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**Assistant Director, Governance and
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Monday 20 July 2015

Notice of Meeting

Dear Member

Cabinet

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **4.00 pm** on **Tuesday 28 July 2015**.

This meeting will be live webcast. To access the webcast please go to the Council's website at the time of the meeting and follow the instructions on the page.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read "Julie Muscroft".

Julie Muscroft

Assistant Director of Legal, Governance and Monitoring

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

The Cabinet members are:-

Member

Councillor David Sheard
Councillor Jean Calvert

Councillor Steve Hall
Councillor Erin Hill
Councillor Viv Kendrick
Councillor Peter McBride
Councillor Shabir Pandor
Councillor Cathy Scott
Councillor Graham Turner

Responsible For:

The Leader
Community Development, Councillors involvement in
a New Council, including Councillor Development
Place - Planning, Highways and Open Spaces
Family Support and Child Protection
Prevention, Early Intervention and Vulnerable Adults
Transportation, Skills, Jobs and Regional Affairs
Schools and Learning
Housing and Relief of Poverty
Resources and Community Safety

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

To receive apologies for absence of Members who are unable to attend this meeting.

2: Minutes of previous meeting held on 16 June 2015

1 - 2

To approve the Minutes of the meeting of the Committee held on 16 June 2015.

3: Interests

3 - 4

The Councillors will be asked to say if there are any items on the Agenda in which they have disclosable pecuniary interests, which would prevent them from participating in any discussion of the items or participating in any vote upon the items, or any other interests.

4: Admission of the Public

Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.

5: Deputations/Petitions

The Committee will receive any petitions and hear any deputations from members of the public.

A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

6: Public Question Time

The Committee will hear any questions from the general public.

7: Member Question Time

To consider questions from Councillors.

8: Highways Capital Plan 2015/16

5 - 22

A report to consider and approve the 2015/16 Highways Capital Plan.

Wards: All

Officer: Graham Mallory 01484 221000

9: Development Management Charter

23 - 38

A report to inform and seek endorsement from Members of the Development Management Charter for Kirklees.

Wards: All

Officer: Simon Taylor 01484 221000

10: Parks and Open Spaces Maintenance Standards 39 - 82

A report seeking approval of the recommendations to adopt the new service standards and for District Committees to influence local changes within resource allocation.

Wards: All
Officer: Will Acornley 01484 221000

11: Consideration of the Adoption of the Sexual Entertainment Licensing Regime 83 - 126

A report for Cabinet to consider the adoption of a legislative scheme for the control of sex establishments in Kirklees.

Wards: All
Officer: Catherine Walter 01484 221000

12: Reorganisation of Waste Collection Rounds 127 - 132

A report seeking approval for the introduction of new waste collections rounds, working practices and seeking approval for a change in policy.

Wards: All
Officer: Will Acornley 01484 221000

13: District Committees and the Housing Revenue Account Estate & Environmental Works 133 - 136

A report seeking approval for the delegation of the Housing Revenue Account Estate and Environments Words budget to District Committees.

Wards: All
Officer: Helen Geldart 01484 221000

- 14: Use of New Council Development Resources** 137 - 140
- To report seeking approval for investment in resources to support the council's journey to a New Council.
- Wards: All
Officer: Jane Brady 01484 221000
-
- 15: Bradley Business Park** 141 - 152
- A report seeking approval for marketing and disposal of the remaining Council-owned land for Phase III of development at Bradley Business Park.
- Wards: Ashbrow
Officer: Andrew Thompson 01484 221000
-
- 16: Update on the progress of the final accounts process for 2014/15, including Bad Debts Write Offs** 153 - 160
- A report noting the progress on the final accounts for 2014/15, and to note the information in the Appendix on bad debt write offs for 2014/15.
- Wards: All
Officer: Tim Mitchell 01484 221000
-
- 17: Appointment of Panel Members (Educational Admission Appeals)** 161 - 162
- A report seeking approval of the re-appointment of named Appeal Panel Members to the Education Admission Appeals Panel to serve for a further term of three years.
- Wards: All
Officer: Andrea Woodside 01484 221000
-

18: Implications arising from the Education Funding Agency Proposals for the Mount Pleasant Primary School site 163 - 174

A report updating the current position regarding the new build school for Mount Pleasant Primary and seeking approval to proceed with the implementation of the decant programme for Mount Pleasant Primary School.

Wards: Newsome, Crossland Moor and Netherton
Officer: David Martin 01484 221000

19: Library Service Review 175 - 288

A report setting the outcome of the consultation of future library provision.

Wards: All
Officer: Dave Thompson 01484 221000

20: Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.

21. Bradley Business Park 289 - 306

3
Private appendix in relation to Agenda item 15.

This report is to be taken in private because it contains confidential information about a contract the Council is currently in negotiations on.

The public interest in maintaining the exemption, which would protect the interests of the Council and the company and individual concerned, outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making.

Wards: Ashbrow
Officer: Andrew Thompson 01484 221000

22. Implications arising from the Education Funding Agency proposals for the Mount Pleasant Primary School Site 307 -
314

Private appendix in relation to Agenda Item 18.

This report will be taken in private because it contains information about the finances of a person or organisation outside the Council.

It is considered that it would not be in the public interest to disclose the information contained in this appendix as disclosure could potentially adversely affect overall value for money and could compromise the commercial confidentiality of the bidding organisations and may disclose the contractual terms, which is considered to outweigh the public interest in disclosing information including, greater accountability, transparency in spending public money and openness in council decision making.

Wards: Newsome, Crossland Moor and Netherton
Officer: David Martin 01484 221000

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Tuesday 30th June 2015

Present: Councillor David Sheard (Chair)
Councillor Steve Hall
Councillor Peter McBride
Councillor Graham Turner

Apologies: Councillor Jean Calvert
Councillor Erin Hill
Councillor Cathy Scott
Councillor Viv Kendrick
Councillor Shabir Pandor

In attendance:

Observers:

- 1 Membership of the Committee**
- 2 Minutes of previous meeting**
- 3 Interests**
- 4 Admission of the Public**
- 5 Deputations/Petitions**
- 6 Public Question Time**
- 7 Member Question Time**
- 8 Implications of Supreme Court Ruling on Deprivation of Liberty Safeguards**
- 9 Outcomes from the Statutory Consultation on the proposal about Primary Pupil Places in the Huddersfield South West area**
- 10 Establishment of the Kirklees Economy and Skills Board**
- 11 Term Dates for the Academic Years September 2016 to July 2017 and September 2017 to July 2018**
- 12 Proposed introduction of Public Space Protection Orders**

- 13 Council Capital Outturn & Rollover Report 2014-15 and Capital Investment Plan 2015/16 - 2019/20 Inclusive of Rollover
- 14 Annual Report on Treasury Management 2014-15
- 15 Council General Fund Revenue Outturn & Rollover 2014-15
- 16 Housing Revenue Account (HRA) - Financial Outturn 2014-15
- 17 Old Leeds Road Huddersfield: Exit Agreement
- 18 Exclusion of the Public
- 19 Old Leeds Road Huddersfield: Exit Agreement

KIRKLEES COUNCIL			
COUNCIL/CABINET/COMMITTEE MEETINGS ETC			
DECLARATION OF INTERESTS			
Name of Councillor			
Item in which you have an interest	Type of interest (eg a disclosable pecuniary interest or an "Other Interest")	Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]	Brief description of your interest

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

- (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
- (b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



Name of meeting: Cabinet
Date: 28th July 2015

Title of report: Highways Capital Plan 2015/16

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes
Is it in the <u>Council's Forward Plan</u> ?	Yes
Is it eligible for "call in" by <u>Scrutiny</u> ?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman – 13/07/15
Is it signed off by the Director of Resources?	David Smith – 13/07/15
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft - 16/07/15
Cabinet member <u>portfolio</u>	Place (Investment and Housing)

Electoral wards affected: All
Ward councillors consulted: N/A

Public or private: Public

1. Purpose of report

For Cabinet to consider a detailed Highways Capital Plan for 2015/16.

2. Key points

2.1 Background

- The Highways Capital Plan is an investment in the highway asset that includes road surfacing, street lighting, structures, road safety, encouraging walking and cycling, drainage, traffic signals, car parks and public transport provision.
- On 30th June 2015 Cabinet considered a report on an updated 5 Year Capital Investment Plan. The Plan included a sum of £17.228m for Highways Service in 2015/16. The attached detailed Highways Capital Plan (Appendix 1 to this report) adds individual scheme detail to the approved summary programme for 2015/16 as set out in Appendix 6 of the 30th June 2015 report to Cabinet. The

proposed detailed Highways Capital plan is subject to Council approval of the updated Capital investment Plan at their meeting on 29th July.

- In addition this report also includes information on a number of new and increased grant funding opportunities for 2015/16 which are determined at a National or West Yorkshire Combined Authority level and which will have a direct influence on the final 2015/16 Highways Capital Plan. The proposed programme cannot therefore be comprehensive at this stage and may be subject to further changes / consideration. Any changes will be reported through future updates of the Capital Plan.

2.2 Department for Transport (DfT) funding through the Local Transport Plan (LTP)

The DfT grant allocations for Highway Maintenance and Integrated Transport schemes identified through the LTP are administered by the West Yorkshire Combined Authority and as such approval to those sections will also have to be sought through their governance procedures.

Additional DfT Highway Maintenance Allocation 2015/16

A report to Cabinet on 2nd June 2015 detailed changes in external grant funding for highway maintenance. This included a competitive Challenge Fund Element where Authorities can bid for funds for major maintenance projects.

A combined bid with City of Bradford MDC included a £1.920m bid as Kirklees' share of a scheme to reconstruct retaining wall structures in Bradford and Kirklees. This bid was successful and is to be implemented over the next three years. The DfT contribution to the Kirklees element is £1.6m phased as follows with the balance coming from the needs element of the maintenance grant.

	2015/16	2016/17	2017/18	Total £
Additional DfT grant	0.400m	0.700m	0.500m	1.600m
Kirklees match funding	0.080m	0.140m	0.100m	0.320m
Total	0.480m	0.840m	0.600m	1.920m

i) New Maintenance Grant	£
a) This Additional Challenge Fund DfT Grant in 2015/16	400,000

Additional DfT Integrated Transport Allocation

In keeping with recent years, the Integrated Transport Allocation for our area is allocated to the West Yorkshire Combined Authority, for delivery against a West Yorkshire programme of schemes.

The current 2015/16 Kirklees IT schemes that have previously been identified through the Local Transport Plan process and agreed with the Combined Authority are included in this Capital Plan, but the list is not comprehensive as the programme may change depending upon several recently submitted WY bids and the potential need to allocate “ match “ funding to any successful bids.

Cycle City Ambition Grant 2

The DfT issued guidance in December 2014 inviting bids for an additional £114m of new funding for Cycle City Ambition Grant (CCAG2) to areas such as West Yorkshire. WY Combined Authority in partnership with York submitted a funding application to the DfT setting out a transformational package of cycle infrastructure, providing fully segregated cycle links to District Centres, connections to key employment and regeneration sites and upgrades of canal towpaths. (Total grant = £22m + £8m of WY LTP match funding) This included Huddersfield Town centre and a route to Golcar.

The bid has been successful. The definitive WY programme has yet to be approved but £100k has been allocated from the bid to Kirklees to commence programme development and design in 2015/16 through the Cycling and Walking programme (2C), with more to follow in subsequent years.

ii) Additional Integrated Transport Grant	£
b) Additional WYCA Integrated Transport grant monies for a revised programme of traffic signal improvements	125,000
c) Additional WYCA Integrated Transport grant monies for the Huddersfield Town Centre Connectivity scheme.	128,000
d) Additional WYCA Integrated Transport grant monies for the cycling programme.	13,000
e) Additional WYCA Integrated Transport grant monies for minor adjustments to the safer roads programme.	9,000
f) CCAG 2	100,000
Total	375,000

2.3 Other Additional Funding

The Environment Agency has awarded a grant of £50,000 towards specific flood alleviation works.

There is an additional £36,000 for road safety schemes through the safety camera partnership.

iii) Other New Grant	£
g) Environment Agency grant for flood alleviation works	50,000
h) Additional road safety surplus through the safety camera partnership	36,000
Total	86,000

2.4 Capital Rollover

The 2014/15 programme of Integrated Transport Schemes has been delayed with schemes now programmed to start early in 2015/16. As a consequence the financial profile of the grant income from WYCA has been revised with £865,000 of grant deferred from 2014/15 and added to the 2015/16 allocation as follows.

iv) Integrated Transport Grant Rollover	£
i) Huddersfield Town Centre Access and connectivity scheme	400,000
j) Huddersfield Town Centre Cycle Links	265,000
k) Safer Roads Programme across Kirklees	200,000
Sub - Total	865,000
l) IT grant rolled forward for Electric Vehicle Charging Points, bus hot spots feasibility and Springwood Car Park, Thongsbridge	127,000
Total	992,000

v) Other Grant rollover	
m) Insurance money for the fire damaged CCTV control room rolled over as works extended beyond the financial year end	259,000
n) Road Safety grant rolled forward for a scheme in 2015/16	80,000
o) Flood Alleviation grant works were on site at the financial year end	40,000
p) External Developer contribution rolled over to fund 2015/16 scheme	8,000
Total	387,000

vi) Council Funding Rollover	£
q) Various works ongoing at the financial year end resulted in committed Kirklees capital funding rolled forward into 2015/16. This includes finishing road surfacing schemes, works at Heckmondwike Bus Hub, minor safety works, traffic signal schemes, and CCTV control room works.	134,000
r) Contractually committed Street lighting works rolled forward into 2015/16	200,000
Bid for rollover of Street Lighting works subject to Council approval	210,000
s) Contractually committed ward member works rolled forward into 2015/16	180,000
Bid for rollover of ward member works subject to Council approval	210,000
t) Bid for rollover of Un-adopted roads budget intentionally rolled forward into 2015/16 to fund larger works at James Street, Slaithwaite subject to Council approval	45,000
Total	979,000

2.5 Summary of revisions to the 2015/16 Capital Plan

Since the February 2015 Highways Capital Plan was approved as part of the Council's Corporate Capital Plan the following funding allocations have been added:

	£
i. New Maintenance Grant	400,000
ii. Additional Integrated Transport Grant	375,000
iii. Other New Grant	86,000
iv. Integrated Transport Grant Rollover	992,000
v. Other Grant rollover	387,000
vi. Council Funding Rollover	979,000
Total Additions	3,219,000
February approved Baseline Capital Plan	14,009,000
Revised Capital Plan	17,228,000

The Highways Capital Plan 2015/16 now totals £17.228m

2.6 Council Funding

Council capital investment in the 2015/16 Highways Capital Plan amounts to £6.216m funded through prudential borrowing. The average revenue cost of financing this level of borrowing is 6.7% per annum, which equates to £416k per annum.

2.7 Other points to Note

- Highways schemes are frequently delayed to allow works by 3rd parties, notably utility companies, so in some programme areas additional schemes are shown below the cut off line as contingency schemes and introduced to the programme if other schemes are deferred.
- In addition to works within the Highways Capital Plan a number of major transport improvement schemes are being developed for implementation in future years as part of the £1bn. West Yorkshire Plus Transport Fund.

2.8 Financial Delegations

To aid the speedy implementation of works and substitution of delayed projects, Cabinet is requested to delegate authority, in accordance with the Council's Financial Procedure Rule 3.12 dated April 2015, to the Director of Place to manage the implementation of the identified works within the respective agreed total programme budgets.

Delegated powers would include the authority to:

- transfer resources between projects within the Capital Plan funding stream / programmes without restrictions;
- add new urgent projects under £250K to the programmes without prior Cabinet approval providing that the total cost of the programmes remain within the approved capital allocations set by Council (All new works above £250K would require the approval of a business case by Cabinet before being added to a programme);
- Slip or delete projects during the course of the financial year to enable the effective management of the programmes concerned.
- such decisions will be taken as appropriate and recorded in accordance with Standing Orders as well as Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 .

All variations, additions and deletions would be reported retrospectively to Cabinet in accordance with Financial Procedure Rule 3.13 and bring the management of the Highways Capital Plan into step with other council capital programmes.

3. Implications for the Council

The delivery of the Capital Programme can be delivered within existing legal, financial, human resources and information technology framework.

4. Consultees and their opinions

Strategic Finance, the Capital Delivery Board and Assistant Director's Group have been consulted and are in agreement with the contents of this report.

5. Next steps

Highways will continue to manage the delivery of schemes within the Capital Plan by updates throughout the financial year to Cabinet.

6. Officer recommendations and reasons

- a) That Cabinet note the additional £0.861m grant income has been applied to highway baseline allocation for 2015/16
- b) That Cabinet approve the detailed Capital Plan in the sum of £17.228m as shown in Appendix 1 subject to approval of the updated Capital Investment Plan by Council at their meeting on 29th July 2015.
- c) That authority is delegated in accordance with the Council's Financial Procedure Rules 3.12 - 3.13 dated April 2015, to the Director of Place to manage the Highways Capital Plan.

7. Cabinet portfolio holder recommendation

The portfolio holder, Councillor Steve Hall, agrees with the content of the report and is happy for it to proceed to Cabinet.

8. Contact officer and relevant papers

Graham Mallory
Group Engineer – Highways & Operations
Tel: 01484 221000
Email: graham.mallory@kirklees.gov.uk

Papers: Appendix One - Highways Detailed Baseline Capital Plan 2015-16

9. Assistant Directors responsible

Joanne Bartholomew
Assistant Director – Place
Tel: 01484 221000
Email: Joanne.bartholomew@kirklees.gov.uk

Paul Kemp
Acting Assistant Director – Place
Tel: 01484 221000
Email: Paul.kemp@kirklees.gov.uk

10. Background Papers

- a) Report to Council – 18th February 2015
- b) Report to Cabinet – 30th June 2015

Programme and Lead Service/ Officer	Project Name / Location	Project Works	Ward	Business Case reference	Capital Delivery Board Date	AD Group Date	Cabinet Approval Date	C.O.R. Reference	Expected start date	Expected end date (practical completion)	Funding	Expected total cost of the project £000's	June 15 Proposed 2015/16 Budget £000's	Feb 15 Approved 2015/16 Budget £000's	Increase
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HIGHWAYS CAPITAL PLAN SUMMARY 2015/16

Total Planning Allocation		17228	14009	3219
Borrowing		6216	5237	979
Self/Service Funded		0	0	0
Grant/Contribution		11012	8772	2240
Receipts		0	0	0

MAINTENANCE															
Jon Evans	1A - Principal Roads								01/04/2015	31/03/2016	B				
											G	2,000	2,000	0	
											T	2,000	2,000	0	
Jon Evans	1B - Roads Connecting Communities								01/04/2015	31/03/2016	B	22		22	
											G	2,630	2,630	0	
											T	2,652	2,630	22	
Jon Evans	1C - Unclassified Roads								01/04/2015	31/03/2016	B	2,856	2,425	431	
											G				
											T	2,856	2,425	431	
Farhad Khatibi	1D - Structures								01/04/2015	31/03/2016	B				
											G	1,825	1,425	400	
											T	1,825	1,425	400	
Andy Bullen	1F Street Lighting Replacement Strategy								01/04/2015	31/03/2016	B	2,174	1,764	410	
											G	313	313	0	
											T	2,487	2,077	410	
Graham Mallory	1J - Unadopted Roads								01/04/2015	31/03/2016	B	95	50	45	
											G				
											T	95	50	45	
Liz Twitchett	1K - CCTV								01/04/2015	31/03/2016	B	11		11	
											G	259		259	
											T	270	0	270	

Maintenance Total	T	0	12,185	10,607	1,578
External Funding	T	0	7,027	6,368	659
Net Maintenance Total	T	0	5,158	4,239	919

MAINTENANCE TOTAL

INTEGRATED TRANSPORT														
Steven Hanley	2A - Integrated Public Transport							01/04/2015	31/03/2016	B		17		17
										G		1,325	750	575
										T		1,342	750	592
David Caborn	2B - Network Management							01/04/2015	31/03/2016	B		177	160	17
										G		868	743	125
										T		1,045	903	142
Steven Hanley	2C - Cycling and Walking							01/04/2015	31/03/2016	B		43	43	0
										G		384		384
										T		427	43	384
Liz Twitchett	2E - Safer Roads							01/04/2015	31/03/2016	B		219	195	24
										G		1,318	911	407
										T		1,537	1,106	431
Paul Hawkins	2J - Town Centre Car Parking							01/04/2015	31/03/2016	B		152	150	2
										G				0
										T		152	150	2
Tom Ghee	2K - Flood Management and Drainage Improvements							01/04/2015	31/03/2016	B		450	450	0
										G		90		90
										T		540	450	90

INTEGRATED TRANSPORT TOTAL

GRAND TOTAL

IT Total	T	0	5,043	3,402	1,641
External Funding	T	0	3,985	2,404	1,581
Net IT Total	T	0	1,058	998	60
Gross Programme Total		0	17,228	14,009	3,219
External Funding		0	11,012	8,772	2,240
Net Programme Total		0	6,216	5,237	979

External Funding Summary

Maintenance	LTP Maintenance Grant	6116	6116	0
	Additional Maintenance Grant rollover	230	230	
	Challenge fund grant	400		
	Developer - Structures	22	22	0
	Insurance	259		259
Integrated Transport	LTP IT Grant	3386	2247	1139
	LTP IT Grant rolled over	127		127
	Road Safety	274	157	117
	CCAG cycling grant	100		100
	Environment Agency Grant rolled forward	90		90
	developer Contribution (Demex) cycling	8		8
Total		11012	8772	2240

DETAILED HIGHWAYS CAPITAL PLAN 2015/16

Total Planning Allocation	17228	17228	14009	3219
Borrowing	6216	6216	5237	979
Self/Service Funded	0	0	0	0
Grant/Contribution	11012	11012	8772	2240
Receipts	0	0	0	0

MAINTENANCE

1A - Principal Roads														
Programme Manager: Jon Evans														
80441	Principal Road Surfacing Dressing Programme	Road Surfacing	Various							T		565	Detail Not Previously Supplied	
81043	Minor Maintenance - Pre Surface dressing patching	Minor Repairs / Patching	Various							T		450		
84515	A629 Wakefield Rd, Dalton	Footways	A,I							T	645	80		
84772	A638 Bradford Road, Littletown	Road Resurfacing	U							T	600	315		
84968	A616 Woodhead Road, Berry Brow	Drainage	W							T	35	35		
85009	A62 Southgate, Huddersfield	Road Resurfacing	I&W							T	200	200		
C.12829	A652 Bradford Road, Dewsbury	Road Resurfacing	K							T	40	40		
C.12860	Anti skid sites within surface dressing	Road resurfacing	Various							T	140	140		
C.12995	A58 Whitehall Road (West), Cleckheaton	Road Resurfacing	F							T	175	175		
	Priority footway programme	Footway schemes								T	200	200		
	Planned over expenditure									T		-200		
	schemes to be identified									T				
										B				
										G		2,000		2,000
										T		2,000	2,000	0
SUB TOTAL (1A)														

1B - Roads Connecting Communities													
Programme Manager: Jon Evans													
80636	B & C Road Surface Dressing Programme	Road Surfacing	Various							T		485	Detail Not Previously Supplied
81044	Minor Maintenance - Pre surface dressing patching	Minor Repairs / Patching	Various							T		200	
84780	C554 Long Lane, Dalton	Footways and road repairs	I							T	700	200	
85011	B6108 Meltham Road, Netherton	Road Resurfacing	H							T	120	120	
C.12764	Additional Severe Weather Grant	Patching / surface dressing	Various							T	607	230	
C.12996	C576 Miry Lane, Thongsbridge	Road Resurfacing	R							T	210	210	
C.12997	C546 Whitechapel Road, Cleckheaton	Road Resurfacing	F							T	200	200	
C.12999	B6117 Jeremy Lane, Heckmondwike	Road Resurfacing	P							T	185	185	
C.13000	C638 Bradford Road, Oakenshaw	Road Resurfacing	F							T	200	200	
C.13001	C576 Thong Lane, Thongsbridge	Road Resurfacing	R							T	235	235	
C.13002	C577 Paris Road, Scholes, Holmfirth	Road Resurfacing	R							T	195	195	
C.13182	C565 Hallas Lane, Kirkburton minor retentions	Road Resurfacing	S							T	170	170	
										T		22	

Reserve scheme													
C.12998	C664 Willow Lane, Birkby	Road Resurfacing	O							T	325		
										B		22	22
										G		2,630	2,630
										T		2,652	2,630
													0
													22
SUB TOTAL (1B)													

1C - Unclassified Roads													
Programme Manager: Jon Evans													
84971	Stearnard Lane, Mirfield	Road Reconstruction	V							T	175	175	Detail Not Previously Supplied
C.13180	Kirkgate, Huddersfield	Road Resurfacing	W							T	100	100	
C.13181	Westgate, Huddersfield	Road Resurfacing	W							T	180	180	
C.13183	Highgate Lane, Lepton	Road Reconstruction	A							T	190	190	
C.13184	Jeremy Lane, Heckmondwike	Road Reconstruction	P							T	75	75	
C.13185	Merton Street, Huddersfield	Road Reconstruction	W							T	90	90	
C.13186	Dunbottle Lane, Mirfield	Road Reconstruction	V							T	170	170	
C.13187	Mill Street East, Dewsbury	Road Reconstruction	L							T	180	180	
C.13188	Railway Street, Huddersfield	Road Reconstruction	W							T	70	70	
C.13190	Park Head Lane, Holmfirth	Road Reconstruction	R							T	60	60	
	West Park Street, Dewsbury	Road Reconstruction	M							T	80	80	
	Dryclough Road, Crosland Moor	Road Reconstruction	H							T	20	20	
	Thornhill Road, Marsh	Road Reconstruction	O/T							T	350	350	
C.13192	Pavement repairs	Footway Surfacing	Various							T	250	250	
	Schemes to be identified									T		455	
	Ward Member schemes from 2014/15 programme									T		390	
	minor retentions									T		21	
										B		2,856	2,425
										G			431
										T		2,856	2,425
SUB TOTAL (1C)													431

1D - Structures																	
Programme Manager: Farhad Khatibi																	
	Minor Retentions																
1877	Minor Structural Maintenance	Cyclical Works	Various									T		25	Detail Not Previously Supplied		
2438	Walling Works	Walling Works	Various									T		290			
80622	Interim Measures	Installations	Various									T		310			
C.12914	Clough House Bridge, Slaithwaite	Strengthening	G									T		175			
81349	Dalton Bank Rd Bridge, Colnebridge	Strengthening	I									T	30	5			
C.12517	Thick Hollins Bridge, Meltham (K0039)	Strengthening	Q									T	410	380			
C.12518	Millmoor Road Culvert, Meltham (K1306)	Strengthening	Q									T	120	100			
	Alder Street Bridge, Fartown	Strengthening	B									T	60	30			
	Challenge fund schemes	Retaining walls										T	30	30			
												T		480			
												B					
												G		1,825		1,425	400
SUB TOTAL (1D)												T		1,825	1,425	400	

1F Street Lighting Replacement Strategy																		
Programme Manager: Andy Bullen																		
Minor retentions																		
	Almondbury Ward 2015	LED Lantern Upgrades	A															
	Ashbrow Ward 2015	LED Lantern Upgrades	B															
	Batley east Ward 2105	LED Lantern Upgrades	C															
	Batley west ward 2015	LED Lantern Upgrades	D															
	Birstall & Birkenshaw Ward 2015	LED Lantern Upgrades	E															
	Cleckheaton Ward 2015	LED Lantern Upgrades	F															
	Colne Valley Ward 2015	LED Lantern Upgrades	G															
	Crosland Moor & Netherton Ward 2015	LED Lantern Upgrades	H															
	Dalton Ward 2015	LED Lantern Upgrades	I															
	Denby Dale Ward 2015	LED Lantern Upgrades	J															
	Dewsbury East Ward 2015	LED Lantern Upgrades	K															
	Dewsbury South Ward 2015	LED Lantern Upgrades	L															
	Dewsbury West Ward 2015	LED Lantern Upgrades	M															
	Golcar Ward 2015	LED Lantern Upgrades	N															
	Greenhead Ward 2015	LED Lantern Upgrades	O															
	Heckmondwike Ward 2015	LED Lantern Upgrades	P															
	Holme Valley North Ward 2015	LED Lantern Upgrades	Q															
	Holme Valley South Ward 2015	LED Lantern Upgrades	R															
	Kirkburton Ward 2015	LED Lantern Upgrades	S															
	Lindley Ward 2015	LED Lantern Upgrades	T															
	Liversedge & Gomersal Ward 2015	LED Lantern Upgrades	U															
	Mirfield Ward 2015	LED Lantern Upgrades	V															
	Newsome Ward 2015	LED Lantern Upgrades	W															
	2014/15 programme schemes to be identified																	
SUB TOTAL (1F)																		
1J - Unadopted Roads																		
Programme Manager: Graham Mallory																		
	James Street, Slaithwaite	Unadopted road improvement	G															
SUB TOTAL (1J)																		
1K - CCTV																		
Programme Manager: Liz Twitchett																		
	C.12487	CCTV Control Room	Control room upgrade	G														
SUB TOTAL (1K)																		

Maintenance Total	T	12,185	10,607	1,578
Grant total	T	7,027	6,368	659
Net Maintenance Total	T	5,158	4,239	919

INTEGRATED TRANSPORT

2A- Integrated Public Transport														
Programme Manager: Steven Hanley														
82563	Heckmondwike Bus Hub	Bus Hub	P							T	630	17	Detail Not Previously Supplied	
84208	Huddersfield Town Centre	Town Centre Improvement Works	W							T	1,512	1,278		
C.13193	Electric vehicle charging points	Charging points	Various							T	30	30		
	Bus Hot Spots	Bus congestion study	Various							T	17	17		
										B		17		
SUB TOTAL (2A)										G		1,325	750	
										T		1,342	750	17
													575	592

2C Mobility, Walking and and Cycling Initiatives																			
Programme Manager: Steven Hanley																			
8238	Neighbourhood Paths	Various	Various																
81968	Disabled Crossing Facilities	Various	Various										T			6			
82032	Urban Path Improvements	Various	Various										T			10			
													T			6			
C.12838	Huddersfield Town Centre Cycle Links	Cycle Route	Various										T	150		148			
C.12839	Dewsbury Town Centre Cycle Link	Cycle Route development											T			1			
C.12840	Wilton Park Batley Birstall Cycle Route	Cycle Route development											T			2			
C.12841	Spenn Valley Greenway east extension	Cycle Route development											T			10			
C.12842	Headlands Road to Spenn Valley Greenway	Cycle Route development											T			4			
C.12844	Dalton - Deighton Greenway Ph 1	Cycle Route	Various										T	170		137			
	Minor retentions												T			3			
	Cycle City Ambition Grant 2 Schemes	Cycle Route	Various																
	Huddersfield Town Centre	Cycle Route											T			60			
	Huddersfield Narrow Canal (Huddersfield to Golcar)	Cycle Route											T			20			
	Bradley to Brighouse	Cycle Route											T			20			
													B			43	43	0	
													G			384		384	
													T			427	43	384	
SUB TOTAL (2C)																			

Detail Not Previously Supplied

OTHER PROGRAMMES																			
2J - Town Centre Car Parking																			
Programme Manager: Paul Hawkins																			
84713	Alfred Street - Market Hall, Hudds	Car park maintenance	W																
SUB TOTAL (2J)																			
2K - Flood Management and Drainage Improvements																			
Programme Manager: Tom Ghee																			
81820	Minor Drainage Works	Bulk Provision -- minor works	Various																
81820	Contributions to surfacing schemes	Contributions	Various																
	Flood Management Schemes to be identified	Drainage improvement schemes	Various																
	Complete 2014/15 programme																		
SUB TOTAL (2K)																			

IT Programme Total	T		5,043	3,402	1,641
LTP IT Grant	T		3,985	2,404	1,581
Net IT Programme Total	T		1,058	998	60
Gross Programme Total			17,228	14,009	3,219
External Funding			11,012	8,772	2,240
Net Programme Total			6,216	5,237	979



Name of meeting: Cabinet
Date: 28th July 2015

Title of report: A Development Management Charter for Kirklees

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Is it in the Council's Forward Plan ?	No
Is it eligible for "call in" by Scrutiny ?	No
Date signed off by <u>Director</u> & name	Jacqui Gedman - 13.07.15
Is it signed off by the Director of Resources?	David Smith - 10.07.15
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft – 15.07.15
Cabinet member portfolio	Cllr Steve Hall – Development Management

Electoral [wards](#) affected: All
Ward councillors consulted: All

Public or private: Public

1. Purpose of report

- 1.1 To inform Members of the Development Management Charter for Kirklees and to seek their endorsement to the document and agree to publish this on the Council's website as information for the general public.
- 1.2 The Charter sets out in one place all current practices and the Council's approach to the various stages of the planning process. It is designed to be a guide to developers, communities and applicants setting out the expectations of the development management service. Importantly, it provides an outline of the consultation/notification procedures and practices to be adopted by the Council in respect of its development management function. Periodically the Council will review this Charter to ensure that it remains up-to-date and an accurate summary of the Council's development management consultation/notification.
- 1.3 Whilst the Council already has this information forming part of the Statement of Community Involvement (SCI), which can now be viewed on the web, consultation/notification requirements in development management are more

susceptible to alteration because of statutory/legal changes to legislation at national level. As such the proposed Charter can be updated more easily and can be read with the SCI.

2. Key points

Background

- 2.1 Being supportive of growth is important to ensure that Kirklees continues to provide the homes and jobs required for the future. This needs to be matched by a development management process which is efficient and responsive, with minimal delay. Equally, it is important to balance values of the community with the protection of our built and natural environment

Statement of Community Involvement (SCI)

- 2.2 Members will recall that the SCI was considered by Cabinet on 16th June 2015. It was agreed to take this forward to public consultation. This exercise will expire on 31st July 2015. The SCI makes reference to a Development Management Charter. This report sets out the Council's intentions on this matter. However, it should be noted that no changes from current practice, particularly around notification, are proposed.

Leeds City Region Planning Charter and Pledge 2012

- 2.3 At the city region level there is recognition that economic growth is important. As part of the growth agenda a responsive and helpful planning service is part of the offer to businesses and the future economy of the city region. As a response to this all the local planning authorities have signed up to the Leeds City Region Planning Charter. This is largely aimed at major investment proposals and includes:

- a commitment to being helpful with constructive pre-application discussions and advice;
- a commitment to Strategic Committees to oversee strategic and significant job and housing growth in a particular LPA area; and
- a commitment to having an up to date development plan.

- 2.4 The Leeds City Region Planning Charter is the city region's commitment to business friendly planning and has been adopted by this, and other, Councils across the city region. It sits alongside our performance management regime and our pre-application advice service.

The PAS Review

- 2.5 PAS review was an important assessment of how we can make changes for the better. We have implemented some of the recommendations including the setting up a Strategic Planning committee and refined our pre-application processes.

3. Discussion

- 3.1 It is important that our attitude to business, job and housing growth and economic activity continues to evolve. We also need to ensure that we have a process which allows engagement and assists in securing the best possible outcomes.

- 3.2 Whilst we have adopted the LCR Charter as part of our day to day practices we do need a greater local element to our expectations of developers and applicants. Also we also need to articulate what communities can expect in terms of engagement and statutory publicity on planning applications.
- 3.3 To make sure that our intentions are clear we have put together a development management charter (see Appendix A)
- 3.4 The Charter puts into one place all of our approaches to the various stages of the planning process; in particular:
- pre- application discussion and consultation;
 - the involvement of elected Members;
 - our approach to obligations and conditions;
 - planning performance agreements;
 - methods of notification and how we consult on planning applications; and,
 - how we use comments and give feedback.
- 3.5 Importantly, set out in Table 2 of Appendix A, are the legal notification standards for different types of planning application.

4. Implications for the Council

As this is a consolidation of current practices within development management, officers consider that there are no identifiable implications for the Council.

5. Consultees and their opinions

None.

6. Next steps

Should Members be minded to agree the officer recommendation then the intention is to promote and make the Charter publicly available. It will be placed on our website and circulated to known agents and developers.

7. Officer recommendations and reasons

- 7.1 To ensure developers, communities and planning agents are fully aware of our expectations and standards Members are asked to endorse and agree the content of the Development Management Charter for Kirklees.
- 7.2 Should members agree to the content of the Charter officers recommend that the document is published on the Council's website as information for the general public and that it is circulated widely amongst agents and developers as a way to publicise its content.

8. Cabinet portfolio holder recommendation

The Portfolio Holder, Cllr Steve Hall, has been consulted on the Charter and is supportive.

9. Contact officer and relevant papers

Simon Taylor
Head of Development Management
Tel: 01484 221000
Email: simon.taylor@kirklees.gov.uk

[Appendix A: Kirklees – The Place to Grow: A Development Management Charter](#)

10. Assistant Director Responsible

Paul Kemp
Assistant Director - Place (Acting)
Tel: 01484 221000
Email: paul.kemp@kirklees.gov.uk

Kirklees - The Place to Grow

A great place to live, work and invest

A Development Management Charter

July 2015 –V1 Final

Open and Friendly Planning

We know that our businesses want to grow and we understand that the district needs new homes to meet future demand.

We created the [Kirklees Economic Strategy](#) to support economic growth across the whole of Kirklees.

Homes, jobs, infrastructure and community facilities are all important factors in delivering sustainable growth for the area.

The Development Management service here in Kirklees is key to making sure that this happens in a planned and effective way.

We welcome open dialogue with developers to bring about swift and effective decisions on planning applications.

We also recognise the potential impact on communities and their need to be engaged.

Positive about Development

This charter is our specific commitment to consult and engage on applications submitted to the local planning authority.

We will make sure the engagement is effective and meets legal requirements.

This charter sits alongside the Statement of Community Involvement. Which can be found at:

<http://www.kirklees.gov.uk/business/regeneration/ldf/communityinvolvement.aspx>

We will update the charter from time to time to reflect best practice and legal requirements.

This charter is in addition to our commitment to the **Leeds City Region Planning Charter for Major Investment Proposals**. This is appended to this document as Appendix 1. This commits us to balancing the needs of development with the needs of the

community. This means that consultation and engagement needs to be carefully considered.

Pre-Application Discussions

Most planning applications benefit from specialist advice before they are submitted.

By talking to us sooner in the process these pre-application discussions provide greater certainty and clarity to an applicant by identifying planning issues and requirements at an early stage.

Pre-application engagement is an important part of the **Leeds City Region Planning Charter for Major Investment Proposals**.

In Kirklees we provide advice at three levels. These are:

- **On our Website:** Our website can be accessed [here](#). This is where you will find a suite of general advice notes, information and guidance. For example our validation checklist, which can be accessed [here](#), is an important guide to applicants on the type of information that is required when submitting an application.
- **Duty planner:** You can make an appointment to see one of our planning officers – we operate a system of appointments which you can book in advance. Call Kirklees Direct on **01484 414746**.
- **Formal pre-application advice service:** This is ideal for larger applications – [click here](#). For a fee you can access senior planning officers, technical consultees and potentially brief Members of the planning committee on your proposal. This is an excellent way of getting more in depth advice on your application before you submit a formal application.

Pre-Application Consultation

Pre-application consultation will usually be appropriate for schemes where:

- the proposals are likely to have a significant impact on the environment or on the local community; and/or
- the development is likely to attract significant local interest.

We will always encourage seeking pre-application advice and undertaking pre-application consultation for major and potentially controversial proposals.

Early in the pre-application discussions we will expect the applicant/agent to agree the extent and type of pre-application consultation with us to make sure that the consultation process proposed is suitable.

Where pre-application consultation is undertaken, applicants should prepare a report summarising the type of consultation carried out, the key issues raised and how the scheme addresses these issues.

This should then be submitted with the formal planning application.

Involving Elected Members

It is important that ward members are effectively engaged in the pre-application process. They have a lot of local knowledge and engagement with them can be an effective tool in helping to deliver the right development in the right area.

Members of the planning committee can have an initial briefing on a development proposal in advance of a formal submission.

We see this as a valuable step in the whole process which can help to identify areas of concern at an early stage and will ultimately contribute to a timely and more efficient decision once an application is submitted.

Our Approach to Planning Obligations and Conditions

The 'planning obligation' is often a key part of determining a planning application (also known as a section 106 agreement).

This is a legal agreement between the owners/developers of the application site and the Council. It usually deals with the provision of new or improved infrastructure or facilities in the local area. Conditions normally deal with how a development will be carried out

We will work with applicants to make sure the terms of an obligation are agreed at an early stage. Pre-application consultation will help this process.

Ward members can also give their views on the content of planning obligations. This is useful in situations where development viability is an issue.

It is important to the local community that these obligations are delivered. Our major sites monitoring programme will make sure key sites are closely monitored for timely delivery on any contributions or obligations.

Planning Performance Agreements (PPA)

We aim for a collaborative approach to achieving development. To do this, we promote the use of Planning Performance Agreements (PPA) to secure this.

A PPA is a project plan or process map agreed by a developer and the Council at the outset of discussions on a scheme and which aims to make sure effective processing of the planning application.

It sets out the commitments of both parties in relation to:

- gathering information;
- considering options;
- formulating design proposals; and
- the scope of the planning obligations.

The Planning Application Process

Who makes decisions on planning applications?

The Council has to make decisions on applications. In 2014/15 we considered over 4000 applications. These included applications for development and changes of use as well as listed building applications, prior approvals and advertisement consents.

When making a decision we must take into account the development plan. The professional advice of planning officers sets out the planning issues to be assessed in the decision. We make a decision in one of two ways; either through our delegated powers or at one of our planning committees.

It is usually smaller proposals, particularly where no relevant planning objections have been received, which are decided by powers delegated by the Council to the Director of Economy, Skills and the Environment. Either way consultation arrangements are the same.

How do you find out about planning applications?

We are required to publicise most planning applications. This gives people an opportunity to express their views on proposals. Minimum requirements for **how** people are notified of planning applications are set down in legislation and explained in the table below. We will use the methods set out in **Table 1** to notify the community about planning applications.

TABLE 1 - METHODS OF NOTIFICATION

Notification Method	Statutory Requirement?	Comment
Site Notice	Yes*	These are displayed in a public place at or near the application site. They contain details of the proposal, where plans can be viewed and contact details to obtain further information. One or more notices may be displayed depending on the size and location of the proposed development.
Letters	Yes*	Letters are sent to owners/occupiers of adjoining neighbouring properties which are touching a boundary to the application site.
Website	Yes	Kirklees' website contains details of all applications including copies of all associated documents and drawings. You can search by number of criteria, track the progress of applications and submit comments on line.
Website Email Alerts	No	Overtime we will develop this facility
Weekly List of Applications	No	A copy of the list of applications we have received in a particular week is published on the website.
Press Notice	Yes	A notice is placed every week in a local newspaper for the following types of application and development: <ul style="list-style-type: none"> • Major applications • Listed building consent • Affecting a Conservation Area • Affecting a setting of a listed building • Where an Environment Statement is submitted • Departures from a development plan • Affecting a Public Right of way

*The requirement is for either a site notice or letter in most cases

How do we notify the community on planning applications?

In deciding how and who to notify on a planning application we will use the criteria set out in **Table 2**.

We will not notify on the following types of applications for which there is no statutory requirement to do so:

- certificates of lawfulness of proposed use or development;
- internal alterations only to a Grade II listed building;
- advertisements;
- approval of details reserved by conditions (except external works to any listed building)
- revisions to planning applications once valid; and
- 'non-material' amendments.

There is no statutory requirement to notify local civic and amenity societies and residents' associations but we recognise that they are interested in applications in their area and are a continuing source of advice on planning and other applications.

In order that these groups are made aware of planning applications, we will promote the use of the search facility on the website and, in the future, an email alert facility.

The **standards and methods** we use to notify people about different types of planning application are set out in **Table 2**.

How we will use comments and give feedback

All comments and feedback received on all applications are summarised in the officer (or committee) report on the application and are considered before a decision is made.

We normally have to wait 21 days from the consultation start date for responses to be received before we can make a decision on most planning applications.

Comments and feedback (representations) always need to be made in writing, whether via email or letter.

For the planning officer to take comments into account when considering an application the comments must relate directly to the actual application (known as 'material considerations'). There is advice and guidance about making your views known on planning applications on our website.

We will acknowledge receipt all written comments received via email where we are requested to do so. We will acknowledge receipt of written comments received via post when accompanied by a stamped addressed envelope.

If an application is to be decided at a committee, details will be provided regarding the date, time and location of the meeting on the Council's website.

The guidance note on public speaking at planning committees that sets out the relevant arrangements and procedures can be viewed on the Council's website [click here](#).

In accordance with the requirements of 'Openness of Local Government Bodies Regulations 2014', all committees are web cast and can be viewed online.

Once a decision has been made on a planning application, the decision will be available to view on the planning website under the application details.

We will try to notify everyone who has made written comments of the decision made. This will be either by email, letter or press advertisement.

Further Information and Contacts

1. **Kirklees Website:** www.kirklees.gov.uk
2. **Kirklees Direct: Telephone** 01484 414746
3. **Kirklees Development Management email:** dc.admin@kirklees.gov.uk
4. **Panning Portal:** www.planningportal.gov.uk

TABLE 2 – NOTIFICATION STANDARDS FOR PLANNING APPLICATIONS

Development Type	Site Notice	Letters*	Advert	Website	Notes
Subject to Environment Statement	Yes	Yes	Yes	Yes	DMPO Art 15 para. 2 app – see Reg 16 of SI 11/1824
Departure from Development Plan	Yes	Yes	Yes	Yes	DMPO Art 15 para. 2 app
Affecting Public Right of Way	Yes	Yes	Yes	Yes	DMPO Art 15 para. 2 app
Major Development **	Yes	Yes	Yes	Yes	Includes all minerals & waste development apart from that set out above.
Minor Development	Yes	Yes	No	Yes	
Householder Application	Yes	Yes	No	Yes	
Affecting the Setting of a Listed Building	Yes	Yes	Yes	Yes	Reg 5A LB & CA Regs 1990
Affecting the character or appearance of a conservation area	Yes	Yes	Yes	Yes	Reg 5A LB & CA Regs 1990
Listed Building Consent ***	Yes	No	Yes	Yes	Reg 5A LB & CA Regs 1990
Variation or removal of conditions attached to a previous approval	Notify in the same way to the original application				
Telecommunications prior approval	Yes	No	Yes****	Yes	T&CP GPDO Sch2, part 16
Modification or discharge of Section 106 Agreement	Yes	Yes	Yes	Yes	Reg 5 S.I 1992/2832
Neighbour Consultation scheme for larger rear extensions (presently until 30 th May 2019)	No	Yes	No	Yes	T&CP GPDO Sch2, part 1 Class A.1 (g)
Reserved matters submissions	Same as Outline			No statutory requirement	
Applications for Certificates of lawfulness for existing use/development	Yes	No	No	Yes	No statutory requirement

Development requiring 'prior approval' not in any of the categories above	Yes	No	No	Yes	T&CP GPDO Sch2, Part 3 Classes C, J, M, N, O, P, Q, R, S, T, , Part 4 Class E, Part 7 Class C
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NOTES

* - The definition of adjoining owner/occupier means any owner or occupier of land contiguous (touching the boundary) with the land to which the application relates.

** - Major development is defined as any one or more of the following:

1. the winning and working of minerals or the use of land for the mineral working deposits;
2. waste development;
3. the number of dwelling-houses where –
 - a. the number of dwelling-houses to be provided is 10 or more; or
 - b. the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within paragraph (c)(i);
4. the provision of a building or buildings where the floor space to be created by the development is 1000m² or more;
5. development carried out on a site having an area of 1 hectare or more.

*** This includes approval of details and variation of conditions involving extensions or alterations to the external appearance of a listed building and internal alterations only to Grade 1 and 2* buildings

**** A press advert will be published in the following circumstances:

- Departures
- Affecting a PROW
- Site area of more than 1 hectare

APPENDIX 1

Leeds City Region Planning Charter for Major Investment Proposals 2012

The Leeds City Region Local Enterprise Partnership has developed a charter which sets out how the Local Planning Authorities and Developers will work together to ensure that proposals major new investments will be dealt with in an efficient and effective way throughout the city region. The Charter represents the first step towards creating a seamless service for investors wherever they choose to locate in the city region.

Definitions

What is a major investment proposal?

- They are of major strategic significance in terms of one or more of the following; job growth, investment value and regeneration. Clearly the scale of this will be different in different parts of the city region, for instance the scale of proposal that is strategically significant in Bradford or Harrogate would be different. Each authority will set out which applications will be subject to the Charter
- Or are proposals that are eligible for large scale, time limited, public funds.

The Charter Pledge

Charter Pledge sets out clearly what the developer can expect from the Local Authority and vice versa.

Local Authorities will:

- Work together to ensure and maintain a comprehensive and up to date Development Plan framework. This will:
 - Enable the delivery of the priorities in the LEP Plan;
 - Provide certainty over development opportunities;
 - and help inform investment decisions.
- The Local Authority will nominate a project co-ordinator to lead the process in conjunction with the Developer. The Local Authority nominee will:
 - Agree with the Developer a timetable and milestones for the application to deliver a decision in the shortest period of time practicable;
 - Set out requirements for consultation (internal and external) and work with the Developer to ensure appropriate pre application public consultation takes place;
 - Set out the Local Authority's aspirations for any legal agreement and land transactions;
 - Maintain a regular dialogue with the developer and ensure changes required by either the local authority or the Developer are made promptly.
- Work in partnership with customers and stakeholders to bring forward successful applications that deliver high quality sustainable development.
- Work with customers to understand their business needs and development proposals to ensure that everyone involved understands scheme viability and deliverability.

- Undertake regular reviews, led by the Local Authorities, of the service we deliver in conjunction with customers giving all involved opportunity to shape future delivery.

Developers will:

- Agree a Project Plan, including key stages and milestones, which take into account the need for discussion and review to take place, keeping the Council informed of progress at all key stages.
- Undertake an urban design analysis to inform the evolution of the scheme and the subsequent development of the design and access statement
- Engage in meaningful pre application discussions, with adequate time allowed for the preparation of essential information and assessment proposals, including appropriate community consultation
- Respond within the agreed timescales to requests for further information and/or revisions
- Attend project meetings with relevant persons
- Submit a complete planning application with appropriate supporting information as agreed with the Council, including a draft legal agreement where appropriate.

The Local Enterprise Partnership Board will receive regular reports on the performance of the agreement and will review it as required.

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Name of meeting: Cabinet
Date: 28th July 2015

Title of report: Parks and Open Spaces Maintenance Standards

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes
Is it in the Council's Forward Plan ?	Yes
Is it eligible for "call in" by Scrutiny ?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman - 14/07/15
Is it signed off by the Director of Resources?	David Smith - 16/07/15
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft - 16/07/15
Cabinet member portfolio	Streetscene & Housing – Cllr Cathy Scott

Electoral [wards](#) affected: ALL
Ward councillors consulted: N/A

Public or private:

1. Purpose of report

- 1.1 This report seeks to inform and update Cabinet on the progress of delivering new service standards to parks and open spaces sites and report on the issues raised from feedback.
- 1.2 The report also seeks approval of the recommendations to adopt the new service standards subject to regular review and for District Committees to influence local changes within resource allocation.

2. Key points

2.1 Background

- 2.1.1 A Budget decision was made in Feb 2015 to reduce the parks and open spaces budget by £1.3m and as a result changes have been

made to the operating model to allow for scaling of the service and target resources where they are needed.

- 2.1.2 The reduction in ftes is equivalent to a 22% cut in gardener numbers (50,000 hours based on 52 wks x 37hrs x 26ftes). Once you factor in the impact on other costs e.g. reduced tools, equipment, plant and transport – this generates the overall saving (£1.3m) which is approximately 1/3rd of the net controllable budget.
- 2.1.3 For context it is important to note that the service is responsible for cutting 350 hectares of grass in parks and open spaces (which equates to 490 football pitches) and also cuts a total of 405 hectares (which equates to 567 football pitches) made up of Housing, Highways, Bereavement Services, Schools and other Council services.
- 2.1.4 The total amount of grass that the service cuts is 755 hectares (which equates to 1,057 football pitches).
- 2.1.5 The service also grows over 400,000 plants per year to go into beds, hanging baskets and floral displays.

2.2 Service Standards

- 2.2.1 In setting our new standards we have considered the impacts that reduced maintenance and display regimes can have and in order to maximise the positive outcomes for all residents the standards aim to:
- Preserve access to quality parks and open spaces
 - Apply reduced frequencies of maintenance and introduce natural areas on sites that are used less, allowing funding to be directed towards safeguarding sites that are rich in cultural, historical and societal value
 - Promote economic activity through vibrant town centre environments
 - Maximise opportunities to create natural areas that will provide important habitat for plants and wildlife that are under threat.
- 2.2.2 Taking a 'best judgement' approach sites have been assigned into 4 categories of reducing maintenance and planting ranging from Gold receiving the highest level of maintenance, Silver and Bronze to the introduction of natural areas that receive the least maintenance.
- 2.2.3 A copy of the service standards are attached in (Appendix A) which identifies how the standards will affect sites, including a list of sites showing which standard has currently been allocated, broken down into District Committee areas.
- 2.2.4 New service standards in maintenance started to be introduced from April 2015 in order to see the impact through the growing season and the current configuration runs to the end of June, allowing a period for feedback to identify the impact the changes have on both the landscape and users of the sites.

2.2.5 New service standards in planting and floral displays will be implemented by April 2016.

2.3 Feedback

2.3.1 The feedback on maintenance has come from a number of forums i.e. facebook, email, Councillors and staff.

2.3.2 Key themes from the feedback are:

- Long grass looks unsightly
- Dog fouling will increase and become a health issue
- Leisure activities will be limited or reduced

2.3.3 A cross sample of some of the received comments are:

'If the grass is no longer cut this will make it extremely difficult to clear up dog mess in the long grass which is not satisfactory when there could be children playing in this area. If the grass is left to grow I am concerned this will make it unsafe for children to continue to meet here if the view of the children is shielded by the long grass.'

"why can't they (the council) cut the two halves alternately rather than allow one half to become an in-penetrable weed farm. [or words to that effect] So may I make that request; Can you mow the two halves alternately?"

'Making provision for wild flower areas is something that we should all welcome given the reduction in bees etc. If it saves money that is also good.'

'For some reason the grass on the Park is only being cut in certain sections and we were curious as to why this was happening, apart from making the park look extremely scruffy it is impossible for my son who is a full time wheelchair user to access all areas of the park.'

'What a pleasure to at last see the highways cutting our grass verge today. I was just about to put a complaint in. The grass is now about 1 foot high and looks absolutely appalling.'

'I know the Council's come in for a bit of stick for doing 'incomplete' grass cuts, however, for the first time in 3 years of parking by the grassed verge area, that the Goldfinches have fed at ground level. They seem to be feasting on the dandelion heads. So, thank you and your team for making my school-run mornings enjoyable!'

2.3.3 Details of feedback received for each District Committee area are shown in (Appendix B).

2.4 Recommendations

- 2.4.1 That the new service standards set out in Appendix A are adopted in parks and open spaces and flexibility to change the service standards as identified in Appendix A be devolved to District Committees as set out in paragraph 2.4.3 .
- 2.4.2 That regular reviews are completed at key points to capture all seasons and again are fed via District Committees to understand the impact.
- 2.4.3 That the decision making is devolved to District Committees to allow them to make changes (should they decide to do so) to the standard a site is allocated to reflect local community need within resource allocation.
- 2.4.4 That given the need to ensure Best Value the Assistant Director, author of the report, be delegated the responsibility to find the most cost effective solution to the future provision of seasonal plants.

3. Implications for the Council

- 3.1 The operating model for parks and open space service standards is budgeted within the current financial resource allocation.

4. Consultees and their opinions

- 4.1 Portfolio Holders, Cabinet, Officers of Streetscene and Housing have been consulted and are in favour of the proposals.

5. Next steps

- 5.1 A report will be delivered to district committees to allow members to influence changes to local need.
- 5.2 Public engagement could be included in the next available phase of Time to Talk.

6. Officer recommendations and reasons

- 6.1 That Cabinet members;
- note and endorse the new service standards;
 - note the issues raised in the feedback; and
 - agree the recommendations in 2.4.

7. Cabinet portfolio holder recommendation

The Portfolio holder, Cllr Cathy Scott, notes the significant amount of work that has gone in to providing a flexible operational model allowing districts to shape delivery options at a local level. The portfolio holder welcomes the opportunity for districts to shape this going forward and recommends adoption

of the operational standards and that decisions around delivery are devolved to district level.

8. Contact officer and relevant papers

Nigel Hancock
Parks Development Officer – Operations
Streetscene and Housing
Tel: 01484 221000
Email: nigel.hancock@kirklees.gov.uk

Papers:
Service standards (Appendix A)
Feedback (Appendix B)

9. Assistant director responsible

Joanne Bartholomew - Assistant Director
Place – Physical Resources and Procurement
Tel: 01484 221000
Email: joanne.bartholomew@kirklees.gov.uk

Gold Parks and open spaces

Maintenance standards

What is a Gold site?

- High profile area within major centres that are seen and used by the whole community
- Landscaping and floral displays create an attractive welcoming place
- Higher frequencies to achieve a good standard
- Gold sites may also have Silver, Bronze or Natural areas

How often will the grass be cut?

- 21 grass cuts (during the cutting season)
- 1 to 2 week intervals
- Reduced from 28 cuts

What will it look like?

- High Amenity Grass (can grow up to 5cm between cuts)
- Floral bedding displays or herbaceous planting
- Seasonal floral hanging baskets & planters in gold town centres
- Shrub Beds
- Hedges
- Play & Sports facilities

Where are the Gold sites?

- Principal Parks
- Memorial Parks
- Principal Gold Town Centres
- Crematoria

During the Summer floral decorations will be provided in Gold town centres helping to create vibrant environments. The current resource allocation of baskets and planters is:

Batley & Spen District Committee

- **Batley Town Centre**
 - 20 Brackets for hanging baskets
 - 5 Flower towers for planting
 - 20 Half barrels for planting

Dewsbury & Mirfield District Committee

- **Dewsbury Town Centre**
 - 20 Brackets for hanging baskets
 - 5 Flower towers for planting
 - 20 Half barrels for planting

Huddersfield District Committee

- **Huddersfield Town Centre**
 - 100 Brackets for hanging baskets
 - 10 Flower towers for planting
 - 20 Half barrels for planting

Kirklees Rural District Committee

- **Holmfirth Town Centre**
 - 40 Brackets for hanging baskets
 - 2 Flower towers for planting
 - 10 Half barrels for planting

Site Locations

Batley & Spen District Committee

1. Batley Memorial Park
3. Cleckheaton Memorial Park
6. Green Park
14. Royds Park
17. Wilton Park
- Batley Town Centre

Dewsbury & Mirfield District Committee

4. Crow Nest Park
5. Dewsbury Crem
10. Ings Grove Park
11. Longcauseway Gardens
- Dewsbury Town Centre

Huddersfield District Committee

2. Beaumont Park
7. Greenhead Park
9. Huddersfield Crematorium
13. Ravensknowle Park
16. St Peters Gardens
- Huddersfield Town Centre

Kirklees Rural District Committee

8. Holmside Gardens
12. Marsden Park
14. Peoples Park
- Holmfirth Town Centre

Locations

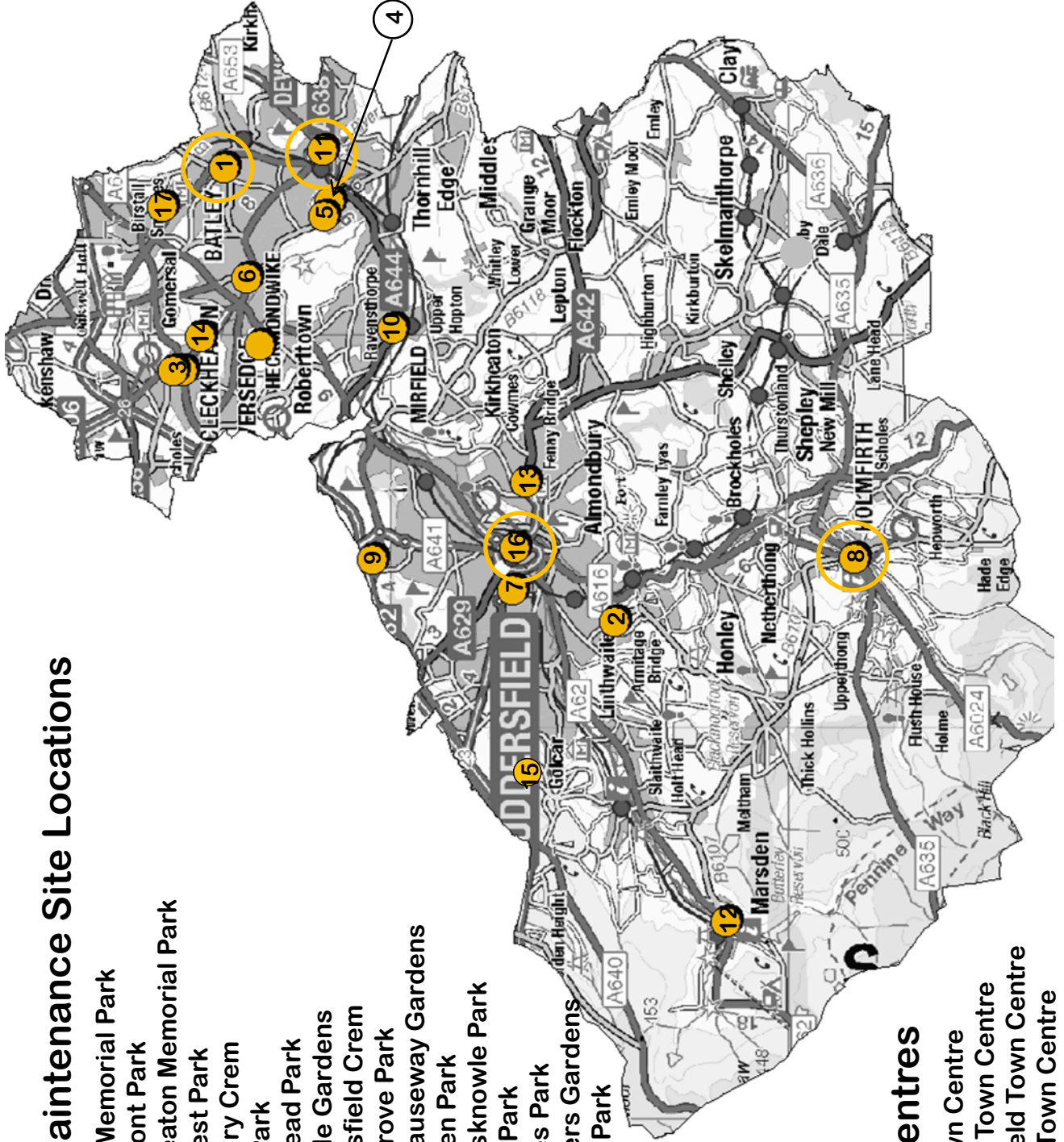
Gold Maintenance Site Locations

1. Batley Memorial Park
2. Beaumont Park
3. Cleckheaton Memorial Park
4. Crow Nest Park
5. Dewsbury Crem
6. Green Park
7. Greenhead Park
8. Holmside Gardens
9. Huddersfield Crem
10. Ings Grove Park
11. Longcauseway Gardens
12. Marsden Park
13. Ravensknowle Park
14. Royds Park
15. Peoples Park
16. St Peters Gardens
17. Wilton Park



Gold Centres

- Batley Town Centre
- Dewsbury Town Centre
- Huddersfield Town Centre
- Holmfirth Town Centre



What is a Silver site?

- Areas that are located within busy centres, or are well used by the local community
- Planting can create a welcoming place and recreation or sports facilities are available
- Moderate frequencies keep the site safe, clean, tidy and usable

How often will the grass be cut?

- 14 grass cuts (during the cutting season)
- 2 week intervals
- Reduced from 28 or 14 cuts

What will it look like?

- General Amenity Grass (can grow up to 10cm between cuts)
- Colourful herbaceous borders replace annual bedding schemes
- Shrub Beds
- Hedges
- Play & Sports facilities

Where are the Silver sites?

- Secondary Parks
- Recreation Grounds (with facilities)
- Rest Gardens
- Smaller town & village centres
- Cemeteries

Batley & Spen District Committee

- All Saints Church
- Ashcroft Close O.S
- Beck Lane Rest Garden
- Birkenshaw Lane Rec
- Birkenshaw Park
- Birkenshaw Rest Gdn (Yeb)
- Birstall Bus Shelter Fb
- Birstall Dam
- Birstall Parish Church
- Bower Lane Rec
- Bromley Road Pf
- Carr Street Pf
- Carters Field
- Cawley Lane Rec
- Chestnut Avenue P.F
- Dale Lane Rec
- Drub Rec
- Drub Rest Garden
- East Bierley F Field
- East Bierley Green
- East Bierley Mem Garden
- East Bierley Rec
- Eddercliffe Rec
- Firth Park
- Firthcliffe Walk Rec
- France Street Recreation
- Garden House Rec
- Goose Hill Rest Garden
- Hartshead Rec
- Headlands Rd Rest Garden
- Healey Play Area (Rec)
- Heights Park
- Howden Clough P.F
- Hunsworth Rec
- Hyrstlands Park
- Hyrstlands Park Multi Court
- Jessops Park
- King George V.P.F.
- Kingsley Rec
- Littletown F.Field
- Liversedge Church
- Liversedge Church Mem Gdn
- Millbridge Park
- Milton Road Rec
- Moorend Rec
- Nibshaw Rec
- Norristhorpe Rec
- Nova Lane Recreation
- Oakenshaw Rest Garden
- Pavilion Gardens
- Princess Mary Stadium
- Raikes Lane
- Raikes Lane Pavilion
- Red House Rec
- Roberttown Rec
- Savoy Os
- Scholes Rec
- Scholes Rest Garden
- Shirley Rec
- Spen Bottoms
- St Barnabas Rest Garden
- St Peg Lane Corner
- Staincliffe PF
- Sugden Park

Batley & Spennings District Committee - continued

- Taylor Street/Victoria Ave P.F
- The Show Boat Verges
- Upper Batley Lane Fields
- West End Park
- White Lee Pf

Dewsbury & Mirfield District Committee

- Bridge Street Playing Fields
- Carr House Park
- Centenary Square F Field
- Chadwick Hall Gdns O.S
- Chickenley Recreation
- Crawshaw Street Pf
- Crossley Lane Rec
- Dewsbury Parish Church
- Earlsheaton Park Play Area
- Edge Lane Rec
- Ellis'S Cricket Field
- Frank Lane Flower Bed
- Grange Road Park
- Grange Road Playing Fields
- Green Lane Rest Garden
- Headfield Park
- Holroyd Park
- Holy Trinity C Of E Church
- Honeysuckle Drive
- Hudds Rd Football Ground
- Knowle Park
- Lees Holm Park
- Lees Holm Park Multi Court
- Lower Hopton Fc
- Memorial Ground (Bg)
- Mirfield Cricket Club
- Mirfield Showground
- Moorlands Cricket Club
- Overthorpe Park
- Rectory Park
- Rock House Park
- Rock House Park Recreation
- Rock House Side Of Park
- Sands Lane Pf Arches
- Sands Lane Pf Main Area
- Sands Lane Pf No1 C Field
- Savile Sports Ground
- Savile Town F/Ball Field
- Scarr End Lane Recreation
- Upper Hopton (Gdn Of Rest)
- Upper Hopton Rec
- Wakefield Road Playing Field

Site Locations

Huddersfield District Committee

- Ainley Top Rec
- Almondbury Rec
- Bankfield Rec
- Berry Brow Recreation Ground
- Birchencliffe Rec
- Bradley Park
- Burfitts Road Rec
- Castle Hill
- Celandine Avenue Rec
- Cliffe Close Rec
- Cow Heys Rec
- Cowcliffe Hill Road Rec
- Douglas Avenue Rec
- Dryclough Rec
- Fairlea Rec
- Fartown Arena Multi Court
- Fartown Green Road Rec
- Fartown Sports Complex
- Fenton Square
- Fernside Park
- Finthorpe Rec
- Foxlow Avenue Rec
- Glenfield Avenue Rec
- Goldington Avenue Rec
- Hammond Street Rec
- Hawes Rec
- Hayfield Avenue Rec
- Heatherleigh Rec
- Heaton Gardens Hard Court Area
- Hollins Glen Rec
- Holt Ave Rec (Northfield Hall)
- Hubert Street Rec
- Ivy Street Rec
- Jim Lane Rec
- Kidroyd Rec
- Lindley Rec
- Longfield Avenue Rec
- Lowerhouses War Memorial
- Mount Rec
- Newsome Park Open Space
- Norman Park Plot
- Oak Road Rec
- Paddock Head Shops
- Plover Road Dam
- Priory Place Rec
- Rashcliffe Rec
- Reinwood Rec
- Reinwood Rec Gardens
- Smiths Ave/Hollins Ter Rec
- Southfield Rec
- Standiforth Rec
- Tenters Grove Recreation
- Walpole Rec

Kirklees Rural District Committee

- ✓ Back Lane Rec
- ✓ Birdsedge Rec
- ✓ Birdsedge Rest Garden
- ✓ Bolster Moor Rec
- ✓ Botham Hall OS (Allotments)
- ✓ Botham Hall Rec
- ✓ Broad Oak Rec
- ✓ Broadlands Rec
- ✓ Brockholes Rec
- ✓ Broomhill Close
- ✓ Burnlee Rec
- ✓ Canal Side
- ✓ Causeway Crescent Open Space
- ✓ Clayton West War Memorial
- ✓ Cliffewood Park
- ✓ Coal Pit Gate Rec
- ✓ Coronation Park
- ✓ Cross Lane Rec
- ✓ Crow Lane Playing Field
- ✓ Crow Lane Rec
- ✓ Denby Dale War Memorial
- ✓ Emley Rest Garden
- ✓ Emley War Memorial
- ✓ Farnley Rec
- ✓ Flockton Rec
- ✓ Grange Moor Rec
- ✓ Hade Edge Rec
- ✓ Hallas Road Rec
- ✓ Hawkroyd Bank Rec
- ✓ Hepworth Rec
- ✓ Hillside Crescent Recreation
- ✓ Holmbridge Rec
- ✓ Holme Rec
- ✓
- ✓ Holmfirth Fire Station SB
- ✓ Holmfirth Road Rec New Mill
- ✓ Jaggar Lane Rec
- ✓ Jubilee Field Rec
- ✓ Kayes Rec
- ✓ Kinder Avenue Open Space
- ✓ Kirkburton War Memorial
- ✓ Lightenfield Rec
- ✓ Linthwaite Football Field
- ✓ Longwood War Memorial
- ✓ Lower Cumberworth Rec
- ✓ Market Street/Scar Lane
- ✓ Marsden Park Multi Court
- ✓ Marten Drive Rec
- ✓ Meal Hill Rec
- ✓ Meltham Road Rec, Honley
- ✓ Netherthong Rec
- ✓ Netherthong War Memorial
- ✓ Nethererton Memorial Gardens
- ✓ Old Bank
- ✓ Oldfield Rec
- ✓ Sands Rec Ground
- ✓ Scapegoat Hill Rec
- ✓ Scholes Rec Moorlands
- ✓ Shepley Cenotaph
- ✓ Shepley Rec
- ✓ Skelmanthorpe Rec
- ✓ Slaithwaite Cenotaph
- ✓ Slaithwaite Spa
- ✓ Spark Street Rec
- ✓ Stocksmoor Rec

Kirklees Rural District Committee - continued

- **Sunnymead Rec**
- **Sycamore Rec**
- **Thurstonland Rec**
- **Upper Denby Rec**
- **Victoria Park Holmfirth**
- **Warburton Road Rec**
- **Westerley Way Rec**
- **Wooldale Rec**

What is a Bronze site?

- Areas that have no recreation provision and have lower usage
- Grass areas provide valuable green open space
- Minimum frequencies keep growth in check
- Bronze sites may also be naturalised to Wildlife habitat

How often will the grass be cut?

- 6 grass cuts (during the cutting season)
- 4 week intervals
- Reduced from 14 cuts

What will it look like?

- Low Amenity Grass (can grow up to 20cm between cuts)
- Shrub Beds
- Hedges
- Trees

Where are the Bronze sites?

- Areas within secondary Parks (without facilities)
- Open Spaces
- Recreation Grounds (without sports facilities)
- Highway Verges
- Greenways

Batley & Spen District Committee

- Bempton Grove
- Benny Parr Close O/S
- Broomdale Rd, Soothill Multi C
- Brow Wood Road O.S
- Brownhill Road O/S
- Church Meadows P.Area
- Clayborn Dog Area
- Cuniver Court O.S
- Fairmoor Way
- Fieldsway O.S
- Filley Royd Plots
- Fisher Way Os
- Foxglove Road O/S
- Foxglove Road Verge
- Gomersal Tunnel Mouth
- Grafton Street Recreation
- Greenacre Drive
- Grove Chapel
- Hamza Close Pa
- Heather Court Verge
- Heaton Grange P Area
- Heckmondwike Parish Church
- Howden Clough Sports Centre
- Hyrstmount Synthetic Pitch
- Laurel Drive Pa
- Leveret Way O.S
- Little Green Lane O.S
- Mill Forest Way O/S
- Millbrook Gds (Pond)
- Millbrook Gds P.A (Side 25)
- Millbrook Gds Pa (Side 56)
- Millstone Rise
- Monk Ing Rear 19
- Monk Ing Rear 21
- Monk Ing Rear 5
- Moorside Rec
- Mount Pleasant B.G.
- Mount Pleasant Ent Multi Court
- Mount Pleasant Entrance
- Mount Pleasant Park
- Mount Pleasant Sports Area
- Mount Pleasant T Pitch
- Mount Pleasant/Taylor St Bank
- Nell Royds Mills
- New North Road Pocket Park
- Owler Lane Recreation
- Paxton Corner
- Peasland Road Rec
- Popeley Rise Pa Muffit Lane
- Princess Mary Golf
- Princess Mary Rugby Field
- Prospect Lane Birkenshaw
- Richmond Grove
- Richmond Park Pos
- Roberttown Common
- Roberttown Common-Rear
- Roberttown Commonsides
- Rock Edge
- Scholes Lane End
- Shaw St/Moorbottom Jctn
- Shirley Ave O.S
- Sixth Ave Play Equipment
- Sparrow Park
- Spen Park/Darley Road Area
- St Johns Parish Church

Batley & Spennorth District Committee - Continued

- St Mary'S Churchyard Gomersal
- Staincliffe P.F
- Summerdale/Moor Lane
- Teasel Close O.S
- The Coppice Pa Church Lane
- The Crossings Development
- The Royds O.S
- Thornleigh Drive
- Toftshaw Lane
- Town Street Rest Garden
- Track Rd/Ashcroft Passageway
- Turnpike Close O.S
- Union Road Rec
- Warwick Road Kickabout
- Weavers Croft O.S
- Wesley Street
- West End Drive O.S
- West Street Play Area
- Westacre Drive Kickabout
- White Lee School Fields
- Whitechapel Church
- Wickham Street
- Wormold Street Rest Garden

Dewsbury & Mirfield District Committee

- Bracken Close
- Bradford Road/Wilton Pk Sb
- Bridge Street Verge
- Bristfield C.U.S. S/Mutton
- Brunswick Street C.U.S
- Caulms Wood Festival Site
- Chickenley Nature Reserve
- Chidswell House O.S.
- Church Bank O.S
- Church Lane Recreation
- Coates Close O.S
- Cornfield P Area
- Crackenedge Lane C.U.S
- Dewsbury Gate Road Park
- Dewsbury Gate Bowling Green 2
- Francis St Cus
- Halifax Rd Sb
- Halifax/Hirst Rd Corner
- Healds Road Rest Gardens
- Hillgarth/Sandiway Bank Os
- Huddleston Court
- Infirmary Road O.S
- Ings Cricket Field
- Leeds Road Playing Fields
- Leith Court O/S
- Low Park Meadows P.A
- Moor Park Lane O/S
- Naylor Court Play Area
- Northfield Gardens
- Oastler St C.U.S
- Old Bank Rec
- Ouzelwell Rec
- Pavilion Court O.S
- Pilgrim Tip
- Ravens St Play Area
- Ravensthorpe Park
- Rock House Drive Opp Rhp
- South Street Play Area
- Spen Bird Reserve
- Spen Bird Reserve (East)
- Spen Valley O/S
- Spinners Way O.S (Opp 4)
- St Pauls Churchyard
- Stephenson Close Os
- Stocks Bank/Francis St Rec
- The Coppice Open Space
- The Laurels O/S
- The Maltings (Dell)
- Thornhill Cc Perimiter
- Thornhill Street Rec
- Upper Hopton Cricket Fld
- Wakefield Road Development
- Whitby Crescent Verges
- Woodsome/Stocks Bank Rec

Huddersfield District Committee

- Barcroft Road Open Space
- Beaumont Avenue Shrub Bed
- Bradley Central Nursery
- Bryan Road Open Space
- Carr Green Lane/Westfield Court
- Catherine Road Open Space
- Chapel Hill
- Coniston Avenue Path (Side 50)
- Cowrakes Close - Side 25
- Devonshire Street Rec
- Fanny Moor Lane Open Space
- Fortis Way/Centuria Walk
- Foxlow Avenue Rec
- Ganton Way Fixby
- Gledholt Wood Culvert
- Greave Close Open Space
- Haigh Street Lockwood
- Heaton Moor Road Open Space
- Hill Grove Rec
- Hill Grove Snicket
- Hillhouse Lane 1/1A
- Hillhouse Lane Corner
- Holly Bank Open Space
- Hollyfield Avenue Open Space
- Holt Avenue Multi Court
- Hopkinson Rec Lindley
- Hopkinson Road Play Area
- Jack Hill
- Jack Hill Multi Court
- Lidget Street Gardens
- Lindley Moor Open Space
- Lockwood Churchyard
- Longhill Rd/Hopkinson Rd OS
- Low Hills Lane Development
- Low Hills Open Space
- Market Street Rec
- Marsh Service Reservoir
- Mendip Avenue Open Space
- Mount Sub Station
- Newsome Church Yard
- Newsome Road Open Space
- Norwood Estate (Tractor)
- Norwood Estate Top
- Orchard Terrace Open Space
- Plane Street Garden
- Plane Street Open Space
- Plover Road Footpath
- Rear Of Black Bull Open Space
- Ridgeway Rec
- Robin Hood Road OS Side 1
- Robin Hood Road OS Side 23
- Rordin Heights Play Area
- Rowntree Plot s
- RSchool Lane Gardens
- Shannon Drive Open Space
- Sheepridge Road/Chestnut St
- Side (1) Lower Fitzwilliam St
- Skelton Crescent
- South Crosland Church
- St Stephens Road Corner SB
- Thewlis Lane Open Space
- Thornfield Road Verges
- Thornton Lodge Open Space
- Tom Lane Open Space

Huddersfield District Committee - Continued

- Tunnacliffe Road Rec
- Upper Brow Road Open Space
- Victoria Road Banking
- Waingate Open Space
- Waingate Park Open Space
- Warrenfield Open Space
- Warrenside Football Field
- Wellfield Bank Open Space
- Wellfield Open Space
- Whitby Avenue Gardens
- Whitehead Lane Open Space Side 132
- Wood Street Rec
- Wood Terrace
- Woodfield Park Play Area
- Woodhouse Church Yard
- Woodlea Avenue
- Wyvern Avenue Open Space
- Wyvern Avenue Open Space Culvert
- York Avenue Recreation
- Zion Church Yard

Kirklees Rural District Committee

- All Saints Close Clayton West
- Appleyard Picnic Site
- Armitage Fold
- Banks Road Open Space
- Banks Road Play Area
- Bayfield Close
- Beech Avenue OS Shrub Bed
- Broadbent Rec Longwood
- Bromley Bank Open Space
- Christ Church Linthwaite
- Cliffewood Park Car Park
- Cliffewood Park Enterprise SB
- Crangle Field (Stocks Moor)
- Croft Court Roundway Honley
- Cross Lane Open Space Allots
- Cumberworth Open Space
- Cumberworth Play Pen
- Daleside Avenue OS
- Deadwater Corner
- Denby Dale Pie Dish
- Dene Park Open Space
- Deyne Road Quarry
- Dingle Road Open Space
- Dumb Steeple Grange Moor
- Dungeon Bottom
- Edgeward Road Open Space
- Emley Churchyard
- Eunice Lane Rec
- Far View Open Space
- Farnley Tyas Open Space
- Fern Bank/Mill Hill Site OS
- Flockton Churchyard
- George Street
- Glebe Street Open Space
- Gordon Terrace
- Greenfield Road Verge
- Greenhead Court Play Area
- Greenlaws Close Open Space
- Haughs Road Open Space
- Haywood Avenue Open Space
- Heather Fold Cumberworth Rd
- Heather Road Open Space
- Helme Church
- Hill Top Open Space
- Hob Lane Open Space
- Holme Bank Mews
- Holme Rec Meal Hill Road
- Honey Head Lane Open Space
- Horse Bank Drive Open Space
- Ings Mill Drive Open Space
- Inkerman Way Open Space
- Jackroyd Lane Corner
- Jos Lane Play Area
- Jubilee Square Leymoor Rd
- Kenyon Bank Open Space
- Kilburn Close
- Kirkburton Picnic Area
- Kirkheaton Churchyard
- Lees Mill Lane Garage Site
- Lepton Church Yard
- Litherop Picnic Site
- Lock Top
- Longwood GIA
- Longwood Tower

Kirklees District Committee - Continued

- Manchester Road Opp Linfit Fold
- Manchester Road Side 703
- Manor Grange OS Shepley
- Manor Rise OS (Rear33)
- Manordale Close, Flockton PA
- Market Place
- Mason Court
- Meadowcroft Open Space
- Meltham Doorstep Green Park
- Meltham Methodist Church
- Meltham Mills Rec
- Meltham Picnic Site
- Meltham Pleasure Grounds
- Mendip Ave Footpath
- Miry Lane Open Space
- Moorfield Court OS Grange Mr
- Moorlands Rise Plots
- Moorside Avenue Rec
- Mount Road Rec, Marsden
- Myrtle Road Open Space
- New Road Southlands OS
- New Road Sunny Hill Avenue
- New Street Open Space
- Oaklands Open Space
- Outlane Grave Yard
- Paddock Field Rec
- Paddock Head Memorial
- Park Avenue/A629 Plots
- Park Lane Shrubberies
- Penistone Road Shrub Bed
- Pennine View Rec
- Pickford Street Open Space
- Priestley Grove
- Primrose Hill Rec
- Robsons Drive Open Space
- Rotcher Tip Picnic Site
- Sam Whitehead Gardens
- Savile Street Verges
- School Lane/Church St Cnr
- Shaw Lane Open Space
- Sike Close
- Skelmanthorpe Car Park
- Slaithwaite Builders Yard
- Slaithwaite Church
- Slaithwaite Grave Yard
- Slaithwaite Road Rest Garden
- Slantgate/Manchester Road
- St Augustines Church
- St Bartholomews Church
- St Johns Avenue Open Space
- St Marys The Virgin
- Station Approach Honley
- Station Road Corner
- Sunnybank Rec
- The Grove
- Thongsbridge Rec
- Thurstonland Parish Church
- Towngate Gardens
- Two Furrows Rec
- Upper Clough Rec
- Vicarage Drive Open Space
- Vicarage Drive/Tinker Lane
- Wellhouse Rec
- Westerley Lane (Rear 7-35)
- White Wells Gardens Scholes

Kirklees District Committee - Continued

- White Wells Road/Jostle Swells
- Wilshaw Rec
- Woodhead Fold Park Lane
- Woodhead Road Shrubbery
- Woodland Drive Development
- Woodlands Open Space
- Woods Avenue Rec

What is a Natural site?

- Areas or parts of sites that are used for informal activities
- No scheduled maintenance is to take place and nature is allowed to develop providing opportunities for wildlife habitat and biodiversity
- Tree planting can also develop new woodland

How often will the grass be cut?

- Grass not cut but perimeters can be cut to define natural area
- Reduced from 14 cuts

What will it look like?

- Natural long grass mixed with flora
- Naturalised shrubs
- Tree planting

Where are the Natural sites?

- Areas within secondary Parks (without facilities)
- Open Spaces
- Recreation Grounds (without sports facilities)
- Greenways
- As further opportunities are realised more natural areas may be developed

Batley & Spen District Committee

- **Birkenshaw Lane Rec**
- **Cawley Lane Rec**
- **Field Lane Rec**
- **Hartshead Rec**
- **Healey Play Area**
- **Howden Clough PF**
- **Kingsley Rec**
- **Nibshaw Rec**
- **Nova Lane Rec**
- **Old Bank Rec, Mirfield**
- **Princess Mary Rugby Field, Cleckheaton**
- **Roberttown Rec**
- **Shirley Rec,**
- **Spen Bottoms, Cleckheaton**
- **Staincliffe Playing Fields**
- **Sugden Park**
- **Tunnacliffe Road Rec**
- **West End Park**

Dewsbury & Mirfield District Committee

- **Bridge St Playing Field, Ravensthorpe**
- **Crawshaw Street Playing Fields**
- **Crossley Lane Rec, Mirfield**
- **Earlsheaton Park**
- **Grange Road PF**
- **Huddersfield Rd Football Field**
- **Knowl Park, Mirfield**
- **Leeds Road Playing Fields, Dewsbury**
- **Lower Hopton Football Field**
- **Mirfield Show Ground**
- **Overthorpe Park, Thornhill**
- **Pilgrim Tip**
- **Sands Lane, Dewsbury**
- **Savile Town Football Field**
- **Scar End Rec**
- **Stocks Bank Rec, Mirfield**
- **Upper Hopton Rec**
- **Wakefield Road Playing Fields, Dewsbury**

Huddersfield District Committee

- Ainley Top Rec
- Berry Brow Rec
- Birchencliffe Rec
- Cowcliffe Hill Rec
- Douglas Avenue Rec, Paddock
- Finthorpe Rec
- Goldington Avenue Rec
- Hayfield Avenue Rec
- Heatherleigh Rec
- Huddesfield Green Way
- Kidroyd Rec
- Longfield Avenue Rec, Golcar
- Smiths Avenue/Hollins Terrace Rec
- Southfield Rec
- Walpole Road Rec

Kirklees Rural District Committee

- Birds Edge Rec
- Bolster Moor Rec
- Burnlee Rec
- Causeway Crescent
- Coronation Park
- Cross Lane Rec
- Crow Lane Football Field, Milnsbridge
- Hawkroyd Bank Rec
- Jubilee Field
- Kayes Rec
- Kinder Avenue
- Meal Hill Rec
- St Johns Avenue Open Space
- Sunnymead Rec

Parks and Open Space Maintenance Standards

Trial Period - April to June 2015

Feedback for - Batley & Spen District Committee

The feedback has come from a number of forums such as email, Kirklees direct & Facebook comments from Examiner articles.

- **Number of recorded feedback:** 59
- **Issues regarding:** natural areas, long grass & grass verges
- **Feedback on specific sites:**
 - Cawley Lane Rec
 - Hartshead Rec
 - Kingsley Rec
 - Spen Bottoms
 - Sugden Park
 - West End Park

- **Sample comments received from the public:**

‘There is a part of a public play area that is very overgrown. It is a hazard to the children in the play area, as it is being used as a dumping ground for everything from suitcases to baby strollers. The area needs mowing.’

‘Feels that the part of the grass not cut is such a small sized area that we are not saving much field behind his house that has not been cut in the middle of the pitch.’

‘I am absolutely furious in the state at which our local field has been cut. There is no excuse for your man to have left the job unfinished. I witnessed him commit such crime as he cut part of the Staincliffe field just before disappearing. I’m disgusted at the sight of the field and I demand a response. You need someone to come and finish the job off completely.’

‘The length of the grass on the playing fields behind house is way too long and dogs are fouling in it. A neighbour has found ticks in the hedges which he sees is an environmental health problem.’

‘The length of the grass verges is now a joke, the council used to take such good care of the area and now just looks a mess.’

‘I wish to raise my concerns at the lack of attention that the above open space appears to be receiving. I am aware of the supposed council policy to reduce grass cutting in certain areas, but reducing and stopping are two different things.’

'As responsible dog owners we use the Park on a daily basis as do many more, there are those amongst us that are not and it is the perfect excuse to leave dog waste in situ, another hazard that can arise from long grass are Ticks, which I am sure you know can cause Limes disease in humans if unfortunate enough to be bitten by one.'

'We are registering our disgust at the decision to take away the mowing of the park. The few volunteers have done a fantastic job with the park making it a pleasure for all. We the rate payers of spenborough have few facilities left to us for enjoyment. The sports centre is to be closed the library is under question what next. In your newsletter you are asking for volunteers to save money. Yet when people do volunteer you show your appreciation by undoing all the hard work that has been done. Why is it that everything is focused on Huddersfield. We all know about the council cuts Calderdale council have them also but they seem to be able to still maintain facilities Please re consider this decision and help those who are trying to help themselves to improve our area.'

'It saddens to me see all the hard work and dedication that's gone into the development of West End Park go to waste. How can the council stand by their decision to leave vast areas of the park to just grow uncontrollably, it's not just an eye sore but I feel it's also dangerous especially for the young and old. Ticks will thrive in these areas, rubbish will grow and the park will be back to how it was, it's a disgrace.'

'The grass in Mann Dam Park, Cleckheaton is very over grown next to the line of houses to the entrance from St Peg Close towards the Tennis Club. This used to be regular maintained, and is now being used as a dog toilet for irresponsible dog owners. There are lots of children play in the park and many are coming home with dog mess on their shoes because they cannot see the problem. My house overlooks this park and I am concerned about this problem for obvious reasons. Lots of dog owners used the park every day, and many are very irresponsible.'

'Initially, all the dandelions have gone to seed, which is sure to mean more work for local and park gardeners, but more importantly I saw a wheelchair user finding it very difficult to cross the unmown area to watch her brother play football during a Saturday West End Park Junior match.'

'Our pitch area has been cut where we train our junior football teams but not the surrounding areas which are now overgrown and a mess, this morning we had to administer first aid to one of our 6 year old who put his hand in some dog mess as he fell over in the long grass.'

'West End Park at Cleckheaton is only having part of the grass cut, customer would like to know why please. The long grass is encouraging dog fouling. Please call to advise. Many thanks.'

'Pitch and surrounding area for our junior football teams the grass area is way over grown and seems to have been missed I appreciate the football season has just finished and wouldn't expect the pitch to be marked out, but surly the grass and surrounding area should still get cut it is looking more like a jungle by the hour.'

'I have noticed that this has resulted in more people dumping rubbish/ their garden waste on to the field. I have also noticed an increase in dog walkers not picking up their waste. Children in my family are now at an age where they have started to play on the field, and have being returning home covered in dog poo.'

'Long Grass stopping children playing and child bitten by tick.'

'Cawley lane field is so overgrown that I can't see my 4 year old and 3 year old grandchildren over the grass!! I have 2 dogs who I walk every day on the fields and the woods adjacent, I take my grandchildren most days to the park. The height of the grass is absolutely ridiculous, this is totally ruining my dogs walks with my grandchildren.'

'Please could you advise if the cutting of the grass verges alongside the pavements are still the responsibility of the council? They are extremely overgrown and at present the residents have to walk through knee high grass to access their vehicles. I have lived here for nearly nine years and have never seen the grass so overgrown. We all make the effort to tend to our gardens and the grass verges are making the close look shabby.'

'It looks a mess and it is turning into a dog toilet as no-one picks up dog mess when the grass is long. This is a health hazard for children.'

'The grass verges on Hindley road hideously long. This encourages dog poo which inevitably gets walked into our houses.'

'I understand in these cash-strapped times the need to prioritise the use of council resources, but having decided to mow only half of the park, (as opposed to mowing none of it) the council has decided to at least provide this reduced service. Speaking to other park users, all have said "why can't they (the council) cut the two halves alternately rather than allow one half to become an impenetrable weed farm. [or words to that effect] So may I make that request; Can you mow the two halves alternately?'

- **Comments received from Councillors relate to:**

- Lack of mowing
- Sports pitch being mowed but not the surrounding areas
- Grass cutting should be consistent throughout all areas
- Grass cutting should be done completely and not half a job
- Dog fouling is a problem in many areas
- Reductions in flower beds
- Unmown sections will disrupt school sports day

- **Non area-specific comments posted through Facebook**

'Cutting the grass once a fortnight isn't a massive issue really is it?? In fact if it does save money then I'd class that as sensible.'

'I only cut our lawn once a fortnight and its ok for great grandson to bowl on!!'

'What's the issue? I'd like longer grass, it's nicer to play in and looks nicer too. I understand why they have to trial it over a long period.'

'False economy!!!! Longer grass takes longer to mow putting more stress on machinery and burning more fuel!!!!'

'Absolute disgrace what a pathetic excuse to save money.'

'Good news to me. Restore our rapidly vanishing meadows and save money doing it.'

'It makes the area look a mess.'

'Making provision for wild flower areas is something that we should all welcome given the reduction in bees etc. If it saves money that is also good.'

'Save money by not cutting the grass I've heard everything now!'

'Splendid. I love seeing the uncut grasses. When stuck in traffic it lifts your heart to see all the beautiful shapes of the different heads on all the grass. It is excellent to have just a mown strip at the edge which emphasises the contrast.'

'They have been cutting back on maintaining open spaces for the last three years.'

- **Key themes from overall feedback are:**
 - Long grass looks unsightly
 - Dog fouling will increase and become a health issue
 - Long grass attracts lymes disease & ticks
 - Leisure activities will be limited or reduced
 - Litter & dumping is a problem
 - Benefits for wildlife & interesting landscape

Streetscene and Housing Parks and Landscapes

Parks and Open Space Maintenance Standards

Trial Period - April to June 2015

Feedback for - Dewsbury & Mirfield District Committee

The feedback has come from a number of forums such as email, Kirklees direct & Facebook comments from Examiner articles.

- **Number of recorded feedback:** 46
- **Issues regarding:** natural areas, long grass & grass verges
- **Feedback on specific sites:**
 - Bracken Close
 - Headfield Road
 - Headfield Road
 - Knowl Park
 - Pinfield Close
 - Rectory Park
 - Stocks Bank Rec

- **Sample comments received from the public:**

'I deplore the new grass cutting scheme! The once beautiful park looks diabolical, it looks as if no one cares about it which in my estimation encourages people not to care. If places are kept clean and tidy it encourages people to keep them that way.'

'Due to limited grass cutting dog walkers are having a problem with seeing were dogs are fouling - say's dogs allowed to run off the lead. Customers dog has fallen down an unseen hole and broke it's leg - wants to know if compensation can be claimed?'

'The field behind my house which separates Dewsbury Moor estate is very overgrown. It is usually cut every year but it appears only part of the field has been cut? There are children that play on the field and I walk my dog on there and the grass is very high and it's unsafe to see if any sharp objects are in the field. It is also an eyesore and look very messy. Will this grass be getting cut?'

'I would like to complain about the state of the parks in Mirfield particularly the park on Stocksbank Road. The grass has not fully been cut for months, what is the point of having open spaces for children to play games in when the grass is so long ball games cannot be played. this is not a very good advert for Kirklees Parks!'

'The park on Knowl road. Grass is so long and my daughter is too scared to go play bat and ball on the little bit of grass which has been cut as dogs are on it. Its needs a good cut so it can be used to its full potential and children can play!'

'I know the "experiment" is going on but the park now looks a disgrace and most of it cannot be used. What is the point of a public park that cannot be used? I understand cutbacks but leaving it so long is ridiculous. It should be cut properly, if less often. I noticed that the council grassland behind Ravensthorpe junior school on North Road has been cut properly even though this is out of sight and therefore less of an eyesore. At the time I walked past it there was actually no one using the space, unlike Knowl park that is very well used by residents

'Why is almost half the ground being left to overgrow? Last year all of this grass was cut regular.'

'Why is almost half the ground being left and not cut? Also last year part of the area was used as a storage for the work that was being carried out further down old bank road with drainage. A sizeable portion of the grass was taken up. Why was this not restored to properly by the contractors?'

'Does not like the grass being left long on this playing field. Children have nowhere to play football and get frightened in the long grass. Also people are not picking up after their dogs in the long grass.'

'I use Knowl Park on a regular basis to walk my dog. Since you have stopped cutting the grass in parts I do not think you realise that should the dog go to the toilet in the long grass how difficult it is to pick up, and there are dog owners that do not pick up. As I am sure that you know children like to play in long grass but, all it needs is for a child to put their hand in to dog poo, the parent does not see this, the child wipes their hands in the grass and then later before washing their hands puts them in their mouth. This can lead to a very poorly child with the ultimate cause of worms or even worse blindness. If the grass was cut to a normal length if someone does not pick up after their dog at least you can see it. By not cutting the grass it limits the areas that people who have disabilities cannot go especially in wheel chairs.'

'We live by the park off stocks bank road, Mirfield. Only 1/3 of the park is being cut on a regular basis, leaving very little area for the children to play. In addition, the children have to use the uncut grass areas, which unfortunately has a lot of dog mess in it which can't be seen! I appreciate leaving some areas to grow like this. It entices the insects but there is too much uncut. This is a lovely park, widely used but as I've said the children are now all cramped in one small area! It also seems unfair when the main park and show ground on Huddersfield road are both maintained.'

'Complaint about the grassed areas at Knowl park not being cut. She has two small children and they are unable to use the area due to the overgrown grass.'

'Complaint about grass cutting in Knowl Park. says grass very long. elderly, walks with a stick, she uses the park as a short cut to the bus stop. long grass difficult to walk through and wet.'

'I regularly walk my dog at Knowl Park in Mirfield, which has been subject to your new grass cutting procedures. Along with many other dog walkers we strongly object to the grass only being cut around the edges for a pathway whilst the grass in the middle remains longer. I have 3 children who like to play ball with the dog and this is no longer possible in the long grass and has resulted in many lost balls! The dog also avoids the long grass as it is uncomfortable for her. I also have an older son who uses the skate park and liked to play football on the grass - again no longer possible. Please revert back to cutting the whole field which means the dogs, children and dog walkers will be a lot happier.'

'It was provided for the benefit of all people, not just for access to skateboard facilities. It is now impossible to find a quiet area to walk in most of the park as everyone is being channelled into the usable, cut areas.'

'If the grass was cut to a normal length if someone does not pick up after their dog at least you can see it. By not cutting the grass it limits the areas that people who have disabilities cannot go especially in wheel chairs'

'The grass is becoming far too long for children to play football and other games, for families to picnic or just for sitting around in the spring sunshine. If the grass is left indefinitely the park will become a no-go area for families and children and already looks uncared for and unkempt.'

'The adjacent park has now grass at a length where the children can hardly play football..... the field has been cut around the edges and on the top half but the bottom half has been left uncut please can this be cut asap.'

'I find this very unacceptable as all the grass is used. Considering the grass is cut from March at the earliest until September the grass is certainly not maintained all year I find this disappointing and cannot see that it is a big money saving exercise.'

- **Comments received from Councillors relate to:**

- Objections to the lack of grass cutting
- Trial has been a total disaster for residents
- Parks without flowers means that the bees will be struggling
- Large rise in the cases of Lyme disease
- Ticks thrive in long grass and live on foxes, hedgehogs and then go onto dogs and humans
- Failure to provide usable open spaces affects the amenity of the area, residents satisfaction, exercise potential, casual sport participation and family enjoyment

- **Non area-specific comments posted through Facebook**

'Cutting the grass once a fortnight isn't a massive issue really is it?? In fact if it does save money then I'd class that as sensible.'

'I only cut our lawn once a fortnight and its ok for great grandson to bowl on!!'

'What's the issue? I'd like longer grass, it's nicer to play in and looks nicer too. I understand why they have to trial it over a long period.'

'False economy!!!! Longer grass takes longer to mow putting more stress on machinery and burning more fuel!!!!'

'Absolute disgrace what a pathetic excuse to save money.'

'Good news to me. Restore our rapidly vanishing meadows and save money doing it.'

'It makes the area look a mess.'

'Making provision for wild flower areas is something that we should all welcome given the reduction in bees etc. If it saves money that is also good.'

'Save money by not cutting the grass I've heard everything now!'

'Splendid. I love seeing the uncut grasses. When stuck in traffic it lifts your heart to see all the beautiful shapes of the different heads on all the grass. It is excellent to have just a mown strip at the edge which emphasises the contrast.'

'They have been cutting back on maintaining open spaces for the last three years.'

- **Key themes from overall feedback are:**
 - Long grass looks unsightly
 - Dog fouling will increase and become a health issue
 - Long grass attracts lyme disease & ticks
 - Leisure activities will be limited or reduced
 - Litter & dumping is a problem
 - Benefits for wildlife & interesting landscape

Streetscene and Housing Parks and Landscapes

Parks and Open Space Maintenance Standards

Trial Period - April to June 2015

Feedback for - Huddersfield District Committee

The feedback has come from a number of forums such as email, Kirklees direct & Facebook comments from Examiner articles.

- **Number of recorded feedback:** 18
- **Issues regarding:** natural areas, long grass & grass verges
- **Feedback on specific sites:**
 - Allandale Road
 - Birchington Avenue
 - Birchington Avenue
 - Brackenhall Road
 - Cumberland Avenue
 - Gisbourne Road
 - Gramfield/Thornleigh Road
 - Hanby Close
 - Tunnacliffe Road
 - Walpole Rec

- **Sample comments received from the public:**

‘Can the cuttings be removed instead of being left in situ. I appreciate this is more work, and there are reasons for leaving the cuttings to breakdown into the grass, but the amount that is left is substantial and it is being gathered up by older children and it is currently strewn all over the play area.’

‘I have complained twice about the state of the grass verge outside my house, I was told last week it would be dealt with but it is now even taller. I don't think it can be cut with a normal lawnmower now as it is so tall. I expect you will be cutting back on this service but if you could get it cut down to a manageable level I may be able to get someone to cut it for me. I can't do it myself as I am in my mid 70" and on my own.’

‘I was walking home from town last week and passed one of the grass verges - a victim of your cuts. It was knee high and full of buttercups daisies purple vetch and numerous varieties of grass seeds. I actually stopped to admire it, it was quite beautiful. A path had been worn through at the convenience of car park users. I have since noticed other grass areas in the area in full bloom. Lovely.’

‘I have lived on Fixby Road for 25 years and I have never seen the verges in such a state’

‘The verge outside my house has not been cut for ages and is now about a foot high.’

'Please can you get someone to cut the grass verges on Allandale Road as it looks disgustingly overgrown. There are weeds and dandelions looks really disgusting.'

'Complaint about all the overgrown verges in the whole of Kirklees and the grass that is being cut in not being swept.'

'To the rear of property is council land which has not recently been maintained. The adjoining portion of which has become very overgrown and is effecting property boundary.'

'Top part of field in a circle cut again following her complaint - However 3/4 of field not cut and grass 3-4 ft. high in parts.'

'I would like to point out that both these roundabouts are used regularly by the local children to play on.'

'Regarding the article in the examiner about the grass not being cut every other week. He is not happy as this could stop children meeting their full potential. His son is a keen footballer.'

'Complaint about the long grass on Staniforth field next to her property states the kids can't play here now as the grass is too long.'

'Grass area outside his house has not been cut for a long time and is very unsightly. He said he wouldn't contact you himself as he doesn't think anything will be done so I wondered if you can help please. I am a little concerned that if it isn't kept up to it will become a bit of a tripping hazard for the many elderly people.'

'Just wanted to say that as a resident of Birchencliffe how pleased I am that the cutting regime for verges has been reduced. On Birchington Avenue we now have a far more interesting variety of flowering plants including Cuckoo Flower which I particularly like. Guessing not everyone feels the same way I do because some people are cutting the grass outside their house though.'

'The land behind Tunnacliffe Road is owned by the Council and is usually cut regularly. For some reason it has not been cut and I can't get out of my back gate for the mass of grass. Why has it not been cut?'

- **Comments received from Councillors relate to:**

- There are no recorded comments from Councillors

- **Non area-specific comments posted through Facebook**

'Cutting the grass once a fortnight isn't a massive issue really is it?? In fact if it does save money then I'd class that as sensible.'

'I only cut our lawn once a fortnight and its ok for great grandson to bowl on!!'

'What's the issue? I'd like longer grass, it's nicer to play in and looks nicer too. I understand why they have to trial it over a long period.'

'False economy!!!! Longer grass takes longer to mow putting more stress on machinery and burning more fuel!!!!'

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'They have been cutting back on maintaining open spaces for the last three years.'

- **Key themes from overall feedback are:**
 - Long grass looks unsightly
 - Dog fouling will increase and become a health issue
 - Long grass attracts lyme disease & ticks
 - Leisure activities will be limited or reduced
 - Litter & dumping is a problem
 - Benefits for wildlife & interesting landscape

Parks and Open Space Maintenance Standards

Trial Period - April to June 2015

Feedback for - Kirklees Rural District Committee

The feedback has come from a number of forums such as email, Kirklees direct & Facebook comments from Examiner articles.

- **Number of recorded feedback:** 12
- **Issues regarding:** natural areas, long grass & grass verges
- **Feedback on specific sites:**
 - Botham Fields
 - Broadlands Road
 - Broomhill Close
 - Holmfield Road Rec
 - Josephine Road
 - Jubilee Field
 - Sike Close

- **Sample comments received from the public:**

‘This is causing an issue as dog mess can't be seen and it is difficult for teachers to supervise children and keep them away from any dog mess when the grass is so long

‘Since the mowing has stopped on all but the middle part, we've had some concerns. First is the growing amount of waste in the unmown parts. The grass is so long that it easily conceals dog mess, broken glass, pieces of metal, sharp rocks and other refuse. It's not safe to walk on nor to let children or dogs walk on. This effectively has cut park size down by 1/3. Next is the length of the grass. Because it has been allowed to grow so long it has seeded, meaning we get crab grass seeds blowing on to our lawn and poor hay fever sufferers like my husband and several of my neighbours are suffering much more this summer’

‘My 16 month old daughter cannot walk through the long grass to access the playground from our access point at the top right (as you face the top) of the field.’

‘With the margins of the field currently being left UNCUT this additional recreation will no longer be possible as the grass becomes long and unsightly.’

‘The mowed area is concentrated on and around the football posts/area, therefore whenever a group is playing football there is no other space for children to play other games, ride bikes etc.’

‘Fields are not being cut properly on bottom school field and football field at the bottom of road.’

‘Grass is in need of cutting, apparently this is normally done.’

'The grass of the green spaces either side of Sike Close has not been cut for weeks. In places it is well over 12 inches long. Not only does it look unsightly, but it is so long that children are unable to play on it. Why has the Council stopped cutting this on a regular basis?'

'The grass on the above estate hasn't been cut for some time now and is getting quite overgrown. Can you give me some further information as to when you might be in a position to make arrangements to get this cut please?'

'Grass cutter team came this morning and only half the park has been cut this as looks a real mess.'

'I don't know how regularly grass cutting on Council land is scheduled to take place, but the plots either side of Sike Close are urgently in need of attention.'

- **Comments received from Councillors relate to:**

- Reduced mowing of grass verges and other green areas
- Planting of tubs that has been done in the past

- **Non area-specific comments posted through Facebook**

'Cutting the grass once a fortnight isn't a massive issue really is it?? In fact if it does save money then I'd class that as sensible.'

'I only cut our lawn once a fortnight and its ok for great grandson to bowl on!!'

'What's the issue? I'd like longer grass, it's nicer to play in and looks nicer too. I understand why they have to trial it over a long period.'

'False economy!!!! Longer grass takes longer to mow putting more stress on machinery and burning more fuel!!!!'

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- **Key themes from overall feedback are:**
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 - Leisure activities will be limited or reduced
 - Litter & dumping is a problem
 - Benefits for wildlife & interesting landscape



Name of meeting and date: Cabinet 28th July 2015

: Council 29th July 2015

Title of report: Consideration of the Adoption of the Sexual Entertainment licensing Regime

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Is it in the Council's Forward Plan?	
Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman – 17/07/15
Is it signed off by the Director of Resources?	David Smith – 16/07/15
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft - 15/07/15
Cabinet member portfolio	Cllr Steve Hall

Electoral [wards](#) affected and ward councillors consulted: All wards

Public or private: Public

1. Purpose of report

1.1 It is proposed that the Council gives consideration to the adoption of a legislative scheme for the control of sex establishments in Kirklees, as set out in the amended Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982

1.2 Adoption of this legislation will bring us in line with the four other West Yorkshire authority areas, Leeds, Wakefield, Bradford and Calderdale, all of which have adopted the legislation and have a 'Sexual Entertainment Venue Licensing Policy' in place.

- 1.3 This will also prevent applications by undesirable operators who have not been able to satisfy the policies of other authorities or fall outside the number of sexual entertainment venues determined for other authority area policies and have therefore been refused.
- 1.4 It is also proposed that the Council gives consideration to the introduction of a policy relating to sex establishments, and the licensing of a new category of sex establishment called sexual entertainment venue.
- 1.5 Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, was previously adopted in order to regulate 'sex establishments'.

In this Schedule, 'sex establishments' means 'sex shops' or 'sex cinemas'.

2. Introduction

- 2.1 Section 27 of the Policing and Crime Act 2009 introduced a new category of sex establishment called 'sexual entertainment venues' (SEV's), and in doing so amended Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 so as to allow local authorities to regulate lap dancing clubs and similar venues. If the Council determines that the legislative scheme should apply to Kirklees, then no person may operate a sex establishment (including sexual entertainment venue) without first obtaining a licence from the Council.
- 2.2 However, for the new provision to have effect the Council must first make a resolution under Part 2 section 2 of the Local Government (Miscellaneous Provisions) Act 1982, to adopt the amended Schedule 3.

3. Background

- 3.1 The Council currently has the ability to regulate three types of sex establishments; that is sex shops, sex cinemas and hostess bars.
- 3.2 As previously mentioned Section 27 of the Policing and Crime Act 2009 introduces a new category of sex establishment called a 'sexual entertainment venue' which allows local authorities to regulate lap dancing clubs and similar venues under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982. It also closes the loophole provided by the Licensing Act 2003, and if adopted gives local authorities more powers to control the number and location of lap dancing clubs and similar venues in their area.

In addition it allows local authorities to refuse an application on potentially wider grounds than is permitted under the Licensing Act 2003, thereby giving local people a greater say over the regulation of lap dancing clubs and similar venues in their area.

Schedule 3 of the Local Government (Miscellaneous Provisions) Act as amended by section 27 sets out the meaning of a 'sexual entertainment venue' and 'relevant entertainment'

A sexual entertainment venue is defined as:

'any premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer.'

The meaning of 'relevant entertainment' is:

'any live performance or live display of nudity which is of such a nature, that ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purposes of sexually stimulating any member of an audience (whether by verbal or other means)'

The most common forms of relevant entertainment are likely to be:

- Lap dancing
- Pole dancing
- Table dancing
- Strip shows
- Peep shows
- Live sex shows

3.3 Premises which provide 'relevant entertainment' on an infrequent basis will continue to be regulated under the Licensing Act 2003, insofar as they are providing regulated entertainment by virtue of a premises licence, club premises certificate or a temporary event notice issued under that Act. Premises which fall under the exemption created for infrequent entertainment do not require a sexual entertainment venue licence but instead will need an appropriate authorisation under the Licensing Act 2003. Meeting the criteria of the exemption are defined as premises where:

- No relevant entertainment has been provided on more than 11 occasions within a 12 month period.
- No such occasion has begun in a period of one month beginning with the end of the previous occasion, and
- No such occasion has lasted longer than 24 hours.

3.4 The new legislative controls available to licensing authorities will strengthen the role that local communities can play in deciding whether a sex establishment venue is appropriate for a particular locality. The provisions bring the licensing of lap dancing premises and similar venues in line with other 'sex establishments' and allow licensing authorities to prescribe standard conditions on grounds not covered by the Licensing Act 2003 e.g. location, hours, display of adverts and the visibility of the interior of the premises.

3.5 Functions under Schedule 3 1972 Act are the responsibility of Council; however Section.101 allows the Licensing Authority to arrange for delegation to a subcommittee (Licensing Committee)

4. Consultation

4.1 To assist the Council a period of public consultation has been carried out between 3rd December 2014 and the 9th January 2015 asking partners, relevant stake holders and the public whether the Council should adopt the legislation and if so in what areas of the district any sexual entertainment venue should be located. A short questionnaire was made available on the licensing web site and was sent out to an extensive list of consultees. Please see full list of consultees at Appendix 4.

4.2 All local Councillors in Kirklees were also consulted and invited to complete the questionnaire

4.3 In summary the consultation results indicated that the majority of respondents felt strongly that only certain areas should be considered for the location of a SEV such as late night entertainment areas contained within town centres.

The majority of respondents were strongly against the location of an SEV in their ward area.

The majority of respondents felt that the Council should set the number of SEV's we allow in our area to zero.

Please see results of the consultation attached at Appendix 2.

4.4 Licensing Policy - While licensing authorities are not required to publish a licensing policy relating to sex establishments, they can do so if they wish as long as it does not prevent any individual application from being considered on its own merits at the time the application is made. Please see draft policy at Appendix 1.

4.5 To assist the Council a period of public consultation has been carried out between the 15th May 2015 and 16th June 2015, in relation to the adoption of the draft policy. Information has been sent out to all relevant stakeholders and the draft policy has been available on the Licensing web site.

4.6 All local Councillors in Kirklees were consulted and invited to comment on the draft policy

4.7 Three replies were received in relation to the adoption of the draft policy, and in summary they suggested that the policy would be a useful guidance tool assisting with the regulation of SEV premises.

5. Recommendations

5.1 Licensing and Safety Committee Recommendations

At their meeting on the 11th February 2015 the Licensing & Safety Committee resolved to recommend to Council that Schedule 3 of the Local Government

(Miscellaneous Provisions) Act 1982, as amended should be adopted and apply to the Kirklees authority area, along with the proposed policy relating to sex establishments

5.2 Cabinet Portfolio Holder Recommendations

The Cabinet Portfolio holder, Cllr Steve Hall, agrees with the report and the draft policy and for the report to proceed to Cabinet.

5.3 Recommendations to Cabinet

Cabinet are, after consideration of this report and the draft policy requested to recommend adoption of the legislative scheme referred to above and the Policy to Council that it should apply to the Kirklees authority area and shall come into force on 1st October 2015

5.4 Recommendations to Council

5.4.1 Council are, after consideration of this report and the draft policy requested to resolve that Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by section 27 of the Policing and Crime Act 2009 shall apply to the Kirklees authority area and shall come into force on 1st October 2015

5.4.2 Should Council pass the resolution in 5.4.1 then Council is also requested to consider the adoption of a Sexual Entertainment Venue policy in relation to sex establishments.

6. Legal Powers & Implications

6.1 Without a resolution to adopt the new legislative provisions contained in Schedule 3 Local Government (Miscellaneous Provisions) Act 1982 as amended by S.27 of the Policing and Crime Act 2009 the Council will not be able to control sex entertainment venues. These would have to be regulated under the Licensing Act 2003 and would be subject to less stringent controls.

6.2 If the Council resolve to adopt Schedule 3 of the Local Government (Miscellaneous Provisions) act 1982 as amended by Section 27 Policing and Crime Act 2009 the following requirements must be complied with:

- The local authority resolution must specify the day that provisions are to come into effect (this day can be no earlier than one month after the date of the resolution) It is proposed that if adopted the new powers will come in to force on the 1st October 2015
- The local authority must then publish a notice in a local newspaper in two consecutive weeks stating that they have passed such a resolution and its general effect, with the first notice appearing no later than 28 days before the date the provisions are to come into force.

7. Financial Implications

No significant financial implications save for the cost of the consultation exercise which the Council will try to minimise by sending the draft policy electronically to consultees wherever possible. If adopted, an appropriate fee would need to be set and it is anticipated that a small income stream would follow.

8. Contact officer and relevant papers

Catherine Walter
Licencing, Local Land Charges & Highways Registry Manager
Tel: 01484 221000
Email: catherine.walter@kirklees.gov.uk

9. Assistant Directors responsible

Paul Kemp
Acting Assistant Director – Place
Tel: 01484 221000
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10. List of Appendices

- Appendix 1. Draft 'Sex Establishment' licensing policy
- Appendix 2. Results of consultation in respect of adoption of the legislation
- Appendix 3. Results of consultation in respect of adoption of Sex Establishment licensing policy
- Appendix 4. Full list of consultees



SEX ESTABLISHMENT LICENSING POLICY

Contents

Part A General Considerations

1. Preface
2. Relevant locality
3. Existing premises seeking licences to be Sexual Entertainment Venue
4. Applications
5. Fees
6. Objections
7. Revocation of Licences
8. Duration of licences
9. Waivers
10. Complaints
11. Delegated Powers
12. Licence Conditions

Part B Sex Shops

1. When is a Licence for a Sex shop required?
2. What are sex articles?
3. What constitutes a 'significant degree'?
4. Licence conditions

Part C Sexual Entertainment Venues

1. Relevant entertainment
2. Length of licence
3. Application form
4. Licence conditions

Appendix A1 Existing licensed Sex Shops

Appendix A2 Existing premises which will require a Sexual Entertainment Venue Licence

Appendix B Refusals and revocations of licences

Appendix C Regulations prescribing standard conditions for Sex Shop licences

Appendix D Regulations prescribing standard conditions for Sexual Entertainment Venue licences

Part A – General Considerations

1. Preface

- 1.1 Kirklees Council has adopted schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by section 27 of the Policing and Crime Act 2009) which allows the Council to licence sex shops, sex cinemas and sexual entertainment venues. In this policy, such premises will be referred to as ‘sex establishments’.
- 1.2 This document contains the policy of Kirklees Council on the regulation of sex establishments. It is intended to apply to all applications received after the date on which it is approved by the Council.
- 1.3 The Council does not take a moral stand on adopting this policy. The Council recognises that Parliament has made it lawful to operate a sex establishment and that such businesses are a legitimate part of the retail and leisure industries. It is the Council’s role as a licensing authority is to administer the licensing regime in accordance with the law.
- 1.4 At the time of preparing this policy the Council licenses four sex shops, their addresses are set out in Appendix A to this policy. The number of licensed sex shops could change prior to this policy being approved.
- 1.5 At the time of preparing this policy there are currently two premises in Kirklees which require a sexual entertainment venue licence under the 1982 act as amended to operate lawfully. The number of such premises could change prior to this policy being approved.

2. Relevant Locality

- 2.1 The Council can only refuse a grant or renew a sex establishment licence on one or more of the specific grounds set out in schedule 3 to the 1982 Act. For ease of reference, these are reproduced in Appendix B to this policy.
- 2.2 Two of these grounds (against which there is no statutory right of appeal) are that:

(1) The number of sex establishments in the locality where they are situated at the time the application is made is equal to or exceeds the number which the authority consider is appropriate for that locality.

and

(2) The grant of renewal of the licence would be inappropriate having regard to-
(i) The character of the locality where they are situated, or

- (ii) *The use to which any premises in the vicinity are put, or*
- (iii) *The layout, character or condition of the premises in respect of which the application is made.*

2.3 The first of the above grounds means that a licence application may be refused if when a licence is considered the number of sex establishments, or sex establishments of a particular kind, in the relevant locality is equal to or exceeds the number that the authority would consider appropriate for that locality.

2.4 With regards to the second of the above grounds, the council has decided, without prejudice to the generality of the statutory ground, that it would be inappropriate to grant or renew a sex establishment licence in any case where:

- The character of the locality is of a residential or predominantly residential nature
- The character of the locality is historically important
- Premises in the vicinity are used for religious worship
- Premises in the vicinity are used for schools, children's nurseries, youth clubs, children's centres or similar such establishments which children under 18 years of age may reasonably be expected to attend.
- Premises in the vicinity are used for community facilities including, but not limited to, swimming pools, leisure centres, public parks, sheltered housing, and accommodation for vulnerable people.
- Premises in the vicinity are used for sex establishments
- The application premises are of a permanent character and do not have the necessary planning permission in place to enable the licensed activities sought to occur lawfully

The above grounds will not however prevent any individual application from being considered on its own merits at the time the application is made, but the above considerations are unlikely to be overridden except in exceptional circumstances.

3.0 Existing premises seeking licences to be Sexual Entertainment Venues.

3.1 For the avoidance of doubt, when considering applications from existing premises, the Council will take into account the guidance contained in paragraph two above.

3.2 The Council would also consider how the venue has operated previously and any complaints received. The Council may check with West Yorkshire Police to ascertain whether they have any concerns about the management of the premises.

3.3 Experience of operating a sex establishment premises previously within Kirklees will also be taken into account.

4.0 Children

- 4.1 The licensing authority is committed to protecting children from harm and views this as an important licensing objective. The Council's licensing team works with Children's Services during the development of licensing policy where the protection of children is concerned. Intelligence sharing and the exchange of current strategy developed by the Kirklees Council's Safeguarding Children Board ensure that the protection of children from harm remains key.
- 4.2 The Licensing Authority has become aware from intelligence sharing with partners, that alcohol use, misuse and abuse is one of the recurring key 'parental factors' in child protection and safeguarding, often contributing to parental neglect of children and domestic abuse and violence within families.
- 4.3 Parental neglect may be a factor in risk taking behaviour by young people who may also drink irresponsibly and then get involved in activities that otherwise they would not. Nationally, evidence has been found of the sexual exploitation of children taking place on a variety of licensed premises, or licensed premises being used for the purposes of grooming and enticement.
- 4.4 Kirklees Safeguarding Children Board (KSCB) works with other statutory authorities and will engage with the licensing trade to promote risk management in relation to child sexual exploitation. The KSCB can provide advice to assist licensees to identify risk and report concerns at different types of licensed premises so that children remain safe and businesses operate responsibly.
- 4.5 The Licensing Authority encourages licence holders and operators of licensed premises:
- To ensure that they are fully aware of the signs of child sexual exploitation and to understand that the sexual exploitation of a child is sexual abuse and a crime and

 - To raise the awareness of their staff about child sexual exploitation and provide intelligence to the appropriate authorities about concerns and about perpetrators who may be operating in their areas.

The Kirklees Safeguarding Children Board has a webpage dedicated to providing local information about child safety, child sexual exploitation, policies and procedures including risk factors and signs and symptoms:

<http://www.kirkleessafeguardingchildren.co.uk/>

5.0 Applications

5.1 The Council may specify the form of application for the grant, renewal or transfer of a Sex Establishment Licence or renewal of an existing one submitted after the date of the approval of this policy must be accompanied by a scale plan showing the extent of the premises seeking to be licensed and such other information as may be from time to time specified.

5.2 The applicant must give public notice of the application by publishing, within 7 days of making the application, an advertisement in a local newspaper circulating in Kirklees. In addition, public notice of the application shall be displayed on or near the application premises, so that it can be read conveniently, for 21 days from the date of the application. The Council may specify the form of public notice.

5.3 The applicant must give a copy of the application to the chief officer of West Yorkshire Police within 7 days after the date of the application.

6.0 Fees

6.1 All applications for the grant, renewal or transfer of sex establishment licences must be accompanied by a non-returnable application fee. The fees are reviewed annually against any rise in Council costs of administering the licence regime.

7.0 Objections

7.1 Objections may be made by any person to an application for the grant renewal or transfer of a sex establishment licence.

7.2 An objection must be in writing and state the grounds on which the objection is made.

7.3 Objections may only be made within the period of 28 days following the date on which the application was given to the Council.

7.4 The Council will not consider any objection that does not contain the name and address of the person making it.

7.5 Where objections are made the Council will provide copies to the applicant. The Council will not divulge the identity of the objector/s to the applicant without the consent of the objector's to do so.

7.6 Where objections are made and not withdrawn, a committee or subcommittee will be held to consider the application and the written representations. The committee or subcommittee will also have regard to any observations submitted by West Yorkshire Police.

7.7 The applicant, licence holder or person to whom a licence is intended to be transferred will be given the opportunity to attend and be heard by the committee or subcommittee, in

line with the provisions of the 1982 Act, any objectors do not have the right to be afforded an oral hearing but, at the discretion of the council may be afforded such an opportunity.

7.8 Applicants or licence holders that are aggrieved by a decision of the Council may (depending on the precise reasons of the Council's decision) have a right of appeal to the Magistrates Court within 21 days beginning on the date of which the person is notified of the Council's decision. Any person considering an appeal is recommended to seek independent legal advice from a solicitor before doing so.

7.9 The grounds upon which the Council must or may refuse a licence are fixed by the 1982 Act and are shown in Appendix B to this policy for information.

7.10 Where no objections are made, the Council will grant the licence subject to standard terms, conditions and restrictions set out in the relevant regulations.

8.0 Revocation of Licences

8.1 The Council may revoke a licence:

- On any grounds specified in paragraph 1 of Appendix B to this policy;
- On either of the grounds specified in paragraph 3(a) and (b) of Appendix B to this policy.

8.2 The Council will not revoke a licence without first giving the holder of the licence the opportunity of appearing and making representations before a committee or subcommittee. Where a licence is revoked, its holder shall be disqualified from holding or obtaining a licence in the Kirklees authority area for a period of 12 months beginning with the date of revocation.

9.0 Duration of Licence

9.1 The licence holder may request the Council in writing to cancel the licence.

9.2 In the event of the death of a licence holder, the licence will be deemed to have been granted to his personal representatives and will remain in force for a period of 3 months from the date of his death, unless previously revoked.

9.3 Where the Council are satisfied that is necessary for the purpose of winding up the estate of the deceased licence holder, it may extend or further extend the period for which the licence remains in force.

9.4 Unless cancelled or revoked, a licence shall remain in force for one year or for a shorter period as the Council may think fit when granting it.

10.0 Waivers

10.1 The Council does not consider it would be appropriate to permit waivers from the requirement to hold a sex establishment licence, except in very exceptional circumstances considered by the Licensing Committee.

11.0 Complaints

11.1 Where possible and appropriate the Council will give early warning to licence holders of any concerns about problems identified at premises and of the need for improvement.

12.0 Delegated Powers

12.1 All applications for new sex establishment licences will be determined by the Licensing Committee.

12.2 All renewal or variation applications for sex establishment licences will be determined by the Licensing Committee if there are objections, otherwise they will be approved by the Licensing Manager, providing the Licensing Manager is satisfied that such approval will not be inconsistent with any aspect of this policy. If the Licensing Manager is not so satisfied then the application will be referred to the Licensing Committee.

12.3 All transfer applications for sex establishment licences will be determined by the Licensing Committee if there are objections, otherwise they will be approved by the Licensing Manager.

Part B – Sex Shops

1. When is a licence for a Sex Shop required?

Licences for sex shops are required for any premises, vehicle, vessel or stall:

- a. Where there are 18R films being sold, or
- b. Used for a business which consists to a 'significant degree' of selling, hiring, exchanging, lending, displaying or demonstrating 'sex articles' or other things intended for use in connection with, or for the purpose of stimulating or encouraging sexual activity or acts of force or restraint which are associated with sexual activity.

2. What are sex articles?

'Sex articles' are:

- a. Anything made for use in connection with , or for the purpose of stimulating or encouraging sexual activity or acts of force or restraint which are associated with sexual activity, and
- b. Any article containing or embodying matter to be read or looked at or anything intended to be used, either alone or as one of a set, for the reproduction or manufacture of any such article, and to any recording or vision or sound which:
 - (i) Is concerned primarily with the portrayal of, or primarily deals with or relates to, or is intended to stimulate or encourage, sexual activity or acts of force or restraint which are associated with sexual activity; or
 - (ii) Is concerned primarily with the portrayal of, or primarily deals with or relates to, genital organs, or urinary or excretory functions.

3. What constitutes a 'significant degree'?

The meaning of 'significant degree' is not expressly defined in the legislation. It is for the Licensing Authority to determine on the individual circumstances of each case presented to it whether the 'significant degree' threshold has been reached. It will involve considering a number of factors such as:

1. The ratio of sex articles to other aspects of the business
2. The absolute quantity of sales
3. The character of the remainder of the business
4. The nature of the displays in the business
5. Turnover
6. Other factors which appear to be materially relevant

4. Licence Conditions

The Council has adopted standard conditions for the operation of sex shops which are set out at Appendix C. Where it is reasonable and necessary to do so, our Licensing Committee will impose additional proportionate conditions on a licence. Wherever possible, these will be discussed in advance with operators by our licensing officers.

Part C – Sexual Entertainment Venues

1. Relevant Entertainment

Licences for sexual entertainment venues are required for 'any premises at which relevant entertainment is provided before a live audience for financial gain of the organiser or the entertainer'. 'Relevant Entertainment' is defined in schedule 3 (as amended by section 27 of the Policing and Crime Act 2009) as 'any live performance or live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of an audience' (either verbal or by other means). An audience can consist of one person e.g. in a private booth.

In deciding whether entertainment is 'relevant entertainment' the authority will judge each case on its merits, but will generally apply to:

1. Lap dancing
2. Pole dancing
3. Table dancing
4. Strip shows
5. Peep shows
6. Live sex shows

Adult entertainment not classed as 'relevant entertainment' may still require licensing under the Licensing Act 2003.

2. Length of Licence

We will, unless there are exceptional reasons otherwise, grant licences for the maximum duration of a year at a time to provide certainty to those operating businesses.

3. Application Form

We have a standard application form, including public notices, which are available on request from our licensing team.

4. Licence Conditions

We have adopted standard conditions for the operation of sexual entertainment venues which are set out at Appendix D. where it is reasonable and necessary to do so; our Licensing Committee will impose additional proportionate conditions on a licence. Wherever possible, these will be discussed in advance with operators by our licensing officers.

Appendix A1

Existing Licensed Sex Shops

X6 Johns Books, 322 Manchester Road, Crosland Moor, Huddersfield, HD4 5BR

X5 Nemesis II Unit 3, Crossley Mills, New Mill Road, Honley, HD9 6BH

X2 Darker Enterprises Ltd, 70 Bradford Road, Fartown, HD1 6JE

X1 Empire cinema Club, John William Street/Brook Street, Huddersfield, HD1 5AA

Appendix A2

Existing Licensed Premises which will require a Sexual Entertainment Venue Licence

PR (A) 0845 Cleopatra's, Lockwood Road, Folly Hall, Huddersfield, HD1 3PA

PR (A) 1375 Cleopatra's Lounge, Northumberland Street, Huddersfield, HD1 1DT

Appendix B**Refusals and Revocations of Licences**

1. The Council must refuse to grant or transfer a licence to:
 - a. A person under the age of 18
 - b. A person who for the time being is disqualified from holding a licence
 - c. A person, other than a body corporate, who is not resident in the United Kingdom or who was not so resident throughout the period of six months immediately preceding the date on which the application was made.
 - d. A body corporate which is not incorporated in the United Kingdom
 - e. A person who has , within the period of 12 months immediately preceding the date on which the application was made, been refused the grant or renewal of a licence for the premises, vehicle, vessel or stall in respect of which the application is made, unless the refusal has been reversed on appeal.

2. The Council may refuse
 - a. An application for grant or renewal of a licence on one or more of the grounds shown in paragraph 3 below:
 - b. An application for transfer of a licence on either or both of the grounds shown in paragraph 3(a) and (b) below.

3. The grounds mentioned in paragraph 2 above are:
 - a. That the applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason:
 - b. That if the licence were to be granted, renewed or transferred the business to which it relates would be managed by or carried on for the benefit of a person , other than the applicant, who would be refused the grant, renewal or transfer of such a licence if he made the application himself:
 - c. That the number of sex establishments in the relevant locality that the application is made is equal to or exceeds the number which the Council considers appropriate for the locality
 - d. That the grant or renewal of the licence would be inappropriate having regard to:
 - (i) The character of the relevant locality (which means, in relation to a vehicle, vessel or stall , any locality where it is desired to use it as a sex establishment);
 - (ii) The use to which any premises in the vicinity are put; or
 - (iii) The layout, character or condition of the premises, vehicle, vessel or stall in respect of which the application is made.

Appendix C

REGULATIONS PRESCRIBING STANDARD CONDITIONS FOR SEX SHOP LICENCES

Management of the Premises

1. The licensee, or some responsible person nominated by him and notified in writing to the Council for the purpose of managing the sex establishment ('the manager') shall have personal responsibility for and be present on the premises at all times when the premises are open to the public.
2. Where the licensee is a body corporate or an incorporated body any change of director, company secretary or other person responsible for the management of the body shall be notified in writing to the Council within 14 days of such change and such written details as the licensing authority may require in respect of the change of personnel shall be furnished within 14 days of a request in writing from the Council.
3. A copy of the licence shall at all times be displayed in a conspicuous position on the premises, so as to be available for inspection by the public, police, the fire authority, and authorised officers of the Council and local trading standards authority.
4. The licensee shall retain control over all parts of the premises and shall not let, licence or part with possession of any part. The Council must be immediately notified in the event that any part of the premises is affected by the termination of a lease or other event affecting the Licensees control of the premises.
5. The licensee shall ensure that the public is not admitted to any part of the premises that has not been licensed.
6. No person under the age of 18 shall be admitted to the premises and a notice to this effect in accordance with condition 19, shall be displayed on the outside of the premises. No person under age of 18 shall be employed to work at the licensed premises.
7. Neither the licensee nor any employee or agent shall seek to obtain custom for the licensed premises outside or in the vicinity of the premises, by means of personal solicitation, flyers, hand-outs or any like thing.
8. Access must be afforded at all reasonable times to authorised officers of the Council, police and fire service.
9. The licence holder shall ensure that no part of the licensed premises shall be used by prostitutes (male or female) for soliciting or for any immoral purposes.

10. The premises shall not, without the written consent of the Council, be opened and used for the purposes for which the licence is granted on Christmas Day or Good Friday.

Conduct of the Premises

11. No change from a sex cinema to a sex shop or a sex shop to a sex cinema shall be made without the written consent of the Council.
12. A sex shop shall be conducted primarily for the purposes of the sale of goods by retail.
13. No film or video recording or computer game shall be exhibited, sold or supplied unless it has been passed by the British Board of film Classification and bears a certificate to that effect.

External Appearance

14. The holder of a sex establishment licence shall exhibit on the outside of the premises a notice containing the words 'No person under the age of 18 allowed, people appearing to be under the age of 21 will be required to show proof of their age'.
15. No external loudspeakers will be installed.
16. Unless approved in writing by the Licensing Manager, there shall be no advertisements, notices, photographs, and illustrations, statements of any kind or similar items displayed so as to be visible from the exterior of the premises.
17. The Council shall approve the design of the front elevation of the shop which may include reference to the name of the shop, its postal address, opening hours, website address and any security grilles or shutters. The Council shall approve the final exterior signage including the shop name which shall be of an uncontentious nature.
18. The exterior and entrance to the licensed premises shall be suitably screened so as to prevent any part of the interior being visible from outside the shop.
19. There shall be a solid outer and inner door fitted with automatic closures with such devices being maintained in good working order. Both doors shall be kept closed at all times except when being used for access or egress.
20. On the external facing of the inner door, there shall be displayed a notice in accordance with the requirements of the indecent Displays (Control) Act 1981 namely:

'WARNING'

Persons passing beyond this notice will find material or activities on display which they may consider indecent. No admittance to persons under 18 years of age'

State, Condition and Layout of Premises

21. The Licensee shall maintain the licensed premises in good order, repair and state of cleanliness at all times, which will include the need to maintain the front and rear of the premises in a clean and tidy condition.
22. The licensee shall take appropriate measures to ensure that refuse and discarded sex articles or waste stock from the premises are kept secure from public accessibility pending removal from the site.
23. No access shall be permitted through the premises to any other premises adjoining or adjacent except in the case of emergency.
24. Lighting shall be in operation continuously during the whole of the time that the licensed premises is open to the public such lighting to be sufficient to enable persons therein to see clearly all parts of the premises and to read readily any literature or notices displayed to customers.
25. Alterations or additions either internal or external shall not be made to the licensed premises (including any facilities, lighting, construction etc., without prior written consent from Kirklees Planning where necessary and the Councils Licensing Manager. Without prejudice to the foregoing, the areas provided for ingress, egress and circulation of the public within the premises shall not be reduced, obstructed or altered without prior written consent from Kirklees Planning and the Councils Licensing Manager.
26. Any facilities for previewing films, video recordings or other similar material shall be physically separated from the display area of the shop in such a manner that no material being displayed by way of preview shall be visible or audible outside the preview area.
27. No fastenings of any description shall be fitted on any booth or cubicle within the sex establishment nor shall more than one person (including any employee) be present in any such booth or cubicle at any one time.

Safety and Security

28. The Licensee shall institute steps to check the age of customers entering the shop who appear to be between the ages of 18 and 21 in order to ensure that they are not younger than 18.
29. Whilst the licensed premises are in use, no door or other barrier which exists within the areas provided for ingress and circulation of the public shall be locked or bolted in any manner which prevents it being opened immediately and easily.

Goods Available in Sex Shops

30. The Licensee shall without charge display and make available in the sex shop such free literature on counselling on matters related to sexual problems as may be published by the Family Planning Association and by such other similar organisations from time to time and in particular any such material related to sexually transmitted diseases. Such literature is to be displayed in a prominent position adjacent to all cash collection points in the sex shop.

Appendix D

REGULATIONS PRESCRIBING STANDARD CONDITIONS FOR SEXUAL ENTERTAINMENT VENUE LICENCES

1. The licensee or some responsible person over the age of 18 nominated by him and notified in writing to the Council for the purpose of managing the sex establishment ('the manager'), shall have personal responsibility for and be present on the Premises at all times when the premises are open to the public.
2. Any individual employed on the premises to conduct a security activity (within the meaning of paragraph 2(1) (a) of schedule 2 to the Private Security Industry Act 2001) must be licensed by the Security Industry Authority.
3. The licensee must ensure that staff are employed to supervise the interior of the premises including toilets whilst the premises are open for business.
4. No person under the age of 18 shall be admitted to the premises. Customers who appear to be under the age of 21 must be asked to provide photographic proof of their age. The licensee must provide prominent notices at each entrance to the premises to this effect.
5. Performers shall be aged not less than 18 years. The licensee must maintain adequate records of the names, addresses and dates of birth of performers including adequate identity checks.
6. An appropriate room shall be set aside to provide a private changing and rest area for performers to which customers are not admitted.
7. The licensee shall not permit the display outside of the premises of photographs or other images which indicate or suggest that striptease or similar entertainment takes place on the premises.
8. The licensee shall ensure to the Councils Licensing Manager's satisfaction that the exterior of the premises is maintained to a satisfactory standard. At no point may dancers be visible from outside of the premises. Scantily clad persons must not exhibit in the entrance way or in the vicinity of the premises.
9. Performers shall only perform on the stage area, or to seated customers or in such other areas of the licensed premises as may be agreed in writing by the Councils Licensing Manager.

10. No nude performances may take place on stage at any time, a performer during any performance must at all times wear at least a G-string.
11. Performers must remain clothed in public areas and all other areas except while performing in areas specified by the council where sexual entertainment may be provided, as at 11 above.
12. Performers must dress fully at the end of each performance.
13. Performers may not accept any telephone number, email address, address or contact information from any customer.
14. Performers must never be alone in the company of a customer except in an area open to the public within the premises.
15. The licensee is to ensure a sufficient number of security staff are employed inside and outside the premises whilst sexual entertainment is provided to supervise the performers and customers.
16. The licensee must ensure that during a performance of a table dance:
 - (i) Customers must remain seated during the entire performance of the dance
 - (ii) Performers must not approach closer than 30cms (12") to any part of a customer
 - (iii) Performers must not part their legs, sit or straddle the customer
 - (iv) Performers must not place their feet on the seats
17. The licensee must ensure that during performances of any kind to which this licence relates;
 - (i) Performers may not perform any kind of act that simulates any sexual act.
 - (ii) Performers may not intentionally touch a customer any time during the performance unless absolutely accidentally or due to a third party
 - (iii) Performers may not use inappropriate, suggestive or sexually graphic language at any time.
 - (iv) Performers must never perform with a another performer
 - (v) Performers must not engage in communications that could be deemed as acts of prostitution or solicitation, even if the performer has no intention of carrying out the act
 - (vi) There is no audience participation

18. The Licensee must ensure that during performances of any kind to which this licence relates:
 - (i) Customers do not dance at any time except in areas specifically designated by the Council as being separate from areas for sexual entertainment
 - (ii) Customers must remain appropriately clothed at all times.

19. The licensee shall ensure that CCTV is installed and maintained to the satisfaction of West Yorkshire Police, and that any images are (a) retained for a period of at least 31 days and (b) made available on request to a police officer or authorised officer of the Council.

20. The licensee shall provide upon request copies of any documents reasonably required by an authorised officer of the Council in relation to compliance with this licence.

Kirklees Council

Kirklees Licensing Service

Appendix 2

SEV Questionnaire results

This document contains the results of questionnaire as part of the public consultation to assist the council when considering the adoption of the amended Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 in relation to the introduction of a policy relating to sex establishments, and the licensing of a new category of sex establishment called sexual entertainment venue.

1. Which areas are NOT suitable to locate a SEV?

	Strongly Agree	Agree	Neither Agree/Disagree	Disagree	Strongly Disagree
Town Centre	###			##	##
A mixed use area residential/commercial	#####		#		
Busy late night economy area	####			#	##
Residential area	#####		#		
Industrial area	####		###		
Deprived area	#####		#		
Conservation area	#####	#	#		
Not acceptable in any area	###		#	#	##
Total					

Are there any other localities in Kirklees where you think it would be acceptable to licence a SEV?

- *All town centres*
- *None*
- *No x 2*
- *Out of town retail parks – however transport links, taxi support needed to make them viable.*
- *Huddersfield Civic Society – Siting a SEV would NOT be acceptable outside town centre late night entertainment areas. I.e. areas with low footfall at times of trading. We do not accept that conservation area status is relevant. Conservation areas are a planning consent matter issue for matters like advertising, signage and ac plant, which should not affect licensing.*

2. Which wards in Kirklees would NOT be an acceptable location for a SEV?

	Strongly agree	Agree	Neither Agree/Disagree	Disagree	Strongly disagree
Almondbury	#####	#	#		
Ashbrow	#####	#	#		
Batley East	####		##		
Batley West	####		##		
Birstall and Birkenshaw	####	#	#		
Cleckheaton	####		#		
Colne Valley	#####	#	#		
Crosland Moor and Netherton	#####	#	#		
Dalton	#####		#		
Denby Dale	#####	#	#		
Dewsbury East	####		##		
Dewsbury South	####		##		
Dewsbury West	####		##		
Golcar	#####	#	#		
Greenhead	#####		#		
Heckmondwike	####	#	#		
Holme Valley North	####	#	#		
Holme Valley South	#####	#	#		
Kirkburton	#####	#	#		
Lindley	####	#	#		
Liversedge and Gomersal	####	#	#		
Mirfield	#####	#	#		
Newsome	####		##		#

- *Huddersfield Civic Society – We do not see why the choice of wards should be considered at all.*

3. Should the council set a maximum number for any locality?

- Yes
- *Maximum number should be zero x 3*
- *Police - From a police point of view these establishments do not cause the problems and calls for service that we get from pubs, night clubs and massage parlours. Not sure there is a need to restrict numbers as economies would do that. However an increase would cause perception issues.*

- *Huddersfield Civic Society – No limits for any locality. The market should result in a number in town centre and late night entertainment areas.*

4. What should the numbers be in the following areas?

	0	1	2	3	4	5 or more
Town centre	###	#	#	#		#
mixed area commercial /residential	#####	#	#			
Busy late night economy area	####		#	#		#
Residential area	#####					
Industrial area	#####	#				
Deprived area	#####					
Conservation area	#####		#			
Not acceptable in any area	###					

5. What should the number be in each ward?

	0	1	2	3	4	5 or more
Almondbury	#####					
Ashbrow	#####					
Batley East	#####			#		
Batley West	#####			#		
Birstall and Birkenshaw	#####					
Cleckheaton	#####					
Colne Valley	#####					
Crosland Moor and Netherton	#####					
Dalton	#####					
Denby Dale	#####					
Dewsbury East	#####			#		
Dewsbury South	#####			#		
Dewsbury West	#####			#		
Golcar	#####					

Greenhead	#####			#		
Heckmondwike	#####					
Holme Valley North	#####					
Holme Valley South	#####					
Kirkburton	#####					
Lindley	#####					
Liversedge and Gomersal	#####					
Mirfield	#####					
Newsome	####			#	#	

- **One in each ward that has a town centre**
- **A lot would depend on the site location; a ward is too generic a location to make an informed decision on.**

Vicinity

6. Would it be acceptable to locate a SEV near to:

	Yes	No	I don't know
Residential areas		#####	
Retail shopping area	##	####	
Late night entertainment area	####	##	
Historic listed buildings		#####	#
Sports centres/facilities		#####	#
Cultural leisure facilities (libraries/museums etc.)		#####	#
Family leisure facilities (cinemas /theatres/concert halls)		#####	
Places of worship		#####	#
Public parks		#####	#
Places of education (school/college/university)		#####	#
Youth facilities		#####	#
Train/bus station	#	####	#
Hotels or other guest accommodation	#	#####	#

- **Vicinity**
- *Huddersfield Civic Society – Siting a SEV would be acceptable in town centre late night entertainment areas; areas with high footfall at the time of trading.*

7. Is there any type of building where it would be acceptable to locate a SEV near to?

- *Public Houses*
- *None x 3*

8. Any other comments:

- *These places of entertainment should be allowed but closely regulated in all areas of operation for those who wish to go to such places. People who are vulnerable or do not like said venue should have their rights protected.*
- *I think granting a licence to these places could be a recipe for trouble and the emergency services are stretched to the limit as it is.*
- *The licensing of SEV within Kirklees , or even those potential workers, wishing to work in such a venue and potential visitors, due to safety concerns, noise, light pollution, litter pollution.*
- *I do not feel SEV's are a good idea at this time or any other time for Kirklees. As the deputy mayor of Mirfield I would detest the idea of a SEV coming to Mirfield, as well as in any other part of Kirklees. They exploit women particularly foreign women, and make them objects of lust for dirty old men and silly young men alike – the corruption of the best is the worst! I think it's a good first step to give residents a greater voice on these things coming to their respective wards.*
- *Police - What we have within the ring road is fine but I think a case could be made out for elsewhere but the wards cover such a diverse range of areas you would need to consider each application on its own merits.*
- *Fire Service – Fire Service concerns relate only to the suitability of the premises involved and the appropriate management of those premises. We would support aims designed to improve the safety and protection of customers, staff and performers.*
- *Town Cllr – Lap dancing clubs and other forms of adult sex entertainment which are popular in today's modern society have a place in our community for responsible adults. There are safeguards; however that have to be considered, anti-social behaviour, needles, condoms and police issues – people that are a danger to the community. To totally disregard the sex industry, as some do-gooders would have us do is not the full picture, and licensing for these venues should consider these issues.*
- *I have concern about the role these establishments play in supporting or not supporting trafficking and this should be the information we are asking for.*
- *Phil Hubbard, Professor of Urban Studies, School of Social Policy, Sociology and Social Research & Director of Research, Faculty of Social Services – professor Hubbard has submitted a paper titled 'Determining the appropriateness of Sexual Entertainment Venues' (please see attached at appendix C)*
- *Cllr Hussain and Cllr Hall – both agree if we adopt the new section it gives us more powers to regulate.*
- *Cllr Richards – supports adopting the legislation.*

Appendix 3.

Results of consultation exercise which has taken place between 15th May 2015 and 15th June 2015, in relation to the adoption of a Licensing Policy relating to sex establishments:

The draft policy was emailed and mailed to 94 potential interested parties and was posted on the Licensing website, inviting comments from members of the public and interested parties.

In total we received three replies:

- Cllr Hilary Richards - thanking us for providing sight of the policy
- Cllr Eric Firth – agrees with these new rules being adopted.
- Cllr John Nottingham - I think there is a place for adult entertainment where it is carefully regulated. Having read through your policies, I find them quite comprehensive; with careful regulation on issues such as safeguarding etc. Some political fundamentalists may take issue with such issues, but I feel we have to be responsible, and stay in line with national guidelines from Westminster.

Consultee List – Appendix 4

Cllr Abdul Patel
Cllr Amanda Stublely
Cllr Andrew Cooper
Cllr Andrew Marchington
Cllr Andrew Palfreeman
Cllr Andrew Pinnock
Cllr Bill Armer
Cllr Cahal Burke
Cllr Cath Harris
Cllr Cathy Scott
Cllr Charles Greaves
Cllr Christine Iredale
Cllr Cliff Preest
Cllr Darren ODonovan
Cllr David Hall
Cllr David Ridgway
Cllr David Sheard
Cllr Derek Hardcastle
Cllr Donald Firth
Cllr Donna Bellamy
Cllr Edgar Holroyd-Doveton
Cllr Elaine Ward
Cllr Elizabeth Smaje
Cllr Eric Firth
Cllr Erin Hill
Cllr Graham Turner
Cllr Gwen Lowe
Cllr Hanif Mayet
Cllr Hilary Richards
Cllr James Blanchard
Cllr Jean Calvert
Cllr Jim Dodds
Cllr John Lawson
Cllr Judith Hughes
Cllr Julie Stewart –Turner
Cllr Karen Allison
Cllr Karen Rowling
Cllr Kath Pinnock
Cllr Kath Taylor
Cllr Ken Smith
Cllr Kenneth Sims
Cllr Linda Wilkinson
Cllr Lisa Holmes
Cllr Mahmood Akhtar
Cllr Mark Hemmingway
Cllr Martyn Bolt
C-llr Masood Ahmed
Cllr Mehboob Khan

Cllr Mohammed Sarwar
Cllr Mohan Sokhal
Cllr Molly Walton
Cllr Mumtaz Hussain
Cllr Naheed Mather
Cllr Nicola Turner
Cllr Nigel Patrick
Cllr Paul Kane
Cllr Peter McBride
Cllr Peter O'Neill
Cllr Phil Scott
Cllr Robert Light
Cllr RobertW Barraclough
Cllr Salim Patel
Cllr Shabir Pandor
Cllr Simon Alvy
Cllr Steve Hall
Cllr Terry Lyons
Cllr Tony Brice
Cllr Viv Kendrick
Cllr Vivien Lees-Hamilton

West Yorkshire Police

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Xa.fpu@westyorkshire.pnn.police.uk

timothy.holland@westyorkshire.pnn.police.uk

West Yorkshire Fire Service

fire.safety@westyorksfire.gov.uk

Representative's local business

Honley Business Association sandie.nicholson@btinternet.com

Holmfirth Enterprise and Development
<https://www.facebook.com/HolmfirthEnterpriseDevelopment>
Kirklees Community Association <http://www.kca.co>

Kirklees Federation of small Business branchsec.kirklees@fsb.org.uk

Calderdale & Kirklees manufacturing Association www.ckma.co.uk

Housing Associations and Trusts in Kirklees Council

Johnnie Johnson Housing general.enquiries@jjhousing.co.uk

Habinteg Housing direct@habinteg.org.uk

Connect Housing corporate.service@connecthousing.org.uk

Horton Housing www.hortonhousing.co.uk

Sadeh Lok Housing customerservices@sadehlok.co.uk

Kirklees Neighbourhood housing housing@knh.org.uk

Kirklees Federation of Tenants and Residents Associations
general.admin@kftra.net

Federation of licensed Victuallers Associations admin@flva.co.uk

Kirklees Community Safety Partnership community.partnerships@kirklees.gov.uk

Kirklees Drugs Action Team <http://www.kirklees.gov.uk/community/care-support/health/drug-action.shtml>

Environmental Health environmental.health@kirklees.gov.uk

Planning Authority planning.contactcentre@kirklees.gov.uk

Kirklees Area Child Protection Committee KSCB.Admin@kirklees.gov.uk

Weights and Measures licensing@wyjs.org.uk

Kirklees Primary Care Trust jo.hilton-jones@kirklees.gov.uk

- **Mirfield Town Council**
- Council Offices, 198 Huddersfield Road, Mirfield, WF14 8BA
- administrator@mirfieldtowncouncil.gov.uk

- **Denby Dale Parish Council**
- Council Offices, 24 Commercial Road, Skelmanthorpe, Huddersfield, HD8 9DA
- denbydaleparishcouncil@kirklees.gov.uk

- **Holme Valley Parish Council**
- Council Offices, Huddersfield Road, Holmfirth, HD9 3JP
- clerk@holmevalleyparishcouncil.gov.uk
- admin@holmevalleyparishcouncil.gov.uk

- **Meltham Town Council**
- Town Hall, Meltham, Huddersfield, HD9 4AG
- melthamcouncil@btconnect.com

- **Kirkburton Parish Council**
- Burton Village Hall, Northfield Lane, Highburton, Huddersfield, HD8 OQT
- Clerk: angela.royle@kbpc.co.uk

Ahmadiyya Muslim Association
 41 Lower Fitzwilliam Street, Huddersfield, HD1 6AS
www.loveforallthatredfornone.org or www.alislam.org

Ahmadiyya Muslim Association – Spen Valley

Mr Arif Ahmad
 40 Chadwick
 Crescent , Email: arifahmad01@aol.com
 Oxford Park ,
 Dewsbury ,
 WF13 2JF

Anjuman-E-Zinatul Islam Mosque and Madressah (Batley)

Anjuman-e-Zinatul Islam	Mobile: 07876 653479
78 Taylor Street ,	Email: mpandor@gmail.com
Batley ,	
WF17 5BA	

Baha'i Faith - Spiritual Assembly of the Bahais of Kirklees

Mrs Christine Deihim ,	Tel: 01484 429490
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Huddersfield ,	
HD5 9JB	

Baptist Area Office

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 1 South Parade ,
 Headingley ,
 Leeds ,
 LS6 3LF

Tel: **0113 2784954**
 Email: info@yba.org.uk

Church of England Area Office (Wakefield Diocese)

Wakefield Diocesan Office
 Church House ,
 1 South Parade ,
 Wakefield ,
 WF1 1LP

Tel: **01924 371802**
 Fax: **01924 364834**
 Email: inquiries@wakefield.anglican.org

Churches Together in Dewsbury

Mrs E Exley

Mobile: **07815 583144**
 Email: liz@dewsburybaptistchurch.co.uk

Churches Together in Huddersfield Town Centre

Chair of Churches Together council

Reverend Wayne Clarke
 16 Heaton Road ,
 Huddersfield ,
 HD1 4HX

Tel: **01484 313976**
 Mobile: **07725 834944**
 Email: wayne@wayneclarke.org

Darul-Ilm Education and Training Centre (Thornhill Lees)

Darul-Ilm Education and Training Centre
 12 Dale Street ,
 Thornhill Lees ,
 Dewsbury ,
 WF12 9HT

Dawatal Islam Masjid and Madressah Talimuddin, Soothill

Dawatal Islam Masjid
 West Acre Drive ,
 Soothill ,
 Batley ,
 WF17 6PE

Faizaan-e-Madina Masjid and Dewsbury Moor Muslim Association

Faizaan-e-Madina Madressah and Education Centre,

Pilgrim Avenue,
Dewsbury Moor,
Dewsbury,
WF13 3NJ

Hanfia Mosque and Institute (Lockwood, Huddersfield)

Huddersfield Hanfia Mosque
Bentley Street ,
Lockwood ,
Huddersfield ,
HD1 3UL

Tel: **01484 421802**

Email: info@hanfia.org

Hindu Society of Kirklees and Calderdale

For more information, contact:

General Secretary

Ms Bali
20 Zetland Street ,
Huddersfield ,
HD1 2RA

Tel: **01484 515370**

Mobile: **07944 335855**

Email:

huddersfieldmandir@googlemail.com

Huddersfield Christian Fellowship

For more information, contact:

Huddersfield Christian Fellowship
Cathedral House ,
St Thomas Road ,
Huddersfield ,
HD1 3LG

Tel: **01484 514088**

Fax: **01484 425188**

Email:

info@huddersfieldchristianfellowship.com

Huddersfield Church of Jesus Christ of Latter-day Saints and Family History Library

Huddersfield Church of Jesus Christ of
Latter-day Saints
12 Halifax Road ,
Birchcliffe ,
Huddersfield ,
HD3 3BS

Tel: **01484 454573**

Huddersfield Inter Faith Council

Secretary of Huddersfield Inter Faith
Council
17 Cross Church Street ,
Paddock ,
Huddersfield ,
HD1 4SN

Tel: **01484 428253**
Email: frleslie@btopenworld.com

Huddersfield Area Pagans

<http://uk.groups.yahoo.com/group/huddsareapagans>

Huddersfield Kingdom Hall Of Jehovahs Witnesses

Mr Bernard Placid
71 Dewhurst Road ,
Fartown ,
Huddersfield ,
HD2 1BW

Tel: **01484 310832**
Email: bdplacid@hotmail.co.uk

Huddersfield Mission

Huddersfield Mission
3-13 Lord Street ,
Huddersfield ,
HD1 1QA

Tel: **01484 421461**
Email: info@huddersfieldmission.org.uk

Huddersfield Muslim Community Centre

Huddersfield Muslim Community Centre
Clare Hill ,
off Cambridge Road ,
Huddersfield ,
HD1 5BS

Tel: **01484 435839**
Mobile: **0786 600 8181**
Fax: **01484 43**

Huddersfield New North Road Baptist Church

New North Road Baptist Church ,
New North Parade ,
Huddersfield ,
HD1 5JU

Tel: **01484 456444**
Email: admin@nnrbc.org

Huddersfield New Testament Church Of God

New Testament Church of God
8a Great Northern Street ,
Huddersfield ,
HD1 6AY

Tel: **01484 543519**

Huddersfield Our Lady of Czestochowa (Polish Church and Centre)

Reverend Stanislaw Wachala
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HD2 1BB

Tel: **01484 420474**

Huddersfield Parish Church of St Peter's

Parish Church Office

Huddersfield Parish Church ,
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Huddersfield ,
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Tel: **01484 427964**
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Huddersfield Quakers (Religious Society of Friends)

Ann K Bettys

Tel: **01484 664290**
Email: info@huddersfieldquakers.org.uk

Huddersfield Seventh Day Adventist Church

Pastor Barrie Stokes
College Street ,
off Park Road West ,
Crosland Moor ,
Huddersfield ,
HD4 5EB

Tel: **01484 645308**

Huddersfield Spiritualist Church

<http://www.huddersfieldspiritualistchurch.co.uk>
Old Leeds Road,
Huddersfield,
HD1 1SG

Huddersfield St Joseph Roman Catholic Church

Father Nicholas Hird
The Presbytery ,
Teddington Avenue ,
Huddersfield ,
HD5 9HS

Tel: **01484 327007**
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nicholas.hird@dioceseofleeds.org.uk

Indian Muslim Welfare Society (IMWS) and Al Hikmah Centre, Batley

Mr Musa Kazi
Al Hikmah Centre ,
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Batley ,
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Email: info@imws.org.uk

Kirklees Churches Partnership Trust

Julie Hyde
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Fax: **01484 221645**
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Kirklees Faiths Forum

Kirklees Faiths Forum Team
Batley Town Hall ,
Market Place ,
Batley ,
WF17 5DA

Tel: **01924 326425**
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Methodist Area Office for West Yorkshire

West Yorkshire District Office
19 Wentworth Court ,
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Brighouse ,
Huddersfield ,
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Email: admin@wymethodist.org.uk

Muslim Elderly and Disabled Organisation (Batley)

Ahmed Patel
 Al Hikmah Centre ,
 Track Road ,
 Batley ,
 WF17 7AA

Tel: **01924 503640**
 Email: info@imws.org.uk

New Horizons

New Horizons
 32a Commercial Street ,
 Morley ,
 LS27 8HL

Tel: **0113 307 4422**
 Email: info@nhconline.co.uk

Newsome Local Ecumenical Partnership (LEP)

Pam Kent
 2 Hillside Crescent ,
 Newsome ,
 Huddersfield ,
 HD4 6LY

Tel: **01484 324049**
 Email: pam.kent@ntlworld.com

North Kirklees Interfaith Council

Dr Abdul Shaikh
 12 Carrside Crescent ,
 Batley ,
 WF17 7JN

Mobile: **07432682813**
 Email: A.B.Shaikh@leeds.ac.uk

Pakistan Muslim Welfare Society, and Jamia Mosque Batley

Jamia Mosque
 1 Whitaker Street ,
 Batley ,
 WF17 5AQ

Tel: **01924 472215**

Roman Catholic Area Office

Leeds Diocesan Curia Office
 Hinsley Hall ,
 62 Headingley Lane ,
 Leeds ,
 LS6 2BX

Tel: **0113 261 8022**

Vajrapani Kadampa Buddhist Centre

Vajrapani Centre
 Wheathouse Terrace ,
 Birkby ,
 Huddersfield ,
 HD2 2UY

Tel: **01484 469652**

Email: info@vajrapanicentre.org

Cleopatra's
 Mr Sarwinder Singh-Nangla
 Lockwood Road
 Folly Hall
 Huddersfield
 HD1 3PA

Cleopatra's Lounge
 Mr Jason Armitage
 3 Northumberland Street
 Huddersfield
 HD1 1DT

Mr G's Gentleman's Club
 Mr Martin Kevin Jones
 11 – 13 Westgate
 Huddersfield
 HD1 1NP

Ricky's Bar
 Mr Richard Park
 311 Leeds Road
 Huddersfield
 HD1 6NZ

Plastic Ivy
 33 Leeds road
 Dewsbury
 WF12 7BB

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Name of meeting: Cabinet
Date: 28th July 2015

Title of report: Reorganisation of Waste Collection Rounds

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes - £496k savings per annum
Is it in the Council's Forward Plan?	Yes
Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman - 13.07.15
Is it signed off by the Director of Resources?	David Smith - 16.07.15
Is it signed off by the Assistant Director - Legal, Governance & Monitoring?	Julie Muscroft - 16.07.15
Cabinet member portfolio	Cllr Cathy Scott - Housing and the Relief of Poverty

Electoral [wards](#) affected: All

Ward councillors consulted: Party briefings provided prior to Cabinet Date.

Public or private: Public

1. Purpose of report

The purpose of the report is to seek approval for the introduction of new waste collections rounds, working practices, policy change.

2. Key points

Work has been undertaken to develop a set of proposals to deliver frontline waste collection services in a more effective and efficient way. Studying delivery models from neighbouring and national authorities and the experience of industry bodies such as APSE and WRAP has provided the opportunity to:

- To introduce on-board technology to improve operational knowledge and delivery alongside developing the flow of information from the frontline to Kirklees Direct and ultimately residents
- Improve productivity through new working patterns and a zonal approach

- Enable better utilisation of our fleet through the new working pattern and enhanced vehicle maintenance regimes for Fridays.
- Aid in achieving budget reductions alongside service improvements with minimal impact on residents
- Introduces a system that provides the flexibility to minimise the workload impact to the council and residents associated with economic and housing growth.

This work has involved the study of the existing service delivery model, neighbouring and national authorities and the experience of industry bodies such as APSE and WRAP. This study has resulted in the recommended operating model within this report, more details can be found within Appendix 1.

Key aspects of these proposals are:

- A move to a 38 hour, 4 day bin collection services - Monday to Thursday.
- Impacts will include day of the week and time of the day collection changes for all residents.
- Increase in productivity and reduction in resource requirements.
- The temporary collection of excess waste for the first Grey Bin collection to accommodate residents who may have gone an extended period of time between Grey Bin collections due to the proposed change.
- Clarity on the ongoing Council policy for excess waste and specifically heavy bins.

3. Implications for the Council

The implications for the Council are attaining a significant efficiency saving and implementing a new operating model that can adapt to future changes. This can be achieved with no compulsory redundancies, through Collective Agreement with Trade Unions and with minimal impact on the residents of Kirklees.

4. Consultees and their opinions

In preparing this proposal the following have been consulted:

- Suez Environnement: as our PFI provider discussions have taken place on the implications of this change on the waste treatment contract, including aspects such as the opening / closing times of facilities, planning restrictions and any additional costs. It was confirmed the impact of this change can be accommodated within the existing planning consents and the changes required to the waste facility operations will in fact deliver benefits for Suez Environnement in managing the flow of waste through the transfer stations and Energy from Waste Plant.
- Workforce: This is a significant change to the current working practices for the workforce. As such the workforces have been positively involved in developing, refining and ultimately agreeing the operational aspects of the proposal.

The new routes and rounds have been provided to crews for comment and feedback, with multiple refinements and improvements to ensure they are robust and deliverable.

- Portfolio Members: Continual updates and progress reports have been undertaken with Place Portfolio Holders to enable robust discussions and concerns to be surfaced and accounted for within the final proposal.

5. Next steps

The next steps for the introduction of this proposal will include:

- Finalisation of prepared mobilisation plan with agreed implementation date
- Roll out of communication and awareness campaign to inform residents of the changes and how these affect them
- Roll out of on-board technology to coincide with and support introduction of new rounds
- Activation of the changes to terms and conditions of employment
- Organise excess waste collections

6. Officer recommendations and reasons

It is recommended that Cabinet:

1. Approve the introduction of the proposals to deliver efficiencies that contribute towards the Medium Term Financial Plan
2. Approve the collection of excess waste for the first collection, post change, to accommodate residents who may go an extended period between collections.

7. Cabinet portfolio holder recommendation

The portfolio holder, Councillor Cathy Scott, notes the significant financial savings that the change in the operational model brings. The portfolio holder welcomes the strategy to reduce the changeover impact to residents and improve communication and response.

8. Contact officer and relevant papers

Will Acornley
Head of Environment & Greenspace
Email: will.acornley@kirklees.gov.uk
Tel: 01484 221000

Appendix 1 provides more detail on the proposal.

9. Assistant Director responsible

Joanne Bartholomew
Assistant Director – Place
Email: joanne.bartholomew@kirklees.gov.uk
Tel: 01484 221000

Appendix 1

The Proposal

In the past we have resisted changing bin days for residents in order to provide a top quality service with continuity but this has impacted on efficiency, as over time new estates and properties are added to rounds that imbalance them. We are now at a point where we need radical change to deliver the most efficient service.

It is proposed to move the workforce from a 4.5 day shift to a 4 day shift, working Monday to Thursday, with extended hours. At the same time a zonal working pattern will be introduced that will see all crews working together in the same area on the same day, this will better able us to cover breakdowns and to absorb growth in the future as days will not need to change as households can be moved between rounds easier. This will result in the overall removal of three crews.

Longer days will allow the vehicle assets to be worked harder and Fridays used to undertake an improved maintenance regime.

This proposal is supported by the separate investment in on-board technology. The system will enable live operational decisions to be made quickly and efficiently as well as the continual rebalancing of rounds to maintain optimum efficiency. The system will also update Kirklees Direct as to any live frontline issues such as delays in collection due to traffic or breakdowns, improving the level and quality of information we are able to provide to residents.

Financial Information

A £496k saving will be realised from the removal of three crews and 5 vehicles. This includes 10.8 FTEs and 5 x 26t Refuse Collection Vehicles, including 3 Frontline and 2 Spare. These posts are currently being managed through vacancies and temporary staffing arrangements; as such no redundancies are associated with the reduction. Vehicles have also been fully depreciated and the replacement cycle has been halted for these to allow for disposal.

Comparison to Other Councils

A review of other councils was required to ensure that proposals are achievable where similar systems are being compared and therefore in this context it was useful to examine neighbouring authority Barnsley which has recently implemented a complete route optimisation project utilising the same software used by Kirklees and based on a similar operating model.

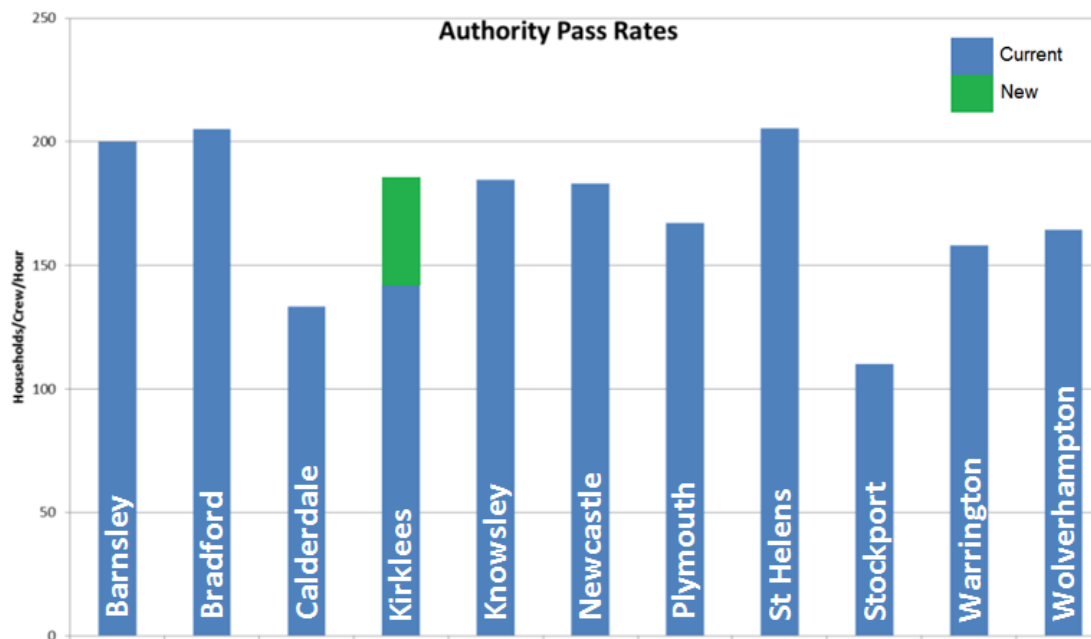
The key points of observation were:

- Crews work a 4 day week (Tuesday – Friday) of 37 hours (4 x 9¼ hours).
- Rounds are worked on a zoned basis allowing work in an area to be completed collectively by the crews. For residual waste (the heaviest

workload) the operation is similarly worked to that in Kirklees but crews in Barnsley are now achieving an average pass rate of 1850 per crew per day or 200 properties per hour. Further analysis does indicate that crews are working nearly a full shift and there have been some instances of rounds not completing and there being a requirement for some mopping up and some rebalancing.

- In-cab software was considered, but rejected on the grounds of cost. The Operations Manager advised that, following their experience, they would recommend its utilisation as a support for crews with new rounds to enable them to get to know the round.

Making comparisons on the basis of the average number of properties served per hour eliminates a number of variables. The chart below shows the current and new Kirklees rate compared with some similar authorities and Barnsley;



Whilst we will see an overall increase in efficiency we are not able to match some Council efficiency due to the rural nature of large parts of Kirklees, which result in more travelling and less collecting time. The proposed efficiency level also took into account some of the issues Barnsley saw with rounds not completing. The decision was also made to introduce the new on-board technology at the same time as the new rounds as recommended by Barnsley’s experience. This will also allow a more robust approach to applying Council policies.

Council Policy

The introduction of on-board technology at the same time as the rounds changes will help support the application of existing Council policy, for example the contamination of the Green Bin from waste such as nappies, food and black bags.

However, in assessing the impact of longer working days on the workforce it is proposed to make the following amendment to policy:

ISSUE	CURRENT POLICY	NEW POLICY	CURRENT ACTION ON NON-COMPLIANCE	NEW ACTION ON NON-COMPLIANCE
Excess / side waste – general waste				
Grey wheeled bins	No excess permitted - everything to be contained within the bin Bins presented with lid not fully closed, to be stickered.	No excess permitted - everything to be contained within the bin Bins presented with lid not fully closed or excessively heavy i.e. cannot be safely moved by one person , to be left and stickered.	Excess bin not collected – householder advised of waste minimisation and recycling opportunities Sticker applied to bin, to be persuasive, asking for fully closed lids for H&S reasons.	Excess / heavy bin not collected – householder advised of waste minimisation and recycling opportunities Sticker applied to bin, to be persuasive, asking for fully closed lids and explaining issues around weight for H&S reasons.

Method of Introduction

It is possible for some residents to go an extended period of longer than two weeks between Grey Bin collections at the point of change. This will occur if a resident is due for a Green Bin collection the week immediately before the change and is then allocated another Green Bin collection for the week of the change.

In order to accommodate this it is proposed to allow the collection of excess waste for the first collection of Grey Bins post change for all residents.



Name of meeting: Cabinet
Date: 28th July 2015

Title of report: District Committees and the Housing Revenue Account Estate & Environmental Works

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	N/a
Is it in the Council's Forward Plan?	N/a
Is it eligible for "call in" by Scrutiny?	No
Date signed off by <u>Director</u> & name	Jacqui Gedman - 13.07.15
Is it signed off by the Director of Resources?	David Smith - 13.07.15
Is it signed off by the Assistant Director - Legal, Governance & Monitoring?	Julie Muscroft - 16.07.15
Cabinet member portfolio	Cllr Cathy Scott - Housing and the Relief of Poverty

Electoral [wards](#) affected: All

Ward councillors consulted: None

Public or private: Public

1. Background

- 1.1 Since 2008 the council has identified Housing Revenue Account (HRA) resources to fund tenant led environmental works on council owned estates managed by Kirklees Neighbourhood Housing (KNH).
- 1.2 Cabinet has agreed that in 2015/16 the HRA budget – Estate and Environmental Works totalling £700,000 should be determined by District Committees subject to discussions between Cllr Cathy Scott and representatives of tenants and residents. This report covers those discussions and sets out the final criteria for District Committees to follow in exercising the delegation given by Cabinet to allocate the HRA estate and environmental works budget.

2. Criteria for allocation of resources

- 2.1 Resources allocated from the HRA must be directed at local authority owned housing estates and be spent in accordance with HRA ring fence rules on for example:-

- General estate management
- General tenancy management
- Repair and maintenance of council housing
- A contribution to the costs of appropriate corporate general funded services e.g. anti- social behaviour and supporting people services.

The HRA should not fund for example:-

- Maintenance of tenant gardens and small scale planting e.g. hanging baskets
- Street lighting
- Dog wardens
- Personal care services
- Housing advisory service
- Homeless administration
- Neighbourhood management

2.2 In addition to the criteria for the allocation of resources outlined above it is recommended that consideration is given to environmental works which:

- enhance the environmental impact of the estate
- promote safer communities by tackling nuisance, harassment and anti-social behaviour
- offer a low maintenance solution and are in line with the council's wider approach to the management of the environment and open spaces.

2.3 There is scope for District Committees to consider linking HRA funding to other sources of District Committee or other funding. The potential impact of combining resources in this way to address District priorities could be significant.

2.4 District Committees will be allocated resources in accordance with the number of council homes in each District.

District Committee	Number of Properties	Budget £
Batley and Spen	5,807	£179,150
Dewsbury and Mirfield	5,521	£170,324
Huddersfield	8,212	£253,347
Kirklees Rural	3,150	£97,179
Total	22,990	£700,000

3. Process for identifying, prioritising and approving schemes

3.1 The following outlines what is anticipated as being the usual process. In 2015/16, it is recognised that this new way of working will need to be established and refined appropriately. It is understood that variables such as size/complexities of design, resident consultation and weather may impact upon timescales for delivery of schemes.

- 3.2 District Committees set out their ambitions, priorities and desired outcomes for the district and agree the allocation of the resources across the district. (June/September)
- 3.3 Ward councillors work with tenants and residents representatives, Kirklees Federation of Tenants and Residents Associations, KNH staff and other Services as necessary to identify and prioritise schemes which:
- address the Districts priorities and desired outcomes
 - comply with HRA ring fence spending requirements
 - are feasible within available resources.
- (July/September)
- 3.4 Ward councillors' present prioritised schemes to District Committees for formal approval. (September/October)
- 3.5 Schemes are commissioned via KNH. It is envisaged that the majority of schemes will feedback to District Committees on completion or by major exception.

4. Tenant and resident consultation arrangements

- 4.1 It is proposed that KNH Area Forums should be the main way in which ward councillors engage with tenants and residents and KNH staff to identify and prioritise schemes.

5. Officer recommendations and reasons

- 5.1 Cabinet approve the delegation of the HRA Estate and Environmental Works budget to District Committees.
- 5.2 Cabinet approve the criteria and the process of identifying, prioritising and approving schemes outline in paragraphs 2 and 3 of this report.

6. Cabinet portfolio holder recommendation

- 6.1 Cabinet approves the officer recommendations to delegate the HRA Estate and Environmental Works budget to District Committees and the criteria and process for approving schemes.

7. Contact officer and relevant papers

Helen Geldart, Head of Housing Services. helen.geldart@kirklees.gov.uk. T: 01484 221000

8. Assistant Director responsible

Kim Brear, Assistant Director Place. kim.brear@kirklees.gov.uk. T: 01484 221000

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Name of meeting: Cabinet
Date: 28th July 2015

Title of report: Use of New Council Development Resources

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes – Use will be made of the £2.85m New Council Developments reserve agreed at the 2015 Budget Council
Is it in the Council's Forward Plan ?	Not applicable
Is it eligible for “call in” by Scrutiny ?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman – 09/07/15
Is it signed off by the Director of Resources?	David Smith – 09/07/15
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Julie Muscroft – 09/07/15
Cabinet member portfolio	Resources

Electoral [wards](#) affected: All
Ward councillors consulted: None

Public or private: Public

1. Purpose of report

To seek Cabinet approval for investment in resources to support the council’s journey to a New Council, through use of the £2.85m New Council Developments Reserve.

2. Key points

2.1 Over the next 3 years, the Council will need to undergo the largest change programme of a generation to achieve the fiscal reductions currently identified. The Council will need to realise a further £69 million in savings and cuts whilst redesigning services to mitigate the impacts on local people and business and do so in a way that meets Council priorities within the resources available. The scale of spending recommended is commensurate with the scale of that task. It should also be recognised that the existing pace of change will need to be accelerated to meet the timescales as the Council will have extinguished its reserves over this period.

- 2.2 The Council transformation programme has been supported for a number of months using a combination of officer time in programme and project boards, temporary programme and project management support resource, the allocation of significant amounts of officer time in addition to their day-to-day duties and some use of external supplier resources.
- 2.3 The New Council Programme Board, Management Board, and Executive Team (ET) have increasingly raised the risks posed to the successful delivery of the achievement of a New Council through the continuation of the current support arrangements described above which are not considered sustainable.
- 2.4 The February 2015 Budget Council agreed the re-designation of existing Council reserves totalling £3m, to a 'New Council Developments' reserve.
- 2.5 Cabinet on 2 June re-affirmed the re-designation of £3m from existing Council reserves for New Council Developments reserve, as part of the final accounts process for 2014-15.
- 2.6 The February 2015 Budget Council also approved specific commitments against this reserve totalling £150k, for Passivhaus and other energy renewable feasibility studies. This leaves a balance of £2.85m reserve currently uncommitted, for consideration in this report.
- 2.5 Jacqui Gedman, Director of Place and the Chair of the New Council Programme Board, has considered the support needs identified and, on behalf of ET, is asking Cabinet to give delegated authority to the Director of Resources to allocate funding from the uncommitted £2.85m reserve against the following broad categories of spend, identified as critical to the overall success of the Council transformation programme over the 2015-18 medium term financial plan:
- i. **Procurement and provision** of external support for activity within specific areas of the work to achieve New Council. For example, support for work on the 'Economic Resilience' and 'Early Intervention and Prevention' themed programmes. This support could be for a range of activity including programme management capacity, transformation/change activity or programme assurance.
 - ii. **'Back-filling' of officer roles** where senior staff have been asked to dedicate a significant proportion of their working time to New Council activities and their further day-to-day duties must be delivered.
 - iii. **Support for other areas of the New Council change programme**, for example, business process re-engineering, research capacity, behavioural change, etc.
- 2.6 Cabinet will receive regular reports in-year, as part of the normal quarterly revenue monitoring report cycle on the use of the New Council Developments reserve and the overall programme of work on New Council.
- 2.7 It should be noted that resource requests to achieve the transformation to New Council are still being defined and the scale of support required is likely to require further decision/resource.

3. Implications for the Council

The recommended use of New Council Development reserve will support the effective management of the council's capacity risks associated with the delivery of New Council.

4. Consultees and their opinions

The Executive Team endorse this request.

5. Next steps

If approved, the Chair of the New Council Programme Board will make more detailed recommendations to the Executive Team in-year, on the use of the reserve within the broad categories of spend as set out in this report. The Director of Resources will report to Cabinet in-year on the detailed use of the reserve, through the quarterly revenue monitoring report cycle.

6. Officer recommendations and reasons

That Cabinet:

- i) approves the use of the currently uncommitted £2.85m New Council Developments reserve against the broad categories of spend as set out in this report, and
- ii) delegate authority to the Director of Resources to allocate the reserve to specific activities within the broad categories of spend, and report the use of the reserve in more detail to Cabinet through the quarterly revenue monitoring report cycle.

7. Cabinet portfolio holder recommendation

The Portfolio Holder, Cllr Graham Turner, supports the recommendations made in this report.

8. Contact officer and relevant papers

Jane Brady, Assistant Director for Customer and Exchequer Services

9. Director responsible

Jacqui Gedman, Director for Place and Chair of the New Council Programme Board

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Name of meeting: Cabinet

Date: 28 July 2015

Title of report: Bradley Business Park Huddersfield – Phase III

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes The sale of the land should generate a receipt (equivalent to a saving) in excess of £250k
Is it in the Council's Forward Plan?	Yes 3 February 2015
Is it eligible for call in by Scrutiny?	Yes
Date signed off by Director & name	Jacqui Gedman – 6 July 2015
Is it signed off by the Director of Resources?	David Smith – 8 July 2015
Is it signed off by the Assistant Director for Legal, Governance & Monitoring?	Julie Muscroft – 7 July 2015
Cabinet member portfolio	Cllr Graham Turner Cllr Peter McBride Cllr Steve Hall

Electoral [wards](#) affected: Ashbrow

Ward councillors consulted: The views of the three Ashbrow Ward Members have been sought, and comments are reported in the section on Consultees and their opinions.

Status of Report: Public (with Private Appendix 4)

Private: Appendix 4 of this report is recommended for consideration in private because the information contained in it is exempt information within Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006. It is considered that disclosure of the information could prejudice negotiations regarding the disposal of the land and the Council obtaining best consideration. The public interest in maintaining the exemption, which would protect the interests of the Council and the

company concerned, outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making.

1.0 Purpose of report

- 1.1 This report seeks approval for marketing and disposal of the remaining Council-owned land for Phase III of development at Bradley Business Park.

2.0 Background

- 2.1 The Business Park lies off Bradley Road to the north of Huddersfield. The boundaries are edged red on the site plan at Appendix 1, and an aerial photograph is included at Appendix 2. The gross area is approximately 11.83 hectares (29.24 acres).
- 2.2 The site is accessed from Bradley Road via Dyson Wood Way which also serves Pennine Business Park to the north-east, a 3.7 hectare (9 acre) site which has been developed out with office buildings. Private housing has been constructed to the south-east, and All Saints Catholic College lies to the west.
- 2.3 In the Kirklees Unitary Development Plan (UDP), adopted in 1999, the land for Bradley Business Park is allocated (under site reference B8.16) for B1 Business as defined in the Town and Country (Use Classes) Order 1987 (as amended), namely Class B1(a) offices, Class B1(b) research and development (R&D) and Class B1(c) light industry.
- 2.4 On 23 June 1999, Planning and Economic Development Committee endorsed proposed expenditure - subject to the subsequent approval of Policy (Resources) Sub-Committee - to bring the site forward, approved a development brief, and authorised officers to both submit an outline planning application for B1 Business use and seek to obtain vacant possession of the site. Outline planning permission (ref. 2000/92152) for Class B1 Business use, construction of an access road and associated engineering works was granted on 20 October 2000.
- 2.5 The Council received an approval on 26 November 2001 for European Regional Development Fund (ERDF) grant for up to £80,323, at a rate of 50% of revenue expenditure on site investigations and feasibility work. The business plan stated that end users of the Business Park would be within the B1 Business Use Class, seeking in the first instance to attract companies in the knowledge economy which could be engaged in manufacturing as well as office-based and R&D activities.
- 2.6 Cabinet on 9 October 2002 agreed that in light of the results of site investigations, feasibility study, and market testing, the most cost-effective course would be to develop the site in phases:
- I. Upper plateau, fronting Bradley Road, of approximately 4.11 hectares (10.16 acres) gross;

- II. Land west of Old Lane, measuring around 2.95 hectares (7.29 acres) gross; and
- III. Some 4.77 hectares (11.79 acres) gross, to the south of the first phase.

In respect of the Phase I land, Cabinet approved expenditure on infrastructure works subject to the receipt of ERDF grant, and authorised officers to submit a detailed planning application and to enter into a contract for ERDF grant. It was expected that the funding gap on Phase I would be met by receipts from the eventual sale of all the land for development.

- 2.7 On 13 March 2003, detailed planning permission (ref. 2002/93548) was approved for the Phase I land to be developed for B1 Business use, including site access/infrastructure and levelling works, flow-balancing and off-site infrastructure. An ERDF grant was initially approved on 24 April 2003 and increased on 17 March 2005 to up to £2,836,093 at 40% of capital expenditure on preparing the Phase I land, comprising re-grading, installing statutory services, infrastructure works and access improvements. The business plan reflected the one submitted for the initial site investigations and feasibility work in respect of the eventual use of the land.
- 2.8 The Council marketed the Phase I land for B1 Business use in 2003. Dyson Wood Way, built to serve plots on Phase I, also helped to open up by a simple extension the Phase II land, and the Council marketed the latter for B1 Business use in 2007. All the Phase I and II land amounting to 7.06 hectares (17.45 acres) has now been sold, and partly built out with completed schemes including offices for the National Health Service, space for rent at Cartwright Court, and light industrial development by Leach Colour. However, demand for further office development at this location has dried up in recent years.
- 2.9 The rest of this report considers the approach to be taken for marketing and development of the 4.77 hectares (11.79 acres) of land for Phase III.

3.0 Main issues

a) Planning

- 3.1 The National Planning Policy Framework (NPPF) of March 2012 requires local planning authorities (LPAs) to “recognise town centres as the heart of their communities and pursue policies to support their viability and vitality”. Retail, leisure and offices are defined as main town centre uses, and LPAs have to “apply a sequential test to planning applications for main town centre uses that are not in an existing centre and are not in accordance with an up-to-date Local Plan. LPAs should require applications for main town centre uses to be located in town centres, then in edge of centre locations and only if suitable sites are not available should out of centre sites be considered. When considering edge of centre and out of centre proposals, preference should be given to accessible sites that are well connected to the town centre”.
- 3.2 Bradley Business Park is an out of centre site with limited access to public transport. By their nature, light industrial operations usually have an office

element, so in practical terms there is a distinction between such ancillary offices, and stand-alone offices which are more footloose. The sequential test would direct new stand-alone offices to town centre locations as the first priority and edge of centre sites as the second, in preference to Bradley.

- 3.3 The outline planning permissions of 2000 and 2003 were granted under Regulation 3 of the Town and Country Planning General Regulations 1992, for development by the local authority only, and enabled the Council to implement the infrastructure works. There is no extant planning permission for the Phase III land, but the UDP allocation for B1 Business use as amended by the NPPF in respect of stand-alone B1(a) offices, would be material considerations for any future planning applications. As a result, there would be little added value to the Council seeking and obtaining outline planning permission prior to marketing the land, and doing so would also pre-judge developers' intentions.

b) Environment and highways

- 3.4 The Use Classes Order groups together, within Class B1 Business, the activities of offices, research and development, and light industry "which are broadly similar in their environmental impact ... and are capable of being carried on within a residential area". These characteristics distinguish B1 Business from B2 General industrial and B8 Storage and distribution uses. B2 and B8 uses are not proposed at Bradley Business Park Phase III.
- 3.5 Key issues identified in the development brief of 1999 were:
- While the UDP proposes Buffer Zones to the eastern and southern boundaries to protect the amenity of neighbouring land, a further Zone should be created to the rear of housing on Bradley Road;
 - The site had been subject to past mining but is stable;
 - There were no significant service constraints; and
 - Old Lane, an Ancient Highway, provides an important pedestrian route across the site and should be retained in its existing character. It now forms the dividing line between the Phase II land and the rest of the site.
- 3.6 A subsequent feasibility study report (dated 28 March 2002) following a desk top study and site investigations, found no evidence of contamination. Three historic mine shafts had been filled but required capping. Options for road infrastructure were also considered, and after representations from residents a point closure of Redwood Drive was implemented with the result that the housing estate has its own vehicle access from Bradley Road, separate to the access for Pennine and Bradley Business Parks.
- 3.7 The Phase III land does not lend itself to sub-division without provision of an internal spine access road off Dyson Wood Way. The Council has no funds to construct such a road, and as a result the main interest in the land is likely to be for all of the Phase III land from either single large owner-occupiers, or developers would build the infrastructure and sub-divide the area into plots.

c) Market demand

- 3.8 Over the last 18 months, the Council has been receiving an increasing number of enquiries for light industrial development at edge of centre and out of centre locations, as demonstrated following marketing exercises undertaken for the authority's land at St Andrew's Road Huddersfield and Rawfolds Way Cleckheaton. A shortage of readily available sites means that demand is not being fully accommodated, and as a result some opportunities to attract private investment and to safeguard and create jobs may be lost.
- 3.9 The Kirklees Employment Land Supply Review 2013, summarised at Appendix 3, shows the relative shortage of large sites for Business and Industry development in the district. Only four sites, 5% of the total number, are in the category of the Phase III land at Bradley Business Park of 4 hectares or larger.
- 3.10 In their 'Huddersfield Office Market Assessment' (May 2011), consultants DTZ advised the Council that "There has been an historically poor take up of [office] space in some of the best locations in the town centre, with occupiers preferring to go to the edge of town where more modern accommodation with flexible floorplates can be built more freely and cheaply. This trend is common with similarly sized office markets and historically was more difficult to control from a strategic planning context prior to the introduction of the sequential test....It is recognised however that such out of town locations provide a fairly sterile working environment with little facilities for staff during the lunch hour. This has led to companies reporting high staff turnover".

d) Regeneration

- 3.11 "Conversely", DTZ continued, "focussing [office development] on town centre locations ensures that daytime spending is captured, resulting in a more vital and viable town centre offer". In respect of Huddersfield town centre, DTZ concluded that two sites have the potential to provide quality office accommodation in the short to medium term: The Waterfront which is owned by the Council and has outline planning permission for new buildings with opportunities for purchase or lease, and the privately-owned former railway warehouse at St George's Quarter which has detailed consent for conversion and would offer space for rent.

e) Best consideration

- 3.12 The Council is under a statutory duty to obtain the best consideration that can reasonably be obtained when disposing of land and property. Circular 06/03: Local Government Act 1972 General Disposal Consent (England) 2003, issued by the Department for Communities and local Government (DCLG), states that best consideration is generally the unrestricted Market Value (MV) and is the best price reasonably obtainable for the disposal where the principal aim was to maximise the value of the receipt. The unrestricted value should take account of whatever uses might be permitted by the local planning authority.

- 3.13 The Market Value (MV) of the Phase III land has been assessed by the Council's external valuers, and a copy of their report is attached at Appendix 4 in the private part of today's agenda.

4.0 Implications for the Council

a) Policy

- 4.1 The sale and subsequent development of the Phase III land at Bradley Business Park¹ could result in approximately 14,000 sq m (150,000 sq ft) of new business floorspace² capable of accommodating around 200 jobs³. In doing so, the proposals would meet at least one and potentially two of the five priorities in the draft Kirklees Economic Strategy 2014-2020:

- Infrastructure: making it easier for businesses to succeed and for people to access work; and possibly
- Precision engineering and innovative manufacturing: strength in depth and excellence.

- 4.2 These priorities are reflected in the Kirklees Business Deal in regard to Infrastructure: stimulating job creation opportunities through land releases; and Precision engineering and innovative manufacturing: making accessible sites close to the M62 available to support expansion of the sector.

b) Finance

- 4.3 The Council would obtain capital receipt(s) from the sale of the land. The authority would also receive a proportion of the business rates income from future occupiers.

d) Land and property

- 4.4 The Council's current Estate Management Policy is to generally dispose of land and property at best consideration. Marketing could be outsourced to an external agent to maximise exposure to active purchasers and developers in the B1 sector. Disposal would be by way of an informal tender process, with completion being subject to planning permission being obtained. The terms of the disposal would secure development obligations on the part of the purchaser, backed up with appropriate re-purchase provisions in the event that a development does not commence within a reasonable time.

5.0 Monitoring and review

¹ With an estimated net developable area of 4 hectares

² At a plot density ratio of 3,500 sq m per hectare (Source: Roger Tym & Partners, 'Planning For Employment Land: Translating Jobs into Land', April 2010, page 51)

³ At an employment density ratio of 67 sq m per worker (Source: Roger Tym & Partners, 'Planning For Employment Land: Translating Jobs Into Land', April 2010, page 51)

5.1 Following any Cabinet approval to delegate authority to appropriate officers to market the site, and to enter into and execute all appropriate documentation with preferred purchaser(s), developers' proposals would be taken to Place Directorate Management Team to select the preferred purchaser(s).

6.0 Consultees and their opinions

6.1 The Team Leader, Major Developments & Minerals, has been consulted in respect of town planning considerations. His view is that the Kirklees UDP site allocation for B1 Business use, as amended by the National Planning Policy Framework in respect of stand-alone B1(a) offices, could provide a case for marketing the Phase III land for Classes B1(b) research and development and B1(c) light industry, with any B1(a) offices being ancillary to B1(b) and B1(c) uses.

6.2 The Principal Project Manager, who was involved in the implementation of Phases I and II, has been consulted on the contents of this report and supports the proposed next steps and recommendations relating to Phase III.

6.3 The Senior Legal Officer in Legal, Governance and Monitoring Service has been consulted and his comments are reflected in the report.

6.4 The views of Ward members for Ashbrow have been sought. Cllr Calvert observes that business use is a long-standing plan for the site, and endorses the proposal for marketing and sale for that use. No other Ashbrow Ward members' views have been received.

7.0 Next steps

7.1 The next step would be for officers to prepare an information pack in advance of any marketing of the land.

8.0 Officer recommendations and reasons

8.1 It is recommended that Cabinet delegates authority to:

- a) the Assistant Director, Physical Resources & Procurement Service, in consultation with the Assistant Director Investment & Regeneration Service, to market the land for Business Classes B1(b) research and development and B1(c) light industry, with any B1(a) offices being ancillary to B1(b) and B1(c) uses; and
- b) the Assistant Director Legal, Governance & Monitoring, in consultation with the Assistant Director Physical Resources & Procurement Service and the Assistant Director Investment & Regeneration Service to negotiate, enter into and execute all appropriate documentation with preferred purchaser(s) of the land for the best consideration obtainable following marketing.

- 8.2 The reasons for the recommendations are firstly that marketing and development of the Phase III land at Bradley Business Park for Class B1 Business, specifically Class B1(b) research and development, and B1(c) light industry with any proposals for B1(a) offices being ancillary to B1(b) and B1(c) uses, would accord with current planning policy and the draft Kirklees Economic Strategy, help meet demand for light industry and supporting activities, and comply with the Council's duty to obtain best consideration.
- 8.3 Secondly, leaving retail, leisure and stand-alone B1(a) office schemes to focus on town centre and edge of centre locations would assist future town centre regeneration, for example by improving the prospects for office development at The Waterfront and St George's Quarter in the short to medium term.

9.0 Portfolio holders' recommendation

- 9.1 The Joint Portfolio Holders acknowledge the earlier Cabinet decisions and the findings of the commissioned research.
- 9.2 The Joint Portfolio Holders support the disposal of the land on the basis outlined in 8.1 (a) and recommend the disposal proceeds in accordance with the Council's Estate Management Policy.

10.0 Contact officers and relevant papers

Andrew Jackson, Principal Project Manager, Investment & Regeneration Service

Telephone: 01484 221000; Email: andrew.jackson@kirklees.gov.uk

Andrew Thompson, Disposals & Acquisitions Surveyor, Physical Resources & Procurement Service

Telephone: 07813 788396; Email: andrew.thompson@kirklees.gov.uk

11.0 Assistant directors responsible

Paul Kemp, Acting Assistant Director, Investment & Regeneration Service

Telephone: 01484 221630; Email: paul.kemp@kirklees.gov.uk

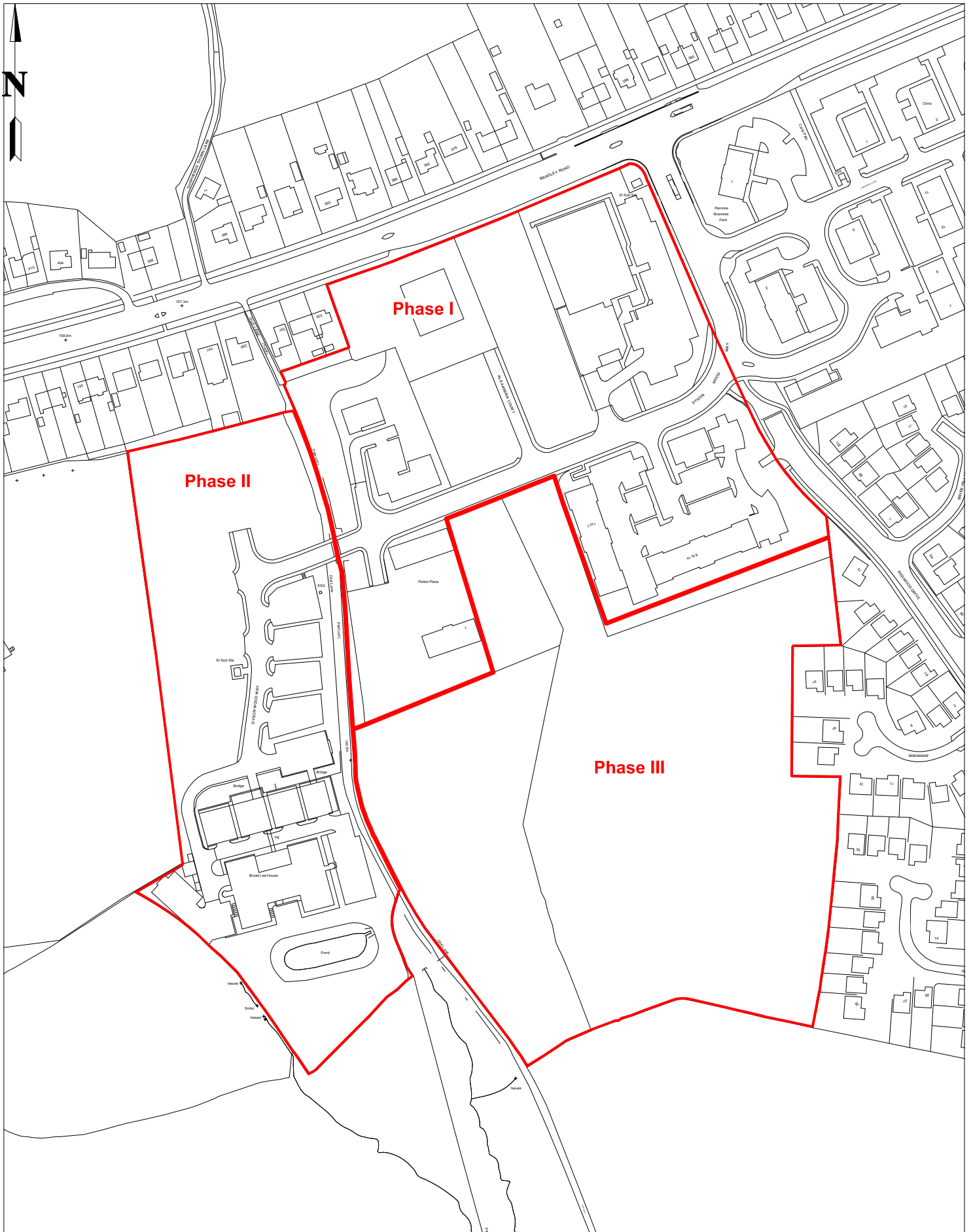
Joanne Bartholomew, Assistant Director, Physical Resources & Procurement Service

Telephone: 01484 226053; Email: joanne.bartholomew@kirklees.gov.uk

12.0 Appendices

1. Site Plan
2. Aerial Photograph 2012
3. Kirklees Employment Land Supply Review 2013: Summary
4. Valuation Report (in the private part of today's agenda)

APPENDIX 1
SITE PLAN



**PHYSICAL RESOURCES
& PROCUREMENT**

Plan No: 14-0477

Scale: 2500

Required by:

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APPENDIX 2

AERIAL PHOTOGRAPH 2012



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APPENDIX 3

KIRKLEES EMPLOYMENT LAND SUPPLY REVIEW 2013: SUMMARY

Sites for Business and Industry within the Kirklees district falling within one or more of Use Class:

- B1 offices and light industry
- B2 general industry
- B8 storage and distribution

and subject to at least one of:

- UDP allocation
- Planning permission
- Expired planning permission

Size Range Hectares	Sites Number	Sites %	Total area Hectares	Total Area %
0 – 0.249	36	43	2.19	2
0.25 – 0.49	16	19	6.01	6
0.5 – 0.99	11	13	8.14	9
1.0 – 1.99	11	13	14.63	16
2.0 – 2.99	4	5	10.65	12
3.0 – 3.99	1	1	3.10	3
4.0 +	4	5	45.84	51
All	83		90.56	



Name of meeting: Cabinet 28 July 2015

Title of report: Update on the progress of the final accounts process for 2014/15, including Bad Debts Write Offs

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Is it in the Council's Forward Plan ?	No
Is it eligible for "call in" by Scrutiny ?	No
Date signed off by Director	David Smith, Director of Resources - 30 June 2015
Is it signed off by the Director of Resources?	Yes - 30 June 2015
Is it signed off by the Assistant Director – Legal and Governance?	No legal implications
Cabinet member portfolio	Cllr Graham Turner

Electoral [wards](#) affected and ward councillors consulted: All

Public or private: Public

1. Purpose of report

- 1.1 The Council's accounts for 2014/15 need to be audited and approved by Corporate Governance and Audit Committee by the end of September 2015. This report gives an update on progress towards achieving the process by the required date.
- 1.2 Financial Procedure Rules require the Director of Resources to prepare an annual consolidated report on all debts written off for consideration by Cabinet and the Corporate Governance and Audit Committee. This report details the debts written off in the financial year 2014/15.

2. Key points

Progress on the final accounts -

- 2.1 The Accounts and Audit Regulations 2011 require that the Council's accounts for the year are completed and signed by the Section 151 Officer

by the end of June. Progress went well this year with the bulk of the accounts ready by 12 June. Following quality control checks, the Director of Resources signed the Statement of Accounts on 26 June 2015.

- 2.2 The draft accounts are available to view on the Council's website at – <http://www.kirklees.gov.uk/accounts>
- 2.3 Officers are currently working on a summary version of the accounts which aims to remove many of the technicalities of the full accounts and provide a simplified statement on the Council's financial position. Once finalised, the summary will also be available on the website.
- 2.4 The four week period when the public are permitted to inspect the accounts started on 29 June and will finish on 24 July 2015. Following this process, local electors may ask the auditor questions about or raise objections to items in the accounts.
- 2.5 The accounts are currently being audited and Corporate Governance and Audit Committee will be asked to approve the Statement of Accounts towards the end of September, once the audit has been completed. The September meeting will also be asked to approve a final version of Council's Annual Governance Statement and a Letter of Representation, which the Chair will sign on behalf of the Committee.
- 2.6 The audit will also cover the Whole Government Account return which helps accounts for all government bodies to be consolidated. The return was due to be submitted on 10 July.
- 2.7 The Accounts and Audit Regulations 2015 came into force on 1 April 2015 and apply to accounting years 2015/16 onwards. The main changes to the existing regulations are –
 - The timetable for closure of accounts is brought forward. The accounts must be completed and signed by the responsible officer by 31 May at the latest, and then audited and approved by members by no later than 31 July. These deadlines are respectively one and two months earlier than the current deadlines and have to be in place for 2017/18 closedown.
 - Period of exercise of public rights (rights of objection, inspection and questioning of the external auditor) to be exercised within a single period of 30 working days. This period to include the first 10 working days of July following the year end and from 2017/18 this becomes the first 10 working days in June. The current arrangements are a 20 working day public inspection period with the period for questions and/or objections to the auditor commencing from the date "appointed" by the auditor which immediately follows the inspection period and runs until the conclusion of the audit process.
 - A narrative statement must be prepared to support the statement of accounts. This must include a commentary on the authority's financial performance and economy, efficiency and effectiveness in its use of resources over the relevant financial year.

2.8 A working group of finance officers has already started preparatory work towards achieving the earlier closedown deadlines. The initial aim is to complete the accounts at least 8 working days earlier in each of the next 2 years. Themes being looked at include materiality levels, greater estimation techniques, flexibility of resource, continual challenge to processes/deadline, and third party engagement.

Bad debt Write-offs 2014/15 -

2.9 Financial Procedure Rules authorise Directors to write off all individual bad debts subject to the approval of the Director of Resources. A report on the details of all debts written off under delegated authority must be prepared and formally noted by the Director in consultation with the Cabinet Member. The Director of Resources has to prepare an annual consolidated report of all debts written off for consideration by Cabinet and the Corporate Governance and Audit Committee.

2.10 The appendix contains details of debts written off in 2014/15. The first table compares amounts written off in 2014/15 to those written off in 2013/14. The second table shows a detailed analysis of the reasons for write off in 2014/15. In both tables, the amount of debt raised in the financial year is shown as a guide - the amount written off in the year is not directly related to this as it is likely to include debt outstanding from previous years.

2.11 The tables show that £8.9 million of debt was written off in 2014/15 (£7.4 million in 2013/14). Members should note the following -

Council Tax and Business Rates

The figures for council tax and business rates demonstrate how important it is for everyone to pay their share of the council tax to help fund essential council services. Unfortunately, there will always be a minority of households who do not pay their council tax and business rate bills on time.

Kirklees is the seventh largest council in the country, so for Yorkshire and Humber Area we will always be towards the top of any monetary list. The Council has 181,300 properties liable for council tax and 14,900 properties for business rates.

The Council aims to maximise its collection and recovery of all council tax and business rates debts. The recovery process ensures that all accounts in arrears are chased through reminders, summonses, obtaining liability orders through Magistrates Court, if needed, that allow the Council to recover debts through using the bailiffs, attachment to earnings/benefits, issuing committal proceedings, instigating insolvency proceedings, or putting charging orders on the properties. The Council will use all the powers available to recover any amounts outstanding and this ensures all debts are pursued to maximise recovery.

The Council has a good record of taking strong recovery action to make the council tax charge as fair as possible, ensuring that everyone who should pay do so. It only writes off arrears where it appears it would not be cost effective to collect or the debtor has absconded.

In 2014/15 officers started to undertake an exercise to review the previous years' debts outstanding and be realistic on what is collectable and what debts are not. Where accounts were identified that have had previous recovery action (some over a number of years) and no further action is viable or cost effective, the debts have been written off as unable to collect.

This will ensure that collectable debts outstanding will be pursued through rigorous recovery action. Resources will be deployed to recover unpaid council tax or business rates quicker and more effectively once old debts that have been through the recovery process have been removed. Tighter processes and procedures have been put in place to maximise recovery of unpaid debts earlier in the process.

Payment by direct debit is encouraged and the Council currently has over 103,000 direct debits on council tax (63% of charge-payers). The more direct debit payers the Council has the better the recovery rate, allowing staff to concentrate on more difficult collection and recovery cases.

Benefits

The write offs for Customer and Exchequer Services relates to Housing Benefit overpayment recovery. The write off figure is relatively high because the households concerned are by definition the least able to pay. Recovery action is always pursued using all the recovery powers available; however, ability to pay is also a consideration.

Housing Rents

Expenditure and income relating to the provision of landlord services is ring-fenced or 'self-financed' through the Council's Housing Revenue Account (HRA). The Council is the landlord for 23,055 Council properties, and the day to day management of these, including income collection and debt recovery, is undertaken on the Council's behalf by Kirklees Neighbourhood Housing (KNH), an arm's length management organisation.

KNH manages the Council tenancies on the Council's behalf, and in accordance with the Council tenancy agreement, any costs incurred by the landlord, for which the tenant is deemed directly liable, the landlord will seek to recover, with the ultimate sanction of tenancy termination in extreme cases. On average, this affects only a very small proportion of tenants each year. The HRA write-off figure of £2.7m includes approximately £1.4m for former tenant liable costs, also referred to as rechargeable repairs, and for which there is an existing HRA bad debt provision set aside to cover.

The amount written-off in 2014/15 represents the conclusion of a major write off exercise targeting old former tenant debt from up to 10 years previous, and following an extensive review of this debt, it has now been processed for write-off. It should be noted that the introduction of the Universal Credit, in 2015/16, is likely to place additional pressure on debt recovery within the HRA.

As with council tax and business rates, debt recovery processes are similarly extensive, including the re-instatement of written-off arrears where

an ex tenant applies for or gets re-housed. The Council will use all the powers available to recover any amounts outstanding and this ensures all debts are pursued to maximise recovery. Payment by direct debit is encouraged, and the Council currently has over 8,500 tenancies on direct debit. The Council has also increased investment in KNH, paid for through HRA, for a range of preventative measures including debt advice and budget management to tenants, in particular acknowledging the specific impact of a range of current and future anticipated welfare reforms on tenants.

- 2.12 Whilst these debts have been formally written off in the accounts for 2014/15, this does not mean that the Council will not pursue this debt if new information comes to light and the prospect for recovery changes.

3. Implications for the Council

Failure to comply with the accounting and audit regulations could result in the Council's accounts receiving a qualified audit opinion, which would be damaging in terms of its reputation.

4. Consultees and their opinions

None.

5. Next steps

Corporate Governance and Audit Committee will be asked to approve the Statement of Accounts towards the end of September, once the audit has been completed.

6. Officer recommendations and reasons

- 6.1 Corporate Governance and Audit Committee are asked to note the progress on the final accounts for 2014/15.

- 6.2 Corporate Governance and Audit Committee and Cabinet are recommended to note the information in the Appendix on bad debt write offs for 2014/15.

7. Cabinet portfolio holder recommendation

To be reported at the meeting.

8. Contact officer and relevant papers

Tim Mitchell 01484 221000
Finance Manager

Accounts and Audit Regulations 2011 and 2015

9. Director responsible

David Smith 01484 221000

Debt write offs 2014/15

APPENDIX

Debit for year 2013/14	write offs during Apr13 - Mar14		Directorate	Debit for year 2014/15	write offs during Apr14 - Mar15	
£	£	%		£	£	%
5,336,825	13,323	0.2%	<u>Children & Young People</u> Children & Young Peoples Service	4,490,259	9,991	0.2%
			<u>Commissioning, Public Health & Adults</u>			
32,492,909	49,883	0.2%	Adults	34,189,554	43,123	0.1%
35,266	0	0.0%	Public Health	124,589	0	0.0%
			<u>Place</u>			
1,047,759	0	0.0%	Building Services	901,770	0	0.0%
4,697,931	25,897	0.6%	Investment & Regeneration	5,346,037	47,242	0.9%
8,611,118	107,129	1.2%	Streetscene & Housing	12,866,554	17,595	0.1%
11,027,022	118,739	1.1%	Physical Resources & Procurement	14,126,930	190,249	1.3%
			<u>Resources</u>			
1,811,253	292,588	16.2%	Customer & Exchequer Services	*19,386,005	272,947	1.4%
184,829	0	0.0%	Legal & Governance	151,096	0	0.0%
4,399,372	52,495	1.2%	Finance, Risk, Performance & IT	4,288,214	0	0.0%
			<u>Communities, Transformation & Change</u>			
11,011,781	0	0.0%	Support Services	*1,138,399	0	0.0%
5,324,489	-418	0.0%	Communities & Leisure	5,307,899	0	0.0%
85,980,554	659,636	0.8%	General Fund Services	102,317,306	581,147	0.6%
29,123,308	4,485,091	15.4%	HRA (excl those on benefits)	28,036,570	2,714,249	9.7%
162,615,692	1,405,008	0.9%	Council Tax	164,999,271	3,585,919	2.2%
104,645,504	890,105	0.9%	Business Rates	103,958,459	2,047,365	2.0%
382,365,058	7,439,840	1.95%	Grand Total	399,311,606	8,928,680	2.24%

* The variances are due to changes to the Council's organisation structure and reporting arrangements.

Nb. Income collection rates -

	<u>2013/14</u>	<u>2014/15</u>
Council Tax	93.5%	95.2%
NNDR	96.5%	96.7%
HRA (Rents)	96.8%	97.2%

Directorate	Debit for year 2014/15 £	write offs Apr14 - Mar15 £	%	Compassionate Grounds £	Deceased £	Liquidation/Bankruptcy £	No Goods/Unemployed £	Not Viable to Pursue £	Unable to Trace £	Statute Barred £	Misc £
<u>Children & Young People</u>											
Children & Young Peoples Service	4,490,259	9,991	0.2%			2,572		7,419			
<u>Commissioning, Public Health & Adults</u>											
Adults	34,189,554	43,123	0.1%	2,810	32,784			7,529			
Public Health	124,589	0	0.0%								
<u>Place</u>											
Physical Resources & Procurement	14,126,930	190,249	1.3%		447	100,733		69,821	8,032		11,216
Building Services	901,770	0	0.0%								
Investment & Regeneration	5,346,037	47,242	0.9%			24,896		22,346			
Streetscene & Housing	12,866,554	17,595	0.1%			5,974		9,316	1,611		694
<u>Resources</u>											
Customer & Exchequer Services	19,386,005	272,947	1.4%	22,660	48,660	36,906		116,266	10,911		37,544
Legal & Governance	151,096	0	0.0%								
Finance, Risk, Performance & IT	4,288,214	0	0.0%								
<u>Communities, Transformation & Change</u>											
Support Services	1,138,399	0	0.0%								
Communities & Leisure	5,307,899	0	0.0%								
General Fund Services	102,317,306	581,147	0.6%	25,470	81,891	171,081	0	232,697	20,554	0	49,454
HRA (excl those on benefits)	28,036,570	2,714,249	9.7%		133,328	35,813		1,788,985	223,885	465,595	66,643
Council Tax	164,999,271	3,585,919	2.2%	1,166,873	27,877	255,846		1,734,972	400,351		
NNDR	103,958,459	2,047,365	2.0%	41,863	2,560	480,256		1,160,898	361,788		
Grand Total	399,311,606	8,928,680	2.24%	1,234,206	245,656	942,996	0	4,917,552	1,006,578	465,595	116,097

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Name of meeting: Cabinet
Date: 28 July 2015

Title of report: EDUCATION APPEALS PANEL – RE-APPOINTMENT OF MEMBERS

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Is it in the Council's Forward Plan ?	No
Is it eligible for "call in" by Scrutiny ?	Yes
Date signed off by <u>Director</u> & name	David Smith, Director of Resources
Is it signed off by the Director of Resources?	Yes 10.7.15
Is it signed off by the Assistant Director - Legal & Governance?	No
Cabinet member portfolio	Schools and Learning

Electoral [wards](#) affected: Not applicable
 Ward councillors consulted: Not applicable

Public or private: Public

1. Purpose of report

To request that Cabinet give consideration to the re-appointment of several members of the Education Admission Appeals Panel.

The report is brought to Cabinet as Panel Members have to be appointed by the Local Education Authority and there is no delegation for this below Cabinet level.

2. Key points

Education Admission and Exclusion Appeal Panels comprise both Lay Members and Experts in Education and are appointed for a term of three years.

The appointments of the following Panel Members are due to expire shortly and all have confirmed that they would wish for their terms of

appointment to be renewed; Mr David Longstaff, Mrs Jan Thornton, Mrs Liz Sharp, Mr Santokh Khangura and Mr Steve Readhead.

3. Implications for the Council

To help maintain a suitably sized pool of Appeal Panel Members qualified to determine admission appeal decisions.

4. Consultees and their opinions

Not applicable.

5. Next steps

Not applicable.

6. Officer recommendations and reasons

That Mr David Longstaff, Mrs Jan Thornton, Mrs Liz Sharp, Mr Santokh Khangura and Mr Steve Readhead be re-appointed to serve as an Appeal Panel Member for a further term of three years.

7. Cabinet portfolio holder recommendation

That Mr David Longstaff, Mrs Jan Thornton, Mrs Liz Sharp, Mr Santokh Khangura and Mr Steve Readhead be re-appointed to serve as an Appeal Panel Member for a further term of three years.

8. Contact officer and relevant papers

Andrea Woodside, Principal Governance Officer, Legal & Governance Service, 01484 221715

9. Assistant Director responsible

Julie Muscroft, Legal, Governance & Monitoring



Name of meeting: Cabinet
Date: 28th July 2015

Title of report: Implications arising from the Education Funding Agency proposals for the Mount Pleasant Primary School site.

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes, this report could involve expenditure significantly in excess of £250K and could impact on two or more wards.
Is it in the Council's Forward Plan?	Yes – June 2015
Is it eligible for “call in” by Scrutiny?	Yes
Date signed off by Director and name	Jacqui Gedman - 17.07.15
Is it signed off by the Director of Resources?	David Smith - 20/07/2015
Is it signed off by the Assistant Director – Legal, Governance and Monitoring?	Julie Muscroft – 20/07/2015
Cabinet Member Portfolio	Resources - Cllr Graham Turner. Children's Services - Cllr Shabir Pandor.

Electoral wards affected: Newsome, Crosland Moor and Netherpton
Ward councillors consulted: No
Public or private: Public report with a private appendix

Appendix B to this report is recommended to be taken in Private because the information contained in it is considered to be exempt information under Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that it would not be in the public interest to disclose the information contained in this appendix as disclosure could potentially adversely affect overall value for money and could compromise the commercial confidentiality of the bidding organisations and may disclose the contractual terms, which is considered to outweigh the public interest in disclosing information including, greater accountability, transparency in spending public money and openness in council decision making.

1. Purpose of this report

- 1.1 To update Members on the current position regarding the new build school for Mount Pleasant Primary and the associated decant of the whole school into temporary accommodation at Yews Hill Road Huddersfield, particularly in relation to the financial implications for the Council, and to seek direction from Members as to how they wish officers to proceed.

2. Key points

(a) Background

- 2.1 Mount Pleasant is a primary school for pupils aged 3-11, which draws the majority of its intake from the Huddersfield South West area. The school serves an area of significant economic disadvantage, with a higher than average proportion of pupils who speak English as an additional language and who are eligible for Free School Meals. Over 95% of pupils are from Minority Ethnic backgrounds.
- 2.2 In 2011 Kirklees bid to the Government's Priority Schools Building Programme 1 (PSBP1) for the replacement of Mount Pleasant Primary with a new build school. The school was selected by the Council as:
 - It had the highest backlog of condition needs in the primary sector;
 - there was an urgent need to add an additional 140 school places at the school (taking the school's Published Admission Number from 70 to 90) to address a significant increase in pupil numbers in the area;
 - and the existing mish-mash of Victorian, 1970s and 1980s buildings had significant suitability issues.

By being selected by the Government for inclusion in PSBP1, the school was recognised as being one of the 250 worst condition schools in the country.

- 2.3 The Education Funding Agency (EFA) and the Council have been working for the past two years to develop an agreed project. In June 2014 a Section 151 letter was agreed between the Council and the EFA which committed the EFA to the clearance of the existing site and its replacement with a new build school with an estimated investment value of £8-10m. In return, the Local Authority accepted responsibility for funding and delivering the decant of the whole school offsite for a sufficient period to enable the new build to occur.
- 2.4 The estimated cost of the decant reported to Cabinet in June 2014 was £2m though it was noted that at this point in the process no site surveys of the chosen site (the recreation ground off Yews Hill Road / Rashcliffe Hill, Huddersfield) had occurred due to the timing of the EFA's approval programme and the modular supply market had yet to be engaged in the project therefore these remained significant risks.
- 2.5 Cabinet supported a proposal to provide revenue funding from Council contingencies initially for the decant pending a 2013/14 rollover bid to Council.

At the 16th July 2014 Council, revenue rollover of £2m to cover “the costs of decanting pupils at Mount Pleasant School pending site refurbishment. Details provided to Cabinet on 17th June in a private report on Education Funding Agency proposals for the Mount Pleasant School site” was approved.

(b) Current situation

The Education Funding Agency

- 2.6 The EFA appointed Kier Construction in Autumn 2014 to deliver the new build school and revamped external layout. Due to the site constraints and complexities around ground levels and existing buildings, the contractor has encountered difficulties in producing a compliant design within the funding envelope provided by the EFA. As a consequence, the start on site date has moved from summer 2015 to early 2016.
- 2.7 The EFA have provided the following timeline for implementation of the new build over the coming months:

Activity	Target Date
Kier submission regarding design/cost to EFA	10 th July 2015
Confirmation from the EFA to the Council that the scheme will progress (subject to planning approval)	17 th July 2015
Submission of planning application for new build school	15 th September 2015
Strategic Planning Committee*1	17 th December 2015
Contract Award	11 th January 2016
Start on site	15 th February 2016
Completion on all works on site	May 2017

Note 1: Should the planning application miss the Strategic Planning Committee on 17th December 2015, it will be considered at the next meeting on 14th January 2016. This will lead to the start on site date moving to around Easter 2016.

- 2.8 Members will note that the EFA undertook to provide the Council by 17th July 2015 with written confirmation that an acceptable and affordable new build project had been submitted by Kier Construction and accepted by the EFA and therefore the project would be implemented in accordance with the above timetable, subject only to the granting of planning permission. This confirmation was received on 9th July 2015 and is attached as part of Appendix B.

The Local Authority

- 2.9 The proposed decant is complex and challenging, with 485 pupils aged 4-11 , 78 nursery aged children and 118 staff needing to be decanted to a recreation area at Yews Hill Road, on which will be provided three or four major temporary accommodation blocks. Prior to this, extensive groundwork preparations will be required as the chosen site is a former infill quarry. The size and complexity of the proposed decant significantly exceeds previous

decant projects at Rowley Lane J I & N School and Moldgreen Community Primary School.

- 2.10 The project was originally tendered in late 2014 though this did not produce an affordable or compliant project. In Spring 2015, following an exercise to identify potential measures to reduce costs and risks, two contractors were asked to retender with a view to significantly reducing the cost to the Council of the project and address issues relating to risks and exclusions. The tender process is explained in more detail in Appendix B.
- 2.11 Based on the revised submissions, the estimated project cost has fallen significantly, though there remains a substantial affordability gap for which additional financial support would need to be identified in order for the project to progress. Without additional financial support the decant will not be able to occur and the new build school will be lost. This is explained further in section 3 of this report.
- 2.12 Members should note that in order to reduce costs the bidders have rethought their proposed modular solutions and they now differ significantly from the original planning permission granted for the modular accommodation. A revised planning application will be submitted in due course though this will not impact on the start on site date for the modular accommodation should Members wish to proceed with the project.
- 2.13 The proposed new build school requires the demolition of the Lockwood Community Centre and associated Clock Tower, which was built in 1875 and forms part of the school site. The existing building occupies the prime location for the new build school and its demolition will facilitate the construction of a new school building that will meet the needs of future generations of pupils, whilst also enabling the full utilisation of the rest of the constrained site for external play and access.
- 2.14 It may be possible to retain the clock tower as a free standing monument but this would be out of context as all other Victorian buildings on the site would have been removed and it would represent an ongoing liability on the Council's limited revenue and capital budgets. It is therefore proposed that the whole of the building is removed.
- 2.15 It is recommended that an Application for Prior Notification of Proposed Demolition for the demolition of the Lockwood Community Centre and its associated Clock Tower is submitted to the Planning Service by the Council in early August 2015 for determination in mid-September 2015. This will facilitate the submission of the planning application for the new build school by Kier Construction in mid-September 2015 once the demolition notice is determined. Should the date for approval of the demolition notice slip from mid-September, this would have a consequential delay on the submission of the new build replacement school planning application and therefore the new build start on site date.

- 2.16 A certificate of Immunity application has already been submitted by the Council to Historic England for the Lockwood Community Centre and its associated Clock Tower, which, if approved, would provide protection against the listing of the building for 5 years. It is anticipated that this will be determined by Historic England during September / October 2015 in accordance with their standard timeline for such applications.
- 2.17 Members should note that the Lockwood Community Centre and associated Clock Tower building is a non-designated heritage asset of local interest and concerns regarding proposals to demolish the building have already been raised by members of the local community and the Huddersfield Civic Society.
- 2.18 If Members were minded to approve the funding package to enable the project to proceed, consideration would then need to be given to the timing of the contract for the decant. Signature of the modular accommodation contract in early August 2015 would enable the vacated existing school site to be handed over to the EFA broadly in line with their anticipated start on site date of February 2016 (which is subject to the contractor receiving a timely planning approval).
- 2.19 However, it would mean that the Council had contractually committed to the new modular school in advance of the new build replacement school receiving planning permission (expected 17th December 2015 or 14th January 2016) and EFA financial close (expected January/February 2016 – around 3-4 weeks after planning permission is achieved). There is also the possibility of delay relating to the proposed demolition of Lockwood Community Centre and its associated Clock Tower, as outlined above.
- 2.20 Should either planning permission for the replacement new school be refused (low risk) or should the EFA be unable to reach financial close (low risk – see their letter at Appendix B) then the Council would be facing a significant compensation bill to the successful modular contractor plus very significant abortive costs as of the date of cancellation.
- 2.21 A more probable risk relates to the potential for planning permission to be delayed pending resolution of issues relating to the proposed demolition of the Lockwood Community Centre and associated Clock Tower. This would extend the hire contract period and would incur additional costs. Further details of these risks and the financial implications are provided in Appendix B.
- 2.22 Should the Council decide to delay contract signature for the modular school until January/February 2016 to enable planning permission for the new build replacement school and EFA financial close to be achieved (January / February 2016), the decant of the school would be delayed until summer 2016, which in turn would delay the opening of the new build school until autumn 2017. In these circumstances, a payment to the EFA would be required to cover inflation costs in relation to each quarter period (i.e. 3 months) of delay caused. Details of the costs plus the requirement for a Section 151 letter are explained in Appendix B.

- 2.23 Members should note that there is the potential for some capital costs to be incurred by the Council in relation to the new build school, particularly in relation to any EFA delay costs incurred after 1st January 2016 as a result of any Council inaction and to some items which fall outside the EFA's remit. The AD Strategic Investment Group, using delegated powers from Cabinet, has identified two Section 106 capital receipts that can be used to fund any capital requirements should they arise.

3. Options for the Council

(a) Increase the level of revenue funding

- 3.1 Based on the lowest tender received and following the addition of historical and current Council costs, significant additional funding is required over and above the £2m revenue allocated by Council in July 2014. The total project cost is expected to out-turn at £3.85m. A breakdown of this figure is shown in Appendix B.
- 3.2 It is not possible to capitalise the project from the Council's perspective as national CIPFA's Capital guidance states that:

“Costs of renting alternative accommodation.....during building works – Revenue. All costs incurred in carrying out the authority's regular business while construction is under way (no matter how great the cost of the inconvenience caused) will be revenue as they are not directly attributable to bringing the asset to the condition necessary for it to be capable of operating)”..

- 3.3 On 30th June 2015, Cabinet considered a report entitled “Revenue Financial Outturn & Rollover Report 2014-15”. This contained at Appendix 3 a number of corporate revenue rollover bids including the provision of an additional £1.85m revenue to support the Mount Pleasant Primary decant. Members recommended that the report be passed to full Council for approval on 15th July 2015 (now being held on 29th July 2015).
- 3.4 Should Council approve the rollover bid this would set aside the funding required for the implementation of the proposed decant. However, this would be subject to the approval of the project itself which would still be required under the Council's Financial Procedure Rules, hence this report seeking Member direction as to whether to proceed with the letting of the contract for the procurement of the temporary accommodation or to seek an alternative course of action as outlined in paragraphs 3.5 to 3.8 below. Members should note the risks referred to in Section 2 above relating to potential delays and costs as well as the detailed information provided in Appendix B.

(b) Walk away from the new build PSBP1 school project

- 3.5 The Council could decide that it cannot justify the expenditure of £3.85m on the whole school decant and therefore decline to fund the temporary school. The EFA have stated that should this situation arise, the EFA will not fund the

decant and therefore Mount Pleasant Primary will be removed from the PSBP1, leading to the loss of the new build replacement school.

3.6 The EFA and Council Officers have explored at length, together and separately, over the past two years alternative solutions to the whole school decant. Extensive consideration has been given to:

- a partial school decant with half the school remaining on site during the construction period, with the other half decanted to a new location. However, given the constraints of the existing site and the number of pupils involved, it has not been possible to devise a solution that would enable a partially decanted school to operate safely alongside the major construction site required for the new build;
- a range of alternative sites within three miles of the existing school. Both the EFA and the Council conducted separate site searches to identify a site large enough to accommodate the decanted school whilst being within a reasonable distance. Neither party was able to identify a suitable site;
- whether, given the high cost of the temporary decant, there would be a suitable site within a reasonable range of the existing school to allow a new build replacement school on the alternative site to be investigated as an option. The officer advice would be that given the very locally based nature of the existing pupils and the difficulties in transport links to the nearest potential alternative site that this is not an option to be pursued. Attached at Appendix A is a map illustrating the location of pupils attending Mount Pleasant Primary School.

Both the EFA and Council Officers have concluded that there are no alternative solutions to the proposed whole school decant.

3.7 Should the new build replacement not occur as a result of the Council not funding the required decant, the Council would be faced with an ongoing financial liability of £4m-£5m relating to existing needs at this school. Due to the complexity of works required and the constrained size of the site, any works undertaken by the Council would require a partial decant into temporary accommodation. Capital funding from the existing Children's Services capital budgets, which are already challenged due to recent government grant reductions and the pressure of providing new pupil places across Huddersfield, or Council prudential borrowing would be required to fund the works.

3.8 Members should note that approximately £230K has been incurred to date by the Council (which is included in the £3.85m budget requirement) and these costs would be abortive if the project was not to continue. In addition, it is possible that external parties to the Council may seek recompense for abortive costs. These risks are outlined in detail in Appendix B.

4. Implications for the Council

- 4.1 Mount Pleasant Primary has been identified as one of the 250 worst condition schools in the country and in addition has a shortfall of school places that are urgently needed to meet the basic need for additional school places in the Huddersfield South West area due to increased pupil numbers. The Council is therefore faced with a need to undertake works to meet these issues but set against the context of many other competing priorities for funds across the Council given the significant fall in the availability of revenue and capital funds from the Government.
- 4.2 The potential remains for the Council to remove its existing condition, suitability and basic need liabilities in relation to Mount Pleasant Primary and to secure a new build school with an investment value of between £8-10m to serve future generations of pupils in Huddersfield. However, this will require the further revenue contribution as described in paragraphs 3.1 to 3.3.
- 4.3 Given the difficult revenue position faced by the Council and the decisions that have already been made and will need to be made in future years relating to Council Services, it is acknowledged that committing further revenue funds to this project requires careful consideration and thought given to the many competing pressures for funding across the whole of the Council's core business.
- 4.4 As indicated in paragraph 3.7, should the new build school not be progressed, the Council would need to identify funding to address the existing condition and basic need issues at the school and implement a phased approach to dealing with these needs over a number of years. This would enable the school to continue in its existing accommodation but the school would be subject to disruption for a number of years and a generational opportunity to achieve a step change in the quality of accommodation that a new build school would provide would be lost.
- 4.5 Withdrawal from the project could have a significant reputational impact on the Council nationally as the Priority Schools Building Programme is a flagship government initiative and the EFA has spent a considerable amount of funds developing the project. Locally, the loss of a new build school would generate significant negative publicity and a strong backlash from the school, governing body and the local community, who would expect a credible alternative action plan from the Council to address the urgent needs of the school.
- 4.6 However, it must be acknowledged that some residents from across Kirklees may feel that the revenue funding required for this project may be better spent on other services / buildings on which Members will be asked to make difficult decisions in the coming months.

5. Consultees and their Opinions

- 5.1 The AD Strategic Investment Group has considered this matter at a number of meetings during 2015.

The Group has acknowledged the significant benefits that would accrue from the new build school (removal of our existing liabilities; the provision of £8-10m of new build investment from the Government; once in a generation opportunity to create a new school).

- 5.2 However, it is also conscious about the significant revenue cost to the Council of the project and the difficult decisions that have to be taken in relation to many other competing corporate priorities for revenue funding. However, on balance, the commitment of £3.85m is considered to be value for money given that it will lead to an investment of between £8-10m by the Government that will provide a new school and remove the Council's liabilities in relation to the existing poor quality buildings.

6. Officer Recommendations and Reasons

6.1 Members are requested to:

- a) Give careful consideration to the issues raised in this report and decide whether they wish or not to proceed with the implementation of the decant programme for Mount Pleasant Primary School within a maximum revenue budget of £3.85m, subject to the approval by Council on 29th July 2015 of the revenue rollover bid referenced in paragraph 3.3 of this report ;
- b) If the project is approved, provide officers with authority to proceed to implement the project, and in particular provide direction as to whether the contract for the modular accommodation should be signed in advance of planning permission and EFA financial close for the new build school being achieved or whether signature should be delayed until planning permission and EFA financial close is achieved;
- c) If the project is approved but a decision is taken to delay signature of the modular accommodation contract, authorise the Director of Resources to provide an appropriate Section 151 letter to the Education Funding Agency regarding delay costs as referred to in Appendix B;
- d) If the project is approved, authorise officers to submit an Application for Prior Notification of Demolition seeking approval for the demolition of the Lockwood Community Centre and associated Clock Tower in its entirety; and
- e) If the project is not approved, authorise officers to take all appropriate and necessary action to inform relevant parties and such other steps necessary to withdraw from the project.

7. Portfolio Holder's Recommendation

That Cabinet debates the content of this report.

8. Contact Officer and Relevant Papers

David Martin - Capital Development and Delivery Manager – Physical Resources and Procurement - Email: david.martin@kirklees.gov.uk

9. Assistant Director Responsible

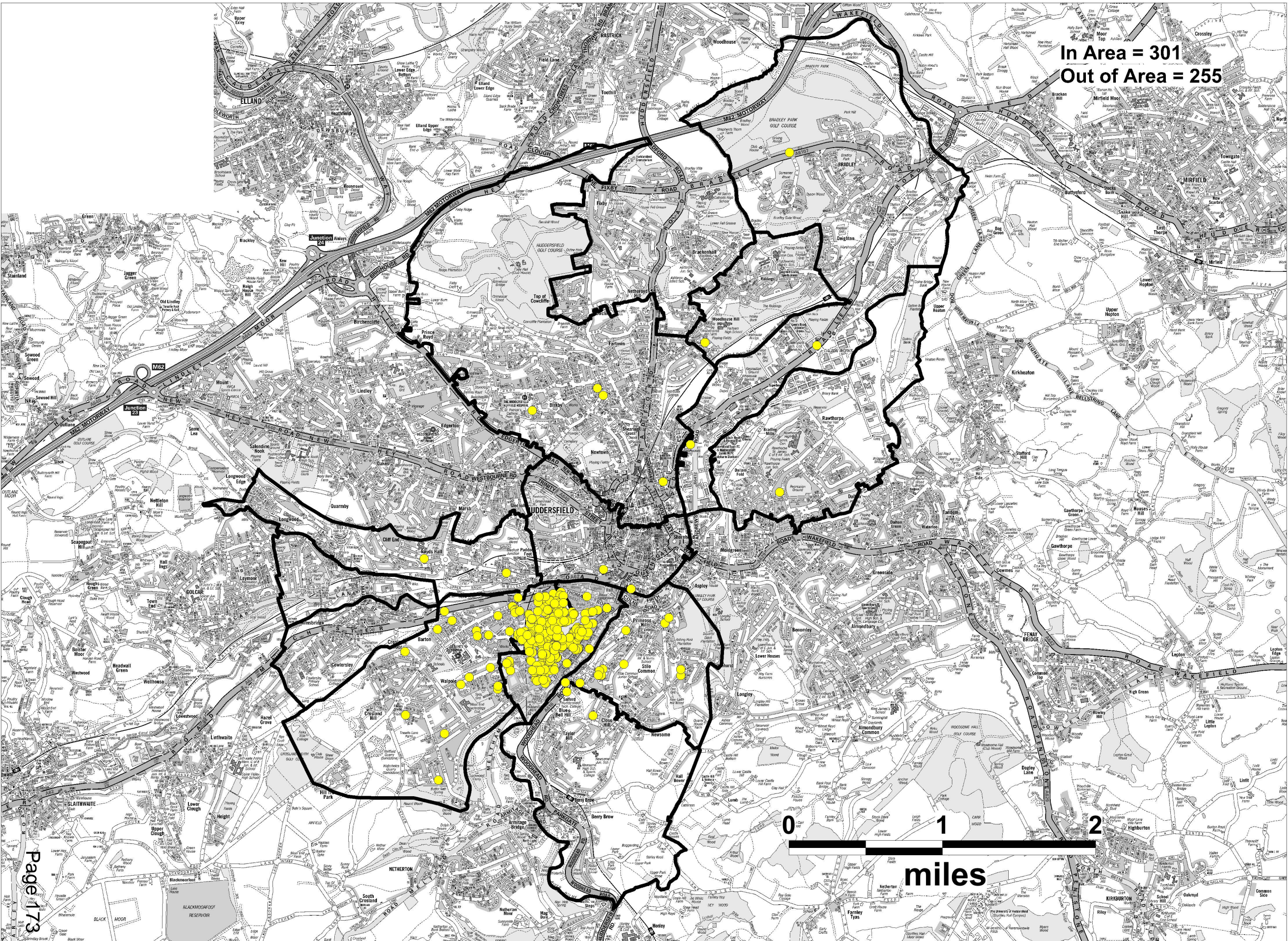
Joanne Bartholomew – Assistant Director – Physical Resources and Procurement – joanne.bartholomew@kirklees.gov.uk

10. Appendices

Appendix A – Public - Map showing the location of pupils attending Mount Pleasant Primary;

Appendix B – Private – Financial information.

Mount Pleasant Primary School



In Area = 301
Out of Area = 255

Based on
School Census
Spring 2015

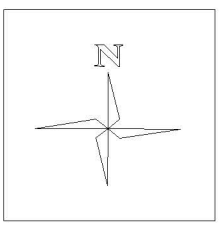


School
Organisation
and
Planning
Team

Tel:
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Date produced:
July 2015

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Name of meeting: Cabinet - 28 July 2015
Council - 29 July 2015

Title of report: Future Library Provision – Consultation Results and development of principles to be considered in developing a future Library service.

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	N/A
Is it in the Council's Forward Plan ?	Yes
Is it eligible for "call in" by Scrutiny ?	N/A
Date signed off by <u>Director</u> & name	David Smith
Is it signed off by the Director of Resources?	Date: 20 July 2015
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Date 20 July 2015
Cabinet member portfolio	Graham Turner

Electoral [wards](#) affected: All
Ward councillors consulted: All

Public or private: Public

1. Purpose of the report

The purpose of the report is to identify the headline results of the consultation on the Library Service and to enable Council to debate the principles to be considered when considering how future Library Service needs can be met.

This report will be submitted to Council on 29 July 2015 to enable a debate on the results of the consultation and the development of the principles in developing future Library provision.

2. Key points

As part of the Councils need to reduce budgets it has been identified that during the term of the MTFP the Library Service budget is to reduce by £1.854 million.

There is a requirement for the Council to provide a comprehensive and efficient Library Service, however, there is no definition relating to this. What is

clear is that there is a requirement, before any decision is made in respect of the Library Service, to ensure that a thorough consultation process takes place.

As part of the Councils budget setting process for the 2015-18 Medium Term Financial Plan, the public were asked to comment on developing alternative options for running Library Services. The public were asked what they thought of this idea by way of the following explanation “ ***This means that library services will continue but change significantly, saving up to £3.2* million over the next 3 years from the current spend of £5.75 million. We will be unable to continue the current level of service at all the libraries across Kirklees and we will need to look at alternatives. This could include more community involvement – i.e. local people taking on some or all aspects of library services in an area of Kirklees***”

(*The £3.2 million saving was reduced to £1.854 million at the Council Budget meeting on 18 February 2015).

Following the annual budget consultation, the results identified that 50% of respondents thought it was a good or ok idea, 37% were not keen or thought it was a bad idea, with 13% having no view either way.

Having regard to the results of the budget consultation, for a period of 12 weeks commencing on 19th January 2015, an independent consultation was undertaken by QA Research with the following Terms of Reference.

- To provide a robust evaluation of the service amongst a representative sample of residents in the district.

To determine the key strengths and weaknesses of the service with a view to establishing:

- How the service could evolve in the future, while still ensuring it meets the needs of residents
 - Where savings could be made in the way libraries are delivered today
 - The views of residents regarding different methods of service delivery
 - The degree to which the local community would be interested in actively helping run the service
- Explore attitudes towards the service, the way it is delivered and how it should be delivered in the future
 - Determine usage levels and the key drivers and barriers to usage amongst residents
 - Understand attitudes towards different models of service delivery with regard to;
 - Establishing the degree to which proposed alternatives models of delivery are viewed (e.g. Town Libraries, Community Supported, Community Run)
 - Measuring the degree to which residents would be willing to participate in the running of the local library
 - Explore what, if any, further refinements to the service could be made to deliver savings

- Ensure the views of users and non-users of the service are gathered
- Provide an opportunity for Library Service staff to participate and to provide suggested alternative approaches for service delivery, as well as other key stakeholder groups.

The results of the Library Consultation are in the attached documents titled Library Review Research 2015 – Executive Summary and Library Review Research 2015 – Full Report.

In addition to the formal consultation undertaken, the Portfolio Holder wrote personally to all Councillors to seek their views in respect of the future provision of service. (Appendix B).

3. Implications for the Council

In determining what a future service could look like there are a number of principles that are important to ensure that this council;

- Meets the equality needs of our communities by having regard to citizens who suffer disabilities or are disadvantaged because they live in areas of deprivation;
- Puts forward a proposal that is financially sustainable in the longer term by ensuring the service offer matches the needs of communities, is flexible and can be delivered in different ways;
- In determining what the service offer is, has regard to how well the existing service is used and what aspect of service is relevant;
- Will seek to maximise community involvement through volunteers and ‘friends of groups’.

As the needs of the communities are different, there will likely be different models of service offer.

4. Consultees and their opinions

1. Cabinet and Council are asked to note the results of the Consultation results identified in; Library Review Research 2015 – Executive Summary and Library Review Research 2015 – Full Report.

2 Cabinet and Council are asked to note the response to the portfolio holders consultation with Councillors identified at appendix B.

5. Next steps

Consultation and principles as (set out below) to be debated at Council on 29 July 2015, and principles to be amended as appropriate following the debate;

- Meets the equality needs of our communities by having regard to citizens who suffer disabilities or are disadvantaged because they live in areas of deprivation;
- Puts forward a proposal that is financially sustainable in the longer term by ensuring the service offer matches the needs of communities, is flexible and can be delivered in different ways;
- In determining what the service offer is, has regard to how well the existing service is used and what aspect of service is relevant;
- Will seek to maximise community involvement through volunteers and ‘friends of groups’.

6. Officer recommendations and reasons

That the approach outlined in the report is implemented.

7. Cabinet portfolio holder recommendation

Supports the principles as set out in the report and agrees the way forward.

8. Contact officer and relevant papers

Jane Brady - Assistant Director Resources: Customer & Exchequer

Dave Thompson – Head of Customer Services

Carol Stump – Chief Librarian

Papers; Balancing the Books 2015 -18 Budget Consultation

Library Research Review 2015

- Executive summary
- Full report

9. Assistant Director responsible

Jane Brady – Assistant Director Resources: Customer & Exchequer

AD IT, Customer & Exchequer Service

Appendix B

Response to Email from Cllr G Turner

Cllr G Turner

Date: 19 June 2015

Fellow Councillors

As you know we have recently finished the public consultation on the future of the library service. I am now in a position to look at what sort of service we can deliver in the coming years, within the budget agreed by Council.

Along with officers, I have been considering how we can reconfigure the service and have started to formulate ideas, of what we are able to provide within the budget. As part of this process I want to offer you the opportunity to engage with me, so that you can share your thoughts on what you would like to see the Council providing in the future.

We have got a time-table in place on how we are going to proceed, with a view of taking the proposals to Full Council in July 2015.

If you wish to meet to discuss then I need to see you no later than the 6th July. I appreciate this is a narrow window given all our commitments, but if we are to make the July meeting then we have to proceed at pace.

I would just add that we can't maintain the current Library offer in the future, therefore would appreciate constructive ideas and original thinking, but please be aware the status quo is not sustainable.

Regards
Cllr Graham Turner
Cabinet Member for Resources

Fromm Cllr Greaves
Date 19 June 2015

There is nothing new to be added from our previous discussions, but to recap:

All existing libraries must remain within Library Services.

Library provision must remain dispersed across the borough.

We're opposed to the principle of Community Run libraries for existing Kirklees libraries.

All areas within Library services need to critically review their work practices and programmes and to take a share of cost savings.

Town and Central libraries are best placed to deliver significant budget savings.

Management costs need to be substantially reduced.

We accept the Community Supported model - but only with a permanent member of Kirklees staff to lead the library during its core opening hours, who would be supported by volunteers.

Self-check out systems are needed in all libraries, and Library services need to free up the time of front-line officers to engage with users and the local community - and IT and MI processes must reflect this.

Where libraries are subject to an asset transfer there must be an ongoing payment from Kirklees to help cover the library running costs.

Any library that is not able to reduce its costs and to gain community support needs to be challenged as to its viability.

Whilst long-term guarantees can not be given, a firm and vocal commitment needs to be given to the future of all libraries that make the transition to the new service.

**From Cllr Holroyd-Doveton
Date 21 June 2015**

We have discussed the issue with local groups and between the Holme Valley North councillors and the key points provided by Charles Greaves outlines what we would expect. I might add entirely feasible within the given budget. If there is a will to do so.

**From Cllr O'Donovan
Date 22 June 2015**

In Dewsbury west we have the greenwood centre that houses the library and the childrens Centre.

My comments / suggestions...

1. Is there a possibility of the children's centre and staff fulfilling any library role?
2. If there is to be a reduction in opening times then Of particular importance in terms of opening days / times would be after school and at certain times during school holidays.
3. The library I believe is closed on Fridays...Id reluctantly be in favour of another mid week day closure in order to keep some level of week end opening.
4. A few volunteers came forward earlier this year so I will happily contact them to see what capacity they have to cover certain times.

**From Cllr Burke
Date 2 July 2015**

Further update following my discussion with our library group.

- * Lindley library should remain open
- * The Council should continue to take responsibility for the premises and the overall budget for books and computer services
- * In April 2017 the Library and Information Service should still employ in Lindley Library at least one full-time member of staff to oversee its day to day operations and coordinate the work of Library and Information Service volunteers recruited jointly with the Lindley Library Community Group
- * Lindley Library Community Group (LLCG), within its constitution and subject to agreement, will support the work of the Library and Information Service (LIS) by working in partnership with its staff to maintain services, promote new activities and increase the use of the library over time. The details of that partnership relationship and the separate responsibilities of LIS and LLCG have yet to be discussed and agreed.

Library Review Research 2015 – Executive Summary

For Kirklees Council

11 June 2015



R E S E A R C H

Mill House,
North Street,
York, YO1 6JD
01904 632039

Dephna House, 24-26 Arcadia Ave,
London, N3 2JU
0208 8191397

www.qaresearch.co.uk
Company registration: 3186539



The document outlines the Executive Summary for the Kirklees Library Review Research undertaken in 2015. A full report is also available which details the findings from the research.

Background and Methodology

- It's anticipated that the Kirklees Library Service will need to contribute a budget saving over the next three years and it's clear that considerable changes to the existing service are likely to be needed. Therefore, the Council was keen to undertake a wide-scale consultation with local residents, stakeholders and library service staff to evaluate how the service may be delivered going forward.
- A key requirement of the consultation was to ensure that the views of a robust and representative sample of residents (including both users and non-users of the library service) were gathered, while at the same time providing the opportunity for other residents, key stakeholders, Library Service staff and others to take part in the consultation. Consequently, a multi-method approach was undertaken, with some elements carried out by Qa Research and others by the Council.
- Key aspects of the consultation analysed in this report include;
 - Face-to-face sample survey amongst a representative sample of 1,072 residents
 - Self-completion postal/online survey made available to all residents and completed by 4,675 respondents – note that respondents to this survey were entirely self-selecting and were overwhelmingly library users and as such, the survey should be seen as representing the views of library users
 - 2 focus groups with Library Service users and 2 with staff
 - Telephone survey with 50 users of the Transcription Service
 - 8 focus groups carried out by the Council with stakeholders
 - Survey of 162 children and young people carried out by the Council.

Summary of Key Findings

The table below summarises response to key questions amongst respondents to the sample survey and the self-completion survey;

	Quantitative survey	
	Face-to-face survey	Self-completion survey
How far do you agree or disagree with the following statements?		
<i>The local community should take a more active role in running their local library</i>		
Agree ('strongly agree' or 'agree')	57%	40%
Disagree ('strongly disagree' or 'disagree')	13%	33%
<i>Access to a quality library service is more important to me than the number of library buildings the service operates</i>		
Agree ('strongly agree' or 'agree')	49%	40%
Disagree ('strongly disagree' or 'disagree')	21%	43%
<i>I'd prefer to access the library service online rather than visit a library</i>		
Agree ('strongly agree' or 'agree')	29%	7%
Disagree ('strongly disagree' or 'disagree')	52%	85%
<i>I am willing to travel to get access to better quality library services</i>		
Agree ('strongly agree' or 'agree')	21%	20%

Disagree ('strongly disagree' or 'disagree')	61%	67%
How far would you support the following approaches to delivering library services in your local area? Please give your answer on a 10 point scale, where 1 is do not support at all and 10 is fully support.		
<i>Providing services in other community locations such as schools, community halls and Children's Centres rather than in a dedicated library building</i>		
Supportive (score of 7-10)	35%	21%
Unsupportive (score of 1-4)	38%	60%
<i>Transferring the running of your local Library and Information Centre to local volunteers</i>		
Supportive (score of 7-10)	34%	16%
Unsupportive (score of 1-4)	30%	62%
<i>Providing a much reduced service, such as only providing book drops, while online services would still be available</i>		
Supportive (score of 7-10)	11%	4%
Unsupportive (score of 1-4)	68%	89%
<i>Stopping the Mobile Library service completely so that more of the available budget could be used to provide library services at fixed sites</i>		
Supportive (score of 7-10)	8%	22%
Unsupportive (score of 1-4)	71%	57%
<i>Closing your Local Library and Information Centre and using the money this saves to reduce the budget cuts to other local services</i>		
Supportive (score of 7-10)	3%	3%
Unsupportive (score of 1-4)	83%	92%
<i>Merging the Tourist Information Centre and the library in order to save money. This would not necessarily mean a reduction in service.¹</i>		
Supportive (score of 7-10)	89%	71%
Unsupportive (score of 1-4)	5%	16%
How far do you support the following for your local library? Please give your answer on a 10 point scale, where 1 is do not support at all and 10 is fully support.		
<i>Community Supported Libraries</i>		
Supportive (score of 7-10)	59%	36%
Unsupportive (score of 1-4)	16%	42%
<i>Town Library</i>		
Supportive (score of 7-10)	52%	32%
Unsupportive (score of 1-4)	22%	48%
<i>Community Run Libraries</i>		
Supportive (score of 7-10)	24%	8%
Unsupportive (score of 1-4)	48%	79%
How likely would you be to give unpaid help, by volunteering to deliver library services in your local area in future		
Likely ('very likely' or 'quite likely')	18%	25%
Unlikely ('not very likely' or 'not at all likely')	70%	61%
Base:	All respondents (1,072)	All valid responses (variable)

¹ Figures shown here are amongst respondents from Holmfirth only.

Conclusions

Conclusion 1: This broad consultation covers the views of a range of interested parties and highlights that support exists for the Council to explore new ways of delivering library services in future.

This consultation provides a comprehensive assessment of the views of the district regarding the future provision of library services. It explores findings amongst more than 5,000 residents including library users and non-users, as well as Library Service staff, children and young people and other stakeholders and interested parties. The research highlights that existing users of libraries and information centres and the other services provided by the Library Service are generally very satisfied with the current service. In line with this, residents don't want to see a complete loss of service in their area and would rather accept reduced facilities, services and hours instead.

It's clear from this research and the Budget Consultation carried out by Kirklees Council that there is recognition of the need to find alternative ways of providing library services and to work within future budgets and residents are generally positive towards the Council finding alternatives. But, it should be stressed that the research consistently highlights that having physical library buildings in the local area that are staffed by experienced Library Service staff is the ideal for most and migrating services to new forms of delivery will need careful management, particularly amongst existing users who are the most resistant to change.

Conclusion 2: Libraries and information centres are felt to be at the heart of communities throughout the district and the localised provision of services is important to maximise use of library services.

The qualitative research in particular highlights that libraries are often at the heart of the community, especially in areas where no community centre exists, and data from the self-completion survey especially identifies the wide range of activities that these buildings are used for. Consequently, it's important to note that the loss of a library building and (potentially) the services provided there would be compounded by the associated loss of other community resources such as a meeting place and storage for equipment/resources used by local groups.

Reflecting this, consistently within the different strands of the research, the view was expressed that libraries should be 'local' reflecting the fact that users primarily visit their nearest Library and Information Centre run by Kirklees Council. Generally, residents are not willing to travel 'to get access to better quality library services' with 61% disagreeing that they'd do this and there were wider concerns expressed about how realistic it was to expect older residents and those with disabilities to travel.

When asked specifically, 46% of respondents to the self-completion survey (nearly all of whom are library users) said that if their local library were to close they would simply 'use the Library Service less', suggesting that any changes to the number of libraries operated would result in lower usage of library services overall across the district. Children in particular felt that if their local library were to close, they would use the library services less, although around half felt that they would travel to access services or use online services instead, while recognising that being able to travel was dependent on their parent's help. Of course, the replacement of 'traditional' Library and Information Centres with newer models of delivering services is likely to mitigate this, assuming they can be successfully implemented.

Conclusion 3: There is generally support for the role of the community in helping to deliver services, although concerns exist about the practicalities of successfully integrating volunteers.

The majority (57%) of all residents, whether library users or not, agree that *'the local community should take a more active role in running their local library'* and there is clearly support for this approach. This support is also evident amongst Library Service staff who highlight that volunteers may bring new skills and ideas to the delivery of services and will be important given reduced budgets. Generally, it was also recognised that volunteering in this way could, and should, offer tangible benefits for those prepared to take part, such as providing a reference for a future employer or some form of certificate or accreditation as well as quantifiable *'work experience'*. Older children in particular could see the attraction of this.

Ironically, while offering this level of personal development would probably help attract volunteers, it may also lead to issues over retention, and the challenge of not only recruiting but also maintaining a core of suitable volunteers was mentioned by residents and staff alike when considering how this would work in practice.

Additionally, concerns were expressed by both frequent library users and Library Service staff about the calibre of volunteers and the need to train and co-ordinate them. Staff felt that there are already backlogs in training new employees and that reduced staff numbers would transpose this problem to volunteers. Issues around reliability, long-term commitment and volume of *'suitable'* volunteers were all raised.

Conclusion 4: There is a clear willingness amongst some to volunteer to deliver library services, but further detailed and localised research would be required to determine the level of commitment and skills that volunteers are able to offer.

Amongst all residents, almost a fifth (18%) said that they'd be willing to volunteer to provide library services. As a note of caution, only one-in-twenty (5%) said they'd be *'very likely'* to do this, although this proportion increases to 14% amongst those that have used a library in the last 12 months. Positively, 65% of children and young people said they'd be willing to volunteer. It's clear that there is support for helping, but it's also clear from the research that volunteers are likely to need a lot of direction and management to be effective, with many unable to say how they could help and many staff unsure as to the actual contribution that they could make. It should be recognised that not all communities are likely to be able to offer the same level of support.

Conclusion 5: Opinions are mixed as to whether moving services into community facilities would be acceptable or not, but the findings suggest that residents will only be able to make a true assessment of this when the detail of what would happen in their local area is available to them.

Attitudes in the face-to-face survey were polarised towards *'providing services in other community locations...rather than a dedicated library building'* with almost equal proportions expressing support and not supporting this, although those in the Huddersfield and Rural District Committee areas were most supportive. This might reflect the fact that little detail of where services could be located was made available to respondents and it's clear that the detail is important for residents when considering this approach.

For example, most Library Service staff and library users interviewed qualitatively supported the idea of a *'one-stop shop'* and could see advantages for residents in being able to access different services from the same place. However, children were less supportive and this was driven by concerns about the resultant lack of space to work in and concerns around noise levels. Also, some children and young people didn't like the idea of moving services into schools as an environment that they already spend a lot of time in.

Conclusion 6: There are seen to be different advantages and disadvantages to each of the three approaches to delivering library services tested in the research and not all are considered workable in all areas. It's evident that there is a desire for new models of service delivery to include professional support to some degree.

The three possible approaches to running libraries were met with different levels of support, reflecting different concerns regarding the implementation of each one. It should be stressed, that a theme throughout this research and one emphasised by Library Service staff in particular, was that different communities have different needs and a 'one size fits all' approach was not seen as desirable or workable. It was felt that in areas with a strong community and excellent social capital a community run or supported approach would be more likely to succeed, but the opposite is likely to be true in other areas, although others felt that the very act of the community taking on the delivery of library services would be community building in itself. Details of each approach are as follows;

- **Community Supported Libraries** – Amongst face-to-face respondents, this was the approach that had the highest level of support, with 59% giving a score of 7-10 out of 10 and the majority of both users and non-users were supportive.
- Notably, this approach also had the highest level of support amongst those who said that they'd be prepared to volunteer to deliver library services, suggesting that of the three approaches tested in the research, it would be easiest to recruit volunteers for this one. This is likely to reflect the fact that under this model library services will remain local (and therefore not require volunteers to travel) and also that professional support will be available, two aspects that were mentioned favourably by qualitative respondents.
- **Town Libraries** – More than half (52%) of all respondents in the face-to-face survey indicated that they would support this option and this approach was supported most by staff, reflecting that more staff members would be employed under this model. Staff also felt that retaining Town Libraries would enable hub services to be established more easily in future when austerity is reduced. Additionally, it was recognised by stakeholders especially that this approach provides trained and experienced staff to help deliver services and would help to ensure that specialist services continue to be provided, something it was felt might not happen with the two other approaches.
- The main drawback of Town Libraries was seen as the need for users to travel to them, given the lack of willingness to do so amongst many users and potential users. Consequently, it was felt that they would lead to lower service usage overall.
- **Community Run Libraries** – This was the least supported option amongst face-to-face respondents with only 24% considering this approach to be acceptable, while only 8% of self-completion survey respondents felt the same. Explaining this, concerns were expressed in the qualitative research about the need for volunteers to manage a building and budget rather than just library services and about how realistic it was to expect to find volunteers capable of doing so in all communities. Also, concerns were expressed that moving to this approach would mean the loss of essential or specialist services, such as benefit advice, in some areas.
- More positively, this type of library was seen by stakeholders as a means of generating a community spirit and some felt that it may be possible for an entirely community led library to attract more funding from alternative revenue streams and also that the use of volunteers in this way could lead to more flexibility in the provision of services.

Conclusion 7: While there's little support for book drops, Librarian Outreach is considered more favourably and both the Home Library Service and the Transcription Service are generally seen as very important.

Overall, residents do not support 'providing a much reduced service, such as only providing book drops...' and while this is tied into the desire to retain services in as wide a form as possible, some specifics about book drops and specialist services were noted in the research as follows;

- **Book Drop** - Library users were dismissive of book drops, expressing concerns about the logistics of the process and about how much choice (in books) there would be and whether they'd actually be returned. Also the importance of access to IT and the service libraries offer in ensuring digital inclusion is evident within this research and it was felt that book drops alone would not provide this.
- **Librarian Outreach** – There was support for this amongst qualitative respondents and some saw it as a potential alternative to Mobile Libraries. It was also considered to be a way of potentially promoting library services, but concerns were expressed about where services would be targeted and how the district as a whole could benefit.
- **Mobile Library Services** – Generally, respondents favoured preserving this service, although the suggestion from this research is that it's not well used. In total, 71% of all face-to-face survey respondents didn't support stopping this service, although few had actually used it. Amongst those self-completion survey respondents who had ever used it a similar proportion (72%) didn't support stopping it, but this figure is by no means overwhelming. Amongst Library Service staff, there were mixed feelings and some felt that it was expensive and had low demand.
- **Home Library Service** – Generally, this was considered to be more important than the Mobile Library Service as it targets vulnerable users more. However, staff in particular recognised that volunteers could deliver this service relatively easily and that it serves a comparatively small number of residents.
- **Transcription Service** – This was also considered to be 'essential' to those that use it and concerns were expressed about whether this service would suffer if library Service staff were reduced in number.

Conclusion 8: Amongst respondents in Holmfirth, there was overwhelming support for merging the Tourist Information Centre (TIC) with the library to save money.

Almost nine-in-ten respondents to the face-to-face survey from Holmfirth indicated that they supported the possible merger of the TIC and library and more than half (53%) gave a score of 10 out of 10 indicating that they fully support this proposal. While this figure was slightly lower amongst Holmfirth respondents to the self-completion survey (who are predominantly library users) at 71%, it is clear that there is support for this merger in the local area.

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This research has been carried out in compliance with the International standard ISO 20252, (the International Standard for Market and Social research), the Market Research Society's Code of Conduct and UK Data Protection law

Library Review Research 2015

For Kirklees Council

11 June 2015



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Contents

1.	Executive Summary.....	4
2.	Background and Objectives.....	10
3.	Methodology.....	11
3.1	Research Approach.....	11
3.2	Quantitative Surveys.....	11
3.3	Qualitative Research.....	13
3.4	How to Read This Report.....	14
4.	Key Findings – Quantitative Research.....	15
4.1	Usage of Kirklees Libraries.....	15
4.2	Non-users of libraries.....	25
4.3	Future delivery of library services.....	28
4.3.1	Agreement with statements about library services.....	28
4.3.2	Attitudes towards proposed changes to delivery of library services.....	34
4.4	Levels of support for options for running libraries in future.....	42
4.5	Volunteering.....	48
5.	Key findings – Qualitative Research.....	55
5.1	Library users focus groups.....	55
5.1.1	General views on the proposed changes.....	55
5.1.2	Views on the proposed models.....	56
5.1.3	Volunteering.....	57
5.1.4	Other elements of the proposed service.....	58
5.2	Staff focus groups.....	59
5.2.1	General views on the proposed changes.....	59
5.2.2	Views on the proposed models.....	60
5.2.3	Volunteering.....	61
5.2.4	Views on other proposed services.....	62
6.	Key Findings – Kirklees Council Qualitative Research.....	63
6.1	Methodology.....	63
6.2	Key findings.....	63
6.2.1	Current use of libraries.....	63
6.2.2	Overview of proposed changes.....	65
6.2.3	Other elements of the proposed service.....	71
7.	Conclusions.....	73
8.	Appendix.....	77
8.1	Appendix 1: Summary of findings from consultation with children.....	77
8.2	Appendix 2: Summary of online survey with stakeholders.....	90
8.3	Appendix 3: Summary of findings from Kirklees Council budget consultation.....	92
8.4	Appendix 4: Summary of Petitions Received.....	96
8.5	Appendix 5: Summary of ‘Meet the Manager’ sessions.....	97

Table of figures

Figure 1.	Summary of consultation data sources	11
Figure 2.	Profile of respondents by age, gender and ethnicity	12
Figure 3.	Type of Kirklees library used in last 12 months	15
Figure 4.	(Self-completion) Type of Kirklees library used in last 12 months.....	16
Figure 5.	Frequency of undertaking library activities in the district.....	17
Figure 6.	Types of information ever picked up at a library in the district.....	18
Figure 7.	(Self-completion) Activities undertaken at a library in the district.....	19
Figure 8.	(Self-completion) Other activities undertaken in a library in the district	20
Figure 9.	Kirklees libraries ever use and use most often.....	21
Figure 10.	Reasons for using the library used most often	22
Figure 11.	(Self-completion) Kirklees libraries used most often	23
Figure 12.	(Self-completion) Frequency of using library use most often	24
Figure 13.	(Self-completion) Satisfaction with current library service.....	24
Figure 14.	Attitudes towards library use amongst non-users.....	25
Figure 15.	When non-users previously visited a library	25
Figure 16.	Reasons for not using libraries.....	26
Figure 17.	What would encourage non-users to use libraries in future	27
Figure 18.	Agreement with statements about Kirklees Library Service.....	28
Figure 19.	Agreement with statements about Kirklees Library Service – by usage.....	29
Figure 20.	Agreement with statements about Kirklees Library Service – by age.....	30
Figure 21.	Agreement with statements about Kirklees Library Service – by District Committee	31
Figure 22.	(Self-completion) Agreement with statements about library services.....	32
Figure 23.	(Self-completion) Agreement with statements about library services – by District Committee	33
Figure 24.	Attitudes towards proposed changes to delivery of library services.....	34
Figure 25.	Support for possible changes to library service.....	36
Figure 26.	Support for possible changes to library service – by usage.....	37
Figure 27.	Support for possible changes to library service – by District Committee	38
Figure 28.	(Self-completion) Support for possible changes to library service	40
Figure 29.	(Self-completion) Support for possible changes to library service - by District Committee	41
Figure 30.	Support for options for running libraries in future.....	42
Figure 31.	Support for options for running libraries in future – by District Committee	43
Figure 32.	(Self-completion) Support for options for running libraries in future	44
Figure 33.	(Self-completion) Support for options for running libraries in future – by District Committee	45
Figure 34.	(Self-completion) Support for options for running libraries in future – by library used most often.....	46
Figure 35.	(Self-completion) How would access library services if local library closed.....	47
Figure 36.	Levels of volunteering over the last 12 months	48
Figure 37.	Likelihood of volunteering to provide library services	49
Figure 38.	Type of help willing to provide to help deliver library services	50
Figure 39.	(Self-completion) Likelihood of volunteering to provide library services.....	51
Figure 40.	(Self-completion) Likelihood of volunteering to provide library services – by library used most often	52
Figure 41.	Reasons for not wishing to help deliver library services.....	53
Figure 42.	(Self-completion) Suggestions for running local library on a smaller budget	54
Figure 43.	(Childrens consultation) Demographic profile	77
Figure 44.	(Childrens consultation) Library visits in the past year	78
Figure 45.	(Childrens consultation) Reasons for using libraries.....	79
Figure 46.	(Childrens consultation) Happiness with local library service.....	80
Figure 47.	(Childrens consultation) Post closure behaviour	81
Figure 48.	(Childrens consultation) Views on changing building.....	82
Figure 49.	(Childrens consultation) Views on volunteering	84
Figure 50.	(Childrens consultation) Interest in volunteering.....	85

I. Executive Summary

Background and Methodology

- It's anticipated that the Kirklees Library Service will need to contribute a budget saving over the next three years and it's clear that considerable changes to the existing service are likely to be needed. Therefore, the Council was keen to undertake a wide-scale consultation with local residents, stakeholders and library service staff to evaluate how the service may be delivered going forward.
- A key requirement of the consultation was to ensure that the views of a robust and representative sample of residents (including both users and non-users of the library service) were gathered, while at the same time providing the opportunity for other residents, key stakeholders, Library Service staff and others to take part in the consultation. Consequently, a multi-method approach was undertaken, with some elements carried out by Qa Research and others by the Council.
- Key aspects of the consultation analysed in this report include;
 - Face-to-face sample survey amongst a representative sample of 1,072 residents
 - Self-completion postal/online survey made available to all residents and completed by 4,675 respondents – *note that respondents to this survey were entirely self-selecting and were overwhelmingly library users and as such, the survey should be seen as representing the views of library users*
 - 2 focus groups with Library Service users and 2 with staff
 - Telephone survey with 50 users of the Transcription Service
 - 8 focus groups carried out by the Council with stakeholders
 - Survey of 162 children and young people carried out by the Council.

Summary of Key Findings

The table below summarises response to key questions amongst respondents to the sample survey and the self-completion survey;

	Quantitative survey	
	Face-to-face survey	Self-completion survey
How far do you agree or disagree with the following statements?		
<i>The local community should take a more active role in running their local library</i>		
Agree ('strongly agree' or 'agree')	57%	40%
Disagree ('strongly disagree' or 'disagree')	13%	33%
<i>Access to a quality library service is more important to me than the number of library buildings the service operates</i>		
Agree ('strongly agree' or 'agree')	49%	40%
Disagree ('strongly disagree' or 'disagree')	21%	43%
<i>I'd prefer to access the library service online rather than visit a library</i>		
Agree ('strongly agree' or 'agree')	29%	7%
Disagree ('strongly disagree' or 'disagree')	52%	85%
<i>I am willing to travel to get access to better quality library services</i>		
Agree ('strongly agree' or 'agree')	21%	20%
Disagree ('strongly disagree' or 'disagree')	61%	67%

How far would you support the following approaches to delivering library services in your local area? Please give your answer on a 10 point scale, where 1 is do not support at all and 10 is fully support.		
<i>Providing services in other community locations such as schools, community halls and Children's Centres rather than in a dedicated library building</i>		
Supportive (score of 7-10)	35%	21%
Unsupportive (score of 1-4)	38%	60%
<i>Transferring the running of your local Library and Information Centre to local volunteers</i>		
Supportive (score of 7-10)	34%	16%
Unsupportive (score of 1-4)	30%	62%
<i>Providing a much reduced service, such as only providing book drops, while online services would still be available</i>		
Supportive (score of 7-10)	11%	4%
Unsupportive (score of 1-4)	68%	89%
<i>Stopping the Mobile Library service completely so that more of the available budget could be used to provide library services at fixed sites</i>		
Supportive (score of 7-10)	8%	22%
Unsupportive (score of 1-4)	71%	57%
<i>Closing your Local Library and Information Centre and using the money this saves to reduce the budget cuts to other local services</i>		
Supportive (score of 7-10)	3%	3%
Unsupportive (score of 1-4)	83%	92%
<i>Merging the Tourist Information Centre and the library in order to save money. This would not necessarily mean a reduction in service.¹</i>		
Supportive (score of 7-10)	89%	71%
Unsupportive (score of 1-4)	5%	16%
How far do you support the following for your local library? Please give your answer on a 10 point scale, where 1 is do not support at all and 10 is fully support.		
<i>Community Supported Libraries</i>		
Supportive (score of 7-10)	59%	36%
Unsupportive (score of 1-4)	16%	42%
<i>Town Library</i>		
Supportive (score of 7-10)	52%	32%
Unsupportive (score of 1-4)	22%	48%
<i>Community Run Libraries</i>		
Supportive (score of 7-10)	24%	8%
Unsupportive (score of 1-4)	48%	79%
How likely would you be to give unpaid help, by volunteering to deliver library services in your local area in future		
Likely ('very likely' or 'quite likely')	18%	25%
Unlikely ('not very likely' or 'not at all likely')	70%	61%
Base:	All respondents (1,072)	All valid responses (variable)

¹ Figures shown here are amongst respondents from Holmfirth only.

Conclusions

Conclusion 1: This broad consultation covers the views of a range of interested parties and highlights that support exists for the Council to explore new ways of delivering library services in future.

This consultation provides a comprehensive assessment of the views of the district regarding the future provision of library services. It explores findings amongst more than 5,000 residents including library users and non-users, as well as Library Service staff, children and young people and other stakeholders and interested parties. The research highlights that existing users of libraries and information centres and the other services provided by the Library Service are generally very satisfied with the current service. In line with this, residents don't want to see a complete loss of service in their area and would rather accept reduced facilities, services and hours instead.

It's clear from this research and the Budget Consultation carried out by Kirklees Council that there is recognition of the need to find alternative ways of providing library services and to work within future budgets and residents are generally positive towards the Council finding alternatives. But, it should be stressed that the research consistently highlights that having physical library buildings in the local area that are staffed by experienced Library Service staff is the ideal for most and migrating services to new forms of delivery will need careful management, particularly amongst existing users who are the most resistant to change.

Conclusion 2: Libraries and information centres are felt to be at the heart of communities throughout the district and the localised provision of services is important to maximise use of library services.

The qualitative research in particular highlights that libraries are often at the heart of the community, especially in areas where no community centre exists, and data from the self-completion survey especially identifies the wide range of activities that these buildings are used for. Consequently, it's important to note that the loss of a library building and (potentially) the services provided there would be compounded by the associated loss of other community resources such as a meeting place and storage for equipment/resources used by local groups.

Reflecting this, consistently within the different strands of the research, the view was expressed that libraries should be 'local' reflecting the fact that users primarily visit their nearest library and information centre run by Kirklees Council. Generally, residents are not willing to travel 'to get access to better quality library services' with 61% disagreeing that they'd do this and there were wider concerns expressed about how realistic it was to expect older residents and those with disabilities to travel.

When asked specifically, 46% of respondents to the self-completion survey (nearly all of whom are library users) said that if their local library were to close they would simply 'use the Library Service less', suggesting that any changes to the number of libraries operated would result in lower usage of library services overall across the district. Children in particular felt that if their local library were to close, they would use the library services less, although around half felt that they would travel to access services or use online services instead, while recognising that being able to travel was dependent on their parent's help. Of course, the replacement of 'traditional' library and information centres with newer models of delivering services is likely to mitigate this, assuming they can be successfully implemented.

Conclusion 3: There is generally support for the role of the community in helping to deliver services, although concerns exist about the practicalities of successfully integrating volunteers.

The majority (57%) of all residents, whether library users or not, agree that *'the local community should take a more active role in running their local library'* and there is clearly support for this approach. This support is also evident amongst Library Service staff who highlight that volunteers may bring new skills and ideas to the delivery of services and will be important given reduced budgets. Generally, it was also recognised that volunteering in this way could, and should, offer tangible benefits for those prepared to take part, such as providing a reference for a future employer or some form of certificate or accreditation as well as quantifiable 'work experience'. Older children in particular could see the attraction of this.

Ironically, while offering this level of personal development would probably help attract volunteers, it may also lead to issues over retention, and the challenge of not only recruiting but also maintaining a core of suitable volunteers was mentioned by residents and staff alike when considering how this would work in practice.

Additionally, concerns were expressed by both frequent library users and Library Service staff about the calibre of volunteers and the need to train and co-ordinate them. Staff felt that there are already backlogs in training new employees and that reduced staff numbers would transpose this problem to volunteers. Issues around reliability, long-term commitment and volume of 'suitable' volunteers were all raised.

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2. Background and Objectives

It is anticipated that the Kirklees Library Service will need to contribute a saving from its budget over the next three years and it's clear that considerable changes to the existing service are likely to be needed to meet this expectation and to continue to provide a service that meets the needs of residents.

In particular, it is anticipated that a greater degree of community support will be needed in some areas to ensure that services can continue to be delivered. Kirklees already has experience of delivering library services with community help at Denby Dale, Kirkheaton and Honley libraries where volunteers support one paid member of staff to deliver frontline services.

Therefore, the Council was keen to undertake a wide-scale consultation with local residents, stakeholders and library service staff to evaluate how the service may be delivered going forward.

Specifically, the research was required to meet the following objectives;

- Provide a robust evaluation of the service amongst a representative sample of residents in the district
- Determine the key strengths and weaknesses of the service with a view to establishing;
 - How the service could evolve in the future, while still ensuring it meets the needs of residents
 - Where savings could be made in the way libraries are delivered today
 - The views of residents regarding different methods of service delivery
 - The degree to which the local community would be interested in actively helping to run the service.
- Explore attitudes towards the service, the way it is delivered and how it should be delivered in future
- Determine usage levels and the key drivers and barriers to usage amongst residents
- Understand attitudes towards different models of service delivery with regard to;
 - Establishing the degree to which proposed alternative models of delivery are viewed (e.g. Town Libraries, Community Supported, Community Run).
 - Measuring the degree to which residents would be willing to participate in the running of their local library
 - Explore what, if any, further refinements to the service could be made to deliver savings
- Ensure the views of users and non-users of the service are gathered
- Provide an opportunity for library service staff to participate and to provide suggested alternative approaches for service delivery, as well as other key stakeholder groups.

Findings from this consultation are outlined in this report.

3. Methodology

3.1 Research Approach

A multi-method approach to the research was undertaken, with some elements carried out by Qa Research and others undertaken directly by the Council and then either analysed by the Council or by Qa Research. Additionally, a number of other contributions to the consultation were received or carried out and these have been included in this report, but not analysed in full. The table below summarises the different elements included in this report;

Figure 1. Summary of consultation data sources

Data Source	Details	Comments
Face-to-face survey with residents	Representative sample of 1,072 residents undertaken by Qa Research	Analysed in Section 4
Paper and online self-completion survey open to all residents	Hosted by Qa Research and made available via the Kirklees Council website and completed by more than 4,000 residents	Analysed in Section 4
Telephone survey with Transcription Service users	50 interviews with users of the Transcription Service carried out by Qa Research	Analysed in Section 4
Focus groups with library users and Library Service staff	2 groups with library users and 2 with staff undertaken by Qa Research	Analysed in Section 5
Focus groups with stakeholders	8 groups with a range of stakeholders carried out by Kirklees Council	Analysed in Section 5
Survey of children	162 interviews with children and young people carried out by Kirklees Council	Analysis detailed in Appendix 1
Online survey with stakeholders	Carried out by Kirklees Council, with responses received from 6 stakeholder groups	Analysis detailed in Appendix 2
Kirklees Council Budget Consultation	Budget consultation undertaken by Kirklees Council and available to all residents. In total, 2,547 people responded to the question about library services	Analysis undertaken by Kirklees Council outlined in Appendix 3
Petitions received by Kirklees Council	Various submissions received by the Council	Listed in Appendix 4
'Meet the Manager' sessions	Carried out by Kirklees Council with Library Service users and more than 400 people attended	Listed in Appendix 5

Further details of the methodology for those elements undertaken by Qa Research are as follows;

3.2 Quantitative Surveys

Face-to-face Survey

A face-to-face survey was carried out amongst a representative sample of residents from across the district between 19 January and 2 March 2015. All interviews were carried out using CAPI (Computer Assisted Personal Interviewing) and to ensure that the sample was representative quotas were set on age, gender and ethnicity.

In addition, a quota was set to control for the proportion of users and non-users of library services in the district in the last 12 months, with c.30% of interviews to be undertaken with users and the remainder with non-users; this approach over-sampled users and was applied to ensure that a sufficient number of users were included in the sample for analysis purposes. A total of 1,072 interviews were completed, 387 with Kirklees library users in the last 12 months and 685 with non-users.

Data were analysed by Qa Research and to ensure the final sample was representative, corrective weighting was applied at the analysis stage. All findings outlined in this report are based on the weighted data.



Self-completion Survey

To ensure that residents who were not invited to take part in the face-to-face survey were able to give their views, a self-completion survey was made available for anyone who wished to complete it. Paper surveys were distributed throughout the district by the Council and an identical online version was hosted by Qa Research and made available via the Council website. As far as possible, survey questions mirrored those included in the face-to-face survey to enable direct comparison. Two versions of the paper survey were made available, with a version designed specifically for distribution in the Holmfirth area which included some questions specifically about the Tourist Information Centre.

The survey was available to complete between 19th January and 10th April 2015 and in total 4,675 surveys were returned, 3,067 by post and 1,608 as an online completion. No restrictions were placed on who could complete the survey.

Sample Profile

The table below shows the demographic profile of face-to-face survey respondents and those that completed the self-completion survey and compares these to the profile of the district as a whole. As the self-completion sample is predominantly made up of library users, for comparative purposes the face-to-face sample has been split out to show the profile of users and non-users.

Figure 2. Profile of respondents by age, gender and ethnicity

	2011 Census (aged 16+)		Face-to-face Survey Sample (weighted)			Self-completion Survey
	Total		Total Sample	Library Users	Library Non-users	
Gender						
Male	165,059	49%	49%	47%	49%	34%
Female	171,250	51%	51%	53%	51%	65%
Prefer not to say	-	-	-	-	-	1%
Age						
Under 16	n/a	n/a	-	-	-	2%
16-24	50,759	15%	18%	13%	19%	3%
25-34	54,429	16%	13%	16%	13%	9%
35-44	59,939	18%	17%	18%	17%	16%
45-54	57,186	17%	17%	20%	17%	14%
55-64	49,846	15%	15%	17%	15%	18%
65+	64,150	19%	19%	17%	19%	38%
Ethnicity						
Net: White	276,716	82%	82%	83%	82%	Not collected
Net: Asian / Asian British	45,944	14%	14%	13%	14%	Not collected
Net Other ethnicities	13,649	4%	4%	4%	4%	Not collected
Prefer not to say	-	-	<1%	-	<1%	Not collected
Base: All Respondents	336,309			1,072		4,675

This table demonstrates that the face-to-face survey sample is representative of the population of the district and that findings from this survey are an accurate reflection of residents' views.

In contrast, the self-completion survey sample under-represents the views of younger residents and over-represents those of older ones, while females are also over-represented. This is typical of self-completion surveys and is as expected. For this reason, findings from the self-completion survey have been used to support the analysis of residents' views from the face-to-face survey in the sections below.

It should also be highlighted that analysis of responses to the self-completion survey confirm that the survey was predominantly completed by library users and as such it should be viewed as reflecting the views of those that currently use libraries.

Transcription Service Survey

A survey of 50 users of the Transcription Service was carried out by telephone to ensure that users of this service were able to take part in the consultation. As far as possible, the survey used was identical to the self-completion survey and all interviews were completed by the Qa Research contact centre based in York during January and February 2015. Where appropriate, findings have been reported in Section 4.

3.3 Qualitative Research

Focus Groups with Library Users

Qa Research carried out two focus groups with users of a Kirklees library in the last 12 months. All respondents were recruited from the face-to-face survey sample, having identified themselves as a recent library user in the survey and indicated that they'd be happy to take part in further research. One group took place in Dewsbury Town Hall on 18th March 2015 and the other in Huddersfield Town Hall on 16th March 2015.

To guide the discussion during each group, a detailed discussion guide was developed by Qa Research with input from the Council. The groups were moderated by experienced qualitative researchers from Qa.

Focus Groups with Library Service Staff

Qa Research also carried out two focus groups with staff from the Kirklees Library Service. All respondents were recruited by the Council and one group was held with senior employees while the other was carried out with more junior members of the service. The groups took place during w/c 16th March 2015.

Again, a detailed discussion guide was developed by Qa Research with input from the Council and used to guide the group discussion. The groups were moderated by experienced qualitative researchers from Qa.

3.4 How to Read This Report

This consultation draws on findings from a number of strands, reflecting the efforts made to ensure that all residents and stakeholders could contribute and that Library Service staff could also give their views.

Efforts were made to ensure that the findings of this research are a reflection of all residents in the borough and not just those who are Library Service users or have a particular interest in the library service. In particular, a quantitative face-to-face survey was undertaken with a representative sample of residents that included both users and non-users of libraries. Findings from this survey provide insight into how all residents feel about future provision of the service and we have used them to lead the reporting in Section 4 below.

Other quantitative data sources, namely the self-completion survey and Transcription Service users telephone survey where the sample and profile of respondents was deliberately not controlled have been used to support the findings from the face-to-face survey. Findings from these surveys are therefore detailed in boxes below the face-to-face survey for clarity.

Qualitative research was also undertaken to add depth to our understanding of the results and the findings from the groups carried out by Qa Research and those carried out by the Council have been outlined in separate sections in this report.

Findings from the other data sources outlined in Section 3.1 are included in the Appendices.

Conclusions reached in this research draw on all primary data sources.

Finally, all fieldwork materials, questionnaires and discussion guides used in the research are available on request.

4. Key Findings – Quantitative Research

The first part of the survey was only asked of respondents who had used a library in Kirklees in the last 12 months.

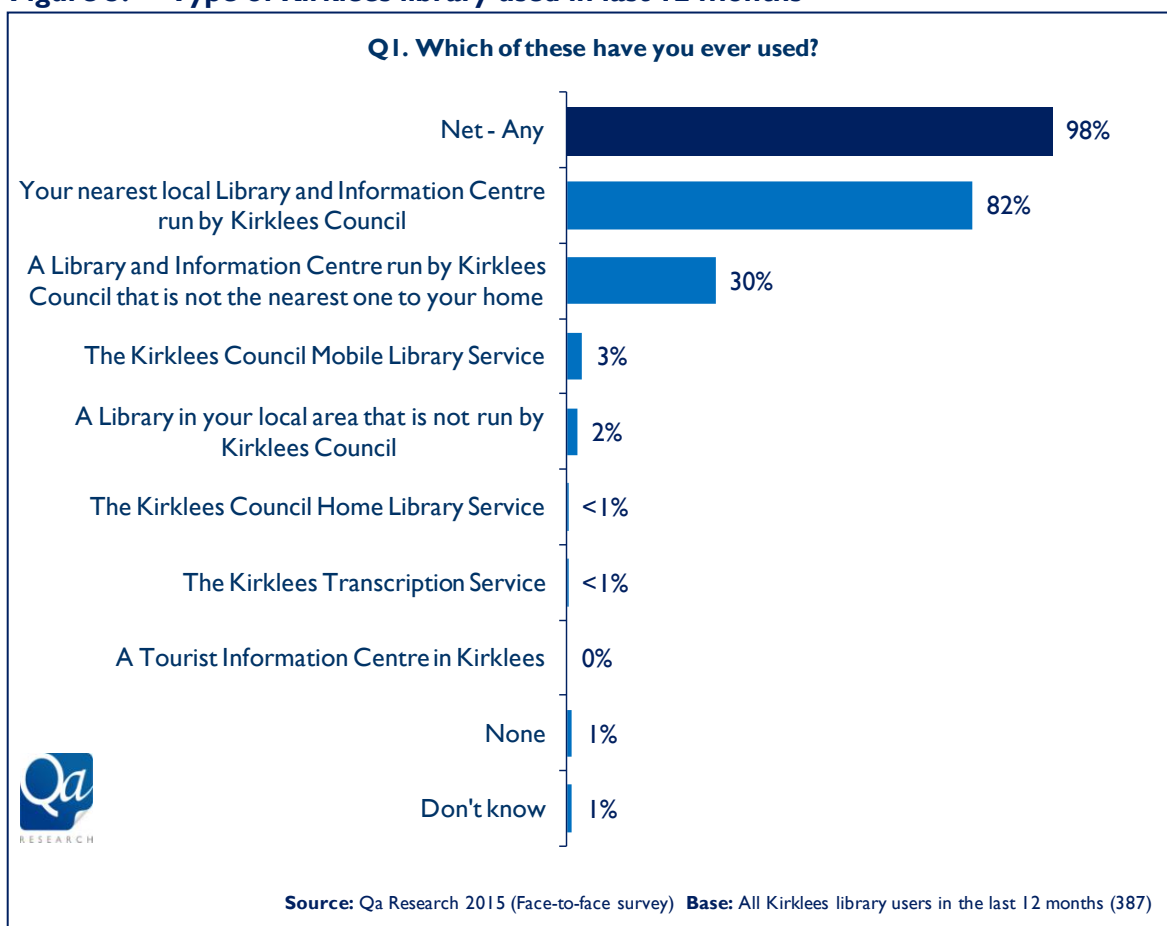
Self-Completion Survey Findings;

Amongst all self-completion survey respondents, 89% said that they were a member of Kirklees Library Service. Consequently, the self-completion survey is essentially a survey of library users and this is an important point to remember when evaluating the findings.

4.1 Usage of Kirklees Libraries

All library users were asked if they were actually a member of Kirklees Library Service and 90% said that they were. Then library users were asked to indicate, from a pre-coded list, the type of libraries that they visit in the district and responses were as follows. Note, that respondents could choose more than one type if that reflected where they visit.

Figure 3. Type of Kirklees library used in last 12 months



Responses here highlight that most library users use their 'nearest local Library and Information Centre run by Kirklees Council' (82%), although almost a third said that they use one that is '...not the nearest one to your home' (30%).

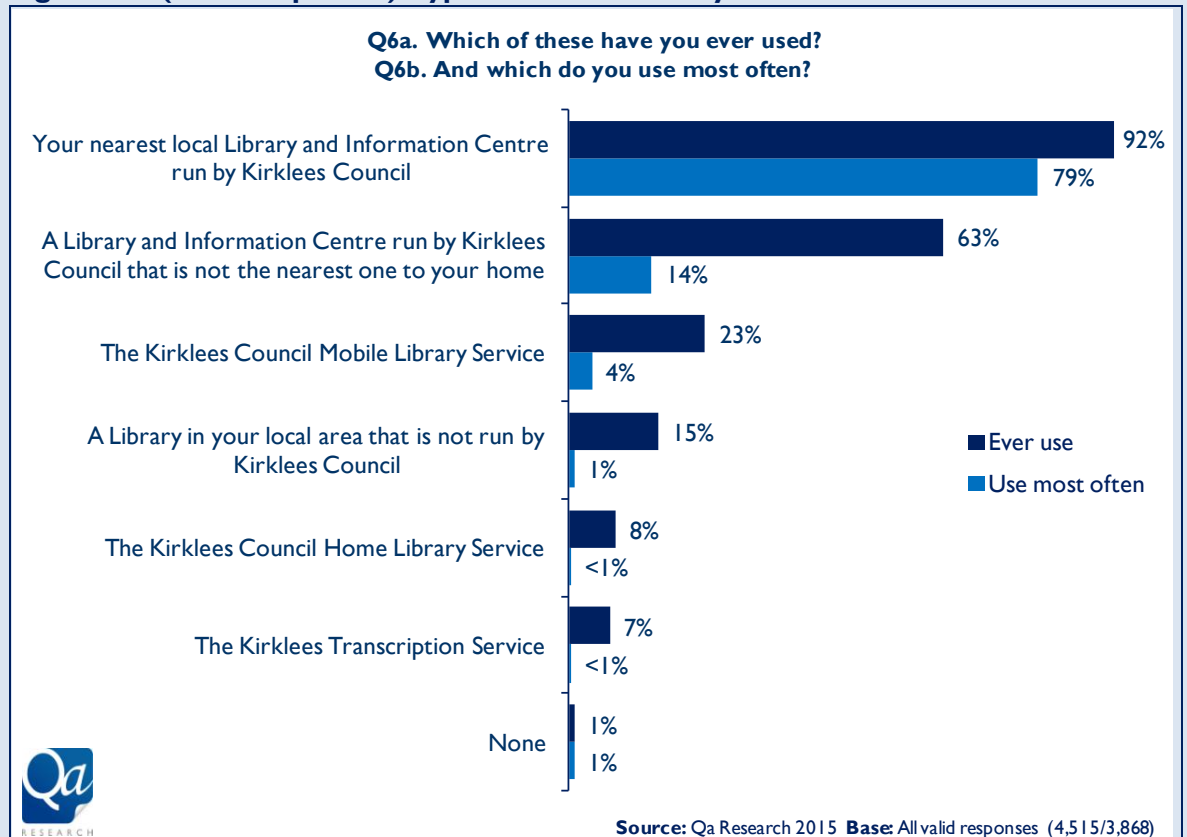
These percentages add to more than 100%, so it's clear that some library users use both the nearest library to their home and also another one somewhere else in the district.

Only a small number of library users said that they use 'the Kirklees Council Mobile Library Service' (3%) and the '...Home Library Service' and '...Transcription Service' are used by less than 1% each.

Self-Completion Survey Findings;

Response to this question amongst self-completion survey respondents was as follows;

Figure 4. (Self-completion) Type of Kirklees library used in last 12 months

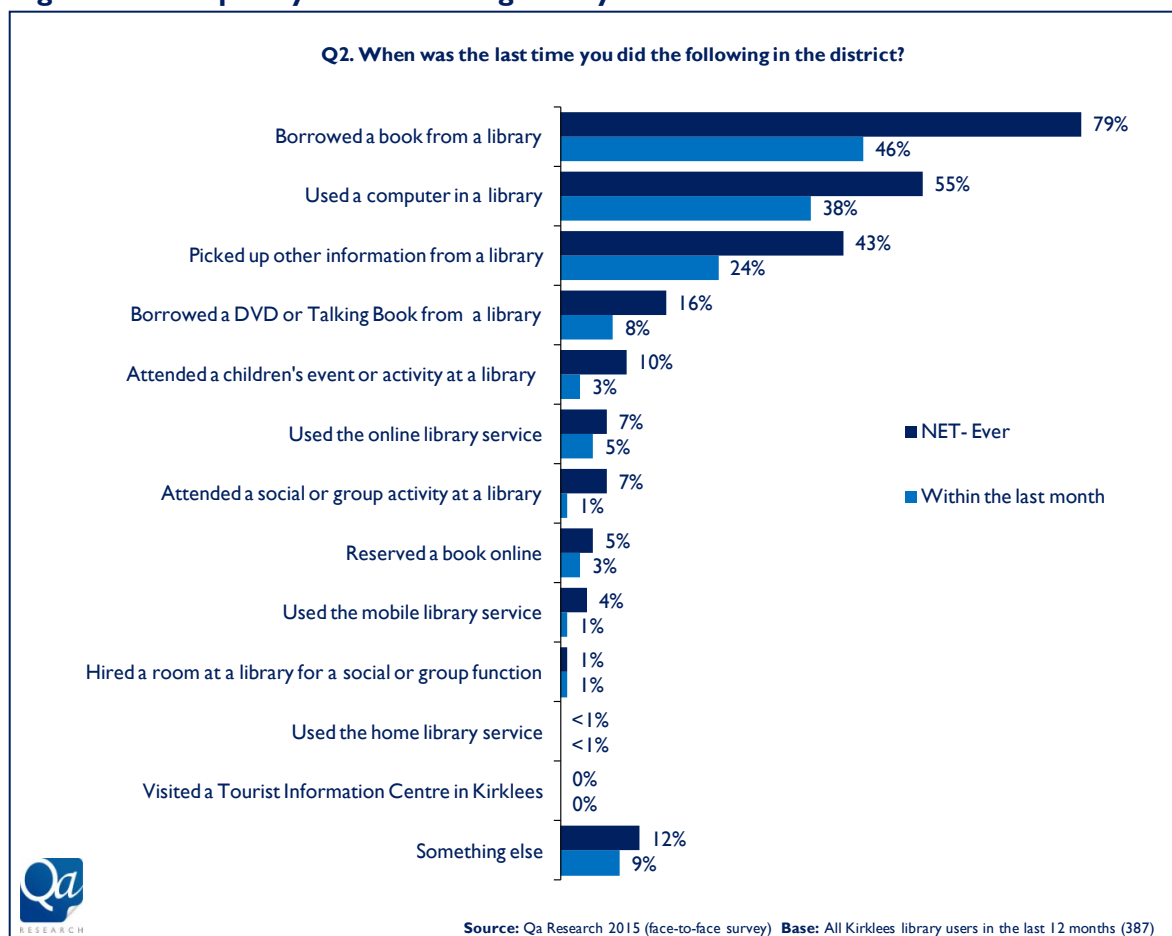


The data above highlights that the majority of respondents to the self-completion survey have ever used their 'nearest local Library and Information Centre run by Kirklees Council' (92%) and/or one '...that is not the nearest one...' to their home (63%). However, most use their nearest one most often (79%).

The self-completion sample also includes a comparatively high proportion who've ever used 'the Kirklees Council Mobile Library Service' (23%), the '...Home Library Service' (8%) and/or the '...Transcription Service' (7%). Again, this reflects the fact that it was mainly users of library services who completed the survey.

Library users were asked to indicate the frequency of undertaking a range of library activities in the district. The chart below shows the proportion indicating that they ever undertake each activity, along with the proportion that said they have done so 'within the last month';

Figure 5. Frequency of undertaking library activities in the district



In total, 77% of all library users said that they undertook at least one activity in a library in the district 'within the last month' and a further 16% said they'd done so 'within the last 6 months'.

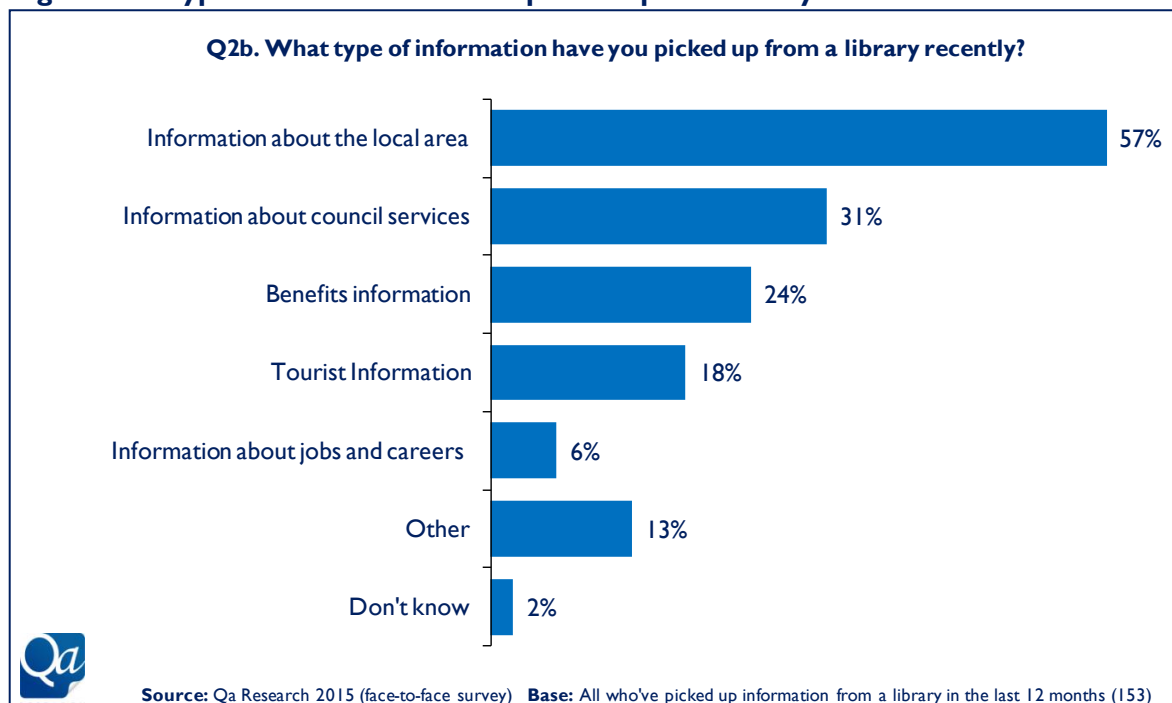
This chart offers few surprises, with library users most likely to say that they ever use libraries to 'borrow a book' (79%) or to 'use a computer' (55%) and these were also the most frequently undertaken activities in the last month (46% and 38% respectively).

Other activities are undertaken less, but one-in-ten said that they have ever 'attended a children's event or activity at a library' (10%) and more than one-in-twenty had 'attended a social group activity at a library' (7%), highlighting usage of library buildings as a venue.

Compared to the previous question, a slightly higher proportion of library users said that they'd ever used 'the mobile library service' (4%) and around 1% said they'd done so within the last month.

Additionally, libraries are clearly used as sources of information with more than two-fifths saying that they ever 'pick up other information from a library' (43%) and a quarter saying that they've done this in the last month (24%). Those who had picked up information were asked what type of information this was and responses are outlined below;

Figure 6. Types of information ever picked up at a library in the district

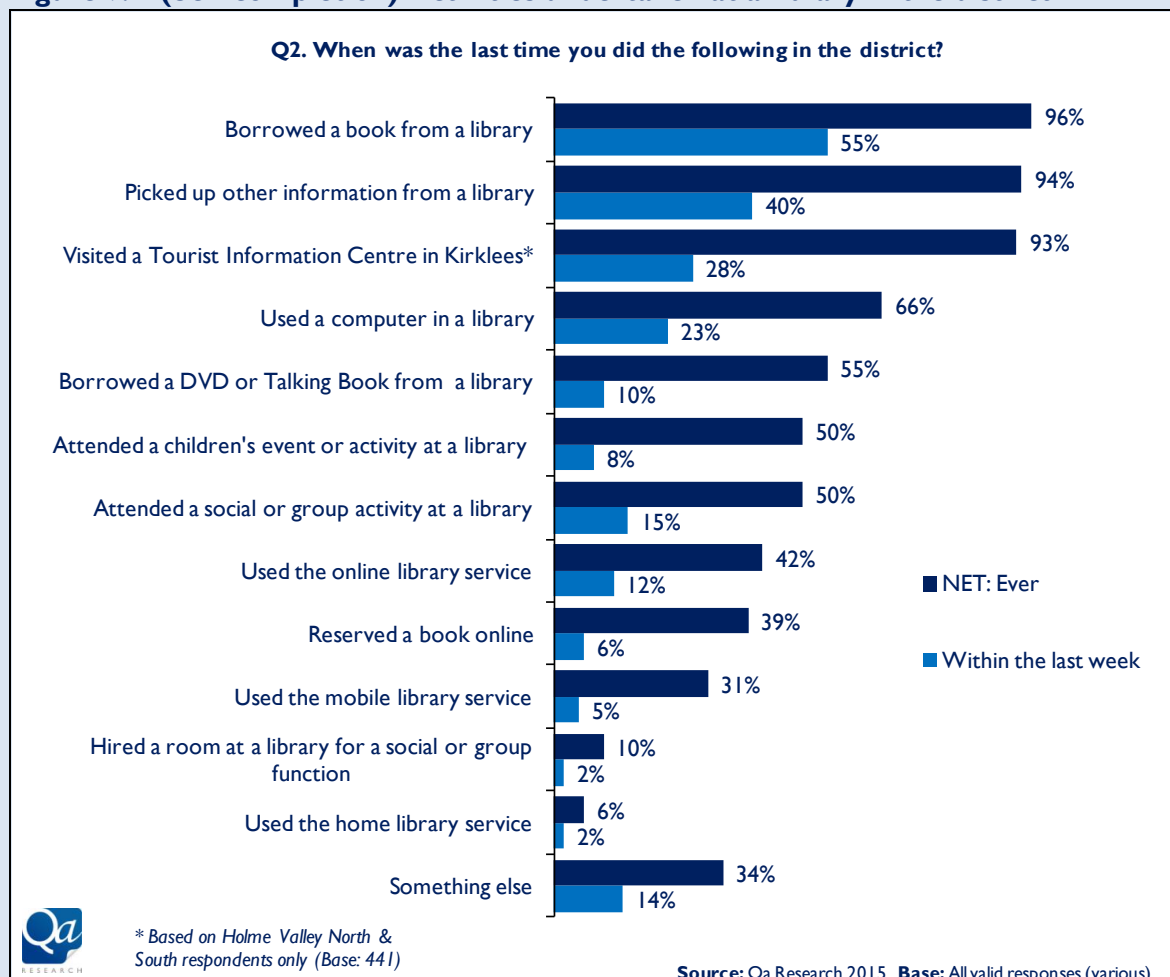


The answers given here highlight the importance of library and information centres in the district as a source of information on a range of subjects.

Self-Completion Survey Findings;

The chart below shows usage of library services amongst self-completion survey respondents;

Figure 7. (Self-completion) Activities undertaken at a library in the district



Reflecting the fact that nine-out-of-ten respondents to the self-completion survey were members of the Kirklees Library Service, usage of these services was higher than amongst library users on the face-to-face survey. Almost all had 'borrowed a book from a library' (96%) and the majority had done so in the last week (55%).

Nearly all had also 'picked-up other information from a library' (94%) and two-fifths had done so in the last week (40%). This tended to be 'information about the local area' which was mentioned by 77% of those who'd picked up information or 'tourist information' (53%) or 'information on council services' (48%).

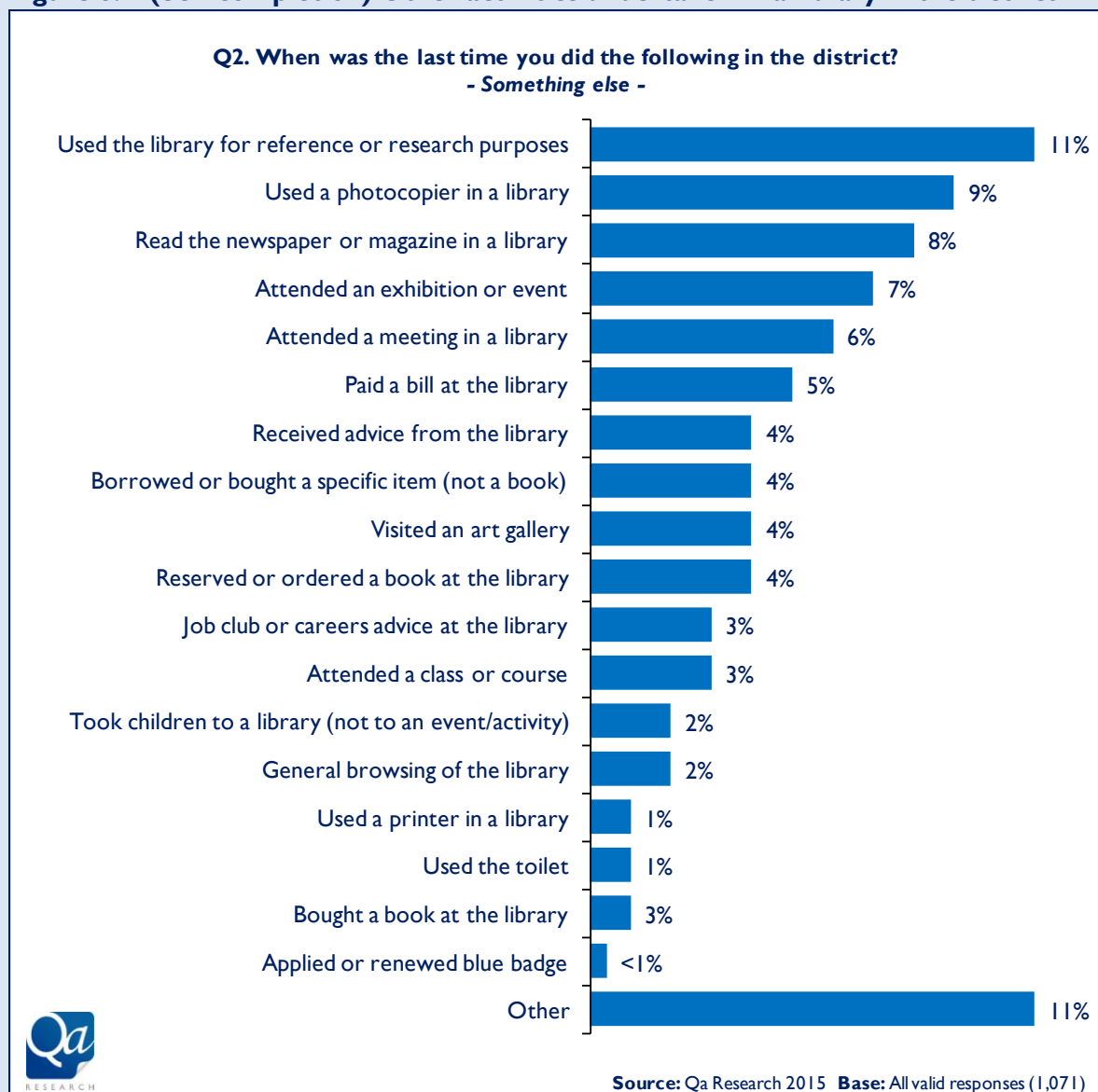
Amongst respondents in Holmfirth, 93% said they ever 'visited a Tourist Information Centre in Kirklees' and more than one-in-four said they'd done so within the last week (28%).

Other services were less widely used, but the majority had ever 'used a computer...' (66%) or 'borrowed a DVD or talking book...' (55%). It's notable that almost a third said they'd ever used '...the mobile library service' (31%), although only one-in-twenty had done so in the last week (5%).

Self-Completion Survey Findings continued...

A range of other activities were mentioned by these respondents and these are summarised below;

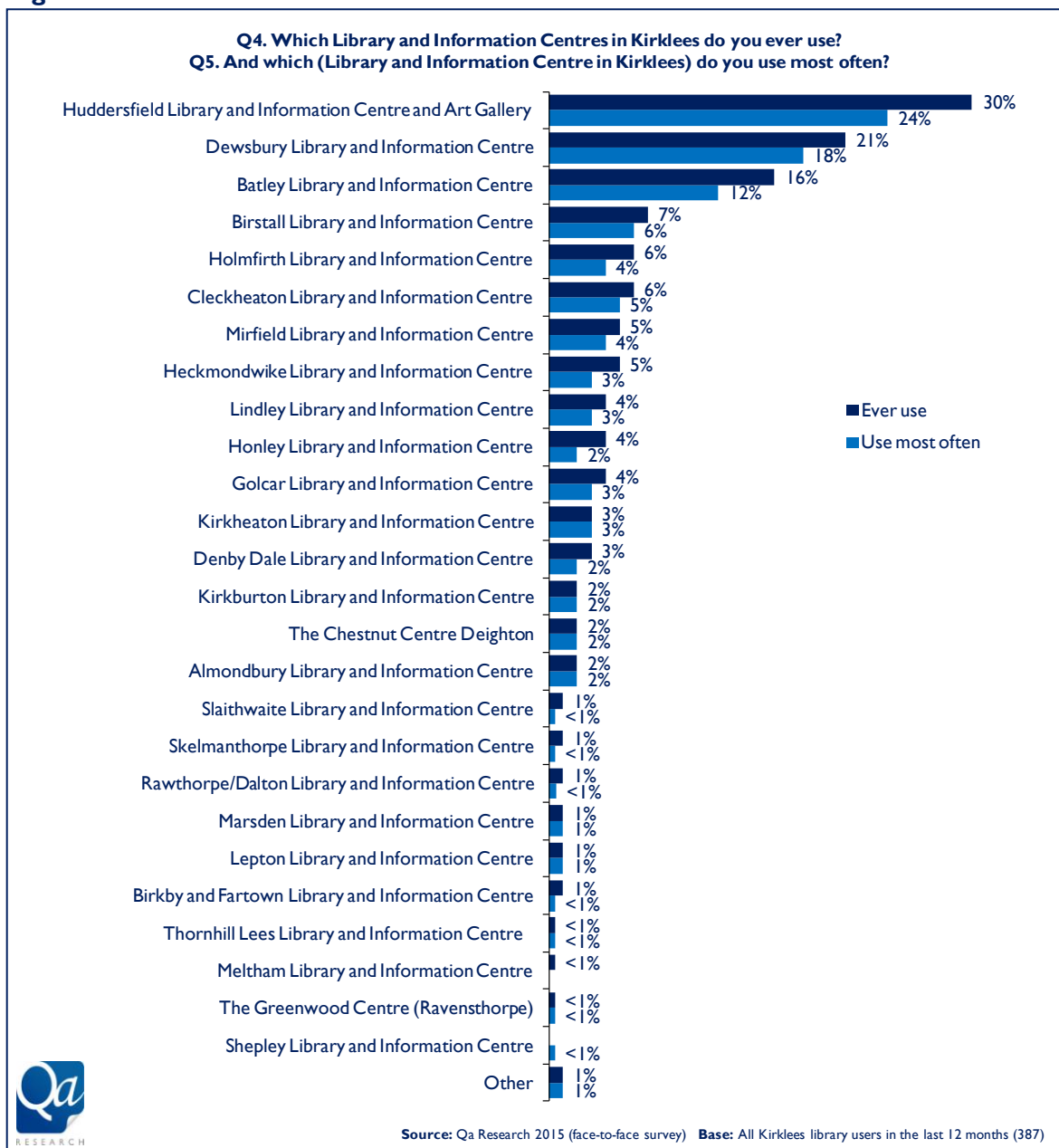
Figure 8. (Self-completion) Other activities undertaken in a library in the district



These findings highlight that libraries are used for a range of reasons, although it should be remembered that many respondents giving the above answers are likely to have visited a library for another, more traditional reason such as borrowing a book. Consequently, the reasons outlined above can't necessarily be viewed as drivers of usage in their own right.

Library users were asked to specify which libraries they ever use and which they use most often and detail for each library and information centre in the district is outlined below;

Figure 9. Kirklees libraries ever use and use most often



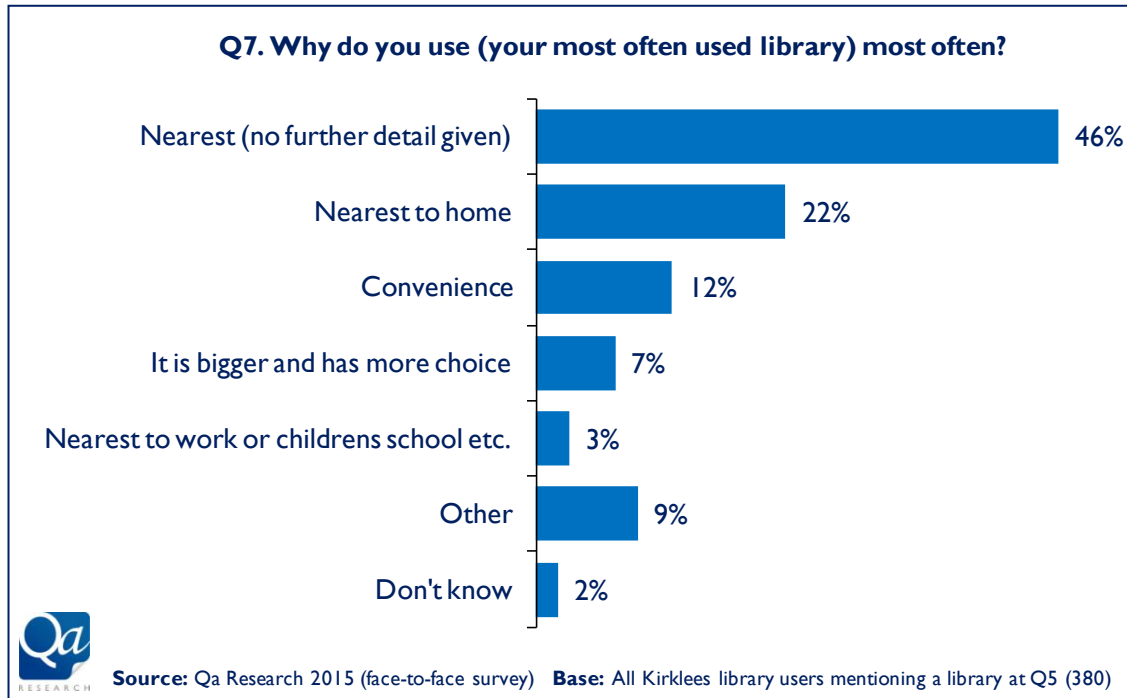
The data above confirms that the sample of library users includes residents that use all of the libraries in the district, although some are clearly most frequently used than others, with the main ones being 'Huddersfield', 'Dewsbury' and 'Batley'.

Notably, more than two-fifths of library users said that the library they use most often was either 'Huddersfield' or 'Dewsbury' (42%).

More than eight-out-of-ten said that the library they use most often was the 'nearest one to their home' (81%), but this means that more than one-in-ten use a library most frequently that is not the nearest to their home (16%).

All were then asked why it is that they use the library they use most often. This was a fully open question and verbatim comments have been coded for analysis and are outlined below;

Figure 10. Reasons for using the library used most often



Responses here confirmed that proximity to the library is the main driver of usage and that this tends to be that the library is near the respondent's home (22%).

That said, more than one-in-twenty made a comment relating to the quality of the library and the fact that 'it is bigger and has more choice' (7%), which included comments such as the following;

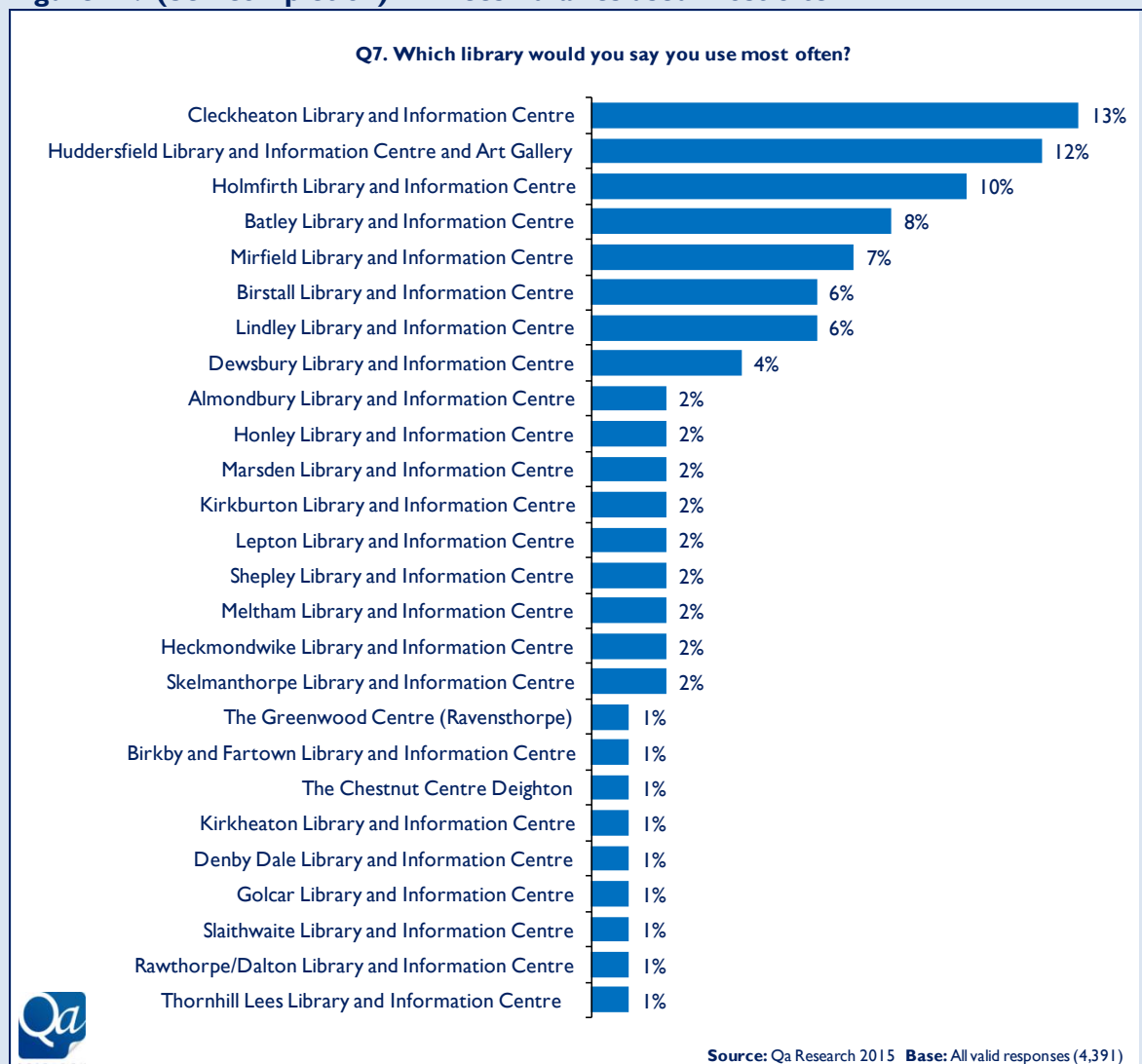
"A bigger library with more choice of DVDs."

"Convenient & good selection of books."

Self-Completion Survey Findings;

The libraries used most frequently are as follows;

Figure 11. (Self-completion) Kirklees libraries used most often



Amongst library users interviewed as part of the face-to-face survey, 42% said that the Library and Information Centre they use most often was either 'Huddersfield' or 'Dewsbury'. In contrast, respondents to the self-completion survey indicated a more even spread of library usage.

In particular, it's notable that more than one-in-ten self-completion survey respondents said that they most often use 'Cleckheaton' (13%), 'Huddersfield' (12%) or 'Holmfirth' (10%), while less than one-in-twenty mentioned 'Dewsbury' (4%).

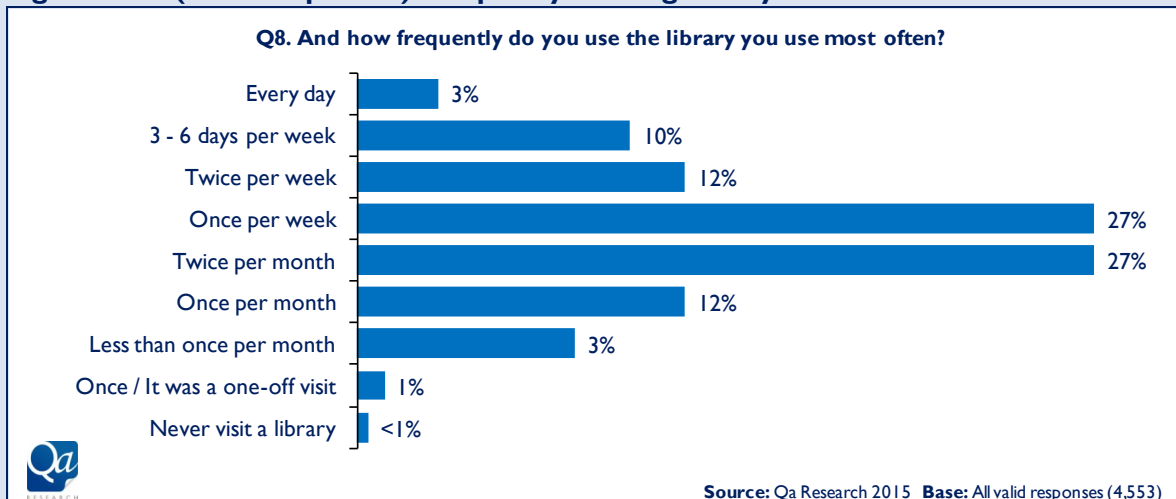
It is possible that users of 'Cleckheaton' and 'Holmfirth' libraries in particular have been especially motivated to take part in the survey and are therefore over-sampled amongst self-completion survey respondents – a comparison to usage data would be able to establish if this is the case or not.

Self-Completion Survey Findings;

Two additional questions that were included on the self-completion survey but not asked as part of the face-to-face interview are detailed below. They highlight that self-completion survey respondents are regular users of libraries in the district and are, generally, very satisfied with the service as it is at the moment in their local area.

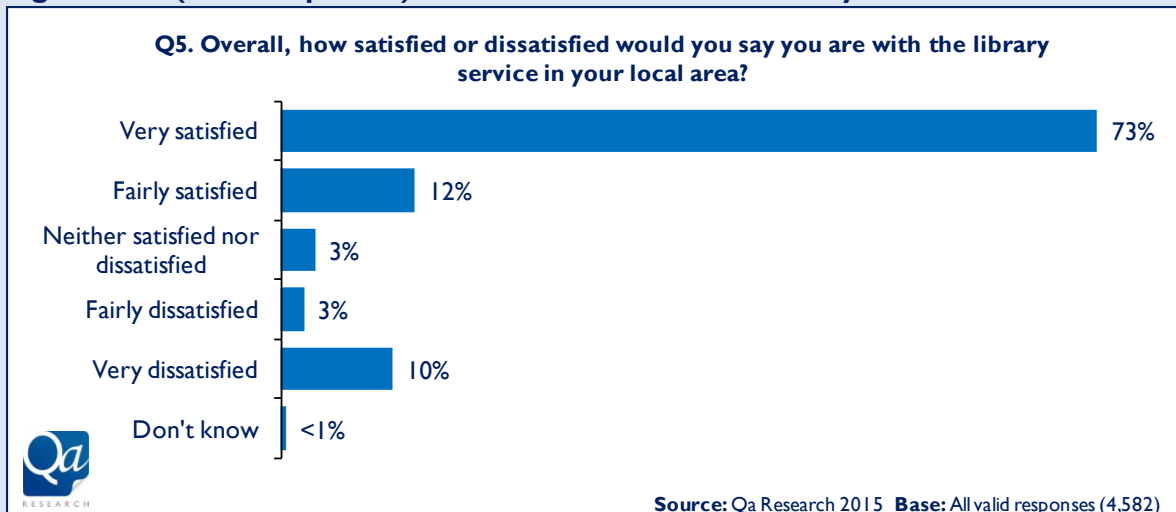
The chart below shows how frequently respondents use the library they use most often. More than half said that they use a library at least 'once per week' (52%) and most of the remainder do so once or twice a month (39%).

Figure 12. (Self-completion) Frequency of using library use most often



Levels of satisfaction with the library service are shown below;

Figure 13. (Self-completion) Satisfaction with current library service

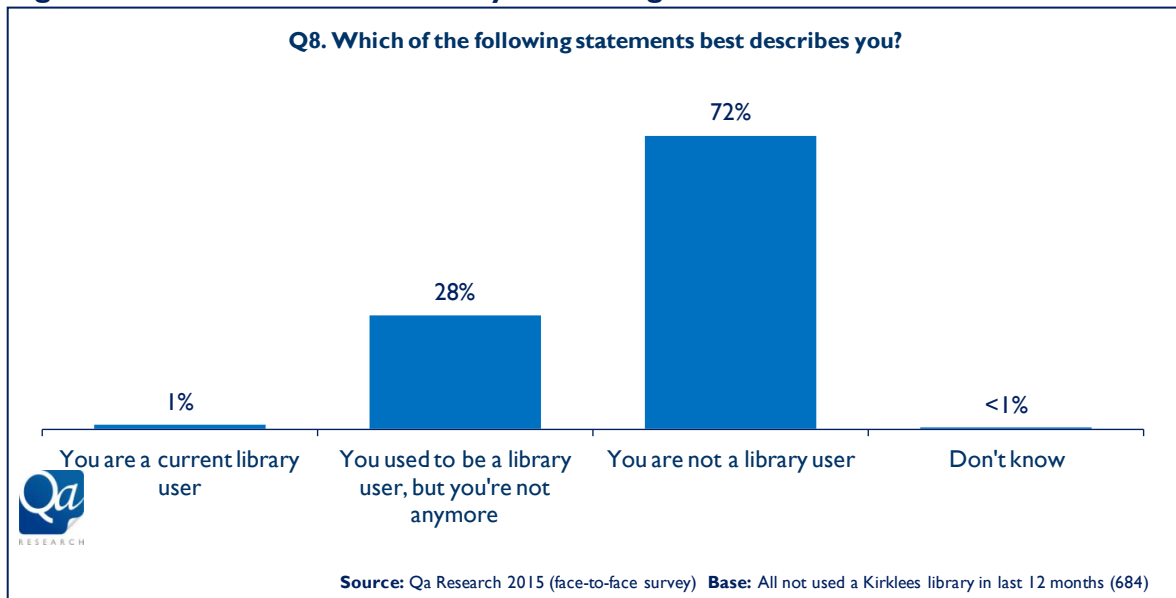


In total, 85% said that they were either 'very satisfied' or 'fairly satisfied' with the library service in their local area and in fact the majority said they were 'very satisfied' (73%). That said, one-in-ten said that they were 'very dissatisfied' (10%), although it's not clear what drives this dissatisfaction.

4.2 Non-users of libraries

Respondents who said that they had not used a library in Kirklees in the last 12 months were asked a series of questions about libraries. Firstly, they were asked to choose from four statements the one that best described them and responses were as follows;

Figure 14. Attitudes towards library use amongst non-users

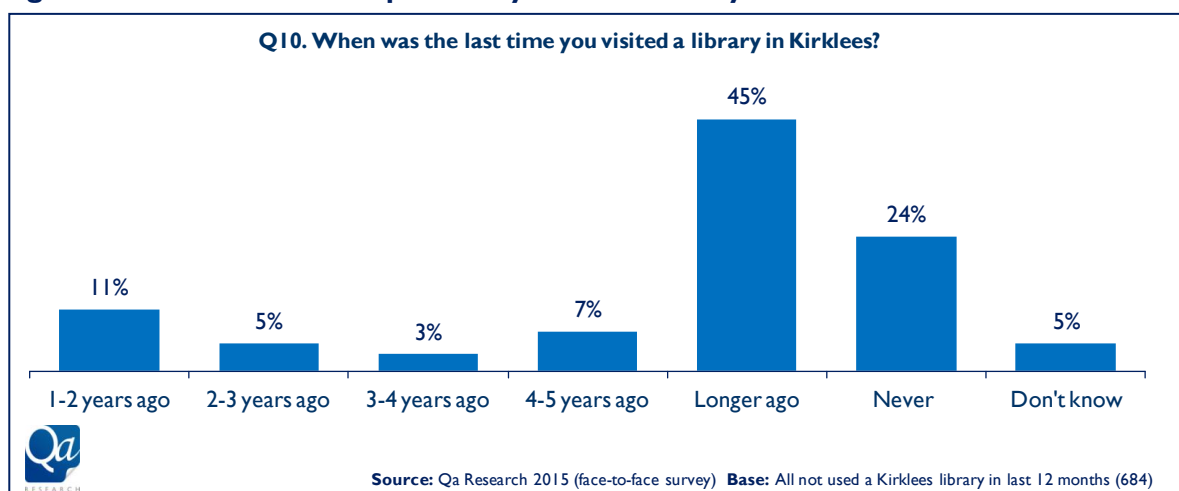


The chart above highlights that most of those who have not used a library in Kirklees in the last year consider that they are ‘...not a library user’ (72%) and the majority of the remainder said that they ‘used to be a library user, but are not anymore’ (28%).

Only 1% of those who’d not used a library in the district in the last 12 months considered themselves to be ‘..a current library user’.

These respondents were also asked when the last time they visited a library actually was and responses were as follows;

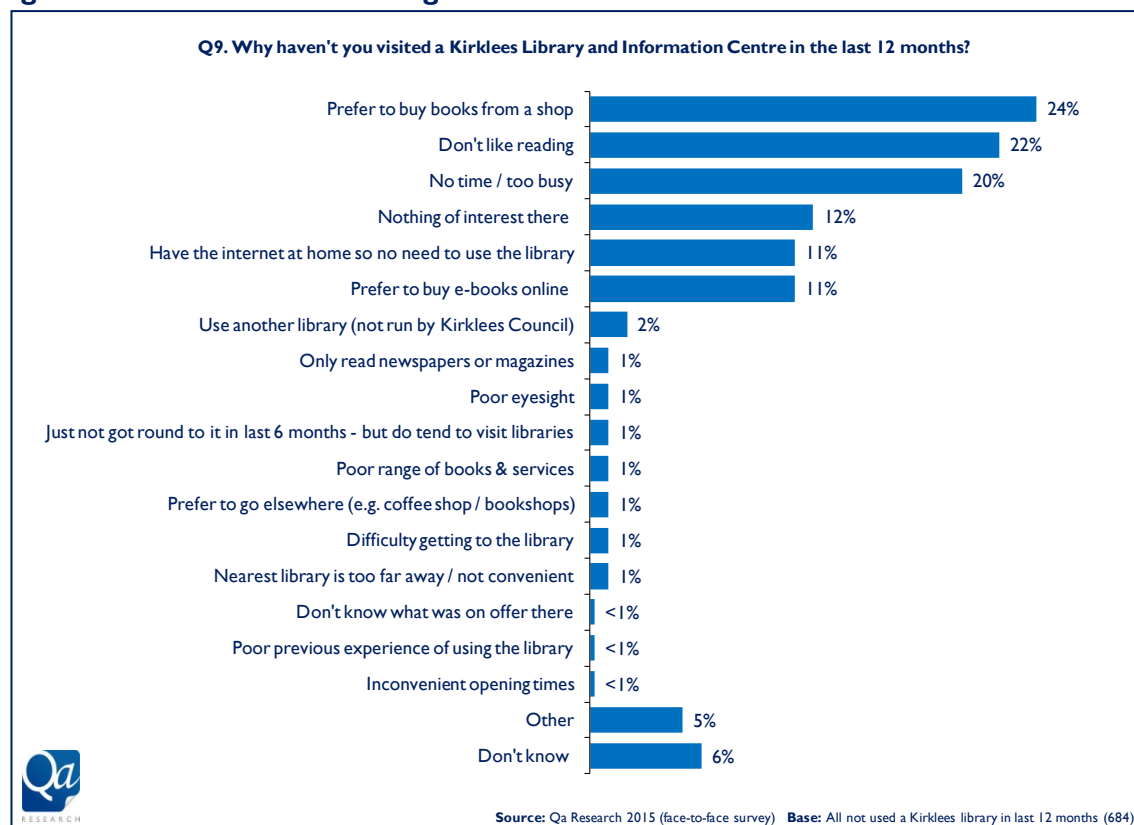
Figure 15. When non-users previously visited a library



Although non-users clearly do not consider themselves to be library users at present, it's clear from the previous chart that many have relatively recent experience of visiting libraries and a quarter have done so 'within the last 5 years' (26%). That said, a similar proportion have actually 'never' visited one (24%).

Reasons for not using libraries are outlined below. This was an entirely open question and similar verbatim comments have been coded into themes for analysis;

Figure 16. Reasons for not using libraries



A range of reasons were given here, but non-users talked about how they 'prefer to buy books from a shop' (24%) and 'prefer to buy e-books online' (11%). Similarly, one-in-ten said that they 'have the internet at home so no need to use the library' (11%).

More than a fifth said that they simply 'don't like reading' (22%) and one-in-ten said that there was 'nothing of interest there' (12%).

In addition, a fifth made comments relating to the fact that they have 'no time/ too busy' (20%).

Further Analysis

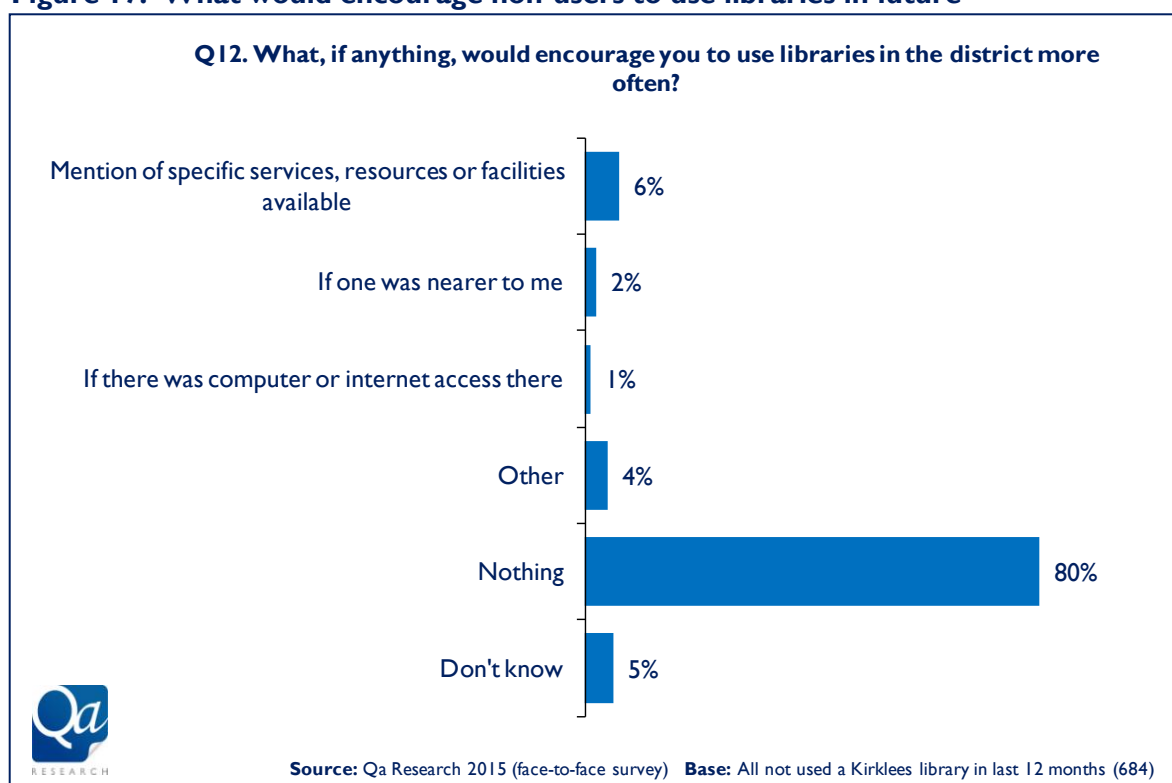
Notably, female non-users were more likely than males to say that they 'prefer to buy books from a shop' (30% vs. 18%), while males were more likely to say that they simply 'don't like reading' (28% vs. 17%).

Also, the oldest non-users (aged 65+) were more likely to say that they 'prefer to buy books from a shop' (34%) than other age groups, while the youngest (aged 16-24) were more likely to say that they 'have the internet at home so no need to use the library' (26%).

The findings above suggest that while there are clearly some barriers to library usage amongst non-users, some of these could be overcome to encourage usage of libraries again and with one-in-four having visited a library in the last 5 years it would appear that they have held some attraction recently for many non-users.

With this in mind, all non-users were asked what, if anything, would encourage them to use a library in the district in future. Responses were collected as verbatim comments and coded into themes for analysis and these are outlined below;

Figure 17. What would encourage non-users to use libraries in future



Most non-users couldn't suggest anything here and 80% said that there was 'nothing' that would encourage them to use a library more often.

More positively, 15% did mention something and this was most often a 'mention of specific services, resource or facilities available' (6%) which included the following verbatim comments;

"Make them more inviting surroundings - could be made more comfortable & have coffee shop there."

"If there were services at the library, such as Council services in general."

"If had craft events there."

A range of suggestions were given here by individual respondents and these included 'make it more interesting for young people', 'practice for driving test' and 'less tatty books' amongst others. Also, 2% mentioned that proximity to a library was an issue.

4.3 Future delivery of library services

4.3.1 Agreement with statements about library services

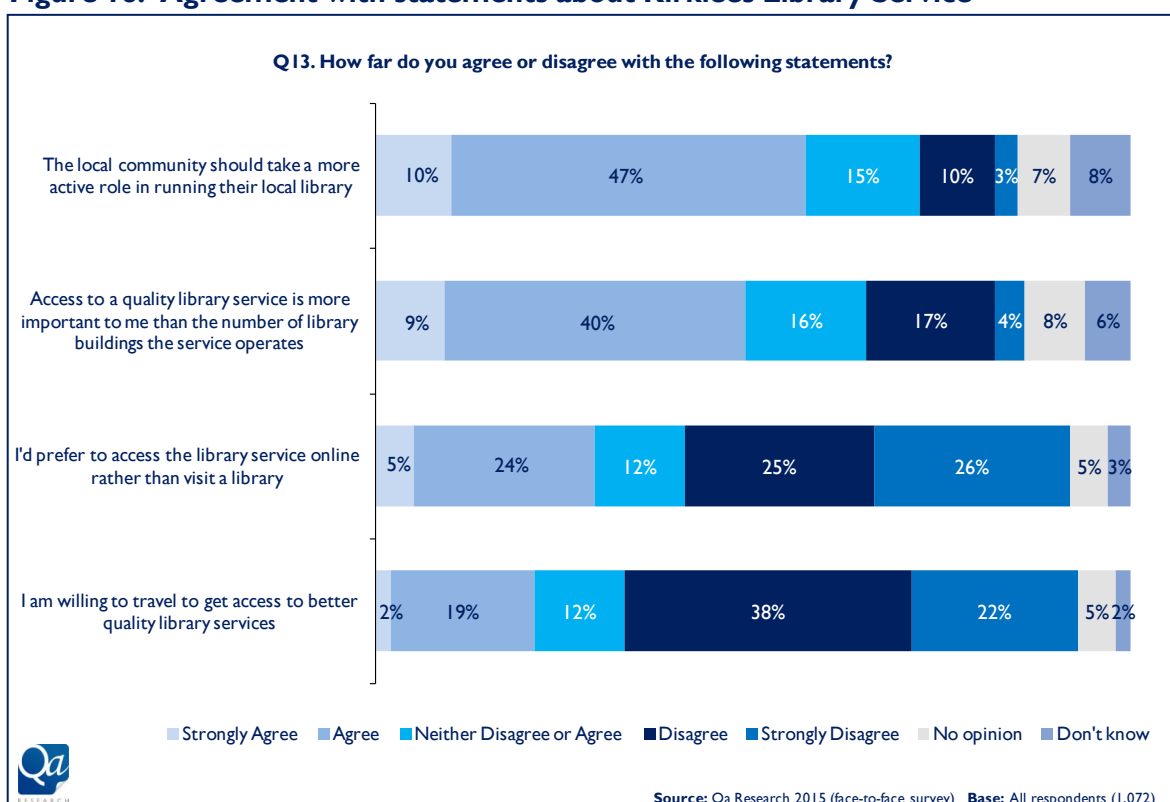
To introduce this section, respondents were read the following short explanation relating to the Council’s budget going forward.

Since 2011, Kirklees Council has made savings and reduced its annual budget by £83 million. By 2018 it needs to reduce its budget by another £69 million to balance the books.

To achieve this, many services provided or supported by the Council will face a reduced budget in the next few years, although vulnerable old and young people will be protected, as far as possible.

All respondents, whether users or non-users of Kirklees libraries, were then asked how far they agreed or disagreed with a series of statements about the library service in the district and the chart below outlines responses;

Figure 18. Agreement with statements about Kirklees Library Service



The majority agreed with only one of these statements and that was that ‘the local community should take a more active role in running their local library’, something which 57% said that they either ‘strongly agree’ or ‘agree’ with. Notably, respondents were more likely to simply ‘agree’ rather than ‘strongly agree’ (47% vs. 10%). There’s clearly support for this idea amongst the population of Kirklees as a whole and only one-in-ten actually said that they disagreed with this (13%).

Almost half agreed that ‘access to a quality library service is more important to me than the number of library buildings the service operates’ (49%) and here too respondents were more likely to simply ‘agree’ rather than ‘strongly agree’ (40% vs. 9%). However, one-in-five actually disagreed with this (21%), although only 4% said that they ‘strongly disagree’.

For both the other statements, the majority of respondents said that they ‘disagreed’.

Disagreement was greatest when respondents were asked to consider whether they’d be ‘...willing to travel to get access to better quality library services’ and 61% said that they either ‘disagree’ or ‘disagree strongly’ with this. In contrast, a fifth said that they agreed that they would be willing to do this (21%).

The majority also ‘disagreed’ that they’d ‘...prefer to access the library service online rather than visit a library’ (52%) and in fact of all the statements asked about here, this one recorded the highest proportion saying that they ‘disagree strongly’ (26%).

Notably, almost a third did agree that online services were their preference (29%) so there is clearly some appetite to access services using the internet.

Transcription Service Users Findings;

Amongst the sample of 50 users of the Transcription Service interviewed by phone, there was a higher level of disagreement that they’d ‘...prefer to access the library service online rather than visit a library’ (78%), but otherwise findings were in-line with those from the face-to-face survey.

Further Analysis

The total sample contains both non-users and users of libraries in Kirklees and response to these statements is clearly going to be affected by this, so the table below shows levels of agreement amongst each group;

Figure 19. Agreement with statements about Kirklees Library Service – by usage

Q13. How far do you agree or disagree with the following statements?	Kirklees Library Users	Kirklees Library Non-users
I'd prefer to access the library service online rather than visit a library		
NET: Agree	9%	32%
NET: Disagree	81%	47%
The local community should take a more active role in running their local library		
NET: Agree	58%	57%
NET: Disagree	20%	12%
I am willing to travel to get access to better quality library services		
NET: Agree	25%	20%
NET: Disagree	60%	61%
Access to a quality library service is more important to me than the number of library buildings the service operates		
NET: Agree	50%	49%
NET: Disagree	29%	20%
Base: All Respondents (387/684)		

Note: a grey cell indicates a percentage that is significantly higher than the opposing column.

It’s clear from this table that the majority of library users place value in being able to visit an actual library building with 81% disagreeing that they’d ‘...prefer to access the library service online rather than visit a library’. In contrast, non-users were more open to this and a third agreed that this was their preference (32%), although a higher proportion than this disagreed (47%).

Otherwise, the data highlights that the views of users and non-users are generally very similar, although users were more likely to disagree that ‘the local community should take a more active role...’ (20% vs. 12%) and that ‘access to a quality library service is more important to me than the number of library buildings the service operates’ (29% vs. 20%), as might be expected.

Some differences were recorded here amongst all respondents by age and these are summarised below;

Figure 20. Agreement with statements about Kirklees Library Service – by age

Q13. How far do you agree or disagree with the following statements?	Age			
	16-24	25-44	45-64	65+
I'd prefer to access the library service online rather than visit a library				
NET: Agree	50%	31%	26%	9%
NET: Disagree	29%	43%	56%	80%
The local community should take a more active role in running their local library				
NET: Agree	54%	64%	53%	55%
NET: Disagree	9%	7%	19%	17%
I am willing to travel to get access to better quality library services				
NET: Agree	23%	28%	18%	11%
NET: Disagree	52%	55%	64%	73%
Access to a quality library service is more important to me than the number of library buildings the service operates				
NET: Agree	54%	52%	49%	39%
NET: Disagree	12%	20%	24%	28%

Base: All Respondents (178/274/281/339)

Note: a grey cell indicates a percentage that is significantly higher than the opposing column.

It's perhaps not surprising that younger respondents were more likely to agree that they ‘prefer to access the library service online...’ than older ones, although almost one-in-ten of those aged 65+ indicated that this was their preference (9%).

While it should be noted that the majority of all age groups agreed that ‘the local community should take a more active role in running their local library’, it's notable that almost one-in-five of those aged over 45 disagreed with this (45-64: 19%, 65+: 17%), highlighting that older respondents were generally more likely to have an opinion about this, whether for or against it.

Additionally, the majority of all age groups disagreed that they'd be ‘...willing to travel to access better quality library services’, but this proportion was significantly higher amongst the oldest respondents (45-64: 64%, 65+: 73%).

Consequently, the evidence here suggests that when implementing changes to the way the library service is delivered, it may be harder to change the behaviour of older residents and to gain their buy-in to new ways of doing things.

Interestingly, respondents who were ‘positive’ about the Council considering alternative options for running library services were significantly more likely to express their support for different ways of doing things at this question than those who felt negatively towards the Council developing services in this way.

In particular, they were more likely to agree that ‘the local community should take a more active role in running their local library’ (77% vs. 45%) and that they'd be ‘...willing to travel...’ (29% vs. 17%).

However, perhaps of more relevance is the fact that many who supported a different way of delivering services in theory indicated that they weren't necessarily supportive of the detail, with one-in-five disagreeing that 'access to a quality library service is more important to me than the number of library buildings the service operates' (21%) and half that they'd be '...willing to travel...' (52%).

All library users were asked which library they used most often, while all non-users were asked which Kirklees library they considered to be their local library. Using responses from these questions, it's possible to allocate respondents into a District Committee based on the library they use most or is their local one and the table below shows response to this question by District Committee²;

Figure 21. Agreement with statements about Kirklees Library Service – by District Committee

Q13. How far do you agree or disagree with the following statements?	District Committee (library used most often/local library)			
	Huddersfield	Rural	Batley and Spen Valley	Dewsbury and Mirfield
I'd prefer to access the library service online rather than visit a library				
NET: Agree	28%	31%	27%	27%
NET: Disagree	54%	56%	58%	47%
The local community should take a more active role in running their local library				
NET: Agree	59%	59%	60%	53%
NET: Disagree	13%	16%	15%	12%
I am willing to travel to get access to better quality library services				
NET: Agree	26%	20%	19%	15%
NET: Disagree	58%	63%	65%	63%
Access to a quality library service is more important to me than the number of library buildings the service operates				
NET: Agree	52%	62%	42%	45%
NET: Disagree	26%	14%	21%	24%

Base: All Respondents (355/209/229/195)

Note: a grey cell indicates a percentage that is significantly higher than at least 2 other District Committees

As this table demonstrates, there are few differences here between respondents in each District Committee, meaning that the views of users and potential users of libraries in these areas are generally very similar. The only notable exceptions are in Huddersfield, where respondents were significantly more likely to agree that they'd be '...willing to travel...' (26%) and in Rural where respondents were significantly more likely to disagree that 'access to a quality library service is more important to me than the number of library buildings the service operates' (62%).

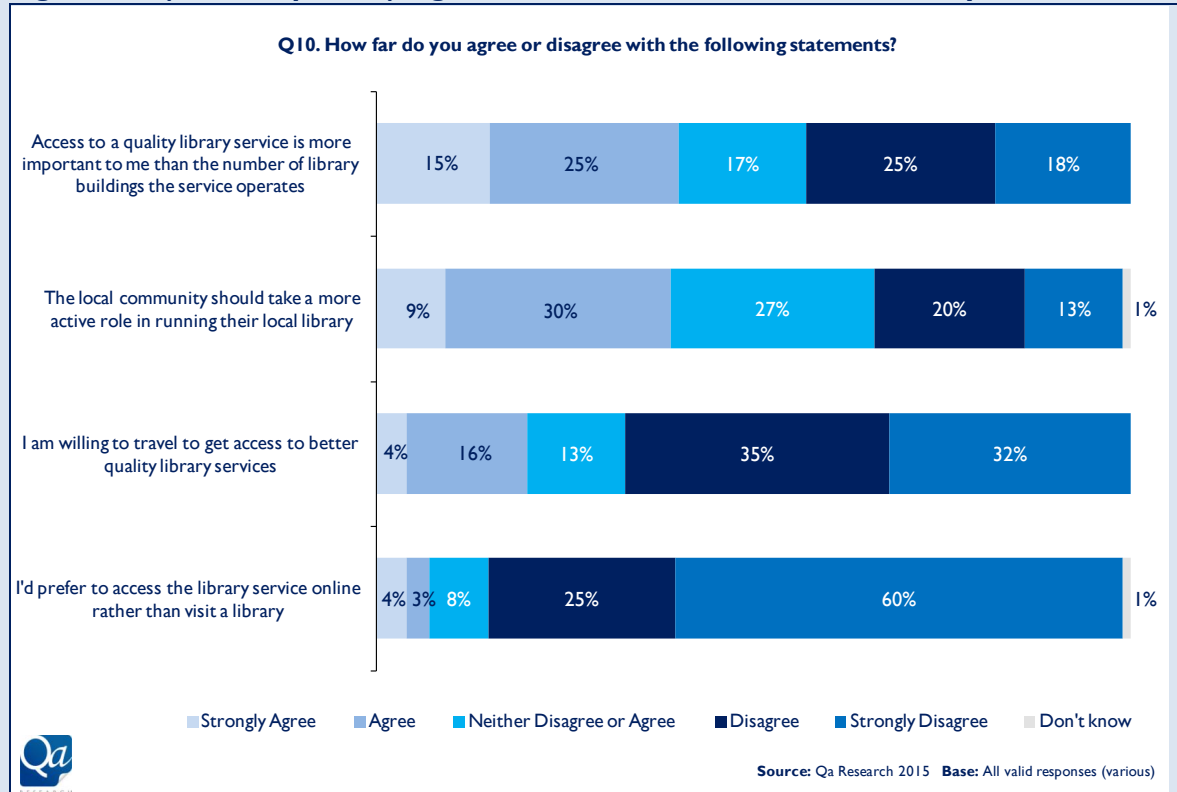
² Libraries were distributed as follows;

- **Huddersfield:** Huddersfield, Lindley, Chestnut Centre, Birkby & Fartown, Kirkheaton, Rawthorpe & Dalton, Almondbury and Lepton.
- **Rural:** Golcar, Slaithwaite, Marsden, Meltham, Honley, Holmfirth, Shepley, Kirkburton, Skelmanthorpe and Denby Dale.
- **Batley and Spen Valley:** Heckmondwike, Cleckheaton, Batley and Birstall.
- **Dewsbury and Mirfield:** Dewsbury, Mirfield, Thornhill Lees and Greenwood Centre.

Self-Completion Survey Findings;

Levels of agreement for these four statements were as follows;

Figure 22. (Self-completion) Agreement with statements about library services



Generally, self-completion survey respondents were more negative than those interviewed as part of the face-to-face survey and had higher levels of disagreement with these statements.

Two-fifths of respondents agreed that 'access to a quality library service is more important to me than the number of library buildings the service operates' (40%) and that 'the local community should take a more active role in running their local library' (40%), lower proportions than amongst library users interviewed face-to-face (50% and 58% respectively).

However, in contrast to library users interviewed face-to-face, respondents to the self-completion survey were more likely to disagree than agree that 'the local community should take a more active role...' (43% vs. 40%), clearly suggesting that this is a more polarising issue amongst those who responded via the self-completion methodology.

Self-Completion Survey Findings continued...

Additionally, in line with users interviewed face-to-face, the majority of self-completion survey respondents disagreed that they'd '*...prefer to access the library service online rather than visit a library*' (85%) and that they'd be '*...willing to travel to get access to better quality library services*' (67%).

Based on the library and information centre they said they use most often, we can allocate self-completion survey respondents to a District Committee and analyse findings on that basis and the table below shows this analysis;

Figure 23. (Self-completion) Agreement with statements about library services – by District Committee

Q10. How far do you agree or disagree with the following statements?	District Committee (library used most often/local library)			
	Huddersfield	Rural	Batley and Spen Valley	Dewsbury and Mirfield
I'd prefer to access the library service online rather than visit a library				
NET: Agree	8%	4%	4%	6%
NET: Disagree	83%	87%	90%	86%
The local community should take a more active role in running their local library				
NET: Agree	40%	36%	39%	42%
NET: Disagree	30%	36%	35%	32%
I am willing to travel to get access to better quality library services				
NET: Agree	33%	13%	12%	18%
NET: Disagree	51%	75%	79%	71%
Access to a quality library service is more important to me than the number of library buildings the service operates				
NET: Agree	52%	33%	28%	40%
NET: Disagree	31%	49%	55%	42%

Base: All valid responses (various - minimum 520)

Note: a grey cell indicates a percentage that is significantly higher than at least 2 other District Committees

Few differences are evident, but it's clear that those who use libraries in the Huddersfield District Committee area most often were slightly more positive here, being the most likely to agree that they'd be '*...willing to travel...*' (33%) and significantly more likely to agree that access is more important than the number of library buildings (52%). In contrast, the most negative were those using libraries in Batley and Spen Valley.

Interestingly, one-in-ten of those who said that they would be likely to '*give unpaid help by volunteering to deliver library services*' in their local area disagreed that that '*the local community should take a more active role in running their local library*' (10%), so it's clear that not all who would offer their time to help in this way necessarily agree with the principle of delivering library services with greater help from the local community. Similarly, while 45% of those who said they'd be unlikely to give their time for this reason said they disagreed that '*the local community should take a more active role...*', more than one-in-four agreed, so it's apparent that not all who are unwilling to give their time say this out of principle – they are likely to face more practical barriers to helping out.

4.3.2 Attitudes towards proposed changes to delivery of library services

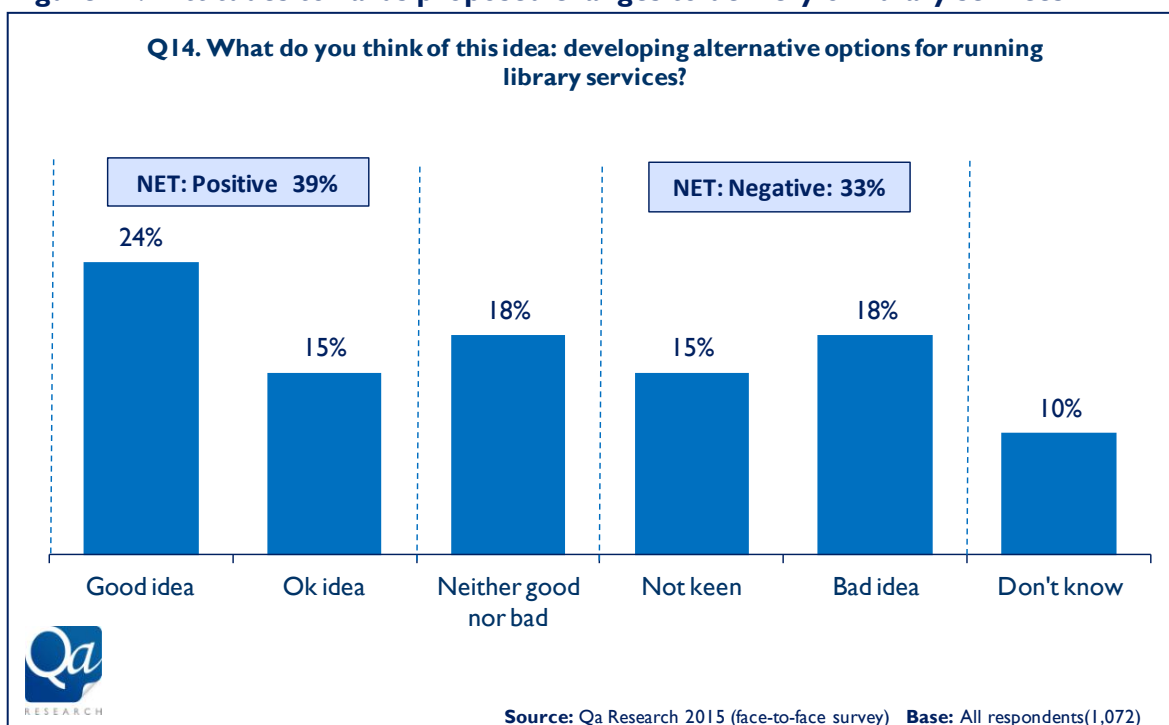
A question was included on the survey that also appeared in Kirklees Council's budget consultation research to enable a comparison to be made. The question included the following explanatory text which was read to respondents;

The Council is considering developing alternative options for running library services. This means that library services will continue but will change significantly, saving up to £3.2 million over the next three years from the current spend of £5.75 million.

Doing this would mean that it would be unable to continue the current service at all libraries across Kirklees and would need to look for alternatives, which could include local people taking on some or all aspects of library services in an area of Kirklees.

Respondents were then asked to choose how they felt about this and responses were as follows;

Figure 24. Attitudes towards proposed changes to delivery of library services



Opinion here was polarised, with a broadly equal proportion indicating that they think this is either a 'good idea' or an 'OK idea' (39%) as thought it was a 'bad idea' or said they 'weren't keen' (33%). On balance, respondents were slightly more in favour than against this proposal.

Additionally, more than one-in-four didn't have an opinion either-way and either felt that it was 'neither good nor bad' (18%) or that they simply 'don't know' (10%).

Findings from the Kirklees Council Budget Consultation;

Findings from the Council's budget consultation research highlight that 50% were **in favour** of this idea (answering 'good idea' or 'OK idea'), while 37% were **against** (answering 'not keen' or 'bad idea').

The budget consultation research did not include a 'don't know' option, so to make a direct comparison with the data from the face-to-face library consultation survey it is necessary to re-percentage the findings from that survey excluding those who said 'don't know'. Doing so produces a figure of 43% that were **in favour** of this idea and 37% that were **against**.

Further analysis

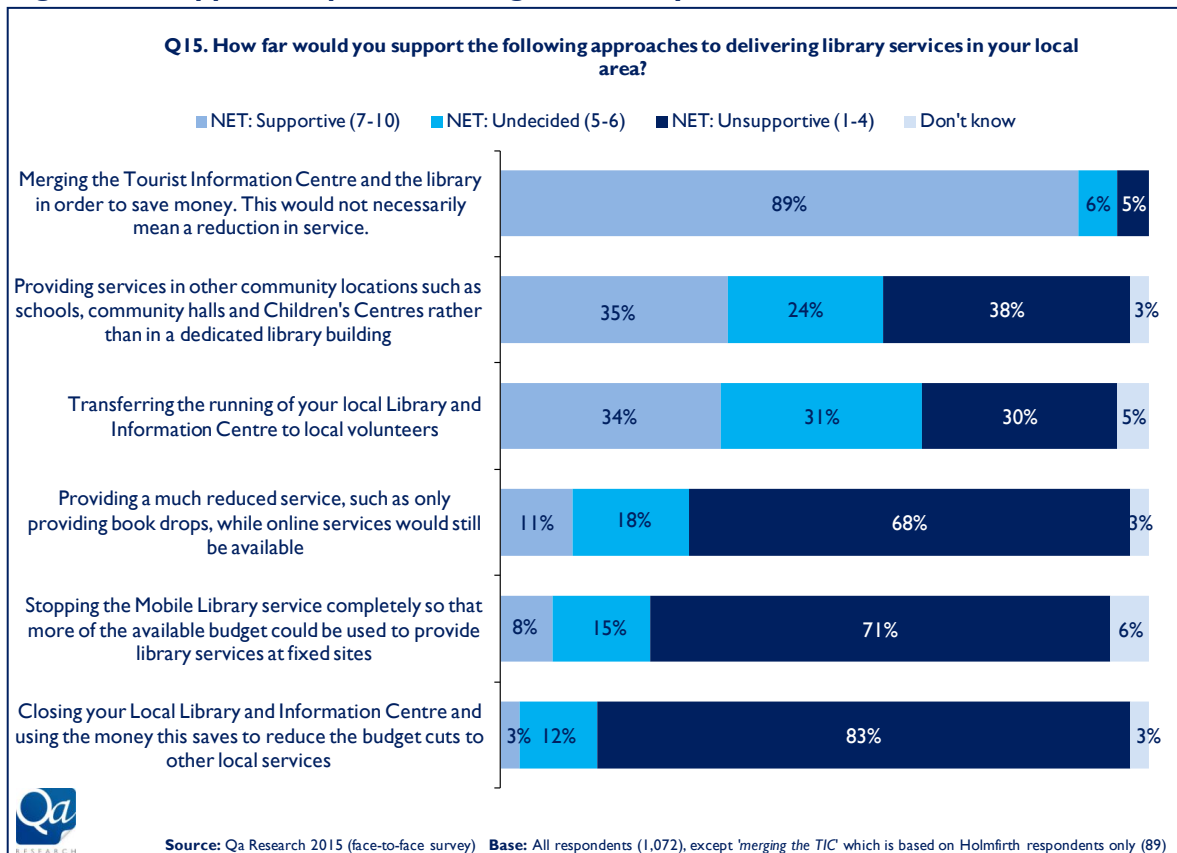
Identical proportions of both users and non-users said that they thought this was either a 'good idea' or an 'OK idea' (39% and 39% respectively), but library users were significantly more likely to say that this was a 'bad idea' or they were 'not keen' (40% vs. 32%). Essentially, this means that the proposal for developing alternative options for running library services is a polarising one for library users, many of whom do support it.

The youngest respondents (16-24) were more likely than the other age groups to answer 'don't know' to this question (19%), while older respondents were generally more likely to answer that they thought it was either a 'bad idea' or they were 'not keen' (16-24: 25%, 25-44: 27%, 45-64: 39%, 65+: 41%).

One notable difference here is that users and potential users of libraries in the District Committee of Huddersfield were significantly more likely to be positive towards this approach (52%) than those in either Rural (33%), Batley and Spennings Valley (30%) or Dewsbury and Mirfield (36%). In fact, in these three District Committee areas the greatest proportion of respondents were negative (38%, 48% and 42% respectively).

Respondents were then asked to indicate how far they support a series of possible changes to the way library services are delivered in their local area by giving an answer on a 10 point scale, where one is do not support at all and 10 is fully support. Levels of support are outlined below;

Figure 25. Support for possible changes to library service



Only respondents interviewed in Holmfirth were asked about the possibility of 'merging the Tourist Information Centre and the library in order to save money...' and amongst them there was overwhelming support, with 89% giving a score of 7-10. Within this, the majority actually gave the highest score of 10 (53%).

Amongst all respondents, attitudes were polarised with regard to increasing the role of the local community in the delivery of library services and this applied to both the use of community buildings and of local volunteers.

Specifically, similar proportions gave a score of 7-10 (indicating support) as gave a score for 1-4 (indicating that they are not supportive) when asked to consider 'providing services in other community locations such as schools, community halls and Children's Centres rather than in a dedicated library building' (35% vs. 38%), while the remainder were seemingly undecided and gave a score of 5 or 6 (24%).

A similar situation was evident when respondents were asked how far they supported 'transferring the running of your local Library and Information Centre to local volunteers' (34% vs. 30%), although a similar proportion was undecided about this (31%).

For the other possible changes asked about here, the majority of all respondents were not supportive. Generally, respondents didn't want to see the Council 'providing a much reduced service, such as only providing book drops, while online services would still be available' and 68% gave the lowest scores of 1-4 for this. That said, one-in-ten were supportive (11%).

Additionally, in their local area, the majority do not want to see the Council 'stopping the Mobile Library service completely so that more of the available budget could be used to provide library services at fixed sites' (71%).

Finally, there was very limited support for 'closing your Local Library and Information Centre and using the money this saves to reduce the budget cuts to other local services' and 83% indicated that they did not support this, while only 3% said that they did.

In summary, these findings highlight that there is support for making changes to the way library services are delivered if this extends to great use of community assets and local people, but not if this means a radical change, or even complete withdrawal, of the existing service.

Further Analysis

Levels of support amongst users and non-users are detailed below. Note that there are too few respondents from Holmfirth to undertake this analysis for 'merging the Tourist Information Centre and the library in order to save money...' so this is not shown;

Figure 26. Support for possible changes to library service – by usage

Q15. How far would you support the following approaches to delivering library services in your local area?	Kirklees Library Users	Kirklees Library Non-users
	Closing your Local Library and Information Centre and using the money this saves to reduce the budget cuts to other local services	
NET: Supportive (7-10)	1%	3%
NET: Unsupportive (1-4)	94%	81%
Stopping the Mobile Library service completely so that more of the available budget could be used to provide library services at fixed sites		
NET: Supportive (7-10)	9%	8%
NET: Unsupportive (1-4)	70%	71%
Providing a much reduced service, such as only providing book drops, while online services would still be available		
NET: Supportive (7-10)	3%	12%
NET: Unsupportive (1-4)	89%	65%
Transferring the running of your local Library and Information Centre to local volunteers		
NET: Supportive (7-10)	26%	36%
NET: Unsupportive (1-4)	41%	28%
Providing services in other community locations such as schools, community halls and Children's Centres rather than in a dedicated library building		
NET: Supportive (7-10)	29%	36%
NET: Unsupportive (1-4)	51%	35%
Base: All Respondents (387/684)		

Note: a grey cell indicates a percentage that is significantly higher than the opposing column.

Generally, findings amongst users are more negative than those amongst non-users and they are more likely to indicate that they don't support these options, with the exception of 'stopping the Mobile Library Service...'.

Specifically, the majority of library users do not support 'providing services in other community locations...' (51% vs. 35%) and they were significantly more likely to be unsupportive of 'transferring the running of your local Library and Information Centre to local volunteers' (41% vs. 28%) and 'providing a much reduced service....' (89% vs. 65%).

A high proportion of both groups did not support ‘closing your Local Library and Information Centre and using the money this saves to reduce the budget cuts to other local services’ but this was significantly higher amongst users rather than non-users (94% vs. 81%) and only 1% of users would support this approach.

The majority of both library users and non-users do not support ‘stopping the Mobile Library Service...’ (70% and 71% respectively).

In the face-to-face survey, only 15 respondents said that they’d used the mobile library service in the last 12 months, so it’s not statistically valid to assess attitudes towards ‘stopping the Mobile Library Service...’ amongst users in this data. However, analysis from self-completion respondents is possible and is detailed below.

Few differences by age were evident here, but younger respondents were more likely to express support for ‘...a much reduced service...’ (16-24: 19%, 25-44: 11%, 45-64: 9%, 65+: 5%), although it should be stressed that the majority of all ages were not supportive of this (16-24: 56%, 25-44: 68%, 45-64: 73%, 65+: 70%).

The table below highlights differences by District Committee;

Figure 27. Support for possible changes to library service – by District Committee

Q13. How far do you agree or disagree with the following statements?	District Committee (library used most often/local library)			
	Huddersfield	Rural	Batley and Spen Valley	Dewsbury and Mirfield
Closing your Local Library and Information Centre and using the money this saves to reduce the budget cuts to other local services				
NET: Supportive (7-10)	3%	2%	4%	2%
NET: Unsupportive (1-4)	83%	88%	85%	85%
Stopping the Mobile Library service completely so that more of the available budget could be used to provide library services at fixed sites				
NET: Supportive (7-10)	10%	5%	7%	13%
NET: Unsupportive (1-4)	72%	75%	73%	68%
Providing a much reduced service, such as only providing book drops, while online services would still be available				
NET: Supportive (7-10)	8%	19%	9%	6%
NET: Unsupportive (1-4)	72%	59%	68%	79%
Transferring the running of your local Library and Information Centre to local volunteers				
NET: Supportive (7-10)	41%	34%	29%	27%
NET: Unsupportive (1-4)	30%	24%	36%	35%
Providing services in other community locations such as schools, community halls and Children’s Centres rather than in a dedicated library building				
NET: Supportive (7-10)	44%	40%	33%	17%
NET: Unsupportive (1-4)	32%	33%	45%	51%

Base: All Respondents (355/209/229/195)

Note: a grey cell indicates a percentage that is significantly higher than at least two other District Committees.

As this table demonstrates, the majority of users and potential users of libraries in each of the District Committee areas did not support ‘closing your local library and information centre...’ or ‘stopping the Mobile Library services...’ or ‘providing a much reduced service...’.

Some differences were evident for the other two statements here. Specifically, those in Huddersfield and Rural were more likely to express support for ‘transferring the running of your local Library and Information Centre to local volunteers’ than they were to say they don’t support this approach (41% vs. 30% and 34% vs. 24% respectively). However, the opposite is true in both Batley and Spen Valley (29% vs. 36%) and Dewsbury and Mirfield (27% vs. 35%).

A similar situation was apparent when respondents were asked to consider *'providing services in other community locations...'* with the largest proportion supportive in Huddersfield (44% vs. 32%) and Rural (40% vs. 33%) but the largest proportion unsupportive in Batley and Spen Valley (33% vs. 45%) and Dewsbury and Mirfield (17% vs. 51%).

Consequently, it would appear that users and potential users of libraries in Huddersfield and Rural are more open to the involvement of the local community in delivering library services.

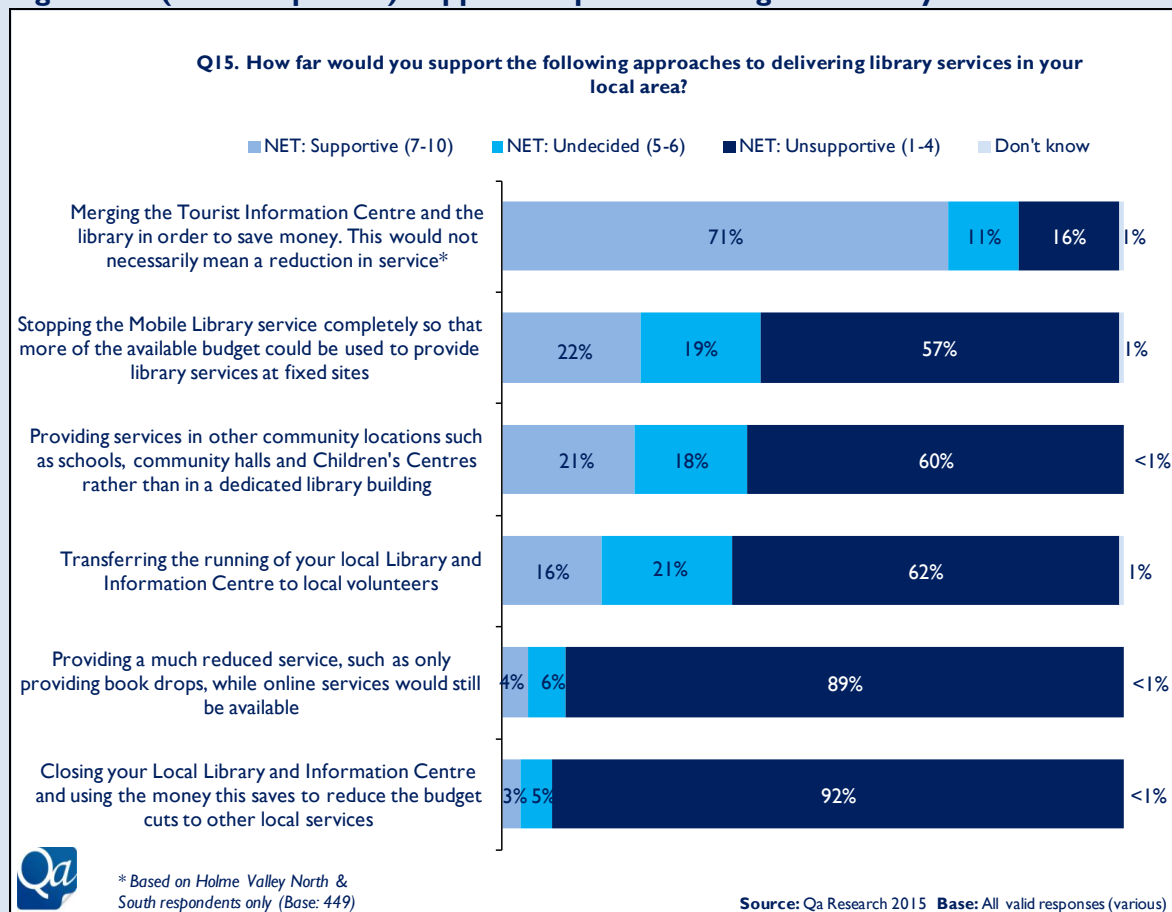
Additionally, it tended to be respondents who agreed that they'd be *'...willing to travel...'* who were more likely than those who disagreed to indicate that they would support both *'providing services in other community locations...'* (49% vs. 36%) and *'transferring the running of your local Library and Information Centre to local volunteers'* (50% vs. 33%). Perhaps these respondents are more prepared to risk disruption to their local service as a result of these changes.

Finally, amongst those who agreed that *'the local community should take a more active role in running their local library'*, less than half expressed support for the idea of *'transferring the running of your local Library and Information Centre to local volunteers'* (48%) and one-in-five did not support this approach (20%). It would seem that amongst many of those who support greater community involvement the full transfer of responsibility to volunteers is considered a step too far.

Self-completion Survey Findings;

Levels of agreement amongst self-completion survey respondents were as follows;

Figure 28. (Self-completion) Support for possible changes to library service



The majority of respondents in Holme Valley North and South indicated that they did support 'merging the Tourist Information Centre and the library in order to save money...' (71%), so Holmfirth residents would clearly be receptive to this idea.

As was the case amongst library users in the face-to-face survey, the majority of self-completion survey respondents didn't support 'stopping the Mobile Library service...' (57%), although they were slightly more supportive of this with more than a fifth giving a score of 7-10 out of 10 (22%). More specifically, amongst respondents who said they ever use the mobile library service, 65% didn't support stopping the service and amongst those that have used it within the last 12 months almost three-quarters didn't support doing so (72%). It should be stressed though that the majority of those that have never used this service didn't support stopping it (52%).

In addition, the majority of self-completion survey respondents didn't support measures to get the local community more involved in delivering library services, with around three-fifths giving the lowest scores for 'transferring the running of your local Library and Information Centre to local volunteers' (62%) and 'providing services in other community locations...' (60%).

Self-completion survey findings continued...

Finally, it's very clear from these findings that respondents to the self-completion survey do not support either 'providing a much reduced service...' (89%) or 'closing your Local Library and Information Centre...' (92%) which is perhaps unsurprising given the level of library usage amongst these respondents.

The chart below shows levels of support amongst respondents who use a library most often in each of each of the District Committee areas;

Figure 29. (Self-completion) Support for possible changes to library service - by District Committee

Q11. How far would you support the following approaches to delivering library services in your local area?	District Committee (library used most often)			
	Huddersfield	Rural	Batley and Spen Valley	Dewsbury and Mirfield
Closing your Local Library and Information Centre and using the money this saves to reduce the budget cuts to other local services				
NET: Supportive (7-10)	4%	1%	1%	4%
NET: Unsupportive (1-4)	88%	95%	96%	92%
Stopping the Mobile Library service completely so that more of the available budget could be used to provide library services at fixed sites				
NET: Supportive (7-10)	20%	21%	25%	24%
NET: Unsupportive (1-4)	58%	57%	52%	56%
Providing a much reduced service, such as only providing book drops, while online services would still be available				
NET: Supportive (7-10)	5%	2%	3%	5%
NET: Unsupportive (1-4)	86%	93%	92%	88%
Transferring the running of your local Library and Information Centre to local volunteers				
NET: Supportive (7-10)	17%	16%	13%	17%
NET: Unsupportive (1-4)	60%	59%	66%	61%
Providing services in other community locations such as schools, community halls and Children's Centres rather than in a dedicated library building				
NET: Supportive (7-10)	27%	20%	11%	22%
NET: Unsupportive (1-4)	49%	60%	75%	62%

Base: All valid responses (various - minimum 525)

Note: a grey cell indicates a percentage that is significantly higher than at least two other District Committees

Few differences are evident here and a very consistent picture exists across the four District Committees. That said, respondents using libraries in the Rural and Batley & Spen Valley District Committee areas were generally less supportive than those in Huddersfield or Dewsbury & Mirfield.

4.4 Levels of support for options for running libraries in future

Respondents were told that the Council is considering three different approaches to running libraries in future and asked to indicate how far they'd support each one for their local library. The options presented to respondents were as follows;

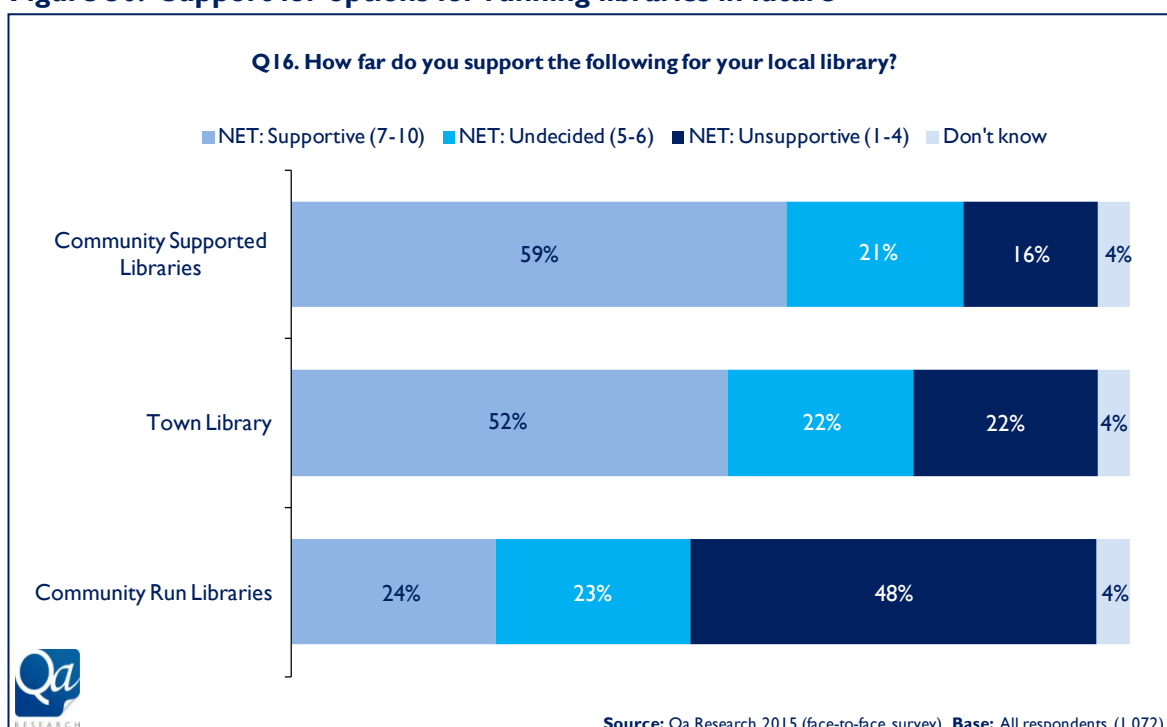
Community Supported Libraries –The Council would support one paid member of staff to provide library services for an agreed number of hours, and local volunteers would be needed to provide a service outside these hours. The Council may provide the building and other support like books, IT and access to librarians.

Community Run Libraries - The library would be entirely run by volunteers and the local community is likely to be responsible for financing, managing and operating the building. The Council may provide support for things like IT and access to librarians where budgets allow.

Town Library – Libraries run as a Town Library would have at least 2 paid members of staff, although volunteers would be able to keep the library open longer if they wanted. It would not be possible for all libraries to be a Town Library and those that weren't may have to close.

Answers were again given on a 10 point scale, where one is do not support at all and 10 is fully support and responses are summarised below;

Figure 30. Support for options for running libraries in future



As this chart demonstrates, two of these options were supported by the majority of respondents and the highest level of support was recorded for 'Community Supported Libraries' with 59% giving a score of 7-10, while 16% indicated that they did not support this option.

Just over half said that they supported the idea of a 'Town Library' (52%), but more than one-in-five (22%) indicated that they did not and a similar proportion were seemingly undecided, giving a score of 5 or 6 (22%).

The option that stands out here is for 'Community Run Libraries', where the library would be entirely run by volunteers, as this is the only one not supported by the majority and in fact, almost half indicated that they did not support this concept (48%). In contrast, a quarter did express their support (24%) and almost one-in-ten gave the highest score of 10, indicating that they 'fully support' this idea (8%).

Transcription Service Users Findings;

Amongst the sample of 50 users of the Transcription Service interviewed by phone, a similar pattern of support was evident, with support highest for 'Community Supported Library' (56%) followed by 'Town Libraries' (46%) and lowest for 'Community Run Libraries' (30%).

Further analysis

Few differences were recorded here between users and non-users of libraries, with the majority of both groups expressing support for Community Supported Libraries (54% and 59%) and Town Libraries (55% vs. 51%). The majority of users did not support Community Run Libraries (56%) and while this wasn't the case amongst non-users, the largest proportion gave a score of 1-4 indicating that they did not support this approach (47%).

Additionally, few differences between the different age groups were recorded, but it's notable that the youngest respondents (aged 16-24) were more polarised in their views towards Community Run Libraries than the other age groups, with almost equal proportions support (33%) and unsupportive (34%).

Levels of support amongst users and non-users of libraries in each of the District Committee areas are shown below;

Figure 31. Support for options for running libraries in future – by District Committee

Q13. How far do you agree or disagree with the following statements?	District Committee (library used most often/local library)			
	Huddersfield	Rural	Batley and Spen Valley	Dewsbury and Mirfield
Community Supported Libraries				
NET: Supportive (7-10)	68%	66%	47%	51%
NET: Unsupportive (1-4)	14%	11%	26%	19%
Community Run Libraries				
NET: Supportive (7-10)	29%	25%	16%	27%
NET: Unsupportive (1-4)	47%	50%	61%	41%
Town Libraries				
NET: Supportive (7-10)	49%	58%	54%	52%
NET: Unsupportive (1-4)	30%	17%	20%	20%

Base: All Respondents (355/209/229/195)

Note: a grey cell indicates a percentage that is significantly higher than at least two other District Committees.

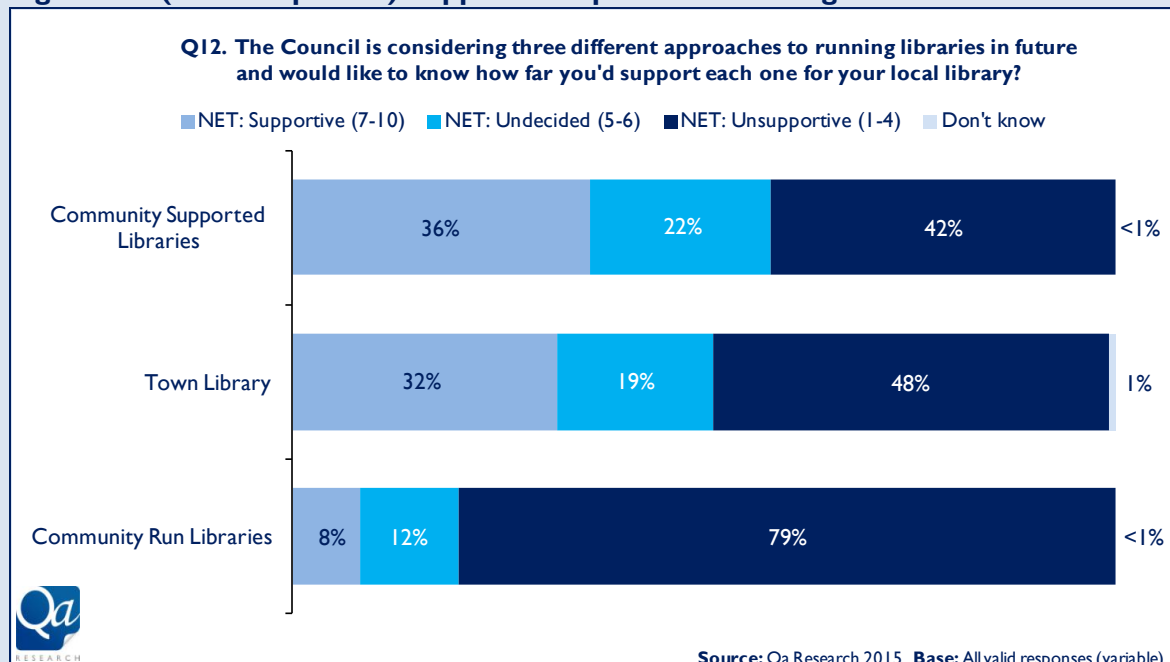
Users and potential users of libraries in all four District Committee areas were generally supportive of Town Libraries, although the proportion that was unsupportive was significantly higher in Huddersfield (30%).

Similarly, respondents were generally supportive of Community Supported Libraries, with library users in Huddersfield and Rural the most supportive (68% and 66% respectively).

Self-completion Survey Findings;

Levels of support amongst respondents to the self-completion survey is outlined below;

Figure 32. (Self-completion) Support for options for running libraries in future



Generally, residents who completed the self-completion survey were less supportive of each of these approaches, and a greater proportion indicated that they were 'unsupportive' by giving a score of 1-4 out of 10. Respondents to the self-completion survey were mostly users of a Kirklees Library, so we might have expected that they would offer levels of support that are similar to the library users from the face-to-face survey. However, this is not the case and they offered lower levels of support for each approach, including 'Community Supported Libraries' (36% vs. 59%), 'Town Libraries' (32% vs. 52%) and 'Community Run Libraries' (8% vs. 24%).

Respondents that agree that 'access to a quality library service is more important to me than the number of library buildings the service operates' are more likely to support each approach than those that disagree and this is true for 'Community Supported Libraries' (44% vs. 30%), 'Town Libraries' (41% vs. 25%) and 'Community Run Libraries' (12% vs. 5%).

It's also notable that respondents who agree that 'the local community should take a more active role in running their local library' are more supportive of all three approaches than those that disagree, which might be expected given the role of the community. In particular, support amongst this group is much higher for 'Community Supported Libraries' (55% vs. 15%) suggesting that this model (of the three discussed in the research) is the most acceptable to library users who like the idea of the community helping to run libraries. In contrast, support was only marginally higher for 'Town Libraries' (38% vs. 25%) and 'Community Run Libraries' (16% vs. 2%).

Similarly, the majority of those that said they'd be likely to 'give unpaid help by volunteering to deliver library services' in their area said they supported 'Community Supported Libraries' (58%), but fewer supported either 'Town Libraries' (37%) or 'Community Run Libraries' (16%). Thus, it may prove easiest to find volunteers for 'Community Supported Libraries' in practice.

Self-completion Survey Findings continued...

Finally, the table below shows levels of support by District Committee area, with respondents categorised into a District Committee based on the library they said they use most often;

Figure 33. (Self-completion) Support for options for running libraries in future – by District Committee

Q12. The Council is considering three different approaches to running libraries in future and would like to know how far you'd support each one for your local library?	District Committee (library used most often)			
	Huddersfield	Rural	Batley and Spen Valley	Dewsbury and Mirfield
Community Supported Libraries				
NET: Supportive (7-10)	38%	46%	29%	35%
NET: Unsupportive (1-4)	37%	33%	50%	43%
Community Run Libraries				
NET: Supportive (7-10)	8%	7%	7%	10%
NET: Unsupportive (1-4)	79%	79%	83%	76%
Town Libraries				
NET: Supportive (7-10)	29%	27%	37%	34%
NET: Unsupportive (1-4)	49%	53%	44%	46%

Base: All valid responses (various - minimum 520)

Note: a grey cell indicates a percentage that is significantly higher than at least two other District Committees

Amongst users of libraries in Huddersfield and Rural the highest level of support was recorded for 'Community Supported Libraries' (38% and 46% respectively).

In contrast, for those using libraries in Batley and Spen Valley, support was highest for 'Town Libraries' (37%) reflecting the fact that this covers some of the libraries used by a relative high number of respondents including Cleckheaton, Birstall and Batley.

Finally, views amongst those using libraries in Dewsbury and Mirfield was equally supportive of 'Community Supported Libraries' (35%) as 'Town Libraries' (34%).

Self-completion Survey Findings continued...

The large self-completion survey sample allows us to look at levels of support for each approach amongst users of each library in Kirklees. The table is ranked based on the level of support for 'Community Supported Libraries'.

Figure 34. (Self-completion) Support for options for running libraries in future – by library used most often

Q7. Which library would you say you use most often?	No. of respondents per library	Community Supported Libraries	Town Libraries	Community Run Libraries
NET: Supportive (7-10)				
Kirkheaton Library and Information Centre	60	84%	35%	5%
Denby Dale Library and Information Centre	59	66%	26%	19%
Shepley Library and Information Centre	74	59%	20%	18%
Kirkburton Library and Information Centre	82	58%	19%	10%
Honley Library and Information Centre	87	55%	22%	3%
Meltham Library and Information Centre	72	54%	32%	8%
Skelmanthorpe Library and Information Centre	67	49%	19%	6%
Golcar Library and Information Centre	52	48%	19%	15%
Lepton Library and Information Centre	76	48%	21%	8%
Slaithwaite Library and Information Centre	49	47%	15%	4%
Birkby and Fartown Library and Information Centre	64	42%	12%	16%
Lindley Library and Information Centre	248	42%	26%	5%
Mirfield Library and Information Centre	303	41%	33%	9%
The Greenwood Centre (Ravensthorpe)	64	41%	30%	18%
Marsden Library and Information Centre	82	39%	21%	6%
Heckmondwike Library and Information Centre	69	37%	50%	4%
Almondhury Library and Information Centre	95	36%	20%	10%
Birstall Library and Information Centre	277	36%	33%	6%
Holmfirth Library and Information Centre	419	34%	34%	3%
Huddersfield Library and Information Centre and Art Gallery	543	32%	37%	8%
Cleckheaton Library and Information Centre	546	31%	33%	7%
The Chestnut Centre Deighton	63	27%	21%	13%
Rawthorpe/Dalton Library and Information Centre	28	26%	19%	-
Dewsbury Library and Information Centre	157	23%	38%	7%
Batley Library and Information Centre	350	19%	44%	7%
Thornhill Lees Library and Information Centre	22	18%	27%	9%

Base: All self-completion survey respondents (variable)

Note: a grey cell indicates a percentage that is significantly higher than at least five other libraries.

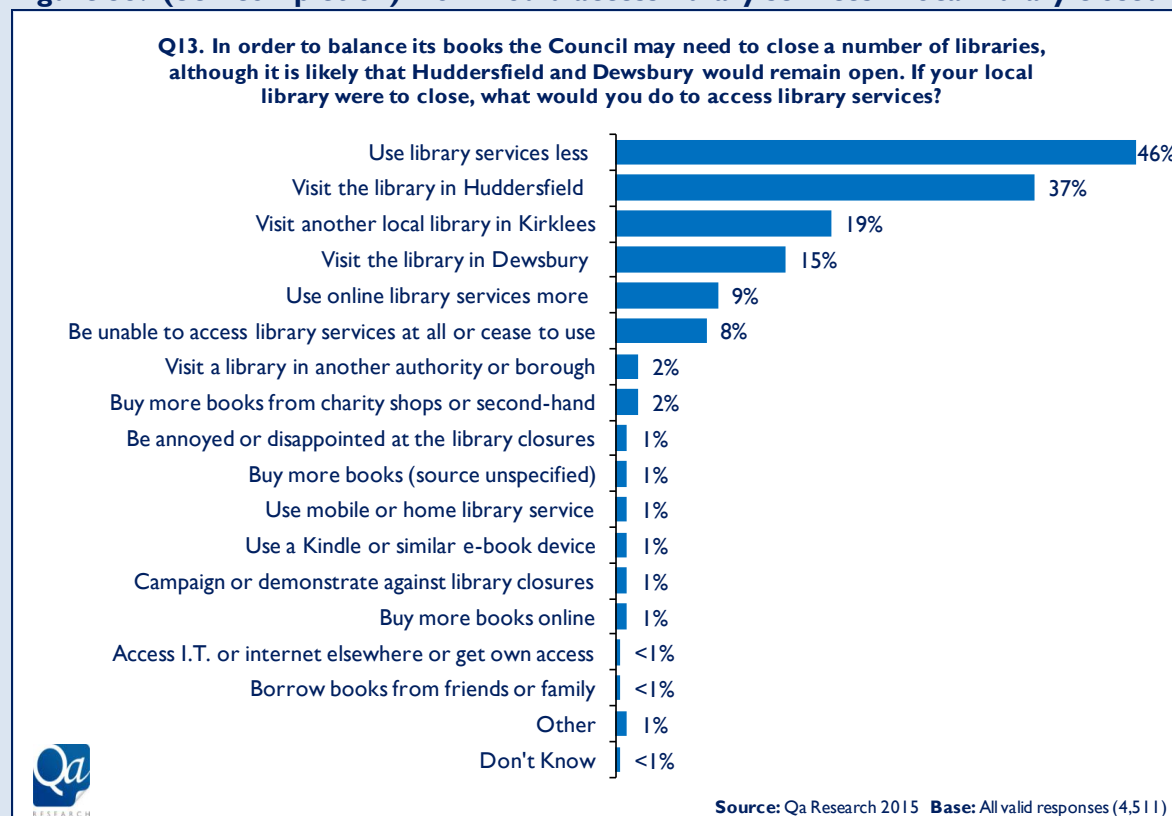
Note: For each library, the number who said that it was the one they used most often varies and this is important when calculating significant differences in support between users of each library.

For most libraries, the highest level of support was recorded for 'Community Supported Libraries'. The exception to this was amongst those who use Heckmondwike most often who were most supportive of a 'Town Library' (50%), as were users of Batley (44%), Dewsbury (38%), Huddersfield (37%), Cleckheaton (33%) and Thornhill Lees (27%). These are some of the most used libraries and it seems likely that users of these may be making an assumption that their library would become a 'Town Library', given that it was highlighted in the description that 'it would not be possible for all libraries to be a Town Library and those that weren't may have to close'. Clearly, amongst users of smaller libraries, there is a preference for 'Community Supported' rather than 'Community Run' libraries and they perhaps assume they won't become 'Town Libraries'.

Self-completion Survey Finding continued...

A question was included on the self-completion survey, but not on the face-to-face survey, to determine what respondents would do to access library services if their local library was to close and responses were as follows;

Figure 35. (Self-completion) How would access library services if local library closed



The impact on the use of library services of closing libraries is demonstrated here, with more than two-fifths indicating that if their local library closed they'd simply 'use library services less' (46%). More positively, more than three-fifths (61%) made reference to finding an alternative and this was most frequently 'visiting the library in Huddersfield' (37%) or '...in Dewsbury' (15%) or 'another local library in Kirklees' (19%). All of these refer to the use of alternative library and information centre buildings, but around one-in-ten said they'd 'use online library services more' (9%).

As the question indicated that Huddersfield and Dewsbury libraries would remain open, it's perhaps not surprising that many respondents mentioned that they'd use these instead. Other libraries specifically mentioned as an alternative by those included Batley (3%), Cleckheaton (2%) and Holmfirth (2%).

Transcription Service Users Findings;

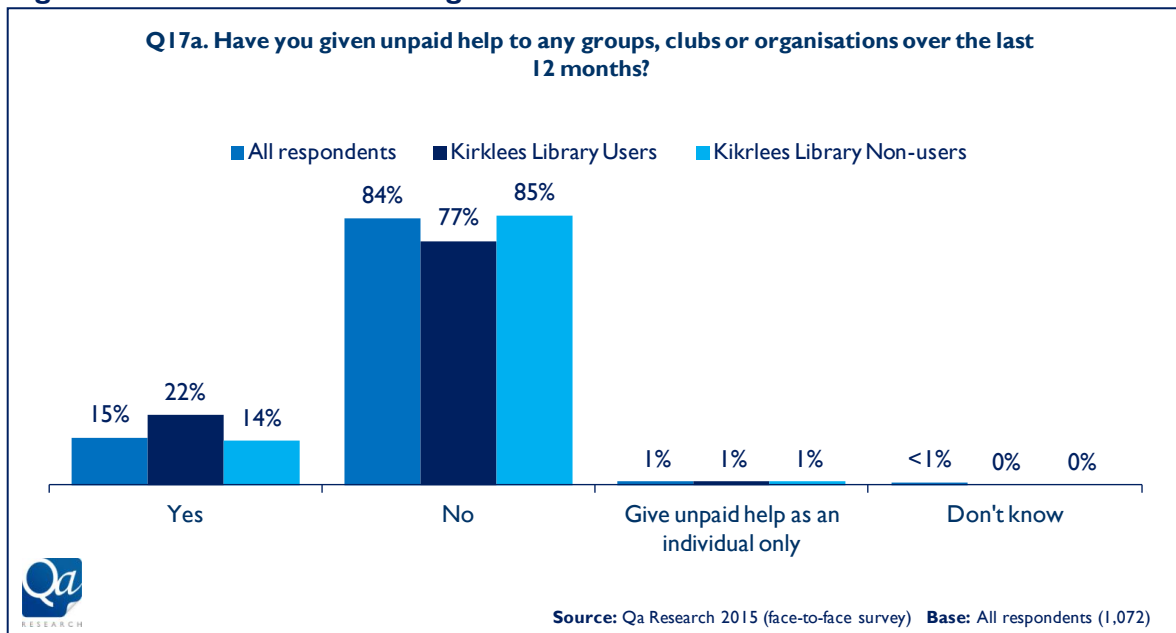
Amongst users of this service, 40% said they'd 'use the library service less' and a similar proportion would 'visit the library in Huddersfield' (40%) but notably one-in-four said they'd 'use the Mobile or Home Library Service' (24%) emphasising the importance of these services for more vulnerable library users.

4.5 Volunteering

The final section of the survey dealt with volunteering and explored likely levels of participation in running their local library amongst respondents.

The chart below shows the proportion of all respondents who said that they had given unpaid help to any groups, clubs or organisations over the last 12 months and breaks this down into the proportion amongst Kirklees library users and non-users;

Figure 36. Levels of volunteering over the last 12 months



Although only 15% of all respondents said that they'd given their time over the last year, it's notable that this proportion increased to 22% amongst Kirklees library users.

Consequently, library users are more likely to volunteer than those that don't use a library and one reason for this is the level of actual volunteering at a library, as 3% of library users that said that they volunteer had ever given their time to 'help run a library in Kirklees' - in contrast none of the library non-users that have volunteered said they'd done this.

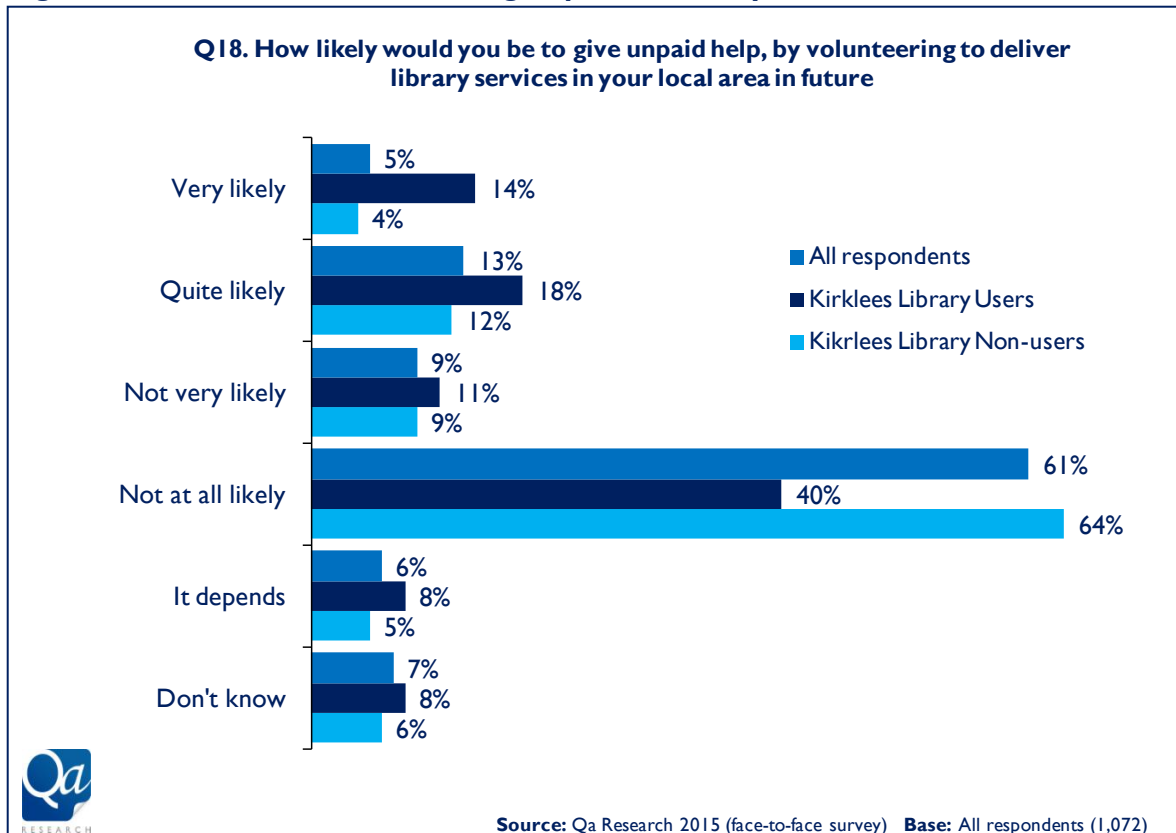
Further Analysis

Generally, females were more likely than males to have volunteered (18% vs. 12%) and the age group most likely to have done so were those aged 45-64 (18%). Also of note is that respondents from White backgrounds were significantly more likely to have done so than those from BME backgrounds (17% vs. 5%).

It's also notable that the highest rate of volunteering over the last year was evident amongst users and potential users of libraries in the Rural District Committee area (27%), while lowest in Dewsbury and Mirfield (6%).

All respondents, regardless of whether they'd volunteered in the last year or not, were asked how likely they'd be to give unpaid help, by volunteering, to deliver library services in their local area in future and responses were as follows;

Figure 37. Likelihood of volunteering to provide library services



As this chart highlights, there is clearly some support for helping to delivery library services in this way, although it should be remembered that a willingness to do something and actually doing it are not necessarily the same thing.

Amongst all respondents almost a fifth said that they would be willing to volunteer in this way (18%), although respondents were more likely to say that they'd be 'quite likely' (13%) rather than 'very likely' (5%) to do this.

The chart also highlights that this proportion increases to almost a third (32%) amongst current users of a Kirklees library and that amongst this group 14% said that they would be 'very likely' to.

It is perhaps to be expected that library users would be more inclined than non-users to volunteer to help run libraries, but it is notable that 14% of non-users said that they would help in this way despite not visiting a library over the last 12 months (and in most cases a lot longer ago than that).

Further analysis

As noted above, females were more likely than males to have volunteered over the last year so it's perhaps no surprise that they are more inclined to say they'd be likely to help run library services (21% vs. 14%).

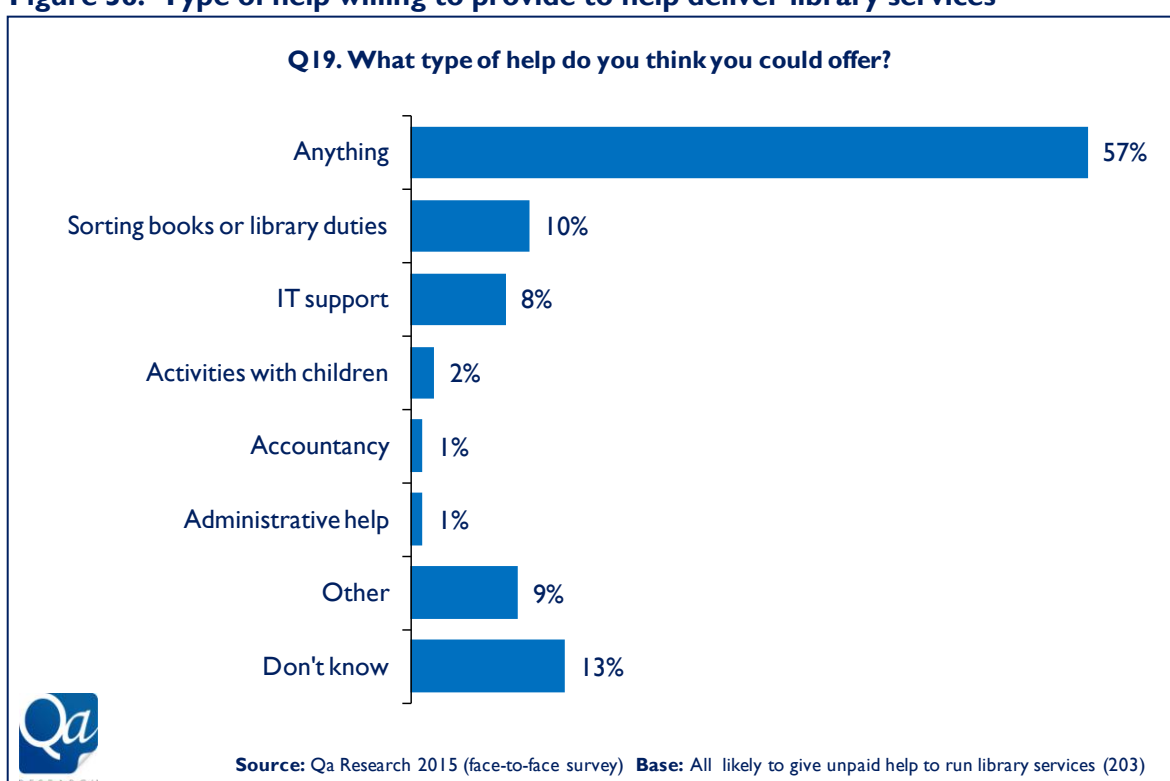


Interestingly, respondents in the middle age groups were more likely to express interest in doing this than either the youngest or oldest respondents (16-24: 13%, 25-44: 22%, 45-64: 23%, 65+: 7%), while White respondents were more likely than BME ones to say they'd be likely to help out (19% vs. 12%).

Despite some notable differences in the level of volunteering over the last 12 months amongst users and potential users of libraries in the different District Committee areas, the proportion that said they'd be *'very likely'* or *'quite likely'* to give unpaid help, by volunteering to deliver library services in their local area in future was broadly similar, although it was significantly higher amongst those in Batley and Spen Valley than those in Huddersfield (23% vs. 15%).

All who said that they would be likely to help run library services were asked what type of help they would be able to offer. This was an entirely open question and verbatim responses have been coded into similar themes for analysis and are outlined below;

Figure 38. Type of help willing to provide to help deliver library services



It's clear from the data here that while many residents are willing to help deliver library services, most are unsure as to how, exactly, they could help with the majority simply saying that they'd do *'anything'* (57%) and 13% saying that they *'don't know'*.

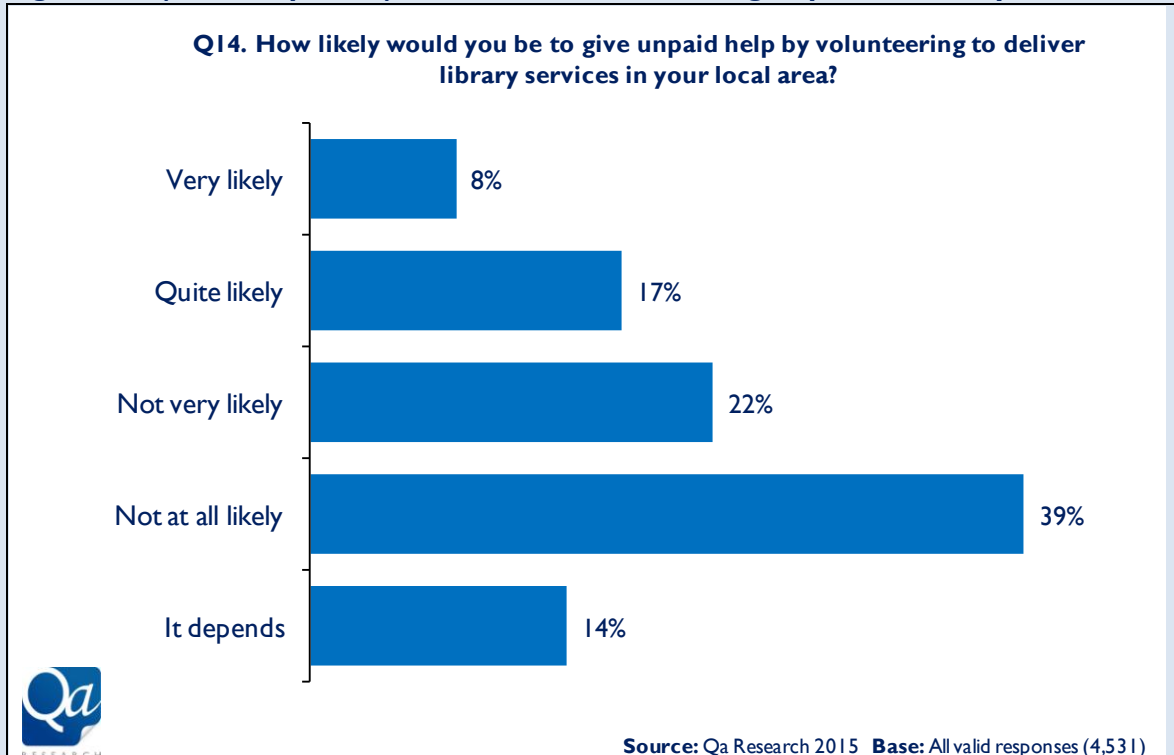
Some specific tasks were mentioned and these most often related to *'sorting books or library duties'* (10%) or *'IT support'* (8%).

These findings suggest that volunteers are likely to need organising and guidance to make the best use of their time and to ensure that they can help in a constructive way.

Self-completion Survey Findings;

Likely to volunteer to run a local library amongst self-completion respondents is shown below;

Figure 39. (Self-completion) Likelihood of volunteering to provide library services



The majority said that they'd be unlikely to help in this way (61%), with most being very clear that they would be 'not at all likely' to do so (39%).

That said, one-in-four said that they'd be likely (25%), and almost one-in-ten said that they'd be 'very likely' (8%), so there is clearly some support for helping in this way, but this means that respondents to the self-completion survey are less likely than those to the face-to-face survey to indicate that they'd be happy to help out and this is true of all face-to-face respondents (18%) and library users (32%).

As might be expected, respondents who agreed that 'the local community should take a more active role in running their local library' were more likely than those who disagreed to suggest that they'd be likely to help out in this way (43% vs. 8%). However, this means that the majority of those who see an expanded role for the community in their local area don't see themselves as being part of this.

Self-completion Survey Findings continued;

The table below shows the proportion of respondents who used each library most often who said that they'd be 'likely' to volunteer;

Figure 40. (Self-completion) Likelihood of volunteering to provide library services – by library used most often

Q7. Which library would you say you use most often?	No. of respondents per library	Q14. Likelihood of giving unpaid help to deliver library services NET: Likely
Golcar Library and Information Centre	52	42%
Denby Dale Library and Information Centre	59	41%
Kirkburton Library and Information Centre	82	41%
Kirkheaton Library and Information Centre	60	38%
Honley Library and Information Centre	87	34%
Mirfield Library and Information Centre	303	33%
Birkby and Fartown Library and Information Centre	64	31%
Lindley Library and Information Centre	248	31%
Meltham Library and Information Centre	72	31%
The Greenwood Centre (Ravensthorpe)	64	30%
Shepley Library and Information Centre	74	29%
The Chestnut Centre Deighton	63	28%
Skelmanthorpe Library and Information Centre	67	27%
Birstall Library and Information Centre	277	26%
Marsden Library and Information Centre	82	25%
Dewsbury Library and Information Centre	157	24%
Heckmondwike Library and Information Centre	69	24%
Cleckheaton Library and Information Centre	546	23%
Holmfirth Library and Information Centre	419	23%
Slaithwaite Library and Information Centre	49	23%
Almondbury Library and Information Centre	95	22%
Huddersfield Library and Information Centre and Art Gal	543	21%
Lepton Library and Information Centre	76	19%
Rawthorpe/Dalton Library and Information Centre	28	19%
Batley Library and Information Centre	350	18%
Thornhill Lees Library and Information Centre	22	14%

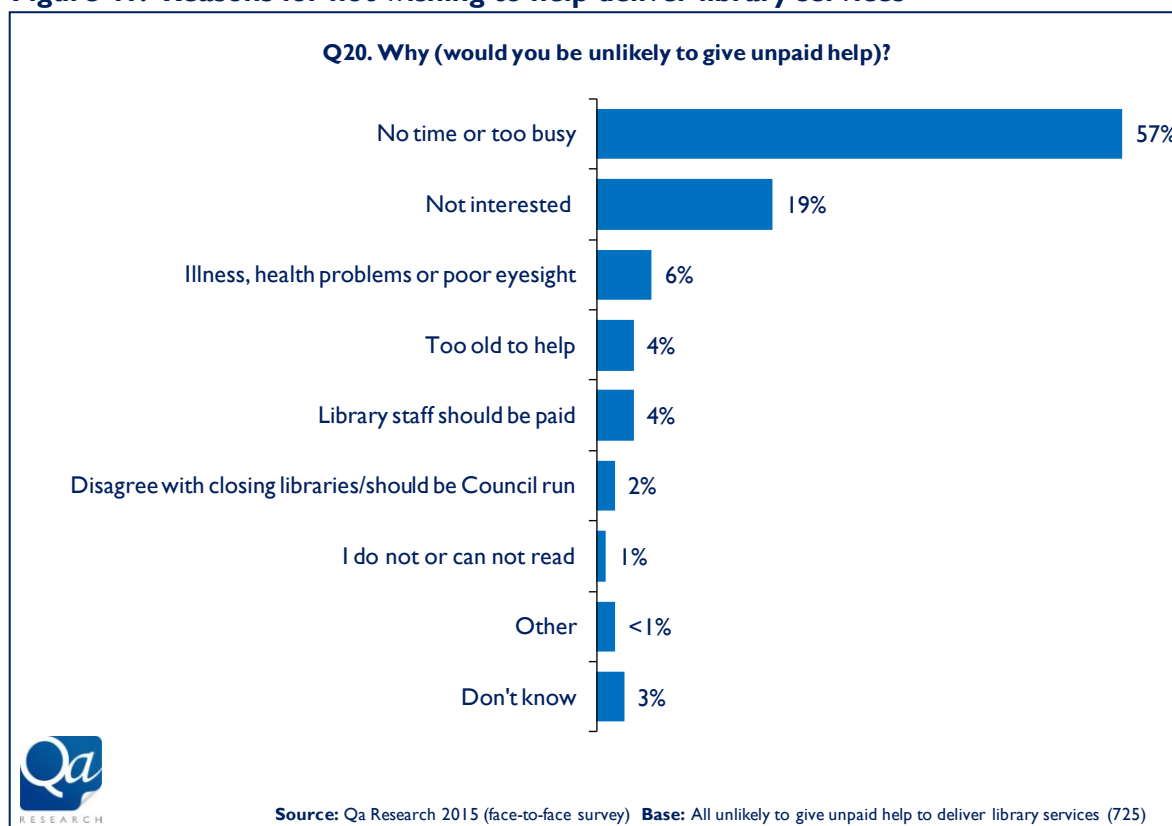
Base: All self-completion survey respondents (variable)

Note: a grey cell indicates a percentage that is significantly higher than at least five other libraries.

Likely levels of volunteering differ considerably amongst users of each library and while only around a fifth of those that most often use Batley, Rawthorpe/Dalton and Lepton said they'd do so, more than two-fifths of those using Golcar, Denby Dale and Kirkburton felt that they'd be likely to offer support in this way.

Respondents who said they'd be unlikely to volunteer, were asked why this was the case and verbatim responses have been coded into the themes shown below;

Figure 41. Reasons for not wishing to help deliver library services



The main reason given here was simply lack of time (57%) or not being interested (19%), as well as health issues (6%) and respondents considering themselves to be 'too old' (4%).

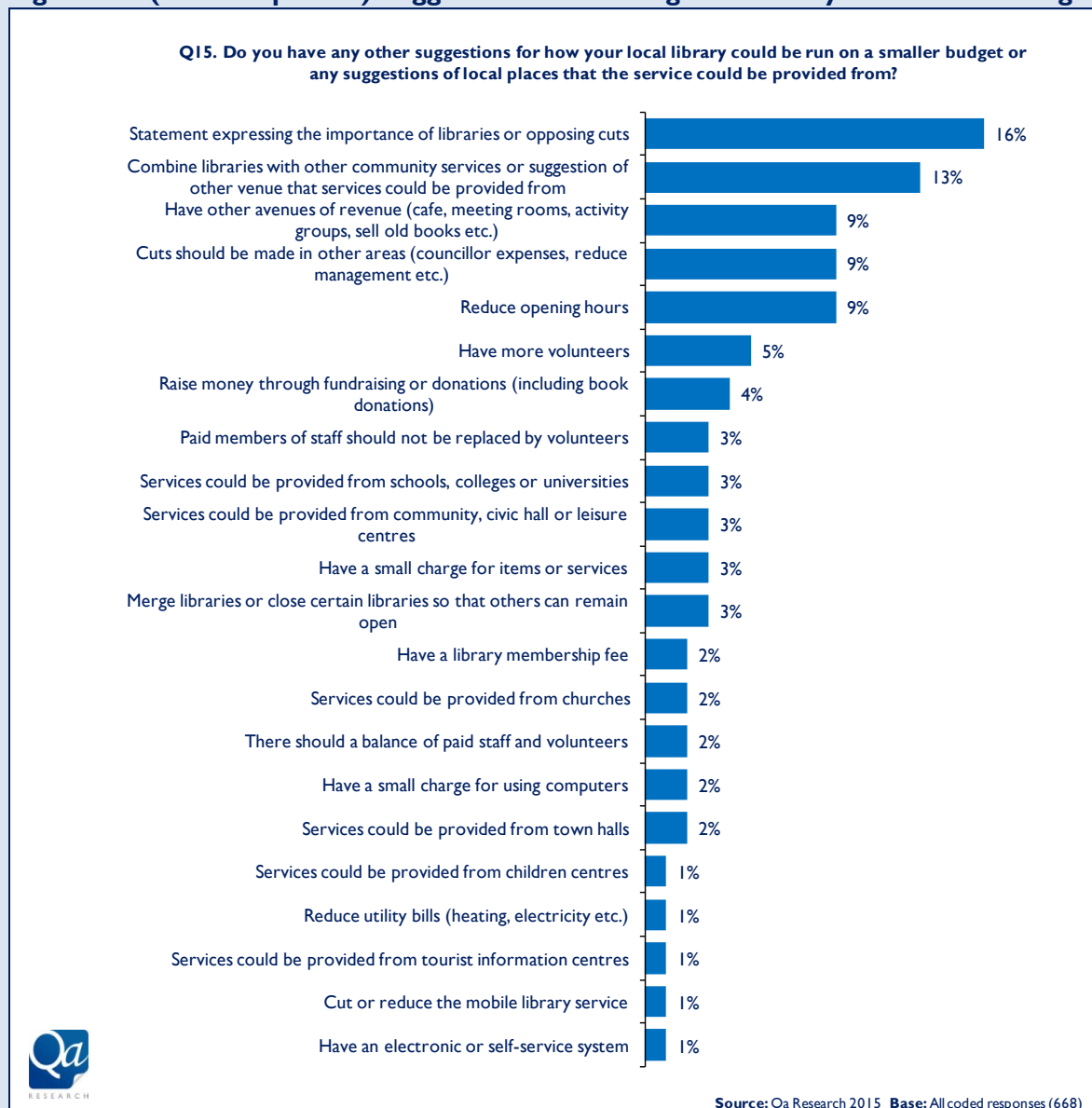
Additionally, some did express concern about this approach and felt that 'library staff should be paid' (4%) or that they 'disagree with closing libraries/should be Council run' (2%).

Arguably, these responses provide scope to increase the number of volunteers if it can be demonstrated to residents how they can help and be able to fit this help around other commitments they may have.

Self-completion Survey Findings;

Finally, respondents were asked to suggest any other ways of running their local library on a smaller budget. This was an entirely open question and a wide range of answers were given, so a selection chosen at random have been coded and are shown below. All verbatim comments are available and have been provided to the Council for further analysis,

Figure 42. (Self-completion) Suggestions for running local library on a smaller budget



Suggestions mainly related to ‘*combining libraries with other community services...*’ or the need to ‘*have other avenues of revenue (cafe, meeting rooms, activity groups, sell old books etc.)*’ or ‘*reduce opening hours*’.

However, others simply made ‘*statements expressing the importance of libraries or opposing cuts*’ or felt that ‘*cuts should be made in other areas (councillor expenses, reduce management etc.)*’.

5. Key findings – Qualitative Research

5.1 Library users focus groups

Qa Research facilitated two focus groups with library users during March 2015. Participants were recruited via the face-to-face survey. The following tables provide further detail on the profile of the focus group participants.

Group 1 - Huddersfield Town Hall			
Gender	Age group	Ethnic group	Likely to volunteer?
Female	16-24	White British	Very likely
Female	35-44	White American	Quite likely to volunteer
Female	65-74	White British	Very likely
Female	65-74	White British	Quite likely
Male	65-74	White British	Depends
Male	35-44	White British	Not at all likely

Respondents in the Huddersfield group came from the wards of Greenhead, Lindley, Almondbury and Newsome.

Group 2 - Dewsbury Town Hall			
Gender	Age group	Ethnic group	Likely to volunteer?
Female	25-34	White British	Very likely
Female	75+	White British	D/K
Female	35-44	Pakistani	Very likely
Female	60-64	White British	Not at all likely
Male	55-59	White British	Not at all likely
Male	65-74	White British	It depends
Male	75+	White British	Not very likely

Respondents in the Dewsbury group came from the wards of Dewsbury East, Mirfield, Batley East, Batley West, Birstall & Birkenshaw and Cleckheaton.

The participants in the groups were a mix of frequent and irregular users. They mainly used the libraries for borrowing books, some used the computers for personal research and for job search or as a place for studying (for their children) and for specialist reference information e.g. genealogy. Libraries used included, Birstall, Batley, and Mirfield,

5.1.1 General views on the proposed changes

Participants in both groups were concerned about the potential reduction in library services, and there was a strong feeling that library services need to be 'local'. Several participants were concerned that closures would mean they would have to travel to another library and generally participants expressed a reluctance to travel to use the library.

"I want to just walk up to the library in Mirfield where I live." (Library user, female 75+)

"[Library] needs to be within striking distance." (Library user, male 85)



There was a sense from some participants that a local library played an important role within a community that went beyond book-lending.

For some the library had a social role in providing somewhere to go to meet others within the community, as a place to keep children and young people occupied, and as a quiet place to study.

“The library is the heart of a community. Every time I go in Birstall library it is full. The council access seems quite popular...closure will have adverse effect on whole community...it seems the cuts are just chiselling at all the foundations of a community.” (Library user, Male 55-59)

There was a degree of acceptance that financial savings had to be made, but some participants questioned the Council’s priorities, e.g. spending money on a new state of the art sports centre.

“The council has no choice and different services are having to cut costs too...” (Library user, Male 65-74)

“The council has got its priorities wrong!”. (Library User, Male 35-44)

5.1.2 Views on the proposed models

Town Library and Information Centres

This model appeared to be the most familiar to participants. Some participants felt this was acceptable in principle but concerns were expressed around groups of people who might find it difficult to travel to access a Town Library, e.g. older people and school pupils. There was also some concern that the standards of service at Town Library and Information Centres might be compromised by the requirement to provide support to Community Supported libraries.

“If the two people at that library have to support others that service will suffer.” (Library user, Male 55-59)

Generally, participants could see no problem with the library sharing a building with another service, particularly if this meant that financial savings could be made to preserve the library service. The only caveats were providing the shared service was “appropriate” and the building was easily accessed.

Community Supported Library and Information Centres

Participants recognised that this model was a middle ground between the Town Library and Information Centre model and the Community Managed model.

However, participants questioned whether one paid member of staff would be sufficient.

“What happens if that one paid member of staff is sick, will the library shut?” (Library user, female 25-34)

This model was seen as more feasible than the Community Managed model as it at least allowed for one paid, experienced, member of staff to organise specific activities such as finances and rotas, which was seen as essential. However, there were concerns that this model wouldn’t work in every area due to the level of commitment and skill level required by volunteers.

“In each area there would have to be a good few people.” (Library user, female 35-44)

Community Managed Library and Information Centres

Overall, participants were less confident about the feasibility of this model in comparison with the others. Some felt that it could potentially work for the smallest village libraries, but there was a preference for the Town Libraries to be professionally run.

“It depends on the area and the community spirit...it might work in smaller places where people know each other.” (Library user, female 60-64)

5.1.3 Volunteering

The most significant reservation expressed by participants was the reliance of all of the models on volunteers – particularly the Community Managed and to a slightly lesser degree the Community Supported version. Two main concerns were highlighted. Firstly, participants questioned whether there would be sufficient committed volunteers to deliver these services, and secondly participants thought that those who did volunteer would need a lot of training.

“Using volunteers- it’s a big ask. A lot of time and a lot of responsibility needed. You need to get it right.” (Library user, Male 55-59)

Participants discussed which types of people might volunteer. A minority of participants stated that they would consider volunteering themselves; others had health complaints or work and family commitments. Some participants felt that a library volunteering role might suit older retired people or non-working parents with children at school.

“I’m retired I don’t particularly want to get another job, I have enough income coming but I’d welcome doing something with my time... I think there are a lot of people like me who took early retirement who could do this” (Library user, female (65-74)

“I think you also could get stay at home mums, like me, who would like to do it during school time” (Library user, female 35-45)

One participant (who was in receipt of JSA) said that she would be happy to volunteer and that others who were in receipt of JSA might be happy to do the same if they could get a reference. Participants also felt that the success of volunteer supported or led libraries was dependent to some extent on the characteristics of the local area. Some (smaller) communities were perceived to have a good community spirit which might lend itself to volunteering, whereas other areas seemed less likely to be suitable.

“Places like Batley... I can’t see them coming together.” (Library user, female 25-34)

Several participants felt that volunteers would require a significant amount of training to be able to deliver a service that had previously been run by experienced and knowledgeable library staff.

“They’ll need to do a lot of training; if I volunteered I wouldn’t know half of the stuff you need to know.” (Library user, female 25-34)

Some participants were less concerned about the availability of knowledgeable staff and would be happy for a volunteer to *“point them in the right direction”*, particularly if they simply wanted to borrow a book, but it was acknowledged that people used libraries for different things and would therefore sometimes require quite specific advice.

5.1.4 Other elements of the proposed service

Other proposed services were discussed within the groups including, **Book Drops**, **Librarians Outreach**, and **Specialist Services**.

Participants were quite dismissive of the idea of **Book Drops** and felt that this was not an acceptable alternative to a library. Questions were raised about how books would be 'signed out' and who would monitor if they were brought back. Concerns were also raised about choice, e.g. would there be any books that they wanted to borrow?

Generally, participants were supportive of the idea of **Librarians Outreach** and if this meant that librarians could be retained then this was a good thing. However, there was concern and questions were raised about how '*areas of greatest need*' would be defined. The point was made that there were pockets of deprivation within otherwise seemingly affluent areas and there was a risk that these could be overlooked.

Overall, participants did not feel they had enough experience of **Specialist Services** such as Kirklees Transcription Service or the Mobile Library service to comment in detail. However, in principle, ensuring that older, disabled, or visually impaired people can still access library services was considered important.

Final comments

As a final comment some participants took the opportunity to reemphasise their doubts about the proposed models and their reliance on volunteers. There was a general acceptance that change was necessary but some participants commented that they would rather see a change to the hours and the service rather than completely losing the presence of a library in their community.

5.2 Staff focus groups

Qa Research facilitated two focus groups with staff from Kirklees Council Library Service during March 2015. Participants were recruited by Kirklees Council. The following tables provide further detail on the profile of the focus group participants.

Group 1- Huddersfield Town Hall - Front line staff	
Gender	Role
Male	Customer Service Officer
Female	Customer Service Officer
Female	Customer Service Officer
Female	Customer Service Officer
Male	Customer Service Officer
Female	Customer Service Officer
Female	Customer Service Officer
Female	Customer Service Officer
Male	Audio Resource Assistant

Group 2- Dewsbury Town Hall - Managers	
Gender	Role
Female	Customer Service Manager
Female	Customer Service Manager
Female	Customer Service Manager
Female	Librarian
Female	Librarian
Female	Librarian
Female	Development Librarian
Female	Customer Service Manager
Female	Customer Service Manager

5.2.1 General views on the proposed changes

A couple of participants took the opportunity to mention that there seemed to be some confusion amongst library users around the proposed changes. For example, some believed that only Community Managed libraries would be taken forward. Several participants felt that they were also unclear about the proposed changes and would welcome more clarity so that they could pass on this information to library users.

Some participants were keen to have more information on the financial detail behind the proposed changes in case there was anything that they could be doing now to make savings for their libraries, for example by reducing opening hours, particularly where there is duplication.

“We have got libraries that are open near to each other, that are both open late nights on the same nights” (Front line staff member)

“If they made the decisions now and made the changes now we could start making the savings now, but we can’t do all these small cuts as it has to go through the council, we have to do the same as we’ve always done” (Front line staff member)

Another concern raised regarding the proposals as a whole was the potential effect on other services. There was a fear that if some libraries closed this could negatively impact on other services in those instances where buildings were shared.

5.2.2 Views on the proposed models

Town Library and Information Centres

Generally, participants had more positive comments to make about this model compared with Community Supported and Community Managed, largely due to the fact that more paid staff would be retained, meaning fewer of them would lose their jobs. However, it was recognised that not every library would be able to adopt this model and it would be difficult to determine which libraries to select.

“The problem is going to be deciding on which become a Town Library ... what is the criteria? People are going to argue over which become a Town Library.” (Front line staff member)

However, one participant commented that having some libraries based on the Town Library model would make it easier to expand services in the future.

“In the future, in x year’s time and when austerity has passed, if you do have larger town centre libraries then it is easier to build hubs off them but it won’t necessarily work the other way round as people are very protective.” (Front line staff member)

There were also positive remarks related to the housing of libraries in shared buildings and how this could benefit residents offering a “one stop shop” facility as well as being a more cost effective approach for the Council.

Community Supported Library and Information Centre

There was some support for this model as several participants were aware that this had worked in other areas, including Denby Dale, but that it was by no means an easy option.

“It doesn’t work without work” (Manager)

One front line staff member commented that it might be challenging for more junior staff to work in a Community Supported Library.

“I’m used to working in a big team and get advice from someone If staffing is getting lower are we going to have to deal with bigger issues” (Front line staff member)

There was recognition within the groups that this model would not work in all communities. For example a couple of participants commented that Denby Dale had a particular demographic profile that seemed to suit this model, e.g. lots of retired, quite affluent, skilled people who were keen to volunteer. Some felt that there was a risk that services would become ‘tiered’ and that only those communities who had the capacity to campaign and with an active volunteer population would retain a library.

“The libraries that have closed before are where people haven’t made a fuss.” (Manager)

Community Managed Library and Information Centres

Participants had similar concerns about Community Managed Libraries and the general feeling was that they would be less likely to succeed than the Community Supported model. A key concern here was financial viability and sustainability as the proposals suggest that the community organisation will be wholly responsible for managing the building and attracting funding.

One participant who had experience of working within a Community Supported library, felt that the Community Managed model may be a step too far for some volunteers who would not want the extra responsibility and commitment.

There were concerns highlighted around the following;

- Health and safety
- Building security (e.g. key allocation)
- Managing other staff

A further worry that resonated within the group was the fear that using more IT could completely disenfranchise particular groups, especially the elderly.

“We’re in customer service; the clue is in the title. For some of those people, we’re the only people they speak to in a day...we’re the hub of the community” (Front line staff member)

5.2.3 Volunteering

Participants were concerned about the reliance on volunteering within the Community Supported and Community Managed models. Several issues were raised including the calibre of volunteers, and how volunteers would work alongside paid staff. There was a feeling within both groups that many volunteers would require a lot of training.

“The very nature of volunteering means that there are people who volunteer who are sadly lacking in a lot of skills and we do have one particular person who I would be very concerned about ...” (Front line staff member)

Discussions were had around the numbers of volunteers required, particularly as their experience had been that most people only offer a few hours a week opposed to full time hours. Concerns were also expressed about the reliability of volunteers and the risk of spending time and resources on training for them to quickly leave – moving on to paid work once up skilled or to simply decide it was not for them.

“We’re already struggling to keep up with training new staff” (Manager)

Despite the concerns there were some positive views about volunteers. Some participants felt that volunteers could bring a wide range of skills and new ideas to the libraries and that volunteering had an important role to play in providing people with a “stepping stone” to paid employment.

There was also some evidence of a volunteering model working well in some areas, but with an acknowledgement that the volunteers were often being supported by paid staff.

“It’s going well so far, we have a system in place, the volunteer liaises with the volunteer co-ordinator... but they couldn’t run it on their own, not at the moment” (Manager)

5.2.4 Views on other proposed services

Other proposed services were discussed within the groups, including Book Drops, Librarians Outreach, and Specialist Services.

There was consensus within the groups that specialist services should continue if they are used by vulnerable groups in the community. **Book Drops** were not seen as particularly important and maybe of most use for those with limited mobility, however, and generally participants would rather see the continuation of the Mobile and Home services for this group.

There was a difference of opinion in terms of whether the **Mobile Library** or the **Home Service** should be retained. Some participants felt that the Mobile Library was expensive and the demand was relatively low. Another suggested that if you could get to a mobile library you could probably get to an actual library.

“I’d far rather protect the Home Service” (Front line staff member)

However, others felt that services that needed to be run by paid staff, such as the Mobile Library were more important than those that can be delivered by volunteers, e.g. the Home Service.

Final comments

Participants were in agreement that a lot of effort would be needed to make sure that each community had an appropriate solution and this would only be achieved by working closely with the community and the staff affected.

“Different communities have different needs ... we used to always have community profiling and community librarians and it was their job to profile the community, it’s that sort of model we need.... then we can decide how we provide the right service in the right area” (Manager)

Some individuals felt strongly that the library played an important social role and more community involvement could be positive.

“A bit more community ownership could be a positive if it’s structured by someone else ... where it’s starting to be used as a hub of the community... community to have more of a role in it.” (Front line staff member).

6. Key Findings – Kirklees Council Qualitative Research

As part of its research into residents' views of potential changes to the delivery of the library service, Kirklees Council undertook some consultation with stakeholders to further understand the views of those who would be affected by a change to the library service provision. Stakeholders were recruited by librarians, based on their knowledge of who uses library spaces and by targeting organisations that Library Service works in partnership with.

More specifically the research aimed to understand residents' views of each model that had been proposed by the council, namely the Town Library, Community Supported and Community Run models. This was in addition to finding out what participants thought of the additional services that the council offers.

6.1 Methodology

Kirklees Council undertook focus groups with stakeholders from March – April 2015. The groups were moderated by council officials and followed a discussion guide that was designed by Qa in collaboration with the council.

8 focus groups were carried out with a total of 71 people taking part. Participants were drawn from a wide variety of backgrounds which included representatives from public sector organisations, social groups and education.

The groups were carried out in libraries across Kirklees and consisted of;

- Slaithwaite Library
- Batley Library
- Cleckheaton Library
- Dewsbury Library
- Huddersfield Library x 2
- Mirfield Library
- Holmfirth Tourist Information Centre

6.2 Key findings

6.2.1 Current use of libraries

The overwhelming majority of participants were regular users of the library service. Most said they used the library service once a week or at least once a month. This was the case for most of the libraries regardless of their size. Generally participants were most likely to use the library to borrow books and to use the IT facilities.

IT was seen by many as a vital aspect of the current service that they used frequently. Those who work with the unemployed or vulnerable were especially likely to say they used the IT service;

“Access to IT facilities was seen as crucial by some stakeholders, particularly those who worked with unemployed or vulnerable people.” (Huddersfield Library Focus Group Moderator)

In addition to this, the Transcription Service based at Huddersfield library was mentioned by numerous participants. Here, the service was highlighted as being extremely important to certain people who could only access certain information through the use of this service. Some described this service as *“essential”*.



Other services that participants said they used included;

- Yorkshire Music Library
- West Yorkshire Archives
- National Biography
- Local History Library
- CD's and DVD's
- Newspapers
- Storytime for toddlers
- Informal services such as *"Help from library staff"*

Several stakeholders felt that the library had an important role to play within the community as a meeting place and venue of particular importance for specific groups;

"The group felt very strongly that libraries are important to children, students, parents and older people. Communities are created around libraries, particularly where there is no Community Centre"
(Cleckheaton Library Focus Group Moderator)

"Participation at some group activities serves as function over and above the stated aim of the visit/event: allows people, especially, older folk, to enjoy more social contact than they might otherwise"
(Huddersfield Library Focus Group)

The less common book collections were also seen as a resource which was used by a number of participants. For instance, The Huddersfield and District Archaeological Society house their library within the Local Studies Library and this was seen as a key benefit which could not be accessed without the library service. This use extended to other library resources with the Ancestry Online database being mentioned by one group as a very useful element of the library service.

Only one participant had had any experience of the **mobile library service**, saying that they had encountered it in their work with school.

Only a couple of groups had had any experience of the **home library service** but those that had described the service as *"incredibly valuable"*. This was a unanimous viewpoint for all of those with any experience of the service.

6.2.2 Overview of proposed changes

Having thought about the current usage of the libraries, participants were then asked to think about the proposed changes to the service and, in particular, to think about the three different options that are currently being considered.

Town Library and Information Centres

Pros-

The main advantage of the Town Library model, according to stakeholders, is the fact that it keeps experienced staff on hand to deal with queries. It was also felt by many of the groups that keeping paid staff would mean that the service provided would be far more reliable than if it was just volunteers;

“Trained, paid staff means delivering events is easier/more reliable” (Batley Library Focus Group)

A number of participants also said that by making sure that a full service is provided in central locations then footfall may increase. They also viewed the fact that the possibility of extended opening hours was another distinct advantage of this model.

“Longer opening hours would mean an extended service, which in turn may enable more users to be attracted” (Holmfirth Tourist Information Centre Focus Group)

“May have more flexibility to keep libraries open longer hours/at weekends” (Batley Library Focus Group)

Multiple stakeholder groups, including the Huddersfield groups, also mentioned the fact that if this enabled specialist services to continue to operate to full capacity then this was a big advantage for the model;

“Some services can only be done centrally e.g. KTS (for equal opportunity policy of KMC)” (Huddersfield Library Focus Group)

The integration of services and the reduced running costs associated with this was also seen by many as another advantage of pursuing the Town Library model.

Cons-

One of the main disadvantages that many stakeholders associated with Town libraries was the location issue. While some deemed it an advantage (as outlined above), others felt that by removing local libraries the change would inevitably result in fewer people with access to a library.

Participants felt that library users would be reluctant to travel to access a library outside their local area;

“Many people want to use local libraries – not to spend much time travelling there or spend money on fare’s/ parking” (Huddersfield Library Focus Group)

It was also felt that the issue of accessibility would be an issue for vulnerable groups. For instance, some participants mentioned the elderly and the disabled as having significant problems with travelling a distance and as such could lose the ability to visit a library.

“A lot of people will not travel to other libraries, perhaps because of disabilities, age, or lack of confidence” (Mirfield Library Focus Group)

They also felt this would have an effect on how many people are able to volunteer since many would be deterred by a long distance to travel.

Several groups also pointed to the way smaller libraries help social and community groups store equipment and hold meetings, as a vital function of current libraries. It was felt that if the Town Libraries model were followed, a number of groups would suffer accordingly by losing their venue and their ability to store resources since their local library could close;

“Some activities which currently use a library could still take place i.e. walking, but those which require equipment would need to find an alternative location with plenty of storage facilities i.e. indoor curling” (Cleckheaton Library Focus Group)

This links in with a concern raised in several of the stakeholder groups which was the loss of the library as a location for group activities (e.g. Knit & Natter, U3A groups). This would mean that while some groups would lose a venue and storage facility, others would be unable to function at all and this was a concern within several of the focus groups;

“No more book group if library closed” (Huddersfield Library Focus Group)

“Concerns over small community groups still being able to meet in libraries and how to overcome the problems of running sessions themselves with no staff input” (Dewsbury Library Focus Group)

Another issue that was raised within multiple groups was the demand for library resources. Some participants pointed out library computers are already fully utilised and that reducing the amount of libraries would lead to too many people needing the computers in the libraries that remain open.

The issue of volunteers was also discussed in relation to the cons of the town library model. Despite them playing a reduced role in this model, various groups expressed concern that there would not be enough interest, especially travelling a distance, to keep town libraries open for a longer period than the time the paid staff are around.

Queries or Suggestions-

When asked for suggestions or queries with the town library model, a few issues were raised by multiple groups. One such query regarded the legal aspect of the proposal with many groups asking if this idea satisfied the 'statutory offer';

"Does this model meet LA statutory duty?" (Huddersfield Library Focus Group)

Another common query amongst participants was how it would be decided which libraries were to be kept on as Town Libraries?

"How will you look at what classes as a Town Library? Just footfall or percentage of residents who use the library?" (Batley Library Focus Group)

Other queries also revolved around the issue of detail, with a number of the participants asking about how long the paid staff would work for per day, whether there would be a reduction in books and what would happen to library groups.

One suggestion that was notably popular amongst groups was the idea of combining the libraries with coffee shops;

"Organise an internet cafe – minimal charge. Franchise coffee company?" – (Cleckheaton Library Focus Group)

Other suggestions revolved around the idea of saving money with the focus on charging for current resources and reducing spending;

"Buy books from The Works etc rather than being tied into contracts." – (Batley Library Focus Group)

"Grounds and rooms at Cleckheaton Library could be rented out to local groups" – (Cleckheaton Library Focus Group)

Community Supported Library and Information Centres

Pros-

When asked about the advantages of Community Supported Libraries, certain themes emerged across all of the focus groups;

The first concerned accessibility, where a large number of participants said that keeping more libraries open under this model would enable more people to access the library service and keep the library building as a focus for community activities.

"More local locations takes away travel issues of 'Town Library' model" (Slaitwaite Library Focus Group)

"It would still provide a base for community events" (Cleckheaton Library Focus Group)

Another advantage of the community supported option that was mentioned by the smaller libraries such as Slaithwaite was the fact that this way libraries would keep the expertise of experienced members of staff but incorporate members of the community to keep costs down;

“Still have support and expertise of at least one paid member of staff” (Slaithwaite Library Focus Group)

Cons-

In response to the subject of disadvantages of the community supported model there was one issue that dominated discussions across the groups; volunteers. A number of concerns were identified in response to using volunteers to help keep the libraries running.

The first issue regarded accessing enough volunteers in the first place, since many groups felt that there would not be enough support to actually make a community supported library work. This was the case in the smaller libraries;

“Might not get volunteers in deprived areas – less social capital in poorer areas” (Cleckheaton Library Focus Group)

Another issue with volunteers that multiple groups identified was the fact that they can be unreliable and may not have the level of commitment required;

“Cannot compel volunteers to attend - how do you ensure that you get a quality and consistent service” (Cleckheaton Library Focus Group)

The final issue in connection to volunteers that was raised regarded the standard of expertise that would be available to the library if volunteers were used.

“Librarians highly trained. Volunteers will not be” (Huddersfield Library Focus Group)

Queries or Suggestions

Other queries revolved around the issue of volunteers and asking for more detail;

- Who will organise volunteers?
- What support will there be for volunteers
- Will volunteers be covered by insurance?
- Has the cost of training been factored into calculations?
- Would volunteers have access to personal data?
- Will there be committees of volunteers?
- Who will train the volunteers?

Some suggestions were made of how to enable the community supported model and some of which addressed the volunteering issues. For instance, in order to attract more people to volunteer (such as young people) the incentive of gaining a certificate was suggested;

“It was suggested to attract, younger people, a certificate could be awarded to validate their work and help towards future employment. This could may be take place in conjunction with a local college.” (Cleckheaton Library Focus Group)



Community Managed Library and Information Centres

Pros-

When asked about the advantages of the Community Managed Library there were, notably, only a few responses. Those responses did, however, follow a similar pattern and for each group the most common reference was to enhancing the feeling of community;

“Opportunity for community to come together, develop community services/events” (Slaithwaite Library Focus Group)

One advantage that a few participants identified was the potential to increase the quality of the service on offer. Participants saw the potential for this to happen through three distinct elements of the proposal. Firstly some participants felt that placing libraries ‘in competition’ with each other in this way could drive standards up and increase the amount of service on offer because libraries would have to market themselves to the public;

“More competition between libraries could mean better service” (Batley Library Focus Group)

Secondly, one group also felt that there was the potential for accessing more funding, since as an entirely community run project, the library could be eligible for more grants;

“Potential to access other sources of funding dependant on local need” (Batley Library Focus Group)

The final way in which participants felt the community managed approach could increase quality was through the flexibility that these libraries could offer. By not being controlled in the same way as other libraries, each library could adapt to their own community’s needs, making the library more relevant to the individuals in the area;

“Community in charge making the decisions – more responsive to local opinion, can be more flexible” (Huddersfield Library Focus Group)

Cons-

Participants were far more forthcoming with disadvantages of the Community Managed model. Once again, as with the disadvantages of community supported, the issue of volunteers was criticised with many of the libraries stating they did not think enough people would be able to commit to enough hours

Several libraries also said that just using volunteers would not be suitable because of their clients’ needs. Mirfield said their high amount of DASH (*Destitute Asylum Seekers in Huddersfield*) clients made expertise in this area essential and other libraries such as Slaithwaite referred to the need for benefit advice for some clients. A need that would not be served by the Community Managed approach;

“Don’t want volunteers as DASH clients need support” (Mirfield Library Focus Group)

“This model removes any benefits advice etc which may be more necessary in more isolated areas” (Slaithwaite Library Focus Group)

Participants were also concerned that volunteers would lack the full range of skills required to run a Community Managed Library, for example;

- Facilities management
- Income generation
- Human resources
- Health and safety
- Service delivery

As well as believing the proposed approach to be unfeasible, various participants also expressed the view that the library service was something that communities should not have to run;

“It’s a big ask of a local community to provide volunteers and a building, fundraise and keep it running! Less likely to happen” (Huddersfield Library Focus Group)

Another issue that was raised by several participants was centred on the idea of quality monitoring. Some groups feared that the Community Managed model was open to misuse with no influence from the council;

“Quality assurance – how can it be maintained when no council connection?” (Batley Library Focus Group)

Queries/ Suggestions

The queries regarding the Community Managed approach followed a similar pattern to the queries for the community supported, with participants mainly asking for more details about how the volunteering would work;

“Who becomes the lead volunteer? In life you tend to need someone to coordinate. Sometimes someone naturally takes the lead, but may not have the respect of others.”
Slaithwaite Library Focus Group

Participants from the majority of focus groups were also keen to understand more details regarding the structure of the community managed process. For instance, many groups asked who would be responsible for certain aspects of the service delivery, including recruiting, training and managing volunteers.

Participants did produce a few suggestions, although these appeared to be instead of the Community Managed approach rather than in conjunction with it. One suggestion raised by a participant in the Cleckheaton Focus Group, centred on the idea of pooling resources in Kirklees rather than leaving each individual library to its own community;

“Why not create a Trust covering all community libraries across Kirklees to pool expertise rather than leaving groups isolated.” (Cleckheaton Library Focus Group)

6.2.3 Other elements of the proposed service

Participants were then asked for their opinions on various other elements that Kirklees Council plan to include in the redesigned service.

Book Drops

On the whole, there was little support for Book Drops within the majority of groups.

The resounding reason for this view, was that participants felt that users could not be trusted to return books and that this would contribute to a loss of stock.

Other reasons that participants felt this was a bad idea included;

- Limited amount of choice on offer
- People not respecting books
- Lack of accessible environments to put book drops
- This doesn't account for community aspect which is so important to libraries
- Concern for who would look after this service

The libraries of Holmfirth, Batley and Huddersfield did however identify some benefits of including a book drop system. The main reason was that it meant continuing to offer books to more people which was deemed a benefit. In line with this thinking, the libraries of Holmfirth and Batley said that a significant advantage of offering a book drop service was that it meant that people who would normally struggle to access the library service could do so;

"Could work in some specific settings such as residential homes" (Batley Library Focus Group)

Librarians' Outreach

In response to the idea of the Librarians' Outreach programme, participants were generally positive. The main advantages highlighted by the groups included the potential effect this could have on literacy levels and the potential to increase interest in/use of libraries.

"Could lead to greater use of libraries/resources if librarians are out in the community promoting them" (Huddersfield Library Focus Group)

There was concern amongst some libraries such as Mirfield and Dewsbury around how the decision would be made with regards to where to target outreach activity.

"Mirfield could miss out as other areas have greater need" (Mirfield Library Focus Group)

Specialist services

Amongst the groups who discussed specialist services, all mentioned the importance of specialist services in enabling vulnerable people to access a library service.

"Home delivery could reach more people who are unable to get to a library" (Huddersfield Library Focus Group)

However, it was also stated by participants in Huddersfield that they preferred the current mobile library service to a home delivery service;

“A home service would support far fewer people than the current mobiles service” (Huddersfield Library Focus Group)

Participants also gave special mention to the Kirklees Transcription Service and the Mobile Library Service more generally;

“Keep KTS – makes money for council” (Batley Library Focus Group)

The mobile library service was the most frequently mentioned service, with participants from Batley and Huddersfield both mentioning the mobile library service in a favourable light;

“Mobiles- could they replace the provision to smaller areas where libraries are to be closed?” (Batley Library Focus Group)

Other suggestions included;

- Charging a small fee for the Home Service
- Creating more links with other services so that care based services incorporate a library service.

7. Conclusions

Conclusion 1: This broad consultation covers the views of a range of interested parties and highlights that support exists for the Council to explore new ways of delivering library services in future.

This consultation provides a comprehensive assessment of the views of the district regarding the future provision of library services. It explores findings amongst more than 5,000 residents including library users and non-users, as well as Library Service staff, children and young people and other stakeholders and interested parties. The research highlights that existing users of libraries and information centres and the other services provided by the Library Service are generally very satisfied with the current service. In line with this, residents don't want to see a complete loss of service in their area and would rather accept reduced facilities, services and hours instead.

It's clear from this research and the Budget Consultation carried out by Kirklees Council that there is recognition of the need to find alternative ways of providing library services and to work within future budgets and residents are generally positive towards the Council finding alternatives. But, it should be stressed that the research consistently highlights that having physical library buildings in the local area that are staffed by experienced Library Service staff is the ideal for most and migrating services to new forms of delivery will need careful management, particularly amongst existing users who are the most resistant to change.

Conclusion 2: Libraries and information centres are felt to be at the heart of communities throughout the district and the localised provision of services is important to maximise use of library services.

The qualitative research in particular highlights that libraries are often at the heart of the community especially in areas where no community centre exists, and data from the self-completion survey especially identifies the wide range of activities that these buildings are used for. Consequently, it's important to note that the loss of a library building and (potentially) the services provided there would be compounded by the associated loss of other community resources such as a meeting place and storage for equipment/resources used by local groups.

Reflecting this, consistently within the different strands of the research, the view was expressed that libraries should be 'local' reflecting the fact that users primarily visit their nearest library and information centre run by Kirklees Council. Generally, residents are not willing to travel 'to get access to better quality library services' with 61% disagreeing that they'd do this and there were wider concerns expressed about how realistic it was to expect older residents and those with disabilities to travel.

When asked specifically, 46% of respondents to the self-completion survey (nearly all of whom are library users) said that if their local library were to close they would simply 'use the Library Service less', suggesting that any changes to the number of libraries operated would result in lower usage of library services overall across the district. Children in particular felt that if their local library were to close, they would use the library services less, although around half felt that they would travel to access services or use online services instead, while recognising that being able to travel was dependent on their parent's help. Of course, the replacement of 'traditional' library and information centres with newer models of delivering services is likely to mitigate this, assuming they can be successfully implemented.

Conclusion 3: There is generally support for the role of the community in helping to deliver services, although concerns exist about the practicalities of successfully integrating volunteers.

The majority (57%) of all residents, whether library users or not, agree that *'the local community should take a more active role in running their local library'* and there is clearly support for this approach. This support is also evident amongst Library Service staff who highlight that volunteers may bring new skills and ideas to the delivery of services and will be important given reduced budgets. Generally, it was also recognised that volunteering in this way could, and should, offer tangible benefits for those prepared to take part, such as providing a reference for a future employer or some form of certificate or accreditation as well as quantifiable *'work experience'*. Older children in particular could see the attraction of this.

Ironically, while offering this level of personal development would probably help attract volunteers, it may also lead to issues over retention, and the challenge of not only recruiting but also maintaining a core of suitable volunteers was mentioned by residents and staff alike when considering how this would work in practice.

Additionally, concerns were expressed by both frequent library users and Library Service staff about the calibre of volunteers and the need to train and co-ordinate them. Staff felt that there are already backlogs in training new employees and that reduced staff numbers would transpose this problem to volunteers. Issues around reliability, long-term commitment and volume of *'suitable'* volunteers were all raised.

Conclusion 4: There is a clear willingness amongst some to volunteer to deliver library services, but further detailed and localised research would be required to determine the level of commitment and skills that volunteers are able to offer.

Amongst all residents, almost a fifth (18%) said that they'd be willing to volunteer to provide library services. As a note of caution, only one-in-twenty (5%) said they'd be *'very likely'* to do this, although this proportion increases to 14% amongst those that have used a library in the last 12 months. Positively, 65% of children and young people said they'd be willing to volunteer. It's clear that there is support for helping, but it's also clear from the research that volunteers are likely to need a lot of direction and management to be effective, with many unable to say how they could help and many staff unsure as to the actual contribution that they could make. It should be recognised that not all communities are likely to be able to offer the same level of support.

Conclusion 5: Opinions are mixed as to whether moving services into community facilities would be acceptable or not, but the findings suggest that residents will only be able to make a true assessment of this when the detail of what would happen in their local area is available to them.

Attitudes in the face-to-face survey were polarised towards *'providing services in other community locations...rather than a dedicated library building'* with almost equal proportions expressing support and not supporting this, although those in the Huddersfield and Rural District Committee areas were most supportive. This might reflect the fact that little detail of where services could be located was made available to respondents and it's clear that the detail is important for residents when considering this approach.

For example, most Library Service staff and library users interviewed qualitatively supported the idea of a *'one-stop shop'* and could see advantages for residents in being able to access different services from the same place. However, children were less supportive and this was driven by concerns about the resultant lack of space to work in and concerns around noise levels. Also, some children and young people didn't like the idea of moving services into schools as an environment that they already spend a lot of time in.

Conclusion 6: There are seen to be different advantages and disadvantages to each of the three approaches to delivering library services tested in the research and not all are considered workable in all areas. It's evident that there is a desire for new models of service delivery to include professional support to some degree.

The three possible approaches to running libraries were met with different levels of support, reflecting different concerns regarding the implementation of each one. It should be stressed, that a theme throughout this research and one emphasised by Library Service staff in particular, was that different communities have different needs and a 'one size fits all' approach was not seen as desirable or workable. It was felt that in areas with a strong community and excellent social capital a community run or supported approach would be more likely to succeed, but the opposite is likely to be true in other areas, although others felt that the very act of the community taking on the delivery of library services would be community building in itself. Details of each approach are as follows;

- **Community Supported Libraries** – Amongst face-to-face respondents, this was the approach that had the highest level of support, with 59% giving a score of 7-10 out of 10 and the majority of both users and non-users were supportive.
- Notably, this approach also had the highest level of support amongst those who said that they'd be prepared to volunteer to deliver library services, suggesting that of the three approaches tested in the research, it would be easiest to recruit volunteers for this one. This is likely to reflect the fact that under this model library services will remain local (and therefore not require volunteers to travel) and also that professional support will be available, two aspects that were mentioned favourably by qualitative respondents.
- **Town Libraries** – More than half (52%) of all respondents in the face-to-face survey indicated that they would support this option and this approach was supported most by staff, reflecting that more staff members would be employed under this model. Staff also felt that retaining Town Libraries would enable hub services to be established more easily in future when austerity is reduced. Additionally, it was recognised by stakeholders especially that this approach provides trained and experienced staff to help deliver services and would help to ensure that specialist services continue to be provided, something it was felt might not happen with the two other approaches.
- The main drawback of Town Libraries was seen as the need for users to travel to them, given the lack of willingness to do so amongst many users and potential users. Consequently, it was felt that they would lead to lower service usage overall.
- **Community Run Libraries** – This was the least supported option amongst face-to-face respondents with only 24% considering this approach to be acceptable, while only 8% of self-completion survey respondents felt the same. Explaining this, concerns were expressed in the qualitative research about the need for volunteers to manage a building and budget rather than just library services and about how realistic it was to expect to find volunteers capable of doing so in all communities. Also, concerns were expressed that moving to this approach would mean the loss of essential or specialist services, such as benefit advice, in some areas.
- More positively, this type of library was seen by stakeholders as a means of generating a community spirit and some felt that it may be possible for an entirely community led library to attract more funding from alternative revenue streams and also that the use of volunteers in this way could lead to more flexibility in the provision of services.

Conclusion 7: While there's little support for book drops, libraries outreach is considered more favourably and both the Home Library Service and the Transcription Service are generally seen as very important.

Overall, residents do not support 'providing a much reduced service, such as only providing book drops...' and while this is tied into the desire to retain services in as wide a form as possible, some specifics about book drops and specialist services were noted in the research as follows;

- **Book Drop** - Library users were dismissive of book drops, expressing concerns about the logistics of the process and about how much choice (in books) there would be and whether they'd actually be returned. Also the importance of access to IT and the service libraries offer in ensuring digital inclusion is evident within this research and it was felt that book drops alone would not provide this.
- **Libraries Outreach** – There was support for this amongst qualitative respondents and some saw it as a potential alternative to Mobile Libraries. It was also considered to be a way of potentially promoting library services, but concerns were expressed about where services would be targeted and how the district as a whole could benefit.
- **Mobile Library Services** – Generally, respondents favoured preserving this service, although the suggestion from this research is that it's not well used. In total, 71% of all face-to-face survey respondents didn't support stopping this service, although few had actually used it. Amongst those self-completion survey respondents who had ever used it a similar proportion (72%) didn't support stopping it, but this figure is by no means overwhelming. Amongst Library Service staff, there were mixed feelings and some felt that it was expensive and had low demand.
- **Home Library Service** – Generally, this was considered to be more important than the Mobile Library Service as it targets vulnerable users more. However, staff in particular recognised that volunteers could deliver this service relatively easily and that it serves a comparatively small number of residents.
- **Transcription Service** – This was also considered to be 'essential' to those that use it and concerns were expressed about whether this service would suffer if library Service staff were reduced in number.

Conclusion 8: Amongst respondents in Holmfirth, there was overwhelming support for merging the Tourist Information Centre (TIC) with the library to save money.

Almost nine-in-ten respondents to the face-to-face survey from Holmfirth indicated that they supported the possible merger of the TIC and library and more than half (53%) gave a score of 10 out of 10 indicating that they fully support this proposal. While this figure was slightly lower amongst self-completion survey respondents in Holmfirth at 71% (who are predominantly library users), it is clear that there is support for this merger in the local area.

8. Appendix

8.1 Appendix I: Summary of findings from consultation with children

Kirklees Council undertook some consultation with children / young people to understand their views on possible changes to the delivery of the library service. The consultation also aimed to understand the extent to which young people use the service and their needs from their local library. Kirklees Council engaged with young people by contacting primary schools, colleges and youth groups and asking them to carry out facilitated group discussions utilising a pack of questions on the subject of libraries to prompt conversations.

Key findings

Sample Profile

In total, 162 young people took part in the children's consultation in 9 separate groups. The groups included participants from colleges, primary schools and youth groups and were made up from the following;

- Paddock Junior School
- Holmfirth Junior and Infants
- Batley Girls School
- Greenhead College
- Heckmondwicke Primary School
- Scholes Village Primary x 2
- North Huddersfield Trust School
- Kirklees Youth Groups (Kirklees young people's LGBT Group, Ravensthorpe Youth Group, Holmfirth HS, Young Dewsbury, Paddock Young Leaders, Rawthorpe Youth Club, Central Stars)

These groups ensured there was a wide range of ages represented from year 4 of primary schools to the late stages of college.

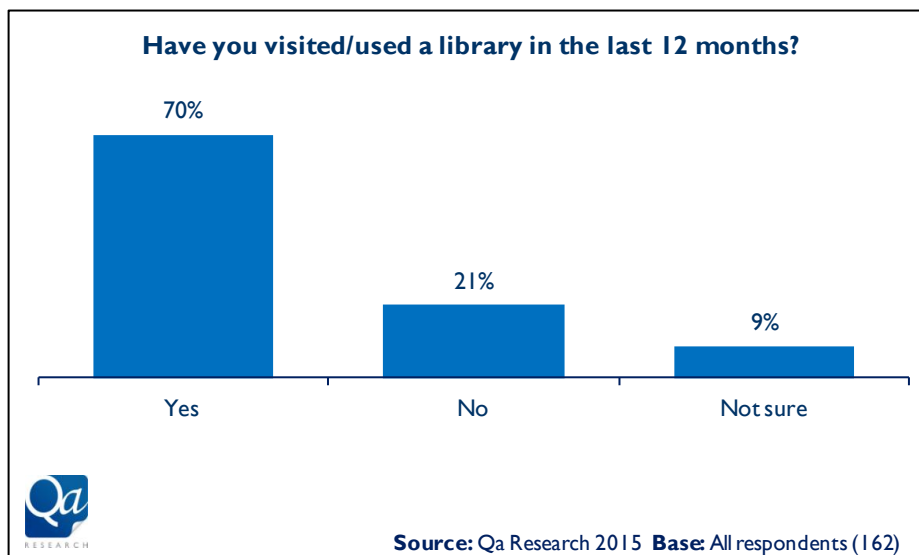
Figure 43. (Childrens consultation) Demographic profile

Demographic Table		
	Count	%
Gender		
Male	71	44%
Female	91	56%
Ethnicity		
White	100	62%
Black/Black British	8	5%
Mixed/multiple ethnic	7	4%
Asian/Asian British	46	28%
Other ethnic group	1	<1%
Total	162 (All respondents)	

Library Usage

In order to understand the extent to which young people use the library service, all participants were asked if they had used a library in the last 12 months.

Figure 44. (Childrens consultation) Library visits in the past year



The above chart shows library usage to be high amongst children/young people with 7 in 10 (70%) participants saying they have visited a library in the past year.

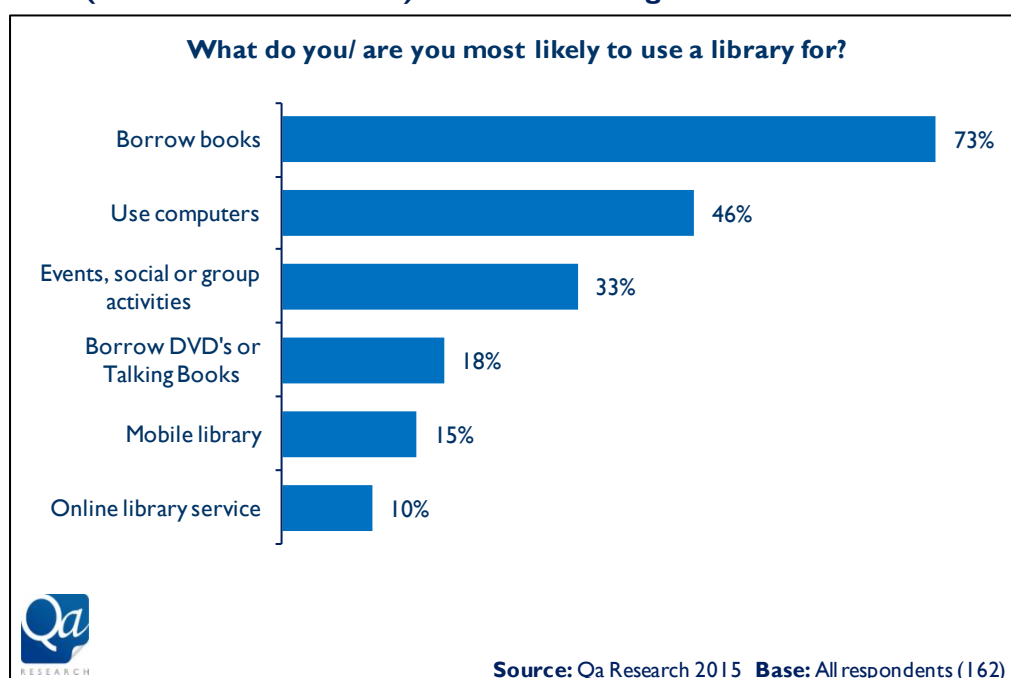
Participants were also asked to say which library they visit the most often so as to get a rough idea of which library they had in mind when offering their views. It should be noted however that due to multiple libraries being mentioned in each group it is impossible to link comments to individual libraries with any certainty. It is, however, possible to gain a rough idea of the libraries to which groups may have been referring.

- **Scholes Village Primary I** - The main library that was used was **Cleckheaton** although a few participants mentioned they used **Wyke** library.
- **Scholes Village Primary II** – Again the majority of participants used **Cleckheaton** library although individuals referred to **Dewsbury**, **Batley** and **Heckmondwike**.
- **Heckmondwike Primary** – The majority of participants said they used **Heckmondwike** library although a large proportion also used **Dewsbury**, while there were mentions of **Batley** and **Cleckheaton** libraries.
- **Greenhead College** – All participants said they used **Huddersfield Library** the most although they did visit **Batley**, **The Chestnut Centre Deighton** and **Dewsbury**.
- **Batley Girls-** **Batley**, **Dewsbury**, **Birstall**, **Cleckheaton**, **Heckmondwike** and **Leeds** libraries were all mentioned in equal proportion.
- **Holmfirth Junior and Infants** – The vast majority said they used **Holmfirth** library the most although a couple of individuals stated they used **Huddersfield** the most.

- **Paddock Junior School – Huddersfield** library was the most often visited library although an equal proportion said they used university libraries and mobile libraries. One participant said they use **Lindley** library the most.
- **Kirklees Youth Groups** – The main library used was **Huddersfield** although **Dewsbury** and **Heckmondwike** were also used by a notable amount.
- **North Huddersfield Trust School-** The main two libraries visited were **The Chestnut Centre Deighton** and **Huddersfield** Library although some participants also mentioned **Birkby**.

Participants were then asked what they are most likely to use the library for;

Figure 45. (Childrens consultation) Reasons for using libraries



As can be seen, when asked what they use their library for, participants were most likely to say that they used the library to borrow books (73%) and almost half (46%) stated that they used the library for the computers.

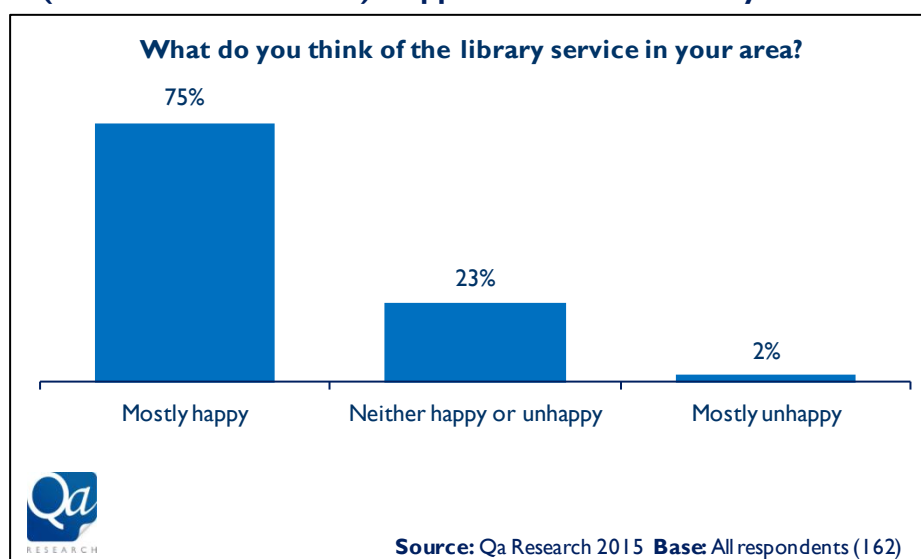
Although responses were fairly standard across the groups, it was notable that, while mobile library usage was normally low, it was particularly high amongst Paddock Junior School respondents with over half of respondents saying they used this service (57%).

Kirklees Youth Groups also used the 'other' section within the questionnaire to highlight the reason for using such services, with several of their reasons focusing on the subject of careers;

"Careers search, job searching, shelter". (Kirklees Youth Groups)

Participants were then asked about what they thought of the library service in their area;

Figure 46. (Childrens consultation) Happiness with local library service



On the whole, participants viewed their libraries in a positive light, with only 2% saying they were unhappy.

The reasoning for these views seemed to alter to a certain degree based on age. The older participants, such as those from college, said that they were mostly happy because of the variety of books and the large amount of space to study and conduct research. Younger participants such as those in junior school were more likely to say that they were neither happy nor unhappy because of a lack of age suitable books for them to read.

“More comic and manga books.....more horror”. (Holmfirth Junior and Infants)

“Too many old books”. (Heckmondwike Primary School)

Despite this, there were certain subjects that were mentioned in most groups regardless of age. These were mainly positive views, with the subject of staff specifically being used to say why people were happy with the libraries. Multiple groups said that the staff were exceptionally friendly and helpful and that this contributed largely to why they viewed their local library in a positive way;

“Staff don’t interfere with what you’re doing, but will help if you ask”. (Scholes Village Primary 1)

“Helpful, kind staff”. (Paddock Junior School)

“All the staff are kind and polite and it is fun”. (Scholes Village Primary 2)

The variety of books was also something that was mentioned as an advantage by various groups where the majority of participants mainly used the biggest library, Huddersfield;

“Lots of different kinds of books”. (Paddock Junior School)

“Large range of books”. (Kirklees Youth Groups)

It was notable that this was something that was not mentioned by those groups where the main library used was a smaller one.

Certain subjects were mentioned multiple times for reasons as to why some people weren't so positive. One of the most common reasons, especially for older students, was that the opening hours did not fit into their study timetables. Some mentioned that they would like to see their libraries open for longer in the evening and that this would enable them to use their library more;

“Need longer opening hours – interrupts study time!”. (Greenhead College)

“Opening hours don't fit with the times I would like to use the library”. (Batley Girls School)

The other issue that surfaced in various groups was the general upkeep of both the books and the environment. A number of participants said that their library was too dark or that the books were in really bad condition and that these things put them off the library.

“Improvements needed in the environment”. (Greenhead College)

“Some corners/places which are dark”. (Heckmondwike Primary School)

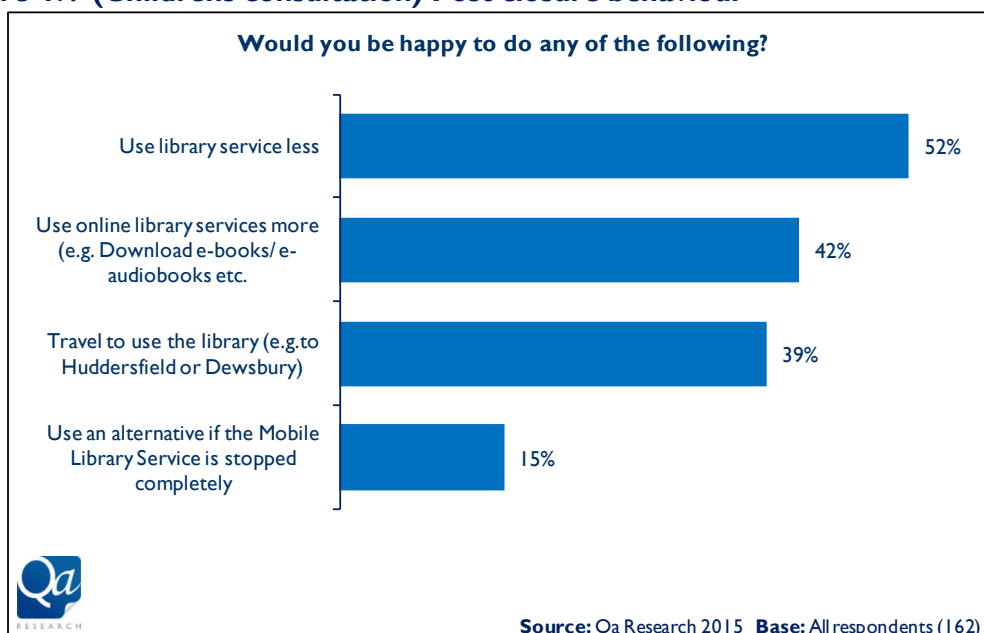
“Dust – allergies”. (Heckmondwike Primary School)

“Damaged books (e.g. pages missing and scribbles on books)”. (Kirklees Youth Groups)

A need to change

The participants were also asked if they would do any of the following if their local library were to close;

Figure 47. (Childrens consultation) Post closure behaviour



Half of participants (52%) admitted that they would use the library less with only 4 in 10 respondents saying they would travel further afield to use one of the bigger libraries (39%). It should be noted that for a lot of participants, they said that a lot would depend on whether their parents would be willing to take them to the bigger libraries;

“Parents may not be willing to take them. Would not be able to travel on their own whereas they can access the library locally. Overall they thought a local library was much better”. (Heckmondwike Primary School Moderator)

“All the children said it would depend on whether parents/carers would take them”. (Scholes Village Primary I Moderator)

Once again, a lot of participants reasoning for why they would use the library less overlapped. The main reason was the expense and inconvenience of travelling. Some participants mentioned how it would be too costly and unpractical to travel the extra distance to go to one of the open libraries like Huddersfield;

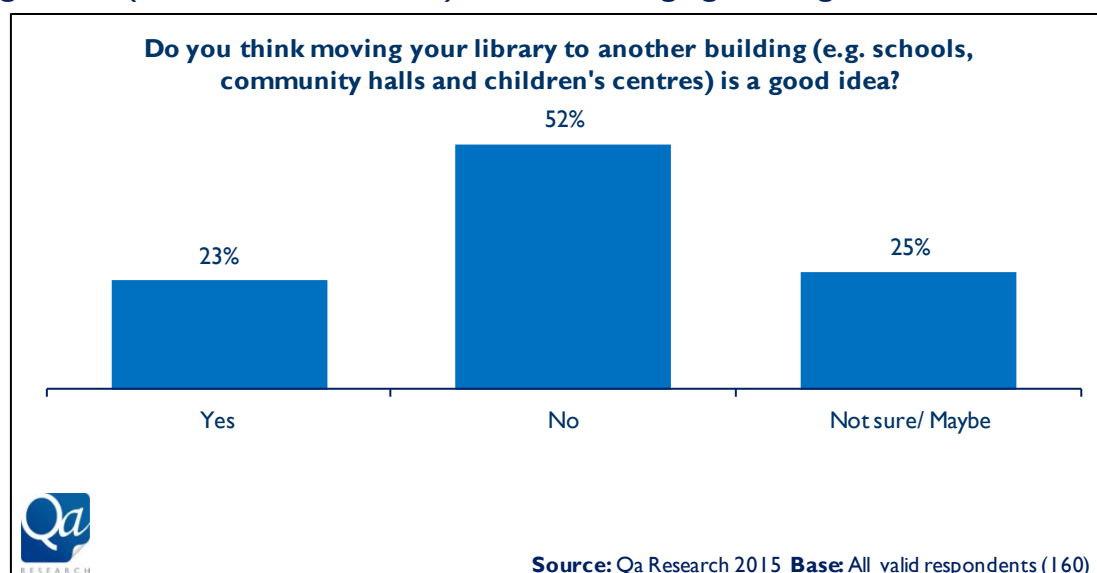
“Costly to travel to other libraries and also not so good for the environment using cars etc more.”
(Heckmondwike Primary School)

The same group also mentioned that they feared that the open libraries would quickly get overcrowded and therefore it would be unfeasible to work there;

“Would be too crowded... If there were less libraries there could be too many people trying to use the computers”. (Heckmondwike Primary School)

The participants were also asked whether they thought moving the library to another building, such as a school, was a good idea;

Figure 48. (Childrens consultation) Views on changing building



Only a quarter of participants thought this was a good idea (23%), with over half stating that they thought it was not a good idea (52%).

There was quite a concentrated level of approval for this idea in Greenhead College and both Scholes Village Primary groups. In one Scholes Village Primary group 7 out of the 10 participants said they actively thought this was a good idea. It was also notable, however, that groups from Batley Girls School and Heckmondwike Primary were very much against the proposal of moving buildings, with a vast majority in each group saying they disagreed with the plan.

Those who were against the idea of moving libraries into other buildings such as schools provided a number of different reasons for why this was a bad idea. A predominant theme was the fear that new premises would lack space. Participants generally felt that any move would reduce the overall amount of space to work in which would significantly reduce the advantage of working in a library. These fears were based on experience where participants had seen other libraries move into school and had the amount of space significantly reduced.

“Depends where it is – if there is only a small space everything could be squashed in”. (Heckmondwike Primary School)

“Moving the library into another building would probably mean less space”. (Batley Girls School)

“Not enough room in schools for local libraries”. (Kirklees Youth Groups)

“Meltham library already moved and now there’s not enough space”. (Kirklees Youth Groups)

Another recurring theme was the issue of noise. A number of participants felt that moving to anywhere that is not an actual library would encourage noise and that they wouldn’t be able to read or work in peace;

“Libraries should be quiet. Having other groups in there might be distracting”. (Batley Girls School)

“Could be a place that is too noisy making it difficult to read etc”. (Heckmondwike Primary School)

Some older participants also expressed a worry that moving into an environment such as a school would put children off, since they would not want to spend more time in the same environment;

“Placing local libraries in local schools might put children off using them”. (Kirklees Youth Groups)

Problems with placing libraries in school were also highlighted in relation to security;

“Would create security issues if placed in schools and could be dangerous”. (Kirklees Youth Groups)

A lot of other reasons that were provided seemed very conditional on what building the library was moved into. For instance a number of participants said that the new building might be too dark, too far away or too small.

Each group, however, provided ideas of which buildings could be used to house their local library;

General ideas included;

- Churches
- Schools
- Airports

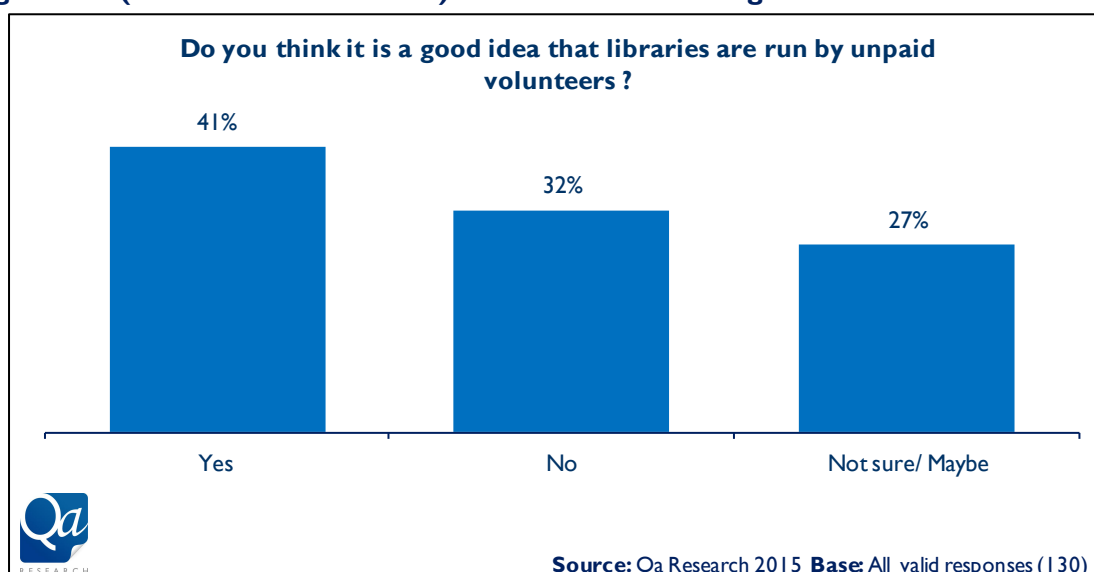
- Supermarkets
- Cafes

Some groups provided more precise locations;

- Paddock Junior School – Paddock Youth Club Building
- Holmfirth Junior and Infants – Cinema, Civic Hall, Fire Station, Lidl
- Kirklees Youth Groups – University Library, Kirklees college Library
- Heckmondwike Primary School - Morrisons

The idea of volunteers running the library was also put to participants by asking if they thought this was a good way forward;

Figure 49. (Childrens consultation) Views on volunteering



This was an issue that divided participants, with slightly more people thinking that libraries could be run by volunteers.

For those that thought volunteers were a good idea to move forward, there were several reasons that resonated. Firstly it was felt that volunteering would be good for the community since it would provide people with good experience and a good job to put on their CV;

“Good work experience – love kids”. (Kirklees Youth Groups)

“Would look good on CV”. (Kirklees Youth Groups)

This was particularly prevalent with the older groups for whom careers are a big consideration. Participants also commented on how it could make people understand the library more and get people more involved, particularly people with more time on their hands such as the retired;

“Help you understand how libraries work....Retired people would be willing and have the flexibility”.
(Kirklees Youth Groups)

Equally, however, there was a proportion of people who felt that using volunteers to run the library was a bad idea and again there were a few themes that emerged throughout several groups. The first revolved around the idea of having enough volunteers. It was felt by some that the amount of volunteers willing to run the libraries would not cover the amount of libraries or the amount of time that each one would require;

“Not many people would want to volunteer – people want to be paid and work to support their family”.
(Batley Girls School)

Various students also commented that since being a librarian was a hard, time consuming job it is only right and proper that individuals get paid for it.

“Not fair to ask people to work for no money”. (Batley Girls School)

“It is a proper job for people with experience and not volunteers – it should be paid”. (Kirklees Young People Groups)

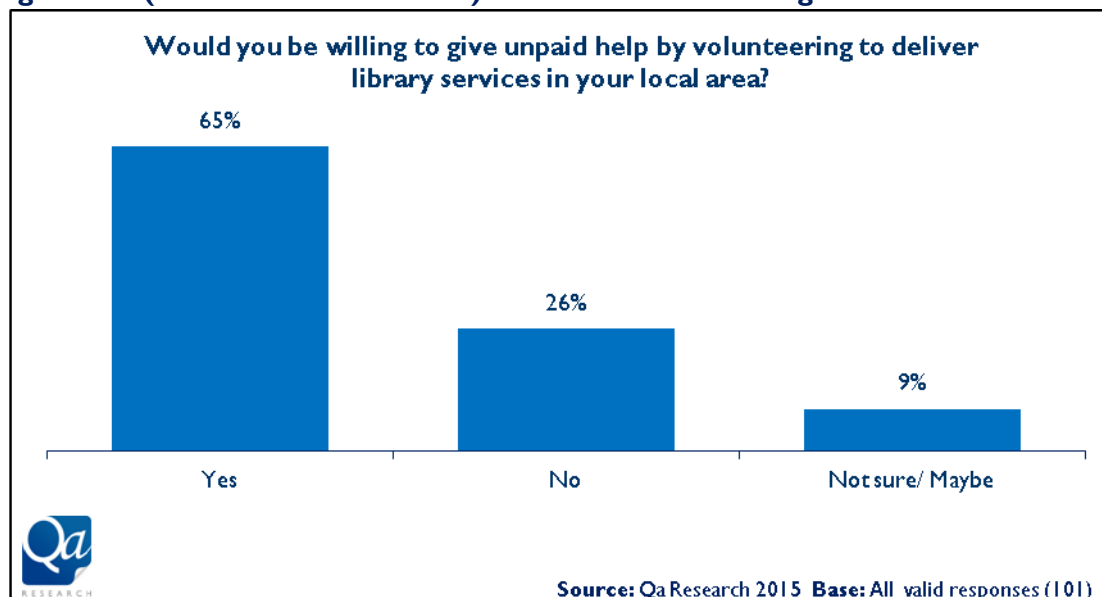
“Should get paid for what you do”. (North Huddersfield Trust School)

On the same subject various students expressed a worry that the volunteers would not give their full effort if they were not getting paid for their work;

Volunteers might not take their job seriously – don’t need the job and can’t be sacked so nothing to lose”.
(Batley Girls School)

Some groups were then asked if they would be willing to give unpaid help to the library services in their area;

Figure 50. (Childrens consultation) Interest in volunteering



Here an overwhelming majority confirmed that they would be willing to help their local library with only a quarter of respondents (26%) saying they definitely wouldn't help.

However it should be noted that for one group, those that said they would help said that it was dependent on certain conditions. These conditions included volunteering only in a very local library, only certain hours and only certain “good jobs”. Some participants also mentioned the need for an incentive such as travel expenses being paid.

Those that said they would not be willing to commit any time towards volunteering gave various reasons, with some overlapping multiple groups. For many, time was the biggest issue where studying at college/ university meant they didn’t have free time to give to the library. Various participants also mentioned, the need for paid employment to help with the cost of living was restricting them from getting voluntary work.

In respect of individual libraries, some groups showed far more interest in volunteering than others. Batley Girls demonstrated a very high degree of interest with 17/21 participants saying that they would be willing to volunteer. A large amount of Kirklees Youth Group participants also indicated that they would be willing to volunteer, although participants in these groups visited a wide variety of libraries making it impossible to attribute these potential volunteering rates to any particular library.

Doing things differently

The groups were then asked to think about how the service could be delivered in the future by focusing on different aspects of the library service.

What to use Library for

The first aspect of the future service discussed was what people would most want to use the library for. Here it was notable that the older groups, such as Youth Groups and colleges talked more about educational related activities;

“Borrowing revision guides, books.....chairs and tables for study”. (Batley Girls School)

“Revising – very little space to do this at college and it’s an uncomfortable space”. (Greenhead College)

“Peaceful area to read and do homework”. (North Huddersfield Trust School)

For the younger groups (e.g. junior schools), more social activities were mentioned as being what participants wanted to do in libraries.

“Hire kindles...film club, manga club/children’s book club”. (Holmfirth Junior and Infants)

“Chill out reading space”. (Paddock Junior School)

One idea that was popular amongst most of the groups was having a cafe/somewhere that serves food and drink. Participants felt this would help the library financially but would also make them more likely to come to the library by giving it another more sociable side.

Building

Next, participants were asked about the buildings in which they would like to see the libraries. Here a notable amount of young people repeated their earlier statements that they really wanted

each library to stay in the same building as it is in now. This was the case for a number of groups regardless of their geographical position;

“Where they are at the moment in library buildings”. (North Huddersfield Trust School)

“The one it’s in NOW!”. (Scholes Village Primary I)

“Libraries should stay in libraries – if they move how would it work? Who will work? What days would they work?”. (Kirklees Youth Groups)

“Stay in the library”. (Batley Girls School)

However, amongst the participants who did suggest changes, there were a few features that dominated ideas. The first of which concerned the size of the building where many students said that the building should be as big as possible with lots of room for comfortable seating and computers. This was especially the case for Scholes Village groups;

“Big and glam”. (Scholes Village Primary School I)

“Big posh ones”. (Scholes Village Primary School I)

Noise was once again mentioned, with various participants saying that any new building had to be in a quiet area so as to reflect the key characteristic of a library;

“Not in town – in a quiet area”. (Kirklees Youth Groups)

“Quiet building”. (Paddock Junior School)

Participants also volunteered various examples of the types of places they would like to see libraries, with North Huddersfield Trust School in particular providing numerous ideas;

- *“Shopping centre”*
- *“School”*
- *“Sports centre”*
- *“Theme park”*
- *“Community centre”*
- *“Museum”*
- *“Post office”*
- *“Greenhead park”*
- *“Police station”*
- *“Supermarket”*

(North Huddersfield Trust School)

These ideas seemed to revolve around the idea of publicly accessible areas to possibly encourage footfall and make it more convenient to access.

Who could help

The final part of the future that participants were asked about was the types of people they thought could help run the library. The responses followed a very similar pattern with respondents highlighting people who could gain something from volunteering. In this respect, students were highlighted by many as being ideal candidates for volunteering because it would be good experience and would also be extremely beneficial for their CV's;

"Student volunteers are great – they are also getting something back from it, can put it on CV's and university applications. It's a good chance for them to show they can be responsible". (Greenhead College)

"People looking for jobs i.e. students". (Paddock Junior School)

Participants also suggested more generally that those who are lonely such as the retired could help because it would give them the chance to meet new people;

"Adults that don't get out much". (North Huddersfield Trust School)

"Retired people". (Kirklees Youth Groups)

"Lonely people". (Holmfirth Junior and Infants)

It was also notable that various groups highlighted the importance of volunteers having experience/confidence in dealing with children. The groups all felt that the presence of children made it an essential characteristic to have.

"People who like children". (Holmfirth Junior and Infants)

"People who have had jobs where they worked with children e.g. youth/childcare workers". (Paddock Junior School)

Also, in line with what the groups saw as a key plus of their local library, some participants said that anybody working in the library should be friendly and fun.

"Fun, kind hearted people....friendly and honest people". (Paddock Junior School)

Further / additional comments

A few groups did give some additional comments, mainly reiterating certain points they had previously made. The overwhelming majority of groups who used this section, explained how they didn't want the library service changing and that its position as a place of research and education make it a valuable asset that should be prioritised by the council.

In respect of this a few participants indicated they would like to know more explicitly why the libraries are having its budget reduced.

Some groups also used this section to suggest fundraising ideas, so as to keep the current library provision intact;

- *“Should run library competitions to raise money – people could pay to enter to see who can read the most books”*
- *“Weekly bun sales – teens could volunteer to bake”*
- *“Let people borrow but also sell new books. Ask people to donate books and money.”*
- *“Charge reading group membership”*
- *“Charge 10p per book to borrow”*
- *“Hold tutor sessions and charge people for help”*
- *“Start a yearly subscription fee based on how long you borrow books or how much you use the library to make it fair”*
- *“Charge groups to hire private rooms”*
- *“Have kids parties in the library”*

(Batley Girls School)

One group also mentioned that using derelict buildings could be a good move for the council. They felt this would help the library service but also improve the landscape of the town;

“I think using empty or derelict buildings is a good idea because it will help to make places look better”.
(Scholes Village Primary)

In all, the final suggestions were used to emphasise the importance of the libraries on both an educational and social level and it was of paramount importance to participants that the libraries kept these elements in the future changes to the service.

8.2 Appendix 2: Summary of online survey with stakeholders

Kirklees Council undertook some consultation with stakeholder groups to understand their views on possible changes to the delivery of the library service. Social and community groups were invited to complete an online survey via the cloud based company 'Survey Monkey'. The survey asked about the group's frequency of use and their views on proposed future approaches to running the libraries, as well as their opinions as to other services that the council will offer through the libraries. Of the groups invited, 6 responded;

- The **Friends of Mirfield Library** use Mirfield library most frequently and they do this once a week making use of the library's resources as well as its capacity as a meeting place.
- **Access Independent** is an occupational therapy service provider who use The Greenwood Centre library as a venue to meet once a week.
- An anonymous group indicated that they use Huddersfield library less than once a month for joint activities.
- **Birstall Primary Academy** uses Birstall Library once a month with the aid of library staff for class visits to the library.
- **Cleckheaton Writers Group/ Cleckheaton Literature Festival planning group** also responded saying they used Cleckheaton library. The group do this once a week using the library as a venue.
- **Honley Civic Society** indicated that they use both Huddersfield library and Honley library once a month for its resources.

It should be noted that Access Independent and Birstall Primary Academy declined to answer all questions; therefore there is no data for The Greenwood Centre and Birstall Library.

The following findings section will refer to each library in turn stating the results from whichever groups said they used that library the most.

Key findings

Mirfield Library

For Mirfield library, community supported and community run libraries were seen as "not suitable" options. The option of Town Library was seen as the preferred approach although it was highlighted that the group wanted more details to accurately assess this option. In response to the various services that the council would offer, *Book Drops* were also seen as "not suitable". A similar response was recorded for the *Librarians Outreach Programme* with the group stating that the budget for this would be better spent on other options. The *Specialist Services* option, however, was deemed "essential" by this group and the most important of the three options the council would offer.

Huddersfield Library

The groups that said they used Huddersfield Library, mainly agreed with each other in their viewpoint. Both groups stated that community supported libraries could work as long as the council provided the building and one paid, experienced member of staff.

"May work but only if council does provide the building and other support" (Anonymous Group)

Both groups also agreed that community run libraries were a bad idea as it means there is a loss of expertise and that volunteers are too unreliable.

“This would mean the loss of all the library service’s expertise. Bad idea.” (Anonymous Group)

The issue of Town Libraries divided the groups. One group stated that while closing small libraries would be a loss, if it meant that expertise was preserved in other libraries then this was the preferred option. The other group used this question to state that library closures were unacceptable. When considering the services that the council would offer, the groups were unanimous in their view that *Specialist Services* were a crucial and extremely valuable asset of the service;

“A valuable option for those less able to access the library buildings” (Honley Civic Society)

“Crucial Work” (Anonymous Group)

The groups did disagree however, as to the importance of *Book Drops* and the *Librarians Outreach Programme*. One group viewed *Book Drops* as a good idea while the other group saw it as a poor option. This was a similar situation to the *Librarians Outreach Programme* where the one group viewed this as “*crucial work*” with the other group stating this could be reduced to accommodate a smaller budget.

Cleckheaton Library

When talking about Cleckheaton Library, the group in question used each response to highlight that they wanted the library service to stay as it is. They did, however, rank the three options in order of preference;

- 1.) Town Libraries
- 2.) Community Supported Libraries
- 3.) Community Run Libraries

In response to the services offered, the group for Cleckheaton Library said that the *Librarians Outreach Programme* and *Specialist Services* should definitely be continued but that the *Book Drops* would not be needed if certain libraries were kept on.

Honley Library

The group that indicated they used Honley Library felt that community supported libraries was the only approach that would be feasible. The reason behind this was that it meant there would still be one paid member of staff with enough experience to handle queries and explain services. This was also part of the reason that the group felt community run libraries would not work as they felt volunteers would offer an unreliable service. The Honley group also replied to the idea of Town libraries that closing such an important asset is;

“not acceptable” (Honley Library Focus Group)

With regards to the service Kirklees would offer, the group that used Honley library felt that the *Specialist Services* were the only valuable option that should be kept. They felt that *Book Drops* and the *Librarians Outreach* programme were not necessary options.

8.3 Appendix 3: Summary of findings from Kirklees Council budget consultation

Balancing the books: findings from the overall budget consultation

Background/context

Following the publication of the council's Medium Term Financial Plan (MTFP) or "Budget Book" in September 2014, Kirklees Council ran a **two phase consultation**.

Phase 1 was open for four weeks (Monday 8th September to Friday 3rd October 2014) and asked people for their views on some general budget principles. Library services were not specifically consulted on during this phase, although some people still chose to make comments about libraries.

Phase 2 was open for six weeks (Monday 27th October to Friday 5th December 2014). This second phase of consultation focused on specific budget options and ideas – including developing alternative options for library services. As with phase 1, there were a number of comments made relating specifically to libraries.

Phase 2 findings: library services

There were 2582 responses received through the survey, of which 2547 responded to the question about **developing alternative options for running our library services**.

The results for this question were as follows:



<p>Develop alternative options for running our library services</p> <p><i>This means that library services will continue but change significantly, saving up to £3.2 million over the next three years from the current spend of £5.75 million. We will be unable to continue the current level of service at all libraries across Kirklees and we will need to look at alternatives. This could include more community involvement – i.e. local people taking on some or all aspects of library services in an area of Kirklees</i></p> <p><i>ⓘ Please note that we are also planning to run a specific public consultation on changes to the library service, due to start in January 2015</i></p>	Good idea	OK idea	Neither good nor bad idea	Not keen	Bad idea
	NET positive			NET negative	
	662 (26%)	620 (24%)	329 (13%)	453 (18%)	483 (19%)
	50%			37%	

Half of people who responded to the budget consultation (50%) said that they felt that this was a 'good idea' or 'OK idea'.

The following table shows how people's views on developing alternative options for running our library services compared with the other budget options and ideas for 2015-16:

Least support	Q1: Specific options and ideas for 2015-16	Total % positive <i>(‘good idea’ or ‘OK idea’)</i>	Total % negative <i>(‘not keen’ or ‘bad idea’)</i>
	Reduce staffing in the Youth Offending Team	19%	67%
	Reduce staffing in complaints and advocacy for children and young people	19%	62%
	Reduce the intensity of Street Cleaning	36%	52%
	Reduce maintenance of our parks, open spaces and grass verges	38%	48%
	Reduce subsidies for sport and physical activities	41%	45%
	Stop funding the Kirklees Music Service	42%	44%
	Change our remaining in-house residential and home care services	37%	44%
	Increase the Council Tax Support scheme	31%	44%
	Stop local welfare provision - food banks and white goods	40%	43%
	Stop doing and funding events and festivals	46%	41%
	Develop alternative options for running our library services	50%	37%
	Remove the remaining subsidy to some child care provision	46%	37%
	Change the way we provide reablement services	47%	34%
	Change the way we provide employment, debt or housing advice and overall support for welfare benefits	55%	27%
	Stop funding the Free Town Bus service	65%	25%
	Charge schools and child care organisations for support and advice	60%	24%
	Make changes to our School Transport policy	69%	21%
	Remove more expensive payment options and promote Direct Debit and Debit Card payments	71%	20%
Most support			

The following table shows some examples of the comments made about libraries:

Develop alternative options for running our library services...			
	50% were in favour of this idea... (total saying 'Good idea' or 'OK idea')		37% were against this idea... (total saying 'Not keen' or 'Bad idea')
<p>Comments in favour of this idea...</p> <p><i>"...Look at smarter ways of running libraries with possible charging for services..."</i></p> <p><i>"...Close those libraries that are within reasonable travelling distance of the town centre and encourage people to use the main library. It is not an essential service..."</i></p> <p><i>"...Make one super library/social hub for Huddersfield, then close all the others down, as everyone can get a bus into town, therefore people could still find out what was happening, pay bills, get a book, read a paper, maybe even do a course?, or just socialise for a bit..."</i></p> <p><i>"...I personally don't see Libraries as a necessity anymore. I think there are a few very vocal older people fighting to keep these open but I don't think they are needed. All schools should have a well stocked library and children have access to these..."</i></p> <p><i>"I am a regular library user but think the service should be scaled down. The self service machines are excellent..."</i></p> <p><i>"A modest cash payment from people using services is reasonable. EG in some German states public libraries have a joining fee of 20 Euros/ annum. For people who use the library services this is not excessive..."</i></p> <p><i>"...The Libraries I have visited lately are part of the community - embrace that and find ways of raising income from the large amount of people that visit - running courses, coffee shops..."</i></p> <p><i>"...Explore other libraries' ideas for enhancing services and provision e.g. Leeds, Sheffield, York, and the Central Library in Manchester...Explore more ways of generating income within the library; are groups using the library paying appropriate fees for this usage? Are any franchises possible within the library, e.g. selling of books?..."</i></p>		<p>Comments against this idea...</p> <p><i>"For me change anything but the library service."</i></p> <p><i>"...I wouldn't like to think that a neighbour working voluntary in the library has access to my private details..."</i></p> <p><i>"Removing or reducing library availability would tear the heart out of communities - they provide so much more than just book loans..."</i></p> <p><i>"...The Library Service is also crucially important in that it provides community hubs that complement the functions of pubs, churches and mosques..."</i></p> <p><i>"I am firmly opposed to significant cuts in library and museum provision - especially in North Kirklees, which is the poor relation of Huddersfield and is in danger of becoming a cultural wasteland with the Council's proposed cuts..."</i></p> <p><i>"...Libraries - Books and other library services are important. How can volunteers run services it takes library staff years to train for?..."</i></p> <p><i>"...Libraries need to be kept in the hands of professionally trained people - it is a much harder job than people realise and I think standards would slip if the service was run by volunteers. However, volunteers could be used in some areas i.e. story times, giving out information, customer service - but management and planning needs to stay with council..."</i></p> <p><i>"Libraries - Do not change!! Libraries are a refuge, a learning establishment, a community portal, a place that brings local people together. If anything they should be the focal point for re-hashing / re-orienting some of the services that need to be cut! Boost them - don't reduce them..."</i></p> <p><i>"...Libraries are a very important community resource and if properly managed could be an engine to renew and reinvigorate weakened community structures...There may well be a way of changing services to involve volunteers but I believe the council must think very seriously before dismantling a well-established and historic service."</i></p> <p><i>"...Councils should be increasing Library services not reducing them...Who are these people expected to volunteer to run libraries?..."</i></p>	

8.4 Appendix 4: Summary of Petitions Received

A number of petitions were received by the Council and the table below summarises these;

Date received	Format of petition	Signatures	Subject of petition	Response to petition	Outcomes of petition
05-Nov-14	Paper	167	Petition about the closure of Birstall Library.	An officer will investigate and respond to the petition.	No outcome yet.
10-Dec-14	Paper and E-petition	3,903	Petition requesting that Cleckheaton Library remains where it is and providing the services it does now.	The petition has been passed to the Assistant Director – Customer and Exchequer who will investigate and respond to the Lead Petitioner. The petition will be considered as part of the Budget Consultation Exercise.	To be debated by the Council
14-Jan-15	Paper	11,010	The petition objects to moving Batley Library to any other site and sell of the Carnegie Library Building.	The petition has been passed to a Council Officer who will investigate and respond to the Lead Petitioner.	To be debated by the Council
02-Apr-15	Paper	2,498	The petitioners strongly object to any plans to close Heckmondwike Library or to sell the purpose built buildings as it would lead without a library and result in job losses	The petition has been passed onto an officer in Customer and Exchequer who will investigate and respond to the Lead Petitioner.	No outcome yet.
21-Apr-15	Paper	Under 3,000	Petition relating to Mirfield library	An officer will investigate and respond to the petition.	No outcome yet.

8.5 Appendix 5: Summary of 'Meet the Manager' sessions

A number of 'Meet the Manager' sessions were organised and hosted by Kirklees Council staff at libraries and information centres and the table below summarises these and the number that attended each session;

Library & Information Centre	Date	Attendees
Almondbury	Thursday 22 nd January 2.00-4.30pm	8
	Monday 16 th March	6
Batley	Friday 30 th Jan 11.00am-1.00pm	12
	Wed 25 th Feb 5pm –7pm	8
	Friday 27 th Feb Crochet Club	6
Birkby/Fartown	Monday 2 nd February 10.00am-12noon	6 craft group
	Wednesday 4 th March	9
Birstall	Thursday 29 th January 11.00am-1.00pm	8
	Mon 9 th March 5-7pm	6
Chestnut Centre	Wednesday 21 st January 2.00-4.30pm	18
	Wednesday 18 th March	6
Cleckheaton	Thursday 5 th February 10.00am-12 noon	12
	Thurs 5 th March 5-7pm	8
Denby Dale	Tuesday 3 rd February 10.00am -12 noon	2
	Wednesday 11 th March	4
Dewsbury	Wednesday 28 th January 10.00am-12 noon	2
	Mon 23 rd Feb 5pm- 7pm	2
Golcar	Wednesday 4 th March 3.00-5.00pm	7
	Monday 2 nd February – 5.00-7.00pm	5
Greenwood Centre (Ravensthorpe)	Tuesday 3 rd Feb 1.00-3.00pm	8
	Thur 26 th Feb 5 -7 pm	7
Heckmondwike	Wednesday 4 th February 10.00am-12 noon	6
	Tues 3 rd March 5-7pm	4

Holmfirth	Friday 23 rd January 10.00am-12noon	15
	Monday 16 th February 4.30-6.30pm	6
Holmfirth Information Centre Tourist	Saturday 31 st January 10.00am-12 noon	8
	Wednesday 18 th February 10.00am- 12noon	4
Honley	Monday 26 th January 5.00 -7.00pm	8
	Tuesday 24 th February 2.30-4.30pm	4
Huddersfield	- Wednesday 28 th January 9.30am-1.00pm	5
	Saturday 31 st January 10.00am-12 noon	2
	Friday 6 th March	22
	Tuesday 17 th March	13
Kirkburton	Friday 6 th February 3.00-5.00pm	4
	Wednesday 11 th March	8
	Friday 20 th March- knit and natter	12
Kirkheaton	Friday 30 th January 2.00-4.00pm	16
	Thurs 5 th March 5-7pm	8
Lepton	Monday 19 th January 2.30-4.00pm	23 inc reading group
	Thursday 12 th March	3
Lindley	- Thursday 5 th February 2.00-4.00pm	10
	Thursday 5 th March	13 including reading group
Marsden	Tuesday 10 th February - 10.00am-12noon	5
	Saturday 28 th February 10.00am-12 noon	3
Meltham	Monday 9 th February 10.30am - 12.30pm	4
	Friday 27 th February 10.00am-12.00 noon	3
Mirfield	Wednesday 21 st January 10.00am 12 noon	20 including walking group
	Mon 2 nd March 5-7pm	10
Rawthorpe/Dalton-	Wednesday 11 th February 2.00-4.00pm	3
	Monday 23 rd March	2
Shepley	Friday 30 th January 2.00-4.30pm	8
	Friday 9 th March	3
Skelmanthorpe	Wednesday 4 th February 10am-12noon	3
	Thursday 19 th March	2
Slaithwaite	Thursday 12 th February 5.00-7.00pm	5

	Monday 2 nd March 2.30-4.30pm	2
Thornhill Lees-	Wednesday 28 th January 1.00-3.00pm	3
	Wed 4 th March 5-7pm	2

Mobile Library and Information Centres halts

Huddersfield and Colne Valley

Bentley Street – **Lockwood** - Tuesday 3rd Feb 3.00 – 4.30 **10**
 Ladybower Avenue – **Linthwaite** – Thursday 5th Feb 3.40 – 4.10 **6**
 Moorlands Road - **Salandine Nook** – Thursday 12th Feb 2.00 – 4.00 **8**
 Beech Avenue – **Golcar** – Friday 13th February 3.00 – 3.30 **8**

Holme Valley and Denby Dale

Meal Hill Road - **Holme Village** – Monday 26th January 2.30 – 4.00 **1**
 Butts Close - **Farnley Tyas** – Wednesday 28th January 3.20 – 3.40 **2**
 Oddfellows – **Shelley** – Thursday 26th February 3.00 – 3.30 **3**
 Emley car park – **Emley** – Friday 27th February 1.15 – 3.00 **8**

Batley, Cleckheaton and Birstall

Hazel Grove – **Staincliffe** – Monday 23rd February 3.00 – 5.00 **9**
 War Memorial - **East Bierley** – Tuesday 17th February 1.30 – 3.15 **1**
 Hyrstlands Road - **Batley Carr** – Wednesday 21st January 5.30 – 6.50 **3**
 12th Avenue – **Windybank** – Thursday 26th February 4.00 – 4.30 **1**

Dewsbury and Mirfield

Birkenshaw Lane – **Birkenshaw** – Monday 9th February 5.20 – 6.50 **9**
 Partridge Crescent - **Thornhill Lees** – Thursday 22nd January 3.45 – 4.45 **2**
 Fairmoor Way – **Heckmondwike** – Friday 6th March 2.35 – 3.00 **1**
 Greenside – **Mirfield** – Friday 6th March 5.40 – 6.00 **1**

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