainstream or special school with a Statement of Special Educational Needs or Education, Health and Care Plan.

- Children attending a mainstream school or specialist unit within a mainstream school who have additional learning or mobility difficulties without a Statement of Special Educational Needs or Education, Health and Care Plan.

SECTION B

- Young people 16 to 25 years with SEND as detailed within section B

SECTION C

- Appeals proceedure

SECTION D

- Appendices of definitions and additional information about the terms used in this policy

1.5 Wherever possible, in the provision of travel assistance, the Council will consider travel options that lead to reducing the number and length of vehicle journeys.

1.6 This policy explains:

- Who is eligible for travel assistance from Bury Council

- The statutory basis for the provision of travel assistance by local authorities.

- What kind of travel assistance may be provided.

- How applications for travel assistance are made and assessed, and how parents/carers can appeal against decisions made by the Council

- The Council's transport service standards.

SECTION A

2. **This policy relates to Travel assistance for children and young people with significant Special Educational Needs and Disability, which will usually mean those with a statement of special needs (SEND) or an Education, Health and Care (EHC) Plan. It may also apply to those who are undergoing assessment for an EHC plan or have been placed by the Authority in a school, to meet their SEND, that is not their local catchment school.**

2.1 The majority of those children who attend a mainstream setting with a Statement of SEN or an EHC Plan will not need or receive specialised travel assistance from the Council.

2.2 Where it is not possible for a pupil to attend a school near to their home because the school is unable to meet their additional needs, travel assistance will be provided.

2.3 Travel assistance will be provided for pupils who, because of their special educational needs, disability or mobility difficulties, cannot reasonably be expected to walk to school[22].

2.4 There is a general expectation that a child will be accompanied by a parent where necessary, unless there is good reason why it is not reasonable to expect the parent to do so.

2.5 The Council reserves the right to make an assessment to determine eligibility for travel assistance under this policy.[23]

3. **Other factors that may be taken into consideration when assessing a child or young person's eligibility for assistance with travel.**

3.1 Where the parent/carer of the child or young person has a disability, the local authority is under a duty to make reasonable adjustments if the usual application of this travel assistance policy places a disabled person at a substantial disadvantage in comparison with persons who are not disabled..

3.2 Where parents/carers receive the Mobility Component of Disability Living Allowance (or Personal Independence Payments from June 2013) on behalf of the child, and/or a car is provided for them under the Motability Scheme, If the Council considers it reasonable to expect parents/carers to use this car to provide transport to school for their child, consideration may be given to the payment of an agreed mileage rate for parents/carers to transport their child or young person themselves.

3.3 Any other personal circumstances applicable to each case.

4. **Factors not taken into consideration**

4.1 When assessing eligibility for travel assistance, the Council, in common with other local authorities will generally not take the following factors into account:

4.1.1 Personal circumstances such as parents/ carers attending work, taking other children into other schools or looking after other children, unless there is a sibling or another child within the household with Special Educational Needs or Disabilities;

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[22] Paragraph 30, Home to School Travel and Transport Guidance, July 2014.

[23] Section 508B, Education Act 1996.

4.1.2 Parental preference for a school named in part 4 of a statement of special educational needs or section I of a EHC plan, where the local authority considers that there is a suitable school nearer to the child or young person's home and that school is also named in Part 4 of the statement or section I of a plan. In such cases it will be open to the Council to include reference to the parents/carers accepting responsibility for all travel arrangements to the preferred school, and associated costs, in part 4/section I.

4.1.3 Travel assistance will not be provided for the following

- Children or young people taken ill during the day;

- any type of appointments including medical or any other specialists;

- Children or young people who have been excluded during the school day;

- breakfast or after school clubs;

The Council's policy on the provision of travel assistance for additional journeys is described in more detail at Section D.

5.   What travel assistance may be offered

5.1   Once a child's eligibility for travel assistance has been agreed, the Council will decide what type of assistance will be offered. This decision will be based on the identified needs of the individual child or young person and will take account of the Council's duties to make the best use of its resources. It should be noted that the mode of travel assistance offered will be reviewed at least annually and may change as the needs of the child or young person change, whilst continuing to ensure the best use of the Council's resources.

5.2   For children attending school on a daily basis, travel assistance will usually only be provided for the beginning and end of the school day.

5.3   A child boarding on a weekly basis where the school is closed at weekends will be provided with travel assistance at the beginning and end of the school week, other periods of closure and during term time only. A child boarding on a termly placement where the school is not closed at weekends will be provided with travel assistance limited to the start and end of the school term, half terms and for periods of whole school closure only. Any other journeys required will be the responsibility of parents/carers including attendance at annual reviews, additional home visits at weekends or any other time.

5.4   The Council's policy on the provision of travel assistance for additional journeys in various circumstances is explained in Section D.

5.5   The Council will always consider forms of travel assistance that help to develop travel independence skills to enable children and young people to lead independent lives as they grow older.

5.6   The options that will be considered when assessing the travel assistance that will be provided will include, but are not limited to:

5.6.1 **Independent travel training:** independent travel training, focuses on the needs and capabilities of the pupil, and is delivered through working closely with parents/carers and school staff. It can enhance the young person's confidence and independence by developing personal, social and life skills.

3

Independent travel training will also develop young people's resilience against bullying and abuse when using public transport. Criteria for successful completion of the training will be based on an agreed comprehensive training programme and a copy of the final assessment will be provided to parents/carers. Successful completion of Independent Travel Training will be signed-off by the Council and parents/carers

All applications for travel assistance will be reviewed to determine if an assessment for independent travel training should take place. This assessment process is undertaken by a qualified Travel Trainer and involves contributions from the young person and their parents, school staff and other professionals. It is expected that where independent travel training is offered as a travel solution, a young person will take this up.

Top up training will be available to support children and young people with transition when moving schools and on social routes during school holidays.

5.6.2 **Mileage rate:** The council will re-imburse parents a mileage rate if they choose to transport their child/young person to school in their own vehicle.

5.6.3 **Personal Travel Budget (PTB):** It may be possible for the Council to provide parents/carers with an amount of money to enable them to provide personalised travel arrangements that best and most flexibly suit the needs of their child and family. The sum provided will be at the discretion of the Council; it will be based on the distance travelled from home to school, and will not exceed the cost of direct provision of transport by the Council, or a share of that cost where the child would otherwise travel with other children in a shared vehicle. It is parents'/carers' responsibility to ensure that travel arrangements made by them are safe and accessible and that school attendance is maintained. A PTB can be refused or withdrawn if these conditions are not met.

5.6.4 **Transport vehicles**: Where assessed as essential, the Council may provide a vehicle to transport a child or young person to and from school. Where transport vehicles are provided, these will be either Council vehicles and drivers or those provided by a suitably qualified and licensed commercial provider working to contractual standards set by the Council. This may be picked up and dropped off at a convenient location, within a reasonable distance from their home, in many cases from a recognised pick up and drop off point. A home pick up and drop off will only be made where it is deemed essential due to the child and young person's significant need. Whenever possible, children will travel together in buses. These will be specially adapted to meet the needs of those travelling on them. Each route will be planned on the basis of school start and finish times and the shortest possible route for all children travelling on a particular vehicle. Under very exceptional circumstances the Council may transport pupils in separate taxis or private hire vehicles based on the assessed needs of the child or young person. Arrangements of this kind will be kept under regular review and, where possible, the opportunity will be taken to move to an alternative suitable form of travel assistance.

5.6.5 **Travel pass:** To enable the child/young person to travel to school accompanied, if necessary, by an adult via public transport solutions.

6. Vehicle transport service standards and provision of passenger assistants

4

6.1 The vehicle transport service provided by the Council for children and young people will operate to the service standards described at Section D.

6.2 In some circumstances where the Council has assessed that there is a need a Passenger assistant may be provided to accompany pupils to school on transport provided by the Council. Passenger Assistants will only be provided where they are necessary for the safe operation of vehicles and/or the care of children or young people. A Passenger Assistant will not necessarily be provided simply because the pupil is school-aged or because he/she does not know the driver.

6.3 Assistance with travel will be provided to meet the needs of a child/young person there may be circumstances when the transport will need to be reviewed as it is not working. While it is acknowledged that the child/young person has SEND and this may impact upon their behaviour, if the conduct of the child/young person compromises the safety of anyone travelling with them, the Council reserves the right to suspend or withdraw the transport provision. In these cases the Council will work with the family to try to find another travel solution for the child/young person. See Section D

7.   Application and assessment process (all applicants)

7.1 Applications for travel assistance will be given full consideration to the specific needs of the child or young person. Where it is decided travel assistance is appropriate it will be implemented as soon as possible following the decision. In a situation where a new contract and/or a passenger assistant needs to be procured this time scale may be longer in order to fulfil procurement and recruitment processes.

7.2 The application process is dealt with in three stages.

Stage 1: Application

For a child with a Statement of SEN or an EHC Plan, the Council will undertake an initial assessment of travel requirements based on the school placement proposed. Where this assessment indicates that the child is not eligible for travel assistance, parents/carers will be advised accordingly and will have a right to appeal against this decision see Section C.

For all applicants (with or without a Statement of SEN or EHC Plan), the parent/carer must make a formal application for travel support before any assistance is considered. Supplementary evidence of the child's need for travel assistance should be provided by parents/carers at this stage. Application forms can be obtained from the Bury Council website www.bury.gov.uk or by telephoning the School and College Transport team on 0161 253 6968   or emailing schoolandcollegetransport@bury.gov.uk. Applications will be acknowledged within five working days on receipt of the application. An initial evaluation of the application will then determine whether assistance is likely to be approved, declined or whether further assessment is required. The parent/carer will be informed in writing of the outcome of the application.

Stage 2: Assessment

This stage will include the evaluation of written evidence and family circumstances. It could lead to an assessment for independent travel training

which would include a home visit, consultation with the child or young person's school/caseworkers and any other relevant specialists.

This initial evaluation will normally be completed within fifteen working days following Stage 1 depending on the complexity of the circumstances. If further evidence is required/requested or an assessment for independent travel training needs to be undertaken, this may delay the process and parents/carers will be notified in writing within ten working days. It is possible at this stage that the application may be declined and parents/carers may appeal against such a decision if they wish.

Stage 3: Implementation

Where the Council agrees to provide travel assistance it will also decide what type of travel assistance would be suitable and appropriate to meet the needs of the child. The parent/carer will be requested to sign an agreement before the travel assistance is provided and the agreed assistance will normally be implemented within ten working days following the completion of the assessment stage. If a parent/carer does not accept the travel assistance offered by the Council, their application will be withdrawn and they will need to take responsibility for their child's attendance at school themselves.

If travel assistance is granted for a limited period, parents/carers will be required to submit a new application, or to provide further information, in order to secure continued assistance. At any point throughout the application process you have the right to appeal as detailed in Section C.

8   Travel Assistance Reviews

8.1   All children and young people's eligibility for travel assistance will be reviewed regularly and at least annually. For children and young people with Statements or EHC Plans, their continued eligibility for travel assistance will be discussed at the child or young person's school as part of the annual review. Parents/carers should attend the review in order to consider whether or not travel assistance continues to be appropriate. Where travel assistance has been granted on a time-limited basis further information will be sought prior to the end of the agreed assistance period to enable a timely review to take place. The Council may also review eligibility for travel assistance by means of a scheduled meeting or via telephone contact. If parents/carers do not participate in these reviews it may result in travel assistance being withdrawn. Parents/carers will be informed of all decisions in writing, including notification of the right to appeal.

8.2   Travel assistance will also be reviewed when there is a significant change in circumstances, such as a change in home address, school or a change in the child's or young person's needs. It is the responsibility of the parent/carer to notify the Council immediately of any changes that may affect the provision of travel assistance.

8.3   Any changes will be implemented from the beginning of the next half school term / school term or sooner where possible.

Cessation of Support

8.4   The Council will review and remove travel assistance where the child or young person's individual circumstances have changed and either the child or young person is no longer eligible for support, or the child or young person has been assessed as not requiring such support. Assistance may also cease on the

request of the parent/carer who may have made alternative arrangements for their child's or young person's travel to school.

Section B Post 16 Travel

1. Local Authorities have a duty to facilitate access to full-time education for all young people aged 16 -18 years [24] and those continuing learners who started their programme of learning before their 19th birthday and this may include assistance with travel in certain circumstances. Under Raising the Participation Age Agenda, young people must remain in full time education and training until the age of 18 years.

2. In line with the Local Authority's duty under the Education and Skills Act 2008 to encourage, enable and assist participation of learners with learning difficulties in education and learning, this policy will apply, in some cases to young people up to the age of 25 subject to an individual assessment of need

3. In line with the Children and Families Act 2014 and as part of the SEND reforms, it is expected that young people will work towards independence from the earliest opportunities both at home and through their educational placement. The majority of young people who will attend college will be able to travel independently and for those who cannot, opportunities for this to take place should be maximised, through a range of providers.

4. Unless there is an individual assessment of need for assistance with travel the responsibility for travel to and from college rests with the young person and their family. There are a number of travel options available within the local community that young people can access. Alternative travel options are listed at **insert hyperlink to Statement and Annex A on website**

5. Travel assistance may be provided for young people over 16 years with special educational needs who are attending a full time course at the nearest provision to their home. Where an out of area provider is chosen, travel assistance will not be provided. Where an out of area provider is named on an EHC Plan and the Local Authority is satisfied that local provision can meet need, travel to and from the provider will be the responsibility of the young person and/or their family. Assistance will not be provided for passenger assistants or for students undertaking a residential course.

6. Travel support is not available for trips, work experience of any other activity associated with the college course. Assistance should be discussed directly with the college.

7. A contribution towards the cost of transport will be sought from the parent/carer or if over 18years, the individual themselves. Charges will not exceed the cost of a bus pass for students age 16 to 26yrs. The likely duration of the learning will also be taken into account. This will be recharged at the end of each half term and will be recharged at the same rate as the online cost of a monthly System One Student Bus Saver Ticket.

8. The options that will be considered when assessing the travel assistance that will be provided will include, but are not limited to:

8.1 **Independent Travel Training**, All young people will be supported and encouraged to travel independently to and from college, when it is assessed as reasonable for them to do so. This assessment process is undertaken by a qualified Travel Trainer and involves contributions from the young person and

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[24] Section 509AC of the Education Act 1996 [24]defines persons of sixth form age for the purposes of the sixth form transport duty.

their parents, school staff and other professionals. it is expected that where independent travel training is offered as a travel solution, a young person will take up this offer.

Top up training will be available to support young people with transition when moving to college.

8.2 **Personal Travel Budget (PTB)**, it may be possible for the Council to provide the young person or their parent/carers with an amount of money to enable them to provide personalised travel arrangements. The sum provided will be at the discretion of the Council; it will be based on the distance travelled from home to school/college and will not exceed the cost of direct provision of transport by the Council, or a share of the cost where the young person would otherwise travel with other students in a shared vehicle. It is the young person or their parent/carers' responsibility to ensure that travel arrangements made by them are safe and accessible and that school attendance is maintained. A PTB can be refused or withdrawn if these conditions are not met.

8.3 **Supported public transport**, it may be possible for a young person to travel on public transport if the young person has some assistance. Where parents/carers are unable to accompany their son/daughter themselves and they would have to provide a personal assistant/escort or college may be able to arrange for one of their peers to act as a travel buddy. The young person would be eligible for free travel by using their concessionary pass from TfGM.

8.4 **Travel vehicles**, in exceptional circumstances the Council may provide a vehicle to transfer a pupil from home to college. Wherever possible young people will travel together they may be collected and dropped off at a convenient location, within reasonable distance of their home. A home pick up and drop off will only be made where it is deemed essential due to the young person's significant needs. If a young person requires an escort on their journey this will be the responsibility of the parents / carers unless there is an individual assessment of need for an escort.

SECTION C Appeals

If an application for travel assistance is not approved by the Council, or the parent/carer disagrees with the type of assistance being offered, parent/carers have a right of appeal. The appeal should be made in writing within fifteen working days of the decision letter being received by the parents/carers.

Appeals are administered in two stages:

Stage 1: Review by Head of Service

Within five working days of the appeal form being received, the parent/carer will be sent confirmation that their appeal has been received and that their appeal is under review.

Further evidence may be requested to support the appeal and consultation with case workers and professional bodies may be required. Stage 1 appeals are decided by the Head of Service Parents should receive their decision letter within twenty working days of their appeal form being received.

Stage 2: Independent Panel - Independent Review of Evidence

If the parent/carer remains dissatisfied with the outcome, they should notify the Council in writing within 20 working days of receiving their Stage 1 appeal decision making clear the grounds on which they still wish to appeal.

The appeal will then be considered independently of the School and College Transport service and will involve consideration of all evidence gathered and the reasons for the decision being made. This will be undertaken by the multi-agency "Independent Panel," independent of the process to date and suitably experienced; this may include participation by head teachers from primary and secondary schools and members from the community and voluntary sector.

Parents should receive their decision letter within forty working days of their appeal being received.

This decision is the final stage of the Council's appeal procedure in relation to travel assistance. If parents/carers remain dissatisfied they can complain to the Local Government Ombudsman. Details can be provided by the Council if necessary.

During the appeals process no new travel assistance will be provided or, in the case of existing arrangements, no change will be implemented.

If after the appeal, travel assistance is agreed, it will commence from the date of the letter sent to the parent / carer. No backdated payments will be made nor will the Council accept any claims by parents/carers for costs incurred (e.g. for making alternative transport during the process of appeal.

Complaints

Once travel assistance has been agreed any concerns regarding the provision of the service should be made in the first instance to the School and College Transport team

All complaints on the process for assessing eligibility for transport provision will be handled through the Council's formal complaints process. Full details are available on the Council website. Complaints regarding the outcome of the assessment process will be addressed as part of the appeals process as described above.

SECTION D:

1.   **Legislation and responsibilities home to school travel**

1.1   Parents/carers are responsible for ensuring that their children attend school regularly under s.444 of the Education Act 1996 (as amended). This includes arranging any necessary travel to and from school and/or accompanying their child as necessary. No dispensation will be made for parents who are working at the time their children travel to and from school or who take other children to other schools at the time their children travel to and from school. In both cases parents are expected to make other suitable arrangements for someone else to accompany their children as necessary.

        The Council has a duty to ensure that suitable travel arrangements are made, where necessary, to facilitate a child's attendance at school.

1.2   There is no statutory entitlement to travel assistance for pre-school children. Children of pre-school age will not be provided with travel assistance other than in exceptional circumstances.

1.3   In support of this policy, the Council works with schools to provide safe travel routes to and from school, to encourage sustainable methods of transport, including walking and cycling, and to encourage all forms of independent travel by children and young people wherever possible and practicable.

1.4   This policy has been developed with full regard to the Department for Education Guidance on Home to School Travel and Transport

        https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance and the Post -16 Transport Guidance *https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277016/Post-16_Transport_Guidance.pdf*

1.5   Parents/carers are responsible for their child's safety while travelling to and from school. Where the Council has provided assistance with travel to support a child access education, parents/carers remain responsible for their child's safety before and after these arrangements take place.

1.6   While parents/carers have the right to express a preference for which school they wish their child to attend, a child and young person who attends a school which is further away than their nearest suitable qualifying school with places available, will not be eligible for travel assistance, except in exceptional circumstances, even if the distance from home to the school they attend is more than the qualifying walking distance.

1.7   A qualifying school is taken to mean the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have.

1.8   Any travelling arrangements or expenses will be the responsibility of parents/carers if there is a nearer suitable qualifying school. It is the parents/carers responsibility to ensure their child gets to and from school safely and they should consider the practicalities of choosing a school that is not within the qualifying walking distance.

2.   Legislation and responsibilities home to college travel

2.1   Under the Education Act 1996 (as amended by the Education and Inspections Act 2006), local authorities have a duty in certain circumstances to make such travel arrangements as they consider necessary in order to ensure that suitable home to school travel arrangements are made for the purpose of facilitating a child's attendance at relevant educational establishments for children below 6th form age.

2.2   In addition, local authorities also have a duty to facilitate access to full-time education for young people aged 16-19 and this may include assistance with travel in certain circumstances.

2.3   The family must be able to demonstrate the following:

- Family must reside with the Borough of Bury for the duration of their course

- College/school must be the nearest that offers the course. If the young person chooses a college further away they must demonstrate exceptional need to attend that college to be given assistance. If they cannot do so the young person will be responsible for their own costs

3   Additional Information

3.1   **Change of School Day**: The council will consider making changes to arrangements however, if additional costs are involved, the Council reserves the right to make arrangements for all or part of those costs to be charged to the school concerned.

If there is a change to time of the school start or finish day for school events or school holidays transport will not be provided.

It should be noted that examination timetables do not constitute a change in the school day.

3.2   **Exceptional Circumstances**: Each case will be submitted and considered on its own merits by the Statutory Assessment Panel.

3.3   **Home Address**: the address where the child resides. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the Council will need to establish where the majority of school nights (Sunday to Thursday) are spent and treat that as the home address. Home to School transport is not provided to alternative addresses e.g. grandparents, child-minders. Any change in transport remains the decision of the Council.

3.4   **Low Income Families**: Children whose parents are in receipt of the maximum level of working tax credit or children who are entitled to free school meals. For those families in receipt of Universal Credit the statutory guidelines for eligibility as low income will be followed.

3.5   **Mileage rate** A mileage rate of forty four pence per mile will be paid for the return journey based upon the mileage determined by the Council's ICT transport data base measurement tool. This will be paid after reconciling with school attendance records.

3.6   **Relevant Educational Establishment**: Section 508 B10 of the Education Act 1996 defines a relevant educational establishment as either a qualifying school or places (other than schools) where a child is receiving education by virtue of the arrangements made under section 19 (1) of the Act. Qualifying

schools are community, foundation or voluntary schools; community or foundation special schools, non-maintained special schools, pupil referral units, maintained nursery schools or city technology colleges, city colleges for the technology of the arts or Academies.

3.7 **Statutory School Age**: children and young people aged from five years of age up to the last day of the school year when they reach 16 years of age. Under Raising the Participation Age Agenda, young people must remain in fulltime education and training until the age of 18 years.

3.8 **Statutory Walking Distance:** statutory walking distance is two miles for pupils aged up to eight and three miles for those aged eight and over. The statutory walking distance is measured by the shortest route along which a child accompanied as necessary may walk with reasonable safety. Walking routes are measured using the local authority's computerised mapping system as defined by the Local Land and Property Gazetteer (LLPG).

3.9 **Transport for Greater Manchester**

Travel support can be obtained from Concessionary Fares operated by Transport for Greater Manchester (TfGM). 2 Piccadilly Place, Manchester. M1 3BG Telephone 0161 244 1000 general enquiries (7am to 8pm Monday to Friday, 8am to 8pm Saturday and Sunday)

Concessionary travel – is offered to disabled people, whatever their age. Depending on individual circumstances this can be free or reduced cost travel on buses, trains and the Metro link. More information is available from TfGM http://www.tfgm.com/journey_planning/Tickets/Pages/tickets_concessionary. aspx or 0161 253 1050.

Ring and Ride service provides door to door transport for people who find it very difficult or impossible to reach a bus stop of access general buses. The service is not intended for daily travel to or from college, but could help a young person with other journeys. The ring and ride service can be accessed through http://www.tfgm.com/ringandride/Pages/default.aspx or telephone enquiries 0845 688 4933 or 0161 200 6011, telephone bookings 0845 688 3989.

Travel voucher scheme – this is available for people who are unable to use general buses and who have serious walking difficulties or are registered blind. Vouchers are not free but are substantially discounted. If young people have any queries about the scheme they should contact TfGM details above.

4   Additional Journeys

4.1   **Introduction**. This section explains the Council's policy for the provision of Travel Assistance for journeys additional to the normal provision at the beginning and end of the normal school working day.

4.2   **School Trips**. Home to school transport timings may be adjusted by the Council on request from schools to take account of connections with the departure/ arrival of educational or recreational school trips. Schools must notify such requests to the Council as early as possible to enable an assessment of any additional costs to be made. Where adjustments in timings would result in additional transport costs to the Council, schools will need to take this into account in the planning of school trips, and such costs must be reimbursed to the Council as part of the school's costing arrangements for the whole trip.

4.3   **Work Experience**. Transport will not be provided to enable students to undertake work experience.

4.4   **Induction Days/ 'Taster Days'**. Transport will be made available for entitled children attending Induction Days or 'Taster Days' at the Council's Special Schools and resourced provisions. Transport may also be provided for entitled children attending Induction/'Taster Days' at Independent Schools where such a school has been named by the Council in the child's Statement or Education and Health Care Plan and there is no other school closer to the child's home that can meet the child's needs.

4.5   **Breakfast Clubs/After School Clubs**. Transport will not be provided or adjusted to enable students to attend breakfast clubs/ after school clubs that do not fulfil part of the school curriculum, except where transport to/from such clubs can be provided without additional cost to the Council.

4.6   **Illness at School**. Transport will not normally be provided for students who are taken ill at school to enable them to return home. This is a parental or school responsibility.

4.7   **Medical/Dental Appointments**. Transport will not be provided or adjusted to enable students to attend medical or dental appointments.   This is a parental responsibility.

4.8   **Detentions**. Transport will not be provided to take children home after detentions. This is a parental responsibility.

4.9   **Short Breaks / Respite**. Transport will not be provided to and from Short Breaks or respite appointments.

4.10   **College Attendance Whilst Registered at School.** For older children who spend a whole day at college or become dual-registered at the college whilst still being a registered pupil at a school, travel arrangements on those days may be adjusted to set down and pick up at the college, if this is possible within existing arrangements at no additional cost. If not, travel arrangements are the responsibility of the school or parent/carer. Transport arrangements for journeys during the school day to attend college placements are the responsibility of the school at which pupils are registered (for pupils with statements of SEN or EHC Plans this will be the school named on the statement or plan).

5 **Vehicle Transport Service Standards**

5.1 The School and College Transport team is responsible for arranging and overseeing all agreed methods of travel assistance provided to pupils with or without a Statement of SEN/EHC Plan. Travel assistance will be provided according to the agreed school placement arrangements (e.g. daily, fortnightly, or in the case of 52 week provision at the start and end of the placement only). The responsibilities of the School and College Transport team include, but are not limited to;

- Implementing agreed travel assistance, e.g. allocating suitable routes and pick-up and drop-off points
- Day to day amendments/queries relating to travel assistance
- Managing provider contracts
- Managing contracts with licensed transport providers
- Managing in-house transport services provided by Bury Council Transport
- Monitoring of transport providers
- Investigating and responding to complaints about transport services

5.2 The service standards described below act as guidance and clarity for the service users for whom travel assistance is provided. Underlying these standards is the principle that, if the council agrees to provide travel assistance, it will be provided in a safe, suitable and cost effective manner, taking account of the child's specific needs and with regard to the best use of the Council's resources.

6. Vehicles

- All transport will be provided in accordance with contractual standards and legislation.
- All vehicles will be properly licensed in accordance with local regulation and national legislation
- The Council will conduct regular monitoring of quality and service standards on all vehicles operated by the Council or its contractors.
- Vehicles will have specialist wheelchair access and wheelchair restraint systems where necessary.
- All vehicles will be road worthy, clean inside and out, fitted with seat belts and carry emergency equipment i.e. fire extinguisher and first aid kit and any other equipment/notices required by law, e.g. children sign on front and back of vehicle.

7 **Transport Service Personnel**

7.1 **Passenger Assistants**

- The Council may provide a Passenger Assistant for children and young people who have severe physical or learning disabilities and/or challenging behaviours and where the child's safety requires it, and as determined during the assessment phase.
- The need for a Passenger Assistant will be reviewed annually as part of the child's annual review.

- Passenger Assistants will not be provided where parents/carers make their own travel arrangements.

- Where provided, the Council will make every effort to ensure the same Passenger Assistant is used on a regular basis. This may not always be possible due to staff shortages, illness, holidays, retirement and staff resignations. Changes may also be necessary from time to time to ensure the efficient use of resources.

- The Passenger Assistant should assist children on and off the vehicle and ensure they are seated safely while the vehicle is moving.

- Passenger Assistants must treat parents/carers and children with respect and avoid confrontations. It is also expected that parents/carers will treat the passenger assistants with respect and consideration.

- Passenger Assistants should deliver children to a member of school staff on arrival at the school so that at no time are children left unattended on the vehicle.

- If the Passenger Assistant has a concern for any child in their care, the Head Teacher and the School and College Transport Team will be informed.

- Passenger Assistants are not authorised to leave a child with anyone other than their parent/carer or named responsible adult (16+) identified in advance to the School and College Transport team in writing by the parent/carer.

- All Passenger Assistants will have enhanced Disclosure and Barring Service (DBS) clearance.

- Passenger Assistants must carry and display suitable identification at all times.

- Passenger Assistants must adhere to the Council's no smoking policy.

- Passenger Assistants have strict instructions not to enter into any personal arrangements with parents/carers, including changing pick up or drop off points without consulting the Council.

7.2 **Drivers**

- Drivers must carry and display suitable identification at all times.

- Drivers must have enhanced DBS clearance.

- Drivers must, as far as possible, be punctual.

- Drivers must ensure that all wheelchairs are securely restrained.

- Drivers must treat parents and children with respect and avoid confrontations. It is also expected that parents/carers will treat the drivers with respect and consideration.

- Drivers must report any poor behaviour of passengers to their supervisor to relay onto the School and College Transport Team. Also to the school and parent as necessary.

- Drivers must ensure that all passenger harness and safety straps are properly adjusted and fitted securely before the journey commences.

- Drivers must adhere to the Council's no smoking policy.

- The driver is to stop, as close to the home address or collection point as traffic conditions will safely permit.

- The driver is not allowed to sound his horn to alert parents that they are there.

- Neither drivers nor Passenger Assistants are responsible for taking a child across the road if a parent/carer is waiting on the other side.

8   Health and Safety

- All wheelchairs and buggies used for passenger seating in the vehicles (ie not folded and stowed) must be crash tested and certified suitable for transport.

- The School and College Transport team will use the Transport Information Forms completed by parents/carers each year, together with information provided by the SEN team, to inform Risk Assessments for travel arrangements for each child. The majority of children/young people will be covered by a generic Risk Assessment for transport. However, in more complex cases, a specific Risk Assessment will be undertaken. Relevant information from these Risk Assessments will be shared with transport providers to enable them to exercise their duty of care to passengers that they are transporting. Such information will be protected by BITU and the Council's contractors in accordance with agreed data protection arrangements.

- Passenger Assistants are trained in disability awareness, safeguarding, basic first aid and receive additional training specific to the child's needs where necessary. However, in the event of an emergency, Passenger Assistants and drivers will contact 999 emergency services in the first instance.

- Transport staff are not permitted to administer recovery medication to any passenger

- It is vital that parents/carers advise the School and College Transport team of any health concerns that may affect their child whilst on transport. Such information may include details of things such as allergies, for example, even if not thought to be directly relevant to transport. This information must be included in the Transport Information Form when vehicle transport is agreed and reviewed annually, and whenever the child's needs change.

- Children and young people are not permitted to consume food or drinks whilst on board a vehicle unless this has been agreed in exceptional circumstances by the School and College Transport team. This standard will be strictly enforced to ensure the continuing safety of all passengers whilst travelling.

- It is the responsibility of parents/carers to ensure that arrangements are in place AM and PM to ensure the safe handover of their child to and from the care of the transport provider. The handover of children must happen at the vehicle, apart from in exceptional circumstances agreed by the School and College Transport team in advance, to ensure that the Passenger Assistant and driver can maintain the supervision and safety of other passengers.

- In the case of extreme weather conditions, transport services will not operate. Decisions to cancel transport will be taken by the council and/or transport providers according to information provided by schools and on the basis of their own risk assessments.

- In the case of extreme weather conditions, should a parent or carer choose to transport their child to school themselves, then it is their responsibility to undertake the return journey as well.

9 Journey times

- The Council will endeavour to ensure that pupils arrive at school fit to learn, and recognise that the length of the journey to school can affect this aim.

- Journey times may be longer where pupils are travelling to schools and colleges outside of the Borough of Bury.

- On occasions there may be factors outside the Council's control e.g. unforeseen traffic congestion or bad weather that may affect journey times.

- In certain circumstances it may be necessary for the Council to vary planned routes and this may affect pick up and drop off times. Where this is the case the Council or provider will endeavour to contact parents/carers in advance to advise them.

- Pick up and drop off times affect journey times and will therefore not be altered to fit parental circumstances (for example, a parent's work schedule)

10 Vehicle Waiting Times (Mornings)

- Parents/carers are expected to be available at home or at an agreed collection point, at an agreed time to meet transport in the morning.

- To keep journey times down to an absolute minimum and ensure that all pupils arrive at school on time, all vehicles will adhere to strict waiting time limits as follows:

- If a child is not ready, or not at the agreed collection point, the vehicle will wait for a maximum of 3 minutes after the agreed pick up time and then move off. If this means the child is unable to travel on the organised vehicle, the parent/carer is then responsible for ensuring that the child gets to school on time.

- If the vehicle arrives early for a pick-up it will wait until the official set time and then a maximum of 3 minutes before moving off. If this means the child is unable to travel on the organised vehicle, the parent/carer is then responsible for ensuring that the child gets to school on time.

- If the vehicle is running late for a pick up, the crew are expected to advise parents/carers of the delay as soon as possible. When a vehicle arrives at a family home or collection point, the horn will **not** be sounded. Parents/carers are expected to have their child ready and waiting to board the vehicle.

- If a child/young person is not available for pick up within the time limits given above, for any reason, and no prior cancellation of the transport requirement has been received by the Council, this will be considered

as a 'no show' and parents/carers will be advised accordingly. If 3 'no shows' are recorded during the Academic Year transport will be withdrawn and parents/carers will be responsible for the child/young person's attendance at school and any transport required.

11   Vehicle Waiting Times (Afternoons)

- Parents/carers must be available at home or the nominated delivery point, at the regular drop off time, every afternoon to meet their child.

- Parents/carers must provide emergency contact details.

- In the event that a parent/carer is unable to meet their child at the specified time and location, the emergency contact details will be used. If unsuccessful and as a final resort, the child will be taken to a place of safety and the parent/carer will be notified. It will then be the parents/carers responsibility to collect from that place.

- At times, parents/carers may need to make emergency alternative arrangements for the handover of their child to a nominated responsible adult, either at the home address or at an alternative address within the Borough of Bury. In these cases it is the parent/carer's responsibility to notify the School and College Transport team and make suitable arrangements to ensure their child's safety.

- In circumstances where vehicles are delayed or late arriving the parent/carer should contact the School and College Transport team. The team will take steps to directly address the situation with the provider.

- Where no responsible adult is available to meet a child from transport on more than two occurrences, travel assistance will be reviewed and may be suspended or permanently withdrawn. In these cases, the parents/carers will receive no more than four letters

    (i) initially raising the concerns

    (ii) informal warning indicating the remedial steps taken and the potential of transport removal

    (iii) final warning indicating that transport will be removed.

The School and College Transport team jointly with the Special Educational Needs team will issue the fourth and final letter confirming the removal of transport, citing the reasons for the removal, the date of the proposed removal and the parental route of appeal. In these cases, parents/carers become responsible for their child's attendance at school and any transport required.

12   Absences

- Where a child cannot attend school on any particular day due to illness it is the parents/carers responsibility to:

- Contact the passenger assistant and contractor the day before travel is required, if it is known that the child will be off school the next day or;

- Contact the passenger assistant or contractor as early as possible in the morning of the day their child is due to travel, if the child has only just begun to show signs of illness.

- When travel assistance is cancelled due to illness, with no specified timeframe, **it will only be reinstated** when the parent/carer notifies the School and College Transport Team.

- This advice should be given on **the day before** the child is due to return to school.

- Travel assistance will be reviewed, and may be suspended for a period of time or permanently withdrawn, if it becomes apparent that transport is not being cancelled with reasonable advance warning. Parents/carers will be responsible for ensuring their child's regular attendance at school in such circumstances.

13   Behaviour

- The School and College Transport Team reserves the right to refuse to provide travel assistance where a child's/young person's behaviour is such that it is unacceptable (the child's / young person's additional needs will be taken into account). In these cases, the parents will receive no more than four letters

    (i) initially raising the concerns

    (ii) informal warning indicating the remedial steps taken and the potential of transport removal

    (iii) final warning indicating that transport will be removed.

    The School and College Transport team jointly with the Special Educational Needs team will issue the fourth and final letter confirming the removal of transport, citing the reasons for the removal, the date of the proposed removal and the appeal process. In these cases, parents become responsible for their child's attendance at school and any transport required.

- Where the Council or its contractors consider that a child's / young person's behaviour is so extreme as to constitute an immediate or ongoing risk to the Health and Safety of her/himself, other service users, the vehicle crew, or members of the public, the Council reserves the right to suspend the provision of travel assistance immediately until or unless the issue can be resolved by parents/ carers, the child's/young person's school/college, or other appropriate professionals, to the Council's satisfaction that all reasonable adjustments have been made. If a child or young person is suspended from the provision of travel assistance in these circumstances, her/his parents will become responsible for their child's attendance at school and the provision of any travel support required.

- Any wilful damage that incurs cost to the transport provider for either repair or cleaning remains the responsibility of the parent/carer of the child concerned. Continued or repeat behaviour that results in wilful damage can result in withdrawal of travel assistance.

14   Safeguarding Children and Young People

- All children and young people will be handed over to a responsible adult at the drop off address within the Borough of Bury, provided by parent/carer. Drivers and Passenger Assistants are not permitted to leave children and young people with any person under the age of 16 or who is not an 'authorised' adult.

- Prior to starting transport, the School and College Transport Team will request details of any authorised adult and/or emergency contact details for any person who a child or young person can be handed over to in the event of an emergency.

- A child or young person must never be removed from a vehicle anywhere on a route other than at the normal setting down point for that journey. The only exceptions to this would be long distance journeys, when it is necessary to make pre-agreed rest stops, or in emergencies.

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Agenda Item 7

REPORT FOR DECISION

Bury COUNCIL

DECISION MAKER:	**CABINET**
DATE:	**19 OCTOBER 2016**
SUBJECT:	**DRAFT BURY GROWTH PLAN**
REPORT FROM:	**COUNCILLOR RISHI SHORI** **LEADER OF THE COUNCIL & CABINET MEMBER – BUSINESS ENGAGEMENT AND REGENERATION**
CONTACT OFFICER:	**DAVID WIGGINS – UNIT MANAGER: DEVELOPMENT PLANNING**
TYPE OF DECISION:	**CABINET (KEY DECISION)**
FREEDOM OF INFORMATION/STATUS:	This paper is within the public domain
SUMMARY:	The Bury Growth Plan recognises that Bury's population is growing and more jobs and homes are needed in the Borough to accommodate this growth. The Plan is a high level strategy setting out how, through collaborative working, we can achieve our ambitions for healthy, inclusive, sustainable and managed growth and increased resilience. However, the Growth Plan is not just about physical development and it recognises the need to support social and economic growth to help create thriving, healthy and equitable communities. It also recognises the need for infrastructure and public service changes to support growth. At the same time, the Plan stresses that growth will require interventions to mitigate against negative environmental impacts and to support a low carbon economy.
OPTIONS	**Option 1** That Members approve the Draft Bury Growth Plan subject to targeted external stakeholder consultation and delegate to the Chief Executive in consultation with the Leader of the Council authority to incorporate any non-strategic changes prior to adopting and implementing the Plan.

	Option 2
	That Members seek revisions to the Draft Bury Growth Plan prior to the commencement of consultation – Members to specify the nature of any revisions to be sought.
	Reasons
	Members are recommended to approve option 1 in order to ensure that future growth in the Borough is managed in a co-ordinated way.

IMPLICATIONS:	
Corporate Aims/Policy Framework:	JH
Statement by the S151 Officer: **Financial Implications and Risk Considerations:**	There are no direct financial implications arising from the preparation of the plan. However, going forward the Council's funding will comprise exclusively of Council Tax and Business Rates; clearly in this context it is essential that the Council has a growth plan covering both housing and business sectors.
Statement by Executive Director of Resources:	There are wider resource implications associated with growth, e.g. infrastructure / additional service costs, and these will be assessed as the Plan is implemented.
Equality/Diversity implications:	No An initial screening has been undertaken and as there were no negative impacts identified for affected groups, there is no requirement to proceed to a Full Impact Assessment.
Considered by Monitoring Officer:	Yes JH
Wards Affected:	All
Scrutiny Interest:	

TRACKING/PROCESS
INTERIM DIRECTOR: STEVE KENYON – RESOURCE & REGULATION

Chief Executive/ Strategic Leadership	Cabinet Member/Chair	Ward Members	Partners

Team			
5 September 2016	19 October 2016		
Scrutiny Committee	Cabinet/Committee	Council	

1.0 BACKGROUND

1.1 One of the key priorities of the Greater Manchester Strategy is to create the conditions for growth and, given that Bury is an integral part of Greater Manchester, the Borough has a key role to play in helping to deliver this priority.

1.2 Bury's current Economic Strategy expires in 2018 and it is now time to take stock, celebrate what has been achieved and strategically plan for and manage positive, inclusive and sustainable growth. The Growth Plan incorporates an updated economic strategy for the Borough.

1.3 The Growth Plan articulates the direction of travel, providing a blue print for the collective ambition for the Borough. The Plan will be supported by a suite of Action Plans that will set out how we are going to deliver the strategic vision. Working in partnership will be essential to the successful achievement of the Plan and all activity needs to link to the overall ambition for the Borough. The over-arching Plan will be 'owned' and monitored by the Bury Wider leadership Group and Team Bury and individual action plans will be 'owned' by partnerships that specialise in the various areas of work covered by the Plan.

1.4 At the heart of our growth ambitions sits the goal to maximise the quality of life for all our residents. The Plan is designed to ensure the demands of and for growth are managed in a way that embraces all the key ingredients that make each township unique.

1.5 The Greater Manchester Spatial Framework (GMSF) will also be a key document in managing the scale and location of new housing and employment development over the next 20 years or so. A consultation draft of the GMSF is due to be reported to the Combined Authority on 28 October with a view to an 8 week period of consultation. The Growth Plan will reflect, and be reflected within, the GMSF.

2.0 ISSUES

2.1 Growth involves much more than just increased population and physical development. It is also about creating the right circumstances for fostering growth through economic development initiatives, supporting social growth and creating thriving, healthy and equitable communities. At the same time, it requires interventions to mitigate against negative environmental impacts and to support a low carbon economy.

Vision for Growth

2.2   There are strong ambitions to transform northern growth, to rebalance the country's economy and to establish the north as a global strength and Bury intends to play a leading role in achieving this.

2.3   The Plan's Vision for growth in Bury is:
'Through effective partnership working, Bury will have embraced growth in a managed way and become a well connected place with a sustainable and competitive local economy, vibrant and healthy communities and a high quality environment'.

Key Contributors to Growth

2.4   The diagram below reflects the key areas that will contribute towards this growth. The Growth Plan sets out some key facts relating to each component of growth, what the key objectives are for each and what will be the key vehicles for delivering growth.

Physical Growth

2.5   Physical growth requires the promotion of housing and economic growth of the right type and location, supporting our town centres and safeguarding and strengthening our tourism and cultural assets.

2.6   Bury's population is forecast to grow from its current level of 187,500 to 208,000 by 2039. There is a need, therefore, for new housing and employment opportunities for this growing population and the identification of sites through the planning process enables this to be done in a managed way. Similarly, planning policies require developers to make provision for affordable housing and these will be updated in Bury's Local Plan to ensure that this provision is maximised.

2.7   In order to encourage investment, development and jobs in the right locations, high quality employment sites will also need to be identified that will be attractive to the Borough's key sectors and will ultimately provide high quality employment opportunities for Bury's residents.

2.8   The Borough's town centres are at the heart of their communities and provide a wide range of shops, services, leisure, tourism, culture, healthcare, education and employment. It is important that this remains the case and that their vitality and viability is maintained and enhanced including, for example, maintaining the 'town centres first' approach and resisting inappropriate out-of-centre development.

2.9   It is clear that any growth and development cannot happen without the necessary infrastructure to support it including improved transport, healthcare, education, water supply, energy and digital and communications infrastructure.

Economic Growth

2.10   The long-term sustainability of Bury's economy will be dependent upon its ability to stimulate entrepreneurial activity. Encouraging an environment where people and organisations drive business growth and supporting our key sectors will stimulate new business, business expansion and inward investment. As such, it is important to ensure that there is a strong and effective business support network in place that encourages business formation, survival and growth.

2.11   Skills are a key driver of productivity, economic participation and competitiveness. The importance of ensuring that our current and future workforces have the skills that the economy needs is crucial for inclusive growth and a healthy and vibrant economy. It is therefore vital to create an integrated system linking education and skills development to the current and future needs of the economy, to support apprenticeship programmes and provide high quality careers information, advice and guidance. The newly established Bury Life Chances Commission, chaired by Philip Collins, will be a key driver in delivering a skills agenda for the 21st century.

2.12   People and talent lie at the heart of the economy. For places to raise their game economically, it is not enough to increase the skills of its resident population. The attraction and retention of talent, particularly highly

skilled knowledge workers, is also a priority in the process of transforming local economies.

2.13 At present, there are a number of key sectors that make a significant contribution towards the strength and competitiveness of Bury's wider economy. Digital, health, textiles, business services and the visitor economy are particularly key at present but some parts of the Borough are considered to have the characteristics to be attractive to the logistics sector. It is important to create the conditions to support these current and potential future key sectors.

Social Growth

2.14 Many factors affect our health and wellbeing. What makes a person 'well' can involve many different factors, including physical and mental wellbeing, employment, environmental factors, social circumstances, adequate housing and economic factors. Everyone has the right to good health. Unfortunately, there are huge differences in levels of physical health, mental health and wellbeing across our Borough. The greatest challenge we face is to tackle inequalities and this remains central to all that we do.

2.15 A growing and aging population will increase demands on social infrastructure such as healthcare, education and community facilities and it is important to ensure that there is supporting social infrastructure in place to cater for the needs and demands of Bury's current and future residents and businesses.

2.16 Tackling economic inactivity and unemployment is part of the Borough's ambition to reduce inequality in our communities. This endeavour cross-cuts all of Team Bury's priorities. Crucially, our joint efforts must help reduce inequality and the barriers which prevent some of our residents from achieving their full potential. Sustainable economic growth is impossible without addressing the gap between our most affluent and poorest residents. Whilst Bury experiences less deprivation overall than other parts of the city-region and the UK, there are significant numbers of people who experience the inter-related problems of unemployment, low incomes, poor skills, inadequate housing, ill health and family breakdown.

Environmental Growth

2.17 Delivering emissions reduction and adapting to a changing climate will create employment and boost productivity and innovation. Improving resource efficiency is key to addressing business productivity. Supporting these businesses and others that want to diversify will help deliver the transition to a low carbon economy. Actions to reduce CO_2 emissions and develop a more sustainable Greater Manchester will generate demand for low carbon and environmental goods and services.

2.18 A good quality environment has cross-cutting social and economic benefits such as improving people's health and wellbeing and helping to attract and retain talented residents. In order to maintain a good quality

environment, the Growth Plan specifies a need to manage flood risk, to ensure that there is no net loss of valuable natural assets, to manage air quality and to preserve our built heritage.

Next Steps

2.19 The Bury Growth Plan sets out a broad and high-level outline of the key priorities for growth that we intend to pursue over the next twenty years or so and the key methods of delivering this. It will be supported by a series of more detailed Action Plans that will identify the specific activities and interventions that will be undertaken in order drive the Borough towards the growth objectives identified in this Plan.

2.20 Although important, this Plan is only the first stage of Bury's ambition to embrace growth. The Team Bury Wider Leadership Group will oversee the implementation of the Action Plan and will align responsibility for implementation with sub-groups and partners where appropriate. The Action Plans will be continually monitored to ensure that the key priorities for the Growth Plan are being delivered.

3.0 CONCLUSION

3.1 The Growth Plan will form the overarching framework setting out how the work of Team Bury partners can embrace growth in a managed and coordinated way. Prioritising, encouraging and managing the growth of our Borough will be a key driver in ensuring that Bury will be highly competitive, resilient and able to cope with the challenges of a changing climate and economic shocks.

3.2 Members are requested to approve the Bury Growth Plan for consultation with key external stakeholders.

List of Background Papers:

Draft Bury Growth Plan – October 2016

Contact Details:

David Wiggins
Unit Manager: Development Planning
3 Knowsley Place
Duke Street
Bury
BL9 0EJ

Tel: 0161 253 5282
Email: d.i.wiggins@bury.gov.uk

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A DRAFT GROWTH PLAN FOR BURY

Ramsbottom \ Tottington \ Bury \ Radcliffe \ Whitefield \ Prestwich

October 2016

Team Bury
Working Together For A Better Bury

FOREWORD

Bury really is a great place to live, work and study. Bury has been named as the 17th best place for families to live in England and Wales taking account of factors such as education, crime levels, childcare costs, local amenities, affordable housing, culture and green space. It is the only town in Greater Manchester to make the grade. The Office for National Statistics has also named Bury as the happiest part of Greater Manchester. Effective partnerships built through mutual ambitions for the Borough, the place, the people and the businesses have guided and supported our joint efforts to secure a stronger, resilient and competitive Borough that is prepared for the future.

Bury's current Economic Strategy expires in 2018. It is now time to take stock, celebrate what has been achieved and strategically plan for positive, inclusive and sustainable growth.

It is important to acknowledge that Bury is an integral part of a bigger economic engine. Bury plays an important role within Greater Manchester. We contribute a highly skilled workforce and a diverse and entrepreneurial business community.

We welcome visitors from far and wide to sample our shopping, tourism and cultural experience. We are also a popular and safe place to live with an attractive offer of town and countryside alongside good schools and a thriving evening and night time economy.

As part of Greater Manchester we will also play our part in realising the ambitions of the Northern Economy, a collective force of northern city regions that could and should rival that of London and the South East. Prioritising, encouraging and managing the growth of our Borough will be a key driver in realising that ambition and in ensuring that Bury will be highly competitive, resilient and able to cope with the challenges of a changing climate and economic shocks.

Government household projections indicate that there will be a significant increase in new households in Bury by 2035. This growth will require new homes, places to work and the supporting transport and social infrastructure.

However, it is important that growth is carefully planned for and, together with other key plans and strategies such as the Greater Manchester Spatial Framework, the Greater Manchester Transport Strategy 2040, the Greater Manchester Strategy and Bury's Local Plan we can begin to shape Bury's own economic destiny and growth.

FOREWORD

We do not start with a blank canvas. We start from a position of strength. Bury has a unique sense of place, based around popular local attractions like Bury Market, areas of natural beauty and the cosmopolitan suburbs in the north and south of the Borough.

We have welcomed significant public and private sector investment into Bury in the recent past. This has brought more visitors, more jobs and public spaces we can be proud of. We have more work to do to ensure all our townships and all of our residents can benefit and thrive as a result of sustainable growth.

This is a high level Plan that sets out a broad framework for how Bury can embrace growth in a managed way. It sets out how we will harness the creativity and entrepreneurial potential of our residents and businesses, how we will strengthen our infrastructure to benefit the economy and the environment, and how we will empower and strengthen our communities and reduce inequalities.

Cllr Rishi Shori, Leader of Bury Council

A GROWTH PLAN FOR BURY
CONTENTS

EXECUTIVE SUMMARY

Bury is standing at the threshold of a new era in its rich and diverse history and it is through collaborative working that we can achieve our ambitions for healthy, inclusive, sustainable and managed growth.

This Growth Plan articulates our direction of travel, providing a blue print for our collective ambition for the Borough. The Growth Plan will be supported by a suite of action plans that will set out how we are going to deliver the strategic vision. These action plans will be 'owned' by partnerships that specialise in the various areas of work covered by the Plan. Working across partnerships will be inevitable as everything we do needs to link to the overall ambition for the Borough.

At the heart of our growth ambitions sits the goal to maximise the quality of life for all our residents. Our collective plan is to ensure the demand for growth, is managed in a way that embraces all the key ingredients that make each township unique.

Growth involves much more than just increased population and physical development. It is also about creating the right circumstances for fostering growth through economic development initiatives, supporting social growth and creating thriving, healthy and equitable communities. At the same time, it requires interventions to mitigate against negative environmental impacts and to support a low carbon economy.

The diagram opposite reflects the key areas that will contribute towards this growth. This Growth Plan sets out some key facts relating to each component of growth, what the key objectives are for each and what will be the key vehicles for delivering growth.
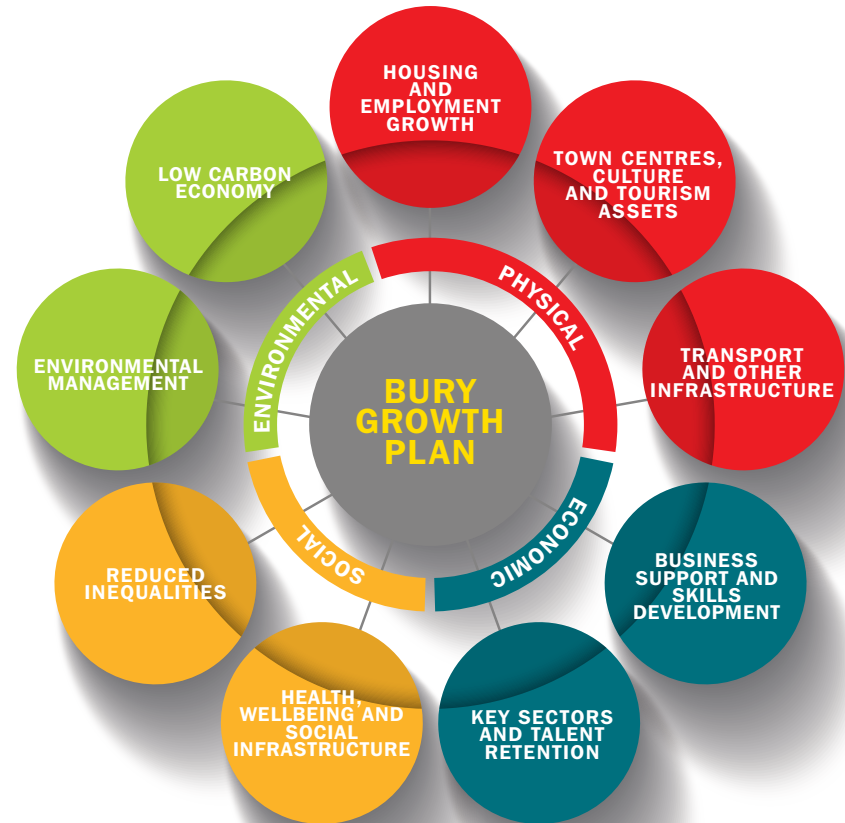
THE VISION FOR GROWTH

THE VISION FOR GROWTH

There are strong ambitions to transform northern growth, rebalance the country's economy and establish the north as a global powerhouse. We are keen to ensure that Bury plays its part in the drive towards growing the economic strength of the north of England under this Northern Economy initiative.

As a result, it is considered important for Bury to embrace and promote managed growth in a planned and coordinated way in order to ensure that it is sustainable and has positive benefits for the local economy and for Bury's residents. This growth will need to be balanced with the need to protect the Borough's most important environmental assets – something that is key to making Bury the great town it is today.

Team Bury comprises senior members of key organisations operating in Bury. The Vision for growth supports Team Bury's priorities for:

- A stronger economy;
- Stronger and safer communities; and
- Health and wellbeing.

OUR VISION FOR GROWTH

THROUGH EFFECTIVE PARTNERSHIP WORKING, BURY WILL HAVE EMBRACED GROWTH IN A MANAGED WAY AND BECOME A WELL CONNECTED PLACE WITH A SUSTAINABLE AND COMPETITIVE LOCAL ECONOMY, VIBRANT AND HEALTHY COMMUNITIES AND A HIGH QUALITY ENVIRONMENT.

PHYSICAL GROWTH

1

1.1 PROMOTING HOUSING GROWTH

Bury is a place where people want to live. Its attractiveness relates to the close proximity and ease of access to Manchester city centre to the south and the countryside to the north.

POPULATION GROWTH

In 2014, the total population of the Borough was 187,500. The Government predicts that this will grow by 20,500 by 2039.

It is estimated that thousands of new homes will be needed to house this population increase. One of the key priorities will therefore be to identify sufficient land to deliver planned sustainable residential growth in the right locations and of the right type, size and tenure.

POPULATION PROJECTIONS 2014

Year		Population
2019		192,400
2024		197,300
2029		201,200
2034		204,700
2039		208,000

Source: ONS 2014 mid-year based population projections

POPULATION GROWTH 20,500 BY 2039

POPULATION INCREASE 2014 - 2039 +11%

1.1

AN AGEING POPULATION

One of the key drivers for this population expansion is the fact that people are living longer. It is predicted that there will be 16,900 more people above 65 in 2039 than in 2014.

The increase in the number of people aged 80 or above will more than double over the same period (8,700 more 80+ people). Whilst longevity indicates improved health and wellbeing, it brings with it growing demands on specialist accommodation, with this age group more likely to require assisted living more than any other age group.

Therefore there is a need to ensure that adequate housing provision is made in appropriate locations to cater for this increased demand.

8,700 MORE PEOPLE AGED 80+ BY 2039

POPULATION CHANGE 2012-2037

+7% 0-18
+4% 19-39
-3% 40-64
+42% 65-79
+109% 80+
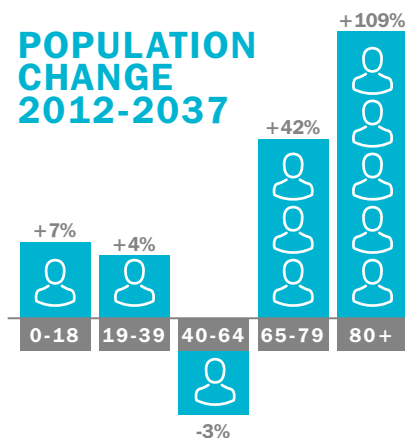
Source: ONS 2014 mid-year based population projections

1.1 AFFORDABILITY

The affordability of housing is a big issue facing many of Bury's residents. At December 2015, the average house price in the Borough was £111,400. This is more than 5.6 times the annual wage of one in four working residents in the Borough.

AVERAGE HOUSE PRICES IN BURY

FLATS OR MAISONETTES		£77,109
TERRACED		£75,044
SEMI-DETACHED		£122,312
DETACHED		£225,634
AVERAGE		£111,400

Source: Land Registry House Price Index, December 2015

House prices are steadily increasing again after a period of fluctuation. The affordability gap is likely to increase as a result, meaning a significant proportion of our households will be unable to secure home ownership without assistance.

A key priority for the Growth Plan is to pursue measures to increase the number of affordable homes across the Borough to meet local demand.

COMPARISON OF AVERAGE HOUSE PRICES AND FULL TIME EARNINGS OF BURY RESIDENTS

| | £140,00 |
| £80,00 |
| £80,00 |
| £80,00 |
| £0 |
| £20,000 |
| £0 |

APRIL 2008 | APRIL 2009 | APRIL 2010 | APRIL 2011 | APRIL 2012 | APRIL 2013 | APRIL 2014 | APRIL 2015

— MEDIAN EARNINGS
— LOWER QUARTILE EARNINGS

Source: Land Registry HPI and ONS ASHE

KEY GROWTH PRIORITIES FOR HOUSING

- Identify potential residential development land through the planning system to help meet the demands of a growing population, including sites for specialist accommodation.
- Update planning policies to maximise affordable housing through private developments.
- Take account of Bury's Housing Strategy 2014-24 which identifies opportunities to meet the specific housing needs of all sections of the community, including working in partnership with providers.
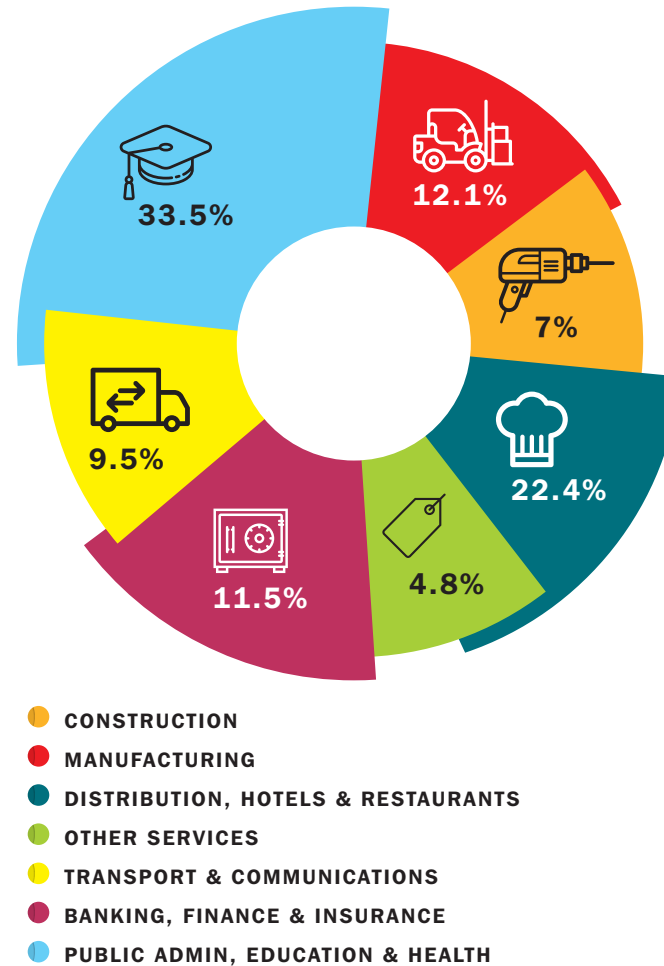
1.2 PROMOTING EMPLOYMENT GROWTH

Bury forms an integral part of Greater Manchester which is the commercial, financial, educational and cultural capital of the North and is home to the UK's strongest economic centre outside London and the South East.

Aspirations to rebalance the country's economy through the 'Northern Powerhouse' initiative means that there is an opportunity for Greater Manchester to consolidate and strengthen its economy and Bury will have a key role to play in this.

EMPLOYMENT SECTORS

As with other economies in the north of Greater Manchester, Bury grew up around the textile industry, resulting in an economy that was heavily reliant on manufacturing industries. The Borough still has an expertise in the textiles industry. However, as manufacturing declined over the last 50 years, Bury has restructured to a predominantly service-based economy.

EMPLOYEE JOBS IN THE BOROUGH

- **CONSTRUCTION**
- **MANUFACTURING**
- **DISTRIBUTION, HOTELS & RESTAURANTS**
- **OTHER SERVICES**
- **TRANSPORT & COMMUNICATIONS**
- **BANKING, FINANCE & INSURANCE**
- **PUBLIC ADMIN, EDUCATION & HEALTH**

Source: ONS Annual Population Survey workplace analysis January - December 2012
Figures may not add due to rounding.

1.2 PROMOTING EMPLOYMENT GROWTH

JOB QUALITY

Bury has relatively low quality jobs on offer with median gross weekly pay 17.5% lower than in the city of Manchester. This is also significantly lower than Greater Manchester as a whole and England and Wales. This is undoubtedly a contributory factor in high levels of out-commuting where residents travel outside the Borough to access better quality employment.

COMPARISON OF MEDIAN GROSS WEEKLY PAY

BURY	🏠	**£357.50**
CITY OF MANCHESTER	🏠	**£433.40**
GREATER MANCHESTER	🏠	**£387.80**
ENGLAND AND WALES	🏠	**£408.20**

EMPLOYMENT LAND

The Borough's existing supply of employment land is restricted not only in terms of quantity, but also in terms of quality, with a distinct lack of large, high profile sites with good access to the motorway. This has, without doubt, acted as a deterrent to economic growth and investment in Bury.

MEDIAN GROSS WEEKLY PAY IN BURY IS 17.5% LOWER THAN IN THE CITY OF MANCHESTER

KEY GROWTH PRIORITIES FOR EMPLOYMENT

- Identify potential land for employment development through the planning system to help Bury to make a significant contribution towards economic growth aspirations in Greater Manchester and the north of England.

- Update planning policies to protect suitable existing employment sites.

- Proactively work to promote and encourage the delivery of development on key employment sites.

1.3 SUPPORTING OUR TOWN CENTRES

Town centres sit at the heart of our communities and provide a wide range of facilities such as shops, services, leisure, tourism, culture, health care, education and work places. The Borough has 4 town centres with Bury being the principle centre and Ramsbottom, Radcliffe and Prestwich performing a more localised function.

VITALITY AND VIABILITY

Our town centres have seen varying levels of success. Bury town centre has bucked the trend seeing significant investment and regeneration in recent years to the point where it is now the third highest ranked retail destination in Greater Manchester behind only Manchester city centre and the Trafford Centre. Bury is also the only centre within Greater Manchester to have achieved Purple Flag status in recognition of its evening and night time economy.

Ramsbottom is a strong centre with a focus on independent and specialist retailing, food and drink and tourism. Radcliffe and Prestwich have seen decline but encouraging signs of investment and regeneration has or is planned to take place in both centres.

REGENERATION OPPORTUNITIES

It is important that we do not become complacent about our town centres and continually look to exploit opportunities to regenerate key sites and other regeneration initiatives that will serve to strengthen our town centres.

In doing so and where appropriate, there is an opportunity to seek to introduce more innovative design solutions to new development that create attractive landmark features in our town centres.

KEY GROWTH PRIORITIES FOR TOWN CENTRES

- Identify potential town centre development opportunities for main town centre uses through the planning process.
- Proactively work to promote and encourage the delivery of development on key town centre sites.
- Update planning policies to prioritise town centres as the location for main town centre uses.
- Pursue other key strategies and Action Plans such as the Bury Evening and Night Time Economy Strategy and the Cultural Economy Strategy, Bury but Better, Radcliffe Town Centre Masterplan and the Love Prestwich Strategy.
- Develop/refresh site specific town centre development frameworks.
- Actively engage with and support key town centre stakeholders, groups and businesses.

1.4 SAFEGUARDING AND STRENGTHENING TOURISM AND CULTURAL ASSETS

The Borough's tourism and cultural assets play an important role in the wider local economy both in terms of visitor spend and in creating a vibrant living environment that will be attractive to a highly skilled workforce.

SUPPORTING TOURISM & CULTURE

Bury contains a wide range of cultural and tourist assets and attractions such as Bury Market, the Irwell Valley, the West Pennine Moors, Burrs Country Park, The Met, Bury Transport Museum, the Art Gallery and Museum, the Fusilier Museum, the East Lancashire Railway and picturesque towns and villages.

5.4 MILLION VISITORS WITH ANNUAL VISITOR SPEND OF £302 MILLION

KEY GROWTH PRIORITIES FOR TOURISM & CULTURE

- Support and promote tourism and cultural assets in order to make the Borough a more popular visitor destination.
- Identify potential opportunities for tourism development and tourism support facilities in the Bury Local Plan.
- Develop and implement a marketing strategy for the Borough and for it's town centres.
- Encourage investment in the evening economy and growth in cultural and 'lifestyle' amenities.
- Pursue key strategies and Action Plans such as the Cultural Economy Strategy.

1.5 ADDRESSING TRANSPORT ISSUES

Bury benefits from good transport links with the rest of Greater Manchester and beyond which has contributed towards the Borough's attractiveness as a commuter area. The M60, M62 and M66 motorways run through the Borough, providing access to the regional and national motorway network, along with easy access to Manchester Airport.

Metrolink currently runs from Bury town centre, travelling through the south of the Borough to Manchester city centre, Salford Quays and south Manchester. There are plans for Metrolink to be further expanded opening up new opportunities for associated growth and more sustainable travel across a wider area of Greater Manchester.

REDUCING CONGESTION AND RELIANCE ON THE PRIVATE CAR

74% of households in Bury own at least one car, which is a higher rate than the regional and national average.

The private car is the most popular mode of travel to work and to school.

Congestion is most prevalent in the east and west of Bury town centre and also in Prestwich and Radcliffe during the morning peak (08:00-09:00).

There are higher rates of public transport usage in the south of the Borough, largely due to the availability of Metrolink services. Levels of accessibility are poorer in the north of the Borough.

KEY GROWTH PRIORITIES FOR TRANSPORT

- Work in partnership with Transport for Greater Manchester (TfGM) and Highways England to identify opportunities for improved transport infrastructure to support current and future needs.
- Encourage greater use of public transport, walking and cycling.
- Encourage the provision of infrastructure for the refueling of low and ultra low emission vehicles.
- Work with TfGM to develop a fully inclusive, integrated and affordable sustainable transport system for all.
- Work with TfGM to secure the delivery of a modern, attractive transport interchange in Bury town centre.
- Explore key transport opportunities as part of the TfGM 2040 vision and incorporate these into development frameworks.

74% OF BURY HOUSEHOLDS OWN AT LEAST ONE CAR

1.6 PROVIDING OTHER INFRASTRUCTURE

In addition to transport infrastructure, it is important to ensure that there is other supporting infrastructure in place to cater for the needs and demands of Bury's current and future residents and businesses.

WATER SUPPLY AND WASTE WATER

Water infrastructure covers the supply of potable water and the treatment of foul water, services which are essential for the health and well being of the community. New development will clearly increase demands for these services and there will be a need to consider whether there is adequate capacity when determining proposals for new development.

ENERGY

New development will also increase demands for electricity and gas and it is important to ensure that the necessary infrastructure is in place to meet these increased demands. At the same time, however, there is a drive to take Bury in the direction of becoming a low carbon Borough, for example, encouraging appropriate renewable energy and decentralised energy networks.

COMMUNICATIONS AND DIGITAL

Strengthening Bury's economy and attracting 'knowledge based' industries will be assisted by the availability of advanced digital infrastructure as an important element in creating the conditions necessary to attract investment.

KEY GROWTH PRIORITIES FOR OTHER INFRASTRUCTURE

- Ensure that new development seeks to reduce its demand for water through a variety of water saving measures.
- Work with energy providers to ensure that new development is adequately served and take steps towards the creation of a low carbon borough.
- Continue to support the delivery of communications and digital infrastructure through our joint working and Association of Greater Manchester Authorities (AGMA) governance structures.

BUSINESS FORMATION, SURVIVAL AND GROWTH

2.1

The long-term sustainability of Bury's economy will be dependent upon its ability to stimulate entrepreneurial activity. Encouraging an environment where people and organisations drive business growth and supporting our key sectors will stimulate new business, business expansion and inward investment. There are 6,380 businesses operating within the Borough – an increase of 19.25% from 5,350 in 2010.

BUSINESS BIRTHS AND DEATHS

The number of active enterprises in the Borough has increased in recent years as the business birth rate has exceeded the business death rate. In 2014, 1,015 new businesses were formed in Bury, while 755 businesses closed, a net increase of 260 businesses. This compares to a net decrease of 165 businesses in 2009.
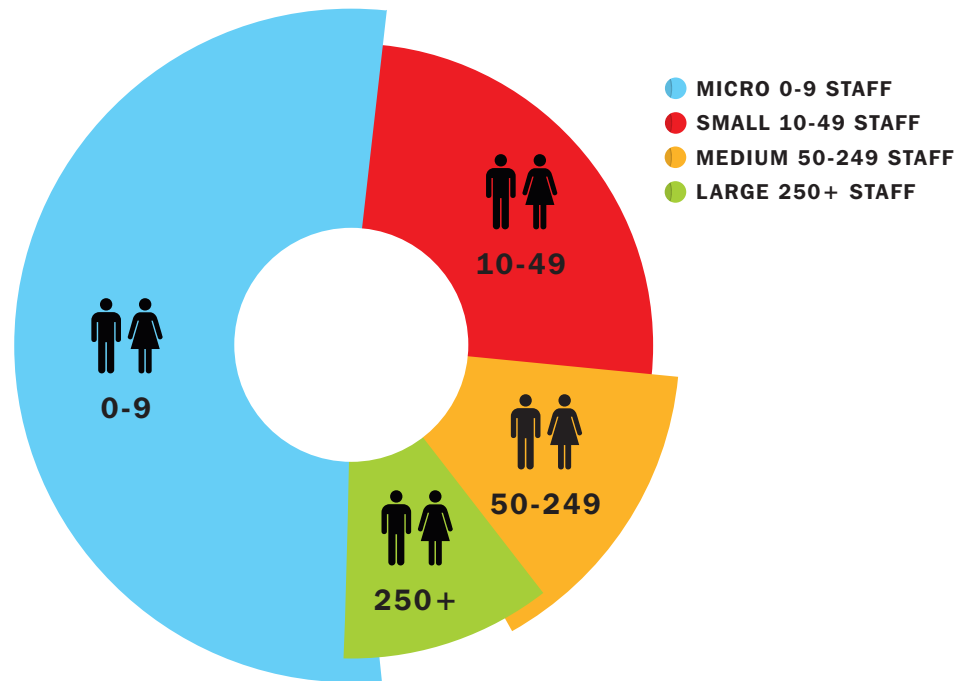
DEATHS		0.5% INCREASE
BIRTHS		12% INCREASE

BUSINESS BIRTHS AND DEATHS 2004-2014

BUSINESS SIZE

Bury's existing business base predominantly consists of micro businesses of between 0 to 9 employees with only a relatively small number of large businesses employing 250 or more people.

The current lack of large scale and good quality sites for economic growth and development is likely to be a contributory factor in the low number of large scale employers in Bury.

- MICRO 0-9 STAFF
- SMALL 10-49 STAFF
- MEDIUM 50-249 STAFF
- LARGE 250+ STAFF

10-49

0-9

50-249

250+

2.1 BUSINESS FORMATION, SURVIVAL AND GROWTH

KEY GROWTH PRIORITIES FOR BUSINESS

- Develop the key sectors of Bury's economy with a strong integrated support offer.
- Ensure that business start-ups and growth potential organisations in Bury realise their potential by facilitating business support services.
- Work with Bury's educational institutions to build relationships between schools, colleges, adult learning centres and businesses to encourage an understanding of the skills and attributes employers require.
- Ensure and maintain linkages to business related activity undertaken at a national, regional and local level.
- Encourage and support employers to recognise the opportunities and business advantage of apprenticeships within the workforce.
- Encourage business networking and mentor support to encourage a strong supported business base.

2.2 PROMOTING SKILLS DEVELOPMENT THAT MEETS EMPLOYERS' NEEDS

Skills are a key driver of productivity, economic participation and competitiveness. The importance of ensuring that our current and future workforces have the skills that the economy needs is crucial for inclusive growth and a healthy and vibrant economy.

SKILL LEVELS

One of Bury's main strengths lies in the skills of its residents, with the Borough being the location of choice for many of Greater Manchester's high-level workers, making it an essential part of the success of the conurbation. However there are attainment inequalities across the Borough that prevent access to economic participation and financial dependence.

The good level of education offered in Bury is one factor behind the attractiveness of the Borough and its ability to retain population.

Over the past 11 years there has been an increase in the proportion of the population with NVQ Level 4 and above (or equivalent) from 25.0% in 2004 to 37.0% in 2015 and a decline in the proportion of the population with no qualifications, from 13.5% in 2004 to 8.2% in 2015.

BURY HAS THE THIRD HIGHEST PERCENTAGE OF HIGH SKILLS ACROSS GREATER MANCHESTER

COMPARISON OF EDUCATIONAL ATTAINMENT

		BURY	GM	NW	GB
NVQ4 & ABOVE		37%	33.6%	32.6%	37.1%
NVQ3 & ABOVE		57.1%	51.6%	53.9%	57.4%
NVQ2 & ABOVE		75.7%	68.2%	72%	73.6%
NVQ1 & ABOVE		86.7%	79.4%	83.6%	84.9%
OTHER QUALIFICATIONS		5.1%	7.1%	6.6%	6.5%
NO QUALIFICATIONS		8.2%	10.1%	9.8%	8.6%

16-64 YEAR OLDS QUALIFICATIONS, JANUARY 2015 – DECEMBER 2015.
% IS A PROPORTION OF RESIDENT POPULATION AGED 16 – 64.

2.2 PROMOTING SKILLS DEVELOPMENT THAT MEETS EMPLOYERS' NEEDS

Bury has the third highest percentage of high level skills across Greater Manchester. However:

- Bury is slightly below the national average for high level skills.

- Bury's highest skilled workers commute out of the borough to work.

- Across the Borough there are low skill levels prevalent in wards with concentrations of deprivation. Inequality and poverty continue to affect educational attainment.

- 8.2% of Bury residents aged 16 – 64 have no qualifications.

This plan will work towards ensuring that all our residents have access to good quality skills provision in order to succeed in the labour market.

WITH NVQ	12% INCREASE
WITHOUT NVQ	7% DECREASE

16-64 YEAR OLDS QUALIFICATIONS CHANGES 2004-2014

KEY GROWTH PRIORITIES FOR PROMOTING SKILLS DEVELOPMENT

- Support the delivery of an integrated employment and skills system.
- Embed effective partnerships across educational institutions, agencies and providers to link 14-19 education, economic development and adult skills.
- Develop progression routes and pathways into and through higher level skills, creating access to higher paid employment opportunities.
- Encourage Bury's businesses to invest in the skills of their workforce, particularly those supporting Bury's most competitive key sectors.
- Ensure Bury's young people and adults have access to high quality careers information, advice and guidance.
- Embed apprenticeships and skills development within public procurement.
- Support and develop the public sector to meet apprenticeship targets, maintain quality opportunities and maximise the levy paid across Bury and the city region.
- Via a skills commission, devise a plan that will ensure that the people of Bury have the right skills to meet the future needs of the economy'

2.3 ATTRACTING AND RETAINING TALENT

People and talent lie at the heart of the economy. For places to raise their game economically, it is not enough to increase the skills of its resident population. The attraction and retention of talent, particularly highly skilled knowledge workers, is also a priority in the process of transforming local economies.

For the Borough's economy to thrive there is a need to seek to attract and retain highly skilled knowledge workers.

Decisions of creative, high skilled workers to locate in one place versus another are driven by quality of place, economic prospects and social factors.

There is scope and opportunity to improve awareness of Bury's quality of place. Bury can leverage and encourage the development of 'lifestyle amenities' by celebrating and promoting the Borough's unique blend of town and country.

QUALITY OF PLACE, ECONOMIC PROSPECTS AND SOCIAL FACTORS ARE KEY TO ATTRACTING AND RETAINING TALENT

2.3 ATTRACTING AND RETAINING TALENT

KEY GROWTH PRIORITIES FOR ATTRACTING AND RETAINING TALENT

- To increase the number of talented people living and working in Bury.
- To work with MIDAS and Marketing Manchester to promote Bury's offer as a high-quality place to live, and to locate a business.
- To attract graduates with the skills required in the regional and local economy to live in Bury.
- To encourage educational institutions to work in partnership with employers to attract and retain talent.
- To encourage young and mid-career professionals / entrepreneurs who can make a difference to organisational performance to live in Bury.
- Encourage a high quality, diverse and responsive housing, transport, culture and environment offer.
- Stimulate quality provision of public goods and services that work in harmony with the needs of a population.
- Create safe, sustainable and healthy communities to attract talent and improve existing resident's quality of life.
- Implement the Greater Manchester Strategy, Stronger Together 2013.
- Ensure that Bury benefits from the Greater Manchester European Structural and Investment Fund (ESIF) 2014 – 2020.

2.4 ATTRACTING AND SUPPORTING KEY SECTORS

At present, there are a number of key sectors that make a significant contribution towards the strength and competitiveness of Bury's wider economy. Digital, health, textiles, business services and the visitor economy are particularly key.

Furthermore, some parts of the Borough are considered to have the characteristics to be attractive to the logistics sector.

ATTRACTING KEY SECTORS

There is a need to sustain and nurture Bury's key sectors and to capitalise on opportunities for future growth.

One of the key ways of attracting businesses into the Borough is to identify a range of good quality and well located development sites that have the characteristics to engender indigenous business growth and new investment in growth sectors.

KEY GROWTH PRIORITIES FOR SUPPORTING KEY SECTORS

- Create conditions to attract key growth sectors into the borough
- Ensure that Bury is integral to the city region offer when promoting Greater Manchester as a place to invest.
- Identify potential land for employment development through the planning system that would be attractive to Bury's key sectors.
- Promote network of shared intelligence across our identified key sectors.
- Ensure business growth support is accessed by our local key sectors.

PARTS OF THE BOROUGH HAVE THE CHARACTERISTICS TO BE ATTRACTIVE TO THE LOGISTICS SECTOR

SOCIAL
GROWTH

3

3.1 PROMOTING HEALTH AND WELLBEING

Many factors affect our health and wellbeing. What makes a person 'well' can involve many different factors, including physical and mental wellbeing, employment, environmental factors, social circumstances, adequate housing and economic factors.

Everyone has the right to good health. Unfortunately, there are huge differences in levels of physical health, mental health and wellbeing across our Borough. The greatest challenge we face is to tackle inequalities and this remains central to all that we do.

RISKS TO HEALTH AND WELLBEING

The proportion of Bury's population aged over 65 is projected to rise and this will lead to an increased demand for health and social care.

Smoking related deaths in Bury are significantly higher than the England average.

Over two thirds of the adult population is overweight or obese, and nearly one in five 5 year olds and one in three 10 year olds are overweight or obese.

HEALTH INEQUALITIES

There are concerning disparities in life expectancy within the Borough depending on the level of deprivation. Life expectancy for men is over 10 years lower in the most deprived areas than in the least deprived and for women there is a 7 year difference.

KEY GROWTH PRIORITIES FOR HEALTH AND WELLBEING

- To assist in the promotion of and development of measures to help prevention, early intervention and self care.
- To work with partners, including the voluntary and community sector, to reduce social and economic inequalities that have an impact on health and wellbeing.
- To simplify access to health and social care and ensure that people can access health and wellbeing services in a timely way.
- To plan effectively taking account of an ageing population and changing customer expectations.
- To create and develop healthy and sustainable places and communities.

MEN IN THE MOST DEPRIVED AREAS ARE EXPECTED TO LIVE 10 YEARS LESS THAN THOSE IN LEAST DEPRIVED

3.2 PROVIDING SOCIAL INFRASTRUCTURE

A growing and ageing population will increase demands on social infrastructure such as healthcare, education, community facilities.

It is important to ensure that there is other supporting social infrastructure in place to cater for the needs and demands of Bury's current and future residents and businesses.

EDUCATIONAL FACILITIES

A key ambition is to improve our educational and training offer. Achieving this ambition is fundamental to the future residents of Bury being able to gain appropriate employment and achieve economic and social wellbeing.

Educational attainment is generally good across the Borough with the level of attainment in Bury's schools appearing consistently above the national average, and in the upper quartile of performance when compared with similar authorities.

In order to maintain this position, it will be necessary to ensure that population growth is supported by high quality education provision for all age groups from childcare to adult education.

HEALTHCARE FACILITIES

Similarly, a growing and ageing population will place increased demands on healthcare facilities in Bury and it will be important that any growth is supported by the provision of additional facilities to cater for the needs of Bury residents.

OTHER SOCIAL INFRASTRUCTURE

Again, an increased population means increased demands for other social facilities such as leisure facilities, community facilities and recycling centres. It will be important to ensure that Bury's residents are also adequately served all forms of social infrastructure.

KEY GROWTH PRIORITIES FOR SOCIAL INFRASTRUCTURE

- To ensure that Bury's current and future residents have adequate access to high quality educational facilities.
- To ensure that any growth is supported by adequate healthcare provision that meets the needs of a growing and ageing population.
- To ensure that the increased demands for other forms of social infrastructure are met.

3.3 CREATING AN INCLUSIVE BOROUGH

Tackling economic inactivity and unemployment is part of the Borough's ambition to reduce inequality in our communities. This endeavour cross cuts all of Team Bury's priorities. Crucially, our joint efforts must help reduce inequality and the barriers which prevent some of our residents from achieving their full potential. Sustainable economic growth is impossible without addressing the gap between our most affluent and poorest residents.

Whilst Bury experiences less deprivation overall than other parts of the city-region and the UK, there are significant numbers of people who experience the inter-related problems of unemployment, low income, poor skills, inadequate housing, ill health and family breakdown.

KEY GROWTH PRIORITIES FOR AN INCLUSIVE BOROUGH

- Embed business friendly policies to attract inward investment and business growth.
- Update planning policies that support regeneration and a reduction in inequality.
- Support Public Service Reform to build independent and resilient communities, embedding employment and health programmes within the wider reform agenda.
- Support the Working Well Pilot, the Working Well Expansion and the future development of the national Health and Employment Programme.
- Support the Greater Manchester skills and employment reforms, ensuring all Bury residents have access to good quality skills provision that will lead to employment.
- Implement measures aimed at reducing inequalities and regenerating deprived neighbourhoods and communities.
- Ensure that deprived communities have access to adequate support and community facilities.
- Implement neighbourhood working bringing together support services that will collectively build stronger, healthier and economically independent communities.
- Promotion of wider travel to work patterns to ensure Bury residents access opportunities across the city region.
- Actively develop programmes and actions to enhance the attractiveness of Bury to inward investors and facilitate business support activity to support job growth.

4.1 ENCOURAGING A LOW CARBON ECONOMY

Delivering emissions reduction and adapting to a changing climate will create employment, boost productivity and innovation and stimulate demand for low carbon businesses.

Improving resource efficiency is key to addressing business productivity. Supporting these businesses and others that want to diversify will help deliver the transition to a low carbon economy.

Actions to reduce CO2 emissions and develop a more sustainable Greater Manchester will generate demand for low carbon and environmental goods and services.

LOW CARBON BUSINESSES

Across Greater Manchester, there are currently 2,000 businesses employing 38,000 people supplying low carbon goods and services. These markets are still experiencing growth rates of over 4% despite the recession and offer a real opportunity for growth.

The establishment of the Greater Manchester Growth Company has provided a key opportunity to integrate the low carbon opportunity across inward investment, business support, skills and marketing activities.

KEY GROWTH PRIORITIES FOR A LOW CARBON ECONOMY

- Support businesses, residents and the public sector to improve their resource efficiency.
- Support appropriate businesses to diversify into low carbon business activities.
- Seek to attract businesses involved in low carbon and environmental goods and services.
- Promote the existing low carbon and environmental goods and services sector and help it to grow.
- Develop and integrate the skills required for this change into existing and future workforces.
- Update planning policies to support a low carbon economy.
- Pursue other key plans and strategies such as the Greater Manchester Climate Strategy and the Climate Change and Low Emissions Strategies for Greater Manchester.
- Work alongside other GM districts to set up and operate a Local Energy Company to help tackle fuel poverty, encourage local renewable energy generation and improve energy efficiency for local residents and businesses.

2000 LOW CARBON BUSINESSES EMPLOYING 38,000 PEOPLE ACROSS GM

4.2 ENVIRONMENTAL PROTECTION AND MANAGEMENT

A good quality environment has cross-cutting social and economic benefits such as improving people's health and wellbeing and helping to attract and retain talented residents.

FLOOD RISK MANAGEMENT

Climate change has the potential to increase the risk of flooding through increased winter rainfall and the occurrence of more extreme rainfall events. Areas in Ramsbottom, to the west of Bury town centre and between Bury and Radcliffe are particularly vulnerable to flooding.

When dealing with planning applications, the Council will endeavour to ensure that new development is not subject to unacceptable levels of risk, does not result in increased flood risk elsewhere and, where possible, achieves reductions in flood risk overall. In addition, in partnership with the Environment Agency and United Utilities, the Council will explore opportunities for the provision of additional or improved infrastructure that will help to mitigate the risk of flooding.

NATURAL ASSETS

Ensuring that there is no net loss of valuable natural assets is a key component of sustainable development, underpinning economic development and prosperity and has an important role to play in maintaining locally distinctive and sustainable communities.

By ensuring that new development does not have an adverse impact on and, where opportunities arise, makes a contribution towards the enhancement of the natural environment, biodiversity and geological assets, the Council can make an important contribution towards the management of the Borough's environmental assets.

4.2 ENVIRONMENTAL PROTECTION AND MANAGEMENT

AIR QUALITY

Air quality in some areas of the Borough fails to meet recognised standards, particularly in East Bury, Whitefield and Unsworth.

If pollution is not adequately controlled, it can have significant consequences for human health and amenity as well as natural resources and uses that are sensitive to the effects of pollution. Consequently, controlling potential sources of pollution is an important aspect of sustainable development.

BUILT HERITAGE

The Borough's 'heritage resource' includes not only buildings and historic remains but also the links between these and education, leisure, economic and cultural development and tourism, and with local identity and community involvement.

It is important that the Borough's historic assets, such as Conservation Areas, Listed Buildings and Scheduled Ancient Monuments continue to be protected.

KEY GROWTH PRIORITIES FOR THE ENVIRONMENT

- To update planning policies that support environmental protection and management.
- To seek to creating sustainable communities that are resilient to the impacts of climate change.
- To appraise flood risk from all sources, identifying land at risk, managing risk and prioritising new development in low risk areas.
- To identify, protect and enhancing a network of multifunctional greenspaces as 'green infrastructure' throughout the Borough;
- Support the GM Low Emissions Strategy and Air Quality Action Plan and by promoting active travel, low emission vehicle usage and access to public transport.
- To protect, maintain and restore biodiversity resources and heritage assets with particular reference to local character, distinctiveness and sense of place.

NEXT STEPS

This Plan sets out a broad and high-level outline of the key priorities for growth that we intend to pursue over the next twenty years or so and the key methods of delivering this.

It will be supported by a series of more detailed Action Plans that will identify the specific activities and interventions that will be undertaken in order drive the Borough towards the growth objectives identified in this Plan.

Although important, this Plan is only the first stage of Bury's ambition to embrace growth. The Team Bury Wider Leadership Group will oversee the implementation of the Action Plan and will align responsibility for implementation with sub-groups and partners where appropriate.

The Action Plans will be continually monitored to ensure that the key priorities for the Growth Plan are being delivered.

THE BURY WIDER LEADERSHIP TEAM WILL:

- **KEEP THE GROWTH PLAN AND ACCOMPANYING ACTION PLAN UNDER REGULAR REVIEW.**
- **CONTINUE TO IDENTIFY FUNDING, RESOURCE REQUIREMENTS AND ACCOUNTABILITIES TO IMPLEMENT THE KEY INTERVENTIONS.**
- **COORDINATE AND MANAGE THE TRANSITION TO THE PROGRAMME ROLL OUT PHASE OF THE DELIVERY PLAN.**
- **MEASURE RESULTS AND PERFORMANCE, THROUGH HIGH-LEVEL AND INTERVENTION BASED MEASURES.**
- **DEVELOP AND IMPLEMENT ROBUST EVALUATION CRITERIA TO SEE THE DIFFERENCE WE ARE MAKING IN THE LIVES OF BURY'S BUSINESSES AND RESIDENTS.**
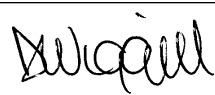
**CONTACT DETAILS
IN THIS SECTION HERE**

Team Bury
Working Together For A Better Bury

Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

1. RESPONSIBILITY

Department	Resources and Regulation	
Service	Strategic Planning and Economic Development	
Proposed policy	Draft Bury Growth Plan	
Date	19 October 2016	
Officer responsible for the 'policy' and for completing the equality analysis	Name	David Wiggins
	Post Title	Unit Manager: Development Planning
	Contact Number	0161 253 5282
	Signature	
	Date	4 October 2016
Equality officer consulted	Name	
	Post Title	
	Contact Number	
	Signature	
	Date	

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	The Bury Growth Plan is a high level strategy setting out how, through collaborative working, we can achieve our ambitions for healthy, inclusive, sustainable and managed growth and increased resilience.
Who are the main stakeholders?	The main stakeholders involved in the Growth Plan are local residents, developers, land owners, businesses, planning and development consultants, infrastructure providers, interest groups and representative bodies.

3. ESTABLISHING RELEVANCE TO EQUALITY

3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics. If you answer yes to any question, please also explain why and how that group of people will be affected.

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	No	No	
Disability	No	No	
Gender	No	No	
Gender reassignment	No	No	
Age	No	No	
Sexual orientation	No	No	
Religion or belief	No	No	
Caring responsibilities	No	No	
Pregnancy or maternity	No	No	
Marriage or civil partnership	No	No	

3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty.
If you answer yes to any question, please explain why.

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	No	
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	No	
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	No	

If you answered 'YES' to any of the questions in 3a and 3b

Go straight to Question 4

If you answered 'NO' to all of the questions in 3a and 3b

Go to Question 3c and do not answer questions 4-6

3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.

The Growth Plan is a high level strategic document setting out the framework for future growth in the Borough. The Growth Plan will be supported by other plans and strategies that will include policies and actions that will more directly impact on equality issues.

4. EQUALITY INFORMATION AND ENGAGEMENT

4a. For a <u>service plan</u>, please list what equality information you currently have available, **OR** for a <u>new/changed policy or practice</u> please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

Details of the equality information or engagement	Internet link if published	Date last updated

4b. Are there any information gaps, and if so how do you plan to tackle them?

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

What will the likely overall effect of your policy/service plan be on equality?	
If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?	
Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.	
What steps do you intend to take now in respect of the implementation of your policy/service plan?	

6. MONITORING AND REVIEW

If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.

COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX (equality@bury.gov.uk) FOR PUBLICATION.

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