

Birmingham

Early Years and Childcare Service

Wraparound Childcare Programme

2024 – 2026

Capital and Revenue Funding

Application Process

September 2024

Guidance Notes for Providers



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1. Introduction

Wraparound childcare refers to childcare provision directly before and after the school day during school term time for school age children, such as breakfast provision from 8am or earlier and regular after school provision that runs until 6pm or later (different from activity clubs).

1.1 Background to the grant

In March 2023, the government announced £289 million in funding to support the expansion of wraparound childcare for **primary school-aged pupils**. The government's ambition is for all parents of primary school-aged children who need it to be able to access childcare in their local area from 8am to 6pm during term-time.

1.2 Purpose of the grant

The purpose of the grant is to support local authorities to increase the supply of wraparound places, to ensure provision for all parents who may need it, meeting current demand and building further demand. This will help to ensure that parents have enough childcare to work full time, more hours and with flexible hours. The programme **does not** cover school holidays.

With this grant, the local authority will work with and fund primary schools and private, voluntary and independent (PVI) providers, including childminders, to introduce or expand before- and after-school childcare provision in their area where there is a gap in availability or to stimulate parental demand.

2 Types of Wraparound Childcare expansion qualifying for Grant Funding

Below are types of wraparound childcare expansion that will qualify for the grant funding:

- **Creation of places:** Create both new before school provision and after-school provision - where there is currently no provision.
- **Extend hours:** Extend the hours to meet full wraparound definition (8am to 6pm) - where you already provide wraparound, but it does not meet the 8am to 6pm expectation.
- **Expand provision** – Introduce before school provision or after school provision – where you have existing provision in place to meet the full wraparound definition.
- **Expand places:** Increase wraparound places - you already offer wraparound at capacity and want to expand due to unmet demand.
- Combination of above types will be considered in order to best support providers in creating/expanding their offer to meet full wraparound definition.



2 Delivery Models

Example delivery models could include the following and there may well be overlap between some of these models:

- **School-led provision delivered by school staff on a school site**
Provision that operates on school premises, managed by staff employed directly by a school. The provision is open to all children in that school.
- **Private provider-led provision, on or off school site**
Provision that is operated and delivered by staff employed by a private provider. If based on a school site, the private provider may rent space from the school to be able to operate provision. Provision could also be operated on another site rather than on school premises.
- **Community/cluster model**
A community-focused model with children from multiple schools attending provision on one site. This could be operated by a lead school, a private provider, a community organisation or any other appropriate body.
- **Childminders**
Provision delivered by childminders (registered with Ofsted or a childminder agency), which schools and local authorities' signpost to. This could consist of a group of childminders working together on a single site or childminders working individually from their homes.
- **Early years providers**
Provision delivered by early years providers which may take school aged children during wraparound hours. For example, a local nursery or a pre-school operating on or off a school site may run the provision before and after school hours

4 Essential Criteria

4.1 Who can apply for the funding?

The grant is available to all schools and private voluntary and independent (PVI) providers including early years settings and childminders who operate on school sites or from other non-school site venues.

4.2 Ofsted Registered

If you are a PVI provider including early years settings and childminders, then you **must be registered with Ofsted** or in the case of childminders with **Ofsted or a relevant childminder agency**. If you are looking to set up new provision you can apply for revenue funding. Registration with Ofsted must be in place before any funding is released.

Information on what you need to do to register with Ofsted can be found [here](#). Information on school-based Ofsted registration, including exemptions can be found [here](#).

4.3 Places

Applications must be specifically to **create new or expand places** covering an 8-6pm day.



4.4 Timeline for Places to be Created

Places created must be available in the **Spring Term 2025** (based on current DfE funding criteria). **We still want to receive applications that:**

- Create places available on a phased basis in 2024/25 and 2025/26 e.g. 20 before school places and 20 after school places created and available Spring term 2025 plus 30 before school places and 30 after school places created and available Autumn term 2025 due to timing of when minor building works/re-configuration of space can be completed.
- Create places available from Autumn term 2025 due to timing of when minor building works/re-configuration of space or recruitment of staff can be completed.

For this cohort of applications, we cannot guarantee funding as places created and available after March 2025(2025/26 allocation) is currently under review with DfE.

4.5 Demand

Applications should demonstrate evidence of potential local demand. For PVI's and childminders proposing to create places on a school site, evidence of the school's endorsement is required with a supporting statement from the school chair of governors.

4.6 Inclusivity

Places created should be accessible to all children, including those with special educational needs and disabilities.

4.7 Value for money

The project should detail the number of additional places to be delivered and to enable cost per place to be considered.

4.8 Financial Viability

The project should evidence that once created the setting will be financially sustainable. However, there may be exceptions to enable the trialling of new innovative types of provision.

4.9 Lease/Licence Agreements

PVI providers will need to have an appropriate lease/licence agreement in place and have formal approval from their landlord. This will also apply to non-school sites.

4.10 Completion Of Grant Application Form

All applicants must satisfactorily complete a Grant Application form and submit required supporting documentation.



5 Revenue Grant Funding

The Programme funding aims to remove barriers to setting up new provision or expanding current provision, including removing the financial risk of setting up new provision when demand is not guaranteed.

Funding can be allocated to cover 2 financial years 2024/25 and 2025/26 to help providers build up demand for places and their customer base.

Funding over 2 years will only be allowable if the newly created/expanded places are available to parents and carers during the **Spring Term 2025 (January to March 2025)**.

The funding allocation for places created and available after March 2025 (2025/26 allocation) is currently under review with DfE.

Funding will be weighted and paid as follows:

- **2024/25 – 68%**
- **2025/26 – 32%**

Example:

Total Revenue Funding of £50,000 for places to be created and available Spring Term 2025. Funding Released as follows:

- 2024/25 – 68% = £34,000
- 2025/26 – 32% = £16,000

Table 5.1 shows the maximum programme grant allocation for Birmingham City Council:-

Table 5.1 Programme Maximum Grant Allocation- Revenue

	FY 24-25	FY 25-26 (Provisional)
Birmingham	£4,495,224	£2,068,969

5.2 Indicative Funding Rate Per Place Created Range

Applicants are advised to consider the following:

- The funding panel will be using an indicative guideline range of between **£1,000 to £1,500** per place created for all applications. We will also consider applications that are below the range.
- The range of rates will be used to assess applications for value for money, reasonableness and financial sustainability.
- Projects with a **higher funding rate** specifically creating places for children with **SEND will be considered** as we recognise that there is a higher cost basis due to higher staffing ratios, resources etc. For these projects to be funded robust rationale will need to be included in the application and reviewed on a case-by-case basis.
- Grant Funding can be a contribution to provider's own funding.



5.3 What Revenue Funding Can be used for?

- ✓ Staffing
- ✓ Venue running costs including rent, utilities, cleaning etc
- ✓ Training including specialist training for staff to ensure they feel equipped to support children with additional needs
- ✓ Transport costs
- ✓ Insurance
- ✓ Resources
- ✓ Consumables
- ✓ Running costs whilst demand builds (to remove any financial risk to providers of offering additional places before demand is guaranteed).

5.4 What Revenue Funding Cannot be used for?

- × Subsidising cost of places as new places created by the programme should be paid for by parents
- × Running costs for existing wraparound childcare places
- × Equipment or supplies which have an expected shelf life of more than 12 months and where the purchase price is more than £1,000. (Capital funding must be used for this)
- × Projects cannot be funded in retrospect and hence should not be started until any funding is approved.

6 Capital Grant Funding

6.1 Funding Allocation

The Council has received a modest capital funding allocation of **£1,679,209**. The expectation is this funding will be used for small building enhancements or the purchase of equipment with a value above £1,000 and an asset life of more than 12 months.

6.2 Indicative Capital Funding Rate Per Place Created

Due to the small amount of funding available applicants are advised to consider the following:

- The funding panel will be using a guideline rate of **£500 per place created** for all applications to assess value for money.
- There will be a **ceiling of £24,999**. Projects will be assessed on a case-by-case basis for value for money, work carried out, type of equipment purchased etc. The ceiling figure has been set at this value.
 - Due to the small amount of funding available.
 - Non-Requirement of a Legal Charge (Required for individual or aggregated projects £25,000 plus).
- Funding rate allocation examples for Places Created:
 - 1 place £500
 - 5 places £2,500
 - 10 places £5,000



- 20 places £10,000
- 50 places £24,999
- Grant Funding can be a contribution to provider's own funding.
- Funding will be released in full once Condition of Grant Aid signed by both parties.

6.3 Definition of Capital Expenditure

Capital expenditure is defined as expenditure incurred on the acquisition of tangible, productive assets, whose value exceeds £1,000 (including VAT) and which will give continuous service for more than 12 months. The asset purchased is expected to provide service beyond the financial year in which it was purchased. The general rules for deciding if expenditure is capital are:

Capital expenditure is not necessarily limited only to single purchases over £1,000; the following categories of expenditure can also be deemed to be capital:

- Individual assets: This is the expenditure on a single item with a value which exceeds £1,000, including VAT. Some examples include building works, equipment, furniture, storage, ICT equipment etc.
- Grouped assets: This is the expenditure on assets of a similar nature purchased at the same time as part of a project. This can include for example, a computer, a printer, a scanner, play equipment, storage, a children's play area or a playroom in a childcare setting. In this instance, the value of the individual assets may be below the capital expenditure threshold but the total value of all the grouped items must exceed £1,000 before they can be classified as capital expenditure.
- Bulked Assets: Some examples include purchase of furniture or computer assets where the value of individual items is below £1,000.

6.4 Economic Lifespan of Assets

Birmingham City Council economic lifespan of assets are as follows:

- | | |
|----------------------------|-----------------------------------|
| 1. IT Equipment | 3 Years |
| 2. Equipment and Furniture | 5 Years |
| 3. Property Refurbishment | 15 Years |
| 4. Land and Buildings | 25 Years (N/A for this programme) |

6.5 Disposal of Assets Funded from This Grant

The provider must notify the LA, about any plan to dispose of or change the use of buildings or other tangible assets with a market value of more than £1,000 and which have been paid for in full or in part by using this capital grant. This should happen at least three months prior to the date the proposed disposal is intended to take place.

The provider must note that there will be clawback (repayment) of grant if non-compliance with grant conditions.



6.6 What Capital Funding Can be used for.

Capital funding may enable **existing premises to be adapted** for a wraparound service to begin or an existing service to expand its places. This funding can only be applied for by providers who have applied to start a new provision or expand existing provision.

Capital funding can be used to **purchase new fixed assets** required to deliver wraparound provision.

To be considered capital expenditure the asset must bring an economic benefit, and able to be depreciated, **over more than one financial year.**

- ✓ Building modifications to enable use of space outside main school/setting operating hours, e.g., secure external access, outside lighting to enable outdoor space to be used year-round.
- ✓ Remodelling of existing provision to create additional capacity.
- ✓ Building modifications to adapt space for use to deliver inclusive wraparound childcare, e.g., works to improve facilities for children with SEND.
- ✓ Provision of toilets.
- ✓ Provision of storage/ outdoor shelters.
- ✓ Providing or upgrading a kitchen/food prep and storage area.
- ✓ Play equipment (indoor and outdoor).
- ✓ Furniture e.g. tables, chairs, storage.

6.7 What Capital Funding Cannot be used for

- × Routine maintenance of premises.
- × Capital works to maintain and improve the condition of the school estate, which should continue to be covered by Devolved Formula Capital funding (DFC).
- × Revenue expenditure of any kind, such as training and staff costs, resources/assets that do not meet the definition of capital expenditure given above (such as toys, books, clothing), etc.

6.8 Match Funding

Grant can be used to fund 100% of the cost of work and equipment for those providers who have little or no financial resource of their own. For others with more resources, the Grant can be provided on a matched funding basis, with the provider making up the difference.

Similarly, some providers may need an initial, small capital investment to enable them to attract capital funding from other sources.

6.9 Quotes

You will need to provide 3 quotes for any building works or equipment purchases funded from Capital. We require "like for like" quotes that are dated within the last six months, include VAT and are still valid.



6.10 Details of proposed building and planning requirements.

Please include an overview of the following in the online application:

- Proposed building works including timelines for start and completion.
- Building and site ownership/lease arrangements, agreements or approvals in place to undertake the necessary alterations.
- Experience of managing building projects or how expert knowledge will be provided.

6.11 School Property Advice and Guidance

Local Authority maintained Schools contact eds.enquiries@birmingham.gov.uk for building implications and specifically label in the subject header of an email:

- **landlord Approval query** (which would then help us to direct to the Capital team) *or*
- **Shared User Agreements query** (leases/rentals) which would then help to direct to the Property Team).

Academies are still required to submit landlord approval within their leases if it affects the fabric of the building. Any queries contact:

eds.enquiries@birmingham.gov.uk.

6.12 Legal Charges

A legal charge will be necessary to record the Grant Recipient's liability to repay the Grant to the Council where: -

- the Grant is for a capital scheme and the amount is or exceeds £25,000; (This should not be the case for 1 single application for an organisation as ceiling for funding is £24,999); or
- the aggregate value of the capital grants received by the Grant Recipient from the Council (i.e. multiple applications for 1 organisation) exceeds £25,000; or
- the aggregate value of the capital grants received by the Grant Recipient from the Council within the last 3 years amounts to or exceed £25,000.

6.13 Capital Funding – Clawback

Clawback of funding will be invoked if:

- The provider does not meet the conditions of grant aid.
- Calculations will be based on the remaining term of the conditions of grant aid and a pro-rata calculation based on the value of grant awarded.

Clawback may be waived where the provider is immediately replaced with new wraparound childcare.

7 Tax-free Childcare

All provision funded through this Programme should be set up for parents to use Tax-Free Childcare (TFC). Information on how a provider can sign up to TFC can be found [here](#).



8 Universal Credit Childcare

All childcare providers funded through this Programme are required to support parents claiming Universal Credit (UC) to access childcare funding from UC and the job centre.

9 The Application process overview

Stage 1- Preparation:

Prepare the application, including but not limited to:

- Draft your business plan and fill in the three years Income and Expenditure Forecast using the template provided or equivalent. (See Appendix 1)
- Get quotations for equipment or building work that's relevant to the wraparound provision expansion.

Stage 2 – Submission:

Complete the funding application form online and submit all the required supporting documents **by 11-45pm Thursday 31st October 2024**

Stage 3 – Evaluation:

Your application will be reviewed by a grant funding panel where a decision will be made. (Panel will meet weekly from November 2024). **Priority will be given to applications:**

- Proposing to create places in areas of the city where there is currently a **sufficiency gap** or likely to be a gap in the near future. (See Appendix 2)
- Consideration will be given to projects where **high parental demand** is evidenced by the provider and included in the application.
- Projects that demonstrate **value for money**
- Projects that demonstrate **financial sustainability** after grant funding ceases.

You will be notified of the decision by email asap after the panel meeting. You might also be contacted if further information/supporting documentation is required to inform the funding decision process.

We may wish to undertake a site visit or take part in further discussions before any funding being agreed and also as the project is being set up.

Stage 4 - Grant agreement (Condition of Grant Aid - COGA):

You will be informed of the outcome of your application as soon as possible after the funding panel have met. If funding approved, a grant agreement will be sent for signature.

Stage 5 - Grant Payment:

If you are a provider including schools currently receiving funding from the Council payments will be made within 2 weeks of the COGA being signed. If you are a new provider, we will advise/support you to set up a Vendor Account.



Stage 6 – Monitoring:

Monitoring returns will be required throughout the funding programme period to ensure that funding is spent in line with the terms and conditions of the grant agreement. This may also include monitoring visits.

10 How do I apply?

10.1 Where can I find the application form?

The application form for Wraparound Childcare Funding 2024 - 2026 is **an online form**. All applicants should familiarise themselves with this funding application guidance prior to completing the application.

The online application form can be found in the following link:

<https://forms.office.com/e/bt3QxfbNur>

10.2 Supporting Documents

We have tried to minimise the number of documents and attachments we require you to submit as part of the application process. Many of the policies and documents referred to in the application form will be a mandatory requirement of your Ofsted registration or a requirement of your business administration therefore we will only request copies if we feel they are needed to inform our funding decision. e.g. Insurance policy, Health and Safety, Safeguarding policies etc.

The mandatory documents we require to support your application are those associated with the financial position of the organisation completing the application, budgets/forecasts associated with the project delivery and any relevant permissions from landlords.

You will need to submit the following documents to support your application:

- **A three-year Income and Expenditure Budget/Forecast** for the predicted revenue costs and Income streams associated with the project – (Do not include this Grant). The budget/forecast should be for financial years 2024/25, 2025/26 and 2026/27. Please use the Template Appendix 1 if required or use an equivalent.
- A copy of the most **recent Annual Accounts or equivalent** e.g. for schools a financial systems-based report.
- A copy of the **latest bank statements showing** latest balance and most recent 3-month transactions. For schools a financial systems-based report.
- **Quotation(s) for equipment/small building projects** for capital funding. Please note that any grant awarded will be based on the costs quoted which must be supported by 3 quotes / estimates for all works and capital equipment expenditure.
- If you do not own the property, we will require evidence of **owner's permission** for any proposed building works.
- **Planning permission** (if applicable).

Supporting documents /attachments will need to be sent to the following email address: earlyeducation@birmingham.gov.uk



Please use the following reference for your email for supporting documents:

F.A.O Rebekah Horton
Wraparound Childcare Funding Applications from September 2024
Setting name / address in the body of the email for easy identification

You may be asked for additional documentation/evidence to inform the funding decision. We may wish to undertake a site visit or take part in further discussions before any funding being agreed, we may also require monitoring visits during any works.

11 Application Form Overview

There are 9 sections in the application form:-

Section 1 Type of Funding You are Requesting

- Capital, Revenue or both
- What type of cost will the funding be used for?

Section 2 Organisation Details

- Details about your organisation.
- Key contact for this application.

Section 3 Funding and Budget Arrangements

- Most recent accounts
- Funding Sources
- Income and Expenditure budget for this project.

Section 4 Policies, Procedures and Processes

- Constitution
- Policies e.g. Health and Safety, Insurance, Safeguarding etc.

Section 5 Protection of Young People

- Details about Safeguarding Policies

Section 6 Project Activities

- How many places are you creating?
- Mobilisation
- Timelines of implementation
- How does the project fit into Council Plan?

Section 7 Key Contacts

- Individual submitting application

Section 8 Referee

- Historical funding from the Council



Section 9 Declaration

- Individual submitting application
- Accountable person for the organisation e.g. Director, Owner, Chair of Governors, Chair of Committee etc

12 Monitoring and Reporting Requirements

Recipients of grant will be expected to provide the Early Years and Childcare Service with **Financial and Non-Financial Monitoring** Information to:

- Understand progress of projects funded
- Compare actual outcomes against forecast
- Where outcomes have not been met monitoring and reporting information will help us understand why
- Enable the Council to report back to DfE how funding allocations have been used.
- Have evidence of expenditure to satisfy Audit compliance.

12.1 Financial Monitoring

Recipients should ensure that all the following information is available to the Council **if requested within 3 months of completion** of the project (details will be specified within COGA):-

- Evidence of Expenditure
- Copies Of Invoices/Receipts
- Copies of Bank Statements or equivalent for Schools, evidencing payments made for all expenditure related to Capital and Revenue grant funding.
- A transparent, audit compliant evidence trail needs to be in place.

Note: Cash payments issued to contractors and suppliers WILL NOT BE ACCEPTED.

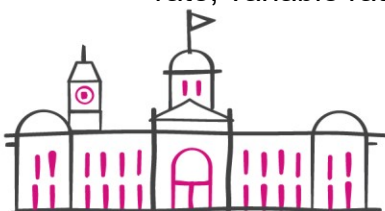
Funding that is not evidenced will be clawed back.

12.2 Non-Financial

Recipients must provide information within 3 months after the project has been completed (details will be specified within COGA). Failure to provide this information will result in clawback, and/or with holding of further funding.

A monitoring form will be provided for completion which we expect to contain the following:

- Detail on the days & times of provision including start and finish times for each day provision is available.
- Number of places created to meet demand, both current and future.
- Number of children on waiting lists;
- Number of staff currently delivering wraparound and required to meet anticipated demand, any barriers to engaging with staff to meet current and future demand;
- Charging information, both charging structures i.e. flat hourly rate, flat session rate, variable rate and charge.



A template will be issued to successful applicants at a later date. In addition, we will require progress updates as projects are being developed. We will inform recipients of when information returns are required. This will be for the Council monitoring process and to update the DfE.

13 Contact Details

If you have any specific issues or questions connected to the **Funding Process** please contact:-

Kevin Caulfield (Childcare Sufficiency and EEE Strategy Manager):-
kevin.caulfield@birmingham.gov.uk

For **General Issues and Clarifications** please contact:-
earlyeducation@birmingham.gov.uk

For any **Property Implications For Local Authority Maintained Schools** please contact:-

eds.enquiries@birmingham.gov.uk

14 Appendices

Appendix 1 – Income and Expenditure Template

The Income and Expenditure template can be found here:

[Wraparound childcare income and expenditure template | Birmingham City Council](#)



Appendix 2 Sufficiency Ward Analysis

Part 1 of 4 – Highest priority areas for development

Ward	Initial Calculated Wraparound Demand - Primary Aged Children	Initial Calculated OOSC Supply - Primary Aged Children	Baseline Net Supply Position - Primary Aged Children
Billesley	493	245	-248
Edgbaston	353	294	-59
Frankley Great Park	165	54	-111
Hall Green North	278	164	-114
Hall Green South	116	84	-32
Handsworth Wood	249	239	-10
Harborne	851	544	-307
Heartlands	182	35	-147
Highter's Heath	210	179	-31
Holyhead	107	40	-67
King's Norton North	212	175	-37
King's Norton South	415	0	-415
Ladywood	404	274	-130
Longbridge & West Heath	300	275	-25
Nechells	216	206	-10
Quinton	490	478	-12
Stockland Green	281	258	-23
Sutton Reddicap	378	85	-293
Sutton Roughley	502	290	-212
Tyseley & Hay Mills	119	70	-49
Yardley East	62	0	-62
Yardley West & Stechford	121	96	-25
Sub-Total	6,505	4,085	-2,420



Part 2 of 4 Targeted priority areas for development

Ward	Initial Calculated Wraparound Demand - Primary Aged Children	Initial Calculated OOSC Supply - Primary Aged Children	Baseline Net Supply Position - Primary Aged Children
Acocks Green	171	242	71
Balsall Heath West	197	238	41
Bartley Green	354	380	26
Bournville & Cotteridge	337	358	21
Castle Vale	180	195	15
Garretts Green	81	110	29
Moseley	434	437	3
Newtown	160	193	33
North Edgbaston	258	345	87
Perry Barr	228	249	21
Perry Common	192	216	24
Pype Hayes	211	272	61
Sheldon	144	233	89
South Yardley	131	150	19
Stirchley	155	180	25
Sutton Mere Green	306	350	44
Weoley & Selly Oak	321	325	4
Sub-Total	3,859	4,473	614



Part 3 of 4 Lowest priority areas for development

Ward	Initial Calculated Wraparound Demand - Primary Aged Children	Initial Calculated OOSC Supply - Primary Aged Children	Baseline Net Supply Position - Primary Aged Children
Allens Cross	155	280	125
Alum Rock	143	518	375
Aston	170	321	151
Birchfield	129	230	101
Bordesley & Highgate	114	435	321
Bordesley Green	42	357	315
Bournbrook & Selly Park	106	332	226
Bromford & Hodge Hill	141	290	149
Druids Heath & Monyhull	166	449	283
Erdington	305	449	144
Gravelly Hill	128	300	172
Handsworth	78	180	102
Kingstanding	346	628	282
Lozells	72	188	116
Northfield	183	475	292
Oscott	297	495	198
Rubery & Rednal	135	250	115
Small Heath	176	570	394
Soho & Jewellery Quarter	253	449	196
Sutton Four Oaks	286	456	170
Sutton Trinity	307	626	319
Sutton Vesey	549	971	422
Sutton Wylde Green	287	516	229
Ward End	36	165	129
Sub-Total	4,604	9,930	5,326



Ward	Initial Calculated Wraparound Demand - Primary Aged Children	Initial Calculated OOSC Supply - Primary Aged Children	Baseline Supply Position - Primary Aged Children
Brandwood & King's Heath	472	1,086	614
Glebe Farm & Tile Cross	261	1,326	1,065
Shard End	104	787	683
Sparkbrook & Balsall Heath East	204	917	713
Sparkhill	65	1,030	965
Sutton Walmley & Minworth	342	1,300	958
Sub-Total	1,449	6,446	4,997

Grand Total
16,417
24,934
8,517


Oversupply Over 500
 Oversupply Between 100 and 500
 Oversupply Under 100
 Undersupply

