

Executive 14 January 2013

Report from Director of Regeneration and Major Projects and Director of Children and Families

Wards Affected: All

Authority to allocate Main Capital Programme Funding for the expansion of Vicar's Green Primary School

1.0 Summary

- 1.1 This report requests Executive approval to Brent Council providing funding to the London Borough of Ealing for the expansion of Vicar's Green Primary school by 1 form of entry. 15 out of the 30 places in the new form of entry are expected to be taken up by Brent children. Accordingly, a consultation will commence in January 2013 to expand the catchment area for admissions to include Brent residential areas.
- 1.2 Expansion of Vicar's Green Primary School forms part of the School Expansion Programme 2012-16 report approved by the Executive in August 2012.
- 1.3 The total project cost for the expansion is estimated at £4m including consultant fee of which Brent Council will contribute in equal proportion in partnership with Ealing Council.
- 1.4 The building works contract will be between Ealing Council and the contractor, for which the procurement process will be completed by Ealing Council.
- 1.5 Brent contribution totalling to £2m plus a contingency of £0.5m will be funded from the mainstream schools capital programme, which formed part of the August 2012 Executive report titled 'School Expansion Programme 2012-16'.

2.0 Recommendations

The Executive is recommended:

2.1 To approve the funding by Brent Council of £2m, together with a contingency of £0.5m, towards London Borough of Ealing's school expansion project at Vicar's Green Primary School.

- 2.2 To note the comments of the Director of Legal & Procurement in Section 5 and delegate authority to the Director of Regeneration & Major Projects in consultation with the Lead Member for Regeneration & Major Projects to approve the funding agreement with Ealing Council on finalisation of the terms for the expansion of Vicar's Green Primary School from September 2014.
- 2.3 To agree that all Brent Council funding is subject to a legal agreement between the Council and Ealing Council setting out that:
- (i) The Council funding contributions can only be spent on legitimate education facilities, as defined in government guidance, and not on ancillary facilities that form part of the project;
- (ii) Full and proper governance arrangements are established for the project to ensure it is delivered to time and budget, and providing for a senior Brent Council officer representation on the project board.
- 2.4 To approve the allocation of £2m from the main capital programme in line with the approved August 2012 Executive Report to fund fifty percent of the cost of the school expansion project in partnership with Ealing Council.
- 2.5 To approve the contingency of £0.5m to be maintained to cover unforeseen project costs since the design stage has not commenced and cost are an estimate at this stage.

3.0 Detail

Proposed Scheme

- 3.1 In August 2012, Brent Council Executive approved the School Expansion Programme 2012-16, which included the proposed expansion of Vicar's Green Primary School, located in Ealing near the Brent borough boundary (refer to Appendix 4 for a location map). The scheme is supported by the West London Alliance (WLA).
- 3.2 During its last inspection in June 2008, Ofsted inspectors judged Vicar's Green Primary School to be good. The interim assessment carried out by Ofsted on 7 January 2011 noted that the school's performance has been sustained. In the 2012 SATs 89% of pupils achieved level 4 or above in Maths and English. Ealing Council's school improvement team does not have any concerns about the school's standards or capacity for successful expansion.

'Bulge' Class

3.3 As a proof of concept, both Council's have successfully worked together in order to provide a 'bulge' Reception class from September 2012. The provision commenced on time for which the admission process was managed by Ealing Council. The number on roll at the commencement of term for the Reception class was 60, out of which 30 were Brent pupils. 3.4 Two classrooms were built, of which the second classroom will be utilised in the following year. It will create 15 additional bulge places for Brent children in 2013-14.

Admissions Arrangements

- 3.5 The proposed scheme would create 30 new places per year group, of which 15 per year group would accommodate Brent pupils. The permanent admission process will be supported by an extended catchment area which will cover Brent as per the attached proposed catchment plan.
- 3.6 Brent pupils normally attended the current 1FE school. Prior to boundary changes, Vicar's Green used to be a Brent school. The objective of the expansion of Vicar's Green Primary by an additional form of entry is to achieve via the expanded catchment area an additional take up of 15 places per year group in the new provision over and above the existing take-up.
- 3.7 A map showing the number of Brent pupils in Key Stage 1 in May 2011 is given under Appendix 1. 32 KS1 Brent pupils were attending Vicar's green in 2010-11. A map showing the number of applications (18 applications in 2010-11 and 11 applications in 2011-12) from Brent residents which were not approved is given in Appendix 2.
- 3.8 Based on the Autumn 2012 census, fifty per cent of pupils in Vicar's Green are Brent residents. Out of a total of 264 pupils, 132 are Brent residents.
- 3.9 Ealing Council will need to consult on the admission arrangements in order to extend the existing catchment area into Brent. This process is scheduled to commence in January 2013. A map of the proposed catchment is provided in Appendix 3.

Statutory Consultation

3.10 Statutory proposal for the school expansion will be the responsibility of Ealing Council. On completion of the statutory consultation, Ealing Council will require its Cabinet to approve the expansion, subject to planning permission. This process is estimated to be completed by March 2013. The statutory process will need to take into consideration the admission arrangements, which will ensure that Brent children benefit from the expansion of Vicar's Green Primary school.

Timeline

3.11 A draft timeline for planning and delivery of the expansion scheme is given below:

Period	Activity	
Summer 2012	Feasibility Study completed by Brent Council	
August 2012	Brent Executive agreed in principle to support the expansion scheme as part of strategy for school expansion. Ealing Council have this agreement in place already.	
Summer 2012	Works were undertaken by Ealing Council to provide a 'bulge' class. This was jointly funded by Brent and Ealing and places were filled by pupils from both boroughs.	
September –	Ealing officers have been holding discussions with Brent colleagues and	

November 2012	respective legal teams to work through the admissions and funding aspects of a jointly funded expansion scheme.	
December 2012	Further work to be undertaken on project development, building layout, space requirements, surveys of the site.	
January 2013	Both authorities seek executive/ cabinet approval for entering into funding agreements for the jointly funded expansion.	
January 2013	Consultation published regarding proposed changes to admissions. Proposals will seek to formalise the current arrangements whereby children from both Ealing and Brent access the school. This is likely to be by extending the catchment area into Brent (keeping the same Ealing area as currently).	
January 2013	Ealing publish formal expansion proposals in line with Department for Education requirements. This means a letter in the local paper, notices at school entrances and an opportunity for interested parties to have their say.	
	Design and feasibility process continues.	
March 2013	Ealing's cabinet consider expansion proposals. Once agreed this formally commits the council to expansion of the school, subject to planning permission.	
Spring/ Summer 2013	Design, feasibility and procurement of works continue. Planning application for works submitted.	
September 2014	School expansion complete.	

Project Risks

3.12 On the assumption that the Executive agree to the use of Council funding in a way that will secure delivery of this project, the main scheme risks (H - High; M - Medium; L - Low) are:

H/M/L	Risk Description	Mitigation
M	Overall scheme cost could exceed £4m	£0.5m contingency is
		proposed to be created by
		each of the two councils.
M	School could become an Academy after	The school will need to
	expansion and change its admissions criteria	consult on changing its
		catchment and the
		Council can object to such
		a change. Brent Legal will
		incorporate appropriate
		clauses in the funding
		agreement.
M	Scheme delivery may be delayed beyond	Both Brent and Ealing will
	September 2014	endeavour to complete all
		statutory processes by
		March 2013 to ensure
		scheme delivery remains
		on track.
L	Planning Permission may not be granted	The school is set back
		from congested traffic

		areas and adjacent to an industrial estate. The feasibility study indicates that from a design perspective planning permission is likely.
L	Proposed expansion of the catchment may not be agreed.	Both, Ealing Council and the school are keen to expand the school in partnership with Brent Council. We will work closely to ensure a revised catchment is agreed to enable additional Brent pupils to attend the expanded provision.

4.0 Financial Implications

Revenue Funding

4.1 Revenue funding of the expanded school will be funded via Ealing Council through the Dedicated Schools Grant (DSG).

Proposed Capital Funding

- 4.2 The total project cost including consultant fee, loose FFE & ICT is estimated at £4m of which £2m will be contributed by both Brent and Ealing Councils. Each Council will also set a contingency fund of £0.5m, totalling £1m. The scheme cost is an estimate at this stage, which is derived from the feasibility study carried out by Brent in July 2012, it will support unforeseen project costs as the detailed scheme design is conducted.
- 4.3 Brent Council's contribution to the above funds will be made from the Capital Programme allocation as agreed in the August 2012 Executive report.
- 4.4 West London Alliance funding for £100k to support the partnership working is also available for the expansion of Vicar's Green Primary School. This budget is allocated under 2012-13 and 2013-14 financial years and could be spent support activities such as feasibility study costs and legal fees.
- 4.5 A project board will be set up which will include both Brent and Ealing officers. The representatives of both Councils will report back to their respective programme boards, which in Brent's case is the Primary Schools Capital Programme Board.

5.0 Legal Implications

- 5.1 Brent Council has a statutory duty to provide school places where needed; the proposal of the project to enable expansion of the Vicar's Green Primary School's capacity will facilitate the Council in its duty.
- 5.2 Because of the use of Council funding, the award of a works contract by Ealing Council is treated as resulting from a procurement on behalf of itself and Brent Council. Brent Council will not be a party to the works contract but will expect to be properly consulted on the procurement, contractor selection and operation of the works contract. If Ealing Council procures the works contract through the EU/ OJEU process they will be required to indicate they are procuring on behalf of Brent Council. However, if Ealing select the works contractor from a framework this indication will not be necessary. However, Brent Council do not need to approve the award of the works contract.
- 5.3 The funding agreement between Ealing and Brent Councils is in the form of a Memorandum of Understanding (MOU) and will reflect the dual nature of the objectives of the Councils, namely (a) funding the works and (b) achievement of the education objectives for the children. The MOU has been prepared by Brent Council in draft form, for discussion with Ealing Council, and will include provisions addressing the funding obligations, progress of the works, establishment of a project board including representatives of both Councils, how the catchment and selection areas will be organised between the Councils, and, in all cases, how the objectives can be realised and reduction of risk can be achieved.
- 5.4 In accordance with Part 4 of the Constitution, the Executive need to approve the giving of financial assistance to another organisation whether this exceeds £5000.
- 5.5 In terms of the admission arrangements as part of the planned expansion proposals Ealing Council will seek to formalise the intake area for the School by extending the catchment area into Brent. (See attached map Appendix 3). It is intended that the admission criteria that will be adopted will be that which is consulted on and determined for all Ealing Community Schools. The consultation to be undertaken by Ealing Council due to commence on 1 January 2013 must be for a minimum period of 8 weeks, the deadline being 1 March 2013. Thereafter Ealing Council will embark upon the statutory process for enlarging the School (which will include the admission arrangements) and obtain Cabinet approval in accordance with the statutory process.

6.0 Diversity Implications

- 6.1 Vicar's Green Primary School caters for pupils from a wide socio-economic mix.
- 6.2 Vicar's Green Primary School is a popular Ealing school attended by Brent pupils and by expansion to 2FE, will offer parents in Brent diversity in school accommodation available and thereby assist the Council in meeting its statutory duty in providing school places for its children.
- 6.3 An Equality Impact assessment has been completed as part of the August 2012 Executive report on School Expansion Programme 2012-16 (Appendix 6).

7.0 Staffing/Accommodation Implications

7.1 There are no staffing implications for the immediate purpose of this report.

Background Papers

Executive reports: August 2012

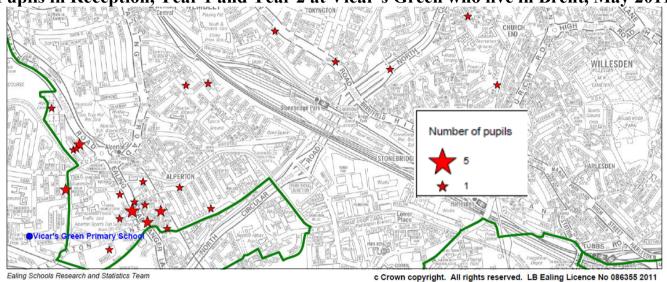
Contact Officers

Rajesh Sinha Interim Programme Manager Regeneration & Major Projects Rajesh.Sinha@brent.gov.uk #020 8937 3224

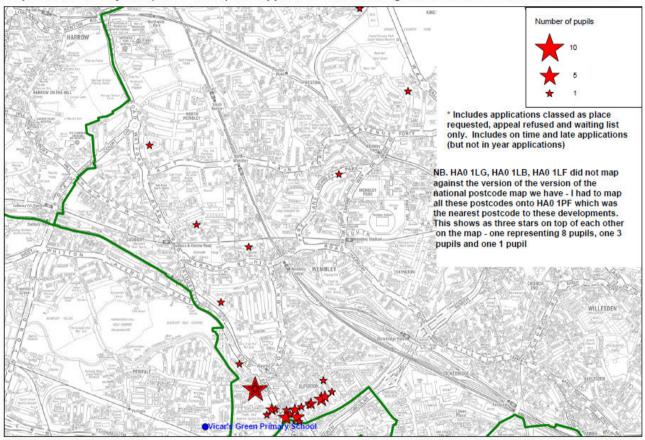
Richard Barrett
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Richard.Barrett@brent.gov.uk

ANDY DONALD DIRECTOR OF REGENERATION & MAJOR PROJECTS

Pupils in Reception, Year 1 and Year 2 at Vicar's Green who live in Brent, May 2011



Pupils in the last 5 years (07/08 - 11/12) who applied to * but did not get in to Vicar's Green who live in Brent

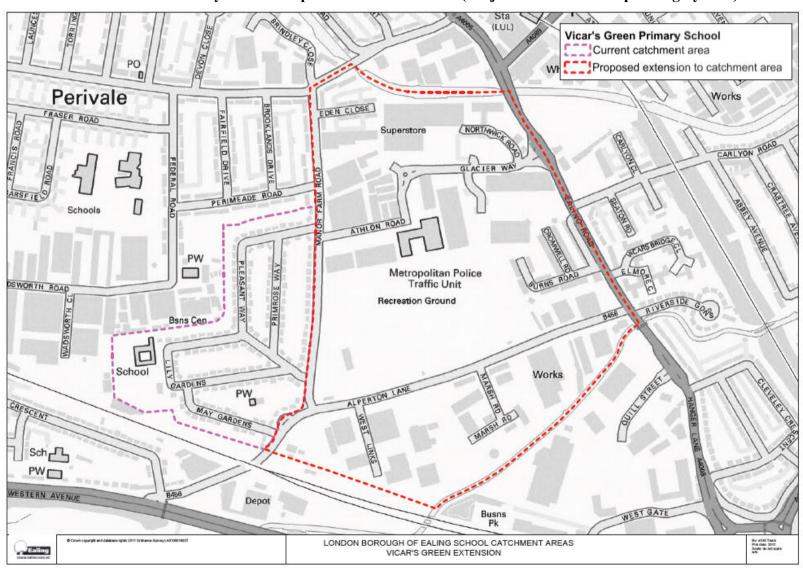


Ealing Schools Research and Statistics Team

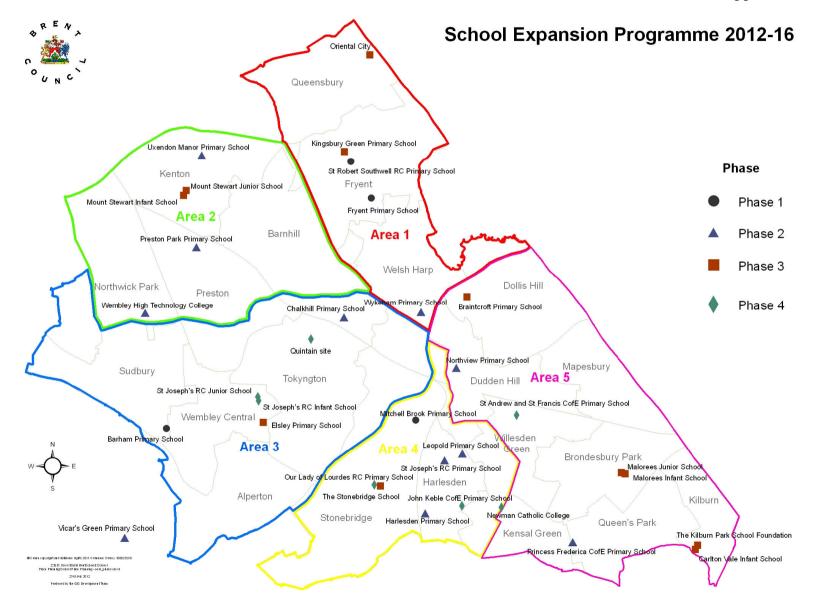
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Vicar's Green Primary School Proposed Catchment Area (subject to the school expanding by 1FE)

Appendix 3



Appendix 4



Impact Needs/Requirement Assessment

Department: Regeneration & Major Projects	Person Responsible: Richard Barrett
Service Area: Property & Assets Management	Timescale for Equality Impact Assessment :
Date: 20.07.2012 updated on 17.12.2012	Completion date: 07.08.2012 updated on 17.12.2012
Name of service/policy/procedure/project etc: School Expansion Programme 2012-2016	Is the service/policy/procedure/project etc: New Old
Predictive Retrospective	Adverse impact Not found Found Service/policy/procedure/project etc, amended to stop or reduce adverse impact Yes No
Is there likely to be a differential impact on any group? Yes No	Please state below:
Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers Yes No	Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities Yes No No
Grounds of disability: Physical or sensory impairment, mental disability or learning disability	4. Grounds of faith or belief: Religion/faith including people who do not have a religion
Yes No	Yes No
Grounds of sexual orientation: Lesbian, Gay and bisexual	Grounds of age: Older people, children and young People
Yes No	Yes No
Consultation conducted	
Yes (Initial consultation completed in 2011. Statutory Consultation will be completed once individual schemes are developed and agreed) No	
Person responsible for arranging the review: Richard Barrett	Person responsible for publishing results of Equality Impact Assessment: Richard Barrett
Person responsible for monitoring: Rajesh Sinha	Date results due to be published and where: Summary of results from the initial school consultation were published in August 2011 Executive report: Summary of consultation was

	issued to all schools.
Signed:	Date: 07 August 2012 (updated) 17 December 2012 (updated)

Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

1. What is the service/policy/procedure/project etc to be assessed?

According to the current roll projections, by 2020-21 Brent would require 21FE additional primary places, up to 19FE secondary places and 192 new SEN places. The demand is uniformly spread across the borough with hot spots in planning areas 3 & 5.

A portfolio review of Brent schools has been completed based on the analytical model included in the report. This informs the Council's strategy for creating new school places in existing primary and secondary schools as well as explores the options for creating new schools. This includes opportunity for acquiring new land under S106 agreement and creating Free Schools.

Subject to the availability of funding, it is proposed to create 19.5FE primary places by 2015 and 19FE secondary places by 2021 through existing school expansion. 77 new SEN places are proposed to be created by 2015.

2. Briefly describe the aim of the service/policy etc? What needs or duties are it designed to meet? How does it differ from any existing services/ policies etc in this area

To provide much needed primary and secondary school places in the borough.

The growth in Brent's population is reflected in the increasing demand for school places. Numbers of 4 year olds and 11 year olds on school rolls are expected to rise strongly over the next three to four years. Under sections 13 and 14 of the Education Act 1996 (as amended by the Education Acts 2006 and 2011), a local education authority has a general statutory duty to ensure that there are sufficient school places available to meet the needs of the population in its area. Local Authority must promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. They must also ensure that there are sufficient schools in their area and promote diversity and increase parental choice. To discharge this duty the Local Authority has to undertake a planning function to ensure that the supply of school places balances the demand for them. Primary: By 2020-21, if no action were to be taken, the deficit in primary school places will continue increasing year on year and will reach untenable proportions i.e. 21 forms of entry based on the requirement for Reception places. The shortage of 21FE excludes the on-going Phase 1 schemes.

Secondary: Over the next eight years the demand for secondary school places will mirror the current shortages in the primary sector. An additional 570 new places (19FE) will be required after taking into account the new capacity being created at the Crest Academies

SEN: The Council's Special Educational Needs (SEN) and Disability services have faced pressures arising from increased demand for specialist education placements for a number of years. This increase in demand is in line with a national trend and is due to a combination of factors including: advances in medical technology and higher survival rates of children with complex needs and increases in medical diagnoses for conditions such as autism. It has also been exacerbated in Brent by increased in-migration and population growth.

By 2020, it is projected that 192 new SEN places will be required; of which 86 will be for primary aged children and 106 for secondary school pupils. The SEN requirement is over and above the mainstream places needed in Brent.

3. Are the aims consistent with the council's Comprehensive Equality Policy?

Yes, the project is consistent with the following areas:

Disability
Belief/Faith
Sexual Orientation
Age
Gender
Race

In 2008, the Council consulted widely on schools strategy in Brent, receiving over 800 responses. Brent residents were in favour of the Council's strategy for school places and believed that the LA should play a major role in managing and running schools (89% agree). Parent groups were the next most frequently identified (73% agree). Only around four in ten participants felt that charities (38%), faith groups (37%) or

private sponsors (36%) should have such involvement in Brent schools.

Ensuring equal access to school places in Brent - over two thirds of participants did not feel they were disadvantaged in obtaining a school place for their children due to any of the main diversity strands. Over, 90% did not feel they were disadvantaged due to their gender. This was also true for 85% of participants in relation to disability; 77% in relation to ethnicity; and 66% in relation to their faith.

The schools proposed for expansion would enable the Council to provide additional new places required for Brent's growing pupil population.

2011 - Consultation Outcomes

In making decisions about the delivery of additional school places, the Council has established a set of planning principles. The Council received the responses from the schools for the consultation on these planning principles for which the closing date was 1 July 2011.

Principle 1 – Sufficiency of demand

There must be clear evidence of demand for additional school places in the local area based on projections of medium term and longer term need.

Principle 2 – Improving learning environment & outcomes, including expanding popular schools Schools which are identified for expansion must be able to demonstrate that they will be able to provide a good quality of education. The Council will consider the progress and achievements of children currently at the school and the school's capacity for further improvement taking into account an improvement in the learning environment.

Principle 3 – Efficient use of resources

There is a limited capital budget and a large projected shortfall in the number of school places. It is therefore essential that scarce resources are used most effectively in order to secure the maximum number of additional high quality school places within the available budget.

Principle 4 – Improving local SEN provision

The demand for SEN placements is continuing to rise and there is a projected shortfall in specialist SEN provision in Brent, both in special schools and additionally resourced mainstream provision. In expanding primary provision, consideration also needs to be given to improving the range and quality of local SEN provision available in Brent.

Principle 5 – Diversity of type of provision

The Council will consider different types of provision that will contribute to the overall objectives of providing high quality school places, cost effectively in areas of greatest need. These options will include:

- a) Expansion of existing primary schools
 - This will involve providing additional forms of entry on existing primary school sites and is dependent on the potential of the site for expansion.
- b) Establishment of all through schools
 - An all through school would be one school covering the primary and secondary phases, funded as a single institution. It would normally occupy a single site/campus at an existing secondary school.
- c) Establishment of 5 FE primary schools
 - A 5 FE primary school would be a large school catering for approximately 1050 children. There is an increase in the number of 5 FE schools opening across the country, in response to pressure on school places.
- d) Amalgamating schools
 - Amalgamating two or more schools can assist in providing additional school places by increasing capacity at single or multiple sites. Amalgamation would require the agreement of the school concerned.
- e) 'Bulge' Classes
 - A 'bulge' class would be one extra class of children in a year group, over and above the school's Admission Number, who progress up the school to the end of Year 6.
- f) Developing New Schools
 - This criteria has been added post- consultation to allow creation of new capacity where existing schools are difficult to expand or if an opportunity to create a new school in an area of need arises e.g. a S106 opportunity

The expansions will improve choice and diversity by providing fair access and improved parental preference to schools places in Brent. The impact on Equalities will be kept under review and reported to the members periodically.

4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this

adverse impact?

None. The expansion of the proposed schools is unlikely to adversely impact on a person with any of the 9 protected characteristic. However, further statutory consultation will be undertaken once individual schemes are fully proposed and developed.

Each expansion of a school will improve choice and diversity in the local area by providing fair access and improved parental preference to schools places in Brent.

5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitive) have you used to form your judgement? Please supply us with the evidence you used to make you judgement separately (by race, gender and disability etc).

Previous consultation results have been reviewed. Latest consultation in 2011 has been considered: Overall, 29 responses were received on the consultation, of which five were from head teachers, nineteen from individual school governors and the remaining five responses were from others.

A majority of the respondents agreed with the principle of sufficiency of demand, improving outcomes and efficient use of resources.

Fourteen (48%) respondents selected the option to expand existing primary schools and four (13%) expressed a preference for all-through schools as their first choice. Seven (24%) respondents opted for creating 'bulge' provision and five (17%) respondents selected amalgamation as their second choice. Four respondents suggested that building a brand new school should have been an option and six suggested that the Gwenneth Rickus Building should be used as a primary school (if the building were to be available for alternative use).

There were five expressions of interest for providing a 'bulge' class and an equal number opted for permanent expansion. One school expressed an interest to become an all-through provision. It must be noted that the majority of respondents are individual school governors and may not necessarily represent the voice of the entire school.

Particularly at secondary transfer, parents are looking for a school which meets their cultural and religious/non-religious aspirations. This is complex in Brent where so many different ethnic and cultural groups converge and where the population changes so rapidly. There is already a good supply of girls and boys only secondary places in the borough as well as Catholic and Jewish schools and overall the first preference applications indicate that parents are looking for high achieving schools as an opportunity to improve their child's life chances.

6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

None identified. School expansion will fully meet the requirements of the SEN Code of Practice and the accessibility standards. A range of special education needs is expected within the primary and secondary regular intake including students with language and communication needs, behavioural emotional and social needs and children on the autistic spectrum. A borough wide SEN 'unit' or additionally resourced provision is also proposed under the programme. The aim is provide a maximum of 192 new SEN places across Brent. Further analysis will take place to complete the due diligence in order to validate the savings over a period of time by limiting the demand for out borough provision.

7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

In 2011, the Council consulted with all schools and received responses from head teacher, governors and others. This informed us the level of interest in the five principles developed by the authority (please refer to no. 3 above). The results have been reviewed and form one of the factors of the school expansion programme Executive report for August 2012.

We will undertake further statutory consultation for individual schools/schemes once they have been suitably developed for a proposed expansion.

8. Have you published the results of the consultation, if so where?

Following the close of consultation, a summary report was issued by the Council to all Brent schools. A brief update was also included in the August 2011 Executive Report.

9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

None is identified.

Please refer to no. 5 above.

10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be

justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

n/a, see above.

11. If the impact cannot be justified, how do you intend to deal with it?

n/a

12. What can be done to improve access to/take up of services?

n/a

13. What is the justification for taking these measures?

n/a

14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.

Schools are subject to performance monitoring in order to comply with DFE requirements. This includes data on disability, ethnicity and gender of children.

The impact on Equalities will be kept under review and reported to the members periodically.

15. What are your recommendations based on the conclusions and comments of this assessment?

Proceed to seek permission from Brent Executive to approve the programme. Thereafter, develop individual projects which will undergo a statutory consultation process.

Should you:

- 1. Take any immediate action? N/A.
- 2. Develop equality objectives and targets based on the conclusions? N/A
- 3. Carry out further research? N/A
- 16. If equality objectives and targets need to be developed, please list them here.

N/A.

17. What will your resource allocation for action comprise of?

There has been an on-going lobbying campaign in conjunction with London Councils, to highlight the school places pressure across London and those particular to Brent. The campaign has been highly successful and Brent received £24.8m allocation of Basic Need Safety Valve money in October 2011. In addition due to the severe shortage of Primary School places nationally the government allocated further Basic Need funds in December 2011 and Brent received a further £24.09m; the third highest allocation in the country. An additional £30.8m Basic Need allocation was received in April 2012 which was the highest allocation in the country. The three allocations total £79.7m.

If you need more space for any of your answers please continue on a separate sheet Signed by the manager undertaking the assessment:

Full name (in capitals please): Richard Barrett updated

17 December 2012

Date: 07 August 2012

Service Area and position in the council:

Details of others involved in the assessment - auditing team/peer review:

Rajesh Sinha

Once you have completed this form, please take a copy and send it to: The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD